

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: August 14, 2012

Department: Planning, Zoning and Building

Submitted By: Planning

Advisory Board Name: Planning Commission

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: The appointment of one of the following individuals to the Planning Commission for a term from 8/14/2012 to 6/2/2015.

<u>Appointment Nominee</u>	<u>Seat No.</u>	<u>Seat Requirement</u>	<u>Nominated By</u>
Neil Merin	#15	At-large	Commissioner Taylor

Or

<u>Appointment Nominee</u>	<u>Seat No.</u>	<u>Seat Requirement</u>	<u>Nominated By</u>
Joshua Harden	#15	At-large	Commissioner Marcus Commissioner Burdick

**Summary:** The Planning Commission (PLC) was created by Ordinance 2008-003 which replaced the Land Use Advisory Board established by Resolution No.R-90-1987. The Unified Land Development Code (ULDC) Article 2.G.3.K provides for the membership of the PLC as sixteen (16) members, consisting of 15 members appointed by the BCC and one (1) non-voting representative of the School District. Each District Commissioner appoints two (2) members and one member is appointed at large by a majority vote of the BCC. The term of office of each member is for three (3) years. This at-large position is to be appointed to fill an existing vacancy. The function of the PLC is primarily to provide recommendations to the BCC regarding amendments to the Comprehensive Plan. Mr. Merin previously served on this committee; however, he was removed due to being absent for three consecutive regular meetings. He has now expressed interest in returning to his vacant seat. On May 10, 2012, the Planning Division forwarded a memo and forms to the BCC notifying the Board of the vacancy and requesting nominations. Three responses were received. Unincorporated(RPB).

**Background and Justification:** The PLC serves as the Local Planning Agency (LPA) for Palm Beach County for the purpose of compliance with Chapter 163.3174, Florida Statutes. The PLC has the responsibility of providing recommendations to the BCC on: preparation of the Comprehensive Plan; amendments to the Comprehensive Plan (including site specific amendments to the Future Land Use Atlas); land use studies; and transportation concurrency management areas and constrained roadways at lower levels of service. 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. The experience of each of the candidates is provided in the attached resumes. This advisory board membership has 11 seats currently filled and a diversity count of Black: 2 (18.18%), Hispanic: 1 (9.09%), White: 8 (72.72%). The gender ratio (male:female) is 5 to 6.

**Attachments:**

1. Board Appointment Information forms with Commissioner signatures
2. Resume for Mr. Merin
3. Resume for Mr. Harden
4. List of Planning Commission Members
5. Memo dated May 10, 2012 to the BCC
6. Article 2.G.3.K of the ULDC

Recommended By: [Signature] 8/6/12

Approved By: [Signature] 8/17/12

Assistant County Attorney

Date

**II. REVIEW COMMENTS**

**A. Other Department Review:**

**Department Director**

**(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)**

**Form revised 06/92**

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

The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form **MUST BE COMPLETED IN FULL**. Answer "none" or "not applicable" where appropriate. Further, please attach a biography or résumé to this form.

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

Board Name: Planning Commission Advisory  Not Advisory

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

Term of Appointment: 3 Years. From: 8-14-2012 To: 06-02-2015

Seat Requirement: TBD Seat #: 15

\*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: Merin Me l  
Last First Middle

Occupation/Affiliation: Real Estate Management  
Owner  Employee  Officer

Business Name: Merin Hunter Codman

Business Address: 1601 Forum Place

City & State: West Palm Beach, FL Zip Code: 33401

Residence Address: 12347 Plantation Lane

City & State: North Palm Beach, FL Zip Code: 33408

Home Phone: 561-747-5080 Business Phone: 561-471-8200

Cell Phone: ( ) Same Fax: ( )

Email Address: AMERIN@mhc.real.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>Ex: (R#XX-XXXX/PO XXX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/11-09/30/12</u>
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR  NONE

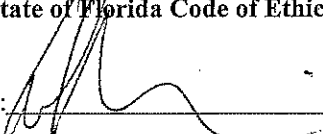
All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Keep in mind this requirement is on-going.

