



**PLANNING AND ZONING BOARD  
AGENDA  
June 3, 2025  
6:00 PM**

**1. ASSEMBLY & ORGANIZATION**

- A. CALL TO ORDER
- B. ROLL CALL OF BOARD MEMBERS
- C. AMENDMENTS TO THE AGENDA

**2. APPROVAL OF MINUTES FROM PREVIOUS MEETING**

- A. MAY 22, 2025

**3. PUBLIC HEARINGS**

**4. COMMITTEE REPORTS**

**5. OLD BUSINESS**

- A. CONTINUED DISCUSSION REGARDING THE PLANNING AND ZONING BOARD RULES AND PROCEDURES MANUAL.

**6. NEW BUSINESS**

- A. DISCUSSION REGARDING RESIDENTIAL PARKING SURVEY RESULTS & REVIEW OF SECTIONS 801.4.1 - 801.4.4 & 802.4.

**7. COMMUNICATIONS**

- A. FUTURE MEETING DATES: JULY 01, 2025

**8. FUTURE AGENDA ITEMS**

**9. ADJOURNMENT**

If a person decides to appeal any decision made by the Board, Agency, or Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or 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. (FS 286.0105)

Any person requiring auxiliary aids and services at this meeting may contact the City Clerk's Office at (954) 535-2705 at least 24 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by using the following numbers: 1-800-955-8770 or 1-800-955-8771.

**CITY OF LAUDERDALE LAKES**

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title
CONTINUED DISCUSSION REGARDING THE PLANNING AND ZONING BOARD RULES AND PROCEDURES MANUAL.
Summary
Staff Recommendation

**Background:**

**Funding Source:**

**Fiscal Impact:**

**Sponsor Name/Department:**

**Meeting Date:** 6/3/2025

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Item 5A- P&Z Rules & Procedures	Backup Material

# **ITEM 5 (A)**



# CITY OF LAUDERDALE LAKES | PLANNING & ZONING BOARD

## RULES AND PROCEDURES MANUAL

<b>Originally Adopted:</b> 05/22/2025	<b>Last Revised:</b> N/A
<b>Reviewed by:</b> Tanja McCoy, DS Director	<b>Version:</b> 1

### DOCUMENT PURPOSE:

The Planning and Zoning (P&Z) Board Rules and Procedures Manual is developed under the authority granted to the Board under Chapter 166 and 163.3174 of Florida Statutes and Chapter 3 section 302 of the Land Development Regulations. The Rules and Procedures Manual is intended to provide a source of ready reference to board members, to assure the orderly conduct of business at the meetings of the Board, to provide the most efficient use of the Board and staff's time, and to facilitate the decision-making process of the Board.

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## 1. P&Z BOARD ORGANIZATION:

### a) Current and alternate Members:

I. The following is a table of the current board members and alternates:

Name	Address	Phone	Appointment	Term
Samantha Vacciana	3754 N.W. 21 <sup>st</sup> Street Lauderdale Lakes, Florida 33311 <a href="mailto:samantha@triallawyerspb.com">samantha@triallawyerspb.com</a>	C: 561-288-8366	Veronica Edwards Phillips  Reso.2025-011	11/2028
Lauria Richardson	3701 NW 27 Court Lauderdale Lakes, FL 33311 <a href="mailto:laurabcsncnw03@gmail.com">laurabcsncnw03@gmail.com</a>	C: 954-822-0749	Karlene Maxwell-Williams  Reso.2025-011	11/2028
Jennifer Chambers-Conde	3341 NW 47th Ter Lauderdale Lakes, FL 33319 <a href="mailto:Chambersjennifer245@gmail.com">Chambersjennifer245@gmail.com</a>	C: 954-451-8264	Tycie Causwell  Reso. 2025-043	11/2028
Nicole Hall	3710 NW 27 <sup>th</sup> CT Lauderdale Lakes, FL 33311 <a href="mailto:Nhall876@outlook.com">Nhall876@outlook.com</a>	C: 754-213-4085	Easton Harrison  Reso.2025-011	11/2028
Paula Dewitt	3398 NW 23 <sup>rd</sup> CT Lauderdale Lakes, FL 33311 <a href="mailto:pauladewitt14@gmail.com">pauladewitt14@gmail.com</a>	C: 954-774-3258	Sharon Thomas  Reso.2025-029	11/2026
Odessa Striggles Bennett (Alternate)	3719 NW 24 <sup>th</sup> ST Lauderdale Lakes, FL 33311 <a href="mailto:odessabennett@aol.com">odessabennett@aol.com</a>	C: 954-774-3258	Veronica Edwards Phillips  Reso.2022-025	11/2026
Vacant				

