

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**BOARD APPOINTMENT SUMMARY**

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**Meeting Date:** August 15, 2017

**Department:** Planning, Zoning and Building

**Submitted By:** Planning Division

**Advisory Board Name:** Planning Commission

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**I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to approve:** The appointment of one of the following individuals to the Planning Commission (PLC) for a term from 8/15/2017 to 6/2/2020.

<u>Appointment Nominee</u>	<u>Seat Requirement</u>	<u>Nominated By</u>
James Knight	At-Large	Commissioner Abrams
Jon Maples	At-Large	Commissioner Kerner
Richard Ryles	At-Large	Vice Mayor McKinlay

**Summary:** The Planning Commission was created by Ordinance 2008-003 which replaced the Land Use Advisory Board established by Resolution No: R-90-1987. The Unified Land Development Code (ULDC) Article 2.G.3.K. provides for the membership of the PLC to have 16 members, consisting of 15 members appointed by the Board of County Commissioners (BCC) and one non-voting representative of the School District. Each District Commissioner appoints two members and one member is appointed at-large by a majority vote of the BCC. The term of office of each member is for three years. This at-large position is to fill an existing vacancy. The board has 16 members with 13 seats currently filled and a diversity count of Caucasian: 11 (84.61%), African-American: 1 (7.69%), Hispanic-American: 1 (7.69%). The gender ratio (male: female) is 6:7. Nominees Mr. Knight is a Caucasian male, and Mr. Maples and Mr. Ryles are African-American males. Staff has addressed the need to increase diversity within our boards and will continue to encourage this in an effort to expand the Board's diversity. Unincorporated (RPB).

**Background and Justification:** The PLC serves as the Local Planning Agency (LPA) for the County for the purpose of compliance with Chapter 163.3174, Florida Statutes. The PLC has the responsibility of providing recommendations to the BCC on: preparation of the Comprehensive Plan; amendments to the Comprehensive Plan (including site specific amendments to the Future Land Use Atlas); land use studies; and transportation concurrency management areas and constrained roadways at lower levels of service. Per Article 2.G.3.K, although no specific experience requirements shall be necessary as a prerequisite to appointment, consideration shall be given to applicants who have experience or education in planning, law, architecture, natural resource management, real estate and related fields.

**Attachments:**

1. Boards/Committees Applications and Resumes for Mr. Knight, Mr. Maples, Mr. Ryles
2. List of Current Planning Commission Members
3. Memo dated June 6, 2017 to the BCC
4. Article 2.G.3.K of the ULDC

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**Recommended By:** Ray Pae 7/18/17  
**Department Director** **Date**

**Legal Sufficiency:** [Signature] 7/19/17  
**Assistant County Attorney** **Date**

**II. REVIEW COMMENTS**

**A. Other Department Review:**

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**Department Director**

REVISED 06/92  
ADM FORM 03  
(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: Planning Commission Advisory  Not Advisory   
 At Large Appointment or  District Appointment /District #: \_\_\_\_\_  
Term of Appointment: \_\_\_\_\_ Years. From: \_\_\_\_\_ To: June 2, 2020  
Seat Requirement: none Seat #: n/a  
 \*Reappointment or  New Appointment  
or  to complete the term of \_\_\_\_\_ Due to:  resignation  other  
Completion of term to expire on: \_\_\_\_\_

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: \_\_\_\_\_

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Knights James Winslow  
Last First Middle  
Occupation/Affiliation: Real Estate Broker  
Owner  Employee  Officer   
Business Name: The Knight Group, LLC  
Business Address: 10 SE 1st Ave 2nd Fl  
City & State Delray Beach, FL Zip Code: 33444  
Residence Address: 740 Havana Drive  
City & State Boca Raton, FL Zip Code: 33487  
Home Phone: (561) 995-2457 Business Phone: ( ) Ext. \_\_\_\_\_  
Cell Phone: (561) 756-2833 Fax: ( )  
Email Address: jim@knightgroupfl.com

Mailing Address Preference:  Business  Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No   
If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

Minority Identification Code:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian

Section II Continued:

**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
None			

(Attach Additional Sheet(s), if necessary)  
OR

NONE

NOT APPLICABLE/  
(Governmental Entity)

**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS on MAY 30 20 17  
 By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: [Signature] Printed Name: James W. Knight Date: 6/8/17

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 355-1915.

