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Boards & Committees Meetings

Meeting Information

Board / Committee	Meeting Date / Time
Code Enforcement Advisory Board (inactive)	
Community Relations Board (inactive)	
Economic Development Board (inactive)	
Cemetery Advisory Board (inactive)	
Pahokee Housing Authority	3rd Thursday of Every Month @ 5:00pm
Zoning/Adjustment/Planning Board	As Needed @ 6:00pm
Beautification Advisory Board (inactive)	
Education Advisory Board (inactive)	
Parks & Recreation Advisory Board (inactive)	
Pahokee Community Revitalization Corporation (inactive)	
Youth Council Board (inactive)	
Special Events Advisory Board	

Applications

The City of Pahokee is currently accepting Board and Committee applications. Interested individuals may fill out the Board and Committee application and submit it to the City Clerks office. Thank you.

- [Click here for Boards & Committees Application](#)

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DIVISION 5. - CODE ENFORCEMENT ADVISORY BOARD

Footnotes:

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Editor's note— Ordinance No. 2009-02, adopted April 4, 2009, created division 5, Code Advisory Board. The ordinance specified the sections of the new division be numbered as 2-162 through 2-164. In order to retain reserved sections between divisions and articles, the sections were renumbered as 2-170 through 2-172 at the discretion of the editor.

Sec. 2-170. - Creation.

There is hereby created and established a seven (7) member committee entitled "Code Enforcement Advisory Board." The purpose of the code enforcement advisory board is to advise and to assist the city commission, the city manager, city code enforcement officer, law enforcement, the fire department, and the city manager in finding ways to improve the appearance and safety of the city, and to educate and encourage all residents to participate in the beautification of the city.

(Ord. No. 2009-02, § 1(2-162), 4-4-2009)

Sec. 2-171. - Membership.

One member of the code enforcement advisory board shall be appointed by each commissioner. Two members shall be appointed by the mayor and two members shall be appointed by the vice mayor. There shall be at least one (1) member with a substantial business background; one (1) member from the Chamber of Commerce; one (1) member representing a recognized religious organization; one (1) member from law enforcement or the fire department; and the remaining members from the community at large. With the exception of representatives from law enforcement and the fire department, all members shall reside within the city. Members shall serve for two terms of two (2) years. The city commission shall make appointments to fill vacancies for unexpired terms. In order to encourage as much community involvement as possible, a member may only serve four continuous years.

(Ord. No. 2009-02, § 1(2-163), 4-4-2009)

Sec. 2-172. - Powers and duties.

- (a) Conduct a review of those municipal ordinances as deemed necessary by the CEAB, related to the appearance, health and/or safety of the community, or as recommended by the city commission. The board shall make recommendations to the city commission for the addition, deletion and revision of ordinances.
- (b) Make recommendations for educating citizens in code compliance, and encouraging each resident to take pride in keeping their property safe and clean.

- (c) Recommend enforcement priorities for city staff. Make recommendations to the city manager or his/her designee based on the needs of the community.
- (d) Act as a conduit of communication between the city and the community, and gather and assess the information necessary to make sound recommendations to the city for service delivery.

(Ord. No. 2009-02, § 1(2-164), 4-4-2009)

Secs. 2-173—2-176. - Reserved.

Sec. 2-156. - Creation.

The City Commission of the City of Pahokee, Florida hereby creates and establishes a board to be known as the community relations board.

(Ord. No. 2003-9, § 2, 9-9-2003)

Sec. 2-157. - Duties and function.

The board shall review and make recommendations to the city commission with respect to:

- (1) Issues which potentially may have an important impact on the relationship and ability of the local community to work together on projects which are beneficial to the residents of the City of Pahokee;
- (2) Methods for the community to live, work and play together in harmony in the City of Pahokee;
- (3) Methods of promoting the diversity of the residents of the City of Pahokee;
- (4) Host an annual cultural festival which will highlight the diversity of the population of the City of Pahokee;
- (5) Matters which the city commission may periodically direct that the board review, and subsequently present the board's findings and recommendations for city commission consideration and action.

(Ord. No. 2003-9, § 3, 9-9-2003)

Sec. 2-158. - Authority.

The board shall not have the authority to bind the city commission or the City of Pahokee without prior consent of the city commission. The board may request information, advice or assistance from any department of the City of Pahokee in furtherance of its duties and functions.

(Ord. No. 2003-9, § 4, 9-9-2003)

Sec. 2-159. - Membership.

