



City of Riviera Beach

Planning and Zoning Board Training

Session One: Introduction, Disclosures and Sunshine
Law

Welcome

- **Mr. Clarence Sirmons, Director of Development Services**



Session One Training Outline

- **History of Planning**
- **Introduction to the Planning and Zoning Board**
- **Introduction to the Development Services Department**
- **Introduction to the Public Hearing Application Process**
- **Introduction to the On Line Application Material- “Applications Under Review”**
- **Legal Update**
 - **Disclosures**
 - **Sunshine Law**
- **Future Training Sessions - Topics**



The History of Planning



What is Planning and where did it begin?

Planning is how a City or community guides and accommodates growth and development.

Planning in a practical sense started long before there was a name for it. The colonial settlers planned, both in how they separated different uses, and when they began to navigate land grants and established farms.

Planning encourages the separation of uses for the health, safety and general welfare of the public.



How did Planning begin in Florida?

The legal framework of Planning in Florida started in the 1970's with:

- The *Florida State Comprehensive Planning Act of 1972* which established a comprehensive planning process at the state level and a "State Comprehensive Plan". In 1978 the Legislature ruled that the State Comprehensive Plan was advisory only.
- The *Environmental Land and Water Management Act of 1972* – this focused on areas of critical state concern and developments of regional impact.
- *Local Government Comprehensive Planning Act of 1975* – this requires local governments to adopt and implement local comprehensive plans.



Changes to Planning in Florida in the 1980's

In the 1980's Florida determined that planning in Florida was not effective and the legislature did a major overhaul of both the legislative framework and the support system for it. The new system includes:

- Chapter 163, Part II, *Florida Statutes – Local Government Comprehensive Planning and Development Act*. This section provides the minimum requirements for long range planning.
- Chapter 186, *FS: State and Regional Planning*. This requires planning at all levels of government to be integrated.
- Chapter 380, *FS: Environmental Land and Water Management Act* – This still addresses Developments of Regional Impact and Areas of Critical State Concern, but also links land management to water management.



Changes to Planning in Florida in 2011

In 2011 Florida enacted “The Community Planning Act” which shifted responsibility and authority for planning to local governments and reduced the state role in land planning processes.

The Local Planning Process now includes the Local Comprehensive Plan, the Code of Ordinances, and the Capital Improvements Programming for the City.



Why do we Plan?

- Planning considers the present conditions and resources of a community and provides the roadmap to the future. It ensures that future development will occur in the way and the location that the community wants it to. It allows for economic development while protecting the overall vision that the community has for itself. In short, you have to plan for the future community that you want.
- Planning helps balance or consider various needs as well as the availability of resources and infrastructure.
- Planning occurs in response to federal or state legislation (ex: wellhead protection).
- Planning considers a community's strengths, weakness, opportunities and threats as part of the analysis.
- Planning protects the public health, safety and welfare.



How do we Plan?

- Comprehensive Planning – we analyze what we have (current conditions), what we want to have (vision), and what we need to do to achieve the vision (implementation). This is an iterative process.
- Local review of projects – we implement the Comprehensive Plan with every local development permit. Staff and the Board and Council consider the project both as far as it's scope, and, if it is consistent with the Code of Ordinances and the Comprehensive Plan. That analysis is front and center in every staff report you review for projects that come before you.
- Special studies or area plans – it is not uncommon for area specific plans to be developed, for example: a greenway or bike plan, a CRA district, a downtown or waterfront district, etc.



DEVELOPMENT SERVICES DEPARTMENT
Planning And Zoning Division

Introduction to the Planning and Zoning Board



What is a Planning Official?

- The American Planning Association defines Planning Officials as “any appointed or elected officials involved in planning decisions for the betterment of a community, region, state, or country.
- You are a planning official!
- This job is one of public trust and is one of the meaningful ways you can serve your community and shape it’s future. Thank you for your service.