II. Each member of the city commission shall nominate one member or appointment to the local planning agency, subject to the approval by a majority vote of the city commission. Should any commissioner be unable to identify an appointment, the mayor may make a nomination for such appointment, subject to approval and confirmation by the city commission.

III. The Chairperson shall be responsible for the conduct and decorum to be preserved at meetings.

### b) Election of Officers:

I. Elections shall be held each year at the organizational meeting by a majority vote to elect a Chairperson, Vice-Chairperson and Secretary for a one-year term.

II. The newly elected Officers shall assume their respective offices at the regular meeting following the meeting of their election.

- III. All officers shall be subject to removal from office at any time by a vote of the majority of the entire Board after such item has properly requested to be placed on the agenda.

**c) Current Officers:**

- I. Below is a table identifying the current officers of the P&Z board:

Office	Member	Term
Chairperson	Nicole Hall	Second Term
Vice-Chairperson	Lauria Richardson	
Secretary	Samantha Vacciana	

**d) Officer Duties:**

- I. Chairperson
- a. The Chairperson shall preside at all meetings and hearings of the Planning Board and shall have the duties normally conferred by parliamentary usage of such officers, which include the appointment of committees and preparation of agenda for regular and special meetings. The Chairperson may delegate preparation of the agenda to the Planning Department. A member must be recognized by the Chairperson in order to address the board. The Chairperson shall have the following powers:
    - i. To rule motions in or out of order, including the right to rule out of order, any motion patently offered for obstructive or dilatory purposes;
    - ii. To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
    - iii. To entertain and answer questions of parliamentary law or procedure;
    - iv. To call a brief recess at any time;
    - v. To adjourn the meeting.
- II. Vice-Chairperson
- a. The Vice-Chairperson shall act for the Chairperson in his/her absence.
- III. Secretary
- a. The Secretary shall be responsible with assisting in the preparation and reviewing of all the clerical work of the Board including but not limited to,
    - i. Public Notices
    - ii. Board Agenda; and
    - iii. Board Minutes

**e) Planning Staff:**

- I. Below is a table identifying the Development Services support staff liaisons:

Title	Staff Member	Email	Phone
DS Director (Liaison)	Tanja McCoy	Tanjam@lauderdalelakes.org	954-535-2482
Planner	Stephen Smith	Stephens@lauderdalelakes.org	954-304-9214
P&Z Board Clerk	Julie Dominique	Julied@lauderdalelakes.org	954-535-2482

**f) Staff Liaison Duties:**

- I. The Staff Liaison duties are to provide support to the Board when necessary and to furnish information, public notices, reports and recommendations upon request of the Board.
- II. The Liaison facilitates communication between board members, staff, and the public ensuring that all parties have the necessary information and resources to participate in the Planning process.

**2. BOARD MEETINGS:****a) Schedule and Location:**

- I. Meetings of the P&Z Board shall be held on the first Tuesday of each month, except for designated holidays.
- II. The Board shall meet at 6:00 PM for regular session in the Gereffi Room located on the second floor of the City Hall at 4300 NW 36 St, Lauderdale Lakes FL, 33311.
- III. Board meetings shall commence as set forth and end no later than 09:00 p.m., unless a motion is passed by a majority of those present to extend the time, or a scheduled public hearing is in progress or remains to be heard, which cannot be reset or postponed.

