



**VILLAGE OF INDIANTOWN
AGENDA
SPECIAL VILLAGE COUNCIL MEETING**

September 27, 2018
5:00 PM
at the INDIANTOWN CIVIC CENTER
15675 SW Osceola Street, Indiantown, FL 34956

VILLAGE COUNCIL
SUSAN GIBBS THOMAS, MAYOR
GUYTON STONE, VICE MAYOR
JACKIE GARY CLARKE
ANTHONY D. DOWLING
JANET HERNÁNDEZ

ADMINISTRATION
TERESA LAMAR-SARNO, VILLAGE MANAGER
WADE C. VOSE, VILLAGE ATTORNEY
CHERIE WHITE, VILLAGE CLERK

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 reasonable accommodation, please contact Cheryl White, Village Clerk, by telephone at (772) 597-9900 or by email at cwhite@indiantown.org. at least 48 hours in advance.

Quasi-Judicial Hearings: Some of the matters on the Agenda may be "quasi-judicial" in nature. Village Council Members are required to disclose all ex-parte communications regarding these items and are subject to voir dire by any affected party regarding those communications. All witnesses testifying will be "sworn" prior to their testimony. However, the public is permitted to comment, without being sworn. Unsworn comment will be given its appropriate weight by the Village Council.

Appeal of Decision: If a person decides to appeal any decision made by the Village Council with

respect to any matter considered at this meeting, he or she will need a record of the proceeding, and for that purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes any testimony and evidence upon which the appeal will be based.

Consent Calendar: Those matters included under the Consent Calendar are typically self-explanatory, non-controversial, and are not expected to require review or discussion. All items will be enacted by a single motion. If discussion on an item is desired, any Village Council Member, without a motion, may "pull" or remove the item to be considered separately. If any item is quasi-judicial, it may be removed from the Consent Calendar to be heard separately, by a Village Council Member, or by any member of the public desiring it to be heard, without a motion.

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

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PUBLIC COMMENT

*-The public is invited to comment for up to 3 minutes **on any item not on the Agenda**. Questions are typically deferred to staff, and if civility is not practiced, the Mayor may rule the person out of order, and may require the person be removed from the meeting.*

COMMENTS BY VILLAGE COUNCIL MEMBERS

COMMENTS BY VILLAGE MANAGER

APPROVAL OF AGENDA

-A motion is adopted to approve the Agenda as it appears, or as modified by motion of the village council.

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

1. Village of Indiantown Voluntary Annexation Process Discussion

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

ANNOUNCEMENTS

NEXT REGULAR MEETING

ADJOURNMENT

VILLAGE OF INDIANTOWN, FLORIDA AGENDA MEMORANDUM

MEETING DATE: September 27, 2018

MEETING TYPE: Special Meeting

AGENDA ITEM TITLE: Village of Indiantown Voluntary Annexation Process Discussion

SUMMARY OF ITEM: With the incorporation of the Village of Indiantown, staff is developing policies, procedures and fee schedules for various planning functions. One of these is annexation petitions. In July, a property owner expressed interest in adding his property to the Village of Indiantown's boundary. At that time, there was no policy, fee schedule or even application for this process. Staff recommended that this petition be postponed until the Council approves a standard application, check list and fee schedule. The annexation process is primarily prescribed by Florida Law.

Chapter 171, Florida Statutes, includes definitions, purpose and standards for evaluating annexation petitions. The statute describes two types of annexations – Voluntary and Involuntary. Involuntary annexations are not common and unlikely to be considered by the Village of Indiantown in the near future. Therefore, staff will focus the summary on Voluntary annexations.

The Voluntary Annexation process begins when an owner or owners of property within an unincorporated portion of the County requests to be included within the boundary of Indiantown.

Florida Statute 171.044 outlines the three primary considerations for evaluating a voluntary annexation request:

1. Is the subject parcel contiguous to Indiantown? – Meaning does this parcel share a common boundary with the Village of Indiantown?
2. Is the parcel reasonably compact? – Meaning is the parcel is concentrated in a single area and does adding this property create a logical boundary? (not create enclaves, pockets or a serpentine boundary pattern)

If both of these factors are true, the subject parcel is eligible for annexation. However, this is just the beginning of the process. The Village Council, with the assistance of a planner, must determine if annexing the parcel is in the best interest of the Village. (for example, will it generate enough tax dollars to support the services needed to add this parcel.)

For this evaluation, planning staff has drafted a process to be followed for annexation petitions, along with a fee schedule and detailed application. With the process recommended, the applicant would need to provide the information which will reduce staff time.

The application will require the petitioner to provide the following information:

1. Completed Application Form
2. Future Land Use and Zoning application (applicable after Village Comprehensive Plan is adopted.)
3. Payment of Fees – Check made payable to the Village of Indiantown
4. Name and address of the current property owner
5. Power of Attorney - document of authority to act on behalf of the owner
6. Recorded Deed - a copy of the recorded deed(s) for the subject
7. Legal Description and parcel control numbers for each parcel proposed to be annexed, and acreage of subject parcel(s)
8. A detailed location map
9. Map depicting current zoning
10. Map depicting current future land use
11. Description of adjacent properties (current zoning, future land use and current use)
12. Aerial Photo – Recent aerial photo of the site with the property clearly outlined
13. Assessment Map with property clearly outlined in red
14. Survey in CADD and one (1) hard copy
15. Justification statement/explanation for proposed annexation (relevant goals, objectives, and policies of the Village's comprehensive plan)
16. An estimate of ad valorem tax revenues to be generated by the subject property at the current millage rate both prior to and after development
17. An estimate of residential population increase of the Village after development
18. School Impact Worksheet
19. Water and Sewer availability worksheet
20. A current Flood Insurance Rate Map with the subject property outlined in red
21. Traffic study, demonstrating the effects of the proposed amendment on the minimum Levels of Service
(The following must be provided concurrent with the draft notification letter for staff review prior to the first public hearing)
22. Certified list of surrounding property owners.
23. One (1) copy of all documents on a PDF formatted disc electronically signed and sealed and one (1) original hard copy.
24. Any other information as may be required by the Village of Indiantown staff in order to do a thorough review of the request