- (a) The board shall be comprised of seven (7) members who shall be appointed by the city commission. Each commissioner shall have the right to appoint one (1) member to the board with the mayor and vice mayor appointing two (2) members each. Six (6) members shall be residents of the City of Pahokee. One member may be a non-resident. The membership of this board shall reflect the diversity of the community in the City of Pahokee. The term of office shall be two (2) years with the option to reappoint for an additional two-year term.

(b)

Each member shall be allowed two (2) unexcused absences per calendar year. After the second unexcused absence, the member shall be notified that one more unexcused absence shall result in automatic termination of their term on the board. In the event that a member is terminated for nonattendance. The chairperson of the board shall submit a request for a replacement be placed on the next available city commission agenda.

- (c) A member is responsible for notifying the chairperson of the board prior to the time of the meeting of an anticipated absence and request that it be considered an excused absence. The board may determine which absences will be considered excused absences and which are unexcused.
- (d) Any member removed from the board for nonattendance shall not be considered for committee or board appointment for a period of one year after the removal.
- (e) An alternate may sit in on discussions of each and every meeting, however shall not have voting powers unless at least one regular member is absent from the meeting. Both alternates may vote if two (2) or more regular members are absent.
- (f) Alternates present at the meeting may be considered in determining whether or not a quorum is present.

(Ord. No. 2003-9, § 5, 9-9-2003; Ord. No. 2005-03, § 1, 8-23-2005; Ord. No. 2010-08, § 2, 8-10-2010)

Sec. 2-160. - Annual report.

The board shall submit an annual report to the City Commission of the City of Pahokee, by February of each year for the previous calendar year.

(Ord. No. 2003-9, § 6, 9-9-2003)

Sec. 2-161. - Sunshine Law.

The board shall comply with Sunshine Law. Reasonable public notice of all board meetings shall be provided. All meetings of the board, and any of its subcommittees, shall be open to the public at all times, duly advertised and otherwise comply with all applicable requirements of the government-in-the-sunshine and public records laws of the State of Florida. Minutes shall be taken at each meeting.

(Ord. No. 2003-9, § 7, 9-9-2003)

DIVISION 3. - ECONOMIC DEVELOPMENT BOARD

Sec. 2-150. - Creation.

The City Commission of the City of Pahokee, Florida, hereby creates and establishes a board to be known as the Economic Development Board.

(Ord. No. 2003-8, § 2, 9-9-2003; Ord. No. 2009-10, § 2, 10-27-2009)

Sec. 2-151. - Duties and function.

The board shall review and make recommendations to the city commission with respect to:

- (1) Existing and proposed economic development programs, projects and issues which potentially may have an important impact on the local economy, business community and the residents of the City of Pahokee;
- (2) Methods of attracting and maintaining businesses in the City of Pahokee which will impact on the economic development of the community;
- (3) Methods of soliciting businesses to locate and/or relocate into the City of Pahokee;
- (4) Applications for state, federal and foundation grant funding that may assist with economic development and redevelopment of City of Pahokee;
- (5) Potential changes to the City of Pahokee Comprehensive Plan which pertain to economic development;
- (6) Matters which the city commission may periodically direct that the board review, and subsequently present the board's findings and recommendations for city commission consideration and action.

(Ord. No. 2003-8, § 3, 9-9-2003; Ord. No. 2009-10, § 2, 10-27-2009)

Sec. 2-152. - Authority.

The board shall not have the authority to bind the City Commission or the City of Pahokee without prior consent of the city commission. The board may request information, advice or assistance from any department of the City of Pahokee in furtherance of its duties and functions.

(Ord. No. 2003-8, § 4, 9-9-2003; Ord. No. 2009-10, § 2, 10-27-2009)

Sec. 2-153. - Membership.

- (a) The board shall be comprised of seven (7) members. The mayor shall appoint two alternates who shall be approved by the city commission. Two of the seven members shall be professionals with expertise in either academia and/or economics. Each commissioner, including the mayor, shall have the right to appoint one member to the board. The mayor shall also appoint two professional members with ratification by the commission. The term of office shall be two (2) years with the option to be re-appointed for an additional two year term. There is no limit on the number of times that a member may be reappointed.
- (b) Each member shall be allowed two unexcused absences per calendar year. After the second unexcused absence the member shall be notified that one more unexcused absence shall result in automatic termination of their term on the board. In the event that a member is terminated for nonattendance, the chairman of the board shall submit a request for a replacement be placed on the next available city commission agenda.
- (c) A member is responsible for notifying the chairperson of the board prior to the time of the meeting of an anticipated absence and request that it be considered an excused absence. The board may determine which absences will be considered excused absences and which are unexcused.
- (d) Any member removed from the board of nonattendance shall not be considered for committee or board appointment for a period of one year after the removal.
- (e) An alternate may sit in on discussions of each and every meeting, however, shall not have voting powers unless at least one regular member is absent from the meeting. Both alternates may vote if two or more regular members are absent.
- (f) Alternates present at the meeting may be considered in determining whether or not a quorum is present.

