Subject:
Resolution to establish the Lealman Community Redevelopment Area Advisory Committee, membership requirements, terms of office, and operating procedures.

Department: Planning  
Staff Member Responsible: Gordon Beardslee, Director  
Renea Vincent, Division Manager

Recommended Action:
I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) ADOPT THE RESOLUTION ESTABLISHING THE LEALMAN COMMUNITY REDEVELOPMENT AREA ADVISORY COMMITTEE AND RECRUIT A POOL OF APPLICANTS FOR APPOINTMENT BY THE BOARD.

Summary Explanation/Background:
This Resolution will establish the Lealman Community Redevelopment Area Advisory Committee (Committee). The purpose of the Committee is to provide advice and direction to the Lealman Community Redevelopment Agency (to be established concurrently with this Resolution) and assist staff in the development and administration of the Lealman Redevelopment Plan (to be drafted late Calendar Year (CY) 2015 – early CY 2016. Included with the resolution are by-laws (Exhibit B to the resolution) establishing membership requirements, terms of office, and operating procedures.

The by-laws are similar in nature to those established for the South St. Petersburg Community Redevelopment Area (CRA) Advisory Committee. Members of the Committee shall be civic minded volunteers with a desire to serve their community. The Committee shall be composed of nine (9) members, appointed and approved by the Board. All members shall be residents, business and/or property owners, or other stakeholders from within the Lealman CRA. Members shall be appointed to three year terms, with initial appointments staggered such that no more than three members’ terms shall expire at one time. The primary responsibilities of the Committee shall be:

1. Provide guidance and assistance in drafting the original Lealman Redevelopment Plan (Plan);
2. Review and make recommendations on the original Plan and any amendments to that Plan;
3. Develop measures of success for the Plan after its adoption;
4. Develop an annual work plan to implement the Plan;
5. Review and accept each annual report on the Plan;
6. Review Lealman neighborhood plans for consistency with the Plan;
7. Recommend capital improvement and operating programs to the County Administrator’s Office;
8. Hold an Open Forum for Public Comment during each regularly scheduled meeting; and
9. Assist with any other function and duty assigned by the Community Redevelopment Agency.

The recruitment process will begin immediately. Staff anticipates initial committee appointments to be brought to the Board for consideration and approval at the September 10, 2015 meeting. Concurrent with this resolution, the Board will consider an ordinance appointing the Board as the Community Redevelopment Agency for the Lealman CRA.
**Fiscal Impact/Cost/Revenue Summary:**
N/A

**Exhibits/Attachments Attached:**
Resolution and By-laws
RESOLUTION No. 15-____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA, RELATING TO COMMUNITY REDEVELOPMENT PURSUANT TO CHAPTER 163, PART III, FLORIDA STATUTES, THE COMMUNITY REDEVELOPMENT ACT; ESTABLISHING THE CREATION OF A LEALMAN COMMUNITY REDEVELOPMENT AREA ADVISORY COMMITTEE; ADOPTING BYLAWS FOR MEMBERSHIP, TERMS OF OFFICE AND OPERATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Florida Legislature duly enacted Chapter 163, Part III, Florida Statutes (the “Community Redevelopment Act”) establishing the conditions and procedures for the establishment of community redevelopment areas and agencies; and finding that areas or portions thereof which are deteriorating or economically distressed could be revitalized and redeveloped in a manner that will vastly improve the economic and social conditions of the community; and

WHEREAS, on June 23, 2015, the Pinellas County Board of County Commissioners, hereinafter the “Board”, declared a “Finding of Necessity”, declared a need for a Community Redevelopment Agency to carry out redevelopment activities in the Lealman Community Redevelopment Area (as defined in Exhibit “A”), and directed the creation of a Lealman Community Redevelopment Area Advisory Committee; and

WHEREAS, on June 23, 2015 the Board of County Commissioners by Ordinance No.____ established a Community Redevelopment Agency (“Agency”) and appointed the Board as the Agency; and

WHEREAS, it is recognized that the Lealman Community Redevelopment Area is a large area consisting of many residents, business owners, and community stakeholders with a dedicated community interest; and

WHEREAS, it is critical that the needs of all stakeholders in the community are recognized and integrated into the planning process for the drafting of the Redevelopment Plan for the Lealman Community Redevelopment Area, and

WHEREAS, the Lealman Redevelopment Plan will be a 30 year plan and will require ongoing support from the Lealman community, and

WHEREAS, the establishment of a Lealman Community Redevelopment Area Advisory Committee will most effectively meet the needs described herein.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Pinellas County, Florida, in regular meeting duly assembled on this ____ day of ________, 2015:
SECTION 1. Recitals.

