

## MEMORANDUM

---

September 29, 2020

**TO:** Honorable Mayor and City Commission  
**VIA:** James Slaton, Interim City Manager  
**FROM:** Jennifer Nanek, City Clerk  
**RE:** Appointments –Historic District Regulatory Board, Planning and Zoning Board  
**SYNOPSIS:** Appointments to fill vacancies on the Historic District Regulatory Board and Planning and Zoning Board.

### RECOMMENDATION

Staff recommends that the Mayor and Commission to make the following appointments as deemed appropriate.

1. Appoint Scott Crews to a term on the Historic District Regulatory board for a term expiring July 1, 2022.
2. Appoint Chris Lutton to a new term on the Planning and Zoning Board for a term expiring July 1, 2023

### BACKGROUND

As of July 1, 2020 terms will have expired on many of our boards. These are those applying for appointment or re-appointments to new terms.

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).

### Historic District Regulatory Board

**Historic District Regulatory Board (City Code Sec. 23-208.2)** – The board consists of five (5) regular members (appointed in accordance with section 2-26). At least 50% of the members shall reside or own property within the City. Members shall be chosen to provide expertise in the following disciplines to the extent such professionals are available in the community: historic preservation, architecture, architectural history, curation, conservation, anthropology, building construction, landscape architecture, planning, urban design, and regulatory procedures. (3-year term)

- An interview process is necessary for new applicants only.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **1 vacancy, resident or own property in City;**

**Current Members:**

Lawrence (Larry) Bossarte, business owner	02/04/20 – 07/01/22, 1
Jonathan Kaufman, non-resident	09/22/20 – 7/1/2022, 1
John Turley, resident	12/18/18 – 07/01/21, 1
Brandon Alvarado, resident	12/18/18 - 07/01/21, 1
Ronni Wood, resident	02/05/19 – 07/01/21, 1

**Applying for Appointment:** Scott Crews, non-resident and business owner, for a partial term expiring on 07/01/21 Staff has interviewed the applicant and recommends his appointment.

**Meetings (City Code Sec. 23-208.3(c))** – The historic board shall hold regular meetings at the call of the chair and at such other times as the board may determine. Special meetings may be called by the chair or vice-chair with twelve (12) hours of notice. No less than four (4) meetings shall be held each year.

**Current Meeting Schedule:** 3<sup>rd</sup> Thursday @ 5:30 PM; Commission Chamber

**Functions, powers, and duties (City Code Sec. 23-208.4)**

1. To hear and decide upon applications for certificates of appropriateness as required under this chapter;
2. To adopt guidelines for the review and issuance of certificates of appropriateness consistent with the purposes of this chapter, the historic preservation element of the comprehensive plan, and the Secretary of the Interior's standards for historic properties;
3. To make recommendations to the city commission on matters relating to the establishment of historic districts and regulation of such districts;
4. To make recommendations to the planning board and the city commission for amendments to the code of ordinances and the comprehensive plan on matters relating to historic preservation;
5. To make recommendations to the planning board and city commission regarding special permits for properties within an historic district in cases in which the special permit involves work requiring a certificate of appropriateness;
6. To perform any other duties which are lawfully assigned to it by the city commission

**Planning & Zoning Board (City Code Sec. 23-205.2)** – The board consists of seven (7) members. At least four (4) members must reside in the City and three (3) members 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: 3 vacancies, must reside in or own real property in the City

**Applying for Re-Appointment:** Christopher Lutton to a term that will expire 07/01/23

**Current Members:** Kyra Love, Resident 8/6/2019 – 7/1/21 1

Diane Sims, resident	02/19/19 – 07/01/21, 1
Charlene Bennett, resident	02/16/10 – 07/01/16, 2
Narvell Petersen, resident	07/05/17 – 07/01/20, 1
Christopher Lutton, resident	07/05/17 – 07/01/20, 1
John Gravel, property owner	05/06/14 – 07/01/16, 1
Linda Bell, property owner	08/01/2017 - 07/01/21, 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

**OPTIONS**

Do not appoint those that have applied.

**FISCAL IMPACT**

None. These are volunteer boards.

**ATTACHMENTS**

Applications