

**CITY OF RIVIERA BEACH CITY COUNCIL
AGENDA ITEM SUMMARY**

MEETING DATE: December 2, 2009

AGENDA ITEM SUMMARY NO. I-09-121-1

- AWARDS / PRESENTATIONS / PETITIONS
- CONSENT
- PUBLIC HEARING
- ORDINANCE ON SECOND READING
- ORDINANCE ON FIRST HEARING

- REGULAR
- RESOLUTION
- DISCUSSION & DELIBERATION
- BOARD APPOINTMENT
- WORKSHOP

SUBJECT: APPOINT MEMBERS TO THE PLANNING AND ZONING BOARD.

RECOMMENDATION / MOTION: Staff recommends that Ms. Lashea Brooks be moved from 1st alternate to a regular board member, and that Mr. Paul Burgess be appointed as an alternate board member.

•City Attorney <i>PAW 11/18/09</i>	Library
•City Clerk <i>MB 11/17</i>	Marina
Community Development	Police
•Finance <i>177-18-09</i>	Public Works
Fire	Purchasing
Human Resources	Recreation & Parks
•Assistant City Manager <i>PAW 11/20/09</i>	Community Redevelopment Agency

APPROVED BY CITY MANAGER: *[Signature]*

DATE: 11/20/09

Originating Dept. COMMUNITY DEVELOPMENT <i>[Signature]</i>	Costs: <u>None to the City</u> Current FY: <u>2009-2010</u> Funding Source: <input type="checkbox"/> Capital Improvement <input type="checkbox"/> Operating <input type="checkbox"/> Other:	City Council Actions: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied _____ <input type="checkbox"/> Tabled to _____ <input type="checkbox"/> Referred to Staff _____
Advertised: YES Dates: October 9 th , 2009 Paper: Palm Beach Post <input type="checkbox"/> Not Required Affected Parties <input checked="" type="checkbox"/> Notified <input type="checkbox"/> Not Required	Budget Account Number:	Attachments: 1. Appointment Forms 2. Letter of Interest 3. List of P&Z Board Members 4. Attendance Sheet 5. City Council District Map

SUMMARY: The Planning and Zoning Board consists of seven regular members and two alternate members and all are appointed by the City Council for three year terms (See Attached P&Z Board Members List). There are currently two vacancies on the board; one regular position and one alternate position. A regular position opened when Ms. Tonya Davis-Johnson was appointed to the City Council, respectfully resigning from the Planning and Zoning Board. The alternate position had become available when Ms. Esmerilda Dain resigned earlier this year. Staff has advertised the Board vacancies in the Palm Beach Post, on the City's website and a posting ran on TV Channel 18, and the City's Voice On Hold System from October 9, 2009 thru November 12, 2009.

A response was received from the following individual:

NAME	DISTRICT APPLICANT RESIDES IN	ADDRESS
PAUL D. BURGESS	# 4	1040 GULFSTREAM WAY

RECOMMENDATION: Staff recommends that Ms. Lashea Brooks be moved from 1st alternate to a regular member, and that Mr. Paul Burgess be appointed as an alternate board member.

Item No. 12

EXHIBIT A-1

II. FISCAL IMPACT ANALYSIS

- A. Five Year Summary of Fiscal Impact:
Appoint members to the Planning and Zoning Board

Fiscal Years	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income (City)					
In-Kind Match (City)					
NET FISCAL IMPACT					

NO. ADDITIONAL FTE
POSITIONS (Cumulative)

Is Item Included in Current Budget? Yes No X
Budget Account No.: Fund Dept/Div. Org. Object

Reporting Category

- B. Recommended Sources of Funds/Summary of Fiscal Impact:
- None

C. Departmental Fiscal Review:


Mary McKinney, Dir. of Community Development

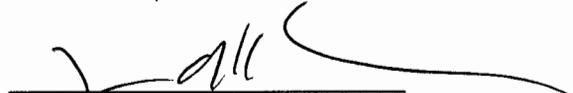
III. REVIEW COMMENTS

- A. Finance Department and/or Purchasing/Intergovernmental Relations/Grants Comments:


