# Pinellas County Board of County Commissioners

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

## Regular Meeting Agenda

Tuesday, April 9, 2019

9:30 AM

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 Reverend Becky Robbins-Penniman, Church of the Good Shepard, Dunedin.**

**PLEDGE OF ALLEGIANCE**

**PRESENTATIONS AND AWARDS**

**1.** 19-369A National Volunteer Week Proclamation:
Animal Services
- Rusty Walker, Site Coordinator
Emergency Management
- Thomas Powers, Volunteer
- David Rockwell, Volunteer
- Clayton Parrott, Site Coordinator
Heritage Village
- Judy Dailey, Volunteer
- Sue Schneck, Site Coordinator
Parks and Conservation Resources
- Betty Nolan, Volunteer
- Don Nolan, Volunteer
- Chris Muhrlin, Site Coordinator
Human Resources
- Irena Karolak, Volunteer Services (VS) Representative
- Cantrece Harmon, VS Representative

**2.** 19-359A Water Conservation Month Proclamation:
- Jeremy King, Utilities
- Kevin Tenk, Utilities

**3.** 19-361A Community Water Wise Awards:
- Brian Niemann, Florida-Friendly Landscaping Agent, UF/IFAS Extension

**4.** 19-362A Doing Things! Employee Recognition Award:
- Bobby Burke, Utilities Maintenance Specialist 4, Utilities

**5.** 19-398A Partner Presentation:
2018 Annual Audit
- Claretha Harris, Chief Deputy Director, Finance Division, Clerk of the Circuit Court and Comptroller
- John Weber, Partner, Crowe LLP

## PUBLIC HEARINGS

AUTHORITIES, BOARDS, CONSTITUTIONAL OFFICERS AND COUNCILS

Countywide Planning Authority

**6.** 19-417A Case No. CW 19-04 - City of Largo
Countywide Plan Map amendment from Resort and Recreation/Open Space to Resort, regarding 3.8 acre more or less, located at 1300 Cove Cay Drive.

***Recommendation:*** Sitting as the Countywide Planning Authority, adopt an ordinance approving the alternative compromise recommendation on Case No. CW 19-04, a proposal by the City of Largo to amend the Countywide Plan Map from Resort and Recreation/Open Space to Resort, regarding 3.8 acres more or less, located at 1300 Cove Cay Drive.

* The 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 developed an alternative compromise recommendation.
* The Largo City Commission concurs with the alternative compromise recommendation to amend the designation of 3.8 acres of property from Resort and Recreation/Open Space to Resort.
* This amendment will correct an existing nonconforming land use situation.

**7.** 19-393A Case No. CW 19-05 - Pinellas County
Countywide Plan Map amendment from Residential Low Medium to Retail and Services, regarding 0.4 acre more or less, located at 1408 North Betty Lane, Clearwater.

***Recommendation:*** Sitting as the Countywide Planning Authority, adopt an ordinance approving Case No. CW 19-05, a proposal by Pinellas County to amend the Countywide Plan Map from Residential Low Medium to Retail and Services, regarding 0.4 acre more or less, located at 1408 North Betty Lane, Clearwater.

* The property contains an automobile repair facility which is planned to continue to operate for the foreseeable future.
* The surrounding uses are primarily a mix of commercial and residential uses.
* The owner has no immediate plans to redevelop the property, but would like the option to establish other commercial uses in the future.
* The amendment will correct an inconsistency between the existing zoning and future land use categories.
* Forward Pinellas and the Planners Advisory Committee each voted unanimously to recommend approval of this proposal.

The Board of County Commissioners, at its January 22, 2019 meeting, adopted the related Case No. LU-30-12-18: An ordinance approving the application of Clearwater Car Wash, LLC, for a change in land use from Residential Low and Preservation to Commercial General and Preservation, regarding approximately 1.13 acres located at 1408 North Betty Lane.

**8.** 19-394A Case No. CW 19-06 - City of St. Pete Beach
Countywide Plan Map amendment from Public/Semi-Public to Residential Medium, regarding 0.3 acre more or less, located at 3101 Pass-A-Grill Way, St. Pete Beach.

***Recommendation:*** Sitting as the Countywide Planning Authority, adopt an ordinance approving Case no. CW 19-06, a proposal by the City of St. Pete Beach to amend the Countywide Plan Map from Public/Semi-Public to Residential Medium, regarding 0.3 acre more or less, located at 3101 Pass-A-Grill Way, St. Pete Beach, FL.

