



**VILLAGE OF INDIANTOWN  
AGENDA  
COMPREHENSIVE PLAN REVIEW COMMITTEE MEETING**

August 10, 2018  
at the INDIANTOWN CIVIC CENTER  
15675 SW Osceola Street, Indiantown, FL 34956

**COMMITTEE MEMBERS**  
ROGER BULMER  
MICHAEL GARRETT  
VEVERLY GARY-HAMILTON  
KEVIN POWERS  
MARIA ROSADO  
SCOTT WATSON  
MILTON WILLIAMS

BONNIE LANDRY, AICP, PLANNING CONSULTANT  
PAUL J. NICOLETTI, VILLAGE ATTORNEY

**Civility:** Being "civil" is not a restraint on the First Amendment right to speak out, but it is more than just being polite. Civility is stating your opinions and beliefs, without degrading someone else in the process. Civility requires a person to respect other people's opinions and beliefs even if he or she strongly disagrees. It is finding a common ground for dialogue with others. It is being patient, graceful, and having a strong character. That's why we say "Character Counts" in Indiantown. Civility is practiced at all Village meetings.

**Special Needs:** If anyone attending this meeting requires a special accommodation, please contact Cheryl White, Village Clerk, by telephone at (772) 597-9900 or by email at [cwhite@indiantown.org](mailto:cwhite@indiantown.org). If you are hearing impaired, please contact the Florida Relay Service, Dial 711, or call 800-682-8706 (English); 800-682-8786 (Espanol); 800-855-2886 (TTY).

## **CALL TO ORDER**

### **ROLL CALL:**

- ☐ ROGER BULMER
- ☐ MICHAEL GARRETT
- ☐ VEVERLY GARY-HAMILTON
- ☐ KEVIN POWERS
- ☐ MARIA ROSADO
- ☐ SCOTT WATSON
- ☐ MILTON WILLIAMS

## **PLEDGE OF ALLEGIANCE**

## **COMPREHENSIVE PLAN REVIEW COMMITTEE MEMBER'S COMMENTS**

### **COMMENTS FROM THE PUBLIC**

*-The public is invited to comment for up to 3 minutes **on any item not discussed on the Agenda.***

## **COMMITTEE ACTION ITEMS**

### 1. Minutes June 15, 2018

Motion:	Second:	Discussion by Council:	Public Comment	Vote:

### 2. Public Involvement Plan (PIP) Presentation

Motion:	Second:	Discussion by Council:	Public Comment	Vote:

## **ANNOUNCEMENTS**

## **ADJOURNMENT**

**VILLAGE OF INDIANTOWN, FLORIDA  
AGENDA MEMORANDUM**

MEETINGDATE: August 10, 2018

MEETING TYPE:

AGENDA ITEM TITLE: Minutes June 15, 2018

SUMMARY OF ITEM: Minutes of June 15, 2018 for review and approval.

RECOMMENDATION: Staff recommends the committee review the minutes and approve them as drafted.

PREPARED BY: Bonnie C. Landry DATE: 8/2/2018

REVIEWED BY: Teresa Lamar-Sarno DATE: 8/2/2018

APPROVED BY: DATE:

ATTACHMENTS:

Description

Minutes



**VILLAGE OF INDIANTOWN, FLORIDA**  
*minutes*

**COMPREHENSIVE PLAN REVIEW COMMITTEE MEETING**

**FRIDAY, JUNE 15, 2018**  
**9 A.M.**  
INDIANTOWN CIVIC CENTER  
15675 SW Osceola Street, Indiantown, FL 34956

**COMMITTEE MEMBERS**

VEVERLY GARY-HAMILTON, Chair  
SCOTT WATSON, Vice Chair  
ROGER BULMER  
MICHAEL GARRETT  
KEVIN POWERS  
MARIA ROSADO  
MILTON WILLIAMS

BONNIE LANDRY, AICP, PLANNING CONSULTANT  
PAUL J. NICOLETTI, VILLAGE ATTORNEY

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**CALL TO ORDER:**

The meeting was called to order at 9:10 a.m. by Vice Chair Watson. There was a quorum present.