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  
 \_\_\_ 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: Neil Merin Date: 4/19/12

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) 233-0724.

Return this FORM to:  
 Nora Bolivar, Planning, Building & Zoning/Planning Division  
 2300 N. Jog Road, West Palm Beach, FL 33411

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

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

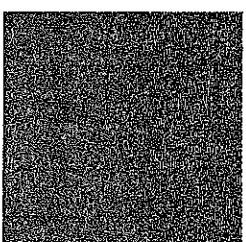
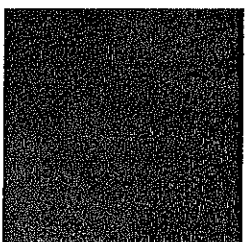
Commissioner's Signature:  Date: 5/21/12



*PRINCIPAL*

NEIL E. MERIN, CHAIRMAN

Neil E. Merin is a commercial real estate expert with a broad background in all phases of commercial real estate work, including investment sales, tenant representation, site acquisition, development consulting, corporate facilities and industrial facilities. Mr. Merin's specialty within the commercial real estate field involves the sale and leasing of office and retail facilities. Over the past 15 years, Mr. Merin has represented both owners and tenants in over 20,000,000 square feet of property negotiations representing over \$3.5 billion in real estate transactions. Mr. Merin is the founder and Chairman of NAI/Merin Hunter Codman, Inc., a property management company in West Palm Beach which is currently responsible for managing 4 million square feet of office and retail space and, in addition, is the largest commercial real estate firm in Palm Beach County, with offices in West Palm Beach and Boca Raton. Mr. Merin holds prestigious designations from: Certified Commercial Investment Member, National Association of Realtors, and the Society of Office and Industrial Realtors.



Mr. Merin has also acted as an advisor and consultant to such companies as AT&T, JP Morgan, Panattoni Development, Lincoln Properties, Northern Trust Bank, and Merrill Lynch.

Originally from the New York area, he was responsible for leasing and property management in the metropolitan area. Since moving to Florida in 1976, he has continued his career in the southeast. Mr. Merin has been responsible for major corporate relocations to both Boca Raton and the Orlando area, including over 2,500,000 square feet of lease transactions for tenants such as AT&T, Burroughs, Rolm, IBM, American Bell, and America Information Systems, initial projects within Arvida Park of Commerce in Boca Raton, the development of luxury housing in Palm Beach and the re-development of over 1,000,000 SF of major office complexes in South Florida.

Mr. Merin's affiliations include:

- SIOR – Active Office Designation, Ethics Committee Member
- CCIM – Active Member
- NAIOP – Active Member
- Member – Economic Council of Palm Beach County, Board of Directors

Mr. Merin holds additional affiliations with the International Counsel of Shopping Center and NAI Global. Mr. Merin is former chair of Palm Beach County's Industrial Revenue Bond Committee, and is a member of the Palm Beach County Planning Commission (formerly Land Use Advisory Board).

In addition to Mr. Merin's professional affiliation, he is Past President and Corporate Campaign Chairman for Easter Seals in Palm Beach County. Mr. Merin has served as Co-Chairman of the auction committee for the Epilepsy Foundation of Palm Beach County, Previous Board member of the Honda Classic, and is a Board member of the Palm Beach County AntiDefamation League and received the 2006 Ultimate CEO Palm Beach County award.

Mr. Merin is a graduate of Deerfield Academy and Boston University, where he majored in Marketing and International Management. He holds the prestigious designation as an active member of the Society of Industrial and Office Realtors and Certified Commercial Investment Member, and is an active member of the National Association of Industrial and Office Parks Public Policy Committee.

