

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

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Meeting Date: **October 8th, 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:** Appointment of a member to the Land Development Regulation Advisory Board (LDRAB), to complete an unexpired term from October 8, 2019 to February 8, 2022, for Derek Zeman who has resigned.


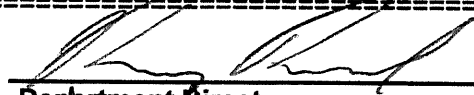

<u>Appoint</u>	<u>Seat #</u>	<u>Seat Requirement</u>	<u>Nominated By</u>
Jim Sullivan	14	Land Surveyor	Florida Surveying and Mapping Society

SUMMARY: The LDRAB is comprised of 16 members and 2 at-large alternate 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. Jim Sullivan is a Registered Land Surveyor and has disclosed that he is a Business Development Manager with WGI that contracts with the County. The Florida Surveying and Mapping Society has recommended Mr. Sullivan and his appointment requires a majority vote by the BCC. The LDRAB provides no regulation, oversight, management, or policy-setting recommendations regarding the County contract(s). Disclosure of any contractual relationship with the County shall be made 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 16 members and 2 at-large members, currently 17 seats are filled and a diversity count of Caucasian: 14 (82%), African-American: 1 (6%), Hispanic-American: 2 (12%). The gender ratio (male: female) is 13:4. Mr. Sullivan is a Caucasian male. Staff will continue to address the need to increase diversity on our boards. Unincorporated (SS)

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 Application
 - 2. Resume of Nominee
 - 3. Recommendation from Florida Surveying and Mapping Society
 - 4. Unified Land Development Code, Article 2, Chapter G, Section 3.A

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 Recommended By:	 _____ Department Director	<u>9/17/19</u> _____ Date
	 _____ Assistant County Attorney	<u>9/19/19</u> _____ Date

II. REVIEW COMMENTS

A. Other Department Review:

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 2 IN FULL**. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section 1 (Department): (Please Print)

Board Name: Land Development Review Advisory Board Advisory ☒ Not Advisory ☐
☐ At Large Appointment or ☒ District Appointment /District #: _____
Term of Appointment: 2.5 Years From: _____ To: 2/8/2022
Seat Requirement: Florida Surveying and Mapping Society Seat #: 14
☐ *Reappointment or ☐ New Appointment
or ☒ to complete the term of Derek Zeman Due to: ☒ resignation ☐ other
Completion of term to expire on: 2/8/2022

*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: N/a

Section 2 (Applicant): (Please Print)
APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name:	Sullivan	Jim	Eugene
	Last	First	Middle
Occupation/Affiliation:	Professional Surveyor & Mapper / WGI		
	Owner <input type="checkbox"/>	Employee <input checked="" type="checkbox"/>	Officer <input type="checkbox"/>
Business Name:	WGI		
Business Address:	2035 Vista Parkway		
City & State	West Palm Beach, FL	Zip Code:	33411
Residence Address:	19 Via Verona		
City & State	Palm Beach Gardens	Zip Code:	33418
Home Phone:	n/a	Business Phone:	561-839-1745 Ext.
Cell Phone:	561-252-8241	Fax:	n/a
Email Address:	jim.sullivan@wginc.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 2 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 & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>R2018-1976</u>	<u>Roadway Production</u>	<u>Structural</u>	<u>02/06/19 - 02/06/20</u>
<u>R2018-0973</u>	<u>Roadway Production</u>	<u>Signal Design</u>	<u>10/2/18 - 10/02/19</u>

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

NONE ☐ NOT APPLICABLE/ (Governmental Entity) ☐

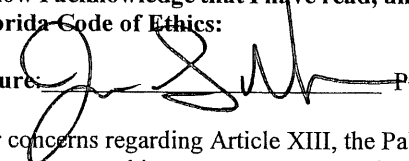
ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** 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 08/23 2019
☐ 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:  Printed Name: Jim Sullivan Date: 08/23/19
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 or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
Miriam De Santiago, Zoning Technician, Zoning Division
Palm Beach County
Planning, Zoning & Building
2300 North Jog Road
West Palm Beach, FL 33411

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

<u>Contract</u>	<u>Department</u>	<u>Description</u>	<u>Term</u>
R2016-1432	Roadway Production	Prairie Road	10/18/16 – Completion
R2018-0628	Roadway Production	Yamato Road	05/01/18 – Completion



Geospatial Business Development Manager

Jim Sullivan is a registered professional land surveyor in five states with over 21 years of experience in land surveying where he began his career in the Army in 1996. Once trained by the Army as a Technical Engineer Specialist (51T), he performed many surveying missions across the United States, Europe, and Central America. Later, he graduated from East Tennessee State University in 2002 with a Bachelor of Science in Surveying & Mapping. Upon graduation, he worked in Houston, Texas over the next eight years and began serving at the state and local levels of the Texas Society of Professional Surveyors (TSPS) as well as supporting the Geomatics Program at the University of Houston. He then moved to South Florida in 2011 and immediately began to serve FSMS as an officer. He resides on numerous committees and currently is the state's vice president. Jim continues to work with students of the profession by being a member of the Program Advisory Council and the FSMS Liaison to Florida Atlantic University Geomatics program.