- In the City of Riviera Beach the Planning and Zoning Board is appointed by the City Council and serves in an advisory capacity to the City Council by making recommendations on projects and applications for consideration by the Council.
- The Planning and Zoning Board has 7 regular members and 2 alternate members.
- The Planning and Zoning Board reviews Land Use Changes (Map and Text), Zoning Changes (Map and Text), Plats (which are changes to the boundaries of parcels), Site Plans, and Abandonments.



- Section 27 of our Land Development Code is about Planning and the Planning Board.
- Sec. 27-32 - Advisory status.
 - All decisions of the planning board and of the platting board are of an advisory nature. The city council may by a majority vote of its members overrule, override, change, modify, cancel or approve any decision of either board.



- Sec. 27-33. - General duties. The planning board shall have power to and shall make recommendations and suggestions to the city council in regard to:
 - Making, amending, extending, and adding to the master plan for the physical development of the city as defined in section 27-36.
 - Exercising of control over platting and subdividing land within the city.
 - Drafting for the city council an official map of the city and recommending or disapproving proposed changes in such map. It shall be the duty of the director of the planning board to periodically update the official map and to institute a procedure to show on such map a change list column reflecting past and present changes in zoning districts.
 - Making, as provided in section 31-6, a zoning plan, and recommending or disapproving proposed changes in such plan. (zoning regulations)



- Sec. 27-33. – (continued)
 - Making, as provided in chapter 26, plans for the clearance and rebuilding of slum districts and blighted areas within the city.
 - Submitting annually to the city manager, not less than 120 days prior to the beginning of the budget year, a list of recommended major capital improvements relating to planning and zoning, which in the opinion of the board are necessary or desirable to be constructed during the forthcoming six-year period. Such list shall be arranged in order of preference, with recommendation as to which projects shall be constructed in which year.
 - Promoting public interest in and understanding of the master plan and of planning, zoning and slum clearance.
 - Meeting not less than once each month and keeping a public record of its resolutions, findings and determinations.



DEVELOPMENT SERVICES DEPARTMENT
Planning And Zoning Division

Introduction to the Development Services Department



What is in the Development Services Department?

- The Development Services Department has three divisions housed in the City Hall:
 - Building and Permits
 - Code Compliance
 - Planning and Zoning



Planning and Zoning Division

- The Planning and Zoning Division includes the following positions:
 - Principal Planner/Comprehensive Planning: Josue Leger
 - Principal Planner/Current Planning: (currently vacant)
 - Senior Planner/GIS Specialist: (hire in process-currently vacant)
 - Planner: Simone Davidson
 - Assistant Director of Development Services: Mary Savage Dunham



How does a project get from an idea to an application?

- Typically customers or landowners will contact staff as part of due diligence when acquiring property and ask questions about the property development standards and permitted uses. Staff will provide information to the applicant and direct them to the applicable regulations and codes.



How does a project get from an idea to an application?

- Eventually project proponents will realize or we will advise them that they will need to hire professionals to perform their survey and prepare their civil designs. Once the proponent has design plans in some level of completeness we will advise them to schedule a pre-application meeting for specific advice. These meetings are held on the first and third Tuesday of the month and must be scheduled in advance. The applicant must provide information on the meeting scheduling form and also a copy of the draft plans when scheduling the meeting. This allows staff to review the plans ahead of the meeting and identify any substantive conflicts or issues with the design or the codes. We strive to have these meetings be efficient and helpful for all parties.



Introduction to the Public Hearing Application Process

1. Pre-application meeting: formal or informal – staff reviews the proposal with the applicant team against the regulations and identifies any substantive issues as well as other applications that might be needed. Staff also explains the process from formal submittal to construction to the customer.
2. Formal Submittal – the customer schedules their submittal and staff receives the submittal and does a quick check for sufficiency of the submittal. Applications that are clearly incomplete are not accepted. We require 6 complete paper sets as well as a cd with the electronic files.



