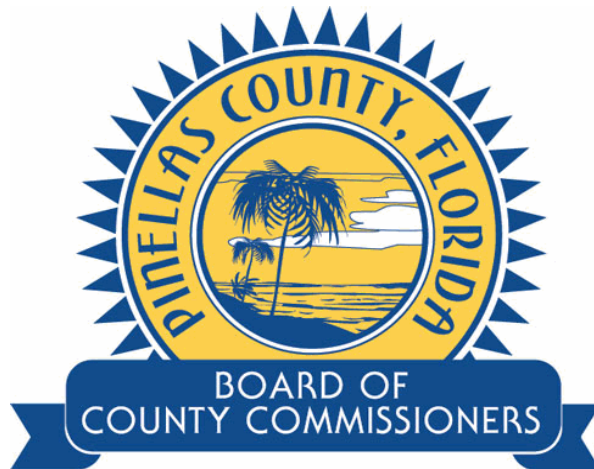


Pinellas County Board of County Commissioners

*315 Court Street
Clearwater, Florida 33756
www.pinellascounty.org*



Regular Meeting Agenda

Tuesday, March 12, 2019
2:00 PM

Karen Williams Seel, Chair
Pat Gerard, Vice-Chair
Dave Eggers
Charlie Justice
Janet C. Long
Kathleen Peters
Kenneth T. Welch

Barry A. Burton, County Administrator
Jewel White, County Attorney
Ken Burke, Clerk of the Circuit Court and Comptroller

ROLL CALL

INVOCATION by Pastor Steve Nicholson, Faith Family Outreach Church, Clearwater.

PLEDGE OF ALLEGIANCE**PRESENTATIONS AND AWARDS**

1. [19-329A](#) Developmental Disabilities Awareness Month Proclamation:
 - Karen Higgins, President/CEO, PARC
 - Doug Gates, Board Chair, PARC
 - Shannon Fernandez, Director of Marketing & Communications, PARC
2. [19-253A](#) St. Pete-Clearwater International Airport (PIE) Day Proclamation:
 - Tom Jewsbury, Director, PIE
3. [19-375A](#) Partner Presentation:
 - #PurePinellas by Commissioner Justice

CONSENT AGENDA - Items 4 through 12

4. [19-337A](#) Minutes of the regular meeting held February 5, 2019.
5. [19-338A](#) Vouchers and bills paid from February 3 through February 9, 2019.

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

Reports received for filing:

6. [19-339A](#) Dock Fee Report for the month of February 2019.

Miscellaneous items received for filing:

7. [19-340A](#) City of Seminole Ordinance No. 01-2019 adopted February 12, 2019, annexing certain property.

COUNTY ADMINISTRATOR DEPARTMENTSCounty Administrator

8. [19-224A](#) Receipt and file report of non-procurement items delegated to the County Administrator for the period ending February 28, 2019.

 Recommendation: Accept the receipt and file report of non-procurement items delegated to the County Administrator.

9. [19-326A](#) Resolution designating the Deputy County Administrator/Chief of Staff position within the Senior Management Service Class of the Florida Retirement System.

Recommendation: Approval of Resolution to designate the new Deputy County Administrator/Chief of Staff position for membership within the Senior Management Service Class of the Florida Retirement System (FRS).

* Florida Statutes, Sections 121.021 and 121.055, define and govern membership within the Senior Management Service Class of the FRS and require that any positions slated to be designated as Senior Management be publicly noticed and subsequently approved by the local governing body or agency.

* On February 26, 2019, the Human Resources (HR) Department, at the request of County Administration, created the classification specification for the Deputy County Administrator/Chief of Staff position through HR's delegated authority.

* In compliance with state law, a notice of intent to designate a position for inclusion in the Senior Management Service Class was publicly advertised on March 1, 2019 and March 8, 2019 in the Tampa Bay Times.

* The Deputy County Administrator/Chief of Staff will lead highly complex strategic initiatives and special projects, and will act on behalf of the County Administrator in his/her absence.