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BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION**

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\*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: Harden Joshua Adam  
Last First Middle

Occupation/Affiliation: Certified Land Planner  
Owner  Employee  Officer

Business Name: Facchina

Business Address: 6600 N. Andrews Avenue, Suite 200

City & State Fort Lauderdale, Florida Zip Code: 33309

Residence Address: 9306 Pinehurst Drive

City & State Boynton Beach, Florida Zip Code: 33426

Home Phone: (561) 227-9147 Business Phone: (954) 377-6605 Ext. \_\_\_\_\_

Cell Phone: (561) 227-9147 Fax: (954) 377-6678

Email Address: JoshuaHarden@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: Not Applicable

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

**Section II Continued:**

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_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

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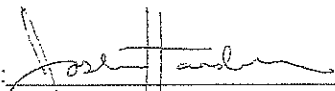
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**AND**

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

\*Applicant's Signature:  Printed Name: Joshua Harden Date: 2-9-2012

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Commissioner's Signature:  Date: 6-11-2012

**Section II Continued:**

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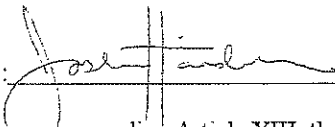
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**AND**

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\*Applicant's Signature:  Printed Name: Joshua Harden Date: 2-9-2012

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 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: *Cindy L De Filippo for* Date: 6/4/12  
Comm. Karen T. Marcus

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

Revised 08/01/2011



## JOSHUA A. HARDEN

(561) 227-9147 • JoshuaHarden@GMail.com

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### SENIOR EXECUTIVE: PLANNING & ZONING, BUILDING CODE COMPLIANCE, ECONOMIC DEVELOPMENT, SITE DEVELOPMENT, URBAN DESIGN, AND GOVERNMENT RELATIONS

Executive with experience in planning for strategic growth in support of economic development initiatives -- interfacing directly with the public; appointed / elected officials, and government / agency staff -- successful at building and leading collaborative building / planning processes for Florida's fastest growing land planning, design and construction organizations.

#### Key Qualifications Include:

- AICP Certified Land Planner, Master of Public Administration, Licensed Real Estate Broker
- Prior experience as Planning Commissioner for the Tallahassee / Leon County Planning Commission, and Architectural Review Board
- Proven success administering, directing and supervising all facets of the building and land planning process
- Extensive experience engaging with government administration, planning/zoning/building departments
- Progressively responsible for comprehensive planning, zoning, development and site plan preparation, local / state land use, urban design, architectural design, civil engineering, code compliance, and budget matters
- Operating / capital budgeting and strategic planning
- Cost containment / reduction and service enhancement
- Demonstrated ability expanding and significantly improving the quality and breadth of services provided, and balancing the interest of citizen involvement

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#### EDUCATION & LICENSES

Master of Public Administration, Florida Gulf Coast University  
AICP Certified Land Planner, Certified by the American Planning Association  
Planning Commissioner, Appointee to the Tallahassee / Leon County Planning Commission (*prior experience*)  
Appointee to the Tallahassee / Leon County Architectural Review Board (*prior experience*)  
Florida Licensed Real Estate Broker, Current/Active, License #BK3039377  
LEED Accredited Professional, Certified by the U.S. Green Building Council  
Master of International Construction Management, University of Florida  
Florida State Certified General Contractor, Current/Active, License #CGC1508618  
Georgia State Certified General Contractor, Current/Active, License #GCI000271  
Master of Business Administration, Florida State University  
Bachelor of Science in Business Administration, University of Florida  
Eagle Scout, Awarded by the Boy Scouts of America

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#### PROFESSIONAL EXPERIENCE

FIRM NAME: EMO

Manager of Land Planning

#### Duties and Responsibilities

- Engage with staff to produce compelling Master Plans for public- and private-sector clients
- Oversight of all day-to-day responsibilities related to project plan and application preparation and submittal
- Conduct planning processes designed to prepare, implement, review and update site, local and regional plans
- Lead "internal" and "publicly-noticed" workshops and design charrettes to engage project and community stakeholders; provide ways and means to obtain citizen participation in the planning process
- Prepare for and present at public hearings in support of proposed amendments to the comprehensive plan, changes to the plan and ordinances, special use permits, rezoning applications, planned unit development proposals and variance applications.

