

## INDIAN RIVER COUNTY, FLORIDA

### MEMORANDUM

---

**TO:** Jason E. Brown; County Administrator

**FROM:** Stan Boling, AICP; Community Development Director

**DATE:** October 29, 2018

**SUBJECT:** Consideration of Request for Two Additional Meetings of the Development Review and Permit Process Advisory Committee

---

It is requested that the data herein presented be given formal consideration by the Board of County Commissioners at its regular meeting of November 6, 2018.

#### **BACKGROUND**

On July 11, 2017 the Board of County Commissioners (Board) established the Development Review and Permit Process Advisory Committee (Committee) by resolution (see Attachment 1). Subsequently, on August 15, 2017 the Board finalized committee appointments with ten members appointed by individual commissioners and three “at large” members and one alternate appointed by the full Board. The Committee began monthly meetings on October 18, 2017 and in accordance with the establishing resolution the Committee automatically sunsetted on October 18, 2018.

The Committee convened for 10 monthly meetings, taking off July and August for a “summer break”. The committee working with staff gained Board approval on a number of items and has a long list of accomplishments (see Attachment 2). Those accomplishments include numerous code changes and development process adjustments that have been implemented and have streamlined and improved the development review process. After multiple and lengthy considerations, the Committee has also made final recommendations on proposed updated development review fees and proposed site development inspection fees. Staff will present the proposed fee update to the Board at its November 20, 2018 meeting.

At its last meeting on October 17, 2018 the Committee identified additional topics it would like to address so it can forward some final recommendations to the Board. After identifying those items the Committee voted 10-0 to request that the Board authorize two additional Committee meetings, bringing the total number of meetings to 12 (see Attachment 3).

The Board is now to consider the Committee’s request to convene for two additional meetings.

## **ANALYSIS**

The Board has the ability to authorize the request and essentially extend the life of the Committee for two additional meetings. In keeping with providing the Board the option to grant the request, at the end of the October 17<sup>th</sup> meeting, Committee members were advised by the Deputy County Attorney to continue to follow Sunshine Law rules in the event that Committee activities are extended (see Attachment 3).

In staff's opinion, the Committee has successfully accomplished its primary goals and the intensive evaluation of the County's development review process has yielded surprisingly good results and innovations. The process has opened up good communication and feedback between development industry and staff. As stated at the last Committee meeting, regardless of the Committee's sunset status staff departments have an "open door" policy to continually evaluate and adjust processes, recognizing that many adjustments do not require code changes and can be "tried out" with staff-level decisions.

It is also staff's opinion that the Committee's work has been time intensive for Committee members and has required significant amounts of staff time. At the September Committee meeting, staff expressed concerns about "committee fatigue" and the difficulties Committee members face with the on-going constraints of complying with Sunshine Law rules. Those rules will not apply to members once Committee activities are finally ended.

The Committee's request for two additional meetings is based on two premises. First, the one year sunset provision attached to the Committee's establishment was perceived to accommodate 12 monthly meetings, and because of the two month "summer recess", the Committee has convened only 10 times. Second, the Committee has identified potential topics to address at future meetings. Those topics are:

1. Building permit items to be researched, specified, and brought forward by Committee member Robert Banov.
2. Discussion of a policy to require a cost benefit analysis with future proposed changes affecting the development industry.
3. Discussion of planned development (PD) project "public benefits" policy.
4. Discussion of landscaping items (one landscape item was scheduled for action at the October 17 meeting but was not considered due to time constraints).
5. Consideration of having an on-going development industry committee such as the DRPPAC or the former PSAC.
6. Re-consideration of a previous Committee recommendation on littoral zone requirements.

If the Board authorizes one or two additional Committee meetings, members have expressed to staff a desire to convene after the holidays. To accommodate those scheduling concerns, staff anticipates that any future Committee meeting(s) authorized by the Board would be convened in January and February 2019.

### **RECOMMENDATION**

Staff recommends that the Board of County Commissioners consider the Committee's request and authorize the Committee to hold up to two additional meetings to consider the additional topics listed in the staff report and forward final recommendations for future consideration by the Board.

### **ATTACHMENTS**

1. Resolution 2017-070 Establishing the Development Review and Permit Process Advisory Committee
2. Table of DRPPAC Accomplishments through October 17, 2018
3. Draft minutes – October 17, 2018 Development Review and Permit Process Advisory Committee