



## **Central Florida Regional Planning Council**

**August 10, 2016**

**Bartow Public Library**

**2<sup>nd</sup> Floor Conference Room**

**2150 South Broadway Avenue**

**Bartow, FL 33830**

**9:30 a.m.**

### **AGENDA**

#### **CALL TO ORDER** – Chairman Buddy Mansfield

- Invocation
- Pledge of Allegiance
- Roll Call
- Announcements

#### **AGENDA ITEM #1 PUBLIC COMMENTS**

#### **AGENDA ITEM #2 COUNCIL ADMINISTRATION**

A. June, 2016 Council Meeting Minutes

B. June, 2016 Financial Report

- Action Recommended: Approval
- Exhibit #2: A. Minutes (page 5)  
B. Financial Report (page 13)

#### **AGENDA ITEM #3 POLK COUNTY ACTIVITIES REPORT**

Jim Freeman, Polk County Manager, will update the Council on current activities in Polk County.

- Action Recommended: Information Only
- Exhibit: None

**AGENDA ITEM #4 ACCEPT BID FOR AVON PARK AIR FORCE RANGE JOINT LAND USE STUDY (JLUS) NOISE STUDY INTERPRETATION AND AUTHORIZE CONTRACT**

The Council's Request for Sealed Bids for Noise Study Data Interpretation closes on July 29, 2016. Staff will present the list of bidders. The Council is requested to accept recommended bid and authorize the Executive Director to execute the contract.

- Action Recommended: Award bid and authorize staff to execute contract with the selected firm
- Exhibit #4: Recommended Bid (page 15)

**AGENDA ITEM #5 THE SENTINEL LANDSCAPES PARTNERSHIP AND THE AVON PARK AIR FORCE RANGE**

The Sentinel Landscapes Partnership has announced the designation of Avon Park Air Force Range as one of three of the newest Sentinel Landscapes in the country. This designation officially recognizes the role that working agricultural lands and natural resources contribute in sustaining the military missions of installations and ranges, and the long-term health of communities. Participating in the Sentinel Landscapes Partnership leverages U.S. Department of Defense, U.S. Department of the Interior, and U.S. Department of Agriculture investments with additional funding from other Federal and State programs. Collectively these programs work to sustain the local agricultural economy, to protect critical conservation areas and to ensure the military training mission. Charles (Buck) MacLaughlin of the Avon Park Air Force Range and Deborah Keller of The Nature Conservancy will provide an overview of this program.

- Action Recommended: Information Only
- Exhibit: None

**AGENDA ITEM #6 CONTRACT WITH THE STATE OF FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) FOR COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT**

The Council has been awarded a FY 16/17 Community Planning Technical Assistance Grant by the State of Florida Department of Economic Opportunity (DEO). The grant award provides for the drafting of land development regulations specific to allowing the provision of temporary post-disaster accommodations for the 30 jurisdictions in the Central Florida region. Regulations will be drafted for the five counties of DeSoto, Hardee, Highlands, Okeechobee and Polk and the 25 municipalities within these counties.

- Action Recommended: Approve contract with DEO and authorize Executive Director to execute and administer grant agreement
- Exhibit #6: Scope of Work (page 17)

**AGENDA ITEM #7 FY 16/17 COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT AND COMPETITIVE FLORIDA PARTNERSHIP AWARDS**

Staff will provide an update regarding the State of Florida Department of Economic Opportunity (DEO) FY 16/17 Community Planning Technical Assistance Grant and Competitive Florida Partnership Awards in the Region.

- Action Recommended: Information only.
- Exhibit #7: List of Grant Awards in the Region (page 19)

**AGENDA ITEM #8 REPORT ON FLORIDA REGIONAL COUNCILS ASSOCIATION (FRCA) POLICY BOARD MEETING**

Staff and FRCA Policy Board Members will report on the July meeting of the Florida Regional Councils Association (FRCA) Policy Board.

- Action Recommended: Information Only
- Exhibit: None

**AGENDA ITEM #9 STATUS REPORT FOR THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)**

Staff will brief the Council on activities of the six-county Heartland Regional Transportation Planning Organization (HRTPO).

