



# Eastside Redevelopment Board Meeting

Wednesday, January 9, 2019 – 4:00 P.M. Central  
222 W. Main Street, 2<sup>nd</sup> Floor, Pensacola FL 32502  
Hagler Mason Conference Room

## REGULAR AGENDA

1. Call to Order
2. Determination of Quorum
3. Election of Officers
4. Approval of Minutes – October 24, 2018
5. Old Business
6. New Business
7. Reports and Announcements
  - a. Information Item: Update on Residential Property Improvement Program
  - b. Information Item: Update on CRA Urban Design Overlay District
  - c. Information Item: Update on Chappie James Overflow Parking
  - d. Information Item: Update on Hollice T. Williams Urban Greenway
  - e. Information Item: Update to Rules and Procedures
8. Board Member Comments
9. Open Forum
10. Adjournment

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222 West Main Street  
Pensacola FL, 32502

## MEMORANDUM

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### City of Pensacola Eastside Redevelopment Board

ITEM #: 4

01/09/19

#### APPROVAL OF MINUTES ITEM

**Sponsor:** Jeannie Rhoden, ERB Chairperson

**Title:** APPROVAL OF MINUTES – October 24, 2018

**Summary:** Approval of minutes for the Eastside Redevelopment Board regular meeting on October 24, 2018.



# Eastside Redevelopment Board

Wednesday, October 24, 2018 – 4:00 P.M. Central  
222 W. Main Street, 1<sup>st</sup> Floor, Pensacola FL 32502  
Vince Whibbs, Sr. Conference Room

## DRAFT RECORD OF MINUTES

### BOARD MEMBERS PRESENT

Jeannie Rhoden ..... Homeowner  
Fred D. Young ..... Business Owner  
Aretta Anderson ..... Neighborhood Association Representative

### BOARD MEMBERS ABSENT

William Brown ..... Homeowner  
Gerald Wingate ..... Council Member Representative

### STAFF PRESENT

Helen Gibson ..... CRA Administrator  
Victoria D’Angelo ..... Asst. CRA Administrator  
Matt Broome ..... CRA Admin. Clerk

#### 1. Call to Order

The meeting was called to order at 4:06 p.m. by Chairwoman, Aretta Anderson.

#### 2. Determination of Quorum

A quorum was present.

#### 3. Election of Officers

Board Member Fred Young nominated Aretta Anderson as Chairperson of the Eastside Redevelopment Board (ERB). No additional nominations were received.

**Board Member Young made a motion to re-elect Aretta Anderson as Chairperson. Motion seconded by Jeannie Rhoden and failed 2-1, with Chairwoman Anderson dissenting.**

**A substitute motion was made by Board Member Young to appoint Jeannie Rhoden as Chairperson. Motion seconded by Chairwoman Anderson and passed unanimously.**

**Vice Chairwoman Rhoden made a motion to elect Aretta Anderson as Vice-Chairperson of the ERB. Motion seconded by Board Member Young and passed unanimously.**

The gavel passed to Chairwoman Rhoden for the remainder of the meeting.

#### 4. Approval of Minutes – July 11, 2018

Chairwoman Rhoden made a motion to approve the July 11, 2018 Eastside Redevelopment Board meeting minutes. Motion seconded by Board Member Young and passed unanimously.

#### 5. Old Business

No old business was discussed.

## 6. New Business

No new business was discussed.

## 7. Reports and Announcements

### a. **Information Item: Update on Residential Property Improvement Program**

Assistant CRA Administrator, Victoria D'Angelo provided an update on the Residential Property Improvement Program. She informed the Board that at its September meeting, the Community Redevelopment Agency (CRA) had approved a revision to the program guidelines to allow for prioritization of properties for program funding. She explained that the West Florida Regional Planning Council (WFRPC) recently completed a "boots-on-the-ground-assessment" of property conditions within the Martin Luther King Jr. Boulevard target boundary. Following the assessment, properties were prioritized for funding. Ms. D'Angelo reviewed the prioritized properties with the Board via presentation of a web application. Discussion ensued among the Board and Ms. D'Angelo fielding comments and questions. Ms. D'Angelo responded accordingly.

