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**TO:** Nicholas C. Mimms, P.E., ICMA-CM

**FROM:** Jennifer Hofmeister, AICP, LCAM, Planning Director

**RE:** **Conference Agenda Item – Annexation Strategy**

**DATE:** August 5, 2020

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As requested, at the upcoming August 10, 2020, City Commission Conference Agenda meeting, the Planning Department will be explaining the strategies for annexation of St. Lucie County Unincorporated infill pockets of land into the City of Fort Pierce jurisdiction.

Planning will be addressing annexation in a three (3) part process, as described below:

1. Annexing in properties with signed annexation agreements. The process is as follows:
  - Confirm subject property is contiguous to City property.
  - Obtain hard copy of annexation agreement from the FPUA.
  - Confirm the legal description, address, and parcel ID number.
  - Obtain and verify ownership of the subject property as identified by the St. Lucie County Property Appraiser and the Fort Pierce Utility Authority.
  - Mail letter of intent to annex to property owner(s).
  - Publish notification of annexation in newspaper, pursuant to Chapter 171.044, F.S.
  - Schedule annexations for Technical Review Committee meeting, Planning Board meeting, and City Commission public hearings for approval.
  - Mail letter of final annexation (with appeal procedures) to property owner(s).
2. Annexing in targeted properties contiguous to incorporated areas within the four quadrants of the City. Areas are generally identified as shown on the attached maps.
3. Annexing properties identified in the Interlocal Service Agreement with St. Lucie County. Process will require the following:
  - Agreement to the outstanding issues with regard the ownership and maintenance of adjacent roadways.
  - Execution of said Interlocal Service Agreement.