Finance Department 11-18-09

Purchasing and Grants

- B. Other Department Review:


Department Director



City of Riviera Beach - Board Member Application

City of Riviera Beach - Department of Community Development
600 W. Blue Heron Blvd., Riviera Beach, FL 33404
Phone: (561)845-4060 - Fax: (561)845-4037 - www.rivierabch.com

Part I:

City Board(s) You Wish to Be Considered For:

() Zoning Board of Adjustment (X) Planning and Zoning Board

Type of Appointment:

(X) New Appointment () Reappointment

Council District You Currently Reside In: 4

(Leave Blank if Unknown)

Part II:

Name: PAUL D. BURGESS

Home Address: 1040 GULFSTREAM WAY

City/State: RIVIERA BEACH Zip Code: 33404 E-Mail: paulburgess@keyes.com

Home Phone: (561) 676-4497 Business Phone: (561) 282-5247

Occupation/Affiliation: REAL ESTATE APPRAISER / SALES ASSOC

Preferred Mailing Address If Different From Above:

City/State: _____ Zip Code: _____ E-Mail: _____

Part III: Please Note:

1. Please attach your resume and/or a one page narrative explaining your desire to be selected to the Zoning Board of Adjustment or Planning and Zoning Board.
2. Please attach a copy of your Drivers License.
3. Applicants are required to be permanent residents of the City of Riviera Beach.
4. Advisory boards for the City of Riviera Beach, including the Zoning Board of Adjustment and Planning and Zoning Board, are required to operate according to current State of Florida Sunshine Laws.

Signature: 

Date: 10/09/09



The Keyes Company Realtors

11290 Legacy Avenue, Suite 140, Palm Beach Gardens, Florida 33410

Office (561) 282-5247 · FAX (561) 828-6469 PaulBurgess@keyes.com

Dear Councilwomen Davis;

I would like to take this opportunity to introduce myself.

My name is Paul Burgess; I am Real Estate Appraiser with an SRA designation and 25 years experience. I have a Certified General License and appraise both Commercial and Residential properties. Also I serve as a Special Magistrate on the Value Adjustment Board in Palm Beach County. I was appointed to the Rivera Beach Zoning Appeals Board several months, we have yet to meet.

I would really like to serve on the Planning and Zoning Board, where my real estate expertise and business experience could help move the city forward.

I have enclosed my application, resume and license; I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul D. Burgess". The signature is fluid and cursive, with a long, sweeping underline that extends downwards and to the right.

Paul D. Burgess



Paul D. Burgess
1040 Gulf Stream Way
Riviera Beach, FL 33404
561-676-4497

Marital Status: Married to Barbara Ann Burgess 12/30/94.

Children: Joseph Paul Burgess
Charles David Burgess
Nicole Marie Burgess

EDUCATION

1975-1979 Warwick Veterans Memorial High School
Warwick, RI.

1979-1983 Community College of Rhode Island

1983-1985 Bryant College
North Smithfield, R.I.
Graduated – B.S. in Finance

1986-1988 Completed requirements for my SRA designation
with the Appraisal Institute.

1989-2006 Completed education requirements for my MAI
designation with the Appraisal Institute. I have only
the demonstration appraisal to complete to receive my
designation.

BUSINESS EXPERIENCE

- 1985-1988 Staff appraiser at Dolan & Rossi Appraisal Company
Springfield, MA.
- 1989-2004 Owner of Burgess & Rossi Appraisal Company. Our firm
appraised commercial & residential properties throughout
Western Massachusetts.
- 2004-Present Owner of Paul Burgess & Associates. This firm is
currently appraising in Palm Beach, Martin & Broward Counties.
- 2009-Present Sales Associate with The Keyes Company Realtors in the commercial
division..
- 2006-Present Special Magistrate for the Valuation Adjustment Board for
Palm Beach County.
- 2009 Appointed to the Zoning Appeals Board of Riviera Beach, Fl.

Licenses:

General Appraisal License in Florida &
Massachusetts.

