

City of Tallahassee Citizen Advisory Committees

Affordable Housing Advisory Committee

Membership Criteria

The Committee shall be comprised of eleven (11) members appointed by the City Commission by resolution. Committee members will be selected based on their qualifications and willingness to serve. Members will be selected without regard to race, creed, national origin, age, sex or the presence of a disability. As much as possible, the Committee will be made up of an equitable representation of City residents based on race and sex according to the demographic ratio of the City. In consideration of the Americans with Disabilities Act, efforts should be made to include members with disabilities.

1. The members of the Committee shall include:

- a. One (1) citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- b. One (1) citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- c. One (1) citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- d. One (1) citizen who is actively engaged as an advocate for low income persons in connection with affordable housing.
- e. One (1) citizen who is actively engaged as a for-profit provider of affordable housing.
- f. One (1) citizen who is actively engaged as a not-for-profit provider of affordable housing.
- g. One (1) citizen who is actively engaged as a real estate professional in connection with affordable housing.
- h. One (1) citizen who is actively serves on the Tallahassee-Leon County Planning Commission.
- i. One (1) citizen who represents its employers within the jurisdiction of the City of Tallahassee.
- j. One (1) citizen who represents essential services personnel, as defined in the City of Tallahassee Local Housing Assistance Plan.
- k. One (1) citizen at large.

2. If due to some reasonable factor, such as the presence of a conflict of interest by the prospective appointees, the City is unable to appoint a citizen actively engaged in the referenced activities in connection with affordable housing, a citizen engaged in the activity without regard to affordable housing may be appointed.

Purpose/Function

This Committee shall serve in an advisory capacity to the Tallahassee City Commission and to the Department of Economic and Community Development on issues presented to the Committee related to affordable housing and to perform functions as provided in Ordinance 08-O-24, as codified in the City of Tallahassee Code of General Ordinances and amended from time to time, and Chapter 420, Florida Statutes and herein (hereinafter referred to as the Regulations).

Board Type: Charter

Total Members: 11

City Members: 11

Appointed by: Commission

Length of Term (years): 3

Term Limit: 2

Meeting Time: TBA

Meeting Frequency: TBA

Meeting Location: TBA

Financial Disclosure:

Staff Contact: Ellen Meyi, ext. 6540, B-27.

Airport Advisory Committee

Membership Criteria

All members shall reside within the Tallahassee Regional Airport Market Service Area. None shall have a direct financial interest in or be employed by any entity that does business at Tallahassee Regional Airport. At least one member shall reside or do business outside Leon County.

Members shall be respected business and professional people, holding or having held a number one or number two leadership position in their respective organizations, who are regular airport customers. Consideration will be given to appointing members who have specific expertise in economic development, banking, design, marketing, pilot credentials, general aviation, neighborhood association representation, accounting, business and commercial law, retail sales, property management, and business development. Two of the committee seats shall be automatically and permanently filled by the Presidents of the Greater Tallahassee Chamber of Commerce and the Tallahassee Area Convention and Visitors Bureau.

Purpose/Function

The Committee shall serve in an advisory capacity to the City Commission and to the Aviation Department on issues presented to the committee related to the operation and promotion of the Tallahassee Regional Airport and economic development opportunities and activities prompted by its presence and functions.

Board Type: City **Total Members:** 11 **City Members:** 11 **Appointed by:** Mayor **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: 11:30 a.m. - 1:00 p.m. **Meeting Frequency:** 2nd Wednesday every-other-month. (1st Wednesday July & Sept.) **Meeting Location:** Airport Training Room
Financial Disclosure: **Staff Contact:** Ann Marie "Cookie" Hunt, 891- 7808, fax 7837, Box B-3.

Animal Shelter Advisory Board

Membership Criteria

1. Members of the Board shall be City residents, City property owners, or City utility customers. Members who are not City residents may be appointed to provide appropriate expertise or when deemed in the best interest of the Board.
2. The members of the Board shall consist of the following persons and at least two (2) members shall be selected based upon their financial and management background and expertise. At least seven (7) of the nine (9) members shall represent the general public having interest and experience in animal matters.

Purpose/Function

1. Assist in the development of Animal Shelter Services' mission and policies;
2. Review and recommend long range planning and budgeting for Animal Shelter Services;
3. Provide research, guidance, advice, sponsor reports and contribute information relevant to Animal Shelter services program development, policies and procedures;
4. Serve as liaisons to the community, increasing support and awareness of Animal Shelter Services and assisting in the resolution of citizen concerns, issues, and grievances.

Board Type: City **Total Members:** 9 **City Members:** 9 **Appointed by:** Mayor **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: 6:00 p.m. **Meeting Frequency:** First Monday of every other month **Meeting Location:** Tallahassee-Leon Community Animal Service Center, 1125 Easterwood Drive
Financial Disclosure: **Staff Contact:** Jeanette Francis, 891-2959, Box B-18.

Architectural Review Board

Membership Criteria

All members of the ARB shall be residents or property owners in the City of Tallahassee and/or Leon County. The members of the ARB shall be selected from the following classifications: a) Four members who are owners of property zoned Historic Preservation Overlay (HPO) (two appointed by City, two appointed by County); b) Two members who are members of the American Institute of Architects and whose principal place of business or residence is Leon County (one appointed by the City, one appointed by the County); c) Two members from the Tallahassee Trust for Historic Preservation (one appointed by the City, one appointed by the County); d) the Chairperson of the Tallahassee-Leon County Planning Commission; and e) the Director of the Tallahassee-Leon County Planning Department.