### b. **Information Item: Update on Proposed CRA Urban Design Overlay District**

Ms. D'Angelo provided an update on the CRA Urban Design Overlay District. She informed that Board that on September 18, 2018, the overlay was brought back to the Planning Board for a second public hearing and approved as presented. She explained that the CRA considered the overlay, along with three (3) additional proposed changes during its October meeting; however, the vote failed and was therefore pulled from the City Council agenda. She stated that no additional meetings had been scheduled to further consider the overlay.

The Board members asked if there was anything that the Board could do to move the overlay forward, and expressed disappointment that it had not been approved by the CRA. Ms. D'Angelo advised that the Westside Redevelopment Board (WRB) passed a vote during its October meeting authorizing the Chairperson to submit a letter recommending that the CRA and City Council reconsider the overlay ordinance and affirming that the proposed overlay was appropriate for the Westside redevelopment area.

**Chairwoman Rhoden made a motion to authorize the Chairperson to submit a letter to City Council, through the CRA, to reconsider the proposed CRA Urban Design Overlay District Ordinance, and to further affirm that the proposed overlay is appropriate for the Eastside redevelopment area. Motion seconded by Board Member Young and carried unanimously.**

Chairwoman Rhoden asked where a copy of the proposed overlay was available. Ms. D'Angelo informed Chairwoman Rhoden and the Board that the proposed overlay along with other supporting information was available on the project webpage. Chairwoman Rhoden requested that staff provide the Board the link to the project webpage via email. Ms. D'Angelo obliged.

### c. **Information Item: Update on Chappie James Overflow Parking**

Ms. D'Angelo provided an update on the construction of the Chappie James Overflow Parking Facility. Ms. D'Angelo informed the Board that the design was substantially complete, and that bidding for construction was expected to begin shortly. She explained a construction firm was expected to be selected within the next three (3) to six (6) months, with completion expected late next year. She asserted, however, that the estimated timelines were tentative as availability of contractors may be delayed due to Hurricane Michael.

**d. Information Item: Update on Hollice T. Williams Urban Greenway**

Ms. D'Angelo provided an update on the Hollice T. Williams Urban Greenway. Ms. D'Angelo reminded the Board that Escambia County had awarded RESTORE Act funds towards design and permitting of the Hollice T. Williams Urban Greenway. She explained that the City was currently working closely with the County to move the project forward. She informed the Board that during its September meeting, the CRA had approved a \$300,000 allocation towards the construction of a multi-purpose skate park and amphitheater, to be located within the Urban Core segment of the greenway. She further advised that City Council had also approved an additional \$375,000 allocation.

Discussion ensued among the Board and Ms. D'Angelo fielding comments and questions. Ms. D'Angelo responded accordingly.

Chairwoman Rhoden asked if the design that was developed in 2010 would be implemented. Ms. D'Angelo informed Chairwoman Rhoden and the Board that implementation of the 2010 Framework Plan would be sought and had been provided to the County for consideration. She explained, however, that she anticipated that modifications to the original plan would be necessary due to physical site conditions, funding limitations and stormwater needs. Chairwoman Rhoden requested that staff provide the Board a copy of the 2010 Framework Plan and the conceptual design of the proposed skate park. Ms. D'Angelo obliged.

**8. Board Member Comments**

No comments were received.

**9. Open Forum**

No public comments were received.

**10. Adjournment**

With no further business, the meeting adjourned at 5:26 p.m.



## MEMORANDUM

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### City of Pensacola Eastside Redevelopment Board

#### Item # 7A

01/09/18

#### INFORMATION ITEM

**Sponsor:** Jeannie Rhoden, ERB Chairperson

**Title:** UPDATE ON RESIDENTIAL PROPERTY IMPROVEMENT PROGRAM

#### **Summary:**

On October 11, 2017, the ERB recommended approval of the Residential Property Improvement Program Guidelines. The Community Redevelopment Agency (CRA) approved the program guidelines on January 8, 2018. The CRA further approved program guideline revisions and criteria for prioritization of properties on September 10, 2018.

Outreach efforts begun to the first and 2<sup>nd</sup> priority areas within the Eastside - Martin Luther King Jr. Boulevard target area boundaries. A list of responses is attached.

