

**PALM BEACH COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
**BOARD APPOINTMENT SUMMARY**

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**Meeting Date:**                    **January 15, 2019**

**Department:**                   **Planning, Zoning & Building**

**Submitted By:**                **Zoning Division**

**Advisory Board Name:** **Land Development Regulation Advisory Board**

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**I. EXECUTIVE BRIEF**

**Motion and Title:** **Staff recommends motion to approve:** Reappointment of three members to the Land Development Regulation Advisory Board (LDRAB), for the term from February 6, 2019, to February 8, 2022.


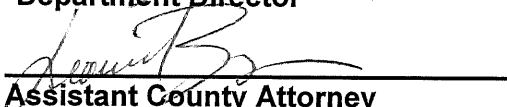
<u>Reappoint</u>	<u>Seat #</u>	<u>Seat Requirement</u>	<u>Nominated By</u>
Terrence Bailey	10	Public Works Director	Florida Engineering Society
Derek Zeman	14	Land Surveyor	Florida Surveying & Mapping Society
Charles Duane Drawdy	15	Commercial Builder	AGC Florida East Coast Chapter

**SUMMARY:** The LDRAB is comprised of 18 members. The term of office for Board members is three years, with a limit of three consecutive three-year terms. Nine of the members shall be appointed by a majority of the Board of County Commissioners (BCC) upon a recommendation by the following organizations: Gold Coast Builders Association, League of Cities, Florida Engineering Society, American Institute of Architects, Environmental Organization, Realtors Association of the Palm Beaches, Florida Surveying and Mapping Society, Associated General Contractors of America and The Palm Beach County Planning Congress. Seven members will be appointed by the BCC; one from each commissioner as a district appointment, with consideration of expertise stated in Article 2. G.3. A.3.b. The BCC shall also appoint two at-large alternate members, by a majority vote of the BCC with consideration of the expertise noted above. Derek Zeman has disclosed that he is an officer of DPRM, Inc. that contracts with the County. Charles Duane Drawdy has disclosed that he has an ownership position in Drawdy Construction Company, Inc. that contracts with the County. The LDRAB provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract(s). Disclosure of this contractual relationship at a duly noticed public meeting is being provided in accordance with the provisions of Section. 2-443, of the Palm Beach County Code of Ethics. The Board consists of 18 members, with 17 seats currently filled and a diversity count of Caucasian: 15 (88%), African-American: 1 (6%), Hispanic-American 1 (6%). The gender ratio (male: female) is 13:4. Mr. Terrence Bailey is an African-American male, and Mr. Zeman and Mr. Drawdy are Caucasian males. Staff will continue to address the need to increase diversity on our boards. Unincorporated (LB)

**Background and Justification:** The LDRAB shall periodically review the provisions to the ULDC that are not reviewed by another advisory board established by BCC for that purpose, and to make recommendations to the BCC for those provisions reviewed; 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; and to serve as Land Development Regulation Commission (LDRC) as provided by F.S. § 163.3164(22) and F.S. § 163.3194.

- Attachments:**
- 1. Boards/Committees Applications
  - 2. Resume of Nominees
  - 3. Nomination from Florida Engineering Society – Mr. Bailey
  - 4. Nomination from Florida Surveying & Mapping Society – Mr. Zeman
  - 5. Nomination from AGC Florida East Coast Chapter – Mr. Drawdy
  - 6. Attendance Record
  - 7. Unified Land Development Code, Article 2, Chapter G, Section 3.A

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<b>Recommended By:</b>		<u>12/19/18</u>
	<b>Department Director</b>	<b>Date</b>
<b>Legal Sufficiency:</b>		<u>12/21/18</u>
	<b>Assistant County Attorney</b>	<b>Date</b>

**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: Land Development Regulation Advisory Board (LDRAB) Advisory ☒ Not Advisory ☐

☐ At Large Appointment or ☒ District Appointment /District #: 10

Term of Appointment: 3 Years. From: 2/6/19 To: 2/8/2022

Seat Requirement: \_\_\_\_\_ Seat #: \_\_\_\_\_

☒ \*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: Bailey Terrence Nathan  
Last First Middle

Occupation/Affiliation: Public Works Director-City of Riviera Beach

Owner ☐ Employee ☒ Officer ☐

Business Name: City of Riviera Beach-Public Works Department

Business Address: 1481 15th St

City & State: Riviera Beach, Fl Zip Code: 33404

Residence Address: 11689 Sanderling Dr

City & State: Wellington, Fl Zip Code: 33414

Home Phone: ( ) Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: ( ) 561-301-3215 Fax: ( )

Email Address: tbailey@rivierabch.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

**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.

**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.palmbeachcountyetics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

☒ By watching the training program on the Web, DVD or VHS on Nov 27, 2018  
☐ By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

\*Applicant's Signature: [Signature] Printed Name: Terrence N. Bailey Date: 11/27/18

Yvonne Wamsley, Senior Secretary ([ywamsley@pbcgov.org](mailto:ywamsley@pbcgov.org))  
PZ&B - Zoning Division  
2300 N Jog Road, West Palm Beach, FL 33411

**Appointment to be made at BCC Meeting on:**

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 02/01/2016

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION**

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**Section I (Department):** (Please Print)

Board Name: Land Development Regulation Advisory Board (LDRAB) Advisory ☒ Not Advisory ☐

☐ At Large Appointment or ☒ District Appointment /District #: 14

Term of Appointment: 3 Years. From: 2/6/19 To: 2/8/2022

Seat Requirement: \_\_\_\_\_ Seat #: \_\_\_\_\_

☒ \*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: Zeman Derek Gene  
Last First Middle

Occupation/Affiliation: Land Surveyor / Florida Surveying and Mapping Society

Owner ☐ Employee ☐ Officer ☒

Business Name: DRMP

Business Address: 6853 SW 18th Street, Suite 310

City & State Boca Raton, FL Zip Code: 33433

Residence Address: 17820 113th Terr N

City & State JUPITER Zip Code: 33478

Home Phone: ( ) Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: ( ) 561-252-0037 Fax: ( )

Email Address: DEREKZEMAN@GMAIL.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>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>2018507</u>	<u>Roadway</u>	<u>Design</u>	<u>TBD</u>
<hr/>			
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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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 11/15 2018  
☐ 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:

Derek G Zeman

\*Applicant's Signature: 2018.11.15 10:44:42-05'00' Printed Name: DEREK ZEMAN Date: 11/15/2018

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:  
Yvonne Wamsley, Senior Secretary ([ywamsley@pbcgov.org](mailto:ywamsley@pbcgov.org))  
PZ&B - Zoning Division  
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: \_\_\_\_\_ Date: \_\_\_\_\_

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION**

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☐ At Large Appointment or ☒ District Appointment / District #: 15

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Seat Requirement: \_\_\_\_\_ Seat #: \_\_\_\_\_

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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: Drawdy Charles Duane  
Last First Middle

Occupation/Affiliation: General Contractor / AGC  
Owner ☒ Employee ☐ Officer ☒

Business Name: Drawdy Construction Co., INC.