Introduction to the Public Hearing Application Process

3. Distribution for review – once the applications are logged into the system and assigned permit numbers staff will distribute the submittal packages to Engineering, Utility Department, Zoning, Fire, Police and Building for them to review the applications for matters under their purview. Typically we allow 2 weeks for this review. When their review is done staff sends their comments to the zoning Division project manager who serves as the point of contact with the applicant/agent.

For Plat applications staff secures a peer review quote from an independent consultant, we provide the quote to the applicant, and once they provide a check to cover the review fee staff will authorize the peer review.



Introduction to the Public Hearing Application Process

4. Plan revision and resubmittal: Depending on the comments generated by the initial staff/consultant review the applicants must revise their plans to address the comments and then re-submit for a second review. If the applicants have questions about staff comments or if there are substantive issues identified staff will coordinate a meeting between the applicant and the indicated staff to discuss the concerns.



Introduction to the Public Hearing Application Process

5. The revision and resubmittal/review process is iterative and this is where the application processing time can be variable. It is not uncommon for applications to require several rounds of revisions.



Introduction to the Public Hearing Application Process

6. When the plans have been revised to satisfy the comments either totally, or for the most part, staff will identify the next available PZB meeting date and work with the applicant to ensure that sufficient notice is provided. Notice includes posting a sign on the property at least 15 days before the hearing, abutter notices and legal ads.



Introduction to the Public Hearing Application Process

7. Staff prepares the staff report and the packet for the Board and also prepares a PowerPoint presentation for the Planning and Zoning Board meeting. The packet is assembled digitally and posted on the website, and is distributed to the Planning and Zoning Board and meeting team at least one week in advance of the hearing.



Introduction to the Public Hearing Application Process

8. The Planning and Zoning Board, after hearing the presentation on an application will do one of 4 things: make a favorable recommendation, a favorable recommendation with conditions, an unfavorable recommendation or continues the hearing.



Introduction to the Public Hearing Application Process

9. After the project is acted upon by the Planning and Zoning Board staff will work with the applicant on scheduling and notice for the City Council's agenda, draft the Resolutions or Ordinances as needed, and prepare another packet of information in advance of the hearing for the City Council.



Introduction to the Public Hearing Application Process

10. Once the City Council has voted the Resolutions or Ordinances are finalized by the City Clerk and the Planning Staff stamp the final plans. Once the applicant has the final plans and Resolution/Ordinance they can apply for Building permits.



Introduction to the On Line Application Material- “Applications Under Review”

The Planning and Zoning Division has added a page to our website titled “Applications Under Review”. You can access it from the Planning and Zoning division page. This page will contain a list of all the applications that the planning and zoning division is managing in preparation for review and consideration by the Planning and Zoning Board and City Council.



Introduction to the On Line Application Material- “Applications Under Review”

We hope that these pages will be a resource as you can familiarize yourself with what projects are in the pipeline before they hit your agenda. If you click on the application number you will be directed to a page that has all of the application materials posted (site plans, application form, survey, elevations, drainage report, traffic statement, narrative, etc.)



Introduction to the On Line Application Material- “Applications Under Review”



Government > Departments & Services > All Listings > Development Services > Home > Planning & Zoning

Planning & Zoning

Building & Permits

Code Compliance

Forms, Documents & Maps

Applications Under Review

Codes & Regulations

Fees & Inspections

Helpful Links

Newsletter

What We Do

The Planning & Zoning Division collects, maintains and distributes information related to short and long term land planning and development that affects the City, its citizens and other interested groups. Planning and Zoning assist in the process of land

Contact Us

Hours of Operation

Mon - Fri: 8:30 a.m. - 4:00 p.m. *(Staff is available*

Office: (561) 841-0203

Email: POC@rivierabeach.org

Planning & Zoning Staff



Introduction to the On Line Application Material- “Applications Under Review”

[Government](#) > [Departments & Services](#) > [All Listings](#) > [Development Services](#) > [Home](#) > [Applications Under Review](#)

Application Under Review

Please click on the Application Number to review the associated plans and materials.

