TOWN OF PALM BEACH

Office of The Town Clerk

REPORT OF THE STRATEGIC PLANNING BOARD MEETING HELD ON DECEMBER 5, 2002

I. CALL TO ORDER AND ROLL CALL

The Strategic Planning Board Meeting of Thursday, December 5, 2002, was called to order by Chair Lesly Smith at 2:00 p.m. in the Town Council Chambers. On roll call, the following Board Members were found to be in attendance: Chair Lesly Smith, Vice-Chair Bruce McAllister, Board Member William Cooley, and Board Member Alec Flamm. Board Member William Watchman was not in attendance. Also present for all or a portion of the meeting were: Town Attorney John Randolph, Town Manager Peter Elwell, and Deputy Town Clerk Susan Eichhorn.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Smith.

III. APPROVAL OF AGENDA

The Agenda was approved through motion of Board Member Cooley, seconded by Vice-Chair McAllister, carrying 4/0 on roll call, as Board Member Watchman was not in attendance.

IV. APPROVAL OF REPORT OF THE STRATEGIC PLANNING BOARD MEETING ON NOVEMBER 13 AND 15, 2002

Board Member Flamm confirmed that the matrix, as discussed on page 17 of 18 of the Strategic Planning Board Report of November 13, and 15, 2002, would today be discussed for inclusion in the Strategic Plan, and was not intended to be automatically added to the appendix.

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Vice Chair McAllister requested that the following language be added to the report of the Strategic Planning Board of November 13, and 15, 2002, on page 4, under **Item V. - Review/Revision of the Preliminary Draft Strategic Plan:** "In response to an inquiry concerning shuttles, ferries, and other group transportation methods, and as to whether he thought such methods would be desirable or not, Mr. Maus emphasized that his organization was interested in quality not quantity."

Board Member Cooley moved approval of incorporating the above noted changes into the Report of the Strategic Planning Board Meeting of November 13, and 15, 2002. The motion was seconded by Board Member Flamm, and carried 4/0 on roll call. The amended report will be on the agenda for approval at the Strategic Planning Board meeting on January 9, 2003.

V. REVIEW OF REVISED PRELIMINARY DRAFT STRATEGIC PLAN

Chair Smith commented that she hoped that the Strategic Plan would be viewed as a user-friendly plan that was action-oriented and not adding unnecessary layers of bureaucracy or time frames that could not be met.

Executive Summary:

Various sentence structure modifications and language additions were made, as noted by Mr. Elwell.

Town Attorney Randolph addressed the issue of the accumulation of real estate lots, noting that each zoning district may have different characteristics, and a study may be required in order to determine whether a particular district could prohibit the accumulation of lots. He explained that the accumulation or combination of lots could be regulated or controlled, however, a mandate prohibiting the assemblage of lots would not be appropriate.

Traffic and Parking: (paragraph under the Executive Summary- page 6)

Discussion took place regarding increased traffic congestion during construction improvements, which should not occur again. Mr. Fernsler suggested that the beginning of the paragraph include the following language "It is acknowledged that citizen frustration has occurred with increasing frequency as construction and growth-related delays inhibit convenient circulation. In order to address these, and other matters related to the convenience of vehicular circulation, the Town should prepare a Traffic and Parking Improvement Plan." The Board determined that the suggested language would be included.

Environmental Scan:

The last paragraph on page 7 regarding the actions recommended by the Strategic Plan, and the first paragraph on page 8, regarding the Plan appendix, were relocated to become the second and third paragraphs under Executive Summary on page 4. Mr. Elwell noted some other suggested minor language additions/deletions.

A. Governance:

Discussion took place regarding an action statement recommending that the Board encourage the Town Council to continually seek issues that could be delegated to boards/commissions in order to relieve themselves of certain tasks, and to provide more time for the Town Council to address strategic issues. Mr. Elwell suggested that action statement be inserted between A1. and A2., with the other items being renumbered.

Board Member Cooley suggested page breaks between each separate major section of the plan.

Discussion took place regarding the second paragraph under Governance, concerning the addition of language indicating that the Town Manager works closely with the Town Council to adopt Townwide goals. It was agreed that Mr. Elwell would insert appropriate language.

After discussion, Item A1. d was deleted from Governance Actions.

After discussion, several bullet sections under Item A2. - Boards and Commissions were removed. The Board determined that the recommendation of the plan to leave the updating of the strategic plan to the judgment of the Town Council, as recommended, would remain – the plan would be formally updated at least every five years, or to coincide with Comprehensive Plan updates. Mr. Elwell explained that the Mayor and Town Council held the responsibility for seeing that the update was done, and could choose to do it themselves, or appoint a board/commission to make recommendations.