Purpose/Function

The purpose of the ARB is to preserve the distinctive character of the historical areas and other specific structures and landmarks identified by the City or County Commissions. To accomplish this purpose, the ARB shall approve, disapprove, or require modification to plans for buildings to be erected, constructed, altered, renovated, moved or razed, as they apply to the Historic Preservation Overlay Zoning District as described in Section 10-319(a)(2), Tallahassee Land Development Code. It may also assist the Planning Commission in determining areas suitable for the location into the Overlay Zoning District.

Board Type: Joint TLC **Total Members:** 10 **City Members:** 4 **Appointed by:** Commission **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: 12:00 Noon **Meeting Frequency:** First Wednesday each month **Meeting Location:** James T. Perkins House, 423 E. Virginia Street
Financial Disclosure: **Staff Contact:** Mike Wing, Director, 488-7334, 488-7333 Fax, Tallahassee Trust for Historic Preservation, Inc., 423 East Virginia Street, Tallahassee, Florida 32301 (www.taltrust.org). COUNTY CONTACT: Christine Coble 488-9962 coblec@mail.co.leon.fl.us

Audit Committee

Membership Criteria

The members of the Audit Committee shall be City residents, City property owners or city utility customers who do not have direct financial interests in City of Tallahassee business. Members who are not city residents may be appointed to provide appropriate expertise or when deemed in the best interest of the committee. All members must be financially literate and at least one member shall have accounting, auditing, or related financial management experience.

Purpose/Function

The Committee shall serve in an advisory capacity to the City Commission and to the Auditing Department on issues presented to the Committee related to the oversight of audit activities for the City of Tallahassee and by the city auditing department. The audit committee shall also serve as an intermediary between the City Commission and the City Auditor to prevent exertion of any undue pressure on the City Auditor in regard to the selection of audit projects.

Board Type: Charter **Total Members:** 3 **City Members:** 3 **Appointed by:** Commission **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: TBA **Meeting Frequency:** Quarterly TBA **Meeting Location:** City Hall
Financial Disclosure: **Staff Contact:** Sam McCall, 891-8397, Box A-22.

Board of Adjustment and Appeals

Membership Criteria

There is hereby created the board of adjustment and appeals, which shall be composed of three members appointed by the county commission and three members appointed by the city commission, and a seventh member whose position shall alternately be appointed by the city and the county. All appointees to the board of adjustment and appeals shall be residents of the county.

Purpose/Function

The board of adjustment and appeals shall have the following powers and duties under the zoning, housing, building, plumbing, gas, and fire prevention codes (regulatory codes) of the city and the county:

(1) Appeals of administrative decisions. To hear and decide appeals, as set forth in this Code. Whenever it is claimed that the true intent or meaning of any of the regulatory codes referred to in this section or any of the regulations contained therein or promulgated thereunder have been misconstrued or wrongly interpreted, the owner, or his duly authorized agent, may appeal from the decision of the administrative officer of the regulatory code involved to the board of adjustment and appeals. Notice of appeal shall be in writing and filed within 30 calendar days after the decision is rendered by the responsible administrative officer under the regulatory code.

(2) Variances. To hear and decide variances for single-family and duplex dwelling units. A variance is defined as a relaxation of the terms of the Code or regulation involved where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the regulatory code involved would result in undue hardship. Establishment or expansion of a nonconforming use shall not be allowed by variance nor shall a variance be granted because of the presence of nonconformities in the zoning district or adjoining districts. No use variances are permitted.

(3) Additional powers. The board of adjustment and appeals shall perform such additional duties as may by ordinance be delegated to it, and which pertain to the above assigned powers.

Board Type: Joint TLC **Total Members:** 7 **City Members:** 3 **Appointed by:** Commission **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: 1:00 p.m. **Meeting Frequency:** 2nd Thursday each month **Meeting Location:** County Commission Chambers, 5th Floor, Leon County Courthouse
Financial Disclosure: **Staff Contact:** Karen Jumonville (Edie Harrison) ext. 7041, Box B-28. COUNTY CONTACT: David McDevitt (Christine Cobble 488-3203 cobblec@mail.co.leon.fl.us)

Brokaw-McDougall House Advisory Committee

Membership Criteria

All members shall be City residents, City property owners, or City utility customers, who do not have direct financial interest in the operations or management of the Brokaw-McDougall House. Members who are not City residents may be appointed to provide appropriate expertise or when deemed in the best interest of the Committee.

Purpose/Function

This Committee shall serve in an advisory capacity to the Tallahassee City Commission and to the Parks and Recreation Department, on issues presented to the Committee related to the management and operations of the Brokaw-McDougall House.

Board Type: City **Total Members:** 7 **City Members:** 7 **Appointed by:** Mayor **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: TBA **Meeting Frequency:** 2nd Monday each Month **Meeting Location:** TBA
Financial Disclosure: **Staff Contact:** Debbie Pullen, 891-3915, Box B-23.

Canopy Roads Advisory Committee

Membership Criteria

The committee will consist of eight members, four members appointed by the City and four members appointed by the County. City appointees shall be City residents, City property owners, or City utility customers. Members should consist of a balance of persons who have expertise in the fields of forestry, local history, live along a canopy road, or have demonstrated a willingness to serve for the enhancement of the community.