#### **Prior Action:**

April 10, 2017 – The CRA approved the FY17/18 CRA Work Plan which included development of a residential rehabilitation program.

April 12, 2017 – The ERB reviewed the FY17/18 CRA Work Plan for the Eastside CRA which included development of a residential rehabilitation program.

October 11, 2017 – The ERB recommend approval of the Residential Property Improvement Program Guidelines.

January 8, 2018 – The CRA approved the Residential Property Improvement Program Guidelines.

March 28, 2018 – The ERB recommended approval of the FY18/19 CRA Work Plan for the Eastside CRA which included implementation of the Residential Property Improvement Program within the Eastside CRA.

May 7, 2018 – The CRA approved the FY18/19 CRA Work Plan which included implementation of the Residential Property Improvement Program within the Eastside CRA.

September 10, 2018 – The CRA approved program guideline revisions and criteria for prioritization of properties to be funded under the approved CRA Residential Property Improvement Program.

November 5, 2018 – The CRA approved an extension of the Agreement with the West Florida Regional Planning Council.

**Funding:** N/A

**Staff Contact:**

Helen Gibson, AICP, CRA Administrator  
Victoria D'Angelo, Assistant CRA Administrator

**Attachments:**

- 1) Program Responses – Eastside (MLK)

**Presentation:** No

Reference Number	Owner Name	Owner Address	City	State	Zipcode	Site Address	Site Zipcode	Occupancy Status	Homestead Exemption	Taxes Paid	Response
000S009020001100	KERSH RAY & EMMA LEE	1600 DR MARTIN LUTHER KING JR DRIVE	PENSACOLA	FL	32503	1600 DR MARTIN LUTHER KING JR DR	32503	Owner	Yes	Yes	No response
000S009020015098	KELKER HAROLD W JR & LORETHA M	5900 MUNSON HWY	MILTON	FL	32570	1519 DR MARTIN LUTHER KING JR	32503	Rental	No	Yes	Doesn't want the lien, fears that the city will take her property
000S009020016098	KELKER HAROLD W SR & EVELYN B	269 FIELDING LN SW	ATLANTA	GA	30311	1517 DR MARTIN LUTHER KING JR DR	32503	Rental	No	Yes	Doesn't want the lien, fears that the city will take her property
000S009020016099	SYLVESTER WILLA JEAN	1615 DR MARTIN LUTHER KING JR DRIVE	PENSACOLA	FL	32503	1615 DR MARTIN LUTHER KING JR DR	32503	Owner	Yes	Yes	In Probate to get the house in her name
000S009020019098	ERINKITOLA MARTHA M	PO BOX 17453	PENSACOLA	FL		0 1513 DR MARTIN LUTHER KING JR 1/2	32503	Owner	Yes	Yes	No response
000S009020022098	ROSADO LAURETTA O	1503 DR MARTIN L KING JR DR	PENSACOLA	FL	32503	1503 DR MARTIN LUTHER KING JR DR	32503	Owner	Yes	Yes	Vacant
000S009020040097	KELKER HAROLD W SR	269 FIELDING LN SW	ATLANTA	GA	30311	1510 DR MARTIN LUTHER KING JR DR	32503	Rental	No	Yes	Doesn't want the lien, fears that the city will take her property
000S009020050097	KELKER HAROLD W JR	408 E BLOUNT ST	PENSACOLA	FL	32503	1512 DR MARTIN LUTHER KING JR DR	32503	Rental	No	Yes	Doesn't want the lien, fears that the city will take her property
000S009020060097	JAUDON DOROTHY	PO BOX 30068	PENSACOLA	FL	32503	1514 DR MARTIN LUTHER KING JR	32503	Owner	Yes	Yes	No response
000S009020090097	BAKER BENNIE R	PO BOX 6259	PENSACOLA	FL	32503	1520 DR MARTIN LUTHER KING JR DR	32503	Rental	No	Yes	No response



## MEMORANDUM

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### City of Pensacola Eastside Redevelopment Board

#### ITEM #: 7B

1/09/19

#### INFORMATION ITEM

**Sponsor:** Jeannie Rhoden, ERB Chairperson

**Title:** PROPOSED CRA URBAN DESIGN OVERLAY DISTRICT

#### **Summary:**

The development of urban design standards has been identified as a key redevelopment project within each of the City of Pensacola's adopted community redevelopment plans. The CRA approved the FY17/18 CRA Work Plan on April 10, 2017, which authorized the development, of design standards for each of the City's three redevelopment areas. On October 9, 2017, the CRA authorized a contract with DPZ CoDESIGN, to develop and assist with codification of the design standards.

