

Minutes

January 9th, 2008 Steering Committee Meeting

10:00am-12:00am

Society of the Four Arts

10:10 Meeting called to order

Thirteen Steering Committee Members present.

Steering Committee members made introductions

Tim Frank announced that the next meeting location has not been finalized. Town staff will notify members and release information to public. The date will remain 15 Jan to keep with current schedule.

Skip Randolph, Town Attorney – Sunshine Law

Explained how a zoning ordinance was successfully challenged because a committee that had made a recommendation to the town council met privately. There are criminal penalties for not abiding the Sunshine Law. No discussion can be held between any committee members regarding business or potential business. Committee members can talk to other residents and staff about matters of the steering committee.

Election of Officers

Marcela explained role of different officers. The chair and vice chair – speak on behalf of committee, speak to the media, speak on behalf of the steering committee at public meetings, and chair the meetings. The secretary/treasurer oversees and/or writes the minutes, and seeks/administers donations.

Bob Moore makes motion for Lesly Smith as chair. Kit Pannill seconds the motion, and eleven members vote in favor of the motion.

Jeff Cloninger nominates Wendy Victor for vice chair. Rebecca Williams seconds the motion.

Lesly Smith nominates Gerry Goldsmith for secretary/treasurer. Bob Moore seconds the motion, and it passes unanimously

Charrette Schedule

Committee discussed the advantages and disadvantages of three dates: Feb 9 – 15, Feb 16 – 22, or Feb 23 – 29. A vote of convenience favored the Feb 23 – 29 dates. Charrette is rescheduled for that date.

Venue for Charrette

Committee discussed location options for the public workshop portion of the charrette. Marcela explained the configuration and space needs for the public workshop, which was also included in the agenda package. The committee suggested Flagler Museum, St. Edwards, and the Breakers Hotel as possibilities. The committee asked Tim Frank to call these places during the meeting so that committee members would know if any of these places would be available by the end of the meeting.

The committee also discussed options for the Work-in-Progress Presentation. Committee members suggested the Royal Poinciana Chapel. For the location for the studio team, Flagler Pavilion and the historical firehouse were suggested. It was advised that the firehouse facility has difficulties with parking and no air conditioning.

Kit Pannill requested the time for the Work-in-Progress Presentation be changed. The committee discussed the best times for participants. The following times were put to a convenience vote: 2:00 pm – 4:00 p.m., 3:00 pm – 5:00 pm, and 4:00 pm – 6:00 pm. The 4:00 pm – 6:00 pm time received the most votes.

Wendy Victor asked if the charrette could have a second input session. Marcela replied that people can input during the week of the charrette by visiting the studio and offering input. The best days for input would be Sunday through Wednesday since Thursday plans are beginning to be finalized.

Deedy Marix asked how long could people spend with the design team, and Marcela responded that they could spend as much time as needed. No appointments would be necessary. She asked if it would be appropriate to have a steering committee member present at the studio all day. Marcela replied that if the committee decided that it wanted to set up a schedule for its members, it could. Other charrette steering committees had done such a thing, and it helps the studio team by having a local resource readily available, but it is not necessary.

Wendy Victor stated that it would be preferable to have all charrette events at one location since it would be easier for people to remember.

Minutes

Chair Smith moved approval of the minutes. Gerry Goldsmith seconded it.

Public Outreach

Chair Smith asked that materials pertaining to the charrette and steering committee be available at town hall where parking tickets are paid.

The committee discussed using various associations within the town to encourage participation. Ned Barnes related that Marcela would be presenting to the Palm Beach Civic Association prior to the charrette.

Deedy Marix asked that the steering committee also consider ways to encourage participation from people who may not participate in the town's social events. Chair

Smith suggested that some of the civic association underwrite flyers. Rebecca Williams suggested flyers/posters at Publix and asked that the chair write a letter to the manager of Publix. Staff stated it would post charrette information on its government television channel.

Tim Frank updated the steering committee on the status of location availabilities. The Flagler Museum and the Breakers Hotel needed to check availability. St. Edwards may be available pending approval from Father Frank.

Deedy Marix suggested prioritizing the venues in case all were available. The committee agreed that St. Edwards would be the best location. Beth Dowdle asked if Mr. Frank inquired about the Work-in-Progress Presentation location as well. Mr. Frank replied that he did but the difficulty was that availability was difficult since it is the winter season.

Zoning

Marcela updated the committee on its request to have information on currently land use, zoning, traffic, and project approvals. Information will be made available. No plans or analysis will be done prior to the charrette. Any planning conclusion or decision cannot be made prior to the charrette nor can there be any appearance that this board is making any planning conclusion or decision.

Ida Goldstein suggested members visit parts of the town they normally do not visit and talk to shopkeepers to get a broader understanding of issues.

Gerry Goldsmith asked if the charrette report would include comprehensive plan and zoning recommendations. Marcela replied that it would.

Jeff Cloninger asked about the need and role of the steering committee. Marcela stated that the role of the steering committee is vital for the success of the charrette. The committee members know their community intimately, the best ways to disseminate information, the best locations for the venue.

The committee discussed the need to know about current entitlements. Marcela stated that current land use and zoning entitlements are available online. Beth Dowdle asked if the entitlements, or base line, would be presented during the charrette. Marcela said that it would be presented at the charrette to educate the public and would be shown in a graphic way that would be easier to understand. More in-depth explanations can be conducted individually.

Bob Moore asked that the town's annual traffic summary be completed ahead of schedule so have the latest traffic counts for the charrette. He also stated that it would be more appropriate if town staff presented currently entitlements to the committee.

The committee discussed property rights and zoning requirements.

Mr. Bill Guttman pointed out that if a consensus master plan is reached, comprehensive plan amendments and zoning changes would be required to implement the plan. He furthered that it would be a mistake for laymen to explain land use and zoning to residents. It is more appropriate for staff and professionals to explain the complex plan.

Jeff Cloninger stated that the committee would like to be more involved in advising the planning portion of the charrette but understands the role of the steering committee's role is more logistical. Marcela explained that the most successful charrettes are the ones that involve everyone. The committee is important because of its local knowledge and access to the local population. After the charrette report is completed, the steering committee's role changes into steering the plan into implementation and monitoring its implementation. At no point does the committee evolve into a regulatory role.

Rebecca Williams asked what questions normally get asked of Steering Committee Members, and how should Steering Committee Members respond to why there is a need to do a charrette in the area. Marcela responded that the charrette process will result in a master plan that creates a vision for the area that will guide change over time in the resident's terms. It takes politics out of the approval process –negotiating changes one parcel at a time – and brings predictability to an area that today currently lacks it.

11:45 am the chair adjourned the meeting.