Business Address: 10201 Lantana Rd.

City & State: LAKE WORTH, FL. Zip Code: 33449

Residence Address: 5960 Michlar Dr.

City & State: LAKE WORTH, FL. Zip Code: 33449

Home Phone: (561) 439-6351 Business Phone: (561) 965-8092 Ext.

Cell Phone: (941) 307-3405 Fax: (561) 965-9201

Email Address: drawdy.e@comcast.net

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.

Contract/Transaction No.	Department/Division	Description of Services	Term
Example: (R/XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
Ruxby Lane		Construct Bridge	
like other similar projects that were sealed BIDS			1981-2018
(Attach Additional Sheet(s), if necessary)			
OR			
NONE <input type="checkbox"/>		NOT APPLICABLE/ <input type="checkbox"/> (Governmental Entity)	

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☐ 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: Charles Duane Draddy Printed Name: Charles Duane Draddy Date: 10-11-18

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:  
 {Insert Liaison Name Here}, {Insert Department/Division Here}  
 {Insert Address Here}

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

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

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Revised 02/01/2016



TERRENCE N. BAILEY, P. E. LEED AP

2391 Avenue L.  
Riviera Beach, FL 33404

Email: TBailey@rivierabch.com  
Cell: (561) 889-4354

<b>EDUCATION</b>		
8/93-12/99	<b>UNIVERSITY OF FLORIDA</b> <i>BS Civil Engineering/Minor, Business Administration</i>	Gainesville, Florida
	<ul style="list-style-type: none"><li>Florida Blue Key</li><li>Florida Engineering Society</li></ul>	<ul style="list-style-type: none"><li>Order of the Engineer</li><li>Omega Psi Phi Fraternity</li></ul>
<b>REGISTRATION</b>		
State of Florida Professional Engineers Licensure Number 60706		
<b>COMPETENCIES</b>		
<ul style="list-style-type: none"><li>Simultaneous Management of Multiple Projects and Design Teams</li><li>On-time Completion of Projects and Tasks</li><li>Development and Implementation of a Permit and Plat approval process for a local Government</li></ul>		
<b>COMPUTER SKILLS</b>		
<ul style="list-style-type: none"><li>AutoCAD, Land Development Desktop, Archview GIS</li><li>Microsoft Excel, Word, PowerPoint, Project, Access, Publisher</li><li>Haestad Methods Modeling Software (WaterCAD, SewerCAD)</li><li>Stormwater Modeling Software (V.Cascade, ADICPR)</li></ul>		
<b>EXPERIENCE</b>		
10/11-Present	<b>City of Riviera Beach</b> <i>City Engineer</i>	Riviera Beach, Florida
	<ul style="list-style-type: none"><li>Supervises staff responsible for preparation of a variety of estimates, designs and specifications for capital improvement projects.</li><li>Investigates and takes corrective actions on drainage, paving, traffic and lighting complaints.</li><li>Provides technical engineering assistance to other departments as directed by supervisor.</li><li>Coordinates the activities of City, State and Federal agencies as well as contractors and other municipalities.</li><li>Reviews and approves subdivision, site and construction plans, and specifications for code conformance to established departmental standards, policies and sound engineering principles.</li></ul>	
12/07-10/11	<b>Palm Beach County School District</b> <i>Professional Services Supervisor</i>	West Palm Beach, Florida
	<ul style="list-style-type: none"><li>Aid the General Manager in allocation of human and capital resources.</li><li>Management and Supervision of the School Districts internal design team comprised of two architects, a structural engineer, a field representative, two drafting technicians and administrative support.</li><li>Supervision of the design, permitting, and procurement of 600 minor capital projects and oversight of a 36 Million dollar capital budget for Fiscal Year 2010.</li></ul>	
	<i>Senior Project Administrator</i>	
	<ul style="list-style-type: none"><li>Lead Design Engineer/Project Manager for approximately 50 projects annually totaling approximately 7 Million dollars annually.</li></ul>	
2/02-12/07	<b>Engenuity Group (fka SFRN, Inc.)</b> <i>Assistant District Engineer</i>	West Palm Beach, Florida
	<ul style="list-style-type: none"><li>Assistant District Engineer for Northern Palm Beach County Improvement Distinct (Northern). Administered the design, bidding, award, construction and closeout of 4 million dollars of an operable gate control structure, the 1.3 million dollar Indian Creek Parkway East of Central Blvd, the 6 million dollar Indian Creek Parkway West of Central Blvd, and the 12 million dollar Indiantown Road widening West of the Florida's Turnpike. As well as administering the bid and award of 16 annuals service contracts ranging from mowing of lake banks and canals, aquatic weed control, landscaping to diving services.</li></ul>	
	<i>Project Manager/Team Leader</i>	
	<ul style="list-style-type: none"><li>Project Manager (PM) for Pero Farms 125,000 SF packing plant expansion on the existing 50 acre site at Atlantic and SR 441 – PM for civil site design, paving, grading and drainage, construction phasing and permitting with South Florida Water Management District, LWDD, DEP.</li></ul>	
4/99-2/02	<b>Causseaux &amp; Ellington, Inc.</b> <i>Project Engineer</i>	Gainesville, Florida
	<ul style="list-style-type: none"><li>Lead a project team including engineers, drafters, and administrative staff in site plan development, hydraulic and stormwater analysis, civil construction drawing preparation, permitting with the DEP, St. Johns River WMD for the land development division.</li></ul>	

## **Derek Zeman, PSM, RPLS**

Senior Project Manager, Survey Division

**Wantman Group, Inc (10+ Years)**

**2035 Vista Parkway**

**West Palm Beach, Florida 33411**

**561-687-2220**

**derek.zeman@wantmangroup.com**



### **Professional Registrations**

Professional Surveyor and Mapper: Florida #5655

Registered Professional Land Surveyor: Texas # 6305

**Total Years of Professional Experience: 28**

**Total Years working in Palm Beach County: 16**

### **Professional Experience Summary**

Derek has 28 years of surveying experience in Florida, and is an expert in many phases of land surveying including boundary, hydrographic, horizontal and vertical control networks, topographical, route surveys and platting in addition to all phases of construction layout. Derek is an accomplished Project Manager and looks to continually improve on each project assignment. Derek's experience encompasses a wide variety of project throughout Florida and Texas.

