



**PLANNING AND ZONING BOARD
AGENDA
August 5, 2025
6:00 PM**

I. ASSEMBLY & ORGANIZATION

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

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING

- A. JULY 1, 2025 MEETING MINUTES**

III. PUBLIC HEARINGS

IV. NEW BUSINESS

- A. DISCUSSION REGARDING RESTAURANT REGULATION REVIEW OF SECTIONS CHAPTER 2, CHAPTER 6, CHAPTER 7.**

V. OLD BUSINESS

VI. COMMUNICATIONS

- A. INTRODUCTION TO THE NEW CODE ENFORCEMENT SUPERVISOR**
- B. FUTURE MEETING DATES: SEPTEMBER 02, 2025**

VII. 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

JULY 1, 2025 MEETING MINUTES

Summary

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 8/5/2025

ATTACHMENTS:

Description

Type



Meeting Minutes July 1 2025

Exhibit

City of Lauderdale Lakes

4300 N.W. 36th Street, Lauderdale Lakes, FL 33319



Meeting Location:

Gereffi Room, Second Floor, 4300 NW 36 St

Planning & Zoning Board

Nicole Hall (Board Chair)

Lauria Richardson

(Vice-Chair)

Jennifer Chambers Conde

(Secretary)

Samantha Vacciana

Paula DeWitt

City Attorney

Janeil Morgan

Staff Support

Tanja McCoy,
Director

Lauren Pruss,
Assistant Director

Board Clerk

Tiffany Fortune

PLANNING AND ZONING ADVISORY BOARD

MEETING MINUTES

JULY 01, 2025 - 6:00 P.M.

I. ASSEMBLY & ORGANIZATION:

a) Call to Order

The meeting was called to order at approximately 06:05 P.M. by Chair, Nicole Hall.

b) Roll Call of Board Members

The roll was called, and the clerk declared that a quorum had been met. The following members were present:

PRESENT

Nicole Hall (Board Chair)

Lauria Richardson (Vice-Chair)

Samantha Vacciana

Paula DeWitt

ABSENT

Jennifer Chambers Conde (Secretary)

Development Services Staff was represented by:

NAME

Janeil Morgan

Tanja McCoy

Lauren Pruss

Vacant

TITLE

City Attorney

Development Services Director

Asst Director

Planner II

c) Amendments to the Agenda

City staff confirmed that there were no amendments to the agenda.

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING:

Approval of the May 22, 2025, meeting minutes was moved and seconded, passing unanimously.

Approval of the June 03, 2025, meeting minutes was moved and seconded, passing unanimously.

III. PUBLIC HEARINGS:

No items were under this section.

IV. NEW BUSINESS:**A. DISCUSSION REGARDING RESIDENTIAL PARKING SURVEY RESULTS & REVIEW OF SECTIONS 801.4.1 - 801.4.4 & 802.4.**

New business includes a discussion on residential parking survey results and a review of sections 801.4.1 through 801.4.4 and 802. Nicole Hall confirms the meeting was properly noticed and opens the floor for discussion on the residential parking survey. Lauren Press, Assistant Director of Planning, presents the code amendment evaluation and residential parking survey results and Community Concerns. Lauren provides an overview of the residential parking survey conducted over two years, highlighting community concerns about overcrowded street parking and visibility hazards. The survey received 215 responses, with 211 in English and four in Haitian Creole, consistent with a solid response rate. The key findings include the most popular locations for response included East Gate, West Gate, North, Oakland Oaks Estates, and other locations tied for 30% of the respondents. Household types and parking space availability are discussed, with the most popular response being one to two parking spaces.

Survey Details and Community Needs

Lauren continues with survey details, including the number of parking spaces available and the use of garages and carports. The survey found that 33% of residents have cars parked for long periods but not used frequently, and 92% park on their drive or property. The discussion continued on the need for more

parking spaces, with 45% of responses indicating no need and 25% wanting one more space. Nearly 90% of respondents supported an amendment to the city code to allow additional parking solutions.