Return this FORM to:  
Precious Sermon, PZ&B Planning Division  
[pserson@pbcgov.org](mailto:pserson@pbcgov.org) / 2300 N Jog Road, West Palm Beach FL 33411

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: S. Abrams Date: 6/13/17

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

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Board Name: Planning Commission Advisory  Not Advisory

At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: \_\_\_\_\_ Years. From: \_\_\_\_\_ To: June 2, 2020

Seat Requirement: none Seat #: n/a

\*Reappointment or  New Appointment

or  to complete the term of \_\_\_\_\_ Due to:  resignation  other

Completion of term to expire on: \_\_\_\_\_

**\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: \_\_\_\_\_**

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Maples Jonathan Maurice  
Last First Middle

Occupation/Affiliation: Financial Advisor

Owner  Employee  Officer

Business Name: Northwestern Mutual

Business Address: 3300 PGA Blvd. Suite 400

City & State Palm Beach Gardens, FL Zip Code: 33411

Residence Address: 6401 Travis Rd

City & State West Palm Beach, FL Zip Code: 33406

Home Phone: \_\_\_\_\_ Business Phone: (561) 284-8074 Ext. \_\_\_\_\_

Cell Phone: (561) 351-9901 Fax: ( )

Email Address: maplesjm@gmail.com

Mailing Address Preference:  Business  Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No X

If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

Minority Identification Code:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian

**Section II Continued:**

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_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)  
OR

NONE

NOT APPLICABLE/  
(Governmental Entity)

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X  By watching the training program on the Web, DVD or VHS on  June 9, 2017   
      By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

**AND**

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature:  Jonathan M. Marles  Printed Name:  Jonathan Marles  Date:  6/9/2017

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 355-1915.

Return this FORM to:  
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[psermon@pbcegov.org](mailto:psermon@pbcegov.org) / 2300 N Jog Road, West Palm Beach FL 33411

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature:  [Signature]  Date:  06/12/17

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

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Name: Ryles Richard Arnett  
Last First Middle  
 Occupation/Affiliation: Attorney  
Owner  Employee  Officer   
 Business Name: Rosenthal Levy Simon and Ryles  
 Business Address: 1401 Forum Way  
 City & State: WPB FL Zip Code: 33401  
 Residence Address: 813 South Mangonia Cir.  
 City & State: WPB FL Zip Code: 33401  
 Home Phone: (861) 351-4207 Business Phone: ( ) Ext. \_\_\_\_\_  
 Cell Phone: ( ) SAME Fax: ( )  
 Email Address: rryles@rosenthallevy.com  
 Mailing Address Preference:  Business  Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No   
 If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

Minority Identification Code:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian

**Section II Continued:**

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**AND**

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: [Signature] Printed Name: Richard A. Byler Date: 6/14/17

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 355-1915.

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**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: Melisse McKinley Date: 6/15/17

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Revised 02/01/2016



# James W. Knight

Licensed Commercial Real Estate Broker



10 SE. 1<sup>st</sup> Ave, 2<sup>nd</sup> Floor, Delray Beach, FL 33444

## Profile Summary

- 29 years - Jim has specialized in commercial real estate and related services for almost three decades.
- 26 years - Jim's offices have been located in the City of Delray Beach since 1991.
- A native South Floridian, Jim has a strong sense of civic accountability and a long-standing commitment to responsible, community-driven endeavors.
- By staying on top of industry trends, local market conditions and financing options Jim provides clients (both buyers and sellers) with an accurate and insightful picture of commercial real estate market.
- Jim's vast knowledge of commercial real estate and network built on decades of integrity has helped countless businesses to identify, purchase and develop suitable properties ranging from small owner/operator establishments to multi-million dollar projects.

