

**THE SECOND AMENDED INTERLOCAL AGREEMENT FOR  
PUBLIC SCHOOL FACILITY PLANNING  
STAFF WORKING GROUP MEETING**

**Final Minutes  
September 4, 2014  
9:30 a.m. – 11:30 a.m.**

**City of Plantation, Development Services Building  
401 NW 70<sup>th</sup> Terrace, 1<sup>st</sup> Floor Conference Room  
Plantation, Florida 33317**

**1. Call to Order and Roll Call**

Vice Chair Lisa Wight called the September 4, 2014 Staff Working Group (SWG) meeting to order at 9:36 a.m. Linda Houchins took roll call, and the following members were in attendance:

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|--------------------------|--|
| • Buckeye, Rick          | City of Oakland Park                           |
| • Carpenter, Paul        | City of Coral Springs                          |
| • Dokuchitz, Peter       | City of Plantation                             |
| • Hall, Lorri            | City of Miramar                                |
| • Jefferson, Althea      | City of Hallandale Beach                       |
| • Lajoie, Corinne Church | City of Dania Beach                            |
| • Lodge, Tom             | City of Fort Lauderdale                        |
| • Marks, Scott           | Town of Pembroke Park                          |
| • Sesodia, Josie         | City of Sunrise                                |
| • Stevens, Marcia        | City of Deerfield Beach                        |
| • Swanson, Eric          | City of Parkland and Town of Southwest Ranches |
| • Von Stetina, Deanne    | Broward County Planning Council                |
| • Wight, Lisa            | Broward County School Board                    |
| • Williams, Sharon       | City of Pembroke Pines                         |

Others in attendance at the meeting were as follows:

- |                  |                           |
|------------------|---------------------------|
| • Cross, Renee   | City of Coconut Creek     |
| • Forelle, Sara  | Broward County            |
| • Henderson, Sue | Broward County            |
| • Lee, David     | City of Wilton Manors     |
| • Tingom, Peter  | Oversight Committee Chair |

Ms. Wight said there were several people present that had not been officially designated to represent their municipality, therefore, their vote and attendance would not count at the meeting. She advised that to be designated to represent a municipality all that was necessary was an email from the SWG member to Ms. Houchins stating who would be representing the municipality prior to the meeting.

**2. Addition(s) to the September 4, 2014 Agenda**

There were no additions to the September 4, 2014 agenda.

### **3. Approval of the Final Agenda for the September 4, 2014 meeting**

Sharon Williams made a motion to approve the final agenda for the September 4, 2014 meeting. Rick Buckeye seconded the motion, and the motion passed unanimously.

### **4. Approval of Minutes May 1, 2014 meeting**

Rick Buckeye made a motion to approve the minutes from the May 1, 2014 meeting. Sharon Williams seconded the motion, and the motion passed unanimously.

### **5. Subcommittee Reports**

#### **5.1 Review the Draft 2014 Annual Report on the Implementation of the Second Amended Interlocal Agreement for Public School Facility Planning**

Lisa Wight advised that the Subcommittee, which included the County, the City of North Lauderdale and herself, had met and prepared the first draft of the 2014 Annual Status Report. She said the Report would ultimately be adopted by the SWG and sent to the Oversight Committee for review. Ms. Wight said that the Report was a work in progress, and she explained that the coloring on the draft Report was an internal reminder for each department responsible for those sections, and would be removed prior to finalization of the Report. She advised that a summary page would be included for the December 2014 meeting. Ms. Wight went through the draft Report page by page, and the comments and/or changes were as follows:

