

**VILLAGE OF INDIANTOWN, FLORIDA
AGENDA MEMORANDUM**

MEETING DATE: January 8, 2026

MEETING TYPE: Regular Village Council Meeting

AGENDA ITEM TITLE: Authorization to Accept Community Planning Technical Assistance Grant Awarded by Florida Commerce

SUMMARY OF ITEM: The Community & Economic Development Department (CED) requests that the Village Council authorize the acceptance of the Community Planning Technical Assistance (CPTA) Grant awarded by the Florida Department of Commerce.

Background

On November 5, 2025, the Village of Indiantown was awarded funding in the amount of \$74,275 through the State Fiscal Year 2025–2026 Community Planning Technical Assistance Grant Program. The grant will support amendments to the Village’s inaugural Comprehensive Plan (2019) for compliance with current Florida Community Planning laws and the addition of a new Economic Development Element. This represents the Village’s first Evaluation and Appraisal Review (EAR) since incorporation in 2017. Funding is requested pursuant to Section 163.3191(1), Florida Statutes. The Village will execute the project in partnership with the Martin County planning firm, Bonnie C. Landry and Associates, P.A.(BCLA), via a task order under BCLA’s Professional Planning Services Contract.

Project Purpose and Phase

The purpose of this grant-funded project is to prepare a draft update to the Village of Indiantown Comprehensive Plan, incorporating a new Economic Development Element and updating multiple existing plan elements. The project will include extensive bilingual community engagement to ensure accessibility and inclusivity.

The project will be completed in three phases:

1. **Project Framework:** Establishing scope, methodology, and schedule.

2. **Goals, Objectives, and Policies:** Reviewing and updating existing elements and developing new policies.
3. **Workshops and Plan Transmittal:** Conducting public engagement workshops and preparing materials for formal transmittal.

Concurrently, the Village will collect relevant data and develop policies for the new Economic Development Element.

Scope of Work and Deliverables:

1. **Updated Data, Inventory, and Analysis (DIA):**
Comprehensive updates to support eight existing elements: Future Land Use, Infrastructure and Water Resources, Housing, Recreation and Open Space, Intergovernmental Coordination, Transportation, Conservation, and Capital Improvements.
2. **Public Outreach:** All outreach efforts, surveys, and workshops will be bilingual to accommodate the Village's substantial Spanish-speaking population. Each workshop will be conducted in duplicate (one in English, one in Spanish), using multiple engagement methods to meet diverse learning styles (auditory, visual, verbal, and kinesthetic).
3. **Updates to Goals, Objectives, Policies, and Maps:**
Revisions will include the Introduction, eight existing elements, the Property Rights Element, and the new Economic Development Element.
4. **Economic Development Studies and Policy Development:** Conduct studies and develop policies for the new Economic Development Element, integrated with updates to the existing eight elements.
5. **Comprehensive Plan Map Updates:** Update the map series to reflect revised policies and data.
6. **Policy Updates for Compliance:** Ensure all policies comply with current Florida statutes, reflect local conditions, and incorporate public input.
7. **Preparation for Public Hearings:** Compile transmittal versions of Goals, Objectives, Policies, DIAs, and maps in accordance with Florida Statutes.

Project Timeline:

Public workshops were conducted in October 2025, following data collection. The transmittal of the updated plan is anticipated by

April 2026. The timeline of the Technical Assistance Grant aligns with the project schedule.

FISCAL IMPACT
STATEMENT:

Total Amount of Funding Requested: \$75,000.00
(Florida Department of Commerce awarded \$74,275.00)

Total Amount Funded by the Village: \$40,962.00 to cover costs exceeding the grant award. These funds are budgeted in the Community & Economic Development budget for CFY 2025 and CFY 2026.

Total Project Cost: \$115,237.00

RECOMMENDATION:

Village Community and Economic Development (CED) staff recommends that the Village Council authorize acceptance of the Community Planning Technical Assistance Grant awarded by the Florida Department of Commerce and direct staff to complete and execute the associated agreement and to implement the project in accordance with the approved scope of work and budget.

PREPARED BY:

Deanna Freeman

DATE: 12/09/25

ATTACHMENTS:

Description

[DRAFT Village of Indiantown Agreement .docx](#)