### **Professional Affiliations:**

Florida Surveying & Mapping Society-FSMS

National Society of Professional Surveyors-NSPS

Palm Beach Chapter, Florida Surveying & Mapping Society, Vice President (2012-Current)

### **Current or Recent Projects / Clients:**

- Boundary and Hydrographic Surveys / South Florida Water Management District
- Plat Reviewing Surveyor / City of Delray Beach, Town of Gulfstream
- Glades, Naples, and Okeechobee Landfills / Waste Management
- Akoya Condominium Project in Boca West / Siemens Group
- All Aboard Florida, West Palm Beach Station / FEC Railroad
- Palm Beach Outlet Mall / Ranger Construction Inc.

### **Professional Areas of Expertise:**

- Platting (Preparation and Review)
- Boundary / ALTA Surveys
- Title Review and Preparation of Legal Descriptions
- Construction Layout and As-builts
- Design / Route Surveys
- GPS / Laser Scanning / Mobile Lidar
- Quality Control Surveys
- Aerial LiDAR and Photogrammetry Control and Ground Truthing Support

October 23, 2018

To: Whom it may concern

From: Charles Duane Drawdy (Duane)

Re: Re-Appointment to the Land Development Regulation Advisory Board

I was born on July 4, 1940 in Stuart, Florida and I am a sixth generation Floridian. I am also 58 year resident of Palm Beach County.

I worked for Honeywell for nineteen years in development and production of missile guidance systems including Mercury, Gemini, Apollo, the Space Shuttle and several top-secret projects.

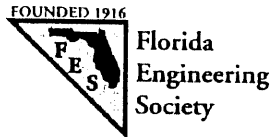
On January 14, 1980, my family started Drawdy Construction Co., Inc., specializing in highway concrete bridges. Over the last 37 years we have constructed 167 bridges in and around Palm Beach County.

I hold our General Contractor's license CGC-016907 and I am a Notary Public #FF089899. I have served four years on the Palm Beach County Construction Industry Licensing Board, two years as chairman. I also served four years on the Palm Beach County Construction Board of Adjustments and Appeals, so I understand the needs of Palm Beach County and the importance of the Unified Land Development Code, and the Land Development Regulation Commission. I have served one year on the Land Development Regulation Advisory Board and wish to continue to do so. For 38 years I have enjoyed working on Palm Beach County infrastructure and perhaps I can continue to be of service for our community, if you so desire.

Sincerely,

*Duane Drawdy*

Duane Drawdy



PALM BEACH  
CHAPTER

*FES supports engineering education, advocates licensure, promotes the ethical and competent practice of engineering and enhances the image and well-being of all engineers in the state of Florida.*

November 16, 2018

Mr. Jon MacGillis, Director  
Palm Beach County Planning, Zoning & Building  
2300 North Jog Road  
West Palm Beach, FL 33411-2741

RE: Land Development Regulation Advisory Board Appointment

Dear Mr. MacGillis:

As the President of the Florida Engineering Society Palm Beach Chapter, I would like to approve the appointment of Terrence Bailey to represent the Land Development Regulation Advisory Board (LDRAB).

Below is here contact information:

Email: [tbailey@rivierabeach.com](mailto:tbailey@rivierabeach.com)

Phone: 561-845-4080

If you have any questions, please contact our office at 355-4484.

Sincerely,

Zach Todd, P.E.  
FES Palm Beach Chapter President  
[president@pbfes.org](mailto:president@pbfes.org)

**President:** Zach Todd, P.E.  
**Vice President:** Andre McBarnette, PE, PMP  
**Secretary:** Alejandra Schmidt, E.I.

**Treasurer:** David Cowan Jr., EI, LEED AP  
**State Director:** Fattoush Jafar, PE, Ph.D  
**Past President:** Jose N. Gómez, PE, D.GE, F.ASCE

*President*  
DEREK ZEMAN  
6853 SW 18TH STREET SUITE 310  
BOCA RATON, FL 33433  
Tel: 561.451.8124

*Treasurer*  
JIM SULLIVAN  
2035 VISTA PARKWAY  
WEST PALM BEACH, FL 33411  
Tel: 561.839.1745

*Secretary*  
DENNIS RITZEL  
3472 NW 55<sup>TH</sup> STREET  
FT. LAUDERDALE, FL 33309  
Tel: 954.938.9389

*Vice President*  
LEE POWERS  
301 E. ATLANTIC BLVD.  
POMPANO BEACH, FL 33060  
Tel: 954.788.3400

**Florida Surveying and Mapping Society  
Palm Beach Chapter**

P.O. Box 16033, West Palm Beach, FL 33416  
[www.fsms-pbc.org](http://www.fsms-pbc.org)

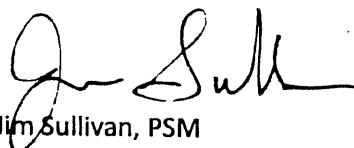
Date: November 14, 2018  
To: Yvonne Wamsley  
From: Jim Sullivan, Director  
RE: FSMS Palm Beach Chapter LDRAB Liaison

Dear Ms. Wamsley,

Derek Zeman was approved by the Board of Florida Surveying and Mapping Society, Palm Beach Chapter at a recent chapter board meeting to continue his position as Liaison to the LDRAB of Palm Beach County.

Please accept this letter as our recommendation to the Board to represent the surveying industry and its professional services.

Respectfully Submitted,



Jim Sullivan, PSM  
District 6 Director

An Affiliate of the National Society of Professional Surveyors and the American Association for Geodetic Surveying

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# AGC Florida East Coast Chapter

The Associated General Contractors of America  
Quality People. Quality Projects.



October 22, 2018

**Michelle Anaya DePotter**  
Chief Executive Officer

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\*General Counsel

**Mr. Jon MacGillis, ASLA**

Zoning Director

**Mr. Ramsay Bulkeley, Esq.**

Deputy Director

Palm Beach County

Department of Planning, Zoning & Building

2300 North Jog Road

West Palm Beach, FL 33411-2741

RE: Request for reappointment to LDRAB – Charles Duane Drawdy

Dear Mr. MacGillis and Mr. Bulkeley:

The Associated General Contractors of America, Inc.'s Florida East Coast Chapter is pleased to re-submit the application and resume/background information of Past President, Mr. Charles Duane Drawdy (Drawdy Construction) for your review and consideration of our request for Mr. Drawdy's re-appointment to fill AGC's seat on LDRAB, which expires 2/19.