* The property currently contains an elevated structure that was formerly used as private school.
* The property is currently surrounded by single and multifamily residential uses.
* The purpose of the amendment is redevelop the property with multifamily residential uses.
* Forward Pinellas and the Planners Advisory Committee each voted unanimously to recommend approval of this proposed amendment.

BOARD OF COUNTY COMMISSIONERS

**9.** 19-171A Petition of the Estate of Roger Labelle by Lisa A. Baith and Sharon Zomerfeld to vacate that portion of 15-foot right-of-way lying south of Lot 12 (2352 Keystone Road), Tampa & Tarpon Springs Land Co., Plat Book H1, Page 116, lying in Section 8-27-16, Pinellas County, Florida. (Legislative Hearing)

***Recommendation:*** Approval of the petition to vacate, and if granted, adopt the attached resolution pursuant to Florida State Statute 336.

* The purpose of this request is to vacate and remove the unopened platted right-of-way between Tracts I and II, allowing the parcels to be contiguous to provide better property sale marketability.
* The Petitioners are the co-personal representatives of the estate.
* The existing easements on the property shall not be affected by the vacation and will remain in place.

Authorize the Clerk of the Court to attest and record the resolution in the public records of Pinellas County.

**CONSENT AGENDA - Items 10 through 29**

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

**10.** 19-432A Minutes of the regular meeting held February 26, 2019.

**11.** 19-433A Vouchers and bills paid from February 10 through March 9, 2019.

Reports received for filing:

**12.** 19-434A Dock Fee Report for the month of March 2019.

**13.** 19-435A Quarterly Report of Routine Dock and Dredge/Fill Applications Received from January 1 to March 31, 2019.

**14.** 19-436A Annual Investment Report and Quarterly Investment Report for the period ended September 30, 2018.

**15.** 19-437A Tampa Bay Water Annual Financial Report and Audited Financial Statements for the Fiscal Year ended September 30, 2018.

**16.** 19-438A City of Belleair Beach Comprehensive Annual Financial Report for the Fiscal Year (FY) ended September 30, 2018.

**17.** 19-440A Palm Harbor Community Services Agency, Inc. Financial Statements and Supplementary Information for Fiscal Years ended September 30, 2018 and 2017.

Miscellaneous items received for filing:

**18.** 19-441A City of Clearwater Ordinances Nos. 9211-19, 9214-19, 9218-19, and 9221-19 adopted February 7, 2019, annexing certain properties.

**19.** 19-442A Intergovernmental Cooperative Agreement for the Towns of Belleair, Indian Shores, and Kenneth City, and the Cities of Gulfport, Indian Rocks Beach, Largo, Madeira Beach, Safety Harbor, Seminole, and Treasure Island for the purpose of providing insurance through Public Risk Management of Florida Health Trust, together with Affidavit of Authenticity.

**20.** 19-443A Eastlake Oaks Community Development District minutes of the meeting held December 13, 2018.

COUNTY ADMINISTRATOR DEPARTMENTS

Management and Budget

**21.** 19-090A Resolution supplementing the FY19 General Fund Budget for unanticipated revenue to the Human Services and Public Works Departments.

***Recommendation:*** Adopt a resolution to recognize and appropriate unanticipated revenue for a particular purpose in the FY19 General Fund Budget for the Human Services and Public Works Departments.

* Seven (7) grant awards to the Human Services Department and one (1) grant award to the Public Works Department, accepted through Board approval or delegated authority after the development of the FY19 Budget.
* Adoption of this resolution provides for the receipt of $8,153,810.00 in unanticipated grant revenue and increases the FY19 General Fund operating budget by $8,153,810.00.
* The awards are:
1.) Assisted Outpatient Treatment Services for Individuals with Serious Mental Illness
2.) Enhancement and Expansion of the Pinellas County Family Drug Treatment Court
3.) Expanding Access to Quality Substance Use Disorder and Mental Health Services Grant for the Health Care for the Homeless Program
4.) Capital Assistance for Hurricane Response and Recovery Efforts for the Health Care for the Homeless Program
5.) Comprehensive Opioid Abuse Site-based Program
6.) 2018 STOP School Violence Program
7.) Domestic Battery Response Improvement Project
8.) Emergency Grant Funding Agreement through Executive Order 18-221

Public Works

**22.** 18-1918A Award of bid to All American Concrete, Inc. for the Duke Energy Florida Trail Extension Phase II project.

***Recommendation:*** Approval of the award of bid to All American Concrete, Inc. for the Duke Energy Florida (Duke Energy) Trail Extension Phase II project.

