

City of Pembroke Pines, FL

*City of Pembroke Pines
Planning and Zoning Board
601 City Center Way
Pembroke Pines, FL 33025*



Meeting Minutes - Final

Thursday, January 23, 2020

6:30 PM

Commission Chambers

Planning and Zoning Board

MEETING CALLED TO ORDER

The Regular Meeting of the Planning and Zoning Board of the City of Pembroke Pines was called to order by Chairman Rose, at 6:30 p.m., Thursday, January 23, 2020, at the Charles F. Dodge City Center, City Commission Chambers, 601 City Center Way, Pembroke Pines, FL.

ROLL CALL

Present to-wit: Chairman Rose, Vice Chairman Jacob, Members Girello, Gonzalez, Labate, and Alternate Member Taylor. Absent: Alternate Member Lippman. Also present: Michael Stamm, Jr., Planning and Economic Development Director; Joseph Yaciuk, Planning Administrator; Dean Piper, Zoning Administrator; Brian Sherman, Assistant City Attorney, and Secretary McCoy.

Secretary McCoy declared a quorum present.

SUBMISSION OF LOBBYING DISCLOSURE FORMS:

There were no lobbying disclosure forms submitted at this time.

APPROVAL OF MINUTES:20-0110

January 9, 2020

On a motion by Member Girello, seconded by Vice Chairman Jacob, to approve, the minutes of the January 9, 2020 meeting, the following vote was recorded:

AYE: Chairman Rose, Vice Chairman Jacob
Members Girello, Gonzalez, Labate

NAY: None

Motion Passed

CHANGE ORDER OF BUSINESS:

Chairman Rose requested to change the order of business and at the request of the petitioner defer agenda item number 6 (SP 2019-13, 7-Eleven) to the February 13, 2020 meeting.

It was the consensus of the Planning and Zoning Board to change the order of business and consider the deferral of agenda item number 6 (SP 2019-13, 7-Eleven) to the February 13, 2020 meeting.

6. 20-0118 SP 2019-13, 7-Eleven, generally located on the southwest corner of Pines Boulevard and SW 64 Way, site plan application. (Joseph)

Chairman Rose noted for the record that the applicant has requested deferral of this item to the February 13, 2020 meeting.

The following staff report was entered into the record:

PROJECT DESCRIPTION / BACKGROUND:

Dwayne Dickerson, at the request of his client 6500 Pines Holdings, LLC., has submitted a site plan application for the property located at 6460 Pines Boulevard (FKA: Carter Financial Plaza, Pines Village Plaza). The applicant proposes the demolition of the existing shopping center site and the development of a new single story 7-Eleven convenience store, gas station, and automatic free-standing car wash with associated signage, lighting, landscaping, parking, and traffic circulation.

The applicant requests a deferral of this item to a time certain of February 13, 2020 in order to allow for the resolution of utility and buffer issues related to the redevelopment of the property. The item was previously noticed for tonight's meeting and therefore required to remain on the agenda.

STAFF RECOMMENDATION:

Staff recommendation: Deferral until the February 13, 2020 meeting.

On a motion by Member Girello, seconded by Member Gonzalez, to defer, the 7-Eleven (SP 2019-13) site plan application, to the February 13, 2020 meeting, the following vote was recorded:

AYE: Chairman Rose, Vice Chairman Jacob
Members Girello, Gonzalez, Labate

NAY: None

Motion Passed

RESUME ORDER OF BUSINESS:**CONSENT AGENDA ITEMS:**

Chairman Rose inquired if the board wished to pull any consent items for discussion. No members wished to pull any items for discussion.

Chairman Rose inquired if there was anyone from the public who wished to speak either for or against these items. No one wished to speak.

1. [20-0111](#) **MSC 2019-24, Stand Up MRI**, 16604 Sheridan Street, site modifications to accommodate mechanical equipment for an MRI facility, miscellaneous application. (Cole)

PROJECT DESCRIPTION / BACKGROUND:

Nelson Fernandez, agent, is requesting approval of site modifications to Sheridan Village Commercial located at 16602 Sheridan Street. The changes are the result of a new tenant (Stand Up MRI) which requires additional mechanical equipment (MRI chillers and condensing units) to operate.