As you are aware, Mr. Drawdy filled the seat approximately one year ago (10/17) mid-way through a term and has not yet served a full-term as well as you convey he is eligible for re-appointment. He enjoys serving on this board as well as is willing and committed to do so.

Mr. Drawdy's previous volunteer experience on Palm Beach County advisory boards over the years includes serving on the CILB, where he was chair, serving on CBAA, in addition to his year stint on LDRAB. Furthermore, we are confident he will serve all parties well in his capacity and will continue to be dedicated to what is expected of him.

Thank you for your consideration in moving this application and recommendation for reappointment forward to the BOCC for final approval. Please keep me abreast as to status of this request for re-appointment.

Again, thank you, for the opportunity for AGC to continue to appoint someone to this seat, and please don't hesitate to contact me if I may of further assistance to you regarding this or any other matter.

Sincerely,

  
Michelle Anaya DePotter  
Chief Executive Officer

C: Past AGC President Charles Duane Drawdy  
Yvonne Wamsley, Sr. Secretary, PZB – Zoning Division

Attachments: Application, Resume/Background

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West Palm Beach, FL 33407

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**LAND DEVELOPMENT REGULATION ADVISORY BOARD (LDRAB)**  
**2018 ATTENDANCE MATRIX**  
(Updated 11/14/2018)

**Attachment** 6

Seat	Member	District or Organization	Term Expires	2018 Dates												
				1/24 Cancelled	2/28	3/28	4/25	5/23	6/20 Re- scheduled	7/25	8/22	9/26	10/24	11/14	12/12	Reser ved
1	Joanne Davis	District 1	Feb. 5, 2019	-	Y	Y	Y	Y		N	Y	Y	Y	Y		
2	Drew Martin	District 2	Feb. 2, 2021	-	Y	Y	Y	Y		Y	Y	N	Y	Y		
3	Philip Barlage	District 3	Feb. 5, 2019	-	Y	Y	Y	Y		Y	Y	Y	Y	N		
4	James Knight	District 4	Feb. 2, 2021	-	Y	Y	Y	N		Y	Y	Y	N	Y		
5	Lori Vinikoor	District 5	Feb. 5, 2019	-	Y	Y	Y	Y		Y	N	Y	Y	Y		
6	Myles Basore	District 6	Feb. 2, 2021	-	Vac	Vac	Vac	Vac		Y	Y	N	Y	Y		
7	Robert J. Harvey	District 7	Feb. 5, 2019	-	N	Y	Y	Y		Y	Y	Y	Y	N		
8	Daniel Walesky	Gold Coast Builders Association	Feb. 2, 2021	-	Y	Y	N	Y		N	Y	Y	Y	Y		
9	Anna Yeskey	League of Cities	Feb. 2, 2021	-	Y	Y	Y	N		Y	Y	Y	Y	Y		
10	Terrence Bailey	Florida Eng. Society	Feb. 5, 2019	-	N	Y	Y	N		Y	Y	Y	Y	Y		
11	Xavier Salas	American Institute of Architects	Feb. 2, 2021	-	Y	Y	N	Y		N	Y	N	N	N		
12	Vacant	Environmental Organization	Feb. 2, 2021	-	Vac	Vac	Vac	Vac		Vac	Vac	Vac	Vac	Vac		
13	Frank Gulisano	PBC Board of Realtors	Feb. 2, 2021	-	Y	Y	Y	N		Y	Y	Y	Y	N		
14	Derek Zeman	Florida Society Prof. Surveyors	Feb. 5, 2019	-	Y	Y	N	Y		Y	N	N	Y	N		
15	Charles D. Drawdy	Assoc. General Contractors of America	Feb. 5, 2019	-	Y	Y	Y	Y		Y	Y	Y	Y	N		
16	Wes Blackman	PBC Planning Congress	Feb. 2, 2021	-	Y	Y	Y	Y		Y	Y	Y	Y	N		
17	Winifred P. Said	Alternate #1	Feb. 2, 2021	-	Y	Y	Y	Y		N	N	N	Y	N		
18	Abraham Wien	Alternate #2	Feb. 2, 2021	-	Y	Y	Y	N		Y	N	Y	Y	N		
				-	-	14	16	13	11		13	13	12	15	10	

**Legend/Notes:**

Y	Present	*Y*	Present (Participated via teleconference with quorum physically present and Board approval)	N	Absent	*N	Absent (Attended less than ¾ of meeting)
1	Joanne Davis replaced Michael Peragine, eligible for first meeting on May 23, 2018. Term ends February 5, 2019						
2	Drew Martin replaced David Carpenter, eligible for first meeting on February 28, 2018. Term ends Feb. 3, 2021.						
3	Philip Barlage replaced Barbara Katz, eligible for first meeting on Feb. 22, 2017. Term Feb 3, 2016 to February 5, 2019/						
4	James Knight reappointed on Dec. 16, 2014 for new term Feb. 4, 2015 to Feb. 6, 2021..						
5	Lori Vinikoor reappointed on Jan. 26, 2016 for new term Feb. 2, 2016 to Feb. 5, 2019.						
6	Myles Basore replaced Rena Borkhataria, eligible for first meeting on July 25, 2018. Term ends February 3, 2021						
7	Robert J. Harvey replaced Henry Studstill, eligible for first meeting on May 24, 2017. Term February 3, 2016 to February 5, 2019.						
8	Daniel Walesky replaced Raymond Puzzitiello on Jan. 13, 2015. Position term is Feb. 5, 2013 to Feb. 2, 2016. Raymond Puzzitiello resigned in Nov. 2014. Term wrong in appointment 2/4/2015 to 2/2/2018						
9	Anna Yeskey appointed on August 15, 2018.						
10	Terrence Bailey reappointed on March 1, 2016 for new term Feb. 3, 2016 to Feb. 5, 2019						
11	Xavier Salas replaced James McKay. Eligible for first meeting on appointed Sept. 27, 2016, eligible for first meeting on October 14, 2016. Term ends Feb. 6, 2018.						
12	Vacant						
13	Frank Gulisano reappointed on Jan. 13, 2015 for new term Feb. 4, 2015 to Feb. 6, 2018.						
14	Derek Zeman appointed on March 1, 2016. Eligible for 1 <sup>st</sup> LDRAB meeting on March 23, 2016.						
16	Wes Blackman reappointed on Jan. 13, 2015 for new term which expires Feb. 2, 2021.						
17	Winifred P. Said replaced James Brake. Appointed on August 15, 2017 for term Feb. 2, 2016 to Feb. 8, 2019.						
18	Abraham Wien replaced Leo Plevy. Eligible for first meeting on May 24, 2017. Term ends Feb. 3, 2021.						