- Action Recommended: Information Only
- Exhibit: None

**AGENDA ITEM #10 EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION**

The Council is charged with conducting a performance evaluation of the Executive Director each year. Evaluation forms were sent to each Council Member on July 18, 2016. Council members were asked to fill out the evaluation forms and either email or mail them back in the postage paid envelope. The results of those evaluation forms will be discussed at the meeting.

- Action Recommended: Decision of Council
- Exhibit: None

**AGENDA ITEM #11 EXECUTIVE DIRECTOR'S REPORT**

The Executive Director will report on current work activities.

- Action Recommended: Information Only
- Exhibit: None

## **AGENDA ITEM #12 OTHER BUSINESS**

- A. Set date, time, and location for next meeting.
- B. Other Business

## **ADJOURN**

Please be advised that if you desire to appeal any decisions made as a result of the above hearing or meeting, you will need a record of the proceedings and in some cases a verbatim record is required. You must make your own arrangements to produce this record (Florida Statute 286.0105).

*"The Central Florida Regional Planning Council conducts business in accordance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination laws. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, familial, or income status. In accordance with the Americans with Disabilities Act, persons with disabilities needing special accommodations to participate in this proceeding should contact Patricia M. Steed, Executive Director, 555 E. Church Street, Bartow, FL 863-534-7130 x 130 within two working days of receipt of this notification." If hearing impaired call: (TDD) 1-800-955-8771 or voice impaired call: 1-800-955-8770 via Florida Relay Service."*



**Central Florida Regional Planning Council**

**June 8, 2016**

**Highlands County Commission Board Room**

**600 South Commerce Avenue**

**Sebring, FL**

**9:30 a.m.**

**Meeting Minutes**

Chairman Buddy Mansfield called the meeting to order at 9:30 a.m. Norman White offered the invocation followed by the Pledge of Allegiance.

Roll was called with the following members present.

Chairman, Commissioner Buddy Mansfield, DeSoto County  
Jackie Tucker, DeSoto County Gubernatorial Appointee  
Commissioner Mike Thompson, Hardee County  
City Councilmember Neda Cobb, City of Wauchula  
Commissioner Don Elwell, Highlands County  
Mayor John Shoop, City of Sebring  
Donna Howerton, Highlands County Gubernatorial Appointee; Highlands County  
School Board  
City Commissioner, Mike O'Connor, City of Okeechobee  
Elvie Posey, Okeechobee County Gubernatorial Appointee  
City Commissioner Pat Huff, City of Bartow and Ridge League of Cities  
City Commissioner, William Twyford, City of Winter Haven  
Earl Hahn, DeSoto County Planning Director, Ex-officio  
Todd Miller, Hardee County Planning Director, Ex-officio  
Ben Dunn, Highlands County Development Services Director, Ex-officio  
Debbie Chesna, Florida Department of Transportation, Ex-officio  
Elizabeth "Libby" Maxwell, South Florida Water Management District, Ex-officio  
John Iglehart attended for Mary Yeargan, Department of Environmental Protection,  
Ex-officio  
Tara Poulton attended for Cindy Rodriguez, Southwest Florida Water Management  
District, Ex-officio

Members absent:

City Councilmember Joe Fink, City of Arcadia  
Vice-Chair, Commissioner Edie Yates, City of Lakeland  
Chet Huddleston, Hardee County Gubernatorial Appointee  
Commissioner Bryant Culpepper, Okeechobee County  
Commissioner Melony Bell, Polk County

Hazel Sellers, Polk County Gubernatorial Appointee; Polk County School Board  
Jeff Kincart, Polk County Gubernatorial Appointee  
Bill Royce, Okeechobee County Planning Director, Ex-officio  
Tom Deardorff, Polk County Director of Growth Management, Ex-officio

### Announcements

Pat Steed, Executive Director, read a thank-you note to the Council from Marcia Staszko, former employee of the Council, for the commemorative clock and the retirement party held in her honor after the April 13, 2016 Council Meeting. Ms. Steed introduced Ken Harley, the new Transportation Disadvantaged Manager, and stated that Mr. Harley has many years of experience in Transportation Disadvantaged including in Lake County.