Application Type and Number	Description of Application	Project Manager	PZB Meeting Date	City Council Meeting Date
Site Plan (SP-20-11)	Medical Building 47 & 55 W 14th Street	Mary Savage Dunham		
Site Plan (SP-20-26)	Daycare; 1401 Ave E	Josue Leger	6/10/2021	
Site Plan (SP-21-03)	Project Antart; 1301 Pres. Barack Obama Highway	Mary Savage Dunham		
Site Plan (SP-21-04)	Berkeley Landing Workforce Housing; 3100 & 3124 Broadway	Mary Savage Dunham		
Re-zoning (ZA-21-02)	Berkeley Landing Workforce Housing; 3100 & 3124 Broadway	Mary Savage Dunham		
Plat (Pl-21-01)	Berkeley Landing Workforce Housing; 3100 & 3124 Broadway	Mary Savage Dunham		
Plat (Pl-20-05)	Elite Capital Dev.; PCN: 56-43-42-20-01-000-0552	Josue Leger		
Site Plan (SP-20-03)	Race Trac; 7071 N Military Trail	Josue Leger		
Special Exception (SE-20-02)	Race Trac; 7071 N Military Trail	Josue Leger		
Re-Zoning (ZA-20-04)	Race Trac; 7071 N Military Trail	Josue Leger		
Future Land Use Change (LU-20-04)	Race Trac; 7071 N Military Trail	Josue Leger		
Site Plan (SP-20-08)	Carrington Pine; 6321 N. Military Trail	Josue Leger		
Plat (Pl-20-04)	Carrington Pine; 6321 N. Military Trail	Josue Leger		
Future Land Use Change (LU-20-03)	Carrington Pine; 6321 N. Military Trail	Josue Leger		
Re-zoning (ZA-20-02)	Carrington Pine; 6321 N. Military Trail	Josue Leger		
Site Plan (SP-21-05)	Temporary Fire Station; 87 Wells	Mary Savage Dunham	6/10/2021	
Site Plan (SP-18-13)	Blue Heron Commercial; PCN: 5643422937000030	Mary Savage Dunham	2/13/2020	
Abandonment of Canal (AB-19-02)	Blue Heron Commercial; PCN: 5643422937000030	Mary Savage Dunham	2/13/2020	
Re-zoning (ZA-18-02)	Blue Heron Commercial; PCN: 5643422937000030	Mary Savage Dunham	2/13/2020	
Future Land Use Change (LU-18-02)	Blue Heron Commercial; PCN: 5643422937000030	Mary Savage Dunham	2/13/2020	
Site Plan (SP-20-17)	The Waterway Mixed Use Development; 3140 Lake Shore Drive	Mary Savage Dunham		
Amendment to Code of Ordinances (ZA-21-01)	The Waterway Mixed Use Development; 3140 Lake Shore Drive	Mary Savage Dunham		
Variances (Vn-20-01)	The Waterway Mixed Use Development; 3140 Lake Shore Drive	Mary Savage Dunham		
Plat (Pl-20-02)	Blue Lagoon Plaza; 200 W Blue Heron Blvd.	Josue Leger		
Plat (Pl-19-04)	Ave J	Josue Leger		
Site Plan (SP-20-22)	Albrite Services; PCN: 5643422630000020	Josue Leger		
Comprehensive Plan Text Amendment (LU-20-02)	The Waterway Mixed Use Development; 3140 Lake Shore Drive	Mary Savage Dunham		
Site Plan (SP-21-07)	FPI - Building A addition and Parking at Building E	Mary Savage Dunham		
Site Plan (SP-21-08)	Elite Capital - Residential Multifamily	Josue Leger		
Site Plan (SP-18-18)	Seven Kings Holdings, LLC; PCN: #36-43-42-28-00-003-0000	Mary Savage Dunham	1/10/2019	
LU-20-04 - Race Trac				

Contact Us



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Mary Savage Dunham
Assistant Director of Development Services
(561) 845-4037
msavagedunham@rivierabeach.org

Hours of Operation
Mon - Thurs: 8:30 a.m. - 4:30 p.m.
Fri: 8:30 a.m. - 12 p.m.
(Staff is available by phone until 5:00 p.m.)

