



6001 North A1A, Indian River Shores, FL 32963
Town Hall (772) 231-1771 FAX (772) 231-4348
Building Department (772) 231-4453 FAX (772) 234-5246

Memorandum

TO: Newly Appointed Planning, Zoning & Variance Board Member

FROM: Laura Aldrich, Town Clerk and Elizabeth Mahon, Building Dept. Admin. Assistant

SUBJECT: Information to Help You

On behalf of the staff and elected officials of The Town of Indian River Shores, welcome to the Planning, Zoning and Variance Board! Liz Mahon and I have prepared information to assist you in knowing exactly what is entailed in being a member of the P, Z & V Board, which is included in this notebook. It includes a little history of the Planning, Zoning & Variance Board, supporting ordinances, Town history, and Fast Facts (a quick reference sheet).

One requirement by the State is that you complete a Statement of Financial Interests (Form 1) *within 30 days of being appointed* by the Town Council to this Board. The Form is attached, and must be **returned to the Supervisor of Elections Office at 4375 43rd Ave.** or filed on-line at www.ethics.state.fl.us/FORMS. They will send you a form each year, usually in May. Your first year's service is reported the following year. They also require that you file a **Final Form 1** within 60 days of when you leave office. Penalties for not complying with this State requirement can be \$25 per day up to \$1,500!

Perhaps one of the hardest things to remember is that we operate "under the Sunshine" Laws of Florida, which means in a nutshell that you may not discuss *anything* outside of a public meeting that could at any point come before the Board for action. Members are cautioned against speaking with one another in private to avoid any possible misconceptions about your discussion and to avoid the appearance of impropriety. This includes **email, texting and telephone conversations.**

We hope that the attached information helps you in doing your job, and we stand ready to assist you and answer any questions you have.

Congratulations, and we look forward to working with you.

History of the Board

Authorization

The Planning, Zoning and Variance Board is authorized generally in the Town Charter, Section 2.12 which states that “The town council may create such boards, commissions, authorities, and agencies as it deems advisable. The powers and duties of such boards, commissions, authorities, and agencies shall be as prescribed by the town council.”

Establishment

It was established in 1977 by *Ordinance 176*, which called for a 5-member PZ&V Board comprised of Town residents or property owners who would meet at least once prior to each regular Council meeting. It further called for a Chairman is to be elected in January each year who would be directly responsible to the Council and who should attend all Council meetings. It is the Council who appoints the members of this Board, whose primary duty is to determine approval or denial of all requests coming before the Board for recommendation to the Town Council. The Town Council has the final say on all matters.

Local Planning Agency

In 1978, the Council further established the P, Z & V Board to serve as the **Local Planning Agency** for preparation of Comprehensive Planning. This agency became a State requirement in 1975, and *Ordinance 193* enabled the Town to meet that requirement by providing the designation and funding necessary to accomplish Comprehensive Planning needs.

Architectural Review Commission

The Council increased the number of members from 5 to 7 in *Ordinance 217* in 1979, and added the powers and duties of the Architectural Review Commission to the P, Z and V Board.

Residency Requirement

As the Town grew with many residents living here part of the year and in another state or even country for the remainder, the requirement to be a permanent resident was added by *Ordinance 226* in August 1980.

Design Review Committee

To incorporate all of the previous ordinances and add responsibilities for the Design Review Committee, *Ordinance 257* was enacted in January 1982. The Preliminary Design Review Committee – PRD Committee, for short – was established as a designation of three appointed members from the P, Z & V Board.

Alternate P, Z & V Board Members

In March 1986, the 7-member P, Z & V Board was restructured to have 5 full-time members and 2 designated alternate members, whose terms were specified as 4-years. Compensation for vacancy was also designated in *Ordinance 337*.

Fast Facts

- Meetings: 2nd Monday each month (unless notified) at 2:00 p.m.
Held in the Town Hall Council Chambers
- Primary Reference: Land Development Code, or LDC (last revised August 2005)
This is a subsection of the Comprehensive Plan for the Town, which is Ordinance 386 as published in 1990 and amended somewhat frequently. Each LDC amendment is an Ordinance change.
- Sunshine Law: The State of Florida operates under what is referred to as “Sunshine Law,” which essentially states that you may not discuss matters in any manner (phone, personal conversations, email, text, or written letters) with other Board members that may at some point come before the Board for approval. The Town Attorney, Chester Clem, is at your meetings, and will be glad to provide more information on this important subject. Any information you may wish to share that is not consensus building and **will** be a public record, and is to be routed through Liz or Laura for recordkeeping purposes.