## **JOSHUA A. HARDEN**

(561) 227-9147 • JoshuaHarden@GMail.com

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### **Select Achievements and Contributions**

- Achieve dramatic increases in operational efficiency / effectiveness of all planning and design staff resulting in quantifiable performance improvements that are reflected in the organization's year-end financial statements
- Directly responsible for several award-winning Master Plan projects in the State of Florida
- Successfully negotiate Development Agreement(s) and Concurrency Impacts/Fees for numerous public- and private-sector clients -- all of which resulted in mutually beneficial outcomes for all project stakeholders

### **In my previous capacity as Planning Commissioner for the Tallahassee / Leon County Planning Commission, select achievements and contributions include:**

- Recommend and review proposed regulatory and administrative measures which aided in achieving coordination of all related plans of the departments or subdivisions of the governments concerned with and subject to intergovernmental coordination requirements
- Study and propose zoning regulatory and administrative measures needed to achieve coordination and development in accordance with the comprehensive plan; and by all agencies of local government and by agencies of state government concerned with planning in the Tallahassee Metropolitan Area.
- Review development codes and regulations and amendments and collaborate to create recommendations to the governing bodies as to the consistency of proposals with the adopted comprehensive plan; Further, evaluate proposals which affect the programming of capital improvements by the local governmental units

### **FIRM NAME: AMERICAN HERITAGE**

#### **Vice President of Land Planning and Construction**

#### **Duties and Responsibilities**

- Supervised thirty-eight employees across various disciplines that included land planning, site development, civil engineering and urban design
- Oversight of all planning, design, and permitting activities, ensuring on-time, on-budget completion for projects to meet client expectations

### **Select Achievements and Contributions**

- Played instrumental role in the preparation and review of plans, plats and site plan packages for development projects, including mixed-use, residential, commercial, high- and low-density developments
- Collaborated with government and agency staff to prepare rezoning proposals, conditional use permits and zoning variances to support area- economic growth, received approval and high praise from the Planning and Zoning Commission, Zoning Board of Adjustment, local Economic Development Council and City Council.
- Lead process of collecting and projecting base data, such as demographics, geographic information and land use inventory in support of proposed projects. Coproduced with the City and County a plan for implementation of proposed projects which involved a variety of special projects, such as code amendments and public improvement projects, all of which were found to be mutually beneficial to the client and the local municipality

### **FIRM NAME: LYNN TOWNSEND & ASSOCIATES**

#### **Senior Project Manager for Development Services**

- Administer projects across various disciplines that included land planning, site development, and civil engineering

### **Select Achievements and Contributions**

- Served as lead public-private project manager / facilitator for several large-scale developments, including Development(s) of Regional Impact, Planned Unit Developments and Community Development Districts.
- Developed plans to promote large scale, unified land development by means of mid-range, realistic programs that resulted in physically curable, social and economic deficiencies in the context area

## Planning Commission

### District 1 (Commissioner Marcus)

1. Judy Daversa - Term Expires - June 2013
2. Katharine Murray - Term Expires - June 2015

### District 2 (Commissioner Burdick)

3. Sam Shannon - Term Expires - June 2013
4. Vacant / Open

### District 3 (Commissioner Vana)

5. Sandra Greenberg - Term Expires - June 2014
6. Roberta Levitt-Moccia - Term Expires - June 2015

### District 4 (Commissioner Abrams)

7. Jose Aquila - Term Expires - June 2014
8. Mitchell Kirschner, P.A. - Term Expires - June 2013

### District 5 (Commissioner Aaronson)

9. Harvey Arnold - Term Expires - June 2014
10. Lori Vinikoor - Term Expires - June 2015

### District 6 (Commissioner Santamaria)

11. Vacant / Open
12. Vacant / Open

### District 7 (Commissioner Taylor)

13. Judith Thomas - Term Expires - June 2014
14. Thomas Dennis - Term Expires - June 2014

### Member At Large

15. Vacant / Open

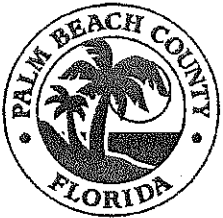
### School District

16. Vacant / Open

Palm Beach County Vista Center  
2300 North Jog Road  
West Palm Beach, FL 33411  
561-233-5300 (Main)  
561-233-5365 (Fax)