Real Estate Sales Associate License in Florida.

Member:

Appraisal Institute

National Association of Realtors.

Board Member Singer Island Civic Association

Email:

paulburgess@bellsouth.net

QUALIFICATIONS OF APPRAISER

**PAUL D. BURGESS
CERTIFIED GENERAL LICENSE
RZ 2752**

APPRAISAL COURSES AND SEMINARS:

COURSES:

- 09/85 - Introduction to Appraising Property-S.R.E.A.
- 11/85 - Applied Residential Property Valuation-S.R.E.A.
- 12/86 - Real Estate Principles-S.T.C.C.
- 10/88 - Ethics of Real Estate Appraising-S.R.E.A.
- 03/89 - Principles of Income Properties
- 05/89 - Understanding FNMA Guidelines-FNMA
- 06/90 - Preparing & Understanding the Small Residential Income Property Appraisal Report Form 72, Revised 10/89-S.R.E.A.
- 04/91 - Standards of Professional Practice Part A-Appraisal Institute
- 05/92 - Standards of Professional Practice Part B-Appraisal Institute
- 08/92 - 1BB Capitalization Theory & Techniques, Part B – Appraisal Institute
- 08/93 - 540 Report Writing and Valuation Analysis – Appraisal Institute
- 06/97 - II530 Advanced Sales Comparison & Cost Approaches – Appraisal Institute
- 09/97 - II520 Highest & Best Use and Market Analysis - Appraisal Institute
- 10/00 - II550-Advanced Applications – Appraisal Institute
- 10/05 – Course 420: Business Practices and Ethics – Appraisal Institute
- 06/04 – II510-Advanced Income Capitalization – Appraisal Institute
- 02/05 – CI 101 – Financial Analysis for Commercial Investment – CCIM
- 03/06 - CI 102 – Market Analysis for Commercial Investment – CCIM
- 05/06 – CI 103 – User Decision Analysis for Commercial Investment – CCIM
- 06/06 - CI 104 – Investment Analysis for Commercial Investment - CCIM

SEMINARS:

- 04/86 - Single Family Report Writing-I.F.A.
- 04/86 - Small Residential Income Property-I.F.A.
- 02/88 - Review Appraisers and Underwriting-N.A.R.A.
- 04/88 - Residential Estimator Seminar-Marshall & Swift
- 04/88 - Commercial Estimator-Marshall & Swift

04/91 - State Certification
06/92 - General Real Estate Appraiser Examination
04/93 - Appraisal Regulations of the Federal Banking Agencies from the Lenders Perspective
05/93 - Appraiser's Legal Liabilities-Appraisal Institute
10/93 - Discounted Cash Flow Analysis – Appraisal Institute
04/94 - Appraisal Reporting of Complex Residential Properties– Appraisal Institute
05/94 - Subdivision Analysis – Appraisal Institute
11/94 - Freddie Mac Appraisal Seminar
03/95 - The 2-4 Family/Condo Report Changes Seminar, Appraisal Institute
11/95 - USPAP Update Seminar, Appraisal Institute
05/96 - Uniform Residential URAR Appraisal Report Seminar – Appraisal Institute
09/96 - Evaluations, Limited Appraisals, and Reporting Options Seminar – Appraisal Institute
10/99 - HUD Appraisal Seminar – Appraisal Institute
02/01 – Comprehensive Exam Seminar- – Appraisal Institute
11/01 - General Demo Appraisal Report Writing – Appraisal Institute
04/02 – Standards of Professional Practice, Part C – Appraisal Institute
04/04 - Online USPAP Course – Appraisal Institute
07/04- Comprehensive Review – Module 3 – Income Cap Approach – Appraisal Institute
05/06 – 7 Hour National USPAP Course – Appraisal Institute
05/06 - Florida State Law for Appraisers – Appraisal Institute
05/08 - Feasibility, Market Value, Investment Timing: Option Value – Appraisal Institute
05/08 - Analyzing Operating Expenses – Appraisal Institute
05/08 - Using Your HP12C Financial Calculator – Appraisal Institute
05/08 - Small Hotel/Motel Valuation – Appraisal Institute
05/08 - Analyzing Distressed Real Estate – Appraisal Institute
05/08 - Rates: Ratios: Making Sense of GMs, OARs, and DCF– Appraisal Institute
05/08 - 7 Hour National USPAP Update Course (2006) – Appraisal Institute
05/08 - 3 Hour Florida Law (2008) – Appraisal Institute
06/08 - 3 Hour Supervisor Trainee Roles & Rules (2008) – Appraisal Institute
08/08 - 4 Hour The Real Estate Economy: What's in store for 2009? – Appraisal Institute
09/08 - 7 Hour National USPAP Update Course (2006) In Class– Appraisal Institute
11/08 - 1 Hour Appraising Distressed Commercial Real Estate – Appraisal Institute
12/08 - National Associates of Realtors Ethics Course
12-08 - 7 Hour Business Practices and Ethics – Appraisal Institute