The CRA considered the overlay on October 8, 2018, however, the vote to approve and recommend the overlay to City Council failed. During the ERB's October meeting, it authorized the Chairperson to execute a letter requesting that the CRA and City Council reconsider the overlay.

Due to recent changes to the City Council membership and the Mayoral transition, the letter for reconsideration has been held. CRA staff anticipates that the item will be brought back to the CRA later in the year for further direction and possible re-consideration.

#### **PRIOR ACTION:**

October 26, 2000 - City Council adopted the Urban Infill and Redevelopment Plan.

February 9, 2004 - City Council approved the Eastside Neighborhood Plan.

October 27, 2005 - City Council amended and readopted the Urban Infill and Redevelopment Plan, incorporating therein the Eastside Neighborhood Plan.

May 24, 2007 - City Council adopted the Westside Community Redevelopment Plan.

January 14, 2010 - City Council adopted the Urban Core Community Redevelopment Plan (2010).

April 10, 2017 - The CRA approved the FY17/18 CRA Work Plan which included the development of design standards for the Urban Core, Westside and Eastside community redevelopment areas.

July 26, 2017 - The CRA issued Request for Qualifications (RFQ) No. 17-043 for Urban Design and Code Amendment Services for a Community Redevelopment Area Overlay.

October 10, 2017 – The CRA approved the ranking of the selection committee for RFQ No. 17-043 and authorized the CRA Chair to negotiate and execute a contract with DPZ CoDESIGN.

May 7, 2018 – The CRA approved the FY18/19 CRA Work Plan which included the development of design standards for the Urban Core, Westside and Eastside community redevelopment areas.

June 12, 2018 - The Planning Board held a public hearing and recommended adoption of the CRA Urban Design Overlay District with modifications.

July 11, 2018 - The Eastside Redevelopment Board recommended adoption of the CRA Urban Design Overlay District.

July 24, 2018 - The Westside Redevelopment Board recommended adoption of the CRA Urban Design Overlay District.

September 18, 2018 - The Planning Board held a second public hearing regarding incorporation of the Board's recommended modifications and additional clarifications, and recommended adoption of the CRA Urban Design Overlay District as presented.

October 8, 2018 – The CRA voted not to recommend the proposed overlay to City Council.

October 24, 2018 – The ERB authorized the Chair to execute a letter requesting that the CRA and City Council reconsider the proposed CRA Urban Design Overlay District ordinance.

**Funding:** N/A

**Staff Contact:**

Helen Gibson, AICP, CRA Administrator  
Victoria D'Angelo, Assistant CRA Administrator

**Attachments:** None.

**Presentation:** No



## MEMORANDUM

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### City of Pensacola Eastside Redevelopment Board

#### ITEM #: 7C

01/09/19

#### INFORMATION ITEM

**Sponsor:** Jeannie Rhoden, ERB Chairperson

**Title:** UPDATE ON CHAPPIE JAMES OVERFLOW PARKING

#### **Summary:**

The development of the General Daniel “Chappie” James Museum and Flight Academy and associated parking was identified as a key redevelopment project and adopted into the Eastside Neighborhood Plan Element of the Urban Infill and Redevelopment Area Plan on August 28, 2014.

Funding in support of the project was assembled during 2016 and 2017, and an award of contract issued to Dominguez Design Build, Inc. for construction of the museum and flight academy facilities, and adjoining park grounds on September 12, 2016. Construction of the facilities was completed in early 2018, and a grand opening ceremony held on June 8, 2018.

To provide for overflow parking for the museum and flight academy, the Community Redevelopment Agency (CRA) purchased the lot located at 1700 Dr. Martin Luther King Jr. Drive, and initiated design in late 2017. Design of the parking facility is substantially complete. Construction is expected to begin within the next two months, but may be slightly delayed due to Hurricane Michael.