**b) Calendar:**

- I. Below are the Planning and Zoning Board meeting dates for the 2025 calendar year:

2025 Planning and Zoning Board Application Submission Deadlines*	2025 Planning and Zoning Board Meetings
Tuesday, December 24, 2024	Thursday, January 23, 2025
Tuesday, January 28, 2025	Thursday, February 27, 2025
Tuesday, February 25, 2025	Thursday, March 27, 2025
Tuesday, March 25, 2025	Thursday, April 24, 2025
Tuesday, April 22, 2025	Thursday, May 22, 2025
Sunday, May 4, 2025	Tuesday, June 3, 2025
Friday, May 30, 2025	Tuesday, July 1, 2025
Friday, July 4, 2025	Tuesday, August 5, 2025
Friday, August 1, 2025	Tuesday, September 2, 2025
Friday, September 5, 2025	Tuesday, October 7, 2025
Friday, October 3, 2025	Tuesday, November 4, 2025
Friday, October 31, 2025	Tuesday, December 2, 2025
*Submission deadlines is the time needed to process an Applicant's application to the P&Z board to comply with noticing requirements.	

**c) Special Meetings:**

- I. Special meetings may be called by the Chairman or Board Liaison. The Chairman shall also call a special meeting when requested to do so in writing by a majority of the members of the Board, such instrument containing the subjects to be considered. Written notice of a special meeting shall be given each member of the Board and the media at least 48 hours prior to the time of the meeting.

- II. A copy of the notice shall be posted on the information board at City Hall. The notice shall specify the time, date, location and purpose of the meeting and no other business may be transacted at such meeting without the unanimous consent of the Board. Any Board member may waive the requirement of written notice required by this section.

**d) Cancellation/Rescheduling Meetings:**

- I. Meetings can be cancelled by the Board Chair, Staff Liaison or Legal Counsel at the direction of the Chair. In the Chair's absence, the Vice Chair or two (2) board members may cancel a meeting in the event of an emergency or if the City's offices are officially closed or where it has been determined that a meeting not otherwise required by law or other regulation would be deemed unnecessary as a result of no items set on the agenda for the meeting.
- II. Every reasonable effort shall be made to post notice of the cancellation and to notify the membership.
- III. In all cases, the business shall carry over to the next regularly scheduled meeting.

**e) Conduct of Meetings:**

- I. Any person making impertinent or slanderous remarks or who becomes boisterous while address the board, shall be barred from further audience before the Board by the Chair, unless permission to continue or again address the Board be granted by a majority vote of the members present.
- II. No clapping, applauding, heckling, or verbal outburst in support or opposition to a speaker or his or her remarks shall be permitted. Persons exiting the meeting room shall do so quietly.
- III. The Chairperson shall be responsible for the conduct and decorum to be preserved at meetings.

**f) Public Input:**

- I. Prior to the beginning of each regular meeting, the Secretary/support staff shall place in a conspicuous location, a sign-up sheet, which shall state the name of the speaker, and the subject, which the speaker will address. The secretary shall bring the sheet to the Chair at the time the meeting is called to order.
- II. At the beginning of each agenda item under "old business" and "new business", the Chair may, at that time, recognize those who have signed up to speak to that specific item. The Chair shall first recognize those who are a scheduled party to that agenda item (i.e. applicant, agent, public official, etc.) and he shall state the number of citizens who have signed up to speak on that particular item and may give the scheduled party the option of speaking first or last.
- III. The Chair shall, in the interest of time, have the right to limit any unscheduled speaker who has signed up under "public input," to less than five (5) minutes. An unscheduled speaker may not dedicate his allocated time to another speaker without unanimous consent of the Planning Board.

### **3. CONDUCTING BUSINESS:**

**a) Agenda Format:**

- I. The Planning and Zoning Board meeting shall be in a format substantially similar to that shown below.

