Volusia Growth Management Commission

MINUTES FOR MEETING HELD
Wednesday, October 12, 2022

Daytona Beach City Hall
Conference Room #149B
301 S. Ridgewood Avenue
Daytona Beach, FL

MEMBERS PRESENT IN PERSON

Sid Vihlen, Jr., Chairman
DeBary
Debbie Connors, Vice Chair
Port Orange
Christy Gillis, Secretary
South Daytona
Doug Gutierrez
Daytona Beach
Sandy Lou Gallagher
Deltona
Teresa Pope
Edgewater
Loretta Arthur
Holly Hill
Robert Storke
Orange City
Philip Maroney
Ormond Beach
Paul Manning
Ponce Inlet
Jon Greene
Volusia County
John Samuelson
Volusia County

MEMBERS NOT PRESENT

Larry Saffer
Daytona Beach Shores
Keegan Greene
Volusia County

NON-VOTING MEMBERS

Stephanie Doster (not present)
Volusia County Schools
Steven Fitzgibbons (not present)
SJRWMD

OTHERS PRESENT

Heather Ramos, GrayRobinson, VGMC Legal Counsel
Chris Dougherty, S&ME, VGMC Planning Consultant
Merry Chris Smith, VGMC Operations Manager

CALL TO ORDER

VGMC Chairman Sid Vihlen, Jr. called the meeting to order at 6:01 p.m.
ROLL CALL

Roll call was taken and it was determined there was a quorum present.

Chairman Vihlen introduced and welcomed new member Philip Maroney representing Ormond Beach. He also announced the resignation of three members, Jack Surrette, Joe Hammet and Dwight Lewis.

CITIZEN COMMENTS

There were no citizens present who wished to speak at this time.

APPROVAL OF MINUTES

Christy Gillis made a motion to approve the minutes of the February 23, 2022 meeting as presented. Motion seconded by Doug Gutierrez and carried unanimously.

PUBLIC HEARING

There were no items scheduled for public hearing.

REPORT FROM PLANNING CONSULTANT

VGMC Planner Chris Dougherty provided a planning update reporting that a Request for Additional Information (RAI) had been issued on a pending City of Daytona Beach application based on comments received from Volusia County. He stated the City has responded to the RAI and the response has been distributed to the units of local government for review.

Based upon the POP Committee recommendation at the earlier meeting, Chairman Vihlen asked Mr. Dougherty if S&ME would be capable of handling the planning reviews on all applications if VHB did not accept the proposed rates for contract renewal. Mr. Dougherty responded affirmatively. Mr. Vihlen commented on the quality and timeliness of Mr. Dougherty’s work and extended appreciation to him for that.

Commissioner Greene asked Mr. Dougherty if S&ME generally refers work to other planning firms if a conflict exists. Mr. Dougherty responded affirmatively, adding there is a clause in their contract with VGMC relating to conflicts of interest and that they do not do comprehensive planning work for any local government in Volusia County.

General discussion ensued relating to how a conflict of interest would be handled if the commission had only one planning contract. Due to the time-sensitive nature of the VGMC planning reviews, there was general agreement that a planning firm who is an approved Volusia County vendor should be utilized in the event a conflict arises.
Commissioner Gutierrez commented that he deals with Mr. Dougherty directly on the City of Daytona Beach applications and he spoke very favorably of his work.

REPORT FROM LEGAL CONSULTANT

Heather Ramos, VGMC General Counsel, stated she had no legal matters to report on.

Brief discussion ensued relating to rules changes that occurred during the last Charter Review in 2015-16, and that the next Charter Review will begin in 2025-26.

REPORT FROM COMMISSION OPERATIONS MANAGER

Ms. Smith reported that member travel reimbursements were submitted to the County at the end of September for processing. Several members reported already having received their check.

Ms. Smith stated the next regular meeting of the commission is scheduled for October 26, 2022 and indicated there was no substantive business to come before the commission on that date. There was general agreement to cancel the meeting and Chairman Vihlen confirmed.