The consistent pairing of businesses with cities to ensure mutual success, has allowed Jim to become one of South Florida's most trusted partners in the realm of real estate, serving as client representative in the processes of listing, acquisition, development, leasing and property management. Through his excellent working relationship with the City of Delray Beach and regular attendance at City Commission meetings, Jim has an exceptional understanding of the City's vision.

## Notable Accomplishments

- Leading broker in Delray Beach
- Relocated companies to Delray Beach & Boca Raton, bringing 100+ jobs.
- Extensive success in completing government leases.
- Vital role in aligning the SoFA District (South of Atlantic) projects with the City's vision.
- Assisted appraisers after the market crash in 2007 on how to price commercial property in the area.
- Instrumental in revitalizing Linton Square Pharmacy – the corner of Linton Blvd and Congress Ave.
- Insured the land assemblage of the Sundry House project preserved notable buildings and maintained historic charm.
- Brokered SE corner of Linton Blvd and Federal Hwy three times since 1991 as the area grew and evolved.
- Brokered of 634,000 square feet of Class "A" office portfolio.
- Brokered of a 9.32 acre parcel of land to Walmart in Boynton Beach creating in excess of 80 new jobs in a 97,000 square foot facility.
- Sold over 3 Million square feet of commercial space, 1.5 Million square feet of office space, 1 Million square feet of retail / restaurant space, .5 Million square feet of multi-dwelling units and over 400 acres of land for a total of over \$500 Million in commercial transactions.

## Community Involvement

- 2002 and 2014 TCRPC Charrette and LDR for Downtown Delray Beach Master Plan – Plan Development Team
- TCRPC Charrette for the North Federal Highway Master Plan in Boca Raton – Plan Development Team
- Delray Beach Site Plan Review & Appearance Board (SPRAB) – Current Board Member
- Palm Beach County Land Development Regulation Advisory Board (LDRAB) – Current Board Member
- Boca Raton North Federal Highway Steering Committee – Past Chairman
- Boynton Beach South Federal Highway Committee – Past Member/ Participant
- Our Support for Children in Need – Supporter and Outreach Organizer for the Haitian Community
- Delray Reads – Volunteer reader at S. D. Spady Elementary School
- Atlantic Community High School – Volunteer & organizer of an athletic program funding initiative
- Delray Beach Public Library – Sponsor 2015 *Laugh at the Library* event
- Osceola Park Neighborhood – Volunteer and Sponsor – Art in the Alley Revitalization

## Education

**Babson College, Wellesley, MA**

Bachelor of Science degree 1987 – School of Management, Major: Entrepreneurship

## Licenses

- State of Florida Licensed Real Estate Broker: BK3097210 and BK 271832
- State of Florida Certified General Contractor: CGC053453

## Personal Background

Jim celebrated 28 years of marriage to Carmen Knight in 2017. They have two sons: Tyler Knight, 25, and Alex Knight, 22.

Email: [jim@knightgroupfl.com](mailto:jim@knightgroupfl.com) Website: [www.knightgroupfl.com](http://www.knightgroupfl.com) Phone: 561-279-8601 or 561-756-2833 Fax: 561-279-0657

# JON M. MAPLES

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6401 Travis Rd. West Palm Beach, FL 33406 | P: (561) 351-9901 | E: [maplesjm@gmail.com](mailto:maplesjm@gmail.com)

## EXPERIENCE

**Northwestern Mutual, The Warner Financial Group** – Palm Beach Gardens, FL October 2012 – Present  
**Financial Advisor, CLTC**  
*Government Delegate*

Northwestern Mutual has been helping clients achieve financial security for 160 years. Northwestern Mutual and its subsidiaries offer a holistic approach to financial security solutions including: life insurance, long-term care insurance, disability insurance, annuities, investment products, and advisory products and services.