Development Review Services

10. [19-296A](#) Plat of Cohen Courts.

Recommendation: Approval of the Plat of Cohens Courts located in Section 1, Township 28 South, Range 15 East for recording.

* Per Pinellas County code and State law, properties that are split creating 3 or more lots are subject to a site plan and platting process.

* Although advised of this before construction the builder proceeded to construct two additional single family homes (one was previously constructed), each independent of the other. The lots were previously split by metes and bound. When this was discovered the builder was required to obtain a site plan and plat before the third home could be issued a Certificate of Occupancy.

* All necessary signatures have been obtained, and the plat has been revised to conform to County and State requirements and is now ready for the BCC's review and approval.

Public Works

11. [18-1860A](#) Award of bid to Kamminga & Roodvoets, Inc. for the McKay Creek Water Quality Improvement project.

Recommendation: Approval of the award of bid to Kamminga & Roodvoets, Inc. for the McKay Creek Water Quality Improvement project.

- * Construction of two water quality treatment ponds within the McKay Creek watershed.
- * Two bids were received with award recommended to the lowest responsive responsible bid Kamminga and Roodvoets in the amount of \$898,074.50.
- * All work is expected to be completed within 240 consecutive calendar days.
- * The McKay Creek watershed area spans across several jurisdictions including parts of the cities of Largo, Belleair Bluffs, and Seminole and unincorporated areas of the County.

Bid No. 189-0112 (JJ); PID No. 002424A; in the amount of \$898,074.50 on the basis of being the lowest responsive, responsible bid received meeting specifications. Authorize the Chairman to sign and the Clerk of the Court to attest.

AUTHORITIES, BOARDS, CONSTITUTIONAL OFFICERS AND COUNCILSCommunity Redevelopment Agency

12. [19-232A](#) Pinellas County Community Redevelopment Agency Annual Report.

Recommendation: Sitting as the Pinellas County Community Redevelopment Agency (Agency), receive and file the Agency's annual report, and authorize transmittal of the report to the Pinellas County Board of County Commissioners.

- * The recommended action is for the Agency to receive and file its annual report, and authorize its transmittal to the Board for filing as the governing body of the Agency.
- * This will allow staff to meet the specific annual reporting requirements contained within Chapter 163 of Florida Statutes, which govern Community Redevelopment Areas.

REGULAR AGENDA

ITEMS FOR DISCUSSION FROM THE CONSENT AGENDA

COUNTY ADMINISTRATOR DEPARTMENTS

Airport

13. [19-039A](#) Standard Ground Lease and Consolidation Agreement with Brookline PIE Ulmerton, LLC for property located at the St. Pete-Clearwater International Airport.

Recommendation: Approval of the Standard Ground Lease and Consolidation Agreement (Agreement) with Brookline PIE Ulmerton, LLC (Brookline) for property located at the St. Pete-Clearwater International Airport (PIE).

* On May 10, 2017, Pinellas County issued a Request for Negotiation (RFN) pursuant to the development of a 2.68 acre commercial tract of land at the Airport. Brookline was the only respondent to submit a proposal.

* The RFN process initially began on July 21, 2017, subject to further negotiation in consideration and consolidation of two contiguous Airport parcels that Brookline currently leases. Brookline was formally selected January 25, 2018.

* Brookline's development plans include a hotel and commercial office building with planned improvements at \$5M.

* After rent credits expire for the roadway improvements to be completed by the developer, annual revenue to the Airport is \$356,940.00.

Authorize the Chairman to sign and the Clerk of the Court to attest.

Convention and Visitors Bureau

14. [19-087A](#) Fourth Amendment to the Agreement with Birdsall, Voss & Associates, Inc. for requirements of tourism marketing services.

Recommendation: Approval of the Fourth Amendment to the Agreement with Birdsall, Voss & Associates, Inc. (BVK) for tourism marketing services. Fourth Amendment to the contract with BVK for tourism marketing services.