Mr. Fernsler suggested the following language: "The plan will be formally updated at least every five years or to coincide with Comprehensive Plan updates, through a process comparable to that which resulted in this Strategic Plan."

Vice-Chair McAllister moved approval of the language suggested by Mr. Fernsler. The motion died for lack of a second.

Mr. Elwell noted the language regarding training of board/commission members, as suggested by Vice-Chair McAllister, via memorandum, to be inserted under A2. Boards and Commissions.

Mr. Elwell noted the language to be inserted under A7. - Charter Review. The time frame language would be changed to read – by year end 2010.

B. Police Protection and Security

Mr. Elwell noted that the statistical section would be removed, which would include the last two paragraphs on page 15. He noted several other minor language deletions/additions as suggested by the Board.

C. Fire-Rescue and Health Care

This section was left unchanged.

D. Community Enhancements/Quality of Life

The first two sentences were removed, per the suggestion of Board Member Flamm. Mr. Elwell noted several other minor language deletions/additions within the action statements.

E. Emergency Management

This section was left unchanged.

F. Emergency Water Supply

This section was left unchanged.

G. Traffic and Parking (under Strategic Initiatives)

Discussion took place regarding congestion and roadway capacity, with some language additions/deletions suggested by the Board, as noted by Mr. Elwell. Under the action statement, the bullet "re-evaluation of traffic level of service standards," was removed. Several other minor language additions/deletions were made.

Mr. Elwell commented that staff had made a very determined, focused effort on improving traffic flow during large construction projects.

H. Management of Redevelopment - Commercial

This section was left unchanged.

I. Management of Redevelopment - Residential

Discussion took place regarding the size, mass and location of new homes in the area of Town where homes were getting much larger than existing surrounding homes. There were no substantive changes made.

J. Beach Management

Various language in the first explanatory paragraph was replaced in accordance with the McAllister memorandum of November 21, 2002; under J2. - Re-evaluation, and in accordance with the Flamm memorandum of November 21, 2002, both as noted by Mr. Elwell.

Discussion took place regarding the funding for the beach project. Mr. Elwell noted the suggestion that the word "projected" be inserted with regard to the financial assistance from the State of Florida and Palm Beach County tourist tax grants.

K. Storm Drainage

This section remained unchanged.

L. Financial Management

This section remained unchanged.

Appendices

An action matrix (Appendix A) and a map of the Town of Palm Beach were discussed.

Mr. Elwell advised that the matrix would be carefully checked to ensure that the modifications made to the action statements of the Strategic Plan today were included. He suggested that a fourth column be included in the matrix, which would be labeled "Ongoing

Actions." A footnote would be added at the bottom of the matrix indicating that some of the benefits of actions completed in 2003, for example, would continue to accrue during the entire planning period. After discussion, it was determined that the matrix would not be included with the actual Strategic Plan, however, it would be made available for the use of staff. The map of the Town of Palm Beach will be included with the Strategic Plan as an appendix.

VI. PLANNING FOR COMMUNITY FORUMS TO BE HELD ON JANUARY 16, 17, AND 18, 2002

The Board determined that a Power Point presentation of the contents of the Strategic Plan would be made initially, with each Board Member then individually discussing three/four elements of the plan to groups of approximately 20-30 citizens, for approximately 20-minute periods. A scribe would be assigned to record comments. The Board determined that specifics would be discussed at a Strategic Planning Board meeting scheduled for Thursday, January 9, 2003, at 10:00 a.m.

Mr. Fernsler indicated that he would prepare the Power Point presentation. Mr. Elwell indicated that he would prepare the transmittal letter for signature of the Mayor; it would then accompany the draft Strategic Plan that would be distributed to the public.

VII. SET NEXT MEETING DATE

The next meeting of the Strategic Planning Board was scheduled for Thursday, January 9, 2003 at 10:00 a.m. in the Town Council Chambers. Details of the Community Forums would be discussed. The Board would reconvene in late January or early February to allow the Board to consider any modifications to the Strategic Plan, based on the input received at the Community Forums.

VIII. ANY OTHER MATTERS

There were none.

IX. ADJOURNMENT

The meeting was adjourned at 1:00 p.m.

Lesly S. Smith
Chair Lesly S. Smith

Prepared by:
Susan Eichhorn
Deputy Town Clerk

Future Scheduled Meeting Dates:
Thursday, January 9, 2003 @ 10:00 a.m.

Community Forums:
Thursday, January 16, 2003 @ 2:30-4:30 p.m. - The Breakers Hotel
Friday, January 17, 2003 @2:30-4:30 p.m. - The Four Seasons Hotel
Saturday, January 18, 2003 @ 10:00 a.m. - The Colony Hotel