Individually responsible for efficiently and effectively building client base, driving sales, and developing relationships by understanding goals and objectives. Additionally, beyond personal practice, was elected Government Delegate in October of 2015. Advocate on Capitol Hill; speaks with current Congress men and women, and Senators re: tax law and constituents aided by the financial service industry.

**1<sup>st</sup> Discount Brokerage**, – West Palm Beach, FL October 2008 – July 2012  
**Equity Broker**

To guide investors in pursuit of financial success by listening to their needs, offering personalized services, staying attuned to changing market conditions and communicating on an ongoing basis.

Individually responsible for developing investment policy and effectively managing portfolios based on policy.

## EDUCATION

**Palm Beach Atlantic University** – West Palm Beach, FL May 2005  
**Bachelor of Science Degree in Computer Science**  
*Men's Basketball, Team Captain: Received All American Honors\**

## SECURITIES LICENSES

**0215** – Life, Health, and Annuities  
**Series 7** – *General Securities Representative*

**Series 63** – Uniform Securities Agent State Law  
**CLTC** – Certified Long Term Care

## COMMUNITY INVOLVEMENT

**Families First of Palm Beach County** – West Palm Beach, FL October 2012 – Present  
**Board of Directors, Second Vice President**

**St. Mary's Hospital** – West Palm Beach, FL October 2016 – Present  
**Advisory Committee, Community Advisory Council**

**Family Church** – West Palm Beach, FL November 2016- Present  
**Advisory Committee, Leadership Council**

**Lake Clark Shores** – West Palm Beach, FL March 2017- Present  
**Zoning Board Advisory, Community Advisory Council**

# RICHARD A. RYLES, ESQUIRE

**Areas of Emphasis:** Personal Injury and Wrongful Death Litigation  
Complex Commercial Litigation  
Premises Liability Litigation  
Unfair and Deceptive Trade Practice Litigation  
Election Law & Litigation

**Education:**

<b>J.D. Degree</b>	1990
Howard University School of Law Washington, D.C.	
<b>B.A. Communications</b>	1985
San Jose State University, San Jose, CA	
<b>A.A. Psychology</b>	1981
DeAnza College, Cupertino, CA	

**Affiliations:**

- The Florida Bar
- U.S. District Court, Southern District of Florida
- National Bar Association
- Million Dollar Advocates Forum
- The Florida Justice Association
- American Association for Justice
- Current Democratic Committeeman, District 7051
- Past President, F. Malcolm Cunningham, Sr. Bar Association
- Past Vice President, Haitian American Community Center
- Former Chairman, Greater Northwest Advisory Board-appointed by Mayor Lois Frankel of West Palm Beach
- Former Secretary, Palm Beach County Chapter of the Police Athletic League appointed by Mayor Lois Frankel of West Palm Beach
- Former Chairman, Palm Beach County Chapter of the NAACP Legal Redress Committee
- Former Chairman, West Palm Beach Housing Authority

**Seminars:**

- National Bar Association National Convention
- "Litigating a Premises Liability Case" (August 2009)
- 24<sup>th</sup> National Conference on Preventing Crime in the Black Community
- "The Truth, The Whole Truth, and Nothing But: Real Strategies for Combating Crime in Low Income Housing" (May 2009)
- 25<sup>th</sup> National Conference of Preventing Crime in the Black Community
- "Get in the Game: Bridging the Academic Achievement Gap (May 2010)
- 26<sup>th</sup> National Conference on Preventing Crime in the Black Community
- "Keeping Your Teenager Alive: Lessons from a Wrongful Death Lawyer"

(May 2011)

Howard University School of Law-"A Failure to Plan is a Plan for Failure; the Truth the Whole Truth and Nothing But: Real Strategies for Opening and Running Your Own Law Firm" (September 2011)

Served as Counsel to Rosewood Survivor Robbie Mortin, in Florida Rosewood Survivor Claims Bill Act.