REPORT FROM COMMISSION CHAIR

Chairman Vihlen commented favorably regarding the VGMC legal, planning and office staff.

REPORTS OF COMMITTEES

POP Report: Debbie Connors, POP Committee Chair, stated the POP committee matters will be addressed under New Business.

Budget Report: Budget Chair Christy Gillis stated the committee met immediately prior to the regular meeting.

- 2022-23 Budget Update: Chair Gillis stated the committee discussed the 2022-23 budget and asked if there was any further action necessary. Ms. Smith responded that the County Council held the second and final budget hearing on September 20, 2022 and her understanding is that the VGMC budget was approved. Therefore, no further action is necessary.

- Renewal of 2022-23 VGMC Office Lease: Chair Gillis stated the committee discussed the proposed lease and did not raise concern since there is sufficient funds within the budget to absorb the increase in rent. Ms. Smith further clarified that the increase in rent will put the commission slightly over the rent budget, however, there should be sufficient funds within the overall 2022-23 budget to absorb the increase.
OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

- **Renewal of 2022-23 VGMC Office Lease:** POP Chair Debbie Connors stated that the POP Committee reviewed the office lease which proposes a 7.5% increase, and also includes the addition of several provisions which were recommended by committee member Philip Maroney.

  Ms. Connors stated the POP Committee is recommending approval and execution of the proposed 2022-23 VGMC office lease with the additional provisions. The recommendation comes to the commission as a motion and second which carried unanimously.

- **Consider renewal of S&ME planning services contract for 2022-23 FY:** Ms. Connors stated the proposed contract is consistent with the existing approved contract and the POP Committee is recommending approval of the contract as proposed. The recommendation comes to the commission as a motion and second which carried unanimously.

- **Consider renewal of VHB planning services contract for 2022-23 FY:** Ms. Connors stated the VHB contract proposes a 31% increase in the Project Manager hourly rate. Following discussion at the POP meeting, the committee is recommending the commission approve the 2022-23 planning contract with VHB subject to: 1) The rates remaining at $145/hour for the project manager, and $125/hour for the assisting planner, and 2) The revised, executed contract must be received by the VGMC by 5:00 p.m. Monday, October 17, 2022. The recommendation comes to the commission as a motion and second which carried unanimously.

  Chairman Vihlen stated if VHB rejected the terms approved by the VGMC, that Mr. Dougherty confirmed S&ME could handle reviewing all applications on an interim basis.

- **Consider renewal of GrayRobinson legal services contract for 2022-23 FY:** Ms. Connors stated there is a small rate increase proposed in the legal contract. Following discussion at the POP meeting, the committee is recommending the commission approve the 2022-23 legal contract with GrayRobinson as presented. The recommendation comes to the commission as a motion and second which carried unanimously.

- **Election of Officers:** Debbie Connors nominated Sid Vihlen, Jr. to serve another term as Chairman of the VGMC. There were no further nominations. Debbie Connors made a motion to elect Sid Vihlen, Jr. to serve as Chairman. Motion seconded by Loretta Arthur and carried unanimously.
Loretta Arthur made a motion to nominate Debbie Connors to serve another term as Vice Chair of the VGMC; motion seconded by Doug Gutierrez. There were no further nominations and the motion carried unanimously.

Debbie Connors made a motion to nominate Christy Gillis to serve another term as Secretary of the VGMC; motion seconded by Teresa Pope. There were no further nominations and the motion carried unanimously.

Ms. Smith stated that per the VGMC Rules of Procedure, POP and Budget Committee appointments would be made by Chairman Vihlen for the new term within 30 days.

COMMISSIONER REQUESTS OR REMARKS

Commissioner Gillis spoke relating to the resources and efforts underway throughout the County in response to the devastation which resulted from Hurricane Ian.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:35 p.m.

Attest: [Signature]

Chair: [Signature]