

# MEETING FORMAT

## CITY OF FORT LAUDERDALE

### PLANNING AND ZONING BOARD

#### **I. Purpose**

Act in an advisory capacity to the City Commission, conduct investigations and hold public hearings upon all proposals to change zoning regulations or to vacate and abandon streets and alleys; study any existing City plans with the view to improve same so as to provide for development, general improvement and probable future growth of the City, and from time to time make recommendations to the City Commission for changes in the Comprehensive Plan; review and recommend approval or disapproval of all plats to be presented to the City Commission; perform such other duties as may from time to time be assigned by the City Commission or prescribed by ordinance.

#### **II. Meeting Format**

The applicant/agent must be present at the start of the meeting due to the possibility of the board calling the items on the agenda out of order. The following format shall be used; however, the Planning and Zoning Board in special circumstances may impose variations.

- Identification of item by Chairperson.
- Disclosure of each Board member's communication or site visits.
- Swearing In of anyone to provide testimony regarding the item.
- Applicant's or Agent's presentation – 15 minutes (Those associated with a project must speak during the applicant's presentation time.) Should additional presentation time be necessary, a written request must be submitted to Planning staff, including the basis for the request, no less than eight (8) days prior to the Board meeting. Staff will confer with the Board Chair and the request for additional time will be included in the staff report. Additional time may be allowed by the Chair.
- Staff presentation with summary of letters received (when applicable).
- Questions to staff from Board.
- Public Hearing (testimony from the public). Additional time may be granted by the Chair upon request.
- Requests should be made as soon as is practical.
  - Representative of Associations and Groups - 5 minutes
  - Individuals - 3 minutes
- Board discussion – questions to applicants/agents and staff
- Final comments from the applicant or agent.
- Public Hearing closed. (No further public comment unless specifically requested by a Board member.)
- Return to the Board for final comments, motion, second and vote. All motions are stated in the positive and include all staff recommendations, unless otherwise noted. A simple majority vote is required.

#### **III. Sign-In Sheet**

Those who address the Planning and Zoning Board during the public hearing portion must legibly record their name and address on the sign-in sheet at the recording secretary's table while the preceding person is speaking. The primary purpose of the sign-in sheet is to assist staff in recording the minutes.

#### **IV. Minutes**

A copy of the official minutes will be available to the public and can be picked up at the Department of Sustainable Development, 700 N W 19<sup>th</sup> Avenue, after the Planning and Zoning Board meeting of the following month, or can be viewed on our website at [www.fortlauderdale.gov](http://www.fortlauderdale.gov) under Documents/Agendas.

#### **V. Planning and Zoning Board Meeting Dates**

Third Wednesday of the month at 6:30 p.m. unless otherwise noted

#### **VI. Duties of the Board**

The Planning and Zoning Board makes recommendations to the City Commission on the following items:

- Site Plan Level IV
- Public Purpose Use Approvals
- Vacations of Streets and Alleys
- Plat Approvals
- Rezoning
- Development of Regional Impact (DRI)
- Land Use Plan Amendments
- Ordinance Amendments

The Planning and Zoning Board has final approval on the following items (may be subject to call-up by the City Commission):

- Site Plan Level II (Appeal of DRC denial)
- Site Plan Level III
- Conditional Use Approvals
- Parking Reduction Requests

#### **VII. Lobbying**

Section 2-260 – 2-266 of the Code of Ordinances of the City of Fort Lauderdale requires that anyone communicating by any means with City employees, City Manager, City committee or board members or City Commissioners must register as a lobbyist prior to communicating with such persons. Lobbying forms must be notarized and filed with the City Clerk. An annual lobbying expenditure form must also be filed. Failure to comply with the lobbying regulations may cause a person to be subject to certain penalties as provided in the Code.

#### **VIII. Notes**

Agenda and Results of the meetings can be viewed on our website at [www.fortlauderdale.gov](http://www.fortlauderdale.gov) under Documents/Agendas. You may also contact the City of Fort Lauderdale Planning and Zoning Services office at (954) 828-5259 with questions pertaining to the agenda.