#### **PRIOR ACTION:**

October 26, 2000 - City Council adopted the Urban Infill and Redevelopment Plan.

February 9, 2004 - City Council approved the Eastside Neighborhood Plan.

October 27, 2005 - City Council amended and readopted the Urban Infill and Redevelopment Plan, incorporating therein the Eastside Neighborhood Plan.

August 28, 2014 – City Council amended and readopted the Eastside Neighborhood Plan Element of the Urban Infill and Redevelopment Plan adopting additional priority elements.

September 12, 2016 - CRA Board approved a supplemental budget resolution transferring \$440,000 from the CRA’s proceeds of the sale of 16 S. Palafox Street to the City’s General Fund as outlined in the November 20, 2008 Interlocal Agreement transferring the property to the CRA, and awarded bid #16-038

for construction of the General Daniel “Chappie” James Museum and Flight Academy to Dominguez Design-Build, Inc.

September 15, 2016 - City Council approved a loan from the City’s Insurance Retention Fund of up to \$500,000 to the CRA Eastside Tax Increment Financing District, specifically for the General Daniel “Chappie” James Museum & Flight Academy Project.

January 12, 2017 - City Council approved the transfer of \$440,000 from the City’s General Fund to the Community Redevelopment Agency’s (CRA’s) Eastside Tax Increment Financing District, specifically for the General Daniel “Chappie” James Museum & Flight Academy Project.

January 12, 2017 - City Council approved a supplemental budget resolution transferring \$440,000 from the City’s General Fund to the CRA for the principal payment on the General Daniel “Chappie” James Museum and Flight Academy Project loan.

February 9, 2017 - CRA approved up to \$440,000 from the General Fund transfer for the Chappie James Museum & Flight Academy Project with any remaining balance to be returned to the City’s General Fund for affordable housing.

March 9, 2017 - City Council approved a supplemental budget resolution appropriating \$440,000 from principal payment to additional parking for the Chappie James Museum and Flight Academy Project.

May 8, 2017 – CRA approved the purchase of 1700 Dr. Martin Luther King Jr. Drive for General Daniel “Chappie” James Museum and Flight Academy Parking.

June 8, 2017 – City Council approved the purchase of 1700 Dr. Martin Luther King Jr. Drive for General Daniel “Chappie” James Museum and Flight Academy Parking.

August 7, 2017 – CRA adopted Supplemental Budget Resolution No. 2017-5 authorizing an amended and restated interlocal agreement with the City pertaining to the General Daniel “Chappie” James Museum and Flight Academy loan from the City.

August 7, 2017 – CRA adopted Supplemental Budget Resolution No. 2017-6 appropriating funds in connection with the General Daniel “Chappie” James Museum and Flight Academy loan from the City.

August 7, 2017 – CRA adopted Supplemental Budget Resolution No. 2017-10 authorizing an interlocal agreement between the City and the CRA pertaining to the Eastside Redevelopment Revenue Bonds, Series 2017.

August 7, 2017 – CRA adopted Supplemental Budget Resolution No. 2017-11 appropriating funding in connection with the Eastside Redevelopment Revenue Bonds, Series 2017.

August 10, 2017 – City Council adopted Supplemental Budget Resolution No. 17-34 authorizing an amended and restated interlocal agreement with the CRA pertaining to the General Daniel “Chappie” James Museum and Flight Academy loan to the CRA.

August 10, 2017 – City Council adopted Supplemental Budget Resolution No. 17-26 appropriating funding in connection with the General Daniel “Chappie” James Museum and Flight Academy loan to the CRA.

August 10, 2017 – City Council adopted Supplemental Budget Resolution No. 17-43 authorizing financing to eligible capital improvement projects within the Eastside Tax Incremental Financing District and authorizing an interlocal agreement with the CRA in connection to the Eastside Redevelopment Revenue Bonds, Series 2017.

August 10, 2017 – City Council adopted Supplemental Budget Resolution No. 17-44 appropriating funding in connection with the Eastside Redevelopment Revenue Bonds, Series 2017 and the Pensacola Inner City Community Redevelopment Area Housing Initiatives Fund.

