



**CITY OF GREENACRES
PLANNING AND ENGINEERING DEPARTMENT
POLICY AND PROCEDURES**

POLICY# PDO-002Z
ISSUED: 6/19/03
EFFECTIVE: 6/19/03

SUBJECT: Updates to Boundary, Future Land Use, Zoning, and Council District Maps

CROSS REFERENCE: Future Land Use Element of the Comprehensive Plan
Section 16-252 of the Zoning Code

PURPOSE: To describe specific steps for the updating and disseminating the Boundary, Future Land Use, Zoning, and Council District Maps of the City

POLICY: Upon adoption of Annexation, Future Land Use Amendment and/or Zoning Changes by the City Council, the following shall be done with the City's GIS maps:

1. The Zoning Administrator shall send a copy of the front page of the Annexation, Future Land Use, and Zoning staff report(s), as appropriate, to the City's GIS consultant Calvin, Giordano and Associates along with instructions that they are to update the affected GIS maps. In the event of an annexation, the Council District map shall also be updated in addition to the City Boundary map. A copy of the instructions shall be placed in the "GIS Assignments for Calvin Giordano" file in the current case files cabinet.
2. The Zoning Administrator shall review a draft version of the updates provided by the consultant and verify the changes have been made correctly. When the work is satisfactory, the consultant shall be directed to convert the maps into pdf format and post them to their ftp site. They shall also be directed to print the size and quantity of maps indicated in the table attached to this policy.
3. Upon receipt of notice from the consultant that the revised pdf's are available, the Zoning Administrator shall download the pdf's and save them to y:\GIS\maps\planning using the same naming convention as the existing documents along with the current date.
4. An e-mail shall be sent to the City Manager advising that revised pdf's need to be linked to the map area of the Planning & Engineering web page. The e-mail shall include a description of the file pathway so that IT can use the correct pdf file for the update.
5. The Zoning Administrator shall distribute the replacement paper maps to the parties and in the quantities named in the attached table.

PROCEDURE: The City Boundary, Future Land Use, Zoning, and Council District Maps shall be updated and distributed in accord with the above instructions.

REVISED: July 22, 2011

Thomas J. Lanahan
Planning and Engineering Director