Professional Designation:

SRA



City of Riviera Beach

Planning and Zoning Board

Membership List - 2009

Rena James, Chairperson

3300 R.J. Hendley Avenue, Riviera Beach, FL 33404
(561)667-7325-c (561)335-1608-w
suprwmn0007@yahoo.com

Term Expires: 12/2010
Reappointed: N/A
Appointed: 12/2007
Group: C District # 1

Caryn St. John, Vice-Chair

1081 Singer Drive, Riviera Beach, FL 33404
(561)373-2734-c
carynstjohn@gmail.com

Term Expires: 5/31/2011
Reappointed: 1/7/2009
Appointed: 12/2005
Group: A District # 4

Gary Brannen

4028 Rocks Point Place, Riviera Beach, FL 33404
(561)844-2627-h (561)574-1323-w
Lbra6627@bellsouth.net

Term Expires: 5/31/2012
Reappointed: N/A
Appointed: 1/7/2009
Group: B District # 3

Art Cobb, Jr.

1002 Aspri Way, Riviera Beach, FL 33404
(561)574-7565-c
cobbplm@aol.com

Term Expires: 7/2010
Reappointed: N/A
Appointed: 7/2007
Group: C District # 1

Edward Kunity

1120 Powell Drive, Riviera Beach, FL 33404
(561)842-1166-h (561)371-0158-m (561)842-8700-w
kunity@bellsouth.net

Term Expires: 5/31/2011
Reappointed: 1/7/2009
Appointed: 11/2002
Group: A District # 4

Julius Whigham

1602 West 36th Street, Riviera Beach, FL 33404
(561)842-5021-h
ramjaw1@yahoo.com

Term Expires: 5/31/2011
Reappointed: 1/7/2009
Appointed: 8/1999
Group: A District # 1

