

**MEMORANDUM**

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July 29, 2014

**TO:** Honorable Mayor and City Commission

**VIA:** Kenneth Fields, City Manager

**FROM:** Clara VanBlargan, City Clerk

**RE:** Appointment – Planning & Zoning Board

**SYNOPSIS:** Appointments fill vacancies due to resignations, expiration of terms, newly established boards, etc.

**RECOMMENDATION**

The Mayor makes appointments to various citizen advisory and regulatory boards, commissions, committees, and authorities with the advice and consent of the City Commission (City Charter, Sec. 3.06).

The Mayor is asked to make the appointment as deemed appropriate.

**BACKGROUND**

Vacancies exist on various Boards, Commissions, and Committees due to resignations, expirations of terms, newly established boards, etc.

Lake Wales Code of Ordinances Sec. 2-26 (3). Limit on Consecutive Terms:

- (a) Except as provided in paragraph (b) below, no person shall serve more than three (3) consecutive terms on a single board, commission or committee except that a person appointed to a partial term that is less than one-half (½) of the normal term for that particular board, commission or committee shall be permitted to serve three (3) consecutive terms in addition to the partial term. Members appointed before July 1, 1989, may be permitted to serve three (3) additional consecutive terms. This limit on consecutive terms may be waived for members of regulatory boards (i.e., planning and zoning board, board of appeals, code enforcement, etc.) with the recommendation of the city manager where, in the sole discretion of the city manager, special circumstances exist which warrant the appointment of a particular member to an additional term.
  
- (b) There shall be no limit to consecutive terms served by an elected or appointed trustee on a board established for the purpose of administering an employee retirement plan.

**Planning & Zoning Board (City Code Sec. 23-205.2)** – The board consists of seven (7) members. At least six (6) members must reside in the City and one (1) member must either reside in or own real property in the city. (3 year term)

- An interview process is required for new applicants only.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **1 resident; 07/01/15**

<b>Current Members:</b> Joanne Fuller, resident	09/19/06 – 07/01/15, 3-Final
Mark Bennett, resident	05/07/13 – 07/01/15, 1
Charlene Bennett, resident	02/16/10 – 07/01/16, 2
Sharon Allen, resident	07/01/04 – 07/01/17, P+4-Final
Lloyd (Jack) Van Sickle, resident	06/21/11 – 07/01/17, 2
John Gravel, property owner	05/06/14 – 07/01/16, 1

**Meetings (2-133)** – The planning board shall hold regular meetings at the call of the chairman on the fourth Tuesday of each month and at such other times as the planning board may determine. Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of notice.

**Current Meeting Schedule:** - 4<sup>th</sup> Tuesday @ 5:00 p.m.; Commission Chamber

**Rules of procedure (City Code Sec. 23-205.3):**

The planning board shall elect from its **membership** one (1) member to serve as chairman and one (1) to serve as vice-chairman.

- a. The term of the chairman and vice-chairman named by the planning board shall be for a period of one (1) year with eligibility for re-election.
- b. The planning board shall hold regular meetings at the call of the chairman on the fourth Tuesday of each month and at such other times as the planning board may determine. Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of notice.
- c. The planning board shall adopt rules for transaction of its business and shall keep a public record of its resolutions, transactions, findings and determinations which record shall be filed with the official records of the city. The planning board may set a limit on the number of applications which may be scheduled for review on an agenda.

**Functions, powers and duties (City Code Sec. 23-205.4)** - To act as Local Planning Agency pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act, F.S., ch 163, part II, and perform all functions and duties prescribed therein:

1. To advise and make recommendations to the city commission regarding applications for amendments to the official zoning map and comprehensive plan, rezoning of property, preliminary planned development projects and subdivisions;
2. To consider the need for revision or addition of regulations in these land development regulations and recommend changes to the city commission;
3. To hear and decide applications for special exception use permits and site plans in compliance with these regulations;
4. To perform any other duties which are lawfully assigned to it by the city commission

**Applying for appointment:** Robby Bryant, resident

Planning and Zoning Board Chairman Charlene Bennett and Assistant Planning & Development Director Kathy Bangley interviewed Robby Bryant, and recommended appointment to the Board.