An ex-officio member shall be included from the Apalachee Land Conservancy. Members of other groups may also be included as ex-officio members at the discretion of the committee.

Purpose/Function

The Committee shall function as a standing committee that will make recommendations to the City and County Commissions on matters related to Canopy Road Preservation. The Committee shall assist in coordinating the efforts of government, private sector, civic groups and individuals in an effort to protect, maintain, enhance, and where applicable, re-evaluate canopy roads.

Board Type: Joint TLC **Total Members:** 8 **City Members:** 4 **Appointed by:** Mayor **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: 6:00 p.m. **Meeting Frequency:** 3rd Monday every-other month **Meeting Location:** City Hall Tallahassee Room
Financial Disclosure: **Staff Contact:** Brian Wiebler, 891-6146, A-24.

Capital Area Community Action Agency

Membership Criteria

The City shall appoint one person to represent the City on this board. This representative need not be a public official so long as he/she is duly appointed by the City. Every effort should be made to include representation for public officials with responsibilities for programs that are directly involved in anti-poverty efforts, such as public school, welfare, housing, and employment service officials. Every member of the board who is selected to represent a specific geographic area within the community must reside within the area which he/she represents.

Purpose/Function

To administer the programs of the Community Services Administration and other appropriate Federal, State, and Local public and private agencies in the counties of Calhoun, Franklin, Gadsden, Jefferson, Leon and Liberty; to work with the three significant groups in the community; that is, the poor, the public sector, and the private sector to seek out, identify, and eliminate or at least reduce the incidence of poverty within the communities; to make the communities more responsive to the needs and interests of the poor by mobilizing available resources and bringing about a greater community sensitivity through community involvement and public awareness programs; to plan a system of priorities among projects, activities, and areas as needed for the most effective and efficient use of resources; to evaluate or cause to have evaluated program effectiveness to ensure that resources expended support approved objectives and that objectives meet the needs of the person being served.

Board Type: Private **Total Members:** 18 **City Members:** 1 **Appointed by:** Mayor **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: 7:00 p.m. **Meeting Frequency:** Third Monday each month **Meeting Location:** Capitol Area Community Action Agency
Financial Disclosure: **Staff Contact:** Dorothy Inman-Johnson, Executive Director, Capital Area Community Action Agency, 309 Office Plaza Drive, Tallahassee, FL 32301, 222-2043. (Felicia)

Civic Center Authority

Membership Criteria

The authority shall consist of a thirteen-member board composed of seven members appointed by the President of Florida State University, one of these appointments shall be elected the chair, two members appointed by the President of Florida Agricultural and Mechanical University, two members appointed by the Mayor of the City of Tallahassee, and two members appointed by the Chair of the Leon County Board of County Commissioners. All members shall be appointed to serve staggered 4-year terms. In order to achieve staggered terms, beginning July 1, 2004, of the initial appointments by the President of Florida State University, three members shall serve 2-year terms, and one member appointed by the President of Florida Agricultural and Mechanical University, one member appointed by the mayor, and one member appointed by the Chair of the Leon County Board of County Commissioners shall serve 2-year terms.

Purpose/Function

The Tallahassee-Leon County Civic Center Authority, hereinafter referred to as the authority, a local public agency, politic and corporate, is created for the purpose of planning, developing, operating, and maintaining a comprehensive complex of civic, governmental, educational, recreational, convention, and entertainment facilities for the use and enjoyment of the citizens of Leon County and the state. It is the finding of the Legislature that said purposes are essential public purposes.

Board Type: Statutory **Total Members:** 13 **City Members:** 2 **Appointed by:** Mayor **Length of Term (years):** 4 **Term Limit:**
Meeting Time: 8:00 a.m. **Meeting Frequency:** Last Wednesday each month **Meeting Location:** Civic Center
Suite Conference Room
Financial Disclosure: **Staff Contact:** Ron Spencer, (Faye Spivey) Civic Center Authority, Tallahassee-Leon County Civic Center, 505 West Penscola Street, Tallahassee, FL 32301, 487-1691, 222-6947 Fax, <http://www.tlccc.org>

Community Improvement Advisory Council

Membership Criteria

Members must be City residents, City property owners, or City utility customers who are not employed by, a board member of, or member of any significant committee of any entity that does or will likely come before the council seeking funds or any kind of support. Members of the CIAC shall represent the following areas of knowledge: Housing (4), Economic Development (4), Human Services (4) and Grass-Roots or Consumers (3). Members shall be solicited with experience in, but not limited to, education, government, human services, related community organizations, youth organizations, builders associations, bankers, real estate, affordable housing providers, social services, criminology, or related fields.

Purpose/Function

To advise the City and Department of Community Improvement (DCI) on appropriate and proper strategies to be addressed and implemented regarding human services, housing issues, economic development and other related issues. To serve as the City's advisory council for the Community Development Block Grant, Emergency Shelter Grant, HOME Investment Partnership Program, Human Services Grant Program, State Housing Initiative Program, Small Business Loan Program and other programs as assigned by the City Commission and DCI.

Board Type: City **Total Members:** 15 **City Members:** 15 **Appointed by:** Mayor **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: TBA **Meeting Frequency:** January - June (Contact Pat Holliday, 891-6524) **Meeting Location:** Neighborhood & Community Services Bldg.
Financial Disclosure: **Staff Contact:** Pat Holliday, 891-6524, Box B-27.