Nora Bolivar  
Planning Commission  
Recording Secretary  
2300 North Jog Road  
West Palm Beach, FL 33411  
561-233-5326 (Main)

VC-1W-50/47 Hearing Room  
561-233-5005



**Department of Planning,  
Zoning & Building**

2300 North Jog Road  
West Palm Beach, FL 33411-2741  
(561) 233-5000

Planning Division 233-5300  
Zoning Division 233-5200  
Building Division 233-5100  
Code Enforcement 233-5500  
Contractors Certification 233-5525  
Administration Office 233-5005  
Executive Office 233-5228  
[www.pbcgov.com/pzb](http://www.pbcgov.com/pzb)

**Palm Beach County  
Board of County  
Commissioners**

Shelley Vana, Chair

Steven L. Abrams, Vice Chairman

Karen T. Marcus

Paulette Burdick

Burt Aaronson


Jess R. Santamaria

Priscilla A. Taylor

**County Administrator**

Robert Weisman

*"An Equal Opportunity  
Affirmative Action Employer"*

 printed on recycled paper

## MEMORANDUM

**TO:** The Honorable Shelley Vana, Chair, and to the Board of County Commissioners

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

**DATE:** May 10, 2012

**RE:** **At-Large Vacancy – Planning Commission/Local Planning Agency**

**ITEM:** This memo is a follow up to the April 19<sup>th</sup> memo regarding the At-Large Vacancy on the Planning Commission. The Planning Division has received two applications, from Mr. Neil Merin and Mr. Joshua Harden, for the single vacancy.

**BACKGROUND:** The Planning Commission is comprised of 15 members. Each County Commissioner appoints two members to the Planning Commission. One member of the Planning Commission is appointed at-large by a majority vote of the Board of County Commissioners. Planning Commission terms of office are for three years and there is no limit on the number of terms a person may serve.

**DISPOSITION:** The applications and resumes for the candidates are attached for your review. The Planning Division would like to suggest that the nominations for the at-large seat be returned by Monday, May 21<sup>st</sup> in order for them to be presented for Board action at the June 19<sup>th</sup> BCC Meeting.

If you would like to nominate one of these candidates please sign the applicable "Boards/Committees Application" form attached and return to Nora Bolivar, Planning Commission Liaison.

If you have any questions please do not hesitate to call me at 233-5467.

**Distribution:**

Commissioner Marcus, District I  
Commissioner Burdick, District II  
Commissioner Vana, District III  
Commissioner Abrams, District IV  
Commissioner Aaronson, District V  
Commissioner Santamaria, District VI  
Commissioner Taylor, District VII

cc: Robert Weisman, County Administrator  
Verdenia Baker, Deputy County Administrator  
Robert Banks, Assistant County Attorney  
Rebecca Caldwell, Executive Director, PZB  
Patty Hindle, Agenda Coordinator  
Nora Bolivar, Planning Commission Recording Secretary

The IFAB shall be composed of five members. There shall be one traffic engineer, one accountant, one attorney, one representative of the general public, and one developer/builder on the IFAB. No member of the Impact Fee Review Committee may serve on the IFAB.

**b. Appointment**

The members of the IFAB shall be approved at large by a majority vote of the BCC.

**c. Terms of Office**

All IFAB members shall serve a term of three years.

**4. Secretary and Staff**

The Impact Fee Coordinator shall serve as Secretary of the IFAB. The staff of PZB shall be the professional staff of the IFAB. County Attorney shall attend meetings to serve as counsel to the IFAB. The Impact Fee Coordinator shall represent PBC by presenting PBC's position to the IFAB.