The Staff liaison shall have the discretion to re-organize the agenda to facilitate the meeting and hearing:

Agenda Item(s)	Action to be taken or examples of items for consideration:
1) Assembly & Organization a) Call to Order	Meeting is called to order by the Chair
b) Roll Call	Chair requests P&Z clerk to perform a roll call for all Board Members in attendance, to confirm a quorum.
c) Amendments to the Agenda	Board discusses and approves any additional items for consideration or modifying the order of existing items.
2) Approval of Minutes	Board approves the minutes of the previous meeting(s), if available.
3) Public Hearings	All persons providing testimony may be sworn at this time. Items for consideration may include: (1) Recommendation for Comprehensive Plan amendment, (2) Recommendation for Land Development Regulation amendment, and (3) Site development plan action.
4) Old Business	includes any matters that were previously introduced or discussed during earlier meetings but have not yet been resolved or finalized. Old business items may involve follow-up discussions, updates, or decisions on issues that were tabled or postponed from previous sessions.
5) New business.	includes any matters that are being introduced or discussed for the first time during the current meeting. New business items may consist of proposals, resolutions, or other topics that require the assembly's attention and action.
6) Reports	encompasses any announcements, reports, committee reports or other forms of information that may be relevant to the group's purpose or goals. Communications can come from members of the assembly, external organizations, or the public and typically do not require any immediate action or decision-making.
7) Future Meeting Date.	The date of the next scheduled P&Z Board Meeting is provided
8) Adjournment.	Chair moves to adjourn the meeting.

## b) Order of Proceedings:

- I. All applications to the Planning and Zoning Board shall be heard as follows at a public hearing:
  - a. **Item Reading:** The Board Chair reads the agenda item into the record.
  - b. **Conflict of Interest:** Upon announcement of the item if a member determines that a Conflict of Interest exists, the member shall for the record and in accordance with F.S. 112.4143, publicly state the nature of the conflict and abstain from voting. All such statements shall be automatically incorporated in the meeting minutes and record.

- c. **Applicant Presentation:** On all public hearing items, the applicant and individuals favoring the item shall be heard first. The presentation for the applicant shall be by the property owner, the attorney of record, or a representative/agent who has filed a properly executed Power of Attorney.
- d. **Department Presentation:** Planning and Zoning Department Staff shall make their presentation after the Applicant's on the item, including their recommendation regarding same.
- e. **Presentation Time Limits:** The Chair shall have the discretion to establish reasonable and uniform time limitations on all presentations coming before the Board. All presentations shall be limited to no more than 15 minutes to present their case unless more time is requested and the Chair sets a reasonable amount of time after the request is made.
- f. **Public Comment:** On all public hearing items, those speaking for or against an item from the public shall be limited to two (2) minutes, unless they are representing an organization, and they can be afforded three (3) minutes, or as modified by the Chair at the beginning of the public hearing.
- g. **Board Discussion:** On all public hearing items, after the public hearing has been closed, the Chair shall entertain Board discussion concerning the item and then following a motion and second on the item direct a Roll Call vote to be taken and duly recorded.
- h. **Board Decision:** The decision-making body shall review the application, relevant support materials, the staff report, any advisory body recommendations, and any public comments, and shall make one of the decisions authorized for the particular type of application, based on the review standards applicable to the application type, as set forth in the LDR's.
  - i. The decision-making body may remand the application to the Planning & Zoning Department for further consideration of new information or specified issues or concerns by the staff or any advisory bodies.
  - ii. If the planning and zoning board determines that the application is in compliance with all applicable development standards, then they shall recommend approval with or without conditions. If the application is deemed not compliant, then the board shall recommend denial of the application.
  - iii. The decision-making body shall take action as promptly as possible in consideration of the interests of the applicant, affected parties, and citizens of the city.
- i. **Failure to appear:** Any applicant failing to appear at the Board meeting for which their item is scheduled for, after proper notification in accordance with City code shall not be entitled to action on their item unless the Board is notified of their absence by Staff or the Clerk. The application may be deferred by a vote of the Board members present at the meeting.

**c) Decisions of the Board:**

- I. Within ten (10) calendar days after the appeal period of the final decision of the board, the Development Services Director shall provide the applicant written notice of the decision and retain a copy of the decision available to the public in the Development Services Department, during normal business hours.

**4. PLANNING OVERVIEW:****a) Introduction to Planning and Zoning:**

- I. When discussing visions for our communities, the terms "planning" and "zoning" are often used interchangeably; however, they have distinct meanings and functions.

**Planning** is an extensive, holistic process that involves visualizing and mapping out the future growth and development of a community. The primary outcome of this process is the Comprehensive Plan, which serves as a guiding document for a community's long-term vision.