The foregoing recitations are found and determined to be true and correct and are adopted and incorporated as part of this resolution.

SECTION 2. Establishment of the Lealman Community Redevelopment Area Advisory Committee.

The Board hereby establishes a Lealman Community Redevelopment Area Advisory Committee and adopts as its By-laws in Exhibit “B”, attached hereto. Any future amendments to the Bylaws shall be approved by the Community Redevelopment Agency after review and recommendation by the Committee.

This Resolution shall take effect immediately upon its adoption.

Commissioner ________________ offered the foregoing Resolution and moved for its adoption, which was seconded by Commissioner ________________, and upon the roll call, the vote was:

______ Ayes

______ Nays

______ Absent and not voting

APPROVED AS TO FORM

OFFICE OF COUNTY ATTORNEY

By ________

Attorney

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LEALMAN CRA BOUNDARY DESCRIPTION

An area of unincorporated Pinellas County, Florida, situated within Sections 26, 33, 34, and 35, Township 30 South, Range 16 East and Sections 2, 3, and 4, Township 31 South, Range 16 East, being described as follows:

Begin at the East Quarter Corner of Section 34, Township 30 South, Range 16 East, run N 00°01'W, for a distance of 150 feet more or less; thence S 89°47'E, for a distance of 274 feet more or less; thence N 00°25'E, for a distance of 240 feet more or less; thence N 89°46'W, for a distance of 126 feet more or less; thence N 00°05'W, for a distance of 274 feet more or less; thence N 89°59'W, for a distance of 150 feet more or less; thence N 00°02'W, for a distance of 165 feet more or less; thence S 90°00'E, for a distance of 150 feet more or less; thence S 00°08'E, for a distance of 139 feet more or less; thence N 89°59'E, for a distance of 345 feet more or less;
thence N 32°20'W, for a distance of 709 feet more or less;
thence N 28°25'W, for a distance of 73 feet more or less;
thence N 00°03'E, for a distance of 111 feet more or less;
thence S 89°50'E, for a distance of 162 feet more or less;
thence N 31°49'W, for a distance of 186 feet more or less;
thence N 89°42'W, for a distance of 40 feet more or less;
thence N 32°02'W, for a distance of 201 feet more or less;
thence N 00°01'W, for a distance of 1515 feet more or less;
thence S 89°48'E, for a distance of 333 feet more or less;
thence N 00°04'E, for a distance of 18 feet more or less;
thence S 89°47'E, for a distance of 137 feet more or less;
thence N 00°04'E, for a distance of 150 feet more or less;
thence N 89°47'W, for a distance of 137 feet more or less;
thence N 00°04'E, for a distance of 250 feet more or less;
thence S 89°47'E, for a distance of 137 feet more or less;
thence N 00°04'E, for a distance of 100 feet more or less;
thence N 89°47'W, for a distance of 137 feet more or less;
thence N 00°04'E, for a distance of 114 feet more or less;
thence S 89°50'E, for a distance of 333 feet more or less;
thence N 00°04'E, for a distance of 30 feet more or less;
thence S 89°50'E, for a distance of 329 feet more or less;
thence N 00°38'E, for a distance of 372 feet more or less;
thence N 10°41'W, for a distance of 640 feet more or less;
thence S 89°52'E, for a distance of 503 feet more or less;
thence S 14°07'W, for a distance of 285 feet more or less;
thence S 04°07'W, for a distance of 1000 feet more or less;
thence S 49°32'W, for a distance of 114 feet more or less;
thence S 00°04'W, for a distance of 85 feet more or less;