Construction Industry Review Committee

Membership Criteria

Four (4) members shall be registered or certified under F.S. Chapter 489, Part I or Part II, (1) from each of the following areas of expertise: natural gas, plumbing, electrical, and mechanical. Two (2) journeymen (either electrical, plumbing, or natural gas) shall be certified by the City. And three (3) members shall be citizens at large, and shall be City residents that are not, and have never been, members or practitioners of a profession regulated by the Construction Industry Review Committee or a member of any closely related profession.

Purpose/Function

To serve in an advisory capacity to the Tallahassee City Commission and to the Growth Management Department on issues presented to the Committee related to the construction industry licensing and to perform functions as provided in Ordinance 94-0-0020AA, as codified in the City Land Development Code and amended from time to time, and Chapter 489, Florida Statutes and herein (hereinafter referred to as the Regulations).

1. Receive, review and approve or disapprove applications from persons requesting to be examined for plumbing, electrical and natural gas journeyman competency certification.
2. Select a private business to prepare examinations, examine applicants, proctor examinations, grade examinations and provide grade results to the Committee.
3. Perform all building industry disciplinary activities as required by the Regulations.
4. To hear testimony relative to alleged violations of City codes under its jurisdiction.
5. To issue findings of facts, conclusions of law, and orders which shall have the force of law and set forth the steps necessary to accomplish bringing a violation into compliance with the technical code that has been violated.

Board Type: Quasi-Judicial

Total Members: 9

City Members: 9

Appointed by: Commission

Length of Term (years): 3

Term Limit: 2

Meeting Time: TBA

Meeting Frequency: Annual

Meeting Location: Renaissance Building, Growth Management Conference Room, located at 435 N. Macomb St., 1st Floor, Tallahassee, FL 32301

Financial Disclosure: Required

Staff Contact: Glenn Dodson, 891-7019 (Carol Horsey 891-7045) , Box B-28.

Council On Culture & Arts

Membership Criteria

The fifteen (15) Board members of the COUNCIL shall include two members who are practicing artists, two members from the heritage community, at least one member each from the volunteer, business/economic development, tourism, finance, or marketing. In addition to the 15 member board, the Mayor and County Commission shall request that the presidents of FSU, FAMU, and TCC and the Superintendent of Leon County Schools appoint a liaison to the COUNCIL who will be asked to serve in a non-voting ex officio capacity. The County Commission will appoint eight members and the MAYOR will appoint seven members.

1. All members of the COUNCIL shall be City or County residents, City or County property owners, or City utility customers, and shall be a qualified elector residing in the County.
2. No individual committed to, or owing allegiance to, any particular arts faction shall be eligible to serve on the COUNCIL.

Purpose/Function

The function of the COUNCIL shall be to (as per 265.32 FL Statutes):

1. Stimulate greater governmental and public awareness and appreciation of the importance of the arts to the people of Tallahassee/ Leon County.
2. Encourage and facilitate greater and more efficient use of governmental and private resources for the development and support of the arts.
3. Encourage and facilitate opportunities for Tallahassee/ Leon County residents to participate in artistic activities.
4. Promote the development of resident artists, arts institutions, community organizations sponsoring arts activities, and audiences.
5. Survey and assess the needs of the arts, artists, arts institutions, community organizations sponsoring arts activities, and people of Tallahassee/ Leon County relating to the arts.
6. Support and facilitate the preservation and growth of the state's artistic resources.
7. Contract for artistic services, performances and exhibits.
8. Develop a center or complex of physical facilities for the use of the arts.
9. Provide financial and/or technical assistance to artists, arts institutions, and audiences.
10. Otherwise serve the citizens of the City and County in the realm of the arts.

Board Type: Statutory

Total Members: 15

City Members: 7

Appointed by: Mayor

Length of Term (years): 4

Term Limit: 2

Meeting Time: 12:30-2:30

Meeting Frequency: Bimonthly, TBA

Meeting Location: 816 S. Martin Luther King Jr. Blvd.

Financial Disclosure:

Staff Contact: Peggy Brady, Executive Director; (Randi Goldstein or Holly Thompson, Staff Contacts); Council on Culture & Arts, 816 S ML King Jr Blvd, Tallahassee, FL 32301, 224-2500, Fax 224-2515. E-mail: cultural@cocanet.org. Website: www.cocanet.org

Downtown Improvement Authority

Membership Criteria

To qualify for appointment to the board and to remain qualified for service on it, a prospective member or a member already appointed shall be an owner of realty within the downtown area, subject to ad valorem taxation, a lessee thereof required by lease to pay taxes thereon, or a director, officer, or managing agent of an owner or of a lessee thereof so required to pay taxes thereon, but no two (2) shall be affiliates of the same corporation, partnership, or other business entity, nor shall any member be serving as a city officer or employee.

The mayor shall appoint the members of the board, with the concurrence of the city commission, and by majority vote of its entire membership the city commission may remove a member of the board for cause. A member of both the city and county commissions, appointed by the mayor and chair respectively, shall serve as ex officio members of the board. A representative of the city-county planning department, designated by the executive head of the planning department, shall also serve as an ex officio member of the board.

Purpose/Function

To preserve property values and prevent deterioration in the downtown area by a system of self help.