* The amendment is for a period of up to six (6) months at a price of \$5,300,000.00

* Staff bifurcated this contract into two (2) separate competitive documents. (Creative Services and Advertising Planning and Buying) and sourced accordingly.

* A large number of applicants were not received and the timing to develop an in-house team did not mesh with current projects and activities. Hence, the decision was made to combine both services into one process and competitively hire a firm to both marketing and advertisement services.

Contract No. 123-0268-P (RG) increase in the amount of \$5,300,000.00 for a revised total contract value of \$83,939,235.00; effective through September 30, 2019. Authorize the Chairman to sign and the Clerk of the Court to attest.

Economic Development

15. [19-297A](#) Increased matching share commitment and execution of documents to comply with the U.S. Economic Development Administration request for additional information on the County's grant application for construction of the Tampa Bay Innovation Center Incubator.

Recommendation: Approval of the increased matching share commitment of \$4,536,705.00 and authorization for the County Administrator to execute non-monetary administrative documents related to the U.S. Economic Development Administration (EDA) grant application for construction of the Tampa Bay Innovation Center Incubator.

- * In September 2018, Pinellas County submitted a \$9,000,000.00 request for funding to the EDA to design and construct a 45,000-square-foot business incubator facility.
- * Pinellas County previously committed to a \$3,000,000.00 local match if the funding was awarded.
- * The EDA has informed the County that its application was selected for further consideration and for preliminary selection of an award.
- * The EDA is considering the County's application for an award of \$7,463,295.00, however, the County must commit to an increased local matching share amount of \$4,536,705.00 or 38% of the project's cost.
- * EDA has also requested additional information and clarifications on certain aspects of the County's application.
- * The source(s) of local match funding will be determined upon award.

Public Works

16. [19-228A](#) Increase to the contract with R.J.P. Enterprises, Inc. for requirements of guardrail materials and services.

Recommendation: Approval of an increase to the contract with R.J.P. Enterprises, Inc. for requirements of guardrail materials and services.

- * Contract for with R.J.P Enterprises for removal repair and replacement of damaged sections of guardrail.
- * Awarded by the County Administrator on December 22, 2014.
- * Two unanticipated large projects have necessitated an increase to the contract for embankment services.
- * The current Public Works contract services include installation, removal, repair, replacement or resetting damaged sections of guardrail.

Contract No. 145-0046-B(RO) increase in the amount of \$60,000.00 for a revised contract value of \$555,000.00 with an annual amount of \$277,500.00 through January 8, 2020.

Utilities

17. [19-156A](#) Change Order No.1 with Chemtrade Chemicals US, LLC for annual requirements of liquid aluminum sulfate - a Tampa Bay Area Purchasing Cooperative contract.

Recommendation: Approval of Change Order No.1 with Chemtrade Chemicals US, LLC (Chemtrade) for annual requirements of liquid aluminum sulfate - a Tampa Bay Area Purchasing Cooperative (Cooperative) contract.

* Contract for supply and delivery of liquid aluminum sulfate.

* A Cooperative contract including requirements of the Cities of St. Petersburg, Tarpon Springs and Hillsborough County.

* This change order requests an increase in price due to governmental tariffs from \$0.4538 to \$0.5484 per gallon.

* The price increase impacts the price per gallon; however, there is no need to increase the contract as adequate funds exist to provide for the price increase.

Contract No. 167-0128-B(JA) in the annual amount of \$628,739.90 for a sixty (60) month term total of \$3,143,699.50. This change order has no impact on the approved award amount pertaining to the contract

COUNTY ADMINISTRATOR

18. [19-257A](#) County Administrator Miscellaneous.

COUNTY ATTORNEY

19. [19-123A](#) Proposed initiation of litigation in the case of Michael and Marinela Velasquez v. Highland Glen of Clearwater Homeowners Association, Inc.; HUD Case No. 04-18-2707-8; Pinellas County Case No.18-044 - alleged housing discrimination.