Ms. Steed stated that earlier this month, Jennifer Codo-Salisbury accepted an award on behalf of the Council from the Florida Planning and Zoning Association, for the 2016 Outstanding Redevelopment plan on the East Lake Parker/West North Combee Brownfields Areawide Plan. She thanked the Council for their support in pursuing this project.

### **AGENDA ITEM #1 PUBLIC COMMENTS**

There were no public comments.

### **AGENDA ITEM #2 COUNCIL ADMINISTRATION**

#### A. April 13, 2016, Council Meeting Minutes

Chairman Mansfield asked if there were any changes to the April 13, 2016 Council Meeting Minutes.

### **MOTION**

There being none, Pat Huff moved to approve the Council Meeting Minutes as submitted. Don Elwell seconded.

Motion carried unanimously.

#### B. April 2016 Financial Report

Pat Steed reviewed the Statement of Activities and Statement of Net Assets for the month ended April 2016. She pointed out an additional column in the Statement of Activities showing April of 2015, for comparison purposes.

## **MOTION**

Mike Thompson moved to accepted the April 2016 Financial Report as presented. Elvie Posey seconded.

Motion carried unanimously.

## **AGENDA ITEM #3 HIGHLANDS COUNTY ACTIVITIES REPORT**

County Administrator June Fisher highlighted major activities that are currently underway in Highlands County. A new 45,000 sq. ft. sheriff's office is being constructed. Also, three Emergency Management facilities are being replaced with new structures. A number of road projects are underway utilizing grant funding from FDOT. Ms. Fisher stated that Highlands County has recently started a program to reduce illegal dumping. Working with the Highlands County Sheriff's Office, they have hired an Environmental Deputy to investigate illegal dump sites and will prosecute the offenders. Also, Highlands County has started a vehicle tire buy-back program, in an effort to reduce tire dumping. Discussion followed.

## **AGENDA ITEM #4 RECOMMENDATIONS FROM THE FINANCE COMMITTEE**

Pat Steed stated that the Finance Committee met on May 11, 2016 to review the following budget items in detail. The Finance Committee is recommending approval of each budget item.

### **A. Budget Amendment for FY 2015-16**

Ms. Steed reviewed each proposed amendment in Local, State and Federal Revenue. The amended total revenue was \$3,228,935. Ms. Steed also reviewed the Council's corresponding expense budget. She stated that this proposed budget included a \$1,000 one-time incentive payment to each full-time, non-probationary employee, to be paid in the current budget year. No cost of living increases are proposed in next year's budget. Discussion followed.

## **MOTION**

Don Elwell moved to approve the Budget Amendment for FY 2015-16 as presented. Mike Thompson seconded.

Motion carried unanimously.

## **B. Proposed FY 2016-17 Annual Budget**

Pat Steed reviewed the proposed Local, State and Federal Revenue expected in FY 2016-17 Annual Budget. Total revenue was proposed at \$3,675,707. Ms. Steed reviewed the proposed expenses for FY 2016-17, explaining significant changes from the current year budget. Total expenses were proposed at \$3,675,707.

### **MOTION**

Pat Huff moved to adopt the Proposed FY 2016-17 Annual Budget as presented. Mike Thompson seconded.

Ms. Steed discussed the Council's current year Fund Balance activity. She also presented Fund Balance activity information for previous years for comparison purposes.

## **C. FY 2016-17 Member Assessments**

Ms. Steed stated that the Finance Committee is proposing no change to the current Member Assessments. The assessments are currently set at \$0.25 per capita for each of the Council's five counties. The amount for each county is calculated using Bureau of Economic and Business Research (BEBR) Population Estimates for the previous year. Ms. Steed presented a chart showing each county's estimated total member assessments.

### **MOTION**

Don Elwell moved to approve the \$0.25 per capita Member Assessments for FY 2016-17, as presented. Pat Huff seconded.

