



**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 *CD*  
FROM: Chuck Dixon, AICP, Planning Director  
DATE: May 31, 2017

RE: **Zoning Procedures**

**THOMAS KENNEDY**  
DISTRICT 1 – HERNANDO

**VIRGINIA BRYANT**  
DISTRICT 2 – CRYSTAL RIVER

**DOUGLAS A. DODD**  
DISTRICT 3 – FLORAL CITY

**SANDRA COUNTS**  
DISTRICT 4 – LECANTO

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



In response to provisions in 2005 FL Senate Bill 360 we have created a streamlined approach to evaluating the capacity conditions at each school on an annual basis. This data is used to make decisions regarding new facilities, additional student stations at existing facilities, and attendance boundary changes.

Each year we will look at the capacity status of all the schools in the District and evaluate the conditions. Attendance boundary changes may be initiated if warranted by any condition that may be causing capacity issues at one or more school.

Attendance boundary changes allow for flexibility in shifting students to schools where capacity exists and away from schools that are over capacity. This promotes a more efficient use of school space and a better learning environment for students.

The following is an overview of six guidelines we use for changing school attendance boundaries:

1. The attendance map will be drawn using only the required objective statutory criteria.
2. The School Board will have oversight of the process by reviewing the annual report to include enrollment and school utilization rates and by initiating actions necessary to balance enrollment and achieve appropriate utilization rates, and/or modify or add/subtract student stations. In addition, the School Board will have the option to hold additional public meetings if it is not satisfied that adequate input has been received in the amendment process.
3. The parent input process will be a process modeled after the Florida Department of Transportation (FDOT). This process will provide an individualized as opposed to group input process. This approach will afford maximum access by people and will enable parents and community members to meet one-on-one with staff for gaining knowledge, asking questions and providing input.

4. Comment cards and/or a transcription device can be used to record the input received from the stakeholders and a summary of this record will be forwarded to the School Board along with the recommendation of District staff responsible for overseeing the mapping process.
5. At the public hearing for adoption the School Board will receive a staff report provided by the Planning Department to outline the process that was followed to redraw the attendance boundaries and to summarize the input that was received from individuals who submitted formal input.
6. A recommendation will be made by the Planning Department and the School Board will then vote to accept the recommendation and adopt the attendance boundary map as proposed or send it back for a specific reason. If it is not adopted it could go back to a previous step in the process etc.

This process is modeled after similar processes used in other school districts and it is designed to afford maximum public input. It also allows for expedited review to address school capacity issues if warranted by a surge in student population in a particular part of the County.

If you have questions about current attendance boundaries you can view them in the Maps section above in the navigation bar.

You can also access the VersaTrans System, which allows for more specific information based on a street address. The VersaTrans Link is located at:

<http://versatransweb.citrus.k12.fl.us/elinkrp2/Students/BasicTransBoundarySearch.aspx>

In high growth areas, sometimes it is necessary to adjust school attendance boundaries more often to ensure that classroom space is being used efficiently. This promotes a better learning environment for students and better working conditions for school staff. We will always try to look at growth issues comprehensively and seek to minimize the frequency of attendance boundary changes.

Your patience is appreciated.