



SECTION 3. COUNTY ADMINISTRATION

3.32 ENGINEERING AND TECHNICAL MANUALS.

A. PURPOSE. To provide a process to revise the Engineering and Technical Manuals authorized by Section 5.20 of the Land Development Code.

B. ENGINEERING AND TECHNICAL MANUAL REVISION PROCEDURE. To meet the needs of the Public Works Department, the Public Safety Department and the Environmental Services Department, and to address ongoing changes in technology, it is necessary to revise and update the Engineering and Technical Manuals authorized by Section 5.20 of the Land Development Code of Seminole County, Florida on a timely basis. The Directors of the respective Departments are responsible for administering the revision process for the Department's respective Technical or Engineering Manual.

(1) Proposed revisions to the respective Engineering or Technical Manuals may be submitted by County staff or the general public to the respective Department Director.

(2) The respective Department shall provide a copy of any proposed revisions to the respective Engineering or Technical Manual by electronic mail notification to Registered Holders of the Manual for comment. The respective Department shall also ensure the proposed revisions are posted on the County's website to provide notice to other users and to provide the opportunity to comment. Interested parties may provide written comments within twenty-one (21) calendar days from the date of issuance of the e-mail and website notice.

(3) The respective Department shall schedule one (1) or more informal workshops to discuss the proposed revisions. The respective Department shall provide a notice of the date, time and location of any scheduled workshop on the County's website and by electronic mail notification to all Registered Holders of the respective Manual.

(4) After at least one (1) workshop, the respective Department's staff shall issue recommendations regarding the proposed revisions to the respective Engineering or Technical Manual and shall provide written comments received and a summary of comments presented at the workshop(s) to the respective Department Director for action.

(5) The respective Department Director shall make the final decision for the Department regarding the recommendations relative to proposed revisions to the Engineering or Technical Manual for the respective Department.

(6) Following the respective Department Director's final decision regarding the recommendations for proposed revisions to the Engineering or Technical Manual, the proposed revision must be posted on the respective Department's website for thirty (30) days, and notice of this posting must be sent to Registered Holders of the Manual.

(7) Following the posting of the proposed revision for thirty (30) days as described in Section 3.32B(6), the Department shall schedule the proposed revision for



consideration by the BCC as a consent agenda item. Proposed revisions must be implemented by Resolution.

(8) The effective date of any revision must be established within the Resolution approved by the BCC, but in no event less than thirty (30) days following the BCC approval.

C. REGISTERED HOLDER OF THE ENGINEERING MANUALS. The Public Works Department, the Public Safety Department and the Environmental Services Department shall establish procedures for any member of the public to be designated as a Registered Holder of the respective Department's Engineering or Technical Manual. The Department may charge a reasonable fee for a hard copy of the respective Manual. The Department shall also provide an electronic copy of the respective Engineering or Technical Manual to the Registered Holders.

D. EXPEDITED PROCESS FOR WAIVERS AND RELATED REVISIONS TO THE ENGINEERING AND TECHNICAL MANUALS. In certain circumstances, waivers to the Engineering and Technical Manuals may be needed on an expedited basis.

(1) This Section 3.32D applies to internal conflicts within the Manuals or situations involving an immediate public health or safety issue that might result from compliance with the Manual.

(2) If the Department Director determines there exists an internal conflict within the respective Manual or compliance with a provision in the Manual would involve an immediate public health or safety issue, the respective Department Director is directed to use sound professional judgment and, if necessary, is authorized to issue an appropriate waiver to resolve the problem on an interim basis. In such event, the Department Director shall commence the process set forth in Section 3.32B for a formal revision to the respective Manual to resolve the problem on a permanent basis.

E. AUTHORITY. Resolution 2014-R-47 adopted February 11, 2014