Once the application is found to be sufficient, staff will review the submittal and prepare a staff report with a recommendation to approve or deny the request. When the staff report is complete, and if the Village is in favor of adding the property to the Village boundary, the Village Attorney will draft an ordinance describing the annexation along with a map depicting the parcel. Then both the public (via newspaper ad) and the Board of County Commissioners (via certified mail) must be notified of the proposed annexation. After these notifications are completed, the Village will approve the ordinance to annex the parcel. The Ordinance will be read at two regular council meetings for final approval. Because the Village has adopted the Land Use and Zoning Map of the County, a Land Use and Zoning designation will not be required. However, after adoption of the Village of Indiantown Comprehensive Plan, this will be a requirement of the process.

Staff is looking to the Council for any other information that they would like

included in the Annexation Application. Staff will also do a fee study of similar municipalities and ask for approval of the fee for this process.

RECOMMENDATION: Staff recommends approval of the annexation process and fee with additions or deletions recommended by the Council.

PREPARED BY: Bonnie C. Landry, AICP DATE: 9/21/2018

REVIEWED BY: Teresa Lamar-Sarno, Village Manager DATE: 9/21/2018

APPROVED BY: Wade C. Vose, Village Attorney DATE: 9/21/2018

ATTACHMENTS:

Description

Annexation application

Annexation Checklist

Limited Power of Attorney



Village of Indiantown
P.O. Box 398
16550 SW Warfield Blvd.
Indiantown, FL 34956-0398

ANNEXATION APPLICATION
Project ID# _____

Pre-Application Date:	Application Date:
Project Name:	
Parcel ID #	Project Address:
Future Land Use Current:	Future Land Use Proposed:
Zoning/CRA Sub-district	
Subdivision:	Lot(s)
Fee: \$TBD (<i>this does not include fees that may be charged as a result of application review by the Village's consultants</i>)	
Justification for annexation petition: _____ _____ _____ _____	

Annexation Petition GENERAL INFORMATION
(Please print or type)

1. Property Owner, Lessee, Contract Purchaser, or Applicant (Circle One)

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Fax Number:
Company Address:	Email Address:

2. Agent of Record (if any): The following individual is designated as the Agent of Record for the property owner, lessee, or contract purchaser and should receive all correspondence related to the application review.

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Fax Number:
Company Address:	Email Address:

3. The Undersigned, as Property Owner, Lessee, Contract Purchaser, or Applicant (circle one), acknowledges responsibility for all Village expenses associated with the referenced application(s) including time spent by the Village's consultants and further acknowledges that payment of consultant fees will be made prior to the receipt of the consultant comments.

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Fax Number:
Company Address:	Email Address:

4. Land Planner

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Fax Number:
Company Address:	Email Address:

5. Traffic Engineer

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Fax Number:
Company Address:	Email Address:

6. Attorney

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Fax Number:
Company Address:	Email Address:

7. Other Professional

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Fax Number:
Company Address:	Email Address:

I hereby certify that all information contained herein is true and correct.

Signed this _____ day of _____ 20__.

Signature of Property Owner, Lessee, Contract Purchaser or Applicant (circle one)

State of Florida, Martin County The foregoing instrument was acknowledged before me on this _____ day of _____ by _____ who is personally known to me, or who has produced _____ as identification and who did/did not take an oath.

Notary Signature



Village of Indiantown
P.O. Box 398
16550 SW Warfield Blvd.
Indiantown, FL 34956-0398
SUBMITTAL REQUIREMENTS CHECKLIST:

Completed Application Form
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Power of Attorney - document of authority to act on behalf of the owner
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Traffic study, demonstrating the effects of the proposed amendment on the minimum Levels of Service (The following must be provided concurrent with the draft notification letter for staff review prior to the first public hearing)
Certified list of surrounding property owners.
One (1) copy of all documents on a PDF formatted disc electronically signed and sealed and one (1) original hard copy.
Any other information as may be required by the Village of Indiantown staff in order to do a thorough review of the request

Application Number _____
Applicant Name _____



LIMITED POWER OF ATTORNEY

By this Limited Power of Attorney I, _____, as owner of the property subject to the application submitted to Village of Indiantown, hereby make, constitute and appoint _____, the true and lawful attorney-in-fact for said application, and in my name, place and stead, to execute and sign any and all documents or instruments pertaining to the following property located in the Village of Indiantown.

See attached legal description as Exhibit "A"

I, _____, Owner, give and grant unto said attorney-in-fact, full power and authority to do and perform any and all acts necessary or incident to the performance and execution of the powers herein expressly granted, with power to do and perform all acts authorized hereby, as fully to all intents and purposes as owners might or could do with full power of substitution and revocation, hereby ratifying and confirming all that said attorney or his substitute shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I _____, Owner, have hereunto set my hand on this _____ day of _____, 20__.

NOTARY ACKNOWLEDGMENT

STATE OF _____
COUNTY OF _____

I hereby certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____. He or she is personally known to me or has produced _____ as identification.

Notary public signature

Printed name _____

State of _____ at-large