thence N 89°48'W, for a distance of 80 feet more or less;
thence S 00°04'W, for a distance of 200 feet more or less;
thence S 89°48'E, for a distance of 255 feet more or less;
thence S 00°05'W, for a distance of 692 feet more or less;
thence S 89°47'E, for a distance of 2657 feet more or less;
thence S 00°00'E, for a distance of 2642 feet more or less;
thence N 89°59'E, for a distance of 57 feet more or less;
thence S 04°11'E, for a distance of 46 feet more or less to a Point on Curve, a radial to said point being S88°24'W;
thence Southeasterly 711 feet more or less along the arc of a curve, concave to the east, having a radius of 2224 feet,
through a central angle of 18°19', a chord bearing of S 10°46'E, 708 feet more or less to a Point of Non-Tangency;
thence S 15°25'E, for a distance of 598 feet more or less to a Point on Curve, a radial to said point being N60°38'E;
thence Southeasterly 32 feet more or less along the arc of a curve, concave to the west, having a radius of 56 feet,
through a central angle of $33^\circ \, 26'$, a chord bearing of S $12^\circ \, 39'E$, 32 feet more or less to a Point of Non-Tangency;
thence S $07^\circ \, 49'E$, for a distance of 1446 feet more or less;
thence S $28^\circ \, 23'E$, for a distance of 29 feet more or less;
thence S $10^\circ \, 21'E$, for a distance of 78 feet more or less;
thence S $04^\circ \, 57'E$, for a distance of 91 feet more or less;
thence S $05^\circ \, 09'E$, for a distance of 341 feet more or less;
thence S $00^\circ \, 34'W$, for a distance of 260 feet more or less;
thence S $06^\circ \, 25'E$, for a distance of 247 feet more or less;
thence S $00^\circ \, 34'W$, for a distance of 89 feet more or less;
thence N $56^\circ \, 42'W$, for a distance of 36 feet more or less;
thence S $00^\circ \, 36'W$, for a distance of 1446 feet more or less;
thence S $00^\circ \, 34'W$, for a distance of 29 feet more or less;
thence S $00^\circ \, 34'W$, for a distance of 78 feet more or less;
thence S $00^\circ \, 34'W$, for a distance of 91 feet more or less;
thence S $00^\circ \, 34'W$, for a distance of 341 feet more or less;
thence S $00^\circ \, 34'W$, for a distance of 638 feet more or less;
thence S $89^\circ \, 51'E$, for a distance of 25 feet more or less;
thence S $00^\circ \, 24'W$, for a distance of 1326 feet more or less;
thence N $89^\circ \, 56'W$, for a distance of 4739 feet more or less;
thence N $03^\circ \, 12'W$, for a distance of 287 feet more or less;
thence N $03^\circ \, 00'W$, for a distance of 49 feet more or less;
thence N $44^\circ \, 23'W$, for a distance of 486 feet more or less;
thence S $00^\circ \, 25'W$, for a distance of 340 feet more or less;
thence N $89^\circ \, 59'W$, for a distance of 206 feet more or less;
thence N $00^\circ \, 19'E$, for a distance of 295 feet more or less;
thence S $89^\circ \, 49'W$, for a distance of 308 feet more or less;
thence S $00^\circ \, 35'W$, for a distance of 631 feet more or less;
thence N $89^\circ \, 53'W$, for a distance of 300 feet more or less;
thence S $87^\circ \, 15'W$, for a distance of 56 feet more or less;
thence N $90^\circ \, 00'W$, for a distance of 1932 feet more or less;
thence N $75^\circ \, 59'W$, for a distance of 63 feet more or less;
thence N $89^\circ \, 51'W$, for a distance of 670 feet more or less;
thence S $00^\circ \, 17'W$, for a distance of 18 feet more or less;
thence N $89^\circ \, 28'W$, for a distance of 609 feet more or less;
