

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

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**Meeting Date:** December 3, 2019  
**Department:** Planning, Zoning & Building  
**Submitted By:** Zoning Division  
**Advisory Board Name:** Zoning Commission  
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**I. EXECUTIVE BRIEF**

**Motion and Title:** **Staff recommends motion to approve:** Appointment of one member to the Zoning Commission (ZC), to complete an unexpired term from December 3, 2019 to February 2, 2021 for Robert Currie who has resigned.

<u>Appoint</u>	<u>Seat #</u>	<u>Seat Requirement</u>	<u>Nominated By</u>
Jess M. Sowards	9	Architect	PBC The American Institute of Architects

**Summary:** The ZC is comprised of nine members appointed by the Board of County Commissioners (BCC). The term of office for ZC members is three years, with a limit of three consecutive three-year terms. Seven members shall be appointed by the BCC, one from each Commissioner as a district appointment. Two members shall be appointed by a majority vote of the BCC. These shall be architects registered in the State of Florida and nominated by the Palm Beach County Chapter of The American Institute of Architects (AIA). These appointments are consistent with the Unified Land Development Code (ULDC) requirements, Article 2.G.3.L, ZC.

The Board consists of nine members, with eight seats currently filled and a diversity count of Caucasian: 6 (75%) and African-American: 2 (25%). The gender ratio (male: female) is 6:2. Mr. Sowards is Caucasian male. Staff has addressed the need to increase diversity within our boards and will continue to encourage this in an effort to expand the Board's diversity. Unincorporated (RB)

**Background and Justification:** The ZC will initiate, review, consider, and make recommendations to the BCC to approve, approve with conditions, or deny applications to amend the Official Zoning Map; to review, consider, and make recommendations to the BCC to approve, approve with conditions, or deny applications for development orders, development permits for Class B conditional uses, and Type II variance; to consider and render a final decision on appeals of denials of green architecture applications, as well as other functions.

**Attachments:**

1. Boards/Committees Application
2. Resume of Nominee
3. Nomination from The American Institute of Architects PBC Chapter
4. Unified Land Development Code, Article 2, Chapter G, Section 3. L

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 **Recommended By:** \_\_\_\_\_ 10/29/19  
**Department Director** **Date**

**Legal Sufficiency:** \_\_\_\_\_ 10/30/19  
**Assistant County Attorney** **Date**

**II. REVIEW COMMENTS**

**A. Other Department Review:**

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**Department Director**

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

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

*The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION 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: Zoning Commission (ZC) Advisory  Not Advisory

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

Term of Appointment: \_\_\_\_\_ Years From: December 17, 2019 To: February 2, 2021

Seat Requirement: Architect registered in the State of FL and nominated by PBC Chapter of American Institute of Architects. Seat #: 9

\*Reappointment or  New Appointment

or  to complete the term of Robert Currie, FAIA Due to:  resignation  other  
Completion of term to expire on: February 2, 2021

\*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: Sowards Jess Milton  
Last First Middle

Occupation/Affiliation: Architect  
Owner  Employee  Officer

Business Name: Currie Sowards Aguila Architects

Business Address: 185 NE 4th Ave. Suite 101

City & State: Delray Beach, Florida Zip Code: 33483

Residence Address: 635 Eddy Street

City & State: Boca Raton, Florida Zip Code: 33487

Home Phone: NA Business Phone: 561 276-4951 Ext. \_\_\_\_\_

Cell Phone: 561 706-7364 Fax: 561 243-8184

Email Address: jess@csa-architects.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 &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____

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

NONE  NOT APPLICABLE/ (Governmental Entity)

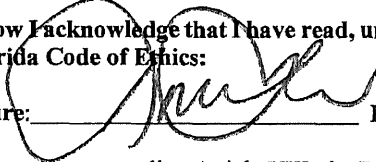
**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. 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 Oct 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: Jess M. Sowards Date: 10-23-2019

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:**  
**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: \_\_\_\_\_

# Resume Presentation



## REGISTRATION

- Architect: Certified: Florida #13205
- NCARB #45861

## EDUCATION

- Bachelor of Architecture  
University of Kentucky 1987

## PROFESSIONAL AFFILIATIONS

- American Institute of Architects
- Florida Association AIA,  
Past State Director  
Palm Beach Chapter, Past President  
Design Awards Committee, Chair

## COMMUNITY SERVICE & ORGANIZATIONS

- AIA Palm Beach - Past President
- AIA Palm Beach Foundation - Secretary
- City of Boca Raton Community Appearance Board Past Vice Chairman
- City of Delray Beach Board of Adjustment - Past Chairman
- City of Delray Beach Planning and Zoning Board - Past Chairman
- City of Delray Beach Site Plan Review and Appearance Board - Past Member & Chair
- Pineapple Grove Main Street Design Committee - Member
- Rotary Club of Delray Beach - Past Secretary



**JESS M. SOWARDS, AIA, LEED AP**  
*Principal-In-Charge*

Jess joined the firm in the fall of 1987 following his graduation with a Bachelors of Architecture from the University of Kentucky. Having worked at several architectural firms while completing his formal education, Jess advanced quickly in the firm taking on many challenges including the design and reconstruction of numerous cultural arts and religious projects, hotels, shopping centers and fire stations. In 1989, Jess became

a registered architect in the state of Florida and received his certification from the National Council of Architectural Registration Board (NCARB). Having developed his skills to manage multiple projects from conceptual design through occupancy, Jess was promoted to a firm Principal in 2000.