November 6, 2017 – CRA approved an interlocal agreement with the City for maintenance services pertaining to CRA-installed improvements located within the Eastside redevelopment area, including the General Daniel “Chappie” James Museum and Flight Academy and Overflow Parking sites.

November 9, 2017 – City Council approved an interlocal agreement with the CRA for maintenance services pertaining to CRA-installed improvements located within the Eastside redevelopment area, including the General Daniel “Chappie” James Museum and Flight Academy and Overflow Parking sites.

**Funding:** N/A

**Staff Contact:**

Helen Gibson, AICP, CRA Administrator  
Victoria D’Angelo, Assistant CRA Administrator

**Attachments:** None

**Presentation:** No



## MEMORANDUM

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### City of Pensacola Eastside Redevelopment Board

#### ITEM #: 7D

01/09/19

#### INFORMATION ITEM

**Sponsor:** Jeannie Rhoden, ERB Chairperson

**Title:** UPDATE ON HOLLICE T. WILLIAMS URBAN GREENWAY

#### **Summary:**

The development of the Hollice T. Williams Urban Greenway is identified as a key redevelopment project within the Eastside Neighborhood Plan Element of the Urban Infill and Redevelopment Area Plan, as amended. In November 2009, the Community Redevelopment Agency (CRA) contracted with Looney, Ricks Kiss Architects, Inc. and EDSA to develop the Hollice T. Williams Urban Linear Greenway Framework Plan. Several public meetings and workshops were conducting during the development of the plan and incorporated into the final document. The framework plan was finalized in 2010.

To further implement the plan and address stormwater, the project was submitted to Escambia County for RESTORE Direct Component funding in 2016. In February 2017, the project was selected as one of ten projects to be included within Escambia County's Multi-Year Implementation Plan (MYIP) for award of the County's RESTORE funds. The MYIP was approved by the United States Department of Treasury on October 20, 2017, and included \$1.5 million towards design and permitting of the linear park.

Since project selection, Escambia County has taken the lead to move the project forward and initiate design. On December 13, 2018, City Council approved an Interlocal Agreement with Escambia County for the design of the Hollice T. Williams Urban Greenway. The interlocal agreement provides that Escambia County will be responsible for managing, administering and completing the design of the project, including selection of professional architecture and engineering services. Under the interlocal, the City will participate in the selection of a firm and provide technical assistance during the design process. The City and County will jointly engage at a public stakeholder meeting, and the City will provide Escambia County with concurrence of the final project design package.

Next steps include development of a scope of work for selection of an architecture and engineering firm, and preparation of grant applications to provide supplemental funding to support construction.

**PRIOR ACTION:**

October 26, 2000 - City Council adopted the Urban Infill and Redevelopment Plan.

February 9, 2004 - City Council approved the Eastside Neighborhood Plan.

October 27, 2005 - City Council amended and readopted the Urban Infill and Redevelopment Plan, incorporating therein the Eastside Neighborhood Plan.

August 28, 2014 – City Council amended and readopted the Eastside Neighborhood Plan Element of the Urban Infill and Redevelopment Plan adopting additional priority elements.

September 7, 2017 – Escambia County Board of County Commissioners authorized County staff to submit the Multi-Year Implementation Plan, which included design and permitting of the Hollice T. Williams Urban Greenway, to the U.S. Department of Treasury for approval.

September 10, 2018 – CRA approved the utilization of funds from the sale of surplus CRA properties located at 120 W. Government St, 9<sup>th</sup> Ave and Romana St (Hawkshaw) and 216 N “A” St, which included a \$300,000 allocation towards the construction of a multi-purpose skate park and amphitheater to be located within the Hollice T. Williams Urban Greenway.

September 19, 2018 – City Council adopted the Fiscal Year 2019 budget which included a \$375,000 allocation towards construction of a skate park to be located within the Hollice T. Williams Urban Greenway.

December 13, 2018 – City Council approved an interlocal with Escambia County for the design of the Hollice T. Williams Greenway.