thence S $02^\circ \, 05'E$, for a distance of 7 feet more or less;
thence N $89^\circ \, 52'W$, for a distance of 1959 feet more or less;
thence N $89^\circ \, 38'W$, for a distance of 2686 feet more or less;
thence N $00^\circ \, 35'E$, for a distance of 591 feet more or less;
thence N $07^\circ \, 34'W$, for a distance of 151 feet more or less;
thence N $00^\circ \, 46'E$, for a distance of 1201 feet more or less;
thence N $06^\circ \, 34'W$, for a distance of 131 feet more or less;
thence N $00^\circ \, 31'E$, for a distance of 1914 feet more or less;
thence N $89^\circ \, 42'W$, for a distance of 297 feet more or less;
thence N $00^\circ \, 24'E$, for a distance of 199 feet more or less;
thence N $89^\circ \, 41'W$, for a distance of 171 feet more or less;
thence S $00^\circ \, 24'W$, for a distance of 199 feet more or less;
thence N $89^\circ \, 42'W$, for a distance of 75 feet more or less;
thence N 00°24'E, for a distance of 94 feet more or less; thence N 89°41'W, for a distance of 75 feet more or less; thence S 00°24'W, for a distance of 94 feet more or less; thence N 89°42'W, for a distance of 15 feet more or less; thence N 00°23'E, for a distance of 399 feet more or less; thence S 89°46'E, for a distance of 172 feet more or less; thence N 00°31'E, for a distance of 214 feet more or less; thence N 00°09'E, for a distance of 51 feet more or less; thence N 89°56'W, for a distance of 37 feet more or less; thence N 00°03'W, for a distance of 647 feet more or less; thence N 89°44'W, for a distance of 100 feet more or less; thence N 00°03'W, for a distance of 439 feet more or less; thence N 89°47'W, for a distance of 670 feet more or less; thence N 00°03'W, for a distance of 647 feet more or less; thence S 89°57'E, for a distance of 1326 feet more or less; thence N 00°21'E, for a distance of 667 feet more or less; thence S 89°53'E, for a distance of 659 feet more or less; thence N 00°33'E, for a distance of 660 feet more or less; thence S 89°56'E, for a distance of 691 feet more or less; thence S 00°37'W, for a distance of 50 feet more or less; thence S 89°56'E, for a distance of 100 feet more or less; thence S 00°44'W, for a distance of 265 feet more or less; thence S 89°56'E, for a distance of 179 feet more or less; thence N 00°44'E, for a distance of 265 feet more or less; thence S 89°56'E, for a distance of 802 feet more or less; thence N 43°56'W, for a distance of 34 feet more or less; thence S 89°57'E, for a distance of 235 feet more or less; thence S 00°27'W, for a distance of 238 feet more or less; thence S 44°21'E, for a distance of 1434 feet more or less; thence S 50°06'E, for a distance of 6 feet more or less; thence S 43°00'E, for a distance of 41 feet more or less; thence N 89°56'E, for a distance of 135 feet more or less; thence N 00°10'E, for a distance of 259 feet more or less; thence N 89°36'E, for a distance of 1126 feet more or less; thence S 00°03'W, for a distance of 91 feet more or less; thence N 90°00'E, for a distance of 15 feet more or less; thence S 00°00'W, for a distance of 185 feet more or less; thence N 89°58'E, for a distance of 312 feet more or less; thence N 00°07'E, for a distance of 1325 feet more or less; thence S 89°47'E, for a distance of 3613 feet more or less; thence S 00°09'E, for a distance of 949 feet more or less; thence S 89°47'E, for a distance of 164 feet more or less; thence N 00°14'W, for a distance of 949 feet more or less; thence S 89°52'E, for a distance of 164 feet more or less to the POINT OF BEGINNING.