Motion carried unanimously.

Ms. Steed presented an organizational chart showing staff positions for FY 2016-17.

## **AGENDA ITEM #5 APPROVE AUDIT ENGAGEMENT LETTER**

Mike Carter, CliftonLarsonAllen, LLP, presented the Council's proposed annual audit engagement letter. The fee for this audit year will be \$22,500 which is an increase from last year primarily due to the HRTPO program. The audit is scheduled to begin in July, 2016 and end in December, 2016 with the audit report presented to the Council at their meeting.

### **MOTION**

Pat Huff moved to authorize the Chairman and the Executive Director to sign the Audit Engagement Letter as presented. Jackie Tucker seconded.

Motion carried unanimously.

**AGENDA ITEM #6 RESOLUTION FOR JOINT PARTICIPATION AGREEMENT (JPA) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)**

Pat Steed presented a Resolution to accept funding through a JPA from the FDOT under Section 5311, which is the Formula Grants for Rural Areas Program. The grant amount is \$596,495 which will support the Transportation Disadvantaged and rural transit programs.

**MOTION**

Donna Howerton moved to adopt Resolution Number 2016-6A which authorizes the Executive Director to execute and administer the grant. Pat Huff seconded.

Motion carried unanimously.

**AGENDA ITEM #7 RESOLUTION FOR JOINT PARTICIPATION AGREEMENT (JPA) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)**

Pat Steed presented a Resolution to accept funding through a JPA from the FDOT under Section 5310, which is Enhanced Mobility of Seniors and Individuals with Disabilities Program. The grant amount is \$400,000 which will support the Transportation Disadvantaged and public transit programs.

**MOTION**

Mike Thompson moved to adopt Resolution Number 2016-6B which authorizes the Executive Director to execute and administer the grant. Neda Cobb seconded.

Motion carried unanimously.

**AGENDA ITEM #8 CONTRACT WITH THE DEPARTMENT OF EMERGENCY MANAGEMENT (DEM) FOR HAZARDS ANALYSIS (HA) SERVICES**

Pat Steed stated that this is a continuing services contract with the Florida Department of Emergency Management (DEM) for Hazards Analysis (HA) services to fund Hazardous Materials Emergency Preparedness. The contract Scope of Work was included in the Council's agenda packet. The Council is currently contracted with DeSoto, Hardee and Okeechobee Counties to conduct their HA inspections. Polk and Highlands Counties conducts their own inspections. Ms. Steed requested the Council authorize the Chairman to execute the agreement with DEM.

**MOTION**

Pat Huff moved to authorize the Chairman to execute the contract with DEM and authorize the Executive Director to administer the contract. John Shoop seconded.

Motion carried unanimously.

## **AGENDA ITEM #9 UPDATE ON THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)**

Pat Steed stated that several major HRTPO efforts have been underway since the last Council meeting. Staff has completed the update of the Unified Planning Work Program (UPWP), which is a two year work program for TPO planning activities and budget. The UPWP was adopted by the HRTPO on May 25, 2016. Also, it was necessary to enter into a new Joint Planning Agreement (JPA) with FDOT, which was approved on May 25, 2016 meeting. The second Transportation Improvement Program (TIP) was completed and will be presented for adoption to the HRTPO Board at their meeting on June 22, 2016. Ms. Steed stated that the Long Range Transportation Plan (LRTP) was adopted by the required deadline of March 16, 2016 by the HRTPO Board. Staff recognized at that time that it would be necessary to amend the LRTP, and staff worked with FDOT to identify amendments. A special meeting of the HRTPO Board is scheduled at 11:30 a.m. following this Council meeting, to consider the amended LRTP for adoption. Staff is also working to acquire consultants to assist in TPO technical work for the current program year. Staff continues to conduct meetings of the HRTPO Technical Advisory Committee (TAC) and the Citizens Advisory Committee (CAC), along with the HRTPO Board meetings. She urged members to visit [www.heartlandregionaltpo.org](http://www.heartlandregionaltpo.org) for the latest HRTPO information.