Sheridan Village was approved via site plan in 2014 (SP 2014-03) as one multi-tenant building and freestanding PDQ restaurant. In 2015, the site plan

was modified via site plan amendment (SP 2015-09) to remove the PDQ, which was replaced with a second multi-tenant building. In 2016, via site plan amendment (SP 2016-02), a two story self-storage addition to building 2 (easternmost building on site) was approved.

BUILDINGS / STRUCTURES:

Stand Up MRI will be located in the easternmost bay of building 2. The following site modifications are proposed to accommodate the new tenant:

- The MRI chillers and condensing units cannot be roof mounted, therefore, two parking spaces to the south of the tenant bay will be converted into an island to house the equipment. The new island will be 15'-8" x 22'-8". The mechanical equipment will be setback 4'-2" from the drive aisle and screened from view by an 8' tall PVC fence painted to match the building. The mechanical equipment will be 7'-4" tall at the highest point.
- Addition of an electrical meter, electrical panel and C/T cabinet on the southern side of the building 2's east elevation. The equipment will be painted to match the building.
- Addition of an FPL transformer in the existing landscape island east of building 2. The transformer will be protected by bollards on all sides.

PARKING:

Currently there are 210 spaces provided on site for both buildings. 204 parking spaces are required based on current uses. If this application is approved, the removal of 2 parking spaces will leave a surplus of 4 spaces within the shopping center.

LANDSCAPING:

To screen the FPL transformer and provide additional screening of the mechanical equipment the applicant is proposing the installation of shrubs consisting of Clusia guttifera, Green Island Ficus, and Schefflera Trinette.

STAFF RECOMMENDATION:

Staff has reviewed the proposed changes and find that the proposed changes meet code requirements. Staff therefore recommends approval of this application.

2. [20-0112](#)

MSC 2019-31, Ross Dress for Less, 650 N University Drive, color and façade modifications to an existing tenant bay at Pembroke Commons, miscellaneous application. (Cole)

PROJECT DESCRIPTION / BACKGROUND:

Larry Swick, agent, is requesting approval of façade and color modification to the existing tenant bay located at 650 North University Drive within the Pembroke Commons shopping center. The changes are the result of a change in tenant. The bay previously occupied by Office Depot will now be occupied by Ross Dress for Less.

Pembroke Commons was approved via site plan in 1990 (SP 90-08). In 2018, via

site plan (SP 2018-12) the addition of an outparcel was approved for the site. Additionally, in 2015 façade modifications were approved via site plan amendment (SP 2015-17).

BUILDINGS / STRUCTURES:

The applicant is proposing to fill in the existing recessed section of the pop out feature's upper band and the scoring to create a flush surface. Additionally, the 4 canopies on the pop out feature will be removed.

The following color changes for the tenant bay are proposed:

- Main Body: SW 6113 (Interactive Cream)
- Pop out feature: SW 6385 (Dover White)
- Pop out columns: SW 6116 (Tatami Tan)
- Lower accent bands: SW 6125 (Craft Paper), SW 6140 (Moderate White) and TK 6010-40 (Blue)
- Upper accent bands: SW 6107 (Nomadic Desert)

The proposed colors are within the color family (tans and browns) of the shopping center. The colors of the rest of the tenant bay will not be modified.

Signage for the shopping center is regulated by their uniform sign plan and will be approved through the building permit process.

LIGHTING:

Wall sconces will be added on both of the pop out features columns on front of the tenant bay. The sconces will be wall wash and not exceed 4,000k.

STAFF RECOMMENDATION:

Staff has reviewed the proposed changes and finds that the proposed changes meet code requirements. Staff therefore recommends approval of this application.

On a motion by Member Girello, seconded by Member Gonzalez, to approve, as recommended by staff, consent agenda item numbers 1 (MSC 2019-24, Stand Up MRI) and 2 (MSC 2019-31, Ross Dress for Less), the following vote was recorded:

AYE: Chairman Rose, Vice Chairman Jacob
Members Girello, Gonzalez, Labate

NAY: None

Motion Passed

NEW BUSINESS:

QUASI-JUDICIAL ITEMS:

(Secretary's Note: All affected parties were sworn under oath to give testimony in the relevant cases by the Assistant City Attorney.)

