

City of Port St. Lucie

121 SW Port St. Lucie Blvd.
Port St. Lucie, Florida 34984



Meeting Agenda

Wednesday, October 15, 2025

1:30 PM

Room 366, City Hall

Citizen's Advisory Committee

Lynette Lockwood, Chair
Michael Bernard, Vice Chair
Raymond Pezzi, Member
Christy Romano, Member
Melony Zaravelis, Member
Ingrid Sarmiento, Member
James Abbott, Member
Harry Williams, Alternate
Gabby Rothman, Alternate

1. **Call to Order**
2. **Roll Call**
3. **Determination of Quorum**
4. **Approval of Minutes**
 - 4.a September 17, 2025 Citizen's Advisory Committee Meeting Minutes. [2025-989](#)
5. **Public to be Heard**
6. **New Business**
 - 6.a Approve the 2026 Committee Meeting schedule (CAC) [2025-909](#)
 - 6.b Planning and Zoning User Fee/Cost Recovery Review [2025-983](#)
 - 6.c Review PSL in Progress [2025-995](#)
7. **Unfinished Business**
8. **Adjourn**

Notice: No stenographic record by a certified court reporter will be made of the foregoing meeting. Accordingly, any person who may seek to appeal a decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at said meeting upon which any appeal is to be based.

Notice: In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation to participate in this proceeding should contact the City Clerk's office at (772) 871-5157 for assistance.

As a courtesy to the people recording the meeting, please put your cell phone on silent.



Agenda Summary

2025-989

Agenda Date: 11/19/2025

Agenda Item No.: 4.a

Placement: Minutes

Action Requested: Motion / Vote

September 17, 2025 Citizen's Advisory Committee Meeting Minutes.

Submitted By: Jasmin Padova, Executive Assistant.

Executive Summary: September 17, 2025, meeting minutes.

Presentation Information: N/A.

Staff Recommendation: Move that the Committee review and approve the September 17, 2025, meeting minutes.

Alternate Recommendations:

1. Move the Committee amend the recommendation and approve the meeting minutes.
2. Move that the Committee not approve the minutes and provide staff direction.

Attachments: September 17, 2025, minutes.

NOTE: All of the listed items in the "Attachment" section above are in the custody of the City Clerk. Any item(s) not provided in City Council packets are available upon request from the City Clerk.

City of Port St. Lucie
Citizen's Advisory Committee
Meeting Minutes - Draft

121 SW Port St. Lucie
Blvd.
Port St. Lucie, Florida
34984

Lynette Lockwood, Chair
Michael Bernard, Vice Chair
Raymond Pezzi, Member
Christy Romano, Member
Melony Zaravelis, Member
Ingrid Sarmiento, Member
James Abbott, Member
Harry Williams, Alternate
Gabby Rothman, Alternate

CAC

Wednesday, September 17, 2025	1:30 PM	Room 366, City Hall
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1. Call to Order

A Regular Meeting of the CITIZEN'S ADVISORY COMMITTEE of the City of Port St. Lucie was called to order by Vice Chair Bernard on September 17, 2025, at 1:38 p.m., at Port St. Lucie City Hall, Room 366, 121 Port St. Lucie Boulevard, Port St. Lucie, Florida.

2. Roll Call

Members Present:

Michael Bernard, Vice Chair
Raymond Pezzi
Ingrid Sarmiento
James Abbott
Christy Romano
Harry Williams, Alternate
Gabby, Rothman, Alternate

Members Not Present:

Lynette Lockwood, Chair (excused)
Melony Zaravelis (excused)

3. Determination of Quorum

The Vice Chair determined that there was a quorum.

4. Approval of Minutes

4.a August 20, 2025 Citizen's Advisory Committee Meeting
Minutes.

[2025-861](#)

There being no discussion on the minutes, Ms. Sarmiento moved to approve the minutes. Mr. Abbott seconded the motion, which passed unanimously by voice vote.

5. Public to be Heard

There was nothing heard under this item.

6. New Business

6.a FY2025-26 Proposed Budget for Adoption

[2025-862](#)

(Clerk's Note: A PowerPoint was shown at this time.) Caroline Sturgis, Office of Management & Budget Director, provided a brief overview of the FY25/26 Budget. She explained the provisions and feedback from the City Council.

Mr. Pezzi inquired about the uncompleted projects. Ms. Sturgis explained that project timelines could take approximately 24 months to complete and noted that funds are encumbered for each project. Mr. Pezzi further asked how staff addressed inflation costs. Ms. Sturgis responded that reserves and undesignated fund policies were in place, and departments could reallocate funds by deferring certain projects to cover inflationary increases in others. Staff and the Committee reviewed the new site, www.cityofpsl.com/pslinprogress. She stated that the Finance & OMB departments had won numerous awards for their reports and had increased the City's bond rating.