## **AGENDA ITEM #10 SOUTH FLORIDA WATER MANAGEMENT DISTRICT PRESENTATION – SUCCESSES OF STORMWATER TREATMENT AREAS**

Elizabeth Maxwell and B.J. Kattel with South Florida Water Management District (SFWMD) provided an overview of two successful Stormwater Treatment Areas (STA) in Okeechobee County. Stormwater Treatment Areas provide water quality treatment by reducing phosphorus to the maximum extent possible. These facilities also serve as significant recreation amenities in the region. Discussion followed.

## **AGENDA ITEM #11 EXECUTIVE DIRECTOR'S REPORT**

Pat Steed stated that the Department of Defense has a program entitled Sentinel Landscapes which is a designation of the area around a military installation to identify resources to protect lands. A number of agencies toured the Avon Park Air Force Range on June 7, 2016, including Council staff. A complete report on that project is planned to present to the Council at their August meeting.

Ms. Steed reported that in May, 2016 Jennifer Codo-Salisbury presented to the Florida Defense Infrastructure Taskforce, which is a group that funds projects to protect the military missions. The presentation was made on behalf of Highlands County. Highlands County was awarded \$500,000, which was the largest single award in the state. These funds will match other grant to acquire conservation easements around Avon Park Air Force Range.

Ms. Steed reported that staff has completed the local government Technical Assistance grants from the Department of Economic Opportunity (DEO). CFRPC received a supplemental DEO grant to provide maps for local governments in DeSoto, Hardee, Highlands and Okeechobee Counties to assist in updating their comprehensive plans.

**AGENDA ITEM #12 OTHER BUSINESS**

The next meeting was scheduled for August 10, 2016, at 9:30 a.m. in Polk County. The venue will be announced once it is determined

Pat Steed stated that the Florida Regional Councils Association Policy Board has a meeting scheduled in July, 2016, in Pinellas County.

There being no further business, the meeting adjourned.

Respectfully submitted,

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Buddy Mansfield, Chairman  
June 8, 2016 Council Meeting Minutes

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**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**STATEMENT OF ACTIVITIES FY 2015-2016**  
**For the Month Ended June 30, 2016**

Exhibit #2B

UNAUDITED

June = 75%

	<u>ACCRUAL</u>	<u>ACCRUAL</u>	<u>ACTUAL</u>	<u>Amended Budget</u>	<u>ACCRUAL</u>
	<u>June 2016</u>	<u>June 2015</u>	<u>June 2016</u>	<u>Budget</u>	<u>% of Budget</u>
<b>ORDINARY INCOME/EXPENSE</b>					
<b>INCOME</b>					
1 Use of Prior Year Surplus	\$ -		\$ -	\$ -	0%
2 Member Assessments	206,241	203,712	154,681	206,240	100%
3 Local Revenue	473,601	554,038	416,059	667,187	71%
4 State Revenue	165,210	90,509	139,341	186,627	89%
5 Federal Revenue	1,350,212	997,477	1,481,117	2,168,881	62%
6 <b>TOTAL INCOME</b>	<b>2,195,263</b>	<b>1,845,735</b>	<b>2,191,199</b>	<b>3,228,935</b>	<b>68%</b>
<b>7 EXPENSE</b>					
8 Salaries & Fringe Benefits	1,150,847	997,655	1,139,470	1,505,725	76%
9 Consultants	94,170	115,916	82,870	199,960	47%
10 Transportation for the Disadvantaged Trips	621,771	353,594	642,488	970,000	64%
11 BrownfieldsRLF - Pass Through	71,387	174,229	114,938	211,000	34%
12 Accounting/Payroll Services	889	1,894	889	2,500	36%
13 Advertising	3,098	2,674	3,079	4,000	77%
14 Audit	15,950	14,350	15,950	20,500	78%
15 Auto Expense	11,928	10,244	11,045	15,000	80%
16 Building Security	370	329	297	450	82%
17 Dues & Fees	29,024	38,333	28,279	36,000	81%
18 Equipment Expense	14,805	15,633	14,769	18,000	82%
19 File Management	2,441	2,422	2,460	3,300	74%
20 Insurance	22,881	28,708	17,793	31,200	73%
21 Janitorial/Maintenance	7,728	7,729	6,935	12,000	64%
22 Legal Fees	35,087	25,300	33,492	37,200	94%
23 Meeting Expense	10,040	2,838	10,541	5,100	197%
24 Miscellaneous	-	399	-	1,000	0%
25 Office Supplies	10,160	9,654	9,605	15,000	68%
26 Postage & Delivery	3,385	4,351	3,178	7,000	48%
27 Printing	528	3,658	528	4,500	12%
28 Repair & Maintenance	3,185	5,801	3,360	6,500	49%
29 Technology Supplies	16,896	16,686	16,756	18,000	94%
30 Telephone	7,429	6,516	7,006	9,000	83%
31 Travel & Registration Fees	34,095	30,382	31,969	50,000	68%
32 Utilities	5,748	6,634	5,748	11,000	52%
33 Capital Outlay - Office & Technology	19,871	13,742	17,392	35,000	57%
34 Capital Outlay - Vehicle	-	23,445	-	-	-
35 Capital Outlay - Building	-	-	-	-	-
34 <b>TOTAL EXPENSE</b>	<b>\$ 2,193,713</b>	<b>\$ 1,913,116</b>	<b>\$ 2,220,837</b>	<b>\$ 3,228,935</b>	<b>68%</b>
35					
36 <b>INCOME OVER (UNDER) EXPENSE</b>	<b>\$ 1,550</b>	<b>\$ (67,381)</b>	<b>\$ (29,638)</b>	<b>\$ -</b>	