Board Type: Statutory

Total Members: 8

City Members: 8

Appointed by: Commission

Length of Term (years): 3

Term Limit:

Meeting Time: 12:00 Noon

Meeting Frequency: Monthly

Meeting Location: Guarantee National Bank, 111 South Monroe Street

Financial Disclosure:

Staff Contact: Albert Pasini , Executive Director, Downtown Improvement Authority, 111 S. Monroe Street, Suite 2000, P.O. Box 10893 (32302), Tallahassee, FL 32301, Interoffice Mail Box A-17, 224-3252 or 4346, Fax 224-9718.

Environmental Code Enforcement/Variance Boards

Membership Criteria

Per F.S. 162 and Article V. of the City Charter, there are hereby created two hearing boards: the environmental code enforcement board and the environmental variance board, which shall each be composed of seven members, all of whom shall be residents of the city. The city commission may appoint two alternate board members who shall serve at environmental code enforcement board and environmental variance board meetings if their presence is needed to constitute a quorum.

Purpose/Function

- (a) The environmental code enforcement board shall have the purpose of conducting hearings related to the enforcement of the EMO and the MS4 ordinance.
- (b) The environmental variance board shall have the purpose of conducting hearings related to the EMO and to chapter 6 of the city Land Development Code, pertaining to flood damage protection, related to variances and appeals from the provisions of that chapter under the procedures and criteria set forth in section 6-33; and to requests for variances from the requirements of Article V, Fertilizer Use, Chapter 9, Environment, Code of General Ordinances, pursuant to the criteria set forth therein.
- (c) Appointment to the enforcement board and variance board shall be made by the city commission; and the membership of the enforcement board shall consist of, whenever possible, an architect, an engineer, a general contractor, a business person, a subcontractor and a realtor. Alternate members who may be appointed by the city commission may be of any occupation.
- (d) Appointments shall be for a term of three years. Members may be reappointed for one successive term upon the concurrence of the city commission. Appointment to fill any vacancy on the boards shall be for the remainder of the unexpired term of the member. Alternate members shall be appointed for a term of three years.
- (e) Any member of a board who fails to attend two out of three successive meetings for one of the boards without cause and without prior approval of the chairman of the board shall automatically forfeit such appointment and the city commission shall promptly fill such vacancy. Members may also be removed for cause after notice.

Board Type: Statutory **Total Members:** 7 **City Members:** 7 **Appointed by:** Commission **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: 6:30 p.m. **Meeting Frequency:** First Tuesday each month **Meeting Location:** TBA
Financial Disclosure: **Staff Contact:** Sherrie Ashline, 891-6520, Fax 6592, Box B-27.

Frenchtown/Southside CRA Advisory Committee

Membership Criteria

Membership on the Advisory Committee will be comprised of one (1) representative from each of the organizations and/or areas listed below:

- Greater Frenchtown Front Porch Community;
- Southside Neighborhoods;
- Gaines Street Vitalization Committee;
- Capital City Chamber of Commerce;
- Southside Business Association;
- Florida Agricultural and Mechanical University (Non-Voting); and
- Florida State University (Non-Voting)

The representatives from the Greater Front Porch Community and Southside Neighborhoods must be a current resident of the area they are representing. The representative for the Gaines Street Vitalization Committee must be a member of the Gaines Street Vitalization Committee. The representatives from the Capital City Chamber of Commerce and the Southside Business Association must either operate a business or own commercial/retail property within the Redevelopment Area. A committee member may only represent one organization or area.

Purpose/Function

Committee exists by authority of Community Redevelopment Agency and the Tallahassee Community Redevelopment Plan approved by the City Commission on June 28, 2000, in Resolution No. 00-R-28.

- To advise the Community Redevelopment Agency on redevelopment strategies to be addressed and implemented in support of the Redevelopment Area.
- To review the Redevelopment Plan from time to time and, when necessary, submit written recommendations to the Community Redevelopment Agency for any changes to the plan;
- To make written recommendations to the Community Redevelopment Agency on plan implementation, including developing an annual work program, setting project priorities and developing incentives to further the redevelopment efforts;
- To hold public meetings for the purpose of receiving input from members of the public related to the Redevelopment Area and to report such information to the Community Redevelopment Agency; and
- To make written recommendations on the expenditure or investment by the Community Redevelopment Agency of local, State and/or Federal funds for redevelopment activities within the Redevelopment Area boundaries.

Board Type: City **Total Members:** 7 **City Members:** 7 **Appointed by:** Mayor=CRA Chair **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: TBA **Meeting Frequency:** Bimonthly **Meeting Location:** TBA
Financial Disclosure: **Staff Contact:** Rick McCraw, 891-8685, Box A-17.

Joint Public School Coordinating Committee

Membership Criteria

The City, County, and School Board will appoint a Coordinating Committee for oversight of the School Concurrency Program established herein and the joint planning efforts of the parties. One member each from the City Commission, Board of County Commissioners, and the School Board will be appointed to serve on the Coordinating Committee. The City, County, and School Board will appoint a Coordinating Committee for oversight of the School Concurrency Program established herein and the joint planning efforts of the parties. One member each from the City Commission, Board of County Commissioners, and the School Board will be appointed to serve on the Coordinating Committee. In addition, the City, County The City, County, and School Board will appoint a Coordinating Committee for oversight of the School Concurrency Program established herein and the joint planning efforts of the parties. One member each from the City Commission, Board of County Commissioners, and the School Board will be appointed to serve on the Coordinating Committee. In addition, the City, County and School Board will each appoint one citizen member to serve on the Coordinating Committee.