3. 20-0120 ZV 2019-15, Flamingo Road Business Center, generally located on

the southeast corner of Flamingo Road and SW 18 Street, variance request. (Dean)

Moe Azar, representing the petitioner addressed the Planning and Zoning Board. He gave a brief overview of the proposed variance request.

The following summary was entered into the record:

Project Description / Background:

Moe Azar, Saltz Michelson Architects (as agent), is requesting a variance for the Flamingo Road Business Center to allow a 9'-0" front/street side landscaped buffer along the west side of the property instead of the required 15' front/street side landscaped buffer.

On April 27, 2017 the Planning & Zoning Board approved Variance #ZV 2017-06 allowing a 14' Landscape Buffer along the west side property line instead of the required 15' landscape buffer. Exhibits submitted with this variance request and the proposed Site Plan (SP 2017-16) showed this Landscape Buffer as existing at 14' wide.

However, when the final survey was submitted to receive a Certificate of Occupancy for the building at this location, this Landscape Buffer was shown at 9' wide. Review of Broward County Property Appraiser web site aerials revealed this buffer was always existing at nine (9) feet wide and it was determined that the documentation submitted for the variance and site plan approvals was incorrect.

The agent for this project has submitted Variance request ZV 2019-15 to correct this error.

Variance Request Detail:

ZV 2019-15) Allow a 9'-0" landscape buffer along the west side (street side yard) of the property instead of the required 15' landscaped buffers.

Code Reference: § 155.149 General Business (B-3) Districts:

G)(4) Front and street side yards. The first fifteen feet of all front and street side yards adjacent to the property line shall be fully landscaped with sod, ground shrubbery, and trees, except where crossed by permitted access driveways or walkways. The balance of the required yards may be used for parking.

Variance Determination:

The Planning and Zoning Board shall not grant any variances, permits, or make any decision, finding, and determination unless it first determines that:

Its decision and action taken is in harmony with the general purposes of the zoning ordinances of the city and is not contrary to the public interest, health, or welfare, taking into account the character and use of adjoining buildings and those in the vicinity, the number of persons residing or working in the buildings, and traffic conditions in the vicinity.

In the granting of variances, the Planning and Zoning Board shall determine

that the variance granted is the minimum variance that will accomplish the intended purpose (stated above) and:

- A) That there are special circumstances or conditions applying to the land or building for which the variance is sought, which circumstances are peculiar to the land or building and do not apply generally to land or buildings in the neighborhood, and that the strict application of the provisions of the zoning ordinances would result in an unnecessary hardship and deprive the applicant of the reasonable use of the land or building; or
- B) That any alleged hardship is not self-created by any person having an interest in the property nor is the result of a mere disregard for or in ignorance of the provisions of the zoning ordinances of the city; or
- C) That granting the variance is not incompatible with public policy, will not adversely affect any adjacent property owners, and that the circumstances which cause the special conditions are peculiar to the subject property.

On a motion by Vice Chairman Jacob, seconded by Member Labate, to grant, as determined by variance criteria "A", ZV 2019-15 to allow a 9'-0" landscape buffer along the west side (street side yard) of the property instead of the required 15' landscaped buffers, the following vote was recorded:

AYE: Chairman Rose, Vice Chairman Jacob
Members Girello, Gonzalez, Labate

NAY: None

Motion Passed

4. [20-0121](#) ZV 2019-16, Pembroke Finance, LLC Daycare, 1595 NW 89 Terrace, variance request. (Dean)

Manny Reus, architect representing the petitioner, addressed the Planning and Zoning Board. He gave a brief overview of the proposed variance request.

The following summary was entered into the record:

Project Description / Background:

Hugo Arza, as agent for owner, is requesting a variance for the Pembroke Finance, LLC property at 1595 NW 89th Terrace to allow 14 existing parking spaces for a day care instead of the required 22 parking spaces for a day care.