VACANT

S. Lashea Brooks, 1st Alternate

1349 West 35th Street, Riviera Beach, FL 33404
(561)315-5275-h
shaeb2u@yahoo.com

Term Expires: 12/2010
Reappointed: N/A
Appointed: 12/2009
Group: B District # 1

VACANT, 2nd Alternate

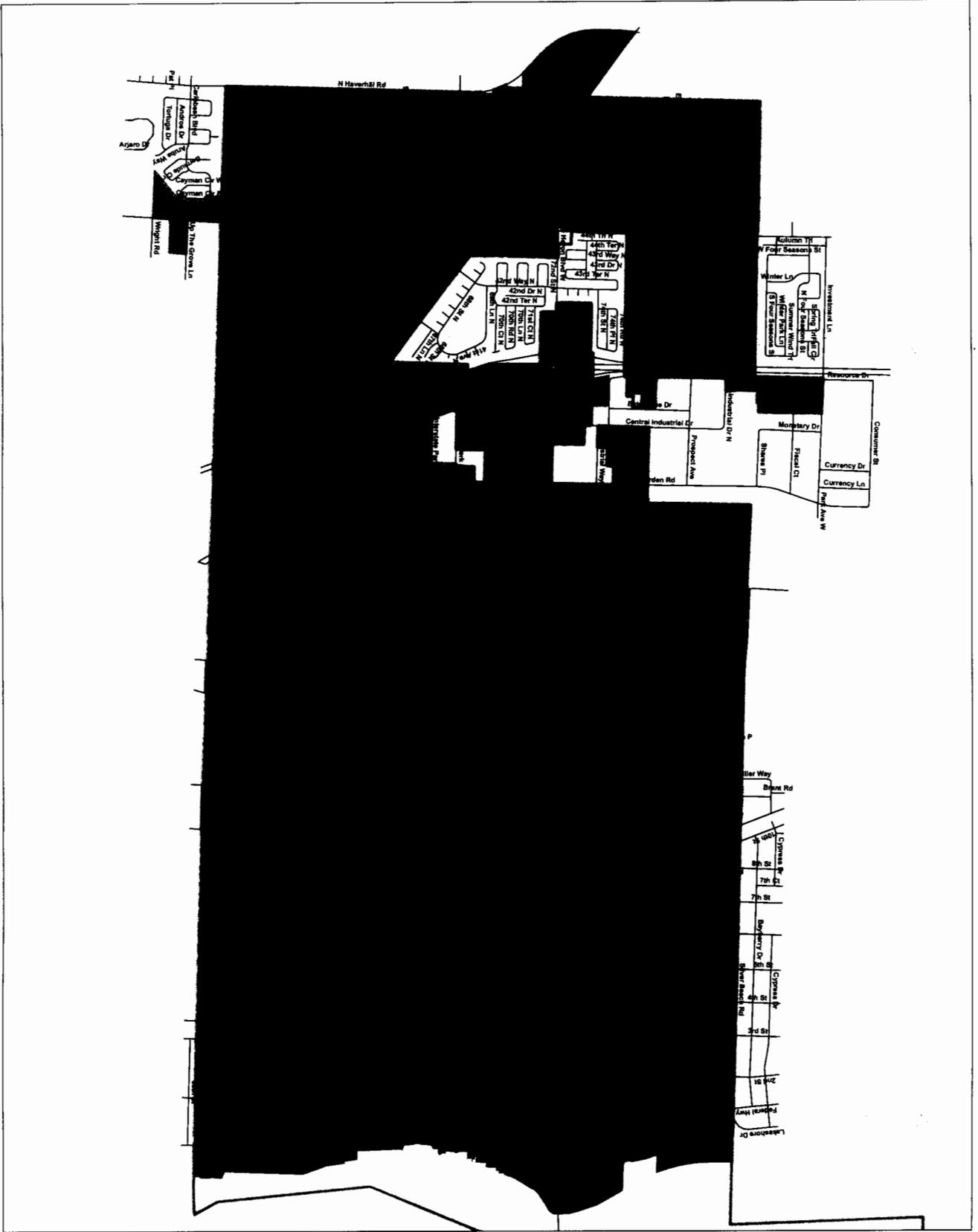
The Planning and Zoning Board meets on the second Thursday of the month at 6:30 p.m. in the Riviera Beach Council Chambers, 600 West Blue Heron Boulevard, Riviera Beach, Florida 33404. For additional information, contact the City's Planning and Zoning Division at (561) 845-4060.

Updated: November 16, 2009

PLANNING AND ZONING BOARD ATTENDANCE ROSTER - (2009)

Member / Date	1/8	1/23	2/12	2/26	3/12	4/9	4/23	5/14	7/9	9/10	10/8	11/12	11/19	12/10
Rena James Chairperson District # 1 Term Expires 12/2010	A	P	P	P	P	P	.	P	P	P*	P	P		
Caryn St. John Vice-Chair District #4 Term Expires:5/2011	P	P	P	P	P	P	.	P	P	A*	P	P		
Gary Brannen District # 3 Term Expires: 5/2012	N/R	P N/R	P	A	P	P	.	P	A	A*	P	P		
"Art" Cobb, Jr. District #1 Term Expires: 07/2010	P	P	P	A	P	A	.	P	P	P*	A	A		
Edward Kunuty District # 4 Term Expires: 5/2011	P	P	P	P	P	P	.	P	P	A*	A	P		
Julius Whigham, Sr. District #1 Term Expires:5/2011	P	P	P	P	P	P	.	A	A	A*	P	P		
Vacant														
S. Lashea Brooks 1 st Alternate District # 1 Term Expires 12/2010	N/R	N/R	P	P	P	P	.	P	P	A*	P	P		
Vacant 2 nd Alternate														

