

Memorandum

From the Town of Juno Beach Planning & Zoning Department

To: Joseph Lo Bello, Town Manager; Town Council
From: Frank Davila, Director of Planning & Zoning
Date: January 13, 2023
Subject: Discussion on Procedural Guidelines for Appointed Officials Adding Discussion Items to Agendas

BACKGROUND

At the October 26, 2022 Town Council Meeting, Council gave consensus to place on the Planning & Zoning Board's agenda "Discussion on Procedural Guidelines for Appointed Officials Adding Discussion Items to Agendas". Also, Town Council requested for staff to bring the finalized policy back to them for their review and approval.

At the December 12, 2022 Planning and Zoning Board meeting, the Board reviewed and discussed guidelines on how to add discussion items to the agenda that were received from the Board and Staff.

DISCUSSION

At the December 12, 2022 Planning and Zoning Board meeting, the Board decided on the following procedure and guidelines on how to add discussion items to the Planning and Zoning Board agenda.

Procedure

1. Prior to the next Planning and Zoning meeting, each Planning and Zoning board member is to give a list of three potential agenda items to staff.
2. If any Planning and Zoning board member does not have proposed agenda items, then they can pass.
3. At the following Planning and Zoning Board meeting, the Board will receive the potential eighteen agenda items on a list, in no particular order.
4. During the Planning and Zoning Board meeting, the list of potential agenda items will rank each agenda item. The ranking procedure is to be determined by the Board. The ranked list is handed back to the Planning and Zoning staff.
5. Planning and Zoning Staff is to make an excel spreadsheet with the suggested agenda items with the highest priority item first to the last item. This list will be e-mailed to the Board for their information.

6. Staff will decide on the number of agenda items that will be heard at the Planning and Zoning Board meetings. The number of items will vary depending on the number of agenda items already scheduled for the meeting (i.e. ARB applications, Development Applications, Variances, etc.)

Guidelines

- Board members shall provide the backup material, if any, 14 days prior to the meeting. This will allow staff to make the necessary copies and be able to provide all required documentation to the Board 7 days prior to the meeting.
- Discussion items may not pertain matters that may come before the Board in the form of an application. At the discretion of staff, after consulting with the Town Attorney, such items may be considered at a later date depending on the application status.
- Discussion items shall strictly reference Chapter 34 – Zoning or the Town’s Comprehensive Development Plan.

RECOMMENDATION

Staff request that Town Council review the procedure and guidelines above and provide staff direction on how to proceed.