**ROLL CALL:**

- ☐ VEVERLY GARY-HAMILTON, Chair (arrived at 9:13 a.m.)
- ☐ SCOTT WATSON, Vice Chair
- ☐ ROGER BULMER
- ☐ MICHAEL GARRETT (arrived at 9:58 a.m.)
- ☐ KEVIN POWERS (arrived at 9:24 a.m.)
- ☐ MARIA ROSADO
- ☐ SCOTT WATSON
- ☐ MILTON WILLIAMS

**COMPREHENSIVE PLAN REVIEW COMMITTEE MEMBER'S COMMENTS:** (Usually Limited to Non-Agenda Items): NONE.

**STAFF COMMENTS:**

NONE.

**1. Minutes.**

Staff recommends approval of the minutes from the June 1, 2018 meeting.

**Motion:** Mario Rosado made the motion to approve the minutes as drafted. The motion was seconded by Milton Williams. The motion carried 4-0.

**2. APPROVAL OF THE CPR MEETING CALENDAR**

Staff recommends the committee review the proposed meeting dates, recommend any changes and approve the meeting calendar through the end of the calendar year. It was noted that there is a meeting scheduled for December 21<sup>st</sup>. Due to holiday schedules, this meeting may be cancelled.

**Motion:** Scott Watson made the motion to approve the CPR Meeting Calendar as drafted. Roger Bulmer seconded the motion. The motion carried 5-0.

**3. PUBLIC INVOLVEMENT PLAN**

Staff will provide an outline of key components that will comprise the Public Involvement Plan (PIP) for the Comprehensive Plan development. Staff recommends that the committee discuss the outline; make any recommended changes, deletions and additions and make a motion to recommend the Village Council accept the outline of the Comprehensive PIP and direct the Planning Consultant to prepare the plan as outlined.

**Discussion:** The PIP outline was presented. There was discussion and public comment. Additions included utilizing Facebook; providing translation to Limited English Proficiency (LEP) population providing all meetings with Spanish translation services and at least one meeting in Creole (to gauge interest); contact Anita Cocoves to learn other ways to engage the traditionally underserved; contact Martin County CRA to get data recently collected by the CRA from students at a “pop up” event; collaborate with Kindoo; Video tape Q and A and post to the website and engage youth and families by canvassing soccer and baseball fields.

Staff will utilize this direction to draft the Pubic Involvement Plan.

**COMMENTS FROM THE PUBLIC** - *The public is invited to comment on any item not discussed on the Agenda for up to 3 minutes. Questions are not entertained, and if civility is not practiced, the person may be ruled out of order, and may be asked to leave the meeting.*

There was discussion related to the formality of the agenda format. The consensus was to remove the language “Questions are not entertained....” And for staff to work with the Chair to create a more inviting format and to specifically include “public comment” within each agenda item as well as at the end of the agenda.

**ANNOUNCEMENTS:**

Staff has facilitated Indiantown.org email addresses as requested at the June 1 meeting. Staff will contact the committee members to assist in setting up these Village email addresses.

The next CPR meeting is scheduled for July 27 at 9 a.m.

**ADJOURNMENT**

There was no other business, and the meeting was adjourned at 10:12 a.m.

**VILLAGE OF INDIANTOWN, FLORIDA  
AGENDA MEMORANDUM**

MEETINGDATE: August 10, 2018

MEETING TYPE:

AGENDA ITEM TITLE: Public Involvement Plan (PIP) Presentation

SUMMARY OF ITEM: This is the first draft of the Public Involvement Plan that will guide the process for public vetting of the Comprehensive Plan for the Village of Indiantown.

RECOMMENDATION: Make a recommendation to the Village of Indiantown Council to approve the Public Involvement Plan as drafted at their August 23, 2018 meeting.