* Completion of this trail segment will provide safe passage for joggers, skaters, pedestrians, and cyclists, and will also provide an extension to the existing Pinellas/Duke Energy Trail segments from Enterprise Road to the north, and US 19 at Haines-Bayshore Road to the south.
* Four bids were received with award recommended to the lowest responsive responsible bid - All American Concrete, Inc. in the amount of $ 2,222,060.20.
* All work is expected to be completed within 270 consecutive calendar days.
* Close coordination was conducted with Duke Energy, City of Clearwater, County Planning staff, Forward Pinellas, Florida Department of Transportation, local residents and regulatory agencies.

Bid No. 189-0128 (JJ); PID No. 000186B; in the amount of $2,222,060.20 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.

**23.** 18-1901A Award of bid to M.T.M. Contractors, Inc. for the Haines Road Phase II - 60th Avenue North to U.S. Highway 19 project.

***Recommendation:*** Approval of the award of bid to M.T.M. Contractors, Inc. for the Haines Road (CR 691) Phase II - 60th Avenue North to U.S. Highway 19 project.

* This project involves the reconstruction of roadway to provide for improved traffic flow and safety improvements, addition of bike lanes and turn lane improvements, a closed road drainage system, and City of St. Petersburg water main relocation through a Joint Project Agreement.
* Six bids were received with award recommended to the lowest responsive responsible bid M.T.M. Contractors, Inc. in the amount of $4,897,753.35.
* All work is expected to be completed within 730 consecutive calendar days.
* Close coordination for the advancement of this project was conducted with the local residents and businesses.

189-0118-CP (JJ); PID No. 002106A in the amount of $4,897,753.35 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.

**24.** 18-1129A Ranking of firms and agreement with Cumbey and Fair, Inc. for professional engineering services pertaining to the Countywide Resurfacing, Restoration, and Rehabilitation paving project.

***Recommendation:*** Approval of the ranking of firms and agreement with Cumbey & Fair, Inc. for professional engineering services associated with the Countywide Resurfacing, Restoration, and Rehabilitation paving (RRR) project (Project).

* The contract is for professional engineering services pertaining to the design and construction plans for the RRR project.
* Project work includes milling and resurfacing of the roadways listed in the contract. In order to meet current American's with Disabilities Act (ADA) regulations, the Project includes addressing current ADA deficiencies relative to curb ramps, sidewalk gaps, and trip hazards.
* Award is recommended to the number one ranked firm Cumbey & Fair, Inc. in the amount of $530,536.50.

Contract No. 178-0525-NC (SS), in the amount of $530,536.50 for six hundred ninety-five (695) consecutive calendar days from the notice to proceed date. Authorize the Chairman to sign and the Clerk of the Court to attest.

**25.** 18-759A Ranking of firms and agreement with Kimley-Horne and Associates, Inc. for professional engineering services pertaining to the Lealman Regional Stormwater Facility.

***Recommendation:*** Approval of the ranking of firms and agreement with Kimley-Horne and Associates, Inc. for professional engineering services pertaining to the Lealman Regional Stormwater Facility.

* The contract is for professional engineering services, planning, and environmental services to develop a conceptual plan for Regional Stormwater Facility (RSF) opportunities in the Lealman Community Redevelopment Area (CRA).
* Award recommendation is to Kimley-Horne and Associates, Inc. per the Consultant Competitive Negotiation Act in the amount of $400,000.00.
* The Lealman RSF will be utilized to identify regional stormwater management opportunities within the Lealman CRA that will provide regulatory treatment, attenuation storage, and floodplain compensation for new development and redevelopment, and improve flooding level of service and water quality.
* The professional engineering, planning, and environmental services are expected to be completed within seven-hundred twenty consecutive calendar days.

Contract No. 178-0331-NC (SS); in the amount of $400,000.00 from notice to proceed for seven-hundred twenty consecutive calendar days. Authorize the Chairman to sign and the Clerk of the Court to attest.

**26.** 19-279A Ranking of firms and agreement with Wood Environment and Infrastructure Solutions, Inc. for professional engineering, planning, and environmental services for the Lake Tarpon and Brooker Creek watershed management plans.

***Recommendation:*** Approval of the ranking of firms and agreement with Wood Environment and Infrastructure Solutions, Inc. (Wood Environmental) for professional engineering, planning, and environmental services for the Lake Tarpon and Brooker Creek watershed management plans.

* The contract is for professional engineering services to develop watershed management plans for Lake Tarpon and Brooker Creek watersheds.
* The project will be critical for determining and prioritizing capital improvement projects for each respective watershed.
* The award is recommended to the number one ranked firm Wood Environmental in the amount of $1,241,733.00.
* Wood Environmental is the new corporate name of Amec Foster Wheeler Environment and Infrastructure (Amec) (original submittal received under Amec).