This property has always been a day care since it was built in 1977. However, due to parking code changes, and the existing parking on site, it became a legal non-conforming use in 2012. The property operated as day care centers under Pembroke Lakes Academy from 1977 to 2017 and as New Castle Primary School from 2017 to 2018.

A new operator submitted paperwork to open in 2018, however, they never received a Local Business Tax Receipt (Business License) and the property has not been in operation for over one year. Due to this the legal non-conforming use became null and void.

The new owners of the property have a proposed tenant who is interested in re-opening this property as a day care center.

Variance Request Detail:

ZV 2019-16) Allow 14 existing parking spaces instead of the required 22 parking spaces for a day care.

Code Reference: § 155.251 Amount of Off-Street Parking Required.
(A) Day Care Center – 3 Spaces/1,000 square feet

Variance Determination:

The Planning and Zoning Board shall not grant any variances, permits, or make any decision, finding, and determination unless it first determines that:

Its decision and action taken is in harmony with the general purposes of the zoning ordinances of the city and is not contrary to the public interest, health, or welfare, taking into account the character and use of adjoining buildings and those in the vicinity, the number of persons residing or working in the buildings, and traffic conditions in the vicinity.

In the granting of variances, the Planning and Zoning Board shall determine that the variance granted is the minimum variance that will accomplish the intended purpose (stated above) and:

- A) That there are special circumstances or conditions applying to the land or building for which the variance is sought, which circumstances are peculiar to the land or building and do not apply generally to land or buildings in the neighborhood, and that the strict application of the provisions of the zoning ordinances would result in an unnecessary hardship and deprive the applicant of the reasonable use of the land or building; or**
- B) That any alleged hardship is not self-created by any person having an interest in the property nor is the result of a mere disregard for or in ignorance of the provisions of the zoning ordinances of the city; or**
- C) That granting the variance is not incompatible with public policy, will not adversely affect any adjacent property owners, and that the circumstances which cause the special conditions are peculiar to the subject property.**

The following members of the Planning and Zoning Board spoke:

Members Girello, Gonzalez

The following member of staff spoke:

Dean Piper, Zoning Administrator

The following member of the public spoke:

Manny Reus, architect representing the petitioner

On a motion by Member Girello, seconded by Member Labate, to grant, as

determined by variance criteria "A", ZV 2019-16 to allow 14 existing parking spaces instead of the required 22 parking spaces for day care use only; as conditioned by the Planning and Zoning Board, the following vote was recorded:

AYE: Chairman Rose, Vice Chairman Jacob
Members Girello, Gonzalez, Labate

NAY: None

Motion Passed

NEW BUSINESS:

NON-QUASI-JUDICIAL ITEMS:

5. [20-0117](#) SP 2019-10, Pines BMW, 14800 Sheridan Street, site plan amendment. (Joseph)

Alicia Lewis, attorney representing the petitioner, addressed the Planning and Zoning Board. She gave a brief overview of the proposed site plan amendment.

The following staff report was entered into the record:

PROJECT DESCRIPTION / BACKGROUND:

Doug Snyder, at the request of his client Holman Automotive, Inc., has submitted a site plan amendment application for the property located at 14800 Sheridan Street (AKA: Pembroke Pines BMW). The applicant proposes the demolition of the existing showroom to be replaced with a newly constructed two story showroom / service write up offices, additional buildings will be demolished to allow construction of a canopy area for detailing, photo-booth structure, enclosed fuel tank, generator, and fuel dispenser with canopy and 4 dual car charging units, with associated signage, lighting, landscaping, parking, and traffic circulation.

BACKGROUND:

The City Commission at its November 19, 1997 approved the Pines Lincoln Mercury dealership (SP 97-76) on the underlying property. The City Commission later approved the following related development applications for this site.

- April 1, 1998 - A parking lot addition (SP 98-10) to the car dealership.
- September 20, 2000 – Installation of a flagpole on site.
- December 19, 2001 – The addition of a Certified Pre-Owned (CPO) building (SP 2001-31) on site.
- September 17, 2003 – Conversion of the Pines Lincoln Mercury Dealership into a BMW dealership (SP 2003-20).
- June 16, 2004 – The addition of a service and parts building (SP 2004-13).
- September 4, 2018 – BMW Garage / Collision Center Addition (SP 2018-05).