Recommendation: Approval and authorization for the County Attorney to initiate litigation on behalf of Michael and Marinela Velasquez through outside counsel retained for these legal services.

20. [19-251A](#) Proposed initiation of litigation in the case of Pinellas County v. Ernest P. Letourneau - action for injunctive relief.

Recommendation: Approval and authorization for the County Attorney to initiate litigation against Ernest P. Letourneau.

21. [19-258A](#) County Attorney Miscellaneous.

AUTHORITIES, BOARDS, CONSTITUTIONAL OFFICERS AND COUNCILS

CareerSource Pinellas

22. [19-303A](#) Agreement between Pinellas County Government and WorkNet Pinellas, Inc. dba CareerSource Pinellas.

Recommendation: Approval of the Agreement between Pinellas County Government (County) and WorkNet Pinellas, Inc. dba CareerSource Pinellas (CSPIN) and approval of the revised CSPIN bylaws.

* The Pinellas County Board of County Commissioners recommended revisions to the CSPIN Agreement with the County and the CSPIN Bylaws.

* An Ad Hoc Committee consisting of CSPIN Board Members reviewed the recommendations and approved the changes.

23. [19-301A](#) Subsequent designation of local workforce area and continued charter of WorkNet Pinellas, Inc. dba CareerSource Pinellas, under the Workforce Innovation and Opportunity Act.

Recommendation: Approval of the local workforce area designation and continued charter of CareerSource Pinellas under the Workforce Innovation and Opportunity Act, as requested by the Local Workforce Board Executive Director.

* CareerSource Pinellas has met or exceeded levels of performance and sustained its fiscal integrity.

* The subsequent designation will cover for a two-year term, beginning July 1, 2019 through June 30, 2021.

Community Redevelopment Agency

24. [19-230A](#) Resolution authorizing amendments to the Lealman Community Redevelopment Area Plan updating tax increment revenue projections and providing various text edits, including amendments to Appendix C: Strategic Action Plan and Spending Budget.

Recommendation: Sitting as the Community Redevelopment Agency, review and transmit the proposed resolution authorizing amendments to the Lealman Community Redevelopment Area Plan (Plan) to the Board of County Commissioners with a recommendation to approve.

* Approval of the above recommended action will allow for the Board to proceed with a public hearing on the following amendments to the Plan.

* The Plan amendments includes:

- 1.) Updates to TIF revenue projections
- 2.) Removing non-required budget tables
- 3.) Updating various table and page numbers

* The Lealman Community Redevelopment Advisory Committee reviewed these changes at their February 27, 2019 meeting

25. [19-231A](#) Resolution delegating certain approval authority of the Pinellas County Community Redevelopment Agency to the County Administrator (or his designee) in furtherance of implementing the Redevelopment Plan for the Lealman Community Redevelopment Area.
- Recommendation:** Sitting as the Community Redevelopment Agency (Agency), approve a resolution delegating certain approval authority of the Agency to the County Administrator (or his designee) in furtherance of implementing the Lealman Community Redevelopment Area Plan (Plan).
- * This resolution is modeled after the authority provided to the County Administrator in Section 2-62 a. (1)-(12) of the Pinellas County Code, as applicable to the Lealman CRA, and would allow the County Administrator the authority to approve and execute certain contracts, documents and instruments on behalf of the Agency.

COUNTY ADMINISTRATOR REPORTS

26. [19-256A](#) County Administrator Reports.

CITIZENS TO BE HEARD

27. [19-261A](#) Public Comment.