Two or more City Commissioners and/or Advisory Board members may be present at this meeting. If any person decides to appeal any decision made with respect to any matter considered at this public meeting or hearing, he/she will need a record of the proceedings and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

If you desire auxiliary services to assist in viewing or hearing the meetings or reading agendas and minutes, please contact the City Clerk at (954) 828-5002 two (2) days prior to the meeting, and arrangements will be made to provide these services for you. A turnkey video system is also available for your use during this meeting.

Board members are to retain all plans, reports and exhibits provided for each agenda item that is deferred.

Please be advised that all materials, drawings and/or models used in presentations to the Board become public record. Photo reproductions of all such presentation materials shall remain with the Board's Recording Secretary following the presentation. If photo reproductions are not available at the conclusion of the presentation, applicants shall submit all such presentation materials to the Recording Secretary and may, at a later date, arrange with staff to have these presentation items photographed or reproduced for the public record.

Board members are advised that plans and renderings used in presentations may deviate from the plans provided to the Board that have been reviewed by the Development Review Committee and staff. Plans proffered by applicants during presentations to the Board may not reflect a proposal that meets the ULDR provisions.

**CITY OF FORT LAUDERDALE  
PLANNING AND ZONING BOARD MEETING  
Wednesday, December 21, 2011**

**AGENDA**

**PLACE OF MEETING:** City Hall, City Commission Chambers  
100 North Andrews Avenue  
Fort Lauderdale, FL 33301

**TIME OF MEETING:** 6:30 P.M.

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**Pledge of Allegiance**

**Approve November 16, 2011 Minutes**

- 1. Narain Lalwani/Lalwani Project **Michael Ciesielski,**  
**Planner II** **32R10****

**Request: \*\*** **Site Plan Level IV / Approval for Residential Use and Nonresidential Use in the Sunrise Lane Area (SLA) Zoning District/ Parking Reduction**

Legal Description: The East 30', front and rear measurements, of that part of Government Lot 1, Section 6, Township 50 South, Range 42 East, of the Public Records of Broward County, Florida

General Location: West of State Road A1A on the south side of NE 9 Street

Commission District: 2

**DEFERRED FROM THE NOVEMBER 16, 2011 MEETING.**
  
- 2. Robert Rickel/Diversified Federal **Yvonne Redding,**  
**Planner II** **78R11****

**Request: \*\*** **Site Plan Review III / Waterway Use**

Legal Description: Parcel "A" COMFORT SUITES HOTEL" according to P.B. 178, P. 156 and 157 of the Public Records of Broward County, Florida

General Location: 2201 North Federal Highway

Commission District: 2
  
- 3. Broward County Board of Commissioners/ Port Everglades Cruise Terminal 4 **Jenni Morejon,**  
**Acting Urban Design Manager** **32R07****

**Request: \*\*** **Parking Reduction**

Legal Description: Portion of Port Everglades Plat # 2, P.B. 108, P. 31, of the Public Records of Broward County, Florida

General Location: East side of Eisenhower Boulevard, 3 blocks south of SE 17 Street

Commission District: 4

**4. Barrier Island Parking Study**

**Diana Alarcon,  
Transportation & Mobility Director**

**Request:** Staff will provide an overview of the study and proposed changes to the zoning code as part of the Barrier Island Parking Study

Legal Description: N/A

General Location: N/A

Commission District: Citywide

**5. Community Redevelopment Plan for Middle River - South Middle River - Sunrise Boulevard CRA**

**Alfred Battle,  
Acting NPF CRA Coordinator**

**Request:** To ensure that the plan conforms with the City's Comprehensive Plan

Legal Description: N/A

General Location: N/A

Commission District: N/A

**6. Communication to the City Commission**

**7. For the Good of the City**

**Special Notes:**

**Local Planning Agency (LPA) items (\*)** – In these cases, the Planning and Zoning Board will act as the Local Planning Agency (LPA). Recommendation of approval will include a finding of consistency with the City's Comprehensive Plan and the criteria for rezoning (in the case of rezoning requests).

**Quasi-Judicial items (\*\*)** – Board members disclose any communication or site visit they have had pursuant to Section 47-1.13 of the ULDR. All persons speaking on quasi-judicial matters will be sworn in and will be subject to cross-examination.