**Zoning**, on the other hand, is a practical tool that plays a crucial role in bringing a community's planning vision to life. It helps shape the physical landscape of a neighborhood by regulating land use and development, ensuring alignment with the overarching goals outlined in the Comprehensive Plan.

**b) What is a Comprehensive Plan:**

- I. The Comprehensive Plan reflects the inventory of your community as it is now. Comprehensive Plans capture elements such as your community's structures, roads, population, demographics, and natural and cultural resources. It includes a vision with a long view of at least—20 years into the future. And the Comprehensive Plan provides an implementation strategy to get you to your future vision. The Plan also provides Developers and Home Owners a view of the City's direction.
- II. The Comprehensive Plan is adopted by ordinance and consequences for violations of the Comprehensive Plan come through penalties in zoning ordinances. The Comp Plan and the zoning ordinances must be consistent with each other to be effective.
- III. The Comprehensive Plan has two components; the text and a map (Future Land Use Map). The map is not just an illustration of the text; it is a part of the Plan.
- IV. Any amendments to the Comprehensive Plan are transmitted to the Planning and Zoning Board for review and recommendation to the City Commission.

**c) Comprehensive Plan Amendments:**

- I. General:
  - a. The City sets a schedule for accepting applications.
  - b. Any proposed amendments must comply with State and County law limitations
- II. Public Hearings and Notice:
  - a. Hearings must comply with all statutory noticing requirements.

- b. A proposed Amendment (by way of Ordinance) must have at least three public hearings; one public hearing by the Local Planning Agency (Planning & Zoning Board) and two by the City Commission; one transmittal hearing and one adoption hearing.

III. Review and Adoption Process:

- a. Upon P&Z Board action at the first hearing, the amendment is transmitted to the City Commission for consideration.
- b. If approved by the City Commission, City Staff transmits the proposed to all required State and County review agencies.
- c. If approved by all applicable outside agencies, the amendment is brought back to the City Commission for final adoption.

**d) What is Zoning:**

- I. Zoning is a process guided by the overarching vision outlined in the Comprehensive Plan. It serves to predetermine the allowed uses for various zones or districts within a community. Zoning regulations can vary between different areas or be applied uniformly across various zones, depending on the specific requirements and goals outlined in the Comprehensive Plan.
- II. The zoning ordinance has two components including the text and map. The map is not just an illustration of the text; it is part of the ordinance.
- III. All zoning ordinances or modifications to the ordinances, are transmitted to the Planning and Zoning Board for review and recommendation to the City Commission.

**e) Zoning Amendments:**

- I. Pursuant to Chapter 5 section 507.5.2 of the Land Development Regulations, in considering an amendment to the zoning map or amendment to the text of this Code, the planning and zoning board shall review the proposed amendment, the general purpose and standards set forth under section 507, the staff report of the administration and any oral or written comments received before or at the public hearing.
- II. Zoning Map Amendment:
  - a. A zoning map amendment or a Rezoning, refers to the process of modifying the official zoning map to change the zoning designation of a specific property or parcel of land.
  - b. This amendment alters the permitted uses, development standards, and regulations applicable to the property in question, thereby allowing for different types of land use or development
  - c. An example of a zoning map amendment could involve a vacant parcel initially designated “Residential” now being converted to “Commercial”.
- III. Zoning Text Amendment:
  - a. A zoning text amendment is a change or modification made to the written regulations, standards,

or provisions within a zoning ordinance.

- b. These amendments typically involve revising specific sections of the ordinance to better align with the evolving needs and objectives of the community or to address any inconsistencies or outdated provisions within the existing regulations.
- c. An example of a zoning text amendment could include revising the “Permitted Uses” section within a residential category or modifying development standards like setback regulations, or size of accessory structures.

**f) Role of the P&Z Board**

- I. The Planning and Zoning Board acts as the City’s Local Planning Agency and assumes general responsibility the City’s comprehensive planning program. As a serving member of the Planning and Zoning Board, your primary role is:
  - a. To contribute to the City of Lauderdale Lakes Comprehensive Planning and Future Land Use mission.
  - b. To serve in an advisory capacity to the City Commission on land use and development issues and comprehensive plan policy.