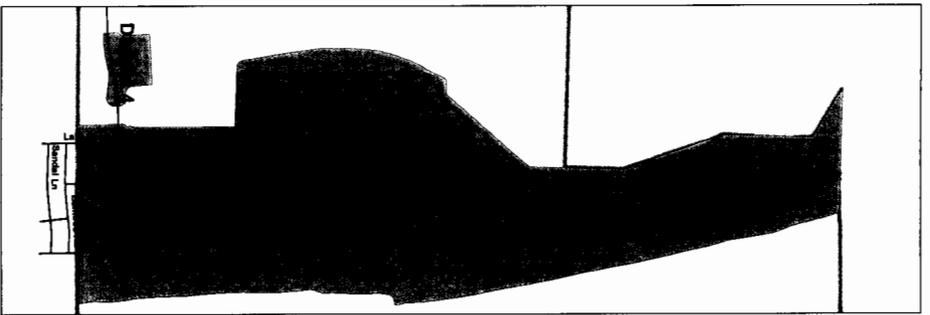
Notes: A = Absent, P = Present, • = Meeting Cancellation, N/R = Attendance Not Required, * = No Quorum



Voting Districts
DISTRICT REPRESENTATIVE

- District 1 Billie Brooks
- District 2 Judy Davis
- District 3 Tonya Davis-Johnson
- District 4 Dawn Pardo
- District: at Large - Shelby Lowe
- Mayor Thomas Mastlers
- Roads





District will receive sealed bids through the Procurement Office, B-1 Bldg., 3301 Gun Club Road, West Palm Beach, Florida 33406, for C-43 West Storage Reservoir - Area 1 Clearing and Grubbing, Hendry County, FL on Thursday, November 5, 2009 at 2:30 p.m. local time, at which time sealed bids will be opened.

and 3. The total amount of work to be removed is approximately 2,000 cubic yards.

Sheltered Market Program: The South Florida Water Management District has designated this as a sheltered market solicitation - only bids from SPWMD Certified Small Business Enterprises (SBE) will be accepted. The District shall be guided in designating a sheltered market by selecting industries in which small businesses have usually not had an opportunity to compete for awards against larger businesses.

OPTIONAL pre-bid conference will be held On-Site, Barry Groves, 150 Congen Road, LaBelle, FL 33935 on Tuesday, October 20, 2009 at 10:00 a.m. Access to the site is through Barry Groves Road (Congen Drive), south of State Road 80. Barry Groves Road is approximately 18.3 miles east of Interstate 75 and 28.3 miles west of US-27 (State Road 25).

or directions call (561) 662-7427. All bids must conform to the instructions in the Request for Bidders (RFB). Interested respondents may obtain a copy of the complete RFB by obtaining a CD at the above address, by calling (561) 682-6391, or by calling the 24-hour 810 HOTLINE 800-472-5290. The public is invited to attend the bid opening. Information on the status of this solicitation can be obtained at our web site - www.sfwmd.gov
UB: The Palm Beach Post
October 9, 2009

**NO. 4762455
LEGAL NOTICE**

Notice to defendant Ricardo Pierre of a complaint issued out of the U. S. District Court for the Middle District of Alabama, Southern Division, Civil Action No. 1:09-CV-000586-TFM, Wells Fargo Bank, N.A., Plaintiff, v. Ricardo Pierre, Defendant.

