



**AGENDA
PLANNING ADVISORY BOARD
WORKSHOP
NOVEMBER 21, 2019
10:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- 2. BOARD BUSINESS**
 - 2.1 Discussion and consideration of amendments to the PAB bylaws
- 3. PUBLIC COMMENT**
- 4. ADJOURNMENT**

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Planning Department (904) 310-3135.

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT: Review of PAB Bylaws and consideration of amendments.

ITEM TYPE: LDC Text Amendment

REQUESTED ACTION: Workshop setting only- no action requested.

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Kelly N. Gibson, AICP

Date: November 15, 2019

Submitted By: Kelly Gibson, AICP, Planning Director

ARTICLE I - AUTHORITY

The jurisdiction and authority of the Planning Advisory Board (PAB) originates in Florida Statute 163.3174 and operates as a quasi-legislative body to issue recommendations to the City Commission in accordance with LDC Section 9.02.00.

ARTICLE II – OFFICERS

The PAB shall establish officers and committees in accordance with LDC Section 9.01.03 and in accordance with the following procedures.

- A. The Chairperson shall be elected during the first regular meeting following the City's reorganization meeting, for a one-year term. Officers shall not serve for more than two (2) consecutive terms.
The Chairperson shall:
 - 1. Preside at all regular and special meetings. Conduct meetings in an efficient manner, focusing on the issues relevant to the functions and mission. A short civility statement shall be read at the opening of each meeting as is necessary.
 - 2. Regulate and facilitate discussion among board members to ensure that all viewpoints are represented. Give each member the opportunity to express ideas and/or concerns on issues that are being considered by the board or commission. The Chairperson shall give due consideration to all board members.
 - 3. Assist in orienting new board members about the function, role and mission of the PAB at noticed meetings.
 - 4. Assist in mediating conflicts or disputes between board/commission members.
 - 5. Represent the PAB in appearing before the City Commission as designated by the Board.
 - 6. With their consent, appoint Members to serve on committees.
 - 7. Foster compliance with the "Florida Sunshine Law."
 - 8. Sign all appropriate documents.
- B. The Vice-Chairperson shall be elected annually during the first regular meeting following the City's reorganization meeting for a one-year term. He/she shall be eligible for re-election for no more than two (2) consecutive terms. The Vice-Chairperson shall, in the absence of the Chairperson, assume all duties of the Chairperson.
- C. A City staff member will serve as the PAB secretary. The secretary will record the PAB meetings and provide summary meeting minutes for approval, generally at the next regular PAB meeting. Meeting minutes are not a verbatim record of the meeting; they are only a summary of the recommendations provided from each meeting. Minutes are available through request to the Community Development Department. All PAB case files will be retained in the Community Development Department for a period of two (2) years, at which time they are transferred to City archives. Please refer to the City Clerk's Office for information on record retention procedures. Recordings may be requested through the City Clerk's Office.

ARTICLE III - REMOVAL AND VACANCIES

PAB members' appointment, term of office, and general membership requirements shall be in accordance with LDC Section 9.01.01.

ARTICLE IV - MEETING AND HEARINGS

A. REGULAR MEETINGS

Regular Meetings of the PAB shall be held monthly as necessary, usually on the second Wednesday of each month. These meetings shall be open to public attendance. An agenda for all meetings shall be prepared in advance and in all regular posting locations. The PAB may deliberate and take action at such meetings.

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B. ADDITIONAL MEETINGS

Additional meetings may be held when the items for deliberation at a regular meeting are too numerous to complete. The time and place of these meetings shall be publicly announced and posted. The PAB may deliberate and take action at such meetings.

C. ANNUAL MEETING

The PAB shall meet annually in May at a regular or special meeting to review the year's work and the progress that has been made on implementation of the Comprehensive Plan.

D. SUBCOMMITTEES/ SPECIAL PROJECTS

The PAB may form subcommittees or request staff to work on special projects for purposes of conducting research, plan making, or to obtain public input:

1. To monitor and oversee the effectiveness and status of the comprehensive plan and recommend to the City Commission such changes in the comprehensive plan as may from time to time be required, including the periodic evaluation and appraisal of the comprehensive plan required by s. 163.3191;
2. To review proposed land development regulations, land development codes, or amendments thereto, and make recommendations to the governing body as to the consistency of the proposal with the adopted comprehensive plan or element or portion thereof;
3. To perform any other functions, duties, and responsibilities assigned to it by the City Commission or by general or special law.

E. REQUESTS FROM THE AUDIENCE TO BE HEARD ON ITEMS NOT ON THE AGENDA

The Chair will invite members of the public to address the PAB on matters of concern not on the agenda. The Chair may limit each speaker to three (3) minutes. The PAB is not required to respond, but speakers may be referred to City staff for assistance or to be put on a future agenda.

F. BOARD BUSINESS

The Chair will report and take reports from PAB members, hold discussion among PAB members and staff on administrative or procedural matters, and conduct elections.

G. BOARD REPORTS

Each member of the PAB may report on items of interest to the entire Board.

H. STAFF REPORT

City staff will report on new and emerging issues relating to planning. City staff will advise the PAB where assistance may be required. City staff will advise the PAB on any administrative or housekeeping matters requiring attention.

ARTICLE V - QUORUM

A. A majority of the voting members of the PAB shall constitute a quorum.

B. The Chairperson is eligible to vote on all motions.

ARTICLE VI - CONFLICT OF INTEREST AND COMMUNICATION (See Sec. 286.012, Fla. Stats.)

A member shall abstain from voting on a particular issue if any of the following circumstances apply:

1. The member has a direct financial interest in the outcome of the matter at issue;
2. The matter at issue involves the member's own official conduct;
3. Participation in the matter violates the member's code of professional responsibility;
4. The member has such close personal ties to a person involved with the issue that the member cannot reasonably be expected to exercise sound judgment in the public interest; or
5. Other applicable law.

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- A. If a member owns a property within the area entitled to receive mailed notice of the hearing, that board member may voluntarily abstain from voting if the board member believes that the proximity of the project will interfere with his or her ability to be a decision maker in the case.
 - 1. An abstaining member of the board shall not be counted for purposes of forming a quorum.
- B. A PAB member may conduct investigations and site visits and may receive expert opinions regarding the pending action before them.

ARTICLE VII - BOARD RULES AND POLICIES

- A. Appearances before the City Commission. The Chair or his/her designee is the PAB spokesperson in all presentations or official appearances before the City Commission.
- B. Media relations. PAB members may respond to press inquiries with individual opinions only and not represent the opinion of the PAB as a body. Only the Chair or his/her designee may articulate a position for the entire PAB, assuming that the PAB has taken such a position as a body.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

All meetings shall be conducted in accordance with parliamentary procedure as set forth and explained in the latest revised edition of Robert's Rules of Order, which shall serve as the official rules of procedure.

ARTICLE IX - AMENDMENTS

These By-Laws shall be adopted by an affirmative vote of the majority of voting members of the PAB after at least 10 days of written notice to all members of the PAB.