- Page 6 – Ms. Wight said Section 3.1 talked about the County providing population projections to the Municipalities. Sara Forelle said the projections have already been updated and are available. She said that if anything further was needed, she would be able to provide it. Brief discussions followed regarding last year's population projections. Ms. Forelle said that the County encourages Municipality participation regarding projections. She also advised that the Municipalities are not obligated to use the County's projections.
- Page 7 – Ms. Wight advised that the Report states that the Tentative District Educational Facilities Plan (TDEFP) was provided on September 2, 2014 to the Municipalities and the County. Ms. Wight said that the Capital Budget Department had just requested the SWG email list, and that the September 2<sup>nd</sup> date would change when the SWG received the TDEFP. She advised that the Public Hearing on the TDEFP was scheduled for September 9, 2014. Discussions followed regarding the bond referendum and the plant survey. Ms. Wight said she would advise the SWG whether the TDEFP presumes the bond money.
- Page 8 – Ms. Wight advised that the Demographics & Student Assignments Department provides the number of municipalities that have provided the development trends report, and that number would be added to the Report. She stated that the information for both the City of Parkland and the Town of Southwest Ranches was very important because of the development going on in those Municipalities.
- Page 9 – Ms. Wight said that the Subcommittee had asked who the County representative was on the Site Review Committee. She said that it was a title and not an actual appointment, and that the County could send whoever fills that role as established by Policy.
- Page 11 – Ms. Wight said that the Subcommittee had made a comment that Section 7.2 states that all of the municipalities have appointed School Board staff to sit on their Local Planning Agency (LPA), and they said it would be a good idea to bring that up at the SWG meeting. Ms. Wight stated that if there are any residential projects on the Municipal agendas, District staff should be notified and given notice and the opportunity to review and comment.



- Page 12 – Ms. Wight said that the Subcommittee was surprised that the District reviewed non-residential projects. She said that the District reviewed non-residential projects with regard to potential impact on school facilities. Brief discussions followed.
- Page 15 – Ms. Wight advised that Section 8.2 was the only section not met each year because some Municipalities had not updated their Land Development Code or Comprehensive Plan to reflect the current Level of Service Standard (LOS).
- Page 16 – Ms. Wight advised that the benchmark enrollment date was the Monday after Labor Day which would be September 8, 2014. She said that the benchmark enrollment was the foundation for all the data and stated that the new information would be repopulated into the Facilities Element and would be provided to the Municipalities in November 2014.

There were no other comments regarding the 2014 Annual Report. Ms. Wight encouraged everyone to look over the attachments and advise of any corrections or revisions.

Ms. Wight talked about the Hardship School Concept. She said that the SWG had unanimously recommended adoption of the Hardship School Concept through the DEFP and School Board Policy in lieu of amending the Second Amended Interlocal Agreement (SILA). Ms. Wight stated that the Oversight Committee was also in support of the Hardship School Concept to allow immediate relief to the most challenged Concurrency Service Areas (CSA) with regard to LOS. She explained that if there was a CSA that did not meet the LOS, and there was not enough extra capacity at an adjacent CSA in the same Planning Area, the Hardship School Concept would allow the CSA to use its portables to meet the LOS, which is the same adjacency test that the SILA allows for developers. Ms. Wight said that at the present time there are only two schools that meet that provision, Cypress Bay High School and Falcon Cove Middle School. She said that meant that if there was not enough space at the adjacent school and the Hardship School Concept was not used, there would be domino boundary changes to meet the LOS. She reminded the group that boundary changes are no longer effective because of the choice given to parents regarding Charter Schools. Ms. Wight said that the Oversight Committee discussed the subject at length and they recommended that staff move forward with the Hardship School Concept and also to pursue amendment of the SILA to allow the District to use the LOS based on gross capacity. She stated that one of the major benefits was that it unifies the standard used for student instruction and class size requirements with what counts as capacity for development approvals. Ms. Wight advised that in November 2014, staff would ask the Board to authorize moving forward with an amendment to the SILA to remove the sunset provision. She stated that the Hardship School Concept was not mentioned in the TDEFP because the five year period in the upcoming DEFP was still under the 100% gross capacity LOS, but next year's DEFP would include the 2019/20 school year and would include the Hardship School Concept.

Ms. Wight advised that School Board Policy 1161 revisions to incorporate the Hardship School provision was scheduled for a School Board Workshop on September 23, 2014. She said there would also be language added to the Policy to incorporate school impact fee waivers for affordable housing projects certified as very low income by Broward County. Ms. Wight said the District was currently in the process of updating the student generation rates and school impact fees which would increase some of the costs, and to offset the detriment to affordable housing, the School Board has reopened the school impact fee waiver process in a new version. She stated that in order to establish some control, there would be a yearly cap on the amount of school impact fees waived. Ms. Wight stated that the affordable housing projects would have to have final construction plans, that there would be a maximum amount of \$25,000 per project, and it would be on a first come, first serve basis. She said that the waivers may be effective before the end of 2014. Ms. Wight advised that Ms. Houchins would email the SWG the District link to the Workshop.