**Funding:** N/A

**Staff Contact:**

Helen Gibson, AICP, CRA Administrator  
Victoria D’Angelo, Assistant CRA Administrator

**Attachments:** None

**Presentation:** No



## MEMORANDUM

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### City of Pensacola Eastside Redevelopment Board

#### ITEM #: 7E

01/09/19

#### INFORMATION ITEM

**Sponsor:** Jeannie Rhoden, ERB Chairperson

**Title:** UPDATE ON RULES AND PROCEDURES

#### **Summary:**

On December 13, 2018, City Council approved an action item which mandates that its boards and commissions solicit public input and participation before board action is taken. Guidance delineating the recommended process for receiving public input is attached.

#### **PRIOR ACTION:**

March 14, 2013 – City Council adopted Ordinance No. 09-13 which established the Eastside Redevelopment Board.

May 29, 2013 – The ERB adopted Rules of Procedure.

**Funding:** N/A

#### **Staff Contact:**

Helen Gibson, AICP, CRA Administrator  
Victoria D'Angelo, Assistant CRA Administrator

#### **Attachments:**

- 1) Recommended Public Input Process

**Presentation:** No



## Victoria D'Angelo

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**From:** Don Kraher  
**Sent:** Friday, December 14, 2018 3:17 PM  
**To:** Brandi Deese; Heidi Thorsen; Cheryl Jackson; Elaine Mager; Don Kraher  
**Cc:** Andy Terhaar; P.C. Wu; Gerald Wingate; Jewel Cannada-Wynn; Sherri Myers; Ann Hill; Jared Moore; Helen Gibson; Victoria D'Angelo; Grover C. Robinson, IV; Christopher L. Holley; Keith Wilkins; Ericka Burnett; Robyn Tice  
**Subject:** Public Input during Board Meetings

### Board Staffer's and Chairs

At the December 13, 2018 City Council Meeting, City Council approved an action item at the request of Mayor Robinson; the recommendation of that item is as follows:

That City Council mandate its boards and commissions to solicit public input and participation in meeting before board action is taken.

Based on this action, it is clear that the Mayor and the City Council are in agreement that each board should allow the public an opportunity to speak at each meeting as well as before the board takes an action. While our Boards currently follow this edict, in accordance with State Statute as well as their Rules and Procedures, this items serves as a reinforcement of the City's desire to be fully transparent in its actions and to provide the public the ability to fully participate while having the opportunity to be heard.

The item as approved by City Council does not set out a process ensuring such transparency and opportunity exists, therefore I provide the following for your consideration:

Ensure within your Policy & Procedures that there is a section specifically addressing Public Input. Within that section delineate a process for taking public input, that section should likely include:

1. At every meeting there needs to be a portion of the Agenda dedicated to Open Forum - where the public can address the Board on any item not listed on the agenda for discussion or action
2. A process be established whereby Speaker Request Cards (or Sheets) are used for the public to address the Board on a specific agenda item when it comes up for discussion
3. That the Chair (at the beginning of the meeting) state the process regarding the speaker cards and then at some point (1/2 way or so) into the meeting, the Chair should restate the process for any late arriving members of the public
4. During the discussion of an item, the Chair invite those who have filled out speaker cards to address the Board
5. Prior to any action being taken (read - vote of any type) - that the Chair audibly ask if any further requests to speak (speaker cards) have been submitted

6. There should also be a statement saying, “While the responsibility ultimately lies with the Chair of the meeting, it is incumbent upon all members to ensure that transparency and public input is achieved” (or something similar)

I would encourage that Boards vote for and place Robert’s Rules of Order to serve as a guide for parliamentary procedures in the conduct of all meetings.

Finally, I strongly encourage Chairs to begin the audible assurance that no speaker cards or speakers are pending for public comment prior to any action being taken.

Also, relating to Quasi-Judicial hearings; the City Council has long been in favor of allowing public speakers who are not “parties” to the issue, the opportunity to speak. However, the Chair, staff or City Attorney have informed the Board that the public input cannot be legally treated as evidence and cannot be the basis for a Board decision. It is being allowed as a courtesy to the public and will not be regarded as evidence presented to the Board.

Thank you in advance, I am available for any questions and/or concerns you may have.

Regards,

Don

***Don Kraher***  
***Council Executive***  
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Pensacola, FL 32502  
(850) 435-1686 – Office  
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