Service Request

Walk-Through Permits Available
Tues. - Fri. (8:30 a.m. - 12:00 p.m.)
(windows, shutters, roof; water heaters; A/C change electrical service changes) Please note incomplete applications are not acceptable for same day issuance.

Business Tax office
Mon. - Fri. (8:30 a.m. - 4:30 p.m.)
(561) 845-4019

City Construction Hotline
(561) 845-4055

Planning & Zoning
(561) 845-4060
comdev@rivierabeach.org

Building & Permits
(561) 845-4020

Code Compliance
(561) 882-3505

Department Staff

Administrative Staff
Grace Joyce
Development Services Operations Manager



Introduction to the On Line Application Material

Government > Departments & Services > All Listings > Development Services > Home > Applications Under Review



Application Under Review

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Site Plan (SP-21-04)	Berkeley Landing Workforce Housing; 3100 & 3124 Broadway	Mary Savage Dunham		
Re-zoning (ZA-21-02)	Berkeley Landing Workforce Housing; 3100 & 3124 Broadway	Mary Savage Dunham		
Plat (PA-21-01)	Berkeley Landing Workforce Housing; 3100 & 3124 Broadway	Mary Savage Dunham		





Introduction to the On Line Application Material


Daycare; 1401 Ave E


Please click to review the associated plans and materials.

 [Uniform Land Use Application.pdf](#)

 [9.INSIGNIFICANT TRAFFIC STUDY.pdf](#)

 [14.SURVEY.pdf](#)

 [13.FLOOR PLAN.pdf](#)

 [10.PLAT.pdf](#)



Legal Update: Disclosures & the Sunshine Law

Ms. Lina Busby, Sr. Assistant City Attorney

LAWS GOVERNING P&Z BOARD: 101

NO NAPS ALLOWED

BY LINA BUSBY,

SR. ASST. CITY ATTORNEY ADVISOR TO P&Z



GOVERNMENT IN THE SUNSHINE ADVISORY BOARDS

- The Sunshine Law 286.011, F.S. provides a right of access to governmental proceedings of public boards, including P&Z!
- Applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action.

There are three basic requirements:

- ✓ Meetings must be open to the public.
- ✓ Reasonable notice of such meetings must be given.
- ✓ Minutes of the meetings must be taken and promptly recorded.

CAN AN INDIVIDUAL PLANNING AND ZONING BOARD MEMBER MEET WITH A MEMBER OF THE CITY COUNCIL?

Sunshine Law does NOT apply to a meeting between individuals who are members of different boards UNLESS one or more of the individuals has been delegated the authority to act on behalf of his or her board.

If a Councilperson wants to grill you on your recommendation from last meeting, go ahead.

****So long as neither member is acting as liaison or delegated decision making!



YOU FIND YOURSELF AT A COMMUNITY MEETING AND NOTICE ANOTHER BOARD MEMBER PRESENT

Don't freak out!

Don't have a back and forth discussion with the other Board member.

Try to avoid attending meetings together to avoid possible sunshine violations.

The attorney general has rendered opinions indicating the open-meeting law requires interaction between the parties in order to violate Sunshine.



Just because you identify as a private citizen and not as a member of the P&Z Board does not mean you are exempt from the open meetings law.

CAN YOU MEET WITH MAYOR FELDER? YES!

The Mayor of Riviera Beach is not a member of the City Council and does not possess any power to vote even in the case of a tie vote but possesses the power to veto legislation.