**CASH ON HAND 6/30/2016**

Checking Account + Petty Cash	\$ 351,721
<b>Cash Held in Reserve:</b>	
Money Market Account	\$ 271,492
Local Govt Investment Pool	\$ 8,819
<b>Total Cash</b>	<b>\$ 632,032</b>

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
STATEMENT OF NET ASSETS  
June 30, 2016**

	<u>UNAUDITED</u>		<u>ACCRUAL</u>
	<b>ASSETS</b>		
1	Cash		\$ 351,721
2	Petty Cash		112
3	Accounts Receivable		359,774
4	Unbilled Costs		196,684
5	Prepaid Expenses		10,018
6	Fixed Assets		609,988
7	Funds Held in Reserve		280,311
8			
9	<b>TOTAL ASSETS</b>		<u><u>\$ 1,808,609</u></u>
10			
11	<b>LIABILITIES &amp; EQUITY</b>		
12			
13	<b>Liabilities</b>		
14	Accounts Payable		\$ 235,992
15	Compensated Absences Liability		105,479
16	Deferred Revenue		50,326
17	<b>Total Liabilities</b>		<u>391,797</u>
18			
19	<b>Fund Balance</b>		1,416,812
20			
21	<b>TOTAL LIABILITIES &amp; EQUITY</b>		<u><u>\$ 1,808,609</u></u>

## MEMORANDUM

**Date:** August 2, 2016

**To:** Central Florida Regional Planning Council

**From:** Shannon McPherson, Program Director

**RE:** Request for Sealed Bids: Noise Study Data Interpretation

Earlier this year, the Central Florida Regional Planning Council issued a Request for Sealed Bids for Noise Study Data Interpretation, as part of the Joint Land Use Study (JLUS) for the Avon Park Air Force Range (APAFR).

One (1) response was received, which exceeded the amount of funding budgeted for this project. The Council approved staff's request to reissue the Request for Sealed Bids with further clarification of requested work product.

A revised bid request was issued and two (2) responses were received, from KBRwyle and from HMMH. Both firms meet the qualifications required to perform the work to complete this project. Therefore staff recommends HMMH, the lowest qualified bidder. This bid is within the grant budget for this activity.