The Planning and Zoning Board provided the following approvals for the following minor development applications:

- 2003 – Relocation of a dealership modular building on site (MSC 2003-17).
- 2004 – Reconfiguration of Drive-thru service area (MSC 2004-22)
- 2014 – The addition of a new parking area for BMW with enclosed battery charging station (MSC 2014-36).
- 2006 - Building Signs (SN 2006-15).

The City Commission at its January 15, 2020 meeting passed on first reading an amendment to the Pembroke Meadows DRI (PH 2019-03). Adoption of application PH 2019-03 is needed for this site plan to be developed as proposed. In addition to the DRI amendment, a future plat note change for the underlying plat will be required which is consistent with this proposal.

City Commission review of this site plan amendment application is required for the following reasons:

- To allow Development within a Planned Unit Development (Pembroke Falls Planned Unit Development - PUD).
- To allow commercial development with a floor area ratio (FAR) exceeding .5 per City Comprehensive Plan requirements.

BUILDINGS / STRUCTURES:

The applicant proposes to demolish +-13,342 square feet of the existing main dealership building on the north side and replace it with a two story showroom totaling 35,585 square feet. The addition will be 42' in height (highest point).

The applicant proposes the following color selections for the showroom addition to match the existing building:

- Base Color – Pure White (Benjamin Moore RAL 9010)
- Storefront / Glass -Kawneer Sterling Grey with Clear Glazing System/ Low E Glass

The following additional structures are proposed on site as a part of this application:

- 10 bay, 3,948 square foot, detail center (south end of building)
- New, 17'-4" high, 1,475 square foot photo booth building (directly south of the wall of existing service building)
- Enclosed (no-roof) emergency Generator, 2 above ground fuel tanks and exterior covered fuel dispenser / canopy for sales vehicles only
- 4, dual charging stations (Model: Chargepoint 4000) in parking islands to the north of the proposed showroom addition.

All structures above will be painted Pure White to match the dealership color. Both charging stations and fuel tanks will be used by BMW only and are not available for general public use.

In addition to the structures above, three modular units (approximately 1,800 square feet each) will be located to the north of the existing collision Center. These units will house sales and administrative staff during construction. The units will include 9,270 square feet of vinyl white canopies which will connect the main building to the temporary units. Wood pedestrian access as well as

ADA access ramps will be placed between the three modular buildings. The modular units as well as the canopy will be removed once the showroom addition has been completed.

ACCESS:

The applicant is not proposing any modifications to site access. Current driveways to remain off Sheridan Street, Northwest 146 Avenue, and Northwest 20 Street.

PARKING:

Upon completion of the previously collision center / parking garage addition as well as the work contemplated within this application, the site will contain 1,255 parking spaces. The applicant will allocate 239 parking spaces for public and employee parking while using the remainder for inventory. Employees will park inside the parking garage while the public will be able to park in the main parking area on the north side of the dealership. Only 108 parking spaces are required for the parking dealership based on use.

SIGNAGE:

No new signs are proposed for this site plan application. The applicant at the December 12, 2019 Planning and Zoning Board meeting received a sign variance (ZV 2019-14) to increase the amount of signage on site. It is therefore anticipated that the applicant will petition the Planning and Zoning Board for signage in the future.

LANDSCAPING:

Landscape for this property consists of the following:

Installation of 17 trees, 21 palms, and 2,164 shrubs is proposed on the property in addition to the previously approved plant material for the parking garage. Totally in 62 trees, 35 palms, and 4,006 shrubs new plant material to be added to the site. Primary species of trees for the newly proposed construction include Live Oak, Small Leaf Clusia tree, and Pigeon Plum. Primary species of palms is Silver Date Palms, and Florida Royal Palms. Primary species of shrubs include Green Island Ficus, Waxy Jasmine, and Dwarf Mondo Grass.

OTHER SITE FEATURES:

Certain existing parking islands and median dividers as depicted on page AS-102 will be demolished and reconfigured to accommodate the new development and updated service area drive lanes.

The proposed site plan amendment has been reviewed by staff and has been found to be consistent with the DRI amendment application PH 2019-03 as well as the Pembroke Pines Planned Unit Development (PUD) standards.