## **5. BOARD TRAINING:**

**a) Orientation:**

- I. A Board orientation shall be held each year at the organizational meeting (or as soon possible thereafter) for new and existing members to provide an overview of the board’s purpose, structure and provide an introduction to key staff members.

**b) Resources:**

- I. Each Board Member should review and maintain the following documents in paper or electronic form:
  - a. Comprehensive Plan  
<https://www.lauderdalelakes.org/325/Comprehensive-Plan>
  - b. Future Land Use Map  
<https://www.lauderdalelakes.org/DocumentCenter/View/463/Future-Land-Uses-Map?bidId=>
  - c. Land Development Regulations  
[https://library.municode.com/fl/lauderdale\\_lakes/codes/land\\_development\\_regulations](https://library.municode.com/fl/lauderdale_lakes/codes/land_development_regulations)
  - d. Official Zoning Map  
<https://www.lauderdalelakes.org/DocumentCenter/View/639/Lauderdale-Lakes-Zoning-Map>
  - e. Roberts Rule of Order  
<https://www.boardeffect.com/wp-content/uploads/2020/07/Roberts-Rules-of-Order-Toolkit-Refreshed.pdf>

**c) Roberts Rules of Order:**

- I. Robert's Rules of Order is a widely used series of parliamentary procedures that ensure meetings are conducted fairly, transparently, and without denying access to viewpoints in the minority.
- II. Any matter not covered by these rules shall be governed by decision of the Presiding Officer, applying Robert's Rules of Order.
- III. Business is conducted by: 1) Following the agenda; and 2) making motions.
- IV. The 6 types of Motions:
  - a. **Main Motion:** Introduce a new item
  - b. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
  - c. **Privileged Motion:** Urgent or important matter unrelated to pending business
  - d. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
  - e. **Motion to Table:** Kills a motion
  - f. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)
- V. The process of making motions are as follows:
  - a. Address the meeting chair
  - b. Be recognized by the chair
  - c. State your motion
  - d. Have your motion seconded
  - e. The chair state the motion
  - f. The motion is debated (where applicable)
  - g. The chair puts the question to the membership
  - h. The members vote
- VI. The 4 types of Points:
  - a. Certain situations require attention during a meeting but do not require a motion, second, debate or voting. It's permissible to state a "Point" during a meeting where the chairperson needs to handle the situation right away. Involved parties can declare the following points:
    - i. **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
    - ii. **Point of Information:** A member may need to bring up an additional point or information (in form of a nondebatable statement) so that the other members can make fully informed votes.
    - iii. **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
    - iv. **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

**d) Tips for being an Effective Board Member:**

- I. Communicate, communicate, communicate
  - a. Begin with the basics
  - b. Assume nothing, be explicit
  - c. Persevere
- II. Insist on structure and direction in the planning process
  - a. Know what kind of decision is being requested
  - b. Know the ultimate product of the planning process
  - c. Look for milestones and other measures of progress
- III. Provide structure and direction in your recommendations
  - a. Before deliberating, clearly define the questions that the Commission will address
  - b. Be brief and clear in your direction to Staff
  - c. Ask for a re-statement of direction from Staff if needed
- IV. Focus on policy issues
  - a. Keep fundamental question of public benefit and private cost in mind
  - b. Stay above the mechanical details
  - c. Remember that planning staff are technical experts and you are the policy expert`
- V. Nurture your relationships with Staff, elected officials and the public
  - a. Provide meaningful feedback
  - b. Choose your battles
  - c. Be prepared for meetings

**6. RULES AND PROCEDURES MANUAL:****a) Periodic Review:**

- I. These Rules and Procedures of the P&Z Board are subject to periodic review and should be reviewed by the Board annually at its regular organizational meeting.

**b) Amendments to the Manual:**

- I. These Rules and Procedures or any part thereof may be amended, repealed, altered or rescinded by a majority vote of the board at any regularly scheduled Board meeting, after written notice of the intended proposal is presented and delivered to all Board members at least seven (7) days prior to the amendment being voted upon.