He may meet privately with an individual member of the Board without violating the Sunshine Law, provided he is not acting as a liaison between members and neither individual has been delegated authority to act on behalf of their Board.

No harm in talking!



NO PRIVATE EMAILS, TEXT MESSAGES, FACEBOOK COMMENTS, SNAP CHATS, AND/OR TIK TOK VIDEO DISCUSSIONS OF BOARD BUSINESS PLEASE. . .

WHAT IS A PUBLIC RECORD?

- Public records are documents, letters, maps, books, tapes, photographs, sound recordings, video recordings, data processing software, or other material, virtually anything that can be copied.
- Regardless of physical form or means of transmission, as long as the record is received pursuant to law or ordinance, received in connection with official business or used to perpetuate, communicate or formalize knowledge related to agency business, it is public.
- Public records include electronic records, e-mails and text messages.
- Regardless of location: The location of the record does not determine whether the record is public or not. The record does not need to be located in an official file or on a City server to be a public record. For example, if you use your personal e-mail to communicate official business, that e-mail is a public record.

WHAT IS NOT A PUBLIC RECORD?

- **Personal notes or drafts for the personal use of the writer are not a public record.** The Supreme Court held that the personal handwritten notes of a consultant hired by an agency who conducted interviews and used those notes to later formalize the information were considered precursors to public records. However, the Supreme Court also stated that notes or memos communicating information from one public employee to another were public records even if they didn't represent the finalized documents. In other words, you can use personal notes and drafts when creating files or documents relating to official agency business, however, if you communicate those notes to another, they become public records, or if you add that note or draft to a file as the document describing an event or an issue relating to official agency business, that note or draft will likely be considered a public record as it is being used to perpetuate, communicate or formalize knowledge.
- In a Miami Herald case, a city commissioner argued that a handwritten memo that he added to "the file" describing a meeting he had was a memo for his personal use at a later time, but the court ruled that it was the only document memorializing the meeting, the memo was a public record. So take care with your personal notes. If there is a question, remember the public records laws are interpreted broadly, and if the personal notes are used to perpetuate, communicate or formalize knowledge related to official agency business, they will be subject to release.

PRESERVE ALL PUBLIC RECORDS OR THE CITY CAN BE SUED

The Palm Beach Post

REAL NEWS STARTS HERE

‘Phone was dropped in the ocean’: Riviera near settlement with WPTV after public records suit



Riviera Beach says messages on councilman's phone professionally deleted, fell into ocean

Judgment: Riviera Beach broke public records law

City of Riviera Beach settles Public Records Suit

DON'T BE LIKE THIS BOARD

Six defendants violated Sunshine Law by discussing land-use issues outside of a city meeting that was not advertised to the public.

A Manatee County Judge has sided with the City of Bradenton Beach in its lawsuit against six city committee members who were participating in a public assembly in violation of open-government laws.



PENALTIES FOR SUNSHINE LAW VIOLATIONS

- A public officer who violates Florida's Sunshine Law can be subject to a \$500 fine.
- A knowing violation by a member of a Board is a second degree misdemeanor, and that includes conduct in violation of the Sunshine Law that occurs outside the state of Florida.
- If a court finds that violations of the Sunshine Law occurred, the person or entity seeking enforcement of the Sunshine Law, will often receive attorney's fees and court costs.
- Also note that a Board member who violates public records laws could be subject to a \$500 fine. A Board member who *knowingly* violates public records laws is subject to suspension or removal. It is also a crime, a first degree misdemeanor punishable by up to one year in jail and a \$1000 fine or both.

PALM BEACH COUNTY COMMISSION ON ETHICS, PALM BEACH COUNTY INSPECTOR GENERAL, STATE ATTORNEYS OFFICE TREAT THESE VIOLATIONS VERY SERIOUSLY



Broward Health officials indicted on suspicion of violating state's Sunshine Law

Each count carries maximum penalty of up to 60 days in jail

The indictment claims that the four commissioners held de facto meetings at a hotel, restaurant and/or by telephone to discuss allegations against then-North Broward Hospital District Interim CEO/president Pauline Grant.