Ms. Sturgis stated that while the City lowered the millage rate, residents may not see the reduction due to multiple taxing agencies. The Committee and staff discussed the potential removal of property taxes. She also explained how taxable value is assessed.

7. Unfinished Business

There was nothing heard under this item.

8. Adjourn

Ms. Rothman moved to adjourn the meeting. Ms. Sarmiento seconded the motion, which passed unanimously by voice vote. The meeting was adjourned at 2:50 p.m.

Lynette Lockwood, Chair

Shanna Donleavy, Deputy City Clerk



Agenda Summary

2025-909

Agenda Date: 10/15/2025

Agenda Item No.: 6.a

Placement: New Business

Action Requested: Motion / Vote

Approve the 2026 Committee Meeting schedule (CAC)

Submitted By: Jasmin Padova, Executive Assistant

Executive Summary: Approve the proposed committee meeting scheduled for 2026

Presentation Information: Stephen Okiye, Finance Director.

Staff Recommendation: Move that the Committee approve the 2026 meeting schedule.

Alternate Recommendations:

1. Move that the Committee amend the recommendation and approve the amended schedule.
2. Move that the Committee provide staff direction.

Attachments: Proposed meeting schedule

NOTE: All of the listed items in the "Attachment" section above are in the custody of the City Clerk. Any item(s) not provided in City Council packets are available upon request from the City Clerk.

Citizens Advisory Committee 2026 Proposed Schedule

3rd Wednesday of the month at 1:30

January 21

February – No meeting (City Council Workshop)

March 18

April 15

May 20

June 17

July - No meeting (City Council Workshop)

August 19

September 16

October 21

November 18

December – No meeting



Agenda Summary

2025-983

Agenda Date: 10/15/2025

Agenda Item No.: 6.b

Placement: New Business

Action Requested: Discussion

Planning and Zoning User Fee/Cost Recovery Review

Submitted By: Jasmin Padova, Executive Assistant

Executive Summary: Charlie Proulx will present on the Planning and Zoning User Fee/Cost Recovery.

Presentation Information: Charlie Proulx will provide a presentation.

Staff Recommendation: Move that the Committee review the presentation.

Alternate Recommendations:

1. Move that the Committee amend the recommendation and review the presentation.
2. Move that the Committee provide staff direction

Attachments: Presentation

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Planning & Zoning Fees Update

Finance Department & Planning and Zoning Department
CAC Meeting | October 15, 2025

Purpose and Goals

Why We're Here:

- ❖ Last major updates were over 10 years ago
- ❖ City growth and increased demand for services
- ❖ Current imbalance between costs and revenues
- ❖ City's cost recovery policy requires a review every 5 years.

Goal: Adjust Planning and Zoning fees to better reflect the cost of services and reduce reliance on the General Fund.

What are P&Z Fees?

Planning and Zoning fees are charges assessed to recover the cost of reviewing development related applications, and land use requests.

Common P&Z Fees Include:

- Development Agreements
- Sign Applications
- Pre-Application Meetings
- Administrative Amendments

Authority to Charge Fees

Authority to Charge Fees - Chapter 158

- ❖ City Council desires that development related application fees cover a significant percentage of the Planning and Zoning Department's expenditures
- ❖ Small Revisions in 2019 via Resolution 19-R82
- ❖ Last Major revisions were over 10 years ago