COUNTY COMMISSION

28. [18-1854A](#) Funding Agreement with St. Petersburg College - Seminole Campus to support the new Civic Building.
- Recommendation:** Approval of the Funding Agreement with St. Petersburg College - Seminole Campus (SPC) to support SPC's new Civic Building.
- * SPC requested funding support for new Civic Building on Seminole Campus
 - * Board directed staff to negotiate agreement with SPC to provide \$20,000.00 funding support from MSTU Funds
 - * Community organizations and County departments may utilize meeting space at no charge on first-come, first-served basis
29. [19-240A](#) Appointments to the Pinellas County Health Facilities Authority (Board of County Commissioners as a whole).
- Recommendation:** Approve four appointments/reappointments to the Pinellas County Health Facilities Authority.
30. [19-266A](#) Appointment to the Board of Adjustment (Individual Appointment by Commissioner Peters).
- Recommendation:** Approve the individual Commissioner's nomination of Jose Bello to the Board of Adjustment.
31. [19-259A](#) County Commission New Business Items.
32. [19-260A](#) County Commission Board Reports and Miscellaneous.

6:00 PM

PUBLIC HEARINGS

AUTHORITIES, BOARDS, CONSTITUTIONAL OFFICERS AND COUNCILS

Countywide Planning Authority

33. [19-287A](#) Case No. CW 19-02 - City of St. Petersburg
Countywide Plan Map amendment from Recreation/Open Space to Residential Low Medium, regarding 4.1 acres more or less, located generally north of Catalonia Way S. & Fairway Avenue S.; north and west of Caesar Way S. & Alcazar Way S.; and northeast of Fairway Avenue S. & Caesar Way S.

Recommendation: Sitting as the Countywide Planning Authority, adopt an ordinance approving Case No. CW 19-02, a proposal by the City of St. Petersburg to amend the Countywide Plan Map from Recreation/Open Space to Residential Low Medium, regarding 4.1 acres more or less, located generally north of Catalonia Way S. & Fairway Avenue S.; north and west of Caesar Way S. & Alcazar Way S. and northeast of Fairway Avenue S. & Caesar Way S.

* The four properties total 4.1 acres in size and have existing future land use designations of Recreation/Open Space.

* They are currently used as portions of existing fairways on the St. Petersburg Country Club Golf Course.

* The purpose of the amendment is to convert these fairways to single-family home sites.

* Forward Pinellas and the Planners Advisory Committee each voted unanimously to recommend approval of this proposal.

34. [19-288A](#) Case No. CW 19-03 - City of Largo
Countywide Plan Map amendment from Residential Low Medium and Retail and Services to Retail and Services, regarding 2.45 acres more or less, located at 2550 Roosevelt Boulevard.

Recommendation: Sitting as the Countywide Planning Authority, adopt an ordinance approving Case No. CW 19-03, a proposal by the City of Largo to amend the Countywide Plan Map from Residential Low Medium and Retail and Services to Retail and Services, regarding 2.45 acres more or less, located at 2550 Roosevelt Boulevard.

* The subject property is part of a larger parcel that is the location of a CarMax automobile dealership.

* The subject property is 2.45 acres in size, is vacant, and is currently designated as Residential Low Medium and Retail & Services on the Countywide Plan Map.

* The purpose of the amendment to Retail & Services is to provide additional vehicle storage areas for CarMax.

* Forward Pinellas and the Planners Advisory Committee each voted unanimously to recommend approval of this proposal.

35. [19-304A](#) Case No. CW 19-04 - City of Largo
Countywide Plan Map amendment from Resort, Recreation/Open Space and No Designation to Resort, regarding 4.6 acres more or less, located at 1300 Cove Cay Drive.

Recommendation: Sitting as the Countywide Planning Authority, conduct a public hearing and defer action for this case until April 9, 2019 to allow the City of Largo to take official action on the alternative compromise amendment to the Resort category for 1.2 acres of property (the uplands portion currently designated as Recreation/Open Space on the Countywide Plan Map).

* The subject property is 4.6 acres in size and includes the Cove Cay Marina and a substantial area of submerged land.

* The western portion of the property is designated as Resort on the Countywide Plan Map.

* The eastern portion of the property (1.2 acres of uplands) is designated as Recreation/Open Space on the Countywide Plan Map.

* The remaining property is submerged land and has no designation on the Countywide Plan Map.

* Forward Pinellas, Pinellas County, and the City of Largo have determined that the amendment as proposed would not adequately recognize the submerged land, and developed an alternative compromise recommendation.