STAFF RECOMMENDATION:

Transmit to City Commission with a favorable recommendation subject to the following:

1. City Commission approval of DRI amendment application PH 2019-13.
2. City Commission approval of this site plan for development in the Pembroke Pines PUD and to allow commercial development with a floor area ratio (FAR) exceeding .5.
3. City Commission approval and recordation of a plat note change for level of development consistent with this proposal.

Chairman Rose inquired if the petitioner accepts staff recommendations.

Alicia Lewis, attorney representing the petitioner, answered in the affirmative.

Chairman Rose inquired if there was anyone from the public who wished to speak either for or against this item. No one wished to speak.

The following members of the Planning and Zoning Board spoke:

Vice Chairman Jacob, Members Girello, Gonzalez, Labate

The following member of staff spoke:

Joseph Yaciuk, Planning Administrator

The following member of the public spoke:

Alicia Lewis, attorney representing the petitioner

On a motion by Member Girello, seconded by Member Gonzalez, to transmit, as recommended by staff, the Pines BMW (SP 2019-10) site plan amendment, to the City Commission with a favorable recommendation; subject to:

1. City Commission approval of DRI amendment application PH 2019-13.
2. City Commission approval of this site plan for development in the Pembroke Pines PUD and to allow commercial development with a floor area ratio (FAR) exceeding .5.
3. City Commission approval and recordation of a plat note change for level of development consistent with this proposal,

the following vote was recorded:

AYE: Chairman Rose, Vice Chairman Jacob
Members Girello, Gonzalez, Labate

NAY: None

Motion Passed

ITEMS AT THE REQUEST OF THE BOARD:

Chairman Rose stated that Alternate Member Lippman has requested and excused absence.

On a motion by Member Labate, seconded by Member Girello, to excuse Alternate Member Lippman from this evenings meeting, the following vote was recorded:

AYE: Chairman Rose, Vice Chairman Jacob
Members Girello, Gonzalez, Labate

NAY: None

Motion Passed

Vice Chairman Jacob spoke in reference to car dealerships and the restriction letters that address displaying vehicles, parking, test drives and such.

The following members of the Planning and Zoning Board spoke in reference to car dealerships and the restriction letters that address parking, test drives and such:

Vice Chairman Jacob, Member Girello

The following members of staff spoke in reference to car dealerships and the restriction letters that address displaying vehicles, parking, test drives and such:

Joseph Yaciuk, Planning Administrator
Dean Piper, Zoning Administrator

Member Girello spoke in reference to the new digital information signs and the "Welcome to Pines" community signs.

The following members of staff spoke in reference to the new digital information signs and the "Welcome to Pines" community signs:

Joseph Yaciuk, Planning Administrator
Dean Piper, Zoning Administrator

Member Girello spoke in reference to the number of iguanas at Publix on Taft and Hiatus.

The following members of the Planning and Zoning Board spoke in reference to iguanas:

Vice Chairman Jacob, Members Girello, Gonzalez, Labate

The following member of staff spoke in reference to iguanas:

Joseph Yaciuk, Planning Administrator

ITEMS AT THE REQUEST OF STAFF:

7. [20-0119](#) Land Development Code Review (LDC) Update:
AM 2020-01 Article 1 Purpose

PROJECT DESCRIPTION / BACKGROUND

The City of Pembroke Pines has contracted with Calvin Giordano and Associates to update the City Land Development Code. The general goals of

the Land Development Code update include the following:

- To consolidate most development related activities / regulations into one area of the Code.
- To make the Code easier to understand for all parties.
- Ensure all development applications and processes are updated to current practices.
- To review current Code and remove obsolete uses / regulations / zoning districts.
- To ensure the Code remains consistent with Comprehensive Plan.
- To strengthen the Code from a legal perspective.
- Free the Code of contradictions and cross referencing errors.
- Encourage public participation.