(Ord. No. 2003-8, § 5, 9-9-2003; Ord. No. 2005-02, § 1, 8-23-2005; Ord. No. 2006-03, § 1, 7-11-2006; Ord. No. 2009-10, § 2, 10-27-2009)

Sec. 2-154. - Annual report.

The board shall submit an annual report to the City Commission of the City of Pahokee, by February of each year for the previous calendar year.

(Ord. No. 2003-8, § 6, 9-9-2003; Ord. No. 2009-10, § 2, 10-27-2009)

Sec. 2-155. - Sunshine Law.

The board shall comply with Sunshine Law. Reasonable public notice of all board meetings shall be provided. All meetings of the board, and any of its subcommittees, shall be open to the public at all times, duly advertised and otherwise comply with all applicable requirements of the government-in-the-sunshine

and public records laws of the State of Florida. Minutes shall be taken at each meeting.

(Ord. No. 2003-8, § 7, 9-9-2003; Ord. No. 2009-10, § 2, 10-27-2009)

Sec. 2-165. - Cemetery advisory board.

- (a) *Creation of board.* The City of Pahokee hereby creates the City of Pahokee Cemetery advisory board.
- (b) *Membership.* The board shall consist of five (5) members who are residents of the city and who are appointed for two-year terms by the city commission.
- (c) *Advisory board liaison.* One (1) member of the city commission, appointed by the commission, shall serve as city commission liaison. This liaison shall report to the city commission any recommendations of the advisory board. The commission liaison shall not be a voting member of the advisory board. All input from the advisory board shall be reported by the liaison to the city commission.
- (d) *Duties of advisory board.* The cemetery advisory board shall advise the city on all matters, projects, and plans that will enhance the cemetery of the City of Pahokee.

(Ord. No. 2016-10, § 2, 10-11-2016)

ARTICLE II. - ZONING/ADJUSTMENT/ PLANNING BOARD

Footnotes:

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Editor's note— *Ord. No. 98-7, adopted August 25, 1998, has been treated by the editor as amending the Code by repealing former Art. II, §§ 19-26—19-32, and adding a new Art. II, § 19-26. Former Art. II pertained to the city planning board, and derived from the Code of 1984, §§ 17-16—17-22.*

Cross reference— *Boards and commissions generally, § 2-126 et seq.; review of preliminary plan of subdivision by planning board, § 23-6.*

Sec. 19-26. - Created; composition.

The board of adjustment and the planning and zoning board are combined to form the zoning/adjustment/planning board. The zoning/adjustment/planning board will assume the functions of both boards as previously set forth.

The terms of the board members shall be staggered and set forth in the following manner: One (1) member shall be appointed for a term of (1) year; two (2) members shall be appointed for a term of two (2) years; and two (2) members shall be appointed for a term of three (3) years. In addition two (2) alternates shall be appointed for a period of three (3) years each. After the initial appointments, successive appointments shall be for a period of three (3) years, except where an appointment is made to fill a vacancy, in which case such appointment shall be for the balance of the term of the member in which the vacancy occurred.

The main duties of the board will be to address zoning issues, site plans, and variances. The detailed outline of duties is found in the land development regulations and includes the duties designated for both boards.

(Ord. No. 98-7, 8-25-1998)

Sec. 2-164. - Beautification advisory board.

- (a) *Creation of board.* The City of Pahokee hereby creates the city beautification advisory board.
- (b) *Membership.* The board shall consist of five members who are citizens of the city and who are appointed for two-year terms by the city commission.
- (c) *Advisory board liaison.* One member of the city commission, appointed by the commission, shall serve as city beautification commission liaison. This liaison shall report to the city commission any recommendations of the advisory board. The commission liaison shall not be a voting member of the advisory board. All input from the advisory board shall be reported by the liaison to the city commission. If the city commission determines to act on any advisory board recommendation, it shall discuss the recommendation at a public meeting and, based on the decision, direct the city manager on the commission's discussion with respect to the recommendation.
- (d) *Duties of advisory board.* The city beautification advisory board shall advise the city on all matters, projects, and plans that will enhance the aesthetics of the city and make it a more attractive place to live and work.