Purpose/Function

Evaluation and any suggested changes to the process for sharing information on planned school facilities and the City and County participation in the School District's Five-Year Capital Facilities Plan; Changes to the Level of Service standards adopted for each school type in the School District; Changes to the School Concurrency Service areas, as recommended by the School Board; Monitoring of the school concurrency management system; Changes to this Interlocal Agreement; Amendments to the Capital Improvements Element, Public School Facilities Element, or Interlocal Coordination Elements of the Tallahassee Leon County 2010 Comprehensive Plan; Effectiveness of School Concurrency Implementation; and Staffing and research needs.

Board Type: Joint TLC **Total Members:** 6 **City Members:** 1 **Appointed by:** Commission **Length of Term (years):** 4 **Term Limit:** 2
Meeting Time: TBA **Meeting Frequency:** Biannually **Meeting Location:** TBA
Financial Disclosure: **Staff Contact:** Dan Lucas, 891-6426, Box A-24, Planning.

Minority Business Enterprise Advisory Committee

Membership Criteria

All members shall be a City resident or City property owner and also an owner of a business within the City of Tallahassee's local market area (Leon, Gadsen, Jefferson, and Wakulla counties). Two (2) members shall have expertise in the fields of architecture and engineering.

Purpose/Function

To provide for citizen comments and views on the City's MBE program and to serve in an advisory capacity to the City Commission and Department of Management and Administration on matters related to the MBE program.

Board Type: City **Total Members:** 9 **City Members:** 9 **Appointed by:** Mayor **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: 12:00 Noon **Meeting Frequency:** Second Thursday of Second month of each quarter **Meeting Location:** EDD Conference Room 3rd Floor City Hall
Financial Disclosure: **Staff Contact:** LaTanya Raffington/Ben Harris 891-8360, Box A-21.

Municipal Code Enforcement Board

Membership Criteria

Per F.S. 162 and Article V. of the City Charter, there is hereby created a city code enforcement board which shall be composed of seven members, all of whom shall be residents of the city.

Appointment to the code enforcement board shall be made by the city commission, and the membership of the enforcement board shall consist of, whenever possible, an architect, a business person, an engineer, a general contractor, a subcontractor and a realtor.

There are hereby created code magistrates who shall have the power to prepare and enter orders on behalf of the board. The city manager shall appoint the code magistrates who will serve a three-year term, subject to the city commission's ratification. Code magistrates may be reappointed for one successive term upon the concurrence of the city commission. The city manager shall have the authority to remove a code magistrate with cause after notice.

Purpose/Function

The city code enforcement board and code magistrate shall have the purpose of conducting hearings relating to the enforcement of all ordinances over which the environmental code enforcement board does not have jurisdiction.

Board Type: Statutory **Total Members:** 11 **City Members:** 11 **Appointed by:** Commission **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: 6:30 p.m. **Meeting Frequency:** Third Thursday each month **Meeting Location:** City Commission Chambers
Financial Disclosure: **Staff Contact:** Sherrie Ashline, 891-6520, Fax 6592, Box B-27.

Parks and Recreation Advisory Board

Membership Criteria

The board is to be composed of seven (7) City residents, three (3) County residents, and one (1) Garden Club representative. At least one member of the Board will be a professional in a field complimentary to the Board's scope.

Purpose/Function

To serve as advisors to the City Commission and to the Parks and Recreation Department on issues presented to the Board related to the field of leisure services.

Board Type: City **Total Members:** 11 **City Members:** 11 **Appointed by:** Mayor **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: 12:15 p.m. **Meeting Frequency:** Second Tuesday each month (except August & September) **Meeting Location:** Myers Park Community Room
Financial Disclosure: **Staff Contact:** Ashley Edwards ext. 3863 (Joanne DeShazier), Box B-23.

Planning Commission/Local Planning Agency

Membership Criteria

The Commission is composed of (3) members appointed by the County, (3) members appointed by the City Commission, and (1) member appointed by the Leon County School Board. City appointees shall be City residents, City property owners, or City utility customers.

Purpose/Function

The Tallahassee-Leon County Planning Commission (hereinafter called "Planning Commission") was duly established by virtue of an interlocal agreement dated September 26, 1967, between the County of Leon and the City of Tallahassee. This agreement designates the Planning Commission as the entity responsible for comprehensive areawide planning within the City of Tallahassee and Leon County. The Planning Commission is also the duly designated Local Planning Agency and Land Development Regulation Commission pursuant to Chapter 163, Florida Statutes. Duties and responsibilities of the Planning Commission are set forth in the interlocal agreement, these Bylaws (<http://talgov.com/cityth/planning>), and the ordinances of the City of Tallahassee and Leon County.

These Bylaws set forth the procedure to be followed and adhered to by the Planning Commission in discharging its assigned duties and responsibilities and by all persons bringing matters before the Planning Commission. The provisions of Part I govern the activities of the Planning Commission when it sits as the Planning Commission and as the Land Development Regulation Commission. The provisions of Part II govern the activities of the Planning Commission when it sits as the Local Planning Agency. To the extent applicable, the provisions of Part I shall also govern the activities of the Local Planning Agency. In the event that specific provisions in Part II are in direct conflict with the provisions in Part I, the provisions of Part II shall control as to the activities of the Local Planning Agency.