PREPARED BY: Bonnie C. Landry

DATE: 8/2/2018

REVIEWED BY:

DATE:

APPROVED BY: Teresa Lamar-Sarno

DATE: 8/3/2018

ATTACHMENTS:

Description

PIP Plan



Photo by Joe Szurszewski (CC BY-NC 4.0) Copyright 2013 American Planning Association

## DRAFT\* Public Involvement Plan 2018

### Indiantown Comprehensive Plan

### Prepared by

Bonnie C. Landry & Associates, P.A. Stuart, FL

Mayor Susan Gibbs Thomas

Vice Mayor Guyton Stone

Council Member Jackie Gary Clarke

Council Member Anthony Dowling

Council Member Janet Hernández

Village Manager Teresa Lamar-Sarno

Village Attorney Paul Nicoletti

*\*This document is in draft form and will be reviewed and refined by the Comprehensive Plan Review Committee. Comments from the public will also be considered before this document is presented to the Village of Indiantown Council.*



## Introduction

On December 31, 2017, the Village of Indiantown was born. Through the efforts of many interested parties, Indiantown, Florida making it the 412th municipality in the state of Florida. Developing a Comprehensive Plan is one of the first State-mandated requirements. This Comprehensive Plan will be the blueprint for how Indiantown will evolve longterm and reflect the desires and goals of its residents. Florida State Statute 163.3167 requires the Comprehensive Plan to be adopted by the Village Council and accepted by the Department of Economic Opportunity no later than December 31, 2020. The Comprehensive Plan is the governing document which provides meaningful and predictable standards for the use and development of the land within the Village of Indiantown. Because of the impact of this to the residents, it can only and be developed through thoughtful engagement of the Village's citizens throughout the process. This will ensure it reflects the wishes and desires of not just a few but considers many views.



*Photo by Joe Szurszewski (CC BY-NC 4.0) Copyright 2014 American Planning Association*

## Overview

Public involvement is an integral component of the Comprehensive Plan development process to ensure that the long-range plan for the municipality directly reflects the goals, objectives and vision of its residents and future residents. The most effective way to ensure this involvement is to provide a multitude of opportunities and methods to include input from every demographic represented in the community. In order to reach the multitude, it is important to meet the citizens on their turf. Therefore, it is vital to hold the public workshops in the various neighborhoods, bringing the meetings to the public rather than having the public congregate at one centralized location. In addition, it is vital to provide various communication methods in order to accommodate various learning styles recognizing there are so many ways that humans synthesize and process information. In facilitating these meetings, it is important to fully understand the audience and prepare accordingly. The best practice is to look beyond the “usual suspects” and make a concerted effort to reach out to the residents who may not have the time to attend Village Council meetings. It is also important to involve agencies and not for profits who serve these residents as they know first hand the needs of this community.

*The public will participate in the comprehensive planning process “to the fullest extent possible.”*  
FSS 163.3181

Not only is public involvement important to assure the Comprehensive Plan reflects the community vision, but it is also mandated by the State of Florida.

*FSS 163.3181 – The public will participate in the comprehensive planning process “to the fullest extent possible.” (The local government will provide effective public participation in the comprehensive planning process and provide real property owners with notice of all official actions that regulate their property.) The Florida Legislature intended that the Comprehensive Plan would be a living document – capable of adjusting to changing growth management issues that develop over time. The legislature further intended to empower residents of a community to participate at all levels of the comprehensive planning and land development process.*

In recognition of the time needed to prepare a proper document, the Village Council appointed a seven-member committee known as the Comprehensive Plan Review Committee (CPR) to navigate the process and set realistic goals and objectives. It is important to recognize that as an appointed board, the CPR must abide by the Sunshine Law at all times and never discuss matters that may come before them with one another. The Village Attorney provided an informative training to each of the committee members at the first meeting regarding this responsibility.

## Project Navigators -Comprehensive Plan Committee (CPR)

The Village of Indiantown appointed citizens to guide the Comprehensive Plan process who will serve throughout the process and provide valuable recommendations for the elected officials to consider. This seven-member team is comprised of one appointee per Council member and two at-large members.

Michael Garrett	Appointed by Mayor Susan Gibbs Thomas
Roger Bulmer	Appointed by Vice Mayor Guyton Stone
Veverly Gary-Hamilton (Chair)	Appointed by Jackie Gary Clarke
Scott Watson	Appointed by Anthony Dowling
Maria Rosado	Appointed by Janet Hernández
Kevin Powers	At Large Appointee
Milton Williams	At Large Appointee

As appointed by an elected body, these members must abide by Florida Sunshine Law and have been trained accordingly.

