



6001 North State Road A1A, Indian River Shores, FL 32963  
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Building Department (772) 231-4453

## Memorandum

TO: Newly Appointed Planning, Zoning & Variance Board Member

FROM: Laura Aldrich, Town Clerk & Elizabeth Scheidel, Building Dept. Admin. Assistant

SUBJECT: Information to Help You

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On behalf of the staff and elected officials of The Town of Indian River Shores, welcome to the Planning, Zoning and Variance Board! Liz Scheidel (Building Department Admin/Secretary to the PZV Board) and I have prepared information to assist you in knowing exactly what is entailed in being a member of the P, Z & V Board. 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**) or the Financial Disclosure Form *within 30 days of being appointed* by the Town Council to this Board. The Form is available to be printed at the State Ethics Commission link (they are turned in for the preceding year) <http://www.ethics.state.fl.us/FinancialDisclosure/DownloadAForm.aspx>, and must be **returned to the Supervisor of Elections Office at 4375 43<sup>rd</sup> Ave.** They will send you a form each year – look for it in May. 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: 2<sup>nd</sup> Tuesday each month (unless notified) at 2:00 p.m.  
Held in the Town Hall Council Chambers
- Board Members: Please refer to the page on the Town website under Government  
<https://www.irshores.com/Boards-Committees-Overview.html>
- Primary Reference: Land Development Code, or LDC (last major revision 2016)  
This is a subsection of the Comprehensive Plan for the Town, which is Ordinance 386 as published in 1990 and as amended somewhat frequently. The Comprehensive Plan is undergoing a major revision in 2020. Each LDC amendment is enacted by an ordinance. Please visit the Town's website <https://www.irshores.com/government/ordinances-and-resolutions> (under Government, Ordinances & Resolutions) for links to all of the ordinances, including the Comprehensive Plan and LDC.
- 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 record keeping purposes. There is a full copy of the most recent Florida in the Sunshine Manual available online (type "florida in the sunshine manual" in the browser or use this link [http://myfloridalegal.com/webfiles.nsf/WF/MNOS-B9QQ79/\\$file/SunshineManual.pdf](http://myfloridalegal.com/webfiles.nsf/WF/MNOS-B9QQ79/$file/SunshineManual.pdf) )