

DEVELOPMENT REVIEW AND PERMIT PROCESS ADVISORY COMMITTEE
(DRPPAC)

The Indian River County (IRC) Development Review and Permit Process Advisory Committee (DRPPAC) met at **10:00 a.m. on Wednesday, October 18, 2017**, in the County Administration Building, Building B, 1800 27th Street, Vero Beach, Florida. You may hear an audio of the meeting; review the agenda and the minutes on the IRC website – <http://www.ircgov.com/Boards/DRPPAC/2017.htm>

Present were: **Robin Raiff**, District 1; **Debb Robinson**, District 1; **Joe Paladin**, District 2; **Carter Taylor**, District 2; **Wes Mills**, District 3; **Robert Banov**, District 4; **Bruce Redus**, District 4; **Chuck Mechling**, District 5; **John Blum**, District 5; **Greg Burke**, **Christopher Murphy** and **Raymond Sheltra**, Members-at-Large; and **Stephen Melchiori**, Alternate.

Others present were **Jason Brown**, County Administrator, **Dylan Reingold**, County Attorney; **Bill DeBaal**, Deputy County Attorney; **John King**, Emergency Services Director; **Stan Boling**, Director Community Development; **Vincent Burke**, Utilities Director; **Rich Szpyrka**, Public Works Director; **Scott McAdams**, Building Official; **John McCoy**, Community Development Chief; **Ryan Sweeney**, Community Development Senior Planner; **John Duran**, Fire Marshall; **Wesley Davis**, Indian River Auctions & Appraisals, **Congetta Ficara**, Orsay Homes, and **Helene Caseltine**, Indian River County Chamber of Commerce, Economic Development Director.

Absent was **Richard Brown**, District 3.

Call to Order & Welcome – *No Action Required*

Mr. Stan Boling, Community Development Director called the meeting to order at 10:02 a.m., at which time it was determined there was a quorum present and introductions were made around the table.

a) Committee Purpose and Charge from Board of County Commissioners

Mr. Boling reviewed his memorandum dated September 27, 2017, providing background and analysis; a copy of which is on file in the Commission Office.

Election of Officers – *Action Required*

Mr. Bill DeBaal opened the floor for nominations.

ON MOTION BY Mr. Mechling, SECONDED BY Mr. Burke, the Committee voted unanimously (13-0) to elect Debb Robinson as Chairman of the Development Review and Permit Process Advisory Committee for 2017.

A MOTION WAS MADE BY Mr. Taylor, SECONDED BY Mr. Murphy, to elect Joseph Paladin as Vice Chairman of the Development Review and Permit Process Advisory Committee for 2017.

A SUBSEQUENT MOTION WAS MADE BY Mr. Murphy, SECONDED BY Mr. Mechling, to elect Bruce Redus as Vice Chairman of the Development Review and Permit Process Advisory Committee for 2017.

Mr. Redus deferred the nomination to elect Joseph Paladin as Vice Chairman.

THE CHAIRMAN CALLED FOR THE QUESTION, and the Board voted unanimously (13-0) to elect Joseph Paladin as Vice Chairman of the Development Review and Permit Process Advisory Committee for 2017.

Sunshine Law – *No Action Required*

Mr. DeBraul reviewed the requirements of the Committee to adhere to the Florida Sunshine (Constitutional Amendment A1S24) and Open Meetings Laws (Chapter 286 of the Florida Statute).

The Committee members were briefed on the law regarding the requirement to hold all discussions pertaining to matters that may come before the committee in an open meeting forum where the public has been given notice and where minutes are taken.

Mr. DeBraul also reviewed the requirements for Public Records Law (Chapter 119) with regard to the maintenance of any and all documents, emails, or other transmissions and media that would be considered related to a matter before the Committee. A copy of A Pocket Guide to Florida's Government-in-the-Sunshine Laws: Open Meetings & Public Records is on file in the Commission Office.

Mr. Redus inquired about how to handle inquiries from industry vendors. Mr. DeBraul suggested deferring industry vendors to County staff (Stan Boling) for response.