Board Type: Joint TLC; Statutory **Total Members:** 7 **City Members:** 3 **Appointed by:** Commission **Length of Term (years):** 3 **Term Limit:** 2

Meeting Time: **Meeting Frequency:** Public Hearings 6:00 p.m. 1st Tuesday each month,
Business Meetings 8:30 a.m. 2nd Wednesday each month, unless otherwise noticed. **Meeting Location:** City Commission Chambers, County Commission Chambers, or elsewhere as noticed.

Financial Disclosure: **Staff Contact:** Beth Perine or Sherri Sullivan, Box A-24 Planning.

Science Advisory Committee

Membership Criteria

Credentialed scientist. Comprised of (9) members with (7) appointed by Board of County Commissioners and (2) appointed by City Commission. Additional appointments may be made and shall be of an ex-officio nature. Members eligible for reappointment for as long as they are active, interested and adhere to the articles of the bylaws.

Purpose/Function

In order to safeguard natural resources and the public health and safety, the Committee shall evaluate and report findings to the Commission on the scientific evidence and make recommendations concerning policies and programs that pertain to environmental issues in developed and developing areas, and evaluate the need for further data collection and analysis on issues approved by the Board of County Commissioners or the appropriate administrator.

Board Type: County **Total Members:** 9 **City Members:** 2 **Appointed by:** Commission **Length of Term (years):** 2 **Term Limit:** 0

Meeting Time: 8:30-10:30 a.m. **Meeting Frequency:** First Friday of each month **Meeting Location:** County Growth Mgmt, 3401 W Tharpe St

Financial Disclosure: **Staff Contact:** CITY: Gina Keeling-Hatcher, 891-8176.
COUNTY CONTACT: Davena Bruce [BruceD@leoncountyfl.gov], 606-1325

Senior Citizens Advisory Board

Membership Criteria

Membership shall be comprised of an equitable representation of City residents or City property owners based on race and sex, determined by the demographic ration of the City as defined by available census data.

Purpose/Function

To advise the City on appropriate and proper measures to be undertaken in matters relating to senior citizens residing in Tallahassee.

Board Type: City **Total Members:** 15 **City Members:** 15 **Appointed by:** Mayor **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: 2:00 p.m. **Meeting Frequency:** Third Monday each month **Meeting Location:** TBA
Financial Disclosure: **Staff Contact:** Sheila Salyer, (Louise Engle) 891-4001, Box B-21.

Sinking Fund Commission

Membership Criteria

Membership is comprised of the City Commission plus three (3) other experienced and trustworthy citizens (city residents). The three citizens also serve on the City's Investment Advisory Committee, which meets quarterly with the Office of the Treasurer/Clerk.

Purpose/Function

To act as the trustees of the sinking fund of the City of Tallahassee. To manage and control the sinking funds created and accumulated for the retirement and payment of the principal and interest of all bonds issued by the City. To invest said sinking funds to the best advantage of the City and such that sufficient cash moneys shall be on hand to promptly meet all payments of interest or principal of any of the bonds of said City when the same may be due.

Board Type: Charter **Total Members:** 8 **City Members:** 8 **Appointed by:** Commission **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: **Meeting Frequency:** TBA (Contact Jim Cooke, 8146) **Meeting Location:** City Commission Chambers
Financial Disclosure: **Staff Contact:** Jim Cooke, Deputy Treasurer-Clerk, ext. 8146, Box A-32.

Smith-Williams Service Center Advisory Board

Membership Criteria

Members shall be residents of the City of Tallahassee or city property owners with primary representation from the Bond Community.

Purpose/Function

To assist the staff of the Smith-Williams Center and to appraise the City Commission and the Department of Community Improvement on the Center's activities.

Board Type: City **Total Members:** 9 **City Members:** 9 **Appointed by:** Mayor **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: 5:30 p.m. **Meeting Frequency:** Second Thursday each month except July & August **Meeting Location:** Smith-Williams Service Center
Financial Disclosure: **Staff Contact:** Frank Holmes, 891-1860, Box B-2.

Tallahassee Housing Authority

Membership Criteria

Must be a resident of Leon County and exhibit interest in improving the quality of life for all citizens in the area. At least one member shall be a resident who is current in rent in a housing project or a person of low or very low income who resides within the housing authority's jurisdiction and is receiving rent subsidy through a program administered by the authority. Members may not be an officer or employee of the city for which the authority is created.

Purpose/Function

Tallahassee Housing Authority's mission is to enhance and expand the quality of life in the community by: 1) providing decent, safe and sanitary housing for low-income families; 2) assisting in the procurement of decent, safe and sanitary rental housing; 3) encouraging and providing an education atmosphere which promotes upward mobility in work and social settings; and 4) assuring these resources are made available to only qualified individuals and/or families.

The powers of authority are set forth in the Laws of Florida, Chapter 421, and applicable state, federal and local laws relating to such activities.

Board Type: Statutory **Total Members:** 7 **City Members:** 7 **Appointed by:** Commission **Length of Term (years):** 4 **Term Limit:** 2
Meeting Time: 12:00 Noon **Meeting Frequency:** 3rd Tuesday every month **Meeting Location:** Tallahassee Housing Authority, Grady Road
Financial Disclosure: **Staff Contact:** Claudette Cromartie, Executive Director, 385-6126, ext. 304, Fax 385-0390, (Anthony Davis), 205-1675, 2940 Grady Road, Tallahassee, FL 32312.

