
CITY OF BELLE ISLE
Comprehensive Plan Advisory Committee Application

The CPAC will comprise seven residents, one from each District. The Council may also appoint alternates for each District depending on the interest and number of applicants. For more information, submit your letter of interest to:

Raquel Lozano, City Planner
City of Belle Isle, 1600 Nela Ave, Belle Isle, FL 32809
Or email your letter to planner@belleislefl.gov

Name: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

1. Will you have time to fulfill the duties of this Committee? Yes No
2. Are you able to attend the necessary meetings? Yes No
3. Describe your community involvement experience and any particular expertise that would apply to this Committee.

4. Describe why you are interested in serving on the Committee:

By signing below, you affirm to the best of your knowledge that the information you have provided on this form is true and complete.

Signature: _____ Date: _____

**City of Belle Isle
Comprehensive Plan Advisory Committee Members**

Do you care about your City? Do you want to help to shape the strategy for how Belle Isle will grow and thrive over the next 20 years and beyond? Do you want to be part of the solution?

The Belle Isle City Council is looking for volunteer residents with a passion for the City to serve on the Belle Isle Comprehensive Plan Advisory Committee (CPAC). The CPAC will comprise seven residents, one from each District. The Council may also appoint alternates for each District depending on the interest and number of applicants.

The new Comprehensive Plan will dictate changes to many of the City's regulations and ordinances and create a vision for the community's future. Advisory Committee members will play a major role in helping to craft this critical document. Committee members will be expected to attend regular meetings and work sessions, assist with data gathering and document development tasks, and attend scheduled public workshops. This will be a 12-18-month commitment beginning in January 2023.

To be considered for the Committee, please submit a City application with a letter of interest detailing your history with the community and any special skills and experience you might bring to the Committee by December 8, 2022. To qualify for this Committee, you must be a Belle Isle resident and registered voter. A copy of the City application and Resolution that created the Committee and its duties can be found on the City's website at www.belleislefl.gov.

The future of the City depends on you!

For more information, submit your letter of interest to:

Raquel Lozano, City Planner
City of Belle Isle
1600 Nela Ave
Belle Isle, FL 32809
Or email your letter to
planner@belleislefl.gov

1 Section 4. Qualifications and terms of appointed members.

2 The city council makes appointments to the Committee after an application or
3 letter of interest is filed with the city clerk. Appointments are made by
4 District. Appointed members:

- 5 A. Must be a resident of each of the city's districts; and
- 6 B. May not be officers or employees of the city; and
- 7 C. Must be qualified voters of the city.

8 All members are expected to attend all meetings and participate actively in
9 committee deliberations in a public setting. All members are expected to
10 read all the materials related to their meetings, most of which can be very
11 long and technical, and should be willing to dedicate several hours of
12 research, preparation, and time for each scheduled meeting.

13 Section 5. Term of appointed members.

14 The CPAC may be discharged upon the final adoption of the Comprehensive
15 Master Plan by the City Council. The Council may continue the Committee to
16 monitor and oversee the effectiveness and status of the comprehensive plan
17 and recommend to the city council such changes in the comprehensive plan as
18 may be required.

19 Section 6. No compensation.

20 Appointed members shall not receive compensation for serving in this
21 capacity.

22 Section 7. Election of officers.

1 At its first meeting of the CPAC, the Committee shall nominate a chairman,
2 vice-chairman, and secretary. Nominations of, and elections for, all
3 Officers shall be by a majority vote of those present.

4 Section 8. Duties of Officers

5 A. Chairman:

- 6 1. The Chairman shall preside at all meetings of the Committee.
7 2. The Chairman shall schedule all meetings, assist in assembling the agenda
8 for all regular and special meetings of the Committee, and notify all
9 members of said schedule.

10 B. Vice Chairman

- 11 1. In the absence of the Chairman, the Vice Chairman shall preside over and
12 assume all duties and responsibilities of the Chairman in addressing the
13 business of any regularly scheduled or special meeting.
14 2. Assist the Chairman in scheduling and coordinating all regularly
15 scheduled and special meetings of the Committee.

16 C. Secretary

- 17 1. The Secretary shall take minutes of meetings and sign same as revised and
18 approved.
19 2. In the absence of the Chairman and the Vice Chairman, the Secretary shall
20 preside over and assume all duties and responsibilities of the Chairman in
21 addressing the business of any regularly scheduled or special meeting.

22 Section 9. Removal/vacancies of citizen members.

23 Citizen members serve at the pleasure of the city council and may be removed
24 by a majority vote of the city council. A member absent from three
25

1 consecutive meetings without the permission of the presiding officer is
2 presumed to be in nonperformance of duty, and the city council may declare
3 the position vacant. The Council shall fill all committee vacancies for the
4 unexpired term and the remainder of the term within 45 days after the
5 vacancy occurs.

6 Section 10. Meetings and notice.

7 The Committee shall hold one or more meetings according to the schedule
8 established by the staff and the consultant. The Committee may also meet at
9 other times during the year at its discretion. Committee meetings shall be
10 open to the public and noticed as required under Florida law. A quorum shall
11 consist of at least four members of the Committee.

12 Section 11. Authority and duties of the Comprehensive Plan Advisory Committee.

13 The Committee's authority shall be advisory only. The Committee shall have
14 the following duties:

- 15 A. Work with staff and the consultant at designated meetings to discuss
16 and consider the update to the Comprehensive Plan;
- 17 B. Attend the public work sessions, open houses, and other events as
18 advocates of the planning process and the plan itself;
- 19 C. Ensure that the plan reflects the desire and vision of all the
20 citizens of Belle Isle;
- 21 D. To serve as the primary vehicle for soliciting public participation in
22 the Community Agenda process;
- 23 E. To educate residents on the need to participate in the planning
24 process;
- 25

- 1 F. To inform the community of upcoming opportunities to participate;
2 G. To recommend the comprehensive plan, or elements or portions thereof,
3 to the Planning and Zoning Commission and the city council for adoption;

4
5 Section 12. This Resolution shall take effect upon its adoption.
6

7 ADOPTED this _____ day of _____, 2022
8

9 ATTEST _____

10 Yolanda Quiceno

Nicholas Fouraker

11 CMC-City Clerk

Mayor
12

13 STATE OF FLORIDA

14 COUNTY OF ORANGE

15 I, Yolanda Quiceno, City Clerk of the City of Belle Isle, do hereby certify that
16 the above and foregoing document RESOLUTION 22-30 was duly and legally passed by
17 the Belle Isle City Council, in session assembled on the ___ day of _____ 2022.
18 At this session, a quorum of its members was present.
19

20 _____
21 Yolanda Quiceno, CMC-City Clerk
22
23
24
25