Jim
Sullivan, PSM

PREVIOUS EMPLOYMENT

- 2018-Present WGI, West Palm Beach, Florida
- 2014-2018 Erdman Anthony, West Palm Beach, Florida
- 2011-2014 Coastal Planning & Engineering, Boca Raton, Florida
- 2004-2011 Brown & Gay Engineers, Houston, Texas
- 2003-2004 Jones & Carter, The Woodlands, Texas
- 2002 Vaughn & Melton, Asheville, North Carolina
- 2000-2002 Tysinger, Hampton & Partners, Johnson City, Tennessee
- 1997-2002 USA Army

Registrations:
Professional Surveyor/Mapper:
Florida #LS6889, 2012
Professional Land Surveyor:
Texas #6036, 2008
Professional Land Surveyor:
North Carolina #L5064, 2012
Professional Surveyor/Mapper:
Ohio #PS8655, 2014
Professional Land Surveyor:
Louisiana #5116, 2014

Education:
Bachelor of Science, Surveying
and Mapping - East Tennessee
State University, 2002

Affiliations:
Florida Atlantic University
Program Advisory Council
Florida Surveying and Mapping
Society
National Society of Professional
Surveyors
Society of American Military
Engineers

Total Years of Experience:
21

President
DEREK ZEMAN
6853 SW 18th STREET, SUITE 310
Boca Raton, FL 33433
Tel: 561.252.0037
DZeman@drmp.com

Treasurer + Director & Director
JIM SULLIVAN
2035 VISTA PARKWAY
WEST PALM BEACH, FL 33411
Tel: 561.839.1745
jim.sullivan@wginc.com

Secretary
Dennis Ritzel
Tel: 786-472-0358
dennis@ritzel-mason.com

Vice President
LEE POWERS
301 E. ATLANTIC BLVD.
POMPANO BEACH, FL 33060
Tel: 954.788.3400
powersl@gmail.com

Florida Surveying and Mapping Society Palm Beach Chapter

P.O. Box 16033, West Palm Beach, FL 33416
www.fsms-pbc.org

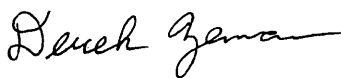
Date: August 21, 2019
To: Jon MacGillis
From: Derek Zeman, PSM, Chapter President
RE: FSMS Palm Beach Chapter Nomination for LDRAB Liaison

Dear Mr. MacGillis,

Jim Sullivan, PSM was approved by the Officers of the Palm Beach Chapter of the Florida Surveying and Mapping Society at a recent chapter board meeting to 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,



Derek Zeman, PSM
President-Palm Beach Chapter

2. Robert’s Rules of Order

All meetings shall be governed by Robert’s Rules of Order. Each board may by majority vote of the entire membership adopt additional rules of procedure for the transaction of business and shall keep a record of meetings, resolutions, findings and determinations.

3. Meetings

- a. The location of all meetings shall be in PBC, Florida.
- b. If a matter is postponed due to lack of a quorum, the item shall be rescheduled to the next meeting.
- c. All meetings and public hearings shall be open to the public.
- d. All meetings shall be set for time certain after due public notice. Due public notice shall include notification that a record is required to appeal a final decision of the board pursuant to F.S. § 286.0105.

4. County Attorney’s Office

The County Attorney’s Office shall provide counsel and interpretation on legal issues.

F. Compensation

Board members shall receive no compensation for their services with exception of Code Enforcement Special Master and Hearing Officers who may be compensated for their services at discretion of the BCC. Travel reimbursement for members shall be limited to expenses incurred only for travel outside PBC necessary to fulfill the responsibilities of membership on the particular board. Travel reimbursement shall be made only when sufficient funds have been budgeted and are available, and upon prior approval of the BCC. No other expenses are reimbursable except documented long distance telephone calls to PBC staff that are necessary to fulfill the responsibility of membership on the particular board. **[Ord. 2006-036]**

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;
- c. to serve as Land Development Regulation Commission (LDRC) as provided by F.S. § 163.3164(25) and F.S. § 163.3194; and,
- d. to serve as the Airport Zoning Commission pursuant to F.S. § 333.05(2). **[Ord. 2019-005]**

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 Art. 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 Art. 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]

c. Alternate Members Vote

The alternate members may vote on a matter only when serving in place of an absent regular member. [Ord. 2018-002]

B. Code Enforcement Special Master

1. Creation and Appointment

Code enforcement hearings pursuant to this Code shall be conducted by a designated Special Master. Applications for Special Master positions shall be directed to the 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 the County Administrator on the basis of experience and qualifications. The County Administrator shall appoint a 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

A Special Master shall have the following minimum qualifications:

- be a graduate of a law school accredited by the American Bar Association;
- demonstrate knowledge of administrative laws, land use law, and local government regulation and procedures;
- be a current member, in good standing, of the Florida Bar Association;
- have such other qualifications that may be established by resolution of the BCC; and,
- in the event the 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