**Publications:**

Richard A. Ryles and Jerry Reiss, *Settlement Offers and Personal Injury: Identifying the Break Even Offer*; Florida Bar Journal (February 2000)

Richard A. Ryles, *The Rosewood Massacre: Reparations for Racial Injustice*, National Bar Association Magazine (March/April 1995)

Richard Jerome & Don Sider, *A Measure of Justice*; Peoples Magazine (January 18, 1995), for survivors of the Rosewood Justice, It's Payback Time, 72 year tale.

Rachel Saver, *Stepping Up to the Plate*, Palm Beach Post; (March 16, 2008) Boys need men in their lives not merely males , It's that simple so a lawyer decided it was time to step in uniting the two.

**Awards/Honors:**

Delta Sigma Theta Sorority Inc. Men of Excellence "Business Executive Award" 2008

BBIC Community Service Award 2008

Palm Beach County NAACP W.E.B. DuBois Community Leadership Award 2008

Black Chamber of Commerce Palm Beach County Small Business of the Year Award 2009

Urban League of Palm Beach County, Inc. Trail Blazer Award 2009

Sickle Cell Foundation Community Service Award 2009

Black Education Caucus Community Service Award 2009

Inner City Youth Golfers Inc. Community Service Award 2009

Riviera Beach Youth Recreation Association Man of the Year 2015

**POLITICAL EXPERIENCE**

- Message creation and African American GOTV strategy for the following Candidates:
- Shannon Materio
- Jeff Clemons
- Mack Bernard
- Al Jacquet
- Debra Robinson
- Bobby Powell
- Lynn Hubbard
- Served as Democratic Committeemen (2008-2012)
- Candidate for Palm Beach County District 7 (1993)
- Founder of All Real Men Read, Outreach to enhance African-American males' literacy
- Partnered with Hip Hop Mogul, Russell Simmons to bridge educational divide.
- Creator *Get on the Bus* activity, Outreached to partner positive African-American boys with men.
- Haitian Outreach and Relief St. Marc, Haiti, 2005
- Haitian Outreach and Relief, Earthquake, Port Au Prince, Haiti, 2010.

## Planning Commission Member Information

	Member Name	Term Expires	Title
<b>District 1, Commissioner Valache</b>			
	Michael Peragine	6/4/2019	
	Katharine Murray	6/5/2018	Vice-Chair
<b>District 2, Mayor Burdick</b>			
	Domenic Guarnagia	6/4/2019	
	George Humphries	6/5/2018	
<b>District 3, Commissioner Kerner</b>			
	Barbara Roth	6/5/2018	
	Sandra Greenberg	6/2/2020	
<b>District 4, Commissioner Abrams</b>			
	Neil Merin	6/2/2020	
	David Freudentberg	6/4/2019	
<b>District 5, Commissioner Berger</b>			
	Arthur Goldzweig	6/2/2020	
	Lori Vinikoor	6/5/2018	Chair
<b>District 6, Vice Mayor McKinlay</b>			
	Marcia Hayden	6/4/2019	
	Kiley Harper-Larsen	6/4/2019	
<b>District 7, Commissioner Bernard</b>			
	Angella Vann	6/4/2019	



Precious Sermon, Recording Secretary  
 Palm Beach County Planning Division  
 2300 North Jog Road  
 West Palm Beach, FL 33411  
 561-233-5300 or direct at 561-233-5327

Friday, June 09, 2017

Page 1 of 1



**Department of Planning,  
Zoning & Building**

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Planning Division 233-5300  
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Code Enforcement 233-5500  
Contractors Certification 233-5525  
Administration Office 233-5005  
Executive Office 233-5228  
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**Palm Beach County  
Board of County  
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Mack Bernard

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**MEMORANDUM**

**TO:** The Honorable Paulette Burdick, Mayor, and the Members of the Board of County Commissioners

**FROM:** Lorenzo Aghemo, Planning Director *L.Aghemo*  
Planning Division, PZB

**DATE:** June 6, 2017

**RE:** **Planning Commission Nominations, At-Large Position**

**ITEM:** The purpose of this memo is to request nominations for the Planning Commission (PLC) At-Large position for the June 6, 2017 to June 4, 2019 term. This position has recently been vacated by James Brake.