(Ord. No. 2012-06, § 2, 5-8-2012)

Sec. 2-163. - Education advisory board.

- (a) *Creation of board.* The City of Pahokee hereby creates the education advisory board.
- (b) *Membership.* The board shall consist of five members who are citizens of the city and who are appointed for two-year terms by the city commission.
- (c) *Advisory board liaison.* One member of the city commission, appointed by the commission, shall serve as education commission liaison. This liaison shall report to the city commission any recommendations of the advisory board. The commission liaison shall not be a voting member of the advisory board. All input from the advisory board shall be reported by the liaison to the city commission. If the city commission determines to act on any advisory board recommendation, it shall discuss the recommendation at a public meeting and, based on the decision, direct the city manager on the commission's discussion with respect to the recommendation.
- (d) *Duties of advisory board.* The advisory board shall make recommendations to the city commission on all matters related to improving the educational opportunities of the residents of the city.

(Ord. No. 2012-05, § 2, 5-8-2012)

Sec. 2-162. - Parks and recreation advisory board.

- (a) *Creation of board.* The City of Pahokee hereby creates the parks and recreation advisory board.
- (b) *Membership.* The board shall consist of five members who are citizens of the city and who are appointed for two-year terms by the city commission.
- (c) *Advisory board liaison.* One member of the city commission, appointed by the commission, shall serve as parks and recreation commission liaison. This liaison shall report to the city commission any recommendations of the advisory board. The commission liaison shall not be a voting member of the advisory board and shall not have any authority to direct the parks and recreation department. All input from the advisory board shall be reported by the liaison to the city commission. If the city commission determines to act on any advisory board recommendation, it shall discuss the recommendation at a public meeting and, based on the decision, direct the city manager on the commission's discussion with respect to the recommendation.
- (d) *Duties of advisory board.* The advisory board shall assist in the planning for city recreational and playground sites, activities, plans, capital improvements, guidelines, programs, and any other matters at the request of the city commission or city manager.

(Ord. No. 2012-04, § 2, 5-8-2012)

Sec. 2-166. - City youth council.

- (a) *Creation of council.* The City of Pahokee hereby creates the City of Pahokee youth council.
- (b) *Membership.* The youth council shall consist of five (5) members who are residents of the city and who are appointed for two-year terms by the city commission.
- (c) *Advisory board liaison.* One (1) member of the city commission, appointed by the commission, shall serve as city commission liaison. This liaison shall report to the city commission any recommendations of the advisory board. The commission liaison shall not be a voting member of the advisory board. All input from the advisory board shall be reported by the liaison to the city commission.
- (d) *Duties of advisory board.* The city youth council shall advise the city on all matters, projects, and plans relating to youth participation in city government and civic activities in the city.

(Ord. No. 2016-11, § 2, 10-25-2016)

Sec. 2-168. - Special events advisory board.

(a) *Created; membership; terms; officers; procedures.* There is hereby created and established a special events advisory board for participation by residents of the City of Pahokee. The advisory board shall consist of five (5) members who shall each serve a two (2) year term with each city commissioner selecting one (1) member to be considered and approved by a majority of the city commission, except for the initial two (2) year term whereby the advisory board shall consist of all members who served on the city's centennial committee.

The chairperson for the advisory board shall be selected by the members of the advisory board.

(b) *Meetings; clerical help.* The special events advisory board shall meet once each month at a time to be selected by a majority of its membership. The city manager shall supply necessary clerical help in order to provide for the taking of minutes and reporting conclusions and recommendations to the city commission on a monthly basis.

(c) *Duties.* The special events advisory board shall advise the city commission in all matters involving events to be held within the city. In addition, the advisory board shall make recommendations on increasing city participation of all residents at city planned special events.

(d) *Filling vacancies.* Unexpired terms created by resignation, death or removal, shall be filled by the city commission. Any member who fails to attend three (3) consecutive meetings or four (4) total meetings within a calendar year shall automatically forfeit membership but may be reappointed upon good cause as determined by the city commission.

(Ord. No. 2023-05, § 2, 5-9-2023)