



EXECUTIVE SUMMARY

To: Greg Veliz, City Manager
From: Roy Bishop, Planning Director
Meeting Date: December 3, 2019
RE: Governance of the City of Key West Planning Board

ACTION STATEMENT:

The Planning Department's Planning Board is governed by the following set of rules and regulations, as amended from time to time.

1. Powers and Duties: City of Key West Code of Ordinances: Subpart B, Land Development Regulations, Chapter 90, Article II, Division 2, Sections 90-51 through 90-68.
2. Sunshine Law: Chapter 286 of the Florida Statutes.
3. Robert's Rules of Order/Parliamentary Procedure.
4. City of Key West Code of Ordinances: Article V, Division 1 & 2, Section 2-285; Article II, Division Sections 90-26 – 90-50, Division 2 Planning Board.
5. Recusal Forms: Section 112.3143 entitled Voting conflicts; Florida Statutes: Form 8B – Memorandum of Voting Conflict for County, Municipal and other local public officers.
6. Public Records: Chapter 119 of the Florida Statutes.
7. Annual Report of Governance as outlined in Key West Code of Ordinances, Division 2, Planning Board, Section 90-66.

CONCLUSION:

The Planning Department is governed by numerous ordinances, statutes and parliamentary procedure, therefore allowing oversight and guidance in procedural matters. I have attached the Governance Report as required annually by the Key West Code of Ordinances, Division 2, Planning Board, Section 90-66.

The Planning Board has made only the following change: "time limits may be changed for any particular hearing, at the discretion of the Chair:

- (1) Staff: Up to 15 minutes, changed from thirty (30) minutes.
- (2) Applicant: Up to fifteen (15) minutes, changed from thirty (30) minutes."