LAND DEVELOPMENT REGULATION ADVISORY BOARD (LDRAB)  
2018 ATTENDANCE MATRIX

(Updated 11/14/2018)

*	Special meetings will not be a factor in calculating total attendance.		
**	Attendance reflects previous LDRAB member.		
	ULDC Art. 2.G.2.B.1.c, Attendance: 1) "Lack of attendance is defined as a failure to attend three consecutive meetings..." or, 2) "...a failure to attend at least two-thirds of the meetings scheduled during the calendar year." Also "Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting."		
		A total of 10 meetings are scheduled for 2015. A special meeting will be held on June 24, 2015. Minimum attendance – seven meetings of all meeting scheduled. (Cancelled meetings are counted towards the total of meetings attended). Members cannot miss any more than three meetings.	

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Section 3 APPOINTED BODIES

A. Land Development Regulation Advisory Board

1. Land Development Regulation Advisory Board

There is hereby established a Land Development Regulation Advisory Board (LDRAB).

2. Powers and Duties

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

- a. to periodically review the provisions to this Code that are not reviewed by another advisory board established by BCC for that purpose, and to make recommendations to the BCC for those provisions reviewed;
- b. 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; and
- c. to serve as Land Development Regulation Commission (LDRC) as provided by F.S. § 163.3164(22) and F.S. § 163.3194.

3. Board Membership

a. Appointment

- 1) The LDRAB shall be composed of 16 members and two at-large alternate members. [Ord. 2015-006]
- 2) Nine of the members shall be appointed by a majority of the BCC upon a recommendation by the organizations listed in Table 2.G.3.A, LDRAB Expertise. [Ord. 2015-006]
- 3) Seven members shall be appointed by the BCC. Each PBC Commissioner shall appoint one member with consideration of the expertise in Article 2.G.3.A.3.b, Qualifications.
- 4) The BCC shall appoint two at-large alternate members, by a majority vote of the BCC, with consideration of the expertise in Article 2.G.3.A.3.b, Qualifications.

b. Qualifications

- 1) The Board shall be composed of members with the expertise recommended for appointment by the corresponding organization as outlined in Table 2.G.3.A, LDRAB Expertise.
- 2) Each BCC appointment shall be with consideration in the following areas of expertise:
  - a) Landscape Architecture.
  - b) Redevelopment Expertise.
  - c) Fiscal Impact Analysis Expertise.
  - d) Land Use/Real Estate Law.
  - e) Natural Sciences.
  - f) Business Development.
- 3) No more than two members of the LDRAB shall represent the same occupation or business. [Ord. 2010-022]

Table 2.G.3.A - LDRAB Expertise

Occupations	Organizations
1. Residential Builder	Gold Coast Builders Association
2. Municipal Representative	League of Cities
3. Engineer	Florida Engineering Society
4. Architect	American Institute of Architects
5. Environmentalist	Environmental Organization
6. Realtor	Realtors Association of the Palm Beaches
7. Surveyor	Florida Surveying and Mapping Society
8. Commercial Builder	Assoc. General Contractors of America
9. AICP Planner	PBC Planning Congress
[Ord. 2010-022] [Ord. 2015-006]	

c. Terms of Office

Members of the LDRAB shall hold office until the first Tuesday after the first Monday in February of the year their term expires. Beginning on or after March 2, 2013, no person shall be appointed or reappointed to this Board for more than three consecutive terms. [Ord. 2014-001]

4. Staff

The Zoning Director of PZB shall serve as the Secretary and the professional staff of the LDRAB.

**5. Meetings**

**a. General**

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

**b. Subcommittees**

The LDRAB shall consider recommendations from the Zoning Director and determine by majority vote to create subcommittees with the expertise necessary to make recommendations on specific Code amendments. Subcommittee appointments shall be made at a regular LDRAB meeting. [Ord. 2009-040]

**B. Code Enforcement Special Master**

**1. Creation and Appointment**

Code enforcement hearings pursuant to this Code shall be conducted by designated Special Master. Applications for Special Master positions shall be directed to County Administrator pursuant to a notice published in a newspaper of general circulation. The BCC shall select a pool of candidates from the applications filed with County Administrator on the basis of experience and qualifications. County Administrator shall appoint Special Master to conduct hearings from the pool of candidates selected by the BCC as necessary. For a period of two years from the date of termination as holder of office, a former Special Master shall not act as agent or attorney in any proceeding before any decision-making body of PBC on any matter that was the subject of a proceeding which was considered by the former Special Master. [Ord. 2015-006]

**2. Qualification**

Special Master shall have the following minimum qualifications:

- a. be a graduate of a law school accredited by the American Bar Association;
- b. demonstrate knowledge of administrative laws, land use law, and local government regulation and procedures;
- c. be a current member, in good standing, of the Florida Bar Association;
- d. have such other qualifications that may be established by resolution of the BCC; and
- e. in the event County Administrator does not receive a sufficient number of applications from qualified members of the Florida Bar Association, the BCC may select attorneys who are not members of the Florida Bar Association as candidates for Special Master. Among those attorneys who are not members of the Florida Bar Association, the BCC and County Administrator shall give preference to those attorneys who have prior experience in a judiciary capacity, or as a hearing officer, mediator or special master. No attorney, who has been disciplined by the Florida Bar Association or a bar association of any other jurisdiction, shall be appointed as a Special Master.

**3. Rules of Procedure**

The BCC shall have the authority prescribe rules of procedure for the conduct of hearings before the Special Master by resolution

**4. Term**

Special Master shall serve a term of one year from the date of appointment by County Administrator. Special Master may be reappointed at the discretion of County Administrator. There shall be no limit on the number of terms a person may serve as a Special Master.

**5. Removal**

At any time during the appointment, County Administrator shall have the authority to remove a Special Master with or without cause upon ten days written notice.

**6. Vacancy**

If any Special Master resigns or is removed prior to expiration of his or her term or County Administrator determines that the Special Master should not be reappointed, County Administrator shall appoint a Special Master from the pool of candidates previously selected by the BCC to fill the vacancy within 30 days.

**7. Conflicts of Interest**

Special Master shall not be considered outside or special counsel and shall not be subject to PPM# CW-O-52 relating to outside counsel conflicts of interest.