* Forward Pinellas has referred this case back to the City of Largo for action on the alternative compromise recommendation.

* Once the City of Largo has acted on the alternative compromise recommendation, the Countywide Planning Authority will take action on this future land use amendment.

BOARD OF COUNTY COMMISSIONERS

36. [19-292A](#) Resolution authorizing amendments to the Lealman Community Redevelopment Area Plan updating tax increment revenue projections and providing various text edits, including amendments to Appendix C: Strategic Action Plan and Spending Budget.

Recommendation: Sitting as the Board of County Commissioners (Board), conduct a public hearing to consider approval of the proposed resolution authorizing amendments to the Lealman Community Redevelopment Area Plan (Plan).

* The Plan amendments include:

1.) Updates to TIF revenue projections

2.) Removing non-required budget tables

3.) Updating various table and page numbers

* The Lealman Community Redevelopment Advisory Committee recommended these changes be approved at its February 27, 2019 meeting.

37. [19-268A](#) Case No. (Q) Z-02-02-19 (John Roberts)
Request for a zoning change from R-A, Residential Agriculture to C-2, General Retail Commercial & Limited Services on approximately 0.40 acre consisting of the south 120 feet of the property located at 6700 Ulmerton Road in unincorporated Largo (a portion of parcel 07/30/16/70956/100/0201).

Recommendation: Adoption of Case No. (Q) Z-02-02-19 approving a change in zoning from R-A, Residential Agriculture to C-2, General Retail Commercial & Limited Services on approximately 0.4 acre comprising the south 120 feet of the property located at 6700 Ulmerton Road.

* The requested change will make the zoning of the amendment area consistent with the remainder of the parcel and compatible with the Commercial General future land use category that is in place over the entire property.

* The C-2 zoning will allow for retail commercial uses. An auto sales business is proposed.

* The Local Planning Agency unanimously recommended approval of the request.

38. [19-269A](#) Case No. (Q) Z-03-02-19 (Pinellas Affordable Living, Inc.)
Request for a zoning change from R-4, One, Two and Three Family Residential to RM, Multi-Family Residential on approximately 2.4 acres located at 6641 and 6661 62nd Avenue North in unincorporated Pinellas Park.

Recommendation: Adoption of Case No. (Q) Z-03-02-19 approving the application of Pinellas Affordable Living, Inc. for a change in zoning from R-4, One, Two & Three Family Residential to RM, Multi-Family Residential on approximately 2.4 acres located at 6641 & 6661 62nd Avenue North.

* The applicant is seeking a zoning change on 2.4 acres of vacant land from R-4 to RM.

* A 21-unit affordable housing development containing a mix of duplexes and triplexes is proposed for construction.

* The Local Planning Agency unanimously recommended approval of the request (vote 5-0).

39. [19-198A](#) Resolution revising Solid Waste Tipping Fees.

Recommendation: Approval of the Solid Waste Rate Resolution for Fiscal Year (FY) 2020 through FY 2022 adopting revised fees for disposal of approved solid waste and the Solid Waste Disposal Facilities.

* Recommendation stems from data presented by the long-range solid waste rate study, conducted by a third party professional firm.

* The Solid Waste Technical Management Committee, the Board's solid waste advisory committee, recommends adoption of three-year rate increase.

* Tipping fees are currently \$37.50 per ton and recommended to increase by 6.0% each year for the next three (3) years (equates to incremental \$2.25 per ton in FY20, \$2.40 per ton in FY21, and \$2.55 per ton in FY22).

* Increasing tipping fees will contribute to long-term fiscal sustainability of Solid Waste operations.

* Tipping fees have not been increased since 1988 and are currently lower than all adjacent counties and municipalities.

40. [19-280A](#) CP-04-02-19: Proposed Ordinance amending the Pinellas County Comprehensive Plan Future Land Use and Quality Communities Element policies regarding the AIRCO site, amending the Commercial General and Residential Office Retail future land use map (FLUM) categories and rules to promote economic development and increased housing opportunities, removing the 12.5 unit per acre residential density restriction in the Residential Medium and Residential High categories, and amending the Capital Improvements Element.