**BACKGROUND:** The primary function of the PLC is to make recommendations to the Board of County Commissioners (BCC) regarding proposed amendments to the Comprehensive Plan. The PLC consists of sixteen members, fifteen of which are appointed by the BCC and one non-voting representative of the School District. Each County Commissioner appoints two PLC members and one member is appointed at-large. The term of office of each member is three years and there is no limit on the number of terms served. Meetings are held regularly, generally on the 2nd Friday of each month.

**DISPOSITION:** If you would like to nominate an individual for this position, please provide the individual's contact information to Melissa Michael, Planner II, at 233-5364 to begin the appointment process. Thank you.

**cc:** Faye Johnson, Assistant County Administrator  
Patrick Rutter, Executive Director, PZB  
Robert Banks, Assistant County Attorney  
Cindy Beaudreau, Agenda Coordinator

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- amendments thereto to the BCC;
- b. to initiate, review, hear, consider and make recommendations to the BCC to approve, approve with conditions, or deny applications to amend the Plan, including Site Specific (Future Land Use Map) amendments to the Plan;
  - c. to initiate, review, hear, consider and make recommendations to the BCC to approve, approve with conditions, or deny applications for the VDB Program;
  - d. to make its special knowledge and expertise available upon written request and authorization of the BCC to any official, department, board, commission or agency of PBC, the State of Florida or Federal governments;
  - e. to make additional or amended rules of procedure not inconsistent with this Section to govern the PLC's proceedings; **[Ord. 2008-003]**
  - f. to make studies of the resources, possibilities and needs of PBC and to report its findings and recommendations, with reference thereto, from time to time, to the BCC;
  - g. to submit an Annual Report to the BCC summarizing its annual activities; and
  - h. to review and make recommendations to the BCC on Transportation Concurrency Management Area (TCMA) and Constrained Road at Lower Levels of Service (CRALLS) or a major thoroughfare on which a lower LOS is set pursuant to Article 12, TRAFFIC PERFORMANCE STANDARDS.
- 3. Board Membership**
- a. **BCC Appointed Members**  
The PLC shall be comprised of 16 members; 15 BCC appointed members and one representative of the School District of PBC. **[Ord. 2008-003]**
    - 1) **Qualifications**  
Although no specific experience requirements shall be necessary as a prerequisite to appointment, consideration shall be given to applicants who have experience or education in planning, law, architecture, natural resource management, real estate, and related fields.
    - 2) **Appointment**  
Although no specific experience requirements shall be necessary as a prerequisite to appointment, consideration shall be given to applicants who have experience or education in planning, law, architecture, natural resource management, real estate, and related fields.
    - 3) **Terms of Office**  
Members of the PLC shall hold office until the first Tuesday after the first Monday in June of the year their term expires. **[Ord. 2008-003]**
  - b. **School District Member**  
The School District of PBC shall appoint a representative to attend those meetings at which the PLC will consider a Plan amendment which would, if approved, increase residential density of the property that is the subject of the application. The school member shall be a non-voting member and shall not count toward quorum. **[Ord. 2008-003]**
- 4. Officers; Secretary; Staff**
- a. **Chair and Vice-Chair**  
The Chair and Vice Chair positions shall rotate annually and shall only be held by regular members. No Board member shall serve consecutive terms as Chair or Vice-Chair. **[Ord. 2008-003]**
  - b. **Secretary**  
The Planning Director of PZB shall serve as Secretary of the PLC. The Secretary shall keep minutes of all proceedings, which minutes shall be a summary of all proceedings before the PLC, which shall include the vote of all members upon every question, and be attested to by the Secretary. The minutes shall be approved by a majority of the PLC members voting. In addition, the Secretary shall maintain all records of PLC meetings, hearings, proceedings, and the correspondence of the PLC. The records of the PLC shall be stored with the agency serving as Secretary herein, and shall be available for inspection by the public, upon reasonable request, during normal business hours. **[Ord. 2008-003]**
  - c. **Staff**  
The Planning Division of PZB shall be the professional staff of the PLC. The Planning Division staff shall be responsible for, providing a recommendation to the PLC on all items scheduled for its consideration. Plan amendments, including amendments to any maps included as part of the Plan. **[Ord. 2008-003]**
- 5. Rules Applicable to Local Planning Agency**