**5. Meetings**

**a. General**

General meetings of the IFAB will be called as necessary to carry out business, but no more frequently than once a month. Special meetings may be called by the Chair of the IFAB, or in writing by a majority of appointed members of the Board. Staff shall provide 24-hour written notice to each IFAB member for a special meeting.

**J. 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.

**K. 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 initiate, review, hear, consider and make recommendations to the BCC to approve, approve with conditions, or deny applications for the VDB Program;
- d. to make its special knowledge and expertise available upon written request and authorization of the BCC to any official, department, board, commission or agency of PBC, the State of Florida or Federal governments;
- e. to make additional or amended rules of procedure not inconsistent with this Section to govern the PLC's proceedings; [Ord. 2008-003]
- f. to make studies of the resources, possibilities and needs of PBC and to report its findings and recommendations, with reference thereto, from time to time, to the BCC;
- g. to submit an Annual Report to the BCC summarizing its annual activities; and
- h. to review and make recommendations to the BCC on Transportation Concurrency Management Area (TCMA) and Constrained Road at Lower Levels of Service (CRALLS) or a major thoroughfare on which a lower LOS is set pursuant to Article 12, TRAFFIC PERFORMANCE STANDARDS.

### 3. Board Membership

#### a. BCC Appointed Members

The PLC shall be comprised of 16 members; 15 BCC appointed members and one representative of the School District of PBC. [Ord. 2008-003]

##### 1) Qualifications

Although no specific experience requirements shall be necessary as a prerequisite to appointment, consideration shall be given to applicants who have experience or education in planning, law, architecture, natural resource management, real estate, and related fields.

##### 2) Appointment

Although no specific experience requirements shall be necessary as a prerequisite to appointment, consideration shall be given to applicants who have experience or education in planning, law, architecture, natural resource management, real estate, and related fields.

##### 3) Terms of Office

Members of the PLC shall hold office until the first Tuesday after the first Monday in June of the year their term expires. [Ord. 2008-003]

#### b. School District Member

The School District of PBC shall appoint a representative to attend those meetings at which the PLC will consider a Plan amendment which would, if approved, increase residential density of the property that is the subject of the application. The school member shall be a non-voting member and shall not count toward quorum. [Ord. 2008-003]

### 4. Officers; Secretary; Staff

#### a. Chair and Vice-Chair

The Chair and Vice Chair positions shall rotate annually and shall only be held by regular members. No Board member shall serve consecutive terms as Chair or Vice-Chair. [Ord. 2008-003]

#### b. Secretary

The Planning Director of PZB shall serve as Secretary of the PLC. The Secretary shall keep minutes of all proceedings, which minutes shall be a summary of all proceedings before the PLC, which shall include the vote of all members upon every question, and be attested to by the Secretary. The minutes shall be approved by a majority of the PLC members voting. In addition, the Secretary shall maintain all records of PLC meetings, hearings, proceedings, and the correspondence of the PLC. The records of the PLC shall be stored with the agency serving as Secretary herein, and shall be available for inspection by the public, upon reasonable request, during normal business hours. [Ord. 2008-003]

#### c. Staff

The Planning Division of PZB shall be the professional staff of the PLC. The Planning Division staff shall be responsible for, providing a recommendation to the PLC on all items scheduled for its consideration. Plan amendments, including amendments to any maps included as part of the Plan. [Ord. 2008-003]

### 5. Rules Applicable to Local Planning Agency

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

**6. Meetings**

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

**L. Traffic Performance Standards Appeals Board**

**1. Establishment**

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

**2. Powers and Duties**

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

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

**3. Board Membership**

**a. Qualifications**

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

**b. Terms of Office**

All TPSAB members shall serve a term of four years.

**c. Vacancy**

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

**4. Officers**

**a. Staff**

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

**5. Meetings**

**a. General or Special Meetings**

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

**M. Zoning Commission**

**1. Establishment**

There is hereby established a Zoning Commission (ZC)

**2. Powers and Duties**

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

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