Contract No. 178-0160-NC (SS), in the amount of $1,241,733.00 for forty-eight consecutive calendar months from the notice to proceed date. Authorize the Chairman to sign and the Clerk of Court to attest.

## Real Estate Management

**27.** 17-922A Ranking of firms and agreement with AssetWorks, LLC for purchase, implementation, and maintenance services pertaining to a new fuel dispensing and accounting system.

***Recommendation:*** Approval of the ranking of firms and agreement with AssetWorks, LLC (AssetWorks) for purchase, implementation, and maintenance services pertaining to a new fuel dispensing and accounting system.

* Purchase, implementation and support services pertaining to a new fuel focus fully integrated fuel dispensing management system to replace the legacy fuel management system which is beyond its useful life.
* Implementation services will be completed within thirty-two (32) weeks from notice to proceed at a not to exceed amount of $729,195.86 including maintenance and support ($62,945.00) and unspecified services ($66,290.53).
* Maintenance and support services shall commence upon go-live and continue for a five (5) year period.
* Seven (7) proposals were received with recommendation for award to the highest ranked firm AssetWorks.
* This projected is budgeted and funded by the Fleet Management Capital Improvement Program (CIP) "Fueling System Retrofits" fund.

Contract no. 167-0378-P in the total not to exceed amount of $729,195.86. Authorize the Chairman to sign and the Clerk of the Court to attest.

Utilities

**28.** 18-1419A Ranking of firms and agreement with Reiss Engineering, Inc. for professional engineering services pertaining to W.E. Dunn Water Reclamation Facility electrical improvements.

***Recommendation:*** Approval of the ranking of firms and agreement with Reiss Engineering, Inc. for professional engineering services for W. E. Dunn Water Reclamation Facility (WEDWRF) electrical improvements.

* The contract is for professional engineering services to develop the design, permitting and implementation of electrical improvements to the WEDWRF.
* Weather events in recent years have demonstrated the need to implement electrical improvements to the WEDWRF.
* Award recommendation is to Reiss Engineering per the Consultant Competitive Negotiation Act in the amount of $449,439.95.
* The WEDWRF is an advanced wastewater treatment facility rated at 6.5 million gallons per day average daily flow.

The design, permitting, bidding and construction administration process are expected to be completed within nine hundred consecutive calendar days. Contract No. 189-0014-NC (SS); PID 003409A, in the amount of $449,439.95. Authorize the Chairman to sign and the Clerk of the Court to attest.

COUNTY ATTORNEY

**29.** 19-461A Notice of new lawsuit and defense of the same by the County Attorney in the case of Michael Hinman v. Pinellas County; Circuit Civil Case No. 18-006941-CI-20 - allegations of negligence resulting in personal injuries.

***Recommendation:*** Receive and file notice of new lawsuit and defense of the same by the County Attorney in the case of Michael Hinman v. Pinellas County; Circuit Civil Case No. 18-006941-CI-20.

## REGULAR AGENDA

ITEMS FOR DISCUSSION FROM THE CONSENT AGENDA

COUNTY ADMINISTRATOR DEPARTMENTS

Convention and Visitors Bureau

**30.** 19-348A Capital Projects Funding Program application received from the Salvador Dali Museum, Inc. in accordance with the Capital Projects Funding Program Guidelines for Category D projects.

***Recommendation:*** Approval of the application from the Salvador Dali Museum, Inc. (Dali) to be processed under the Capital Project Funding Program (CPFP) Guidelines for Category D projects, including, but not limited to, consultant and Tourist Development Council (TDC) review.

* The Dali submitted an application for $17.5M net present value for a capital project expansion.
* Proposed project duration is two (2) years and includes meditated exhibitions, community and education spaces and a new parking garage.
* CPFP Guidelines require Category D applicants to provide 1:1 matching funds (which application meets).
* Next steps:
1.) Due diligence review by County and Consultant.
2.) TDC reviews Consultant report and recommends projects and funding for consideration by the Board of County Commissioners (Board).
3.) Board considers CPFP projects and authorizes staff to engage in negotiations.
4.) Board considers negotiated funding agreements supported by deliverables.

Human Services

**31.** 19-309A Service Area Competition grant award from the U.S. Department of Health and Human Services, Health Resources Services Administration for the Health Care for the Homeless program.

***Recommendation:*** Approval of the Service Area Competition (SAC) grant award from the U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA) for the Health Care for the Homeless (HCH) program.