VOTING CONFLICTS

FORM 8B MEMORANDUM OF VOTING CONFLICTS

WHO MUST FILE FORM 8B

- This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.
- Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary depending on whether you hold an elective or appointed position. As a P&Z Board member, you are in an **APPOINTED POSITION**.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

As your legal advisor, I will always
be there to assist you in
compliance with these laws.

Feel free to ask me if you ever
have any doubt.

- A person holding elective or **appointive** county, **municipal**, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate.
- For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
- A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

APPOINTED OFFICERS

- Although you must abstain from voting in the situations described in the previous slide, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.
- IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:
 - ☐ You must complete and file Form 8B (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes.
 - ☐ A copy of the form must be provided immediately to the other members of the agency.
 - ☐ The form must be read publicly at the next meeting after the form is filed.

APPOINTED OFFICERS


CONTINUED

- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
 - ☐ You must disclose orally the nature of your conflict in the measure before participating.
 - ☐ You must complete the Form 8B and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

VOTING CONFLICTS MUST BE REPORTED

PROBABLE CAUSE DOCUMENT

"In March 2017, the Palm Beach County State Attorney's Office received complaints that Mayor Susan Haynie, while an elected official in the city of Boca Raton, used her position to vote on issues having a favorable financial impact on a developer who owns a substantial amount of property within the city."



ARRESTED
SUSAN
HAYNIE

BOCA MAYOR ARREST FALLOUT

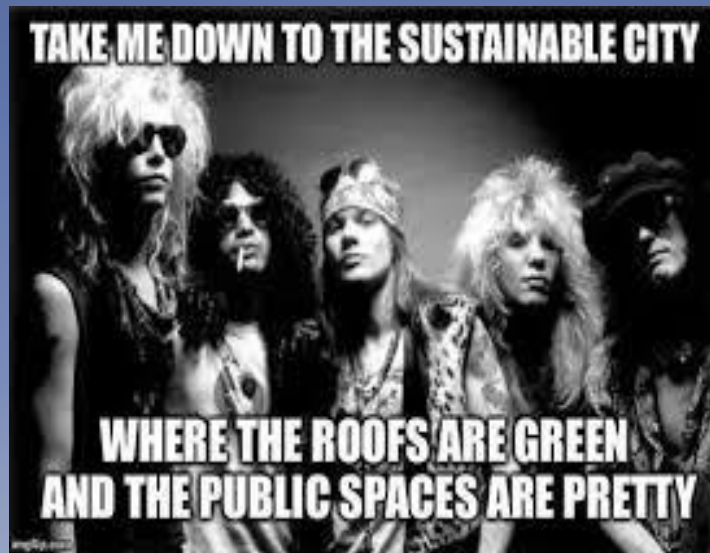
LIVE. LOCAL. LATE BREAKING. **25 WPBF NEWS**

Ex-Boca mayor Susan Haynie pleaded guilty to misuse of public office and failure to disclose voting conflicts before Circuit Judge Jeffrey Gillen.

Haynie and her husband, Neil, collected thousands of dollars from the Batmasians through their property management firm, Community Reliance, while she was mayor, and Haynie voted on at least a dozen proposals that increased the Batmasians' property values.

CONCLUSION

- Your job on this Board is very important!
- The community needs and values you!
- We appreciate all of your feedback and comments.
- I am here for you whenever you have a question.



Questions?



Future Training Sessions -Topics

- **Application Types**
- **Elements of a Site Plan & Site Data Table**
- **Permitted Uses vs. Special Exception Uses**
- **Roberts Rules of Order**
- **How to draft defensible decisions**
- **Comprehensive Planning**



City of Riviera Beach

Planning and Zoning Board Training

Session One: Introduction, Disclosures and Sunshine
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