

EXHIBIT "A" – REVIEW COPY

QUASI-JUDICIAL HEARING PROCEDURE (EX PARTE COMMUNICATIONS)

I. NOTICE OF EX PARTE COMMUNICATIONS.

The BCC Land Use Agenda shall contain the following notice:

"Pursuant to Florida law, ex parte communications received or generated by a board member shall be entered into the agenda item's hearing record by memorandum prior to the hearing or shall be reported and entered into the hearing record pursuant to BCC Resolution No. 2020- ____."

II. CONSENT AGENDA.

Each board member shall enter into the public record for each item a memorandum describing any ex parte communications.

III. REGULAR LAND USE AGENDA.

(4a) The Chair announces the public hearing and requests that the representatives of the parties enter their appearances for the record.

(2b) All witnesses are sworn.

(3c) The Chair requests ~~of all commissioners~~ board members to disclose ~~disclose of~~ any communications, investigations and site visits related to the subject matter of the hearing.

(4d) Each ~~commissioner~~ board member shall announce receipt or generation of ex parte communications and in turn shall thereupon shall enter into the record the following:

(a1) ~~identify for the record~~ In writing or verbally, the identity or identities of any person or persons involved in any such making one or more ex parte communications directly to the board member;

(b2) In writing or verbally, state the substance of the Communication communication or submit a copy of the communication;

(c3) ~~inform as to~~ In writing or verbally, describe any investigations or site visits made by the ~~individual commissioner~~ board member, including the date, time and the substance of any findings; or, the board member shall provide a memorandum directed to board clerk describing arising therefrom. It is advised that the commissioners make and keep memoranda reflecting the date, time and substance of such communication the investigations or visits;

(d4) cause such memorandum or notes made by the ~~commissioner~~ board member pursuant to (a1) through (c3) above, to be presented to the ~~Clerk to the Board~~ board clerk for inclusion in the public records of the proceeding;

(e5) cause any written communication directed to the ~~commissioner~~ board member by any person regarding the subject matter of the ~~hearing~~ proceeding to be read

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entered into the record and presented to the ~~Clerk to the Board~~board clerk for inclusion in the public records of the proceeding.

~~(5) Upon completion of the steps outlined in (4) above, the Chair shall call upon the parties and the general public for any comments or opinions as to the matters disclosed. Thereafter, the applicant shall commence its case.~~