It is also recommended that the County Administrator be given delegated authority for adjustments and supplemental awards given by HRSA for this program during the period of March 1, 2019 through February 28, 2020.

* Grant award from HRSA provides continued support for the Pinellas HCH program for a three-year project period from March 1, 2019 through February 28, 2022.
* Funding in the amount of $1,456,815.00 is for the first budget year starting March 1, 2019 through February 28, 2020.
* The County anticipates applying non-federal funds to the program totaling approximately $3,114,863.00.
* In 2018, the program provided health care services through the Mobile Medical Unit and the Bayside Clinic for 2,839 homeless clients.

Public Works

**32.** 18-2086A Resolution dedicating a portion of County-owned property on Pine Street, Campbell Lane, 128th Avenue North, 126th Way North, and 125th Street as public right-of-way for the Dansville area.

***Recommendation:*** Adopt the resolution dedicating a portion of County-owned property on Pine Street, Campbell Lane, 128th Avenue North, 126th Way North and 125th Street as public right-of-way (ROW) for the Dansville area.

* Resolution to dedicate a portion of County-owned property as public ROW along five (5) strips of land in the Dansville area.
* Lots were purchased as part of a community development capital improvement project.
* Several of subject parcels are likely to be sold or transferred. This effort ensures retention of public ROW.

County PID No. 003855A; Authorize the Clerk of the Court to record the resolution in the public records of the County.

**33.** 19-276A Interlocal Agreement with the City of Tarpon Springs for the planning, engineering, and designing phase of the Anclote River dredging project.

***Recommendation:*** Approval of the Interlocal Agreement with the City of Tarpon Springs for the planning, engineering, and design phase of the Anclote River dredging project.

* Provides up to $300,000.00 to the City on a reimbursement basis.
* The City is the designated local sponsor, in partnership with the U.S. Army Corps of Engineers, for improving navigable conditions within the Anclote River Federal Navigation Channel.
* Agreement is effective through September 30, 2020.

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

**34.** 19-328A Joint Funding Agreement with the United States Geological Survey - Department of Interior for the Water Discipline Data Collection program.

***Recommendation:*** Approval of the Joint Funding Agreement with the United States Geological Survey - Department of Interior or a Water Discipline Data Collection program.

* The program has been ongoing since 1999.
* Data is used to develop watershed management plans, design surface water management projects and comply with County National Pollution Discharge Elimination System storm water permit.
* Data gathering stations are located throughout the County monitoring flood stage, discharge and rainfall.
* County expenditures of $262,500.00 are included in the FY19 adopted budget and FY20 budget request.

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

Utilities

**35.** 19-217A Change Order No.1 with KAT Construction & Materials, Inc. for the McKay Creek Reclaimed Water Pump Station valve improvement project.

***Recommendation:*** Approval of Change Order No.1 with KAT Construction & Materials, Inc. for the McKay Creek Reclaimed Water Pump Station valve improvement project.

* The project provides for the automation of valves and the installation of flow meters at the McKay Creek Station.
* Change Order No.1 provides for an alternate bypass system to accommodate unforeseen field conditions and provide for easier access to the valves.
* Increase the contract by $156,583.75 and extend the contract term by sixty consecutive calendar days.

Contract No. 178-0386-CP (JJ); in the amount of $156,583.75 for a revised contract total of $1,301,540.39.

COUNTY ADMINISTRATOR

**36.** 19-364A County Administrator Miscellaneous.

COUNTY ATTORNEY

**37.** 19-447A Proposed settlement in the case of David Wall v. Pinellas County Sheriff's Office/Pinellas County Risk Management; Workers' Compensation Case No. 18-024840SLR.

***Recommendation:*** Consideration of the proposed settlement in the case of David Wall v. Pinellas County Sheriff's Office/Pinellas County Risk Management; Workers' Compensation Case No. 18-024840SLR.

**38.** 19-459A Proposed settlement in the case of Michael Hinman v. Pinellas County; Circuit Court Case No. 18-006941-CI.

***Recommendation:*** Consideration of the proposed settlement in the case of Michael Hinman v. Pinellas County; Circuit Court Case No. 18-006941-CI.

**39.** 19-365A County Attorney Miscellaneous.

COUNTY ADMINISTRATOR REPORTS

**40.** 19-363A County Administrator Reports:
- North Pinellas Trail Loop Update

CITIZENS TO BE HEARD

**41.** 19-368A Public Comment.

COUNTY COMMISSION

**42.** 19-366A County Commission New Business Items:
- MSTU Funding Requests (Commissioner Eggers)

**43.** 19-367A County Commission Board Reports and Miscellaneous.

**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.*