- a. The agenda of the PLC sitting as the LPA shall be as prepared and presented by the PBC Planning Division and such agenda shall not be deviated from without a two-thirds vote of a quorum of the LPA. **[Ord. 2008-003]**
- b. Failure of the LPA to make a recommendation on any Plan Amendment to the BCC prior to the final transmittal hearing of the amendments shall constitute the item being sent to the BCC with an LPA recommendation of denial pursuant to F.S. § 163.3174, as may be amended from time to time.

**6. Meetings**

General meetings of the PLC shall be held as needed to dispense of matters properly before the PLC. Special meetings may be called by the Chair or in writing by a majority of the members of the PLC. Staff shall provide 24-hour written notice to each PLC member before a special meeting is convened. **[Ord. 2008-003]**

**L. Traffic Performance Standards Appeals Board**

**1. Establishment**

There is hereby established a Traffic Performance Standards Appeals Board (TPSAB).

**2. Powers and Duties**

The TPSAB shall have the following powers and duties under the provisions of this Code:

- a. to hear and decide appeals from decisions of PBC Engineer or a Municipal Engineer pursuant to Article 12, TRAFFIC PERFORMANCE STANDARDS; and
- b. to issue subpoenas to compel attendance of witnesses and production of documents.

**3. Board Membership**

**a. Qualifications**

There shall be five members of the TPSAB appointed by the BCC. They shall consist of the Director of the Metropolitan Planning Organization (MPO), a professional Traffic Engineer employed by a municipality in PBC as a Traffic Engineer, a professional Traffic Engineer employed by another Florida County, a professional Traffic Engineer employed by FDOT District IV, and a professional Traffic Engineer who generally represents developers. Any person serving on the TPSAB shall not be a person who participated in the decision being appealed, or shall not work for or be retained by a party to an appeal, or be a person who would be directly affected by the matter being appealed. The members of this board do not have to be PBC residents.

**b. Terms of Office**

All TPSAB members shall serve a term of four years.

**c. Vacancy**

When a TPSAB member resigns or is removed, the BCC shall fill the vacancy within 20 working days.

**4. Officers**

**a. Staff**

The County Engineer's office shall be the professional staff of the TPSAB.

**5. Meetings**

**a. General or Special Meetings**

General meetings of the TPSAB shall be held as needed to dispense of matters properly before the TPSAB. Special meetings may be called by the Chair of the TPSAB, or in writing by three members of the Board. Staff shall provide 24-hour written notice to each TPSAB member for a special meeting.

**M. Zoning Commission**

**1. Establishment**

There is hereby established a Zoning Commission (ZC)

**2. Powers and Duties**

The ZC shall have the following powers and duties under the provisions of this Code.

- a. to initiate, review, hear, consider, and make recommendations to the BCC to approve, approve with conditions, or deny applications to amend the Official Zoning Map; **[Ord. 2009-040]**
- b. to review, hear, consider, and make recommendations to the BCC to approve, approve with conditions, or deny applications for development orders pursuant to Art. 2.A.1.D.1.b, Zoning Commission; **[Ord. 2009-040]**
- c. to review, hear, consider, and approve, approve with conditions, or deny applications for development permits for Class B conditional uses and Type II variance applications. **[Ord. 2006-036]**
- d. to make its special knowledge and expertise available upon request of the BCC to any official, department, board, commission or agency of PBC, the State of Florida or Federal government;