**Requested Action:** Request Council accept the bid and authorize Executive Director to execute contract.

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**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

**SCOPE OF WORK**

**Project Description**

The Central Florida Regional Planning Council (CFRPC) will work with the five counties of DeSoto, Hardee, Highlands, Okeechobee and Polk and the 25 municipalities within these counties to draft land development regulations (LDRs) **specific to the permitting of the habitation of temporary residential and non-residential accommodations during post-disaster recovery periods.**

Drafting LDRs to allow for the temporary permitting of the habitation of recreational vehicles, manufactured and mobile homes, or manufactured buildings as temporary accommodations will speed the rebuilding efforts and promote more efficient expenditure of public and private resources. These measures will help sustain the economic viability of affected businesses.

**Scope of Work**

Deliverables	Performance Measures	Due Date
<p><b>Deliverable 1 – Coordination Meetings and Framework for Land Development Regulations</b></p> <ul style="list-style-type: none"> <li>· Analysis of existing land development regulation requirements in relation to temporary residential and non-residential accommodations during post-disaster recovery periods. Consider temporary housing provided by FEMA during the post-recovery period.</li> <li>· Coordinate meetings with the staff of the counties of DeSoto, Hardee, Highlands, Okeechobee, and Polk and their respective municipalities for a total of 30 jurisdictions to discuss the goals of land development regulations to allow for the permitting of temporary accommodations in disaster recovery periods.</li> </ul>	<p><b>Performance Measures:</b></p> <ul style="list-style-type: none"> <li>· Summary report of analysis findings.</li> <li>· Meeting Documentation                             <ul style="list-style-type: none"> <li>- Meeting agendas.</li> <li>- Copies of sign-in sheets.</li> <li>- Materials presented.</li> </ul> </li> <li>· Summary of input received at meetings.</li> <li>· Draft framework for the land development regulations specific to temporary accommodations for each of the thirty (30) local governments.</li> </ul>	<p>October 28, 2016</p>

Deliverables	Performance Measures	Due Date
<p><b>Deliverable 2 – Draft Land Development Regulations</b></p> <ul style="list-style-type: none"> <li>· Prepare draft land development regulations based on Framework for the thirty (30) local governments.</li> </ul>	<p><b>Performance Measures:</b></p> <ul style="list-style-type: none"> <li>· Proposed Draft land development regulations for each of the thirty (30) local governments to provide for the permitting of the habitation of temporary accommodations during disaster recovery periods.</li> </ul>	<p>March 31, 2017</p>
<p><b>Deliverable 3 – Staff Review Meetings and Draft Land Development Regulations</b></p> <ul style="list-style-type: none"> <li>· Hold review meetings with staff of the thirty (30) local governments to discuss the proposed amendments.</li> <li>· Revise amendments based on staff review.</li> </ul>	<p><b>Performance Measures:</b></p> <ul style="list-style-type: none"> <li>· Meeting Documentation <ul style="list-style-type: none"> <li>- Meeting agendas.</li> <li>- Copies of sign-in sheets.</li> <li>- Materials presented.</li> </ul> </li> <li>· Summary of input received at meetings.</li> <li>· Revised draft land development regulations based on local government input.</li> </ul>	<p>May 31, 2017</p>

**Community Planning Technical Assistance Grant**  
**&**  
**\*Competitive Florida Partnership**

**FY 16-17 Grant Awards**  
**Florida Department of Economic Opportunity**

<b><u>Jurisdiction</u></b>	<b><u>Grant Award</u></b>
<b>Central Florida Regional Planning Council</b>	<b>LDRs - temporary residential &amp; non-residential accommodations during post-disaster recovery</b>
DeSoto County	Update Housing Element and Future Land Use Element
<b>City of Bowling Green (Hardee County)</b>	<b>Master Recreation Plan for Pyatt Park</b>
<b>Town of Lake Placid (Highlands County)</b>	<b>Community Redevelopment Area Plan</b>
<b>Town of Dundee (Polk County)</b>	<b>Update to Land Development Regulations</b>
<b>*City of Frostproof (Polk County)</b>	<b>Competitive Florida Partnership</b>

Note: **Bold** indicates projects CFRPC will assist with work products.