

POLK COUNTY

DEVELOPMENT REVIEW COMMITTEE

STAFF REPORT

DRC Date: June 25, 2026	Level of Review: Level 4 Review
PC Date: August 5, 2026	Type: Large-Scale Comprehensive Plan Amendment
BoCC Date: September 15, 2026	Case Numbers: LDCPAL-2026-7
Applicant: Land Development Div.	Case Name: CIE Update 2026
	Case Planner: Robert Bolton

Request:	County initiated text amendment to the Polk County Comprehensive Plan, Ordinance 92-36, as amended, to review the Capital Improvements Element and reference the adopted five-year schedule of Capital Improvements, to reflect the timing and funding of capital projects to meet or maintain adopted Level-Of-Service (LOS) standards for certain public facilities; reference the adopted Transportation Improvement Program (TIP) Five-Year Study and the adopted Polk County School Board Five-Year Work Plan.
Location:	N/A
DRC Recommendation:	Approval
Planning Commission Vote:	Pending
Public Comment:	None
Florida Commerce:	Curtesy copy to be sent after adoption

Summary

Florida Statutes 163.3177 (3) requires that the Capital Improvements Element be reviewed on an annual basis. F.S. permits, “modifications to update the Five-Year capital improvement schedule may be accomplished by ordinance and may not be deemed to be amendments to the local Comprehensive Plan.” Policy 4.206-A1 of the Capital Improvements Element of the Polk County Comprehensive Plan requires the County to review the CIE annually. In addition, Policy 4.205-A16 and A19 adopts by reference the most recent Polk County School Board Five (5) Year Work Program and the Polk Transportation Planning Organization’s Transportation Improvement Plan, respectively. Therefore, the ordinance for this case is to reference these documents and the CIP rather than incorporating them into the CIE as has been done in past years. The CIE in the Comprehensive Plan include the following sections (view online [here](#)):

Section 4.201 - Introduction.
 Section 4.202 - Coordination.
 Section 4.203 - Level-Of-Service Standards.
 Section 4.204 - Determining Needed Capital Improvements.
 Section 4.205 - Assessing the Financial Feasibility of Projects.
 Section 4.206 - Providing Needed Capital Improvements.
 Section 4.207 - Concurrency Management.
 Section 4.208 - Implementation

Findings of Fact

- The purpose of Polk County's Comprehensive Plan, Division 4.200, Capital Improvements Element (CIE), is to consider the need for and location of public facilities in order to encourage the efficient use of such facilities.
- The CIE outlines principles for constructions, extension or increase in capacity of public facilities as well as a component that outlines principles for correcting existing public facility deficiencies, which are necessary to implement the Comprehensive Plan (i.e., sanitary sewer, solid waste, drainage and potable water). The CIE shall cover at least a 5-year period.
- The CIE standards shall ensure the availability of public facilities and the adequacy of those facilities to meet the established acceptable level-of-service (LOS).
- The schedule of capital improvements includes any publicly funded projects of federal, state, or local government, and which may include privately funded projects for which Polk County has no fiscal responsibility. Projects necessary to ensure that any adopted LOS standards are achieved and maintained for the 5-year period must be identified as either funded or unfunded and given a level of priority for funding.
- POLICY 4.206-A1: Polk County shall review the Capital Improvements Element, which includes a 5-year schedule of capital improvements, and the Community Investment Program annually, and they may be modified as follows:
 - a. The Capital Improvements Element shall be reviewed on an annual basis and modified as necessary in order to maintain a financially feasible 5-year schedule of capital improvements.
 - b. Polk County adopts, by reference, the Capital Improvement Program's Five-Year Work Plan also known as the Community Investment Program (CIP) annually, to consider the need for the location of public facilities. Pursuant to Florida Statutes, the CIE together with the CIP reflect the time, location and funding of capital projects to achieve and maintain adopted level of service standards for public facilities that are necessary to implement the comprehensive plan. The five-year capital improvements schedule shall be updated by separate ordinance and may not be deemed an amendment to the comprehensive plan.
- POLICY 4.206-A2: Polk County shall prepare as part of the annual budget process a Capital Improvements Budget (CIB) which lists appropriations for the capital improvements projects in the first year of the CIP and projects for the repair, renovation, or replacement of obsolete or worn out facilities per Policy 4.204-A2.