Community involvement is an integral part of his commitment to architecture and good design. He has participated in numerous design charrettes including Old School Square, Village of Key Biscayne, Pineapple Grove Main Street and others. Jess was a member of the City of Boca Raton's Community Appearance Board from 2012 to 2016 and served as the Vice Chairman. He has been a member of City of Delray Beach Board of Adjustment, City of Delray Beach Planning and Zoning Board (serving as the chairman), City of Delray Beach Site Plan Review and Appearance Board, Pineapple Grove Main Street Design Committee and is past President of the Palm Beach Chapter of the Florida American Institute of Architects. Jess was honored with the Hillard T. Smith Award in 2004 by the Palm Beach Chapter of the AIA for his active leadership in community activity and service which was of direct benefit to the community and in 2014 he received the Chapter's highest honor, the Gold Medal.

Jess's design credits include a host of highly relevant club restaurant and community center projects including to the, Stonebridge Country Club, St. Andrews Country Club, Historic Sundry House Restaurant, Bluesten Park Community Center, the Village of Key Biscayne Community Center and the Delaire Country Club. In addition, to architecture, Jess is passionate about his golf game and the endless pursuit of a perfect score.

With a reputation built on superior design and exceptional client service, I have enjoyed the opportunity to work with Jess Sowards and the CSA team for more than twenty years. They are a first class organization who have built a practice based on trust, honesty and commitment to the built environment.

Kirk Stetson, III , Manager of Facilities Management Palm Beach State College



**AIA**  
Palm Beach

October 12, 2019

Jon MacGillis, ASLA  
Palm Beach County  
Zoning Director  
2300 North Jog Road  
West Palm Beach, FL 33411

Dear Mr. MacGillis,

Please accept this letter as a nomination of Mr. Jess Sowards, AIA to seat 9 on the Zoning Commission, The AIA Palm Beach Board of Directors has approved this nomination and is grateful for the years of service by Bob Currie, FAIA.

Thank you,

Becky Magdaleno, CAE  
Executive Director

The American Institute of Architects

AIA Palm Beach  
3300 S. Dixie Hwy Ste. 1-266  
West Palm Beach, FL 33405

T (561) 832-8223  
F (850) 224-8048

[www.aiapalmbeach.org](http://www.aiapalmbeach.org)

- a. to hear and decide appeals from decisions of PBC Engineer or a Municipal Engineer pursuant to Art. 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, Class A Conditional Use, Development Order Amendment (DOA) of a prior DO approved by the BCC, Type 2 Waiver, and Unique Structure; [Ord. 2009-040] [Ord. 2019-005]
- b. to review, hear, consider, and approve, approve with conditions, or deny applications for development permits for Class B Conditional uses and Type 2 Variance applications; [Ord. 2006-036] [Ord. 2018-002]
- c. to review, hear, consider, and approve, approve with conditions, or deny applications for development orders for DOA for a prior approved DO approved by the ZC; [Ord. 2018-002] [Ord. 2019-005]
- d. to review, hear, consider, and approve, approve with conditions, or deny applications for ABN; [Ord. 2018-002]
- e. to review, hear, consider, and approve, approve with conditions, or deny applications for Status Reports; [Ord. 2018-002]
- f. to review, hear, consider, and approve, approve with conditions, or deny applications for Unique Structures; [Ord. 2018-002]
- g. to review, hear, consider, and approve, or deny applications for Corrective Resolutions; [Ord. 2018-002]
- h. 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;
- i. 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;
- j. 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]
- k. to consider and render a final decision on appeals of Green Architecture application; and, [Ord. 2009-040] [Ord. 2011-016] [Ord. 2018-002]

- l. to hear, consider and decide appeals from decisions of the DRO on applications for Type 1 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, and Quorum and Voting**
  - a. **Chair and Vice Chair**

No member shall serve as Chair for more than two consecutive terms.
  - b. **Quorum 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 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.

**Section 4 Staff Officials**

- A. **Building Official**
  - 1. **Creation and Appointment**

The Building Director of PZB shall be the division head of the Building Division of PZB, and shall be appointed and serve at the pleasure of the Executive Director of PZB, subject to the provisions of Chapter 1 (Administration) of the Florida Building Code with PBC Amendments.
  - 2. **Jurisdiction, Authority, and Duties**

In addition to the Jurisdiction, Authority, and Duties which may be conferred upon the Building Official of PZB by other provisions of the PBC Code, the Building Official of PZB shall have the following jurisdictions, authority and duties under this Code: [Ord. 2011-016]

    - a. to interpret Art. 18, Flood Damage Prevention when the Building Official is also the Flood Damage Prevention Administrator; [Ord. 2011-016]
    - b. to interpret Art. 5.B.1.C, Temporary Structures; [Ord. 2019-005]
    - c. to review and approve, approve with conditions, or deny applications for development permits for building permits; and,
    - d. to review and approve, approve with conditions, or deny applications for development permits for certificates of occupancy or completion.
- B. **Code Enforcement Director**
  - 1. **Creation and Appointment**

The Code Enforcement Director shall be the head of enforcement of this Code, and shall be appointed and serve at the pleasure of the Executive Director of PZB.