Tallahassee Human Relations Committee

Membership Criteria

Members shall be City residents, City property owners, or City utility customers. Appointments to the Committee shall be made on the basis of community representation, civic pride, integrity, and experience and interest in the area of human relations. There shall be six (6) at-large members and five (5) members individually representative of and subject to the approval of the following organizations: National Association for the Advancement of Colored People (NAACP), Tallahassee Urban League, Southern Christian Leadership Conference, Chamber of Commerce, and a disabled person representative. Two (2) ex-officio members and their alternates shall also represent the City of Tallahassee Police Department and the Leon County Sheriff's Department.

Purpose/Function

To serve in an advisory capacity to the City Commission and to the Equal Opportunity Department on issues presented to the Committee related to: Promoting an understanding of racial issues among and between members of the Council and the community, as well as internal equal opportunity matters to improve quality of life; developing communication linkages and relationships between diverse community groups; establishing an objective process by which issues related to racial diversity in the community may be proactively addressed, participating in decision making on the implementation of the City's Fair Employment Practices Plan, including inquiring, informing, suggesting, recommending and evaluating the Plan and related programs.

Board Type: City **Total Members:** 6 **City Members:** 6 **Appointed by:** Mayor **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: 4:00 p.m. **Meeting Frequency:** Third Thursday each month **Meeting Location:** City Hall Tallahassee Room
Financial Disclosure: **Staff Contact:** Sharon Ofuani/Virginia Cannon, 891-8290, Box. A-13.

Transit Advisory Committee

Membership Criteria

All members shall be City residents or City property owners. More specifically, the members shall qualify as follows:

- One (1) from each of the four Urban Zones (1 Northwest, 2 Southwest, 3 Southeast, and 4 Northeast).
- One (1) person with a disability.
- Five (5) members at large.
- One (1) post-secondary student enrolled at the time of appointment.

Purpose/Function

To act in an advisory capacity to the City Commission and StarMetro to provide reaction to planning proposals and to provide comment with respect to concerns of various segments of the population in regard to transportation needs.

Board Type: City **Total Members:** 11 **City Members:** 11 **Appointed by:** Mayor **Length of Term (years):** 3 **Term Limit:** 2
Meeting Time: 5:30 p.m. **Meeting Frequency:** TBA (Contact 891-5196) **Meeting Location:** StarMetro-Appleyard
Financial Disclosure: **Staff Contact:** Samuel Scheib, 891-5411 Box B-5.

Urban Design Commission

Membership Criteria

Members shall be residents of the City of Tallahassee, own property within the City of Tallahassee, or be a utility customer of the City of Tallahassee. The UDC shall be comprised of the following:

1. One member of the Planning Commission, appointed by the Planning Commission Chair;
2. One member of the Gaines Street Vitalization Committee, appointed by the committee chair; and
3. Five members, appointed by the Mayor and confirmed by the City Commission. Of the five Mayoral appointees, one (1) shall represent the public-at-large; one (1) shall be experienced in engineering, financing, construction or management of buildings, or land development; and three (3) shall be architects.

Purpose/Function

The UDC is a committee made up of seven representatives from the private sector whose purpose is to further the vision and intent of the Gaines Street Redevelopment Plan and other initiatives, through the review of applications for development within Design Review Districts, the FSU Transition Area, and UPUDs in the Downtown zoning Districts in particular, and to perform other duties as assigned by the City Commission.

The UDC's duties shall be those set forth in Section 2-237, Land Development Code, related to the review of applications for development within the Gaines Street Urban Infill and Redevelopment Area and certain other areas, which include the following:

1. Rendering a final decision on conformance with the design standards, architectural standards, streetscape standards, signage, lighting design and placement of fixtures for site plans, including site plans for special exception uses, applicable to properties in the design review districts;
2. Rendering an advisory decision to the developer on conformance of proposed site plans with development and design standards, architectural standards, streetscape standards, signage, lighting design, and placement of fixtures for site plans, including site plans for special exception uses within the Capitol Center Planning District; and for properties owned by the City.
3. Forwarding such decisions to the director of growth management, including an explanation of the applicable provisions of the Gaines Street Redevelopment Plan and its implementing zoning districts, and the FSU Transition Area.
4. Rendering a recommendation to the Development Review Committee (DRC) on deviations to development and design standards for all site plan features noted above applicable to properties in the design review districts, FSU Transition Area, Capitol Center Planning District, and other City-owned properties within the City.
5. Participating in the development of design regulations and reviewing proposed development regulations and amendments and making recommendations to the City Commission as requested; and.
6. Other tasks that may be assigned from time to time by the City Commission.
7. Notwithstanding anything in this section to the contrary, development or redevelopment on the block known as Kleman Plaza, which has its own design review board, shall be exempt from review by the Urban Design Commission.

Board Type: Quasi-Judicial

Total Members: 7

City Members: 5

Appointed by: Commission

Length of Term (years): 3

Term Limit: 2

Meeting Time: 12:00 Noon

Meeting Frequency: First Tuesday every month

Meeting Location: Planning Dept. Conference Room 3rd Floor, Frenchtown Renaissance Center, 435 N Macomb Street

Financial Disclosure:

Staff Contact: Dan Donovan, 891-6456 or 6400, Box A-24, Planning.