**8. Meetings**

**a. Scheduling**

The Code Enforcement Division shall be responsible for scheduling meetings of Special Master. In the case of an alleged violation as set forth in Article 10.B.1, Procedure, a hearing may be called as soon as practical.

**b. Operating Procedures**

All cases brought before Special Master shall be presented by either the Code Enforcement Division or an attorney representing the Division.

**C. Development Review Appeals Board**

**1. Establishment**

There is hereby established a Development Review Appeals Board (DRAB).

**2. Powers and Duties**

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

- a. to hear, consider, and decide appeals, decisions of the Zoning Director on applications for Certificates of Concurrency Reservation and Concurrency Exemption Extension;
- b. to hear, consider and decide appeals from decisions of the Planning Director on applications for Entitlement Density, and WHP; and **[Ord. 2007-013]**
- c. to hear and decide appeals from, decisions of, and conditions imposed by the DRO with regard to action taken on an application for a final development permit.

**3. Board Membership**

The DRAB shall consist of the Executive Director of PZB, County Engineer, and County Attorney or Deputy County Attorney.

**4. Officers; Staff**

**a. Chair and Vice-Chair**

The Executive Director of PZB shall be the Chair of the DRAB.

**b. Staff**

PZB staff shall be the professional staff for the DRAB.

**5. Meetings**

**a. General**

General meetings of the DRAB shall be held as needed to dispose of matters properly before the DRAB. Special meetings may be called by the Chair or in writing by two members of the DRAB. Staff shall provide 24-hour written notice to all DRAB members.

**D. Environmental Appeals Board**

**1. Establishment**

There is hereby established an Environmental Appeals Board (EAB).

**2. Powers and Duties**

The EAB has the following powers and duties:

- a. to hear appeals from certain requirements, interpretations, or determinations of Article 15, Health Regulations, made by the PBCHD or the Environmental Control Officer.

**3. Board Membership**

**a. Qualifications**

The EAB shall be composed of five members appointed by the Environmental Control Board (ECB). The membership of the EAB shall consist of one professional engineer registered by the State of Florida and nominated by the Palm Beach branch of the American Society of Civil Engineers, one water resource professional employed by SFWMD, one drinking water engineer employed by the FDEP, one member of the Gold Coast Builders Association, and one attorney nominated by the PBC Bar Association. **[Ord. 2011-016]**

**b. Terms of Office**

All EAB members shall serve a term of three years. Beginning on or after March 2, 2013, no person shall be appointed or reappointed to this Board for more than three consecutive terms. **[Ord. 2014-001]**

**4. Officers**

**a. Secretary**

PBC Environmental Control Officer shall provide a staff person to the EAB and that staff member shall be designated as Secretary of the EAB.

**b. Staff**

The PBCHD shall be the professional staff of the EAB.

**5. Meetings**

**a. General or Special Meetings**

General meetings of the EAB shall be held no less frequently than once every 60 days. Special meetings may be called by the Chair of the EAB, or in writing by a majority of the members of the Board. Staff shall provide 24-hour written notice to each EAB member for a special meeting.

**E. Environmental Control Hearing Board**

**1. Establishment**

There is hereby established an Environmental Control Hearing Board (ECHB).

**2. Powers and Duties**

The ECHB has the following powers and duties:

- a. to conduct hearings into the merits of alleged violations to Sections promulgated under Chapter 77-616, Special Act, Laws of Florida, and PBC Ord. 78-5, as amended; and
- b. after due public hearing, to reach a decision setting forth such findings of fact and conclusions of law as are required in view of the issues presented. The decision shall contain an order which may be framed in the manner of a writ of injunction requiring the violator to conform to either or both of the following requirements:
  - 1) to refrain from committing, creating, maintaining, or permitting the violations;
  - 2) to take such affirmative action as the ECHB deems necessary and reasonable under the circumstances to correct such violation;
  - 3) to issue orders imposing civil penalties of up to \$500 dollars for each day of violation;
  - 4) to issue subpoenas to command the appearance of any person before a hearing at a specified time and place to be examined as a witness. Such subpoenas may require such person to produce all books, papers and documents in that person's possession or under that person's control, material to such hearings; and
  - 5) to administer oaths to any or all persons who are to testify before the ECHB.

**3. Qualifications**

The ECHB shall be composed of five members. The membership of the ECHB shall consist of one attorney recommended by the PBC Bar Association; one medical doctor recommended by the PBC Medical Society; one engineer recommended by the PBC chapter of the Florida Engineering Society; and two citizens at large.

**4. Officers**

**a. Secretary**

The Environmental Control Officer shall serve as Secretary of the ECHB.

**b. Staff**

The PBCHD shall be the professional staff of the ECHB.

**5. General or Special Meetings**

General meetings of the ECHB shall be held no less frequently than every 45 days. The ECHB may set the date of future meetings during any meeting. Special meetings may be called by the Chair of the ECHB, or in writing by a majority of the members of the Board. Staff shall provide 24-hour written notice to each ECHB member for a special meeting.

**6. Term Limits**

Beginning on or after March 2, 2013, no person shall be appointed or reappointed to this Board for more than three consecutive terms. [Ord. 2014-001]

**F. Groundwater and Natural Resources Protection Board**

**1. Establishment**

There is hereby established a Groundwater and Natural Resource Protection Board (GNRPB).

**2. Powers and Duties**

The GNRPB shall have the following powers and duties:

- a. to hold hearings as necessary to enforce Article 14, Environmental Standards. ERM may refer alleged violations of Art. 14 Environmental Standards, and applicable Art. 4.B.10, Excavation Uses, Ord. 2003-020, Petroleum Storage Systems, Ord. 2003-021, Petroleum Contamination Clean-up criteria, Ord. 2004-050, Stormwater Pollution and Prevention, Natural Areas, Ord. 1994-014 and Ord. 1993-003, Water and Irrigation Conservation as amended to the GNRPB, if there has been a failure to correct a violation within the time specified by the Code Inspector, if the violation has been repeated, or is of such a nature that it cannot be corrected; [Ord. 2006-004] [Ord. 2010-022] [Ord. 2017-007]
- b. to adopt rules of procedure for the conduct of hearings;
- c. to issue subpoenas compelling the presence of persons at Board hearings. Subpoenas may be served by the PBC Sheriff's Department, or other authorized persons consistent with Florida Law;
- d. to issue subpoenas compelling the provision of evidence at GNRPB hearings;
- e. to take testimony under oath;

- f. to issue orders having the force of law commanding whatever steps are necessary to achieve compliance with the violation of Article 14, Environmental Standards;
- g. to lien property; and
- h. to assess administrative fines and costs pursuant to Article 14, Environmental Standards.