Recommendation: Conduct a 1st public hearing on the proposed ordinance and authorize transmittal to the Countywide Planning Authority and Florida Department of Equal Opportunity.

The proposed Ordinance will enact the following major changes:

- * Increase residential densities in the Commercial General and Residential Office Retail future land use map categories to 24 units per acre
- * Remove the 12.5 unit per acre restriction in Residential Medium and Residential High future land use categories, allowing these designations to achieve their underlying density of 15 and 30 units per acre, respectively
- * Remove prescriptive zoning compatibility language that has rendered some parcels "non-conforming" and prohibits redevelopment without a zoning or land use change
- * Adopts and enacts the Target Employment Center overlay from the Countywide Plan that increases allowable floor area ratios (FAR) for target industry development
- * Updates AIRCO related policies within the Future Land Use Element to promote development of this site for targeted industries
- * Updates the Capital Improvements Element to reflect changes to Florida Statutes and incorporate the County's portfolio management approach to the Capital Improvements Program

ADJOURNMENT

Special Accommodations

Persons needing a special accommodation to participate in this proceeding should contact the Office of Human Rights, by written or oral request, at least 48 hours prior to the proceeding at: 400 South Fort Harrison Avenue, Suite 500, Clearwater, Florida 33756, Phone: (727) 464-4880, TDD: (727) 464-4062.

Public Participation Procedures

Persons wishing to speak during the Citizens to be Heard portion of the agenda or regarding a specific agenda item must complete a Citizen Comment Card. Cards should be given to staff at the table located at the front of the Assembly Room. At the scheduled section of the meeting when the item is before the Board of County Commissioners (Board), the Chairman will call each individual, one by one, to the lectern to be heard. Each individual may speak for up to three minutes.

Public Hearing Procedures

The procedure used by the Board in conducting public hearings is to have a staff presentation followed by the applicant presenting the specific proposal. The Board will then hear comments from the proponents followed by comments from the opponents and a staff summary. The applicant will then be given an opportunity to close and the Board will decide on the matter.

Public hearings before the Board are governed by the provisions of Section 134-14 of the Pinellas County Land Development Code. That code provides that at the conclusion of each person's presentation, any speaker may seek the Chairman's permission to ask questions of staff. Specifically:

1. At the conclusion of the presentations by the applicant and any proponents, all affected parties may seek the Chairman's permission to ask questions of or seek clarification from the applicant and/or the proponents.
2. At the conclusion of the presentation by the opponents, all affected parties may seek the Chairman's permission to ask questions of or seek clarification from any opponent.

The applicant's closing comments will address testimony subsequent to his or her presentation. Continuing rebuttal of other than directly preceding testimony will not be allowed. Because much testimony has already been submitted in writing, the following guidelines accommodate efficient presentations:

1. The applicant should present his or her entire case, including rebuttal, in no more than 20 minutes.
2. Persons wishing to speak regarding a Public Hearing item may speak for up to three minutes each after completing a Public Hearing Comment Card and submitting it to staff at the table located at the front of the Assembly Room.
3. Representatives of groups consisting of 5 or more individuals who are present during the Public Hearing may speak on behalf of the group for up to 10 minutes at the Chairman's discretion. To do so, the other individuals in the group must have waived their time to the representative by providing their information on the Group Speaker List, located on the back of the Public Hearing Comment Card.

Appeals

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is to be based.

If a Board meeting beginning at 9:30 a.m. has not concluded by noon, a recess will be taken from noon to 12:30 p.m., and the remainder of the meeting will continue at 12:30 p.m.

If a Board meeting beginning at 2:00 p.m. has not concluded by 5:30 p.m., a recess will be taken from 5:30 to 6:00 p.m. The remainder of the afternoon agenda will resume at 6:00 p.m., followed by public hearings.