The identified target audiences of the Land Development Code Update include the following:

- Residents / Public
- Developers
- Business Owners
- Legal Community
- City Staff
- City Advisory Boards

The City consultant Calvin Giordano and Associates, Incorporated has been hired to help the City update the Code. Their role includes the following:

- Overall technical assistance in drafting the Code update.
- Help facilitate public participation
- Attend and participate in staff meetings and public meetings.
- Website & Graphics creation
- Coordinate and attend stakeholder interviews.
- Create drafts and revisions to the Code based on stakeholder input.

Calvin Giordano and Associates is contracted to complete the Land Development Code updates by September 2020. To date, the following meetings have taken place related to this project:

- November 19, 2018 City Commission meeting: Approved the City budget which included the funding of the Land Development Code Update project.
- January 30, 2019 City Commission meeting: Contract Proposal received by Calvin, Giordano & Associates
- March 11, 2019 City Commission meeting: Contract Accepted by City of Pembroke Pines
- June 13, 2019: Joint Advisory Board, Kick- off Meeting (Public Meeting)
- June- August 2019: Internal Staff Meetings
- August 28, 2019: Open House #1 (Public Meeting)
- September, 2019: Annotated Outline Created
- October 10, 2019: Project Update provided to Planning and Zoning Board (Public Meeting)
- October 15, 2019: Staff Working Group (Public Meeting)
- October 29, 2019: Staff Working Group (Public Meeting)
- November 19, 2019: Staff Working Group (Public Meeting)

- December 03, 2019: Staff Working Group (Public Meeting)
- January 07, 2020: Staff Working Group (Public Meeting)
- January 21, 2020: Staff Working Group (Public Meeting)

Based on the meetings above, Calvin Giordano and the City have started to create and overall outline as to the organization of this Code. Both the City staff and consultant have agreed to reorganize the proposed Land Development Code into the following general Articles as stated below:

- Article I: Purpose
- Article II: Definitions
- Article III: Administration – Summary of development application types and processes
- Article IV: Zoning Districts – List of all zoning districts with general development criteria specific to that zone.
- Article V: Use Regulations – Creation of a use table which outlines uses and the zone in which those uses are permitted. Additional criteria for specific uses (ie. Schools, Adult Entertainment)
- Article VI: General Zoning Regulations – Site specific supplemental regulations which apply to more than one zoning district (ie: Land Use separation requirements, accessory structures, driveways)
- Article VII: Development Regulations – Other larger scale regulations related to a site. (ie. Signage, Lighting, Landscape)

The City Commission at its January 15, 2020 meeting endorsed staff's proposed review process for the reorganization of this large document. Under the proposal, staff would bring each article separately to the Planning and Zoning Board for consideration. Each individual article would then be transmitted to the City Commission for first reading review. After passage of the first reading, the article would be scheduled for second reading only after all remaining articles have been passed on first reading. The order in which the articles are to be reviewed by the Boards would be determined by staff. Second reading of the entire document has been tentatively scheduled toward the end of the year. It is anticipated that the new Code will take effect in January 2021.

Tonight, the City is proposing article 1 of the Land Development Code update entitled, "Purpose". The purpose will replace 155.001 – 155.007 of the Code of Ordinances. The purpose has been updated to reflect a new numbering system as well as updated provisions which address not only the purpose of the document but also various legal provisions related to the creation of this Code.

STAFF RECOMMENDATION:

Staff recommendation: Direct staff to work with the City Attorney to draft an Ordinance for transmittal to the City Commission for their review.

The following members of the Planning and Zoning Board spoke:

Chairman Rose, Vice Chairman Jacob, Member Girello

The following members of staff spoke:

Michael Stamm, Jr., Planning and Economic Development Director
Joseph Yaciuk, Planning Administrator
Dean Piper, Zoning Administrator
Brian Sherman, Assistant City Attorney

On a motion by Member Girello, seconded by Member Gonzalez, to direct staff to work with the City Attorney to draft an Ordinance for transmittal to the City Commission for their review, the following vote was recorded:

AYE: Chairman Rose, Vice Chairman Jacob
Members Girello, Gonzalez, Labate

NAY: None

Motion Passed

ADJOURNMENT:

Chairman Rose adjourned the meeting at 7:27 p.m.

ADJOURNED:
7:27 P.M.

Respectfully submitted,

Sheryl McCoy
Board Secretary