### 3. Board Membership

#### a. Qualifications

The GNRPB shall be composed of seven members appointed by the BCC upon a recommendation by the organization listed in Table 2.G.3.F, GNRPB Membership. The membership of the Board shall consist of a professional engineer registered by the State of Florida, an attorney licensed to practice in Florida, a hydrologist or a hydrogeologist, a citizen possessing expertise and experience in managing a business, a biologist or a chemist, concerned citizen and a member of an environmental organization. [Ord. 2011-001]

**Table 2.G.3.F - GNRPB Membership**

Affiliation	Organizations
Professional Engineer	Palm Beach Chapter Florida Engineering Society
Attorney	Palm Beach County Bar Association
Hydrologist or Hydrogeologist	Florida Association of Professional Geologists Society
Citizen with Business management expertise	At Large
Biologist or Chemist	Florida Association of Environmental Professionals
Environmental Organization	Native Plant Society
Concerned Citizen	At Large
[Ord. 2011-001]	

#### b. Terms of Office

All members shall serve a term of three years. Beginning on or after March 2, 2013, no person shall be appointed or reappointed to this Board for more than three consecutive terms. [Ord. 2014-001]

### 4. Secretary and Staff

The Director of ERM shall serve as Secretary of the GNRPB. ERM shall be the professional staff of the GNRPB.

### 5. Meetings

#### a. General

General meetings of the GNRPB shall be held no more frequently than once every month. Special meetings may be called by the Chair of the GNRPB, or in writing by a majority of the members of the Board. Staff shall provide 24-hour written notice to each Board member prior to a special meeting.

## G. Hearing Officers

### 1. Creation and Appointment

The County Administrator may, from a pool selected by the BCC, appoint one or more hearing officers to hear and consider such matters as may be required under any provision of this Code or under any provision of any other Palm Beach County Ordinance as may be determined to be appropriate by the BCC from time to time. Such hearing officers shall be selected pursuant to the procedures and minimum qualifications provided for in Article 2.G.3.B, Code Enforcement Special Master, and shall serve at the pleasure of the BCC for such period as is determined by the Board. Code Enforcement Special Masters may serve ex officio as Hearing Officers as set forth in this Section. [Ord. 2010-022] [Ord. 2015-006]

### 2. Duties

A hearing officer shall have the following duties:

- a. to conduct hearings and issue administrative orders on such matters as may be requested by the BCC;
- b. to issue subpoenas to compel the attendance of witnesses and production of documents, and to administer oaths to witnesses appearing at the hearing; and
- c. to perform such other tasks and duties as the BCC may assign.

## **H. Historic Resources Review Board**

### **1. Establishment**

There is hereby established a Historic Resources Review Board (HRRB).

### **2. Powers and Duties**

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

- a. develop, administer and update an accurate inventory of historic resources in unincorporated PBC and on PBC owned property in municipalities. The inventory shall be used to formulate a map of historic district boundaries and historically significant properties meriting protection to be incorporated into the land use element of the Plan.
- b. pursuant to Article 9.B, Historic Preservation Procedures, nominate and accept nominations for public and private properties for designation and regulate and administer such properties, structures, buildings, sites, districts, etc. so designated as historic sites and/or districts. The Department, in conjunction with the HRRB, shall establish a schedule for nominations for public and private properties for designation;
- c. participate in the National Register program in Florida to the greatest possible extent, as defined by the 1981 and subsequent amendments to the Historic Preservation Act of 1966 and regulations and rules drafted pursuant to those amendments by the National Park Service and the Florida State Bureau of Historic Preservation;
- d. act as a regulatory body to approve, deny or modify Certificates of Appropriateness as specified by Article 9, Archaeological and Historic Preservation;
- e. make recommendations concerning amendments to the Plan, this Code, Building and other development related codes as they relate to the preservation of Historic Resources;
- f. make recommendations regarding historic and archeological resources on property owned by PBC;
- g. pursuant to Article 9.B.4.B, Waiver of the Code Provisions, review and comment to the BCC concerning waiver of Code provisions for properties within historic districts and for properties designated as historic or archaeological sites or listed on the PBC Register of Historic Places; **[Ord. 2012-027]**
- h. develop, establish, and administer guidelines concerning contemporaneous architectural styles, colors, building materials and so forth for historic sites and historic districts. Such guidelines will be subject to approval by the BCC;
- i. coordinate with other entities to support increased public awareness of the value of historic preservation;
- j. after PBC qualifies as a Certified Local Government, make recommendations to PBC Commission concerning the use of grants from Federal and State agencies, to augment PBC funding in order to promote the preservation and conservation of archaeological sites of historic significance, historic sites and historic districts;
- k. cooperate and coordinate with property owners, public and private organizations, businesses and other individuals to help ensure the conservation and preservation of archaeological sites, contents within said sites, buildings, structures and districts of historic significance, especially those for which demolition or destruction is proposed;
- l. create and approve the design of standardized historic markers and plaques and issue recognition to designated historic sites and historic districts within PBC;
- m. execute any other needed and appropriate historic resource preservation functions which may be approved by the BCC;
- n. develop and administer a Historic Preservation Manual for PBC to help property owners fulfill the regulations and requirements of this ordinance;
- o. hear, consider and approve, approve with conditions or deny applications for Certificate to Dig;
- p. make recommendations to the BCC regarding proposed amendments to the map of known archeological sites;
- q. initial resources shall be dedicated to those functions which shall qualify PBC as a Certified Local Government;
- r. make every effort to be represented at meetings, conferences and workshops pertaining to the functions of the HRRB scheduled by the State Historic Preservation offices or the Florida Conference of Preservation Boards and Commissions;
- s. seek expertise or proposals of matters requiring evaluation by a professional of a discipline not represented on the HRRB; and
- t. the HRRB's responsibilities shall be complementary to the powers of the State Historic Preservation Office.