Robby Bryant currently serves as a member to the CRA Citizens Advisory Committee. Mr. Bryant is eligible to serve on both boards.

**Applying for reappointment:** None

**Recommendation:** The recommendation is for the Mayor to appoint Robby Bryant to serve on the Planning & Zoning Board for a term expiring on 07/01/15, and for the City Commission to consent to the appointment made by the Mayor.

**OPTIONS**

Do not appoint the applicants named above and seek other applicants; however, it may be difficult for the boards to obtain a quorum until vacancies are filled.

**FISCAL IMPACT**

None. These are volunteer citizen boards.

# APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

City of Lake Wales, City Clerk's Office, P.O. Box 1320, Lake Wales, FL 33859-1320

Board/Commission/Committee Planning & Zoning

Applying for:		Yes Full-time	Yes Part-time	No		Yes	No
<input type="checkbox"/> reappointment	City Resident?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Business Tax?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> new appointment	Registered Voter?	Yes, Florida <input checked="" type="checkbox"/>	Yes, Other <input type="checkbox"/>	No <input type="checkbox"/>	Own Property in City?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Name <b>Robby Bryant</b>			
Home Address 1125 Voncile St Lake Wales, FL 33853	Home Phone 863-605-9679		
Business Address 2 North 1st St. Ste. 130 Lake Wales, FL 33853	Business Phone 863-676-1404		
Employer Ewing Blackwelder & Duce Insurance	Occupation/Type of Business Insurance Agent		
If applicant is not a city resident or does not pay business tax to city, please provide physical address of property owned within the city limits.			
Special knowledge or experience applicable to function of board/commission/committee  Previous time already spent on CRA board Several years on the YMCA advisory board			
Other community involvement  Also completing re-appointment for CRA CAC board	Fla. Statute 760.80 requires the City of Lake Wales to maintain and report the following information: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Race/Ethnicity</b>                      African-American <input type="checkbox"/>                      Asian-American <input type="checkbox"/>                      Hispanic-American <input type="checkbox"/>                      Native-American <input type="checkbox"/>                      Caucasian <input checked="" type="checkbox"/> </td> <td style="width: 50%; vertical-align: top;"> <b>Gender</b>                      Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>   <b>Physically Disabled?</b>                      Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> </td> </tr> </table>	<b>Race/Ethnicity</b> African-American <input type="checkbox"/> Asian-American <input type="checkbox"/> Hispanic-American <input type="checkbox"/> Native-American <input type="checkbox"/> Caucasian <input checked="" type="checkbox"/>	<b>Gender</b> Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>  <b>Physically Disabled?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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I understand that I may be required to complete a Financial Disclosure Form in accordance with the requirements of Florida Law for every year during which I serve as an appointee. I further understand that refusal to file a required Financial Disclosure will result in my removal from the board/commission/committee to which I have been appointed.			
_____ applicant initials			
Have you ever been convicted of a felony? <input type="checkbox"/> Yes If yes, please explain on separate paper and attach to application. <input checked="" type="checkbox"/> No	_____ applicant signature		
List 3 references who reside in the city: Rosemary Bryant                      863-221-7264 name    phone Edward Bryant                      863-221-7264 name    phone Jonathan Thornhill                      863-604-8556 name    phone Contact City Clerk's Office to schedule appointment with board chairman and board support staff.	_____ date		
If the applicant is not appointed at the next City Commission meeting scheduled for the purpose of making appointments, this application will be retained on file for 6 months.  e-mail <u>rbryant@ebdins.com</u>			

## MEMORANDUM

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July 16, 2014

TO: Clara Van Blargan, City Clerk

FROM: Kathy Banglely, Assistant Director of Planning and Development

RE: Recommendation - Appointment to Planning and Zoning Board

The Chairman of the Planning and Zoning Board, Charlene Bennett, and I recommend appointment of Robby Bryant to fill the vacancy in membership on the board.

The recommendation is based on an interview on July 9. The duties and responsibilities of board members were reviewed. Mr. Bryant expressed an interest in serving the community and an understanding of the board's charge.

Mr. Bryant is a resident of the city.

Per sec. 23-205 of the Code, the Planning and Zoning board consists of seven regular members. At least six members must reside in the city and one member must either reside or own real property within the City limits.