**c) Adoption and Revisions:**

- I. Originally adopted by the Planning & Zoning Board on May 22, 2025.

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title
DISCUSSION REGARDING RESIDENTIAL PARKING SURVEY RESULTS & REVIEW OF SECTIONS 801.4.1 - 801.4.4 & 802.4.
Summary
Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 6/3/2025

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Item 6A- Residential Parking Regulations	Backup Material

# ITEM 6 (A)

801.4. *Amount of off-street parking.* The minimum number of parking spaces to be provided and maintained for each use or occupancy shall be as follows:

801.4.1. *Residential single-family detached and residential duplex.*

- (a) *Garage spaces.* Each dwelling unit is required to provide a minimum of one parking space in a fully enclosed, attached private garage. Dwelling units with four or more bedrooms are required to provide a minimum of two parking spaces in a fully enclosed, private garage. Conversion of the garage into living area is prohibited.
- (b) *Exterior spaces.* All dwelling units shall provide a minimum of one unenclosed parking space. Dwellings with three or more bedrooms shall provide two unenclosed parking spaces. Parking spaces shall not be located so as to require a parked vehicle to interfere with sidewalk travel lines

801.4.2. *Residential townhouse (fee simple ownership of underlying lot).*

- (a) *Garage spaces.* Each dwelling unit is required to provide a minimum of one parking space in a fully enclosed, attached private garage. Conversion of the garage into living area is prohibited.
- (b) *Exterior spaces.* Each dwelling unit shall provide a minimum of one unenclosed parking space. Dwelling units with four or more bedrooms shall provide two unenclosed parking spaces. Parking spaces shall not be located so as to require a parked vehicle to interfere with sidewalk travel lines.

801.4.3. *Residential multifamily (common ownership of underlying land).*

- (a) One and one-half parking spaces shall be provided for each efficiency unit or one bedroom unit.
- (b) Two parking spaces shall be provided for each unit with two or more bedrooms or one bedroom unit with den or study.
- (c) In addition to the above, multiple-family buildings of over 35 feet in height or with more than 20 dwelling units shall be required to provide supplemental guest parking space equal to a minimum of five percent of the spaces otherwise required.

801.4.4. *Other residential buildings.*

- (a) *Dormitories, fraternities.* One parking space for each bed.
- (b) *Hotels and motels, including clubs.* One parking space for each sleeping room. If, in addition to sleeping rooms, there are other uses operated in conjunction with and/or as part of the hotel/motel, additional off-street parking spaces shall be provided for such other uses as would be required by this section if such uses were separate from the hotel/motel to the extent of:
  - (1) Thirty-five percent of the required off-street parking for retail stores, offices, services, establishments, bars, restaurants, dining rooms, night clubs or cabarets.
  - (2) Fifty percent of the required off-street parking for conference facilities, ballrooms, banquet halls, meeting rooms or auditoriums.
- (c) *Housing for elderly requiring little or no special care, including retirement communities or adult retirement communities.* One parking space for each dwelling unit plus one space for each employee on the day shift.
- (d) *Housing for elderly or others requiring moderate special care, including adult congregate living facilities, assisted living facilities, extended care facilities and long-term care facilities.* One-half of one space per bed plus one space for each employee on the day shift.
- (e) *Housing for the elderly or others requiring extensive special care, including nursing homes and hospices.* One-half parking space per bed and one parking space per employee on day shift.
- (f) *Integrated living facilities for the elderly incorporating multiple care environments, including continuing care retirement communities.* Parking requirements to be calculated from individual components based on c. through e. above.

Sec. 802. - Driveway standards.

802.1. *Design.* Driveway locations, cross-sections and grades shall be installed in accordance with this section, approved engineering plans, and the Florida Building Code as amended from time to time. Driveway access to the street system shall be according to the subdivision design standards, street layout contained in these regulations.

802.2. *Intersection with streets.* Driveways for residential lots shall not encroach into the street corner radius of two intersecting streets, or be closer than 25 feet to the intersection of extended right-of-way lines. Driveways for multifamily and nonresidential parking lots shall not intersect a street corner radius, or be closer than 50 feet to the intersection of extended right-of-way lines.