2) New Business – Stan Boling, Community Development Director

a) Meeting Topics – *Action Required*

Mr. Boling reviewed and summarized his Memorandum, with attachments, dated September 27, 2017; specifically outlining pages 3-4, regarding a general overview of potential topics: Eliminating process steps where warranted; Improving communication Flow; Evaluating submittal requirements; Evaluating level of site plan detail; Adding

technology/automation improvements; Evaluating/adjusting existing on-line permit portal; Developing fully integrated on-line permit submittal and routing system; and Other permit review process topics identified by the committee. He reminded the Committee the topics may change.

Chairman Robinson suggested beginning with the process discussions and a flow chart showing the standard development review process, indicating the number of days required for each step of the process. She requested the flow chart be emailed to the Committee members a week before the next meeting, November 8, 2017.

Mr. Boling referred to the "overview" flow chart provided in the meeting backup, which would need to be revised to provide time frames for each step.

ON MOTION BY Mr. Taylor to recommend Staff's recommendation to approve the list of streamlining and improvement topics. THE MOTION DIED FOR LACK OF A SECOND.

ON MOTION BY Mr. Paladin, SECONDED BY Mr. Mechling, to identify and outline meeting topics in advance of a scheduled Committee meeting.

UNDER DISCUSSION, Mr. Taylor suggested adding more details around dependencies within the requested flow chart; articulating the current business work flow. Mr. Redus suggested utilizing footnotes.

THE CHAIRMAN CALLED FOR THE QUESTION and the vote was unanimous (13-0) in favor of the motion.

Mr. Boling confirmed with the drafting of the more detailed flow chart(s) commencing, County staff would direct communications to the Chairperson in preparing useful agenda items for the Committee. He also confirmed the Committee members were to forward any suggested topic material, via email to Mr. Boling's attention, in advance of the meeting date slated to discuss that topic.

Discussion ensued regarding agendas and meeting backup material being emailed, posted and available online through the Development Review webpage.

b) Meeting Dates – Action Required

It was the consensus of the Committee members to reserve meeting times for a minimum of two hours for each meeting, approving the dates on the Memorandum dated September 27, 2017, a copy of the meeting schedule is on file in the Commission Office.

Chairperson Robinson encouraged attendance and participation in this committee meeting.

ON MOTION BY Mr. Paladin, SECONDED BY Mr. Taylor, the Committee voted unanimously (13-0) to accept the following dates at 10:00 a.m.: Wednesday, November 8, 2017; Thursday, December 14, 2017; Wednesday, January 17, 2018; Wednesday, February 21, 2018; Wednesday, March 21, 2018; Wednesday, April 18, 2018; and Wednesday, May 16, 2018.

Chairman Robinson mentioned if needed, extending the meeting time to 9:00 a.m. Mr. Boling said he would ensure the meeting room reservations were made from 9:00 a.m. until 12:00 p.m. for any given meeting date.

Mr. Boling confirmed the next meeting's topic would be regarding the flow chart process review.

Chairman Robinson announced anyone with questions or comments regarding agenda items and backup pertaining to the flow chart and any of the development review process be submitted to Mr. Boling, in advance of the November 8, 2017 meeting.

Mr. Blum requested as a part of the flow chart, he would appreciate, as a point of discussion, the email sent from John McCoy regarding a traffic study required to be submitted at a certain time. Mr. McCoy affirmed the flow chart would have more specific, detailed information pertaining to specific processes.

Other Business

There was none.

3) Announcement of Next Meeting

The next meeting of the Development Review and Permit Process Advisory Committee is scheduled for **November 8, 2017 at 10:00 a.m.**, in Building B, Conference Room B1-501.

Mr. Boling reminded the Committee to expect another email from the Recording Secretary with the current meeting's agenda and backup as a test, and requested committee members to confirm receipt of the email. He directed should an email not be received from the Recording Secretary to contact the Recording Secretary (mpursel@ircgov.com) to confirm email addresses.

4) Adjournment

There being no further business, Chairman Robinson adjourned the meeting at 11:05 a.m.