



**SANDRA "SAM" HIMMEL – SUPERINTENDENT OF SCHOOLS**

*“Where Learning is the Expectation  
And Caring is a Commitment”*

**Planning and Growth Management Department**

TO: Whom it May Concern  
FROM: Chuck Dixon, AICP, Director  
DATE: March 17, 2008

**LOUIS A. MIELE**  
DISTRICT 1 – HERNANDO

**VIRGINIA BRYANT**  
DISTRICT 2 – CRYSTAL RIVER

**PATRICIA DEUTSCHMAN**  
DISTRICT 3 – FLORAL CITY

**BILL MURRAY**  
DISTRICT 4 – LECANTO

**LINDA B. POWERS**  
DISTRICT 5 - INVERNESS

RE: Processes for Land Acquisition

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In order to provide for expansion of educational facilities the Planning and Growth Management Department prepares a work plan each year for adoption by the Citrus County School Board.

The District Work Plan includes student projections and subsequent projections for facility needs over the short term (5 year) as well as the mid term (10 year), and the long term (20 year) planning period.

The School Board has acquired land for some of these future needs but additional sites will be needed as well as additional land for improvements adjacent to existing facilities.

The Planning and Growth Management Department will evaluate properties as they become available if they are deemed suitable and appropriate for meeting the District needs.

The following two processes will be followed:

**Process 1 – Land Selection for a Specific Project**

1. Staff will identify all properties currently owned by the School Board and determine if land in the existing inventory can be used for the project or if additional land is needed.
2. If land in the existing inventory is deemed to be insufficient for the project or not well suited for the project, staff will contact the Citrus County Realtors Association and provide location criteria and/or a description of the project for dissemination to the realtors. Staff will also accept proposals from nonmember realtors and others if they meet the location criteria.
3. When staff determines that it is in the best interest of the District to purchase a parcel, or parcels, the Director of the Planning and Growth Management and the School Board Attorney may negotiate a contract to purchase property

subject to required due diligence, and School Board Approval. All negotiations must be in writing. Any proposed contract must also be reviewed and approved by the Superintendent prior to consideration by the School Board.

4. In cases where special studies are needed to establish compliance with the criteria in Section 1013.36, **Site Planning and Selection**, F.S. and the Department of Education's State Requirements for Educational Facilities (SREF), an option contract can be used or closing may be conditioned upon satisfaction of any applicable criteria.

## **Process 2 – Other Land Proposals**

1. When someone approaches the School District with an offer to sell land; staff will look at the immediate and long range needs of the District to determine if it is appropriate to consider a land purchase. The needs may include land for an expansion at an existing facility or to address an issue such as a drainage problem. The long range needs will be identified in the adopted, or proposed, District Work Plan and this may include land for a future school, other District facility, or an expansion etc.
2. If staff determines that there is an interest in the subject land based on these criteria, a file on the property will be created and staff may make an appointment to inspect it if it is deemed to be in the best interest of the District to consider it at the given time. The file will include basic information such as the property record from the Citrus County Property Appraiser's Web Site and any information submitted by the owner or agent for the property. Any site inspection records such as notes or photographs shall be kept in the file or stored in electronic format.
3. Once a file is created and staff has the necessary general information to determine the suitability of the site at issue for an immediate, or long range District need, staff will prioritize the proposal based on a basic benefit/cost analysis and determine if it is appropriate to take it to the Long Range Planning Committee for consideration or otherwise act on it in a more expeditious fashion.
4. When staff determines that it is in the best interest of the District to purchase a parcel, or parcels, the Director of the Planning and Growth Management and the School Board Attorney may negotiate a contract to purchase property subject to required due diligence, and School Board Approval. All negotiations must be in writing. Any proposed contract must also be reviewed and approved by the Superintendent prior to consideration by the School Board.

5. In cases where special studies are needed to establish compliance with the criteria in Section 1013.36, **Site Planning and Selection**, F.S. and the Department of Education's State Requirements for Educational Facilities (SREF), an option contract can be used or closing may be conditioned upon satisfaction of any applicable criteria.