## **6. Old Business**

### **6.1 Feedback from the June 6, 2014 Oversight Committee meeting**

Ms. Wight advised that she was not present at the June 6, 2014 Oversight Committee meeting and deferred to Mr. Peter Tingom, Chair, of the Oversight Committee. Mr. Tingom stated he was appointed to the Oversight Committee by the Broward League of Cities. He said that at the last Oversight Committee meeting, the Committee discussed the Hardship School Concept. He stated that Superintendent Runcie, along with the School Board Members on the Committee, suggested working on an internal policy change for the Hardship School Concept and working towards eventually amending the SILA. Mr. Tingom said the discussion regarding portables was that it was the feeling of the Committee that the Municipalities wanted to keep the students within their cities and keep them close to home. He said that Ms. Brown stated that approximately 30% of the students do not go to a boundared school. He stated that he believed that the District would move forward with amendment of the SILA and that portable capacity would be included. Ms. Wight advised that to amend the SILA, 75% of the signatories that represent at least 50% of the population must approve it, plus the County and the School District. She said that the SWG would be the first step in the amendment process, and if the School Board authorized staff to move forward, it would be on the December 2014 SWG agenda. Brief discussions regarding the timeline for amendment of the SILA followed.

### **6.2 Update on the Student Generation Rate/School Impact Fee Study**

Ms. Wight advised that the Student Generation Rate/School Impact Fee Study had been finalized by the School District, would be going to the Planning Council on October 23, 2014 and was targeted to go before the Broward County Commission on November 18, 2014. She stated that the Study would become effective 90 days after approval by the County Commission, which would make the Study effective by approximately February 2015.

### **6.3 New Collocation Facilities**

The Municipalities had no new collocation facilities to report.

### **6.4 Status – Broward County and Municipal Comprehensive Plans and Land Development Codes/Regulations**

There were no changes or updates to the Municipal Comprehensive Plans or Land Development Codes/Regulations.

### **6.5 Update on Broward County and Municipalities Evaluation and Appraisal Report**

Ms. Wight asked Ms. Forelle to talk about the major comprehensive plan initiative. Ms. Forelle said the initiative was in coordination with the Planning Council. She said that the County would be updating their Land Use Plan and their Comprehensive Plan, and with this being the 100 year anniversary of Broward County it was also an opportunity to update their policies. She invited the SWG members to participate, and said if they were interested to contact her or Deanne Von Stetina. Ms. Forelle said there would be a series of workshop schedules to attend, opportunities for written input, one on one discussions, etc. She stated that it was an 18 month process which began last week. She advised that last week's presentation would be on the County website. Brief discussions followed regarding the initiative being bigger than just growth management issues.



## **7. New Business**

### **7.1 Active School Capacity Availability Determination (SCAD) Reports by Municipality**

Ms. Wight said that she generated the Active SCAD Reports every time the Quarterly Report requests are email to the SWG. She said that there are many projects in the District database that she does not know what happened to them. She stated that the school concurrency determination runs with the underlying approval, so she needs to know if something has been extended, etc. Ms. Wight said that some members had been very good at giving feedback and others had not. She stated that she needed feedback from the following Municipalities: Davie, Deerfield Beach, Fort Lauderdale, Hallandale Beach, Hollywood, Miramar, Oakland Park, Plantation, and Southwest Ranches. She also asked that the members add the expiration dates to the Quarterly Reports. Brief discussions followed and it was decided that Ms. Houchins would resend the Active SCAD Reports to all the Municipalities. Lorri Hall advised that the Toledo Isles Land Use Plan Amendment on Attachment "C" was gone and the project was back to its original 20 units.

## **8. Next Staff Working Group Meeting**


### **8.1 December 4, 2014 (Regularly Scheduled Quarterly Meeting)**

After a brief discussion regarding the venue for the December meeting, it was decided that the December 4, 2014 SWG meeting would again be held in the City of Plantation at the Development Services Building.

## **9. Adjourn**

Sharon Williams made a motion to adjourn the meeting. Althea Jefferson seconded the motion, and the meeting was adjourned at 10:32 a.m.

Respectfully submitted by:

  
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Lisa Wight, Vice Chair

  
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Linda Houchins, Recording Secretary