## Purpose

The purpose and intent of the Comprehensive Plan is to provide the principles, guidelines, standards and strategies for orderly and balanced future economic, social, physical, environmental and fiscal development of the Village of Indiantown that reflects the community commitments to implement the plan and each of its elements. In order to ensure this, it is vital that the public involvement process include numerous opportunities for the public to discuss and participate in the establishment of the goals, objectives and policies of the Village of Indiantown Comprehensive Plan. This outreach process will be inclusive of all ages, abilities, cultures and socioeconomic classes. As a general rule, plans that are developed with a broad set of stakeholders involved result in a better-quality plan that is used more often and stands the test of time.

This outreach process will be inclusive of all ages, abilities, cultures and socioeconomic classes.

To that end, the first document to be approved in this process is the Public Involvement Plan. This plan will provide a roadmap to the CPR and provide strategies to listen to stakeholders and goals to move forward toward the adoption of the Comprehensive Plan. When public engagement is done properly, diverse views are evaluated; compromise on each party is made; and the document is one that most can embrace. To accomplish this, the facilitator and the committee must be proactive to protect against the pitfalls to balanced input. The following table includes a list of common roadblocks to a successful public engagement and strategies to prevent them.

## Typical Pitfalls

## Strategy

<p>Audience members who are timid to participate because they do not understand concepts or purpose</p>	<ul style="list-style-type: none"> <li>● Avoid acronyms and jargon</li> <li>● Effective use of visual aids</li> <li>● Workshop with small group format</li> <li>● Utilize multiple communication channels (talking sessions, comment cards, easels, etc.)</li> <li>● Provide translation to speakers of other languages</li> </ul>
<p>Vocal community leaders who dominate the discussion or have hidden agenda</p>	<ul style="list-style-type: none"> <li>● Strong facilitator</li> <li>● Small groups</li> <li>● Time limits</li> <li>● Sign in sheets include home or agency address to assure that those engaged live in the Village of Indiantown or provide services to who do</li> </ul>
<p>Lack of involvement</p>	<ul style="list-style-type: none"> <li>● Utilize multiple media outlets to advertise (proper meeting notice)</li> <li>● Provide meeting locations within established neighborhoods</li> <li>● Collect demographic data of participants to ensure that all aspects of the community are represented</li> <li>● Acknowledgement and consideration of public comments</li> </ul>
<p>Lack of transparency</p>	<ul style="list-style-type: none"> <li>● Extensive data</li> <li>● Provide project website kept up to date with meeting information and documents as they are drafted</li> <li>● Adequate project budget for public relations support and follow up to with the public to confirm initial conclusions align with public desires</li> <li>● Provide appropriate review and comment periods</li> </ul>



## Project Goals

- All stakeholders of the Comprehensive Plan have the ability and opportunity to express their desires for the long-term goals, objectives and policies of the Comprehensive Plan.
- The Indiantown Community will be informed throughout the process.
- The traditionally underserved population will be engaged.
- The public will understand the plan action items
- The Final Comprehensive Plan will accurately reflect the entire community's vision for the Village of Indiantown.

## Stakeholders

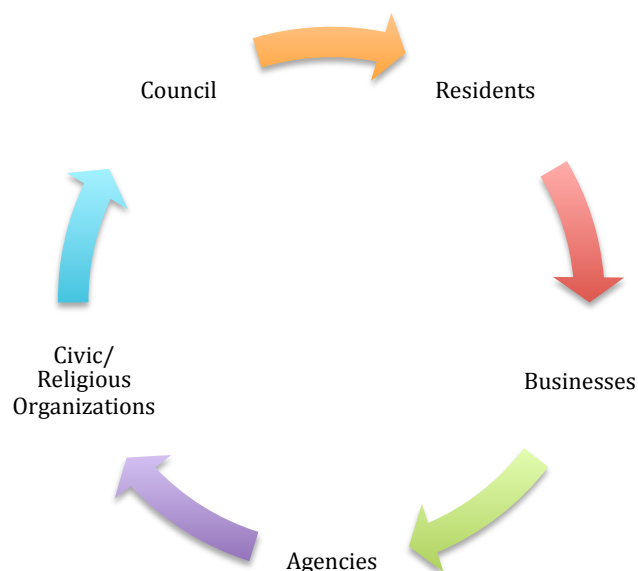
Public involvement is inclusive of all decision-makers and stakeholders. It includes as many groups and individuals as possible, especially those who will be most affected. The Public Involvement Plan defines the stakeholders as:

- Village Council
- Residents (General population, persons over 65 years old, low income, disabled, youth)
- Business and property owners
- Not for profit agencies who provide services to Village residents
- Civic and religious organizations
- State agencies

Effective public involvement builds credible and trusting relationships between agencies and with the community. To accomplish this, ongoing communication among the stakeholders is vital.



Successful planning brings diverse viewpoints and values to the surface early in the decision- making process. This includes activities and actions that both inform and involve the public, so they can help influence decisions that affect their daily lives and the lives of future Village of Indiantown residents.



## Title VI and Executive Order 13166

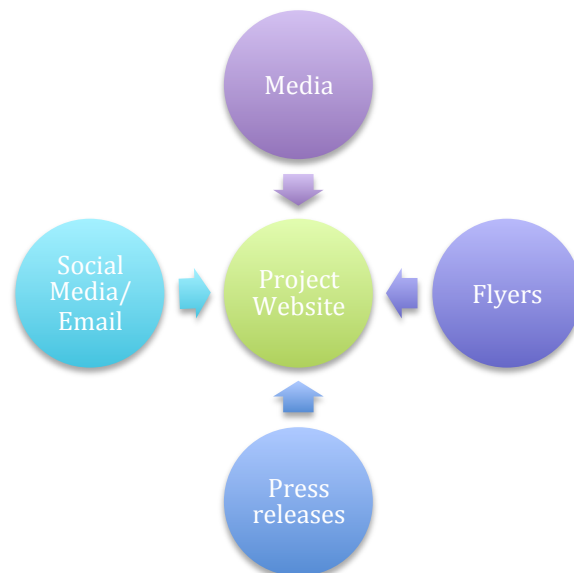
The Village Council of the Village of Indiantown (the “Village”) recognizes the community “need” of reaching out to all ages, abilities, cultures, and socioeconomic groups as we prepare and adopt our first Comprehensive Plan. In addition, the Village intends to comply with Presidential Executive Order 13166 regarding access for those persons with “limited English proficiency” to the extent that is reasonable for the Village. This Executive Order was written to prevent discrimination which results from a person’s inability to communicate due to a limited proficiency in the English language. It is important to know this Executive Order did not intend to unduly burden local governments. When considering the need for translation services, the Village will provide those services as the need develops and is identified.

## Outreach tools

The most appropriate outreach tools are used for each audience. It is essential to know and understand the community to develop the most appropriate outreach techniques and establish evaluation measures.

In order to accomplish effective communication, numerous channels will be used to reach the most people. The Project website will be the central repository for draft documents. Social media and other tools will be used to direct the audience to the project website. These communication channels which will include but not be limited to:

- Project website
- Local media (print, radio, TV)
- Social Media
- Flyers posted in key locations (Library, churches, businesses)
- Video with facts about the process and frequently asked questions
- Press Releases
- Email



## Documentation

Documentation lets members of the public know their comments and concerns have been heard. It ensures that commitments are carried throughout all phases of the project. This ongoing documentation shows that a process was used in evaluating alternatives and determining the solutions. Therefore, meticulous record-keeping must be maintained throughout the planning process and made available for public inspection via the project website and the Village of Indiantown Administrative Offices.

