

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 19th Avenue, after the Planning and Zoning Board meeting of the following month, or can be viewed on our website at 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 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, March 21, 2012**

AGENDA

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

TIME OF MEETING: 6:30 P.M.

Pledge of Allegiance

Approve February 15, 2012 Minutes

- 1. Just Ink / THOR % Transwestern Beach Place Yvonne Redding 82R11**

Request: ** Change of Use: Retail Use to Retail Use with Tattoo Artist

Legal Description: Lauder Del Mar 7-30 B Lots 3,4 and 5 of Block 12

General Location: 17 S. Fort Lauderdale Beach Blvd

Commission District: 2

- 2. City of Fort Lauderdale / Sunset Memorial Gardens Yvonne Redding 24R12**

Request: * Public Purpose Use: Request for relief from Landscape and Setback requirements and Corner Chord requirements for replacement fence**

Legal Description: All of sections one, two, three, six and seven of "SUNSET MEMORIAL GARDENS" according to the plat thereof as recorded in plat book 55, page 4 of the public records of Broward County, Florida. Said lands situate and lying in the City of Fort Lauderdale, Broward County, Florida

General Location: 3201 NW 19th Street

Commission District: 3

- 3. Halras, LLC / Sachse Medical Office Thomas Lodge 46R11**

Request: * Change of Use with Parking Reduction**

Legal Description: The west ½ of lot 3 of the OAKLAND OCEAN MILE, according to the plat thereof, as recorded in Plat Book 28, Page 45 of Broward County, Florida.

General Location: South side of E. Oakland Park Blvd., between Bay View Drive and the Intercoastal Waterway.

Commission District: 1

4. Housing Authority of the City of Fort Lauderdale / Northwest Gardens IV Plat Thomas Lodge 3P11

Request: ** * Plat Approval

Legal Description: A portion of lot 25, block "A" of CITRUS PARK FARMS according to the plat thereof, as recorded in Plat Book 1, Page 138 of the Public Records of Dade County, Florida and a portion of the northeast ¼ of section 4, Township 50 south, Range 42 east City of Fort Lauderdale, Broward County, Florida.

General Location: West side of NW 12th Avenue, between NW 7th Street and NW 8th Street.

Commission District: 3

5. City of Fort Lauderdale / Cooley's Landing Maintenance Building Thomas Lodge 21R12

Request: ** * Public Purpose Use for relief from Setback and Wall Requirements

Legal Description: A portion of Lots 3,4,5 and Lot 17, less the West 10.00 feet, Block 32, L.H. BRYAN'S SUBDIVISION of Block 32, Fort Lauderdale, Florida.

General Location: West side of Southwest 4th Avenue, on the north side of the New River.

Commission District: 4

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.