- The schedule of the Community Investment Program (CIP) within the CIE shall be included in the estimated public facility costs, including a delineation of when facilities will be needed, the general location of the facilities, and projected revenue sources to fund the facilities. The CIP was approved by the Board of County Commissioners on September 19th, 2023.
- POLICY 4.205-A19: TRANSPORTATION IMPROVEMENT PROGRAM (TIP) states that Polk County adopts, by reference, the Transportation Improvement Program Five-Year Work Plan annually which includes a list of all prioritized transportation projects in Polk County funded from federal and state sources. The Transportation Improvement Program (TIP) is a financially feasible program and displays the priorities of multi-modal transportation improvement projects as adopted by state, local governments and transit agencies in Polk County. The TIP was approved by the Polk Transportation Planning Organization on June 8th, 2023
- The CIE shall include transportation improvements that are contained in the Polk Transportation Planning Organization's (TPO) Transportation Improvement Program (TIP) adopted pursuant to State Statute 339.175(8) to the extent that such improvements are relied upon to ensure concurrency and financial feasibility. The schedule is coordinated with the applicable Polk TPO's Long-Range Transportation Plan (LRTP) adopted pursuant to State Statutes 339.175(7). The TPO adopted the five-year TIP on June 8th, 2023.
- POLICY 4.205-A16 of the Capital Improvements Element states that Polk County adopts by reference the School Board's Five-Year Work Plan annually which includes the needed capital improvements to achieve and maintain the adopted Level of Service Standards.
- The CIE shall include the Polk County Public Schools Five-Year Work Plan and Capital Budget for consistency with the Interlocal Agreement pursuant to State Statute 163.31777. The Polk County School Board adopted the Polk County School Board Five-Year Work Plan (2024-2028) on August 25, 2024. The Polk County School Board is anticipated to adopt a new Five-Year Work Plan during their Board Workshop on August 25, 2026. Should an updated Five-Year Work Plan and Capital Budget at that time the revised plan will be replaced prior to presentation and Adoption by the Polk County Board of County Commission.

Recommendation

Development Review Committee Recommendation: Based on the information obtained by the Community Investment Program, Polk Transportation Planning Organization and the Polk County Public Schools, the Development Review Committee finds that the request **IS consistent** with the Polk County Comprehensive Plan. Therefore, the Development Review Committee (DRC) recommends **APPROVAL of LDCPAL-2026-7**

Planning Commission Recommendation: On August 5, 2026, in an advertised public hearing the Planning commission voted #:# to recommend **DENIAL or APPROVAL of LDCPAL-2026-7.**

Consistency with the Comprehensive Plan

Polk County's Capital Improvement Program, otherwise known as the Community Investment Program (CIP), is the five-year plan for capital/infrastructure projects. The CIP, includes the public facility cost, including a delineation of when the facilities will be needed, the general location and projected revenue sources to fund the facilities. Policy 4.206-A1 of the Capital Improvements Element of the Polk County Comprehensive Plan requires the County to review the CIE annually. The ordinance for this case acknowledges that the County meet its obligation in conducting the annual Capital Improvements Element update and review as required by Florida Statutes Section 163.3177 (3) and adopting these documents by reference as provided for in Policies 4.205-A16 through A19.

Requirements of the Comprehensive Plan

As required in the Polk County Comprehensive Plan, Capital Improvements Element the following has been adopted:

- The Community Investment Program was adopted by the Board of County Commissioners on September 16, 2025.
- The Transportation Improvement Program was adopted by the Polk Transportation Planning Organization on June 11, 2026.
- The Polk County Public Schools Five-Year Work Plan (2024-2028) was adopted by the Polk County School Board on August 13, 2024. The Polk County School Board is anticipated to adopt a new Five-Year Work Plan during their Board Workshop on August 25, 2026. Should an updated Five-Year Work Plan and Capital Budget at that time the revised plan will be replaced prior to presentation and Adoption by the Polk County Board of County Commission.

Exhibits under separate cover:

Exhibit A: Community Investment Program – Five-Year work Plan with Project Detail Sheets

Exhibit B: Polk County Public Schools Five Year Work Plan & Capital Budget

Exhibit C: Polk Transportation Improvement Program (TIP)

Ordinance under separate cover