## Community Workshops

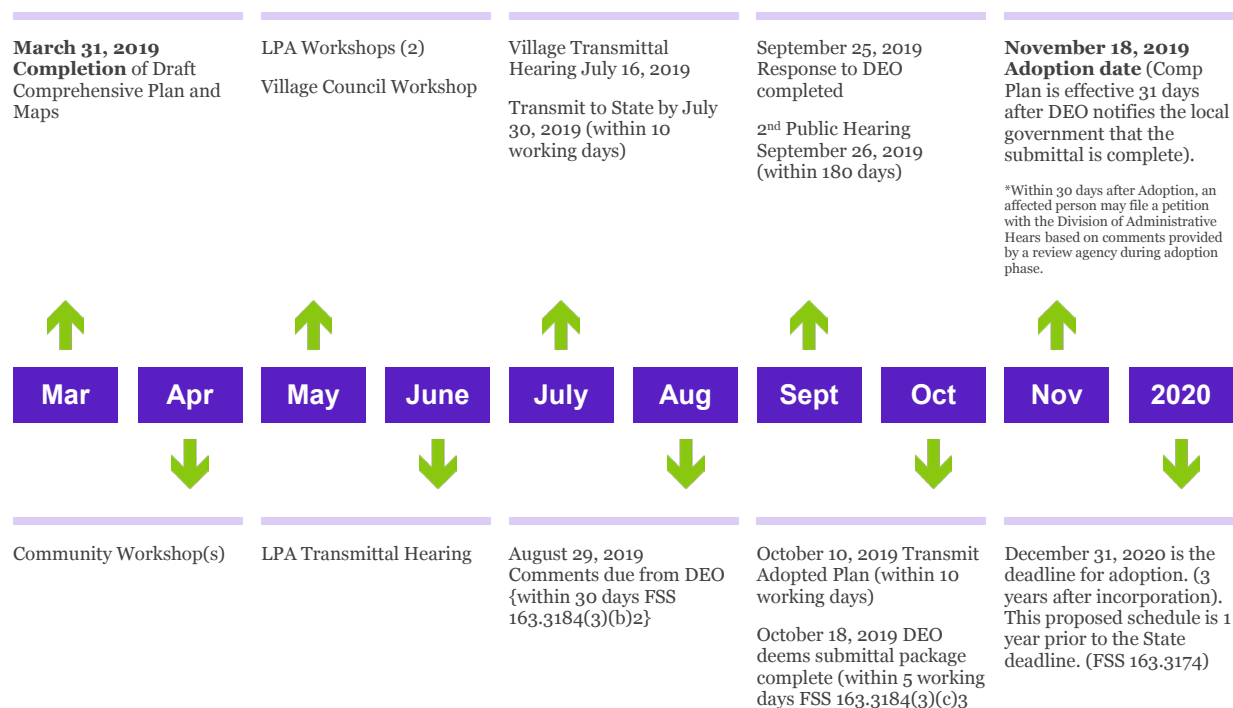
Public Workshops will be provided throughout the community to vet the draft document and gain consensus among the stakeholders. The aim of this series of meetings will be to bring the meeting to the stakeholders rather than conducting them in one centralized location. The format will be small group table-top discussions. A scribe will be appointed at each table to document the key discussion points. The projected meeting schedule is:

- December 2018: Goals, Objectives, Policies
- January 2019: Future Land Use
- January 2019: Intergovernmental Coordination; Capital Improvement Plan and Infrastructure elements
- February 2019: Housing and Transportation
- February 2019: Conservation, Recreation and Open Space
- March 2019: Draft Comprehensive Plan and Maps

## Timeline

Although the State deadline for the completion of this document is December 31, 2020, the Council directed staff to move this process along in a timely manner. Based upon the steps leading up to adoption, the following timeline is provided. This timeline may change as needed based upon the recommendation of the Village Manager and/or the Comprehensive Plan Review Committee and the approval of the Village Council.

## Milestones\*



\*Community Workshops will be conducted as noted on page 8 prior to the presentation of the final draft document at the Public Hearings.

### Sources and References

FDOT Public Involvement Handbook December 2011 and July 2915

ILG is the nonprofit 501(c)(3) research and education affiliate of the League of California Cities and the California State Association of Counties.

National League of Cities

American Planning Association

The United States Department of Justice