

MEMORANDUM

June 18, 2021

TO: Honorable Mayor and City Commission

VIA: James Slaton, City Manager

FROM: Jennifer Nanek, City Clerk

RE: Appointments – Historic District Regulatory Board, Housing Authority, Planning & Zoning, Recreation Commission,

SYNOPSIS: Appointments to fill vacancies on the Historic District Regulatory Board, Housing Authority, Planning & Zoning, Recreation Commission boards

RECOMMENDATION

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

1. Reappoint Brandon Alvarado to the Historic District Regulatory Board to a new term to expire July 1, 2024.
2. Reappoint Scott Crews to the Historic District Regulatory Boards to a new term to expire July 1, 2024.
3. Reappoint Wanda Lawson to a new term on the Housing Authority to expire July 1, 2025.
4. Appoint Michelle Threatt to a new term on the Housing Authority to expire July 1, 2025.
5. Appoint Durinda Wells to a new term on the Housing Authority to expire July 1, 2025.
6. Reappoint Kyra Love Harriage to a new term on the Planning and Zoning board to expire July 1, 2024
7. Reappoint Jim Reddick to a new term on the Recreation Commission to expire July 1, 2024.
8. Reappoint Laura Donaldson to a new term on the Recreation Commission to expire July 1, 2024.

BACKGROUND

On July 1st many terms on the various boards, Commissions and Authorities are expiring. Here are those applying for appointment or reappointment 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: **3 vacancies, resident or own property in City;**

Current Members:

Lawrence (Larry) Bossarte, business owner	02/04/20 – 07/01/22, 1
Jonathan Kaufman, resident	09/22/20 – 07/01/22, P
Robert Harriage, resident	12/01/20 – 07/01/21, 1
Brandon Alvarado, resident	12/18/18 - 07/01/21, 1
Scott Crews, resident	02/05/19 – 07/01/21, 1

Applying for Re-Appointment:

Brandon Alvarado, resident, for a new term expiring on 07/01/24

Scott Crews, resident, for a new term expiring on 07/01/24

The Board recommended the reappointment of Brandon Alvarado and Scott Crews

Housing Authority (F.S. 421.04) – The board consists of five (5) members. Members must reside in the City, own property in the City, or hold a valid occupational license issued by the City. One (1) member must be a resident of the housing project who is current in rent payment or a person of low income who is receiving a rent subsidy through a program administered by the Authority. No member may be an officer or employee of the City. (4-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: **3 vacancies due to expired term**

Primary Duties: Manage and control the city's low-rent housing units.

Current Meeting Schedule: 3rd Wednesday @ 6:00 PM; Housing Authority

Current Members:	Janice Snell, resident	04/17/12 – 07/01/21, 3
	Narvell Petersen, resident Chair	07/01/20 – 07/01/24, 1
	Wanda Lawson, resident	06/18/13 – 07/01/21, 2
	Melissa Montgomery, resident of housing project	06/21/11 – 07/01/21, 3
	Helen Walters, resident	11/04/14 – 07/01/22, 3

Albert Kirkland, Jr., Ex-officio n/a
Commissioner Terrye Howell, City Liaison 05/05/20 – 05/02/23

Applying for Re-Appointment: Wanda Lawson for a new term to expire 07/01/2025

Applying for appointment: Michelle Threatt for a new term to expire 07/01/2025
Durinda Wells new term to expire 07/01/2025

The Housing Authority and staff recommend these appointments.

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: **2 vacancies, must reside in or own real property in the City**

Current Members: **Kyra Love, Resident 8/6/2019 – 7/1/21 1**
Casey McKibben, resident 03/02/21 – 07/01/24, P+1
Charlene Bennett, resident 02/16/10 – 07/01/22, 4
Buck Scott, resident 03/02/21 – 07/01/23, P
Christopher Lutton, resident 07/05/17 – 07/01/23, 2
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: - 4th 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: **Kyra Love Harriage for a new term to expire 7/1/2024**

The Planning and Zoning Board recommends this appointment.

Recreation Commission (City Code Sec. 2-161) – The Recreation Commission consists of thirteen (13) members from Community Organizations providing a recreation program for the Community and three citizen members representing the citizens at large. A Quorum shall consist of 6 members (3-year term)

- There is no interview requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **3 Citizen Vacancies**

Current Meeting Schedule is the third Mondays of the month at 12:00 p.m. noon in the City Manager's Conference Room.

Current Members: **Keri Hunt, Citizen, 07/01/2017-07/01/2020, 3**
Jim Reddick, Citizen, 05/07/2019 – 7/1/2021, P
Laura Donaldson, Citizen 09/19/2019-07/01/2021, P
Curtis Reddick, Lake Wales Boys and Girls Club
Scott Blackburn, Lake Wales Little League
Burney Hayes, Lake Wales PAL
Patty McKeeman, Lake Wales Pram Fleet
Kara Wiseman, Lake Wales Public Library
Robbie Shields, Lake Wales Soccer Club

Jeanne Ward, Lake Wales Steelers
Eileen Farchmin, Webber International University
Vacant – Tennis
Vacant – Lake Wales YMCA
Vacant - Polk County School Board
Vacant – Lake Wales Charter Schools

Applying for Re-Appointment: Laura Donaldson for a term to expire July 1, 2024.
Jim Reddick for a term to expire July 1, 2024.

OPTIONS

Do not appoint those that have applied.

FISCAL IMPACT

None. These are volunteer boards.

ATTACHMENTS

Applications