Containing: 109,986,201 square feet or 2,524.936 acres more or less.
BY-LAWS OF THE LEALMAN COMMUNITY REDEVELOPMENT AREA ADVISORY COMMITTEE

ARTICLE I. NAME, MISSION, DUTIES, AND RELATIONSHIP TO PINELLAS COUNTY ("COUNTY")

Section 1. Name, History and Location

The name of this Committee is the Lealman Community Redevelopment Area Advisory Committee ("Committee"). The Committee was created on July 21, 2015 by resolution of the Pinellas County Board of County Commissioners. The Committee shall be non-partisan and non-sectarian in all of its activities. There is no principal office for the Committee. For mailing purposes, the address of the Committee shall be that of the Pinellas County Planning Department.

Section 2. Mission and Duties

A. Mission

The mission of the Committee is to advise the Community Redevelopment Agency for the Lealman Community Redevelopment Area ("CRA") on the proposed Community Redevelopment Plan and any amendments thereto ("Plan"), and to advise the Community Redevelopment Agency on issues and policies within the Lealman CRA.

B. Duties

The following duties will assist the Committee in achieving its mission:

1. Provide guidance and assistance in drafting the original Plan.
2. Review and make recommendations on the original Plan and any amendments to that Plan.
3. Develop measures of success for the Plan after its adoption.
4. Develop an annual work plan to implement the Plan.
5. Review and accept each annual report on the Plan.
6. Review Lealman neighborhood plans for consistency with the Plan.
7. Recommend capital improvement and operating programs to the County Administrator’s Office.
8. Hold an Open Forum for Public Comment during each regularly scheduled meeting.
9. Assisting with any other function and duty assigned by the Community Redevelopment Agency.
Section 3. Relationship to the County

A. Staff Liaison(s)

At the discretion of the County Administrator, staff members(s) will be provided as non-voting member(s) of the Committee and will provide direct support to the Committee. The staff member(s) will be responsible for taking minutes of the meetings and making the minutes available for public inspection upon request.

B. Consultants

The Committee may request that consultants appear before the Committee. If staff liaison(s) are provided by the County, the staff liaison(s) will arrange for such consultants as needed.

ARTICLE II. MEMBER COMPOSITION, TERMS, & VACANCIES

Section 1. Composition

Members of the Committee should be civic minded volunteers with a desire to serve their community. The Committee shall be composed of nine (9) members, appointed and confirmed by the Pinellas County Board of County Commissioners. All members shall be residents, business and/or property owners, or other stakeholders from within the CRA.

Section 2. Term

A. Regular Members

Committee members serve for a term of three (3) years. Terms expire on the 31st of December, in the third year.

B. Initial Terms

In order to reduce the impact of turnover to the Committee upon their expiry, the initial terms of the members shall be staggered. Three (3) members shall serve initial terms of one (1) year (expiring Dec. 31st, 2016). Three (3) members shall serve initial terms of two (2) years (expiring Dec. 31st, 2017). Three (3) members shall serve initial terms of three (3) years (expiring Dec. 31st, 2018).

Section 3. Member Responsibilities

Committee members have the right and responsibility to actively participate in the advisory process of the Committee. Member responsibilities include, but are not limited to the following:

1. Attending regular scheduled meetings and any special sessions as may be called by the County or the Community Redevelopment Agency and any separate standing or working sub-committee meetings of their chosen participation; and
2. Reviewing materials and documentation prior to voting on matters before the Committee.
Section 4. Communication

The Committee speaks as a body only through voted consensus motions of the Committee. Public announcements and public communications by the Committee shall be reviewed and approved by the County Planning Director before issuance. Members are free to speak for themselves concerning Committee matters but shall make it clear that they speak as private individuals and that their views are not representative of the Committee. The Committee may specifically authorize a member to speak on its behalf after giving the member explicit directions concerning a particular matter.

Section 5. Vacancies

A vacancy shall be filled as soon as is practicable by the Board of County Commissioners. The new member will be able to serve for the remainder of the unexpired term of the member being replaced. The partial term served by the new member shall not be considered part of the member’s first term. The Committee, through its staff liaison(s) if provided, shall notify the County Administrator of any vacancy and request the solicitation of new applicants.

Section 6. Resignation

Any member who wishes to resign from the Committee may do so by submitting a resignation in writing to the County Administrator and the Committee Chair. Resignations shall be effective as of the date stated in the resignation letter or, if no date is stated, upon the date of receipt by the County Administrator.

Section 7. Member Conduct

Member conduct shall be governed by Chapter 112 of the Florida Statutes, the Public Records Act and the Sunshine Laws. Each Member is charged with the responsibility of having knowledge of these laws.

ARTICLE III. MEETINGS

Section 1. Regular Meetings

The Committee shall hold meetings, at least on a quarterly basis, in a public location which is appropriate and noticed to the public. The time and location may be changed by the Chair who shall provide at least two weeks advance written notice to members, the County Planning Director or staff liaison, and the Clerk of Court.

Section 2. Special Meetings

Special Meetings of the Committee may be called by the Chair or by action of the Committee at a Regular Meeting, provided that at least one (1) week written notice is given to the public.
Section 3. Governance

All meetings of the Committee shall be guided by the latest edition of Robert’s Rules of Order except as modified by these By-laws or a vote of the members. All meetings shall be open to the public.