802.3. *Separation between driveways.*

- (a) *Residential lots.* Driveways for single-family residential lots shall be separated by a minimum of ten feet.
- (b) *Multifamily and nonresidential parcels.* Driveways for multifamily residential parcels and nonresidential parcels on collector roads shall be separated by no less than 150 feet of landscaped frontage. Driveways for multifamily residential parcels and nonresidential parcels on arterial roads shall be separated by no less than 330 feet of landscaped frontage.

802.4. *Maximum width.* The maximum width of any driveway measured at the right-of-way line shall not exceed the following:

(a) Single-family and duplex residential:

Lot size (feet)	Maximum Width (single drive)	Maximum Width (each portion circle drive)
50	16	None
60—62.5	16	9
62.5—67.5	17	9.5
67.5—72.5	18	10
72.5—77.5	19	10.5
77.5—82.5	20	11
82.5—87.5	20	11.5
87.5—92.5	21	12
Wider than 92.5	21	12.5

(b) *Multifamily residential.* Thirty-six feet in width per driveway, except that driveways containing a curbed landscaped median may be permitted up to 48 feet in width per driveway. The total number of driveways allowed shall be limited to the number allowed by the plat, or the approved site plan.

(c)

*Non-residential.* Thirty-six feet in width per driveway, except that driveways containing a curbed landscaped median may be permitted up to 48 feet in width per driveway. Large shopping centers and large office buildings are permitted driveways up to 48 feet in width per driveway, except that driveways containing a curbed landscaped median may be permitted up to 56 feet in width per driveway. The total number of driveways allowed shall be limited to the number allowed by the plat, or the approved site plan

802.5. *Minimum size.* Driveways for single-family and duplex structures in all residentially zoned districts shall have a minimum width of 16 feet and a minimum length of 20 feet providing that such 20 feet shall be clear of sidewalks and roadway easements within the confines of the subject parcel unless otherwise specified in these regulations.

802.6. *Proximity to property lines.* Except for, fee simple attached residential, and joint use accessways, driveways shall not be located closer to a property line than the following:

(a) *Single-family and duplex residential.*

(i) Existing units: Two feet.

(ii) New construction: Five feet.

(b) *Multifamily residential.* Ten feet or the bufferyard requirement contained in these regulations, whichever is greater.

(c) *Nonresidential.* The width of a required bufferyard, or if no bufferyard is required, ten feet to another nonresidential parcel or 15 feet to a residential parcel.

802.7. *Paving.* Driveways shall be paved with a hard, dust-free paving material complying with the Florida Building Code, as amended from time to time. Lots within residential single (RS) family zoning districts, shall utilize Portland concrete material, asphalt, or brick pavers as a minimum for driveways and aprons. In all other zoning districts all driveway connections (aprons) shall be paved with type S-1 asphaltic concrete or other material approved by city's engineer. When repaving residential streets or undertaking drainage or other repairs within a residential swale area, the city will replace driveway aprons with asphaltic material only.

802.8. *Clear sight triangles.* All driveways and street intersections shall provide clear sight triangles in both directions as follows:

(a) *Measurement.* Clear sight triangles on both sides of all driveways, medians and at all street intersections shall be measured as follows:

(1) Two major streets. Twenty feet along the right-of-way lines from the intersection of two major streets.

(2) Major street/local street. Twenty feet along the right-of-way lines from the intersection of a major street with a local street.

(3) Two local streets. Twenty feet along the right-of-way lines from the intersection of two local streets.

- (4) Driveway/major street. Twenty feet along the right-of-way lines from the intersection of a driveway with a major street.
- (5) Driveway/local street. Ten feet along the right-of-way line from the intersection of a driveway with a local street.
- (6) No parking areas shall be permitted within clear sight triangles.
- (b) *Landscaping*. The area within any clear sight triangle shall be planted and maintained in a way that provides clear visibility from a height of 30 inches to a height of eight feet above the crown of the street. Vegetation shall be trimmed so that no limbs or foliage extend into the required visibility area.

(Ord. No. 08-33, § 2, 1-13-2009)