Notice is hereby given in the above-entitled cause that on the 16th of June

2009, FL 33406, UNTIL NOVEMBER 8, 2009.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), THIS AD AND DOCUMENTS LISTED ABOVE MAY BE REQUESTED IN AN ALTERNATE FORMAT. PLEASE CONTACT HCD AT (561) 233-3600.
PUB: The Palm Beach Post
October 9, 2009

NO. 4762527

CITY OF RIVIERA BEACH

NOTICE OF BOARD VACANCIES
THE CITY OF RIVIERA BEACH IS CURRENTLY ACCEPTING APPLICATIONS FROM CITIZENS INTERESTED IN SERVING ON THE CITY'S PLANNING AND ZONING BOARD. THE PLANNING AND ZONING BOARD IS AN ADVISORY BOARD TO THE CITY COUNCIL THAT PRIMARILY HEARS SUBMISSIONS FOR THE DETERMINATION OF ZONING CLASSIFICATIONS AND REGULATIONS. THIS BOARD MEETS ON THE SECOND THURSDAY OF EACH MONTH AT 6:30 PM IN THE CITY COUNCIL CHAMBERS. APPLICANTS MUST RESIDE WITHIN THE CITY OF RIVIERA BEACH IN ORDER TO BE ELIGIBLE FOR SELECTION. APPLICATIONS ARE AVAILABLE AT THE DEPARTMENT OF COMMUNITY DEVELOPMENT OR ONLINE AT WWW.RIVIERABCH.COM UNDER FORMS & DOCUMENTS. COMPLETED APPLICATIONS WILL BE ACCEPTED UNTIL FRIDAY, NOVEMBER 13, 2009.

APPLICATIONS SHOULD BE SENT TO THE ATTENTION OF:

MARY MCKINNEY, AICP
DIRECTOR OF

COMMUNITY DEVELOPMENT
600 W. BLUE HERON BOULEVARD
RIVIERA BEACH, FLORIDA 33404
PHONE: (561) 845-4060

FAX: (561) 845-4038

PUB: The Palm Beach Post
October 9, 2009

NO. 4761433

Treasure Coast Towing & Transport gives Notice of Foreclosure of Lien and intent to sell these vehicles at 1140 Watertower Road, #23, Lake Park, FL 33403, pursuant to subsection 713.78 of the Florida Statutes. Treasure Coast Towing & Transport reserves the right to accept or reject any and/or all bids. Sale dates are below. Time of Sale 10:00 AM.

DEPARTMENT OF THE PUBLIC DEFENDER, State, Tallahassee, Florida.

Dated at West Palm Beach, Florida this 7th day of October, 2009.

Michelle Winner

PUB: The Palm Beach Post

**Notice Under Fictitious Name Law
Pursuant to Section 865.09,
Florida Statutes**

NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of 1879 media located at 4480 Portofino Way, #106, in the County of Palm Beach, in the City of West Palm Beach, Florida 33409 intends to register the said name with the Division of Corporations of the Florida Department of State, Tallahassee, Florida.

Dated at West Palm Beach, Florida this 7th day of October, 2009.

1879 media LLC

PUB: The Palm Beach Post

NO. 4762358

PUBLIC NOTICE

THE BOARD OF DIRECTORS OF FLORIDA RURAL LEGAL SERVICES WILL HOLD ITS NEXT REGULAR MEETING ON SATURDAY, OCTOBER 17, 2009 AT THE HOLIDAY INN LIDO BEACH, 233 BEN FRANKLIN DRIVE, SARASOTA, FLORIDA 34236. THE MEETING WILL BEGIN AT APPROXIMATELY 10:30 A.M. FOR ADDITIONAL INFORMATION, PLEASE CALL MS. BENNETT AT (239) 334-4554 EXT: 4141 OR (239) 229-8573.

THE PUBLIC IS INVITED TO ATTEND.

PUB: The Palm Beach Post
October 9, 2009

NO. 4760528

Legal Advertisement

Public notice is hereby given that MOSS TOWING will hold a public auction at 10:00 a.m. on 11/04/09 at:

655 US HIGHWAY 27 NORTH
SOUTH BAY, FL 33493

Pursuant to the laws of this state the following vehicles will be sold to the highest bidder.