Discussion on Survey Results and Community Needs

Director McCoy questions the survey results, noting the importance of community context and the need for more clarity in the survey questions. Emphasis on the need for additional parking in specific areas like East Gate and the importance of addressing cultural preferences for driveways and parking in relationship to having more living space. The Board discussed conducting a micro-analysis to identify areas within the city that need additional parking. Director McCoy agrees to review the survey results to see if more granular information is available.

Code Enforcement and Parking Issues

Lauria Richardson (Vice-Chair) raises concerns about code enforcement and the need for proper understanding and enforcement of existing codes.

Director McCoy emphasizes the importance of clear codes and proper enforcement to address parking issues effectively. Director McCoy and Nicole Hall continued the discussion on the need for more clarity in the code and the importance of educating code enforcement officers. Nicole Hall suggests bringing these issues to the commission for further discussion and action.

V. OLD BUSINESS:

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

Organizational Recollections and Initial Discussions

Nicole Hall recalls the initial year spent on the board without an organizational meeting or a chair, other members mentioning the involvement of themselves. Nicole Hall emphasizes the importance of having procedures in place to ensure continuity regardless of board changes.

City Attorney Janeil Morgan reassures that steps have been taken to address past issues and that mechanisms are in place to prevent future problems.

Implementation of New Procedures and Manual. Director McCoy agrees with the need for a manual to guide new members and ensure they can quickly understand their roles. Attorney Morgan highlights the importance of the manual as a quick reference guide for new members, especially with frequent board changes.

Nicole Hall stresses the importance of continuity for the city and staff, not just the board. Director McCoy discussed reviewing the budget at each organizational meeting to determine expenditures like T-shirts.

VI. COMMUNICATIONS:

A. REPORTS:

Director McCoy there are no committee reports.

Director McCoy followed up on last meetings discussion on board about meeting notice provisions. Attorney Morgan explains that legal sufficiency for meeting notices has been met.

Director McCoy mentions the availability of T-shirts but notes that they were not passed on to Tiffany due to an emergency situation

Nicole Hall announces the request for a discussion on addition of food truck permitting to the next meeting's agenda.

B. FUTURE MEETING DATES:

Nicole Hall announces future meeting dates: The next Planning and Zoning Board meeting is scheduled for Tuesday, August 5, 2025.

VII. ADJOURNMENT

There being no further business, a motion to adjourn closed the meeting at 8pm p.m.

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact: No

Contract Requirement: No

Title

DISCUSSION REGARDING RESTAURANT REGULATION REVIEW OF SECTIONS
CHAPTER 2, CHAPTER 6, CHAPTER 7.

Summary

Staff Recommendation

Background:

Funding Source:

N/A

Fiscal Impact:

Sponsor Name/Department: LAUREN PRUSS, ASSISTANT DIRECTOR

Meeting Date: 8/5/2025

ATTACHMENTS:

Description	Type
 Restaurant Regulation Review	Cover Memo



Interoffice Memorandum to the Planning and Zoning Board

August 5, 2025

TO:	Venice Howard, MPA, MMC, FCRM Acting City Manager	REVIEW TIMELINE:	
		Dates	Boards
THRU:	Tanja McCoy, AICP, CGC, CFM Development Services Director	August 5, 2025	Planning & Zoning Board (Discussion)
		TBA	City Commission Workshop
		TBA	Planning and Zoning Board Public Hearing
		TBA	City Commission Regular Meeting
FROM:	Lauren Pruss, AICP Assistant Director		

RE: Restaurant Regulation Review

I. PROJECT DESCRIPTION

City Staff requests review and feedback from the Planning and Zoning Board regarding the City's existing Land Development Regulations for restaurant uses and potential amendments.

II. SUMMARY

REQUEST:

At the May 14, 2024, City Commission meeting, the owner of Singh's Roti requested the ability to add live entertainment to the existing restaurant use, which is currently not permitted by the Land Development Regulations. Following the meeting, the City Manager's office directed Staff to research