Section 4. Quorum

A quorum shall consist of five members of the Committee, unless otherwise specified elsewhere in these By-laws.

Section 5. Absences

Any member who has three (3) unexcused absences from meetings during a twelve (12) month period shall be removed from the Committee. If a twelve (12) month period has fewer than twelve (12) meetings, then any member who has unexcused absences in 25% or more meetings in that period shall be removed from the Committee. The Chair shall notify the member prior to the member being removed from the Committee.

Section 6. Vote Required to Adopt

Except as provided elsewhere in these By-laws, a simple majority of the votes cast shall be sufficient for the adoption of any matter, question or proposal that may properly come before the Committee.

Section 7. Abstentions

Pursuant to Section 286.012, Florida Statutes, members may abstain from voting only in the instance where the member has a conflict of interest on the matter which is put before the Committee for a vote.

Section 8. Sub-committee Meetings

A. Authority to Create

The Committee may establish standing sub-committees and may form ad hoc working sub-committees as necessary to address a specific objective or issue requiring due consideration if there is no existing standing sub-committee or affiliated organization able to address the issue. Such ad-hoc sub-committees will be temporary and consist of at least one Committee member and any additional consultants and County staff. All sub-committee meetings which include more than one Committee member and will address any issue which may come before the Committee will be noticed to the public.

C. Standing Sub-committee Duties

Sub-committees shall perform duties consistent with the designated purpose of the sub-committee, including but not limited to identifying the objective and scope; project plan or timeline, if applicable; resources; funding options, if applicable; and related documentation and materials. Sub-committees may also identify potential projects and bring them to the Committee for review.
and recommendation and shall perform additional duties or tasks assigned by the Chair. Subcommittees shall report observations, reactions, or actions during a regular meeting of the Committee.

**ARTICLE IV. OFFICERS**

Section 1. Composition, Term and Vacancies

The Officers of the Committee shall be a Chair and a Vice Chair. The Officers shall be elected by the Committee. All Officers shall serve a term of one (1) year. Officers shall take office immediately upon election and hold office until their successors are duly elected. Officers may succeed themselves. Officer vacancies shall be filled by the Committee as they occur.

Section 2. Duties

A. Chair

The Chair shall be the head of the Committee and shall be responsible for the active management of the general business and affairs of the Committee. The Chair shall preside at all meetings of the Committee. The Chair shall appoint members to any standing or ad hoc subcommittees and may designate chairpersons of those committees. The Chair shall represent the Committee at all occasions where such representation is appropriate or necessary. The Chair shall execute, on behalf of the Committee, all documents which may be necessary to carry out the mission and duties of the Committee.

B. Vice Chair

The Vice Chair shall perform the duties of the Chair in his or her absence and perform other duties as assigned by the Chair.

C. If no Officer is present at a Regular Meeting and a quorum of members is present, the meeting will be chaired by the staff liaison.

Section 3. Election of Officers

A. The Officers shall be regular members of the Committee. The Officers shall be nominated and elected by the members of the Committee at the first meeting of a calendar year, effective the 1st day of the following month; provided, that the initial Officers shall be nominated and elected at the first Committee meeting in 2015 for terms expiring on December 31, 2016, or at such later date as their successors are elected.

C. The Officers shall serve for a term of one (1) year beginning on January 1 and ending the following December 31, or at such later date as their successors are elected, and shall be eligible to succeed themselves.

D. If a Chair is unable to serve a full term, the Vice Chair shall serve as Chair for the remainder of the term, and a new Vice Chair shall be elected as soon as is practicable.
ARTICLE V. AMENDMENTS

Section 1. Authority

The By-laws of the Committee may be amended by a majority vote of the Community Redevelopment Agency members present at a regular monthly meeting. Proposed amendments to the By-laws shall be reviewed and recommended for approval by the Committee prior to action by the Community Redevelopment Agency.

Section 2. No Conflicts

The By-laws are subject to, and must not conflict with, the Pinellas County Code, Board of County Commissioner resolutions or ordinances, policies or any other law.

Section 3. Effective Date

These By-laws shall be effective as of the date they are initially approved by the Board of County Commissioners, and any subsequent amendments as they are approved by the Community Redevelopment Agency.