### **3. Board Membership**

#### **a. Qualifications**

There shall be nine members of the HRRB. Members of the HRRB shall be residents of PBC, Florida and demonstrate an interest in local history. One member with professional experience shall be appointed from each of the following five professional disciplines: history, architecture, archeology, architectural history and historic architecture. Other historic preservation related disciplines, such as Urban Planning, American Studies, American Civilization, Cultural Geography or Cultural Anthropology shall be considered when choosing appointments for these five of the nine members of the HRRB. Each of these five positions shall meet the requirements outlined in the Professional Qualifications Standards of the Florida Certified Local Government Guidelines. In addition to the above five positions, there shall be a sixth person with a demonstrated interest, degree or experience in one of the above professional disciplines who is also a resident of the area of PBC West of Twenty Mile Bend, including any of the incorporated or unincorporated communities in proximity to Lake Okeechobee. There are no specific requirements for the other three positions as a prerequisite to appointment but consideration shall be given to the following with a demonstrated interest in history, architecture or related disciplines: business person, engineer, contractor in a construction trade, landscape architect, urban planner, attorney, and resident of areas identified by 1990 PBC Historic Sites Survey as containing 25 or more structures with potential for historic preservation. Persons seeking appointment to the HRRB shall be willing to invest time to assist staff in site evaluations, establishing priorities, public education efforts, survey and planning activities of the Certified Local Government Program and the other responsibilities of the HRRB. Board members shall attend pertinent educational conferences and seminars.

#### **b. Appointment**

The members of the HRRB shall be appointed at large by the BCC.

#### **c. Terms of Office**

Each appointment shall be made for a term of three years. Any member may be reappointed upon approval of the BCC as provided for herein. **[Ord. 2013-001]**

### **4. Secretary and Staff**

#### **a. Secretary**

The Planning Director of the PZB shall serve as Secretary to the HRRB.

#### **b. Staff**

The Planning Division shall be the professional staff of the HRRB. The Board shall make every effort to minimize demands on staffing in consideration of budgetary constraints.

### **5. Meetings**

#### **a. General**

General meetings of the HRRB shall be held at least quarterly. Special meetings may be called by the Chair of the HRRB, or in writing by a majority of the members of the Board. Staff shall provide 24-hours written notice to each Board member prior to a special meeting.

## **I. Impact Fee Review Committee**

### **1. Establishment**

There is hereby created an Impact Fee Review Committee (IFRC).

### **2. Powers and Duties**

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

- a. submit a Report to the BCC whenever PBC conducts a full review or update of the impact fee system relating to:
  - 1) the implementation of Article 13, IMPACT FEES;
  - 2) actual levels of service for the impact fees exacted in Article 13, Impact Fees;
  - 3) the collection, encumbrance, and expenditure of all impact fees collected pursuant to Article 13, Impact Fees;
  - 4) the validity and assumptions in the technical memoranda used to support the impact fee schedules in Article 13, Impact Fees; and
  - 5) any recommended amendment to Article 13, Impact Fees.
- b. review amendments to Article 13, Impact Fees prior to their consideration by the BCC.
- c. perform such other duties as the BCC deems appropriate.

### **3. Board Membership**

#### **a. Qualifications**

The IFRC shall be composed of seven members and three alternate members appointed by the BCC. The membership of the IFRC shall include three representatives from municipalities within

PBC, three representatives from the business community, and one member selected at large. The voting membership of the IFRC shall include three representatives from municipalities within PBC three representatives from the business community, and one member selected at large. The alternate members shall include one representative from each of the three categories above. An alternate member shall be authorized to vote in place of an absent voting member appointed from the same category and shall count toward a quorum.

**4. Officers**

**a. Secretary**

The Impact Fee Coordinator shall serve as Secretary of the IFRC.

**5. Meetings**

**a. General or Special Meetings**

General meetings of the IFRC shall be held as needed consistent with its powers and duties. Special meetings may be called by the Chair of the IFRC, or in writing by a majority of appointed members of the IFRC. 24-hour written notice shall be given to each IFRC member for a special meeting.

**6. Term Limits**

Beginning on or after March 2, 2013, no person shall be appointed or reappointed to this Board for more than three consecutive terms. [Ord. 2014-001]

**J. Planning Commission**

**1. Establishment**

There is hereby established a Planning Commission (PLC). [Ord. 2008-003]

**2. Powers and Duties**

The PLC shall have the following powers and duties under the provisions of this Code: [Ord. 2008-003]

- a. to serve as the Local Planning Agency (LPA) per F.S. §163.3174, and to provide recommendations on the preparation of the Plan, or any element or portion thereof, and any text 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 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;
- d. to make additional or amended rules of procedure not inconsistent with this Section to govern the PLC's proceedings; [Ord. 2008-003]
- e. 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;
- f. to submit an Annual Report to the BCC summarizing its annual activities; and
- g. 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. Beginning on or after March 2, 2013, no person shall be appointed or reappointed to this Board for more than three consecutive terms. [Ord. 2008-003] [Ord. 2014-001]



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- 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]
  - K. 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.
- L. **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;
    - e. 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;
    - f. to recommend to the BCC additional or amended rules of procedure not inconsistent with this Section to govern the ZC's proceedings; [Ord. 2006-036]
    - g. to consider and render a final decision on appeals of Green Architecture application; [Ord. 2009-040] [Ord. 2011-016]
    - h. to hear, consider and decide appeals from decisions of the DRO on applications for Type I Waivers, except URAO. [Ord. 2011-016] [Ord. 2012-027]
  - 3. **Commission Membership**
    - a. **BCC Appointed Members**  
The ZC shall be composed of nine members, to be appointed by the BCC. Each member of the BCC shall appoint one member to the ZC. The remaining two members shall be appointed by a majority vote of the BCC. [Ord. 2009-040]
    - 1) **Qualifications**
      - a) Consideration shall be given to applicants who have experience or education in planning, law, architecture, landscape architecture, interior design, land planning, natural resource management, real estate, and related fields. [Ord. 2009-040]
      - b) The two members appointed by a majority vote of the BCC shall be architects registered in the State of Florida and shall be nominated by the PBC Chapter of the American Institute of Architects. [Ord. 2009-040]
    - 2) **Terms of Office**  
Members of the ZC shall hold office until the first Tuesday after the first Monday in February of the year their term expires. Beginning on or after March 2, 2013, no person shall be appointed or reappointed to this Board for more than three consecutive terms. [Ord. 2009-040] [Ord. 2014-001]
  - 4. **Officers; Quorum; and Voting**
    - a. **Chair and Vice Chair**  
No member shall serve as Chair for more than two consecutive terms.
    - b. **Quorums and Voting**  
A simple majority of a quorum shall be necessary in order to forward a formal recommendation of approval, approval with conditions, denial, or other recommendation to the BCC. A simple majority shall be necessary for the ZC to make a final decision approving an application for a

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development permit. In the event the ZC fails to make a final decision due to a tie vote, the petition shall be continued to the next meeting. After a second tie, the proposed motion shall be considered to have failed.

**5. Meetings**

**a. General**

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