05 FORD
12VFT82H055164620

92 MERCURY

2MECM7SW1NX225623

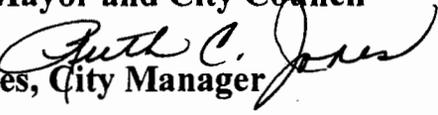
PUB: The Palm Beach Post

October 9, 2009

INTER-DEPARTMENTAL COMMUNICATION

MEMORANDUM

To: Honorable Mayor and City Council

From: Ruth C. Jones, City Manager 

Date: October 26, 2009

Subject: Planning and Zoning Board Openings

The Department of Community Development is currently accepting applications for two open positions on the Planning and Zoning Board. Completed applications and resumes or letters of interest will be accepted until Friday, November 13, 2009. Please direct any residents that may be interested in being appointed to the Planning and Zoning Board to the Department of Community Development. Applications are also available on the City's webpage.

Should you need additional information, please advise.

Thank you.

RCJ

c: Pamala H. Ryan, City Attorney
Gloria Shuttlesworth, Assistant City Manager
Paul White, Assistant City Manager
Mary McKinney, Director of Community Development

Attachment: Application Form



City of Riviera Beach - Board Member Application

City of Riviera Beach - Department of Community Development

600 W. Blue Heron Blvd., Riviera Beach, FL 33404

Phone: (561)845-4060 - Fax: (561)845-4037 - www.rivierabch.com

Part I:

City Board(s) You Wish to Be Considered For:

() Zoning Board of Adjustment () Planning and Zoning Board

Type of Appointment:

() New Appointment () Reappointment

Council District You Currently Reside In: _____

(Leave Blank if Unknown)

Part II:

Name: _____

Home Address: _____

City/State: _____ Zip Code: _____ E-Mail: _____

Home Phone: _____ Business Phone: _____

Occupation/Affiliation: _____

Preferred Mailing Address If Different From Above:

City/State: _____ Zip Code: _____ E-Mail: _____

Part III: Please Note:

1. Please attach your resume and/or a one page narrative explaining your desire to be selected to the Zoning Board of Adjustment or Planning and Zoning Board.
2. Please attach a copy of your Drivers License.
3. Applicants are required to be permanent residents of the City of Riviera Beach.
4. Advisory boards for the City of Riviera Beach, including the Zoning Board of Adjustment and Planning and Zoning Board, are required to operate according to current State of Florida Sunshine Laws.

Signature: _____

Date: _____

INTER-DEPARTMENTAL COMMUNICATION

MEMORANDUM

TO: Terry Thomas; Nicola Anderson-Staley

From: Mary McKinney, Director of Community Development *mmk*

Date: October 8, 2009

RE: Planning and Zoning Board Vacancies

Please run the following on the Voice on Hold system from October 9, 2009 until November 12, 2009. Thank you.

Planning and Zoning Board Vacancies

What: The City is now accepting applications to fill vacancies on the Planning and Zoning Board.

Where: Applications are available at the Department of Community Development or online at www.rivierabch.com under the heading "forms & documents".

When: Completed applications must be received by November 13, 2009 by the Department of Community Development.

What to Expect: n/a

Questions/Concerns: Please contact the City of Riviera Beach Department of Community Development at (561) 845-4060.

cc: Jerrell Harris, Planning and Zoning Administrator

INTER-DEPARTMENTAL COMMUNICATION

MEMORANDUM

TO: Carrie E. Ward, City Clerk

From: Mary McKinney, Director of Community Development

Date: October 8, 2009

RE: Planning and Zoning Board Vacancies

Please post the following on Channel 18 to run from October 9, 2009 until November 12, 2009. Thank you.

Planning and Zoning Board Vacancies

What: The City is now accepting applications to fill vacancies on the Planning and Zoning Board.

Where: Applications are available at the Department of Community Development or online at www.rivierabch.com under the heading "forms & documents".

When: Completed applications must be received by November 13, 2009 by the Department of Community Development.

What to Expect: n/a

Questions/Concerns: Please contact the City of Riviera Beach Department of Community Development at (561) 845-4060.

cc: Jerrell Harris, Planning and Zoning Administrator