Cost to Provide Services

Annual Cost - \$1,861,081

Annual Revenue - \$770,601

GF Subsidy - \$1,090,480

Current Cost Recovery – 41%

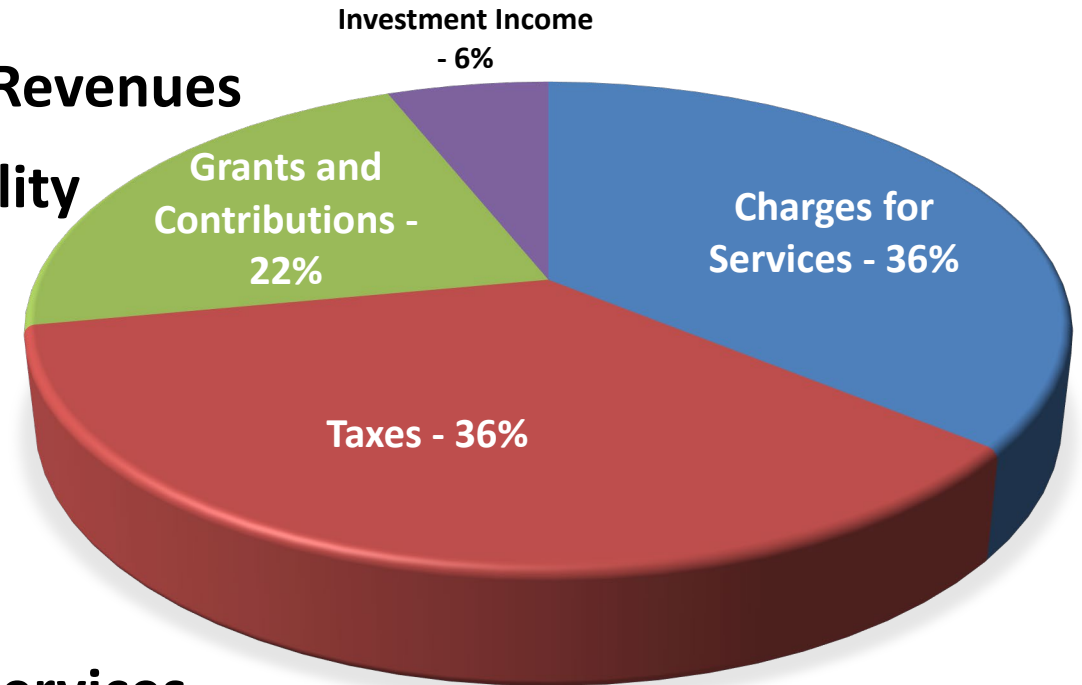
Cost Recovery Policy

Service Tiers and Cost Recovery Targets:

1. **Primary Community Benefit** - programs and services essential to governance, public safety, and community well-being. These are primarily funded by the General Fund.
 - Cost Recovery Target: 0%-10%
2. **Considerable Community Benefit** - Services that improve quality of life and benefit the general public, with limited direct user benefit.
 - Cost Recovery Target: 11%-40%
3. **Balanced Community & Individual Benefit** - Services with shared benefits between the community and the user. Costs are split between user fees and tax support.
 - Cost Recovery Target: 41%-60%
4. **Considerable Individual Benefit** - Discretionary services that primarily benefit individuals but still offer some public value. Fees should cover the majority of costs.
 - Cost Recovery Target: 61%-90%
5. **Primary Individual Benefit** - Services offering direct, individual benefit with little to no public impact. These should be fully funded by the user, with fees possibly exceeding 100% if justified by market rates.
 - Cost Recovery Target: 91% - 100%+

Why it's Important to Charge Fees

- ❖ **Accounts for 36% of all City Revenues**
- ❖ **Promotes Fairness and Equality**
- ❖ **Supports Cost Recovery**
- ❖ **Encourages Responsible Use of City Services**
- ❖ **Aligns with Best Practices**
- ❖ **Helps Fund Growth-Driven Services**



What's Changing?

Recommending Seven New Fees

1. Accessory Use Reviews - \$50
2. Agreement Amendments - \$5,500
3. Construction Plan Amendments - \$50
4. Landscape Inspections - \$100
5. Meeting Fee - \$500
6. Mobility Fee Estimates - < 10 acres \$250; > 10 acres \$500
7. Business Tax Use and Occupancy Review - \$50

These services currently cost the City \$506,788 annually

What's Changing?

Adjusting Existing Fees:

- ❖ Resident/Small Business Fees – 16% (\$145) increase
 - ❖ Liquor licenses
 - ❖ Variances
 - ❖ Special Exception Uses
- ❖ New Development Fees – 111% (\$1,651) increase
 - ❖ Developer Agreements
 - ❖ Annexation Applications
 - ❖ Comp Plan Amendments
- ❖ Both – 74% (\$441) increase
 - ❖ Sign Applications
 - ❖ Site Plans
 - ❖ Administrative Amendments

Revised Cost to Provide Services

Annual Cost - \$1,864,881

Annual Revenue - \$1,323,726

GF Subsidy - \$538,155

Revised Current Cost Recovery – 71%

4. **Considerable Individual Benefit** - Discretionary services that primarily benefit individuals but still offer some public value. Fees should cover the majority of costs.

- Cost Recovery Target: 61%-90%

Recap/Next Steps

- **Last significant revisions over 10 years ago**
- **Current recovery: 41% → Proposed: 71%**
- **Annual General Fund subsidy reduced by \$230,000**

Recommendation: Approve proposed cost recovery tier of Considerable Individual Benefit 61%-90%



Agenda Summary

2025-995

Agenda Date: 10/15/2025

Agenda Item No.: 6.c

Placement: New Business

Action Requested: Discussion

Review PSL in Progress

Submitted By: Jasmin Padova, Executive Assistance

Executive Summary: PSL in Progress is a dynamic new website that highlights projects across the City, from traffic improvements and vibrant new parks to drainage system upgrades and revitalized neighborhoods.

Presentation Information: Avi Monina, Innovation Strategist with the Communication Department

Staff Recommendation: Move that the Committee hear the presentation.

Attachments: N/A

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