

**CITY OF CLEARWATER
COMMUNITY DEVELOPMENT BOARD
MEETING PROCEDURES
(Updated 09.16.25)**

I. OPENING COMMENTS BY CHAIRMAN

- This meeting of the Community Development Board is called to order on _____.
Welcome everyone.
- Invocation
- Pledge of Allegiance
- This Board consists of seven members and one alternate who are appointed by the City Council and serve voluntarily. I am _____ and I will ask the other members and the staff to introduce themselves.
- Please remember to turn off your cell phones so that they do not become a distraction during the meeting. Please also refrain from having conversations in this room so that we might hear all of the testimony given today.
- To insure a complete record of this Board's actions, we ask that each individual wishing to speak, including the applicant, speak into the microphone at the podium in front of us, clearly state your name and spell your last name for the Clerk.
- Now I will ask all those in attendance today who plan to speak to please rise and be sworn in by the Clerk.
- Agendas of today's meeting are on the podium to your left near the entry door. Also on this podium are a roster of the Community Development Board, the list of City staff experts and their resumes, the Board's Rules of Procedure and the annual schedule of this Board.

II. APPROVAL OF THE MINUTES

Our first order of business is to review and approve the minutes from last month's meeting.

May I have a motion for approval of the minutes?

III. ITEMS NOT HEARD ON AGENDA

Is there any person wishing to address the Board concerning any matter that does not appear on today's agenda?

IV. CONSENT AGENDA

This Board has adopted a Consent Agenda format and the Consent Items are identified as such on the Agenda. Consent Agenda items are those items for which the Planning and Development Department recommends approval and the applicant is in agreement with any proposed conditions. Please note that written comments to the case that have been received to date do not result in any item being removed from the Consent Agenda. Items may be removed from the Consent Agenda today by a member of the Board, a member of the staff or any person in the audience for questions or objections.

I will read each item on the consent agenda item and if any person wishes to remove this item from the Consent Agenda, please so state or raise your hand and we will remove it from the Consent Agenda. Items removed from the Consent Agenda will be heard in the regular order of the meeting. Items that remain on the Consent Agenda will be approved with a single vote as to each type of hearing.

Item Numbers _____ remain on the Consent Agenda.

Does any Board member wish to disclose any ex parte communication on any Level Two application remaining on the Consent Agenda?

May I have a motion for approval of the Level Two applications remaining on the Consent Agenda?

May I have a motion for approval of the Level Three applications remaining on the Consent Agenda?

V. REGULAR AGENDA

We will now move on to the Regular Agenda. There are two types of cases that will be heard today: quasi-judicial and legislative. I will outline the procedures for each hearing at the beginning of the respective hearings.

A. Procedures for Quasi-Judicial Hearings (Level Two Cases)

All Level Two cases such as Flexible Development are considered quasi-judicial hearings. In a quasi-judicial hearing, the Community Development Board reviews the application, the staff report; correspondence and all evidence presented today and makes a final decision, subject to appeal.

This Board has previously qualified all of the City staff who will testify as experts in their area of professional training, education and experience. The list of City staff experts and their resumes are in the Handbook on the podium near the entry door. Any other professionals who desire to be qualified as an expert witness shall so request at the beginning of the case and present a resume to each Board member. The Board shall determine whether or not to qualify the person as an expert and in what field of study.

At the beginning of each Level Two Case, I will ask for anyone who wishes to request Party Status to come forward and state your reasons. Party Status may be granted if the person requesting such status demonstrates that he is a substantially affected person. The Board will then determine whether or not to grant party status. Then the case will proceed as follows:

Requests for Party Status

Presentation by Planning and Development Staff (10 minutes maximum)

Presentation by the Applicant (10 minutes maximum)

Presentation by Persons with Party Status (5 minutes per Party maximum)

Cross Examination of Witnesses by Planning and Development Staff

Cross Examination of Witnesses by Applicant

Cross Examination of Witnesses by Persons with Party Status

Comments by the Public (3 minutes per person)

Closing Remarks by the Planning and Development Staff (3 minutes maximum)

Closing Remarks by Persons granted Party Status (3 minutes maximum)

Closing Remarks by Applicant (3 minutes maximum)

Closing of the Public Hearing

Discussion and Vote by the Board

Our first Level Two case today is...

(After reading the summary of each application, the Chairman shall call for disclosure of ex parte communications, followed by calls for party status)

Does any Board member wish to disclose any ex parte communication on this case?

Is there anyone in the audience who wishes to request party status on this case?

Statement Regarding Persons Granted Party Status

(If the Board grants party status, the Chairman makes the following statement regarding the rights of persons with party status.)

The Board has granted party status to ____ (name person or persons) for this case. The granting of party status entitles you to these additional rights:

- Personally testify.
- Present evidence by documentary submittal.
- Present witnesses.
- Conduct cross-examination of any witness.
- Present Argument.
- Appeal the decision of the Board to a hearing officer and/or to circuit court.

B. Procedures for Legislative Hearings (Level Three Cases)

All Level Three cases such as a plan amendment, rezoning or Development Agreement are considered legislative hearings. The Community Development Board reviews the application, the staff report, correspondence and all evidence presented today and makes a recommendation to the City Council. For Level Three applications, the City Council makes the final decision.

The procedure for all Level Three cases is as follows:

- Presentation by Planning Staff (10 minutes maximum)
- Presentation by the Applicant (10 minutes maximum)

- Comments by the Public (3 minutes per person)

- Closing Remarks by the Planning and Development Staff (3 minutes maximum)
- Closing Remarks by Applicant (3 minutes maximum)

- Closing of the Public Hearing
- Discussion and Vote by the Board

Our first Level Three case today is ...

VI. DIRECTOR'S ITEMS

Does the Planning Director have any items for our discussion today?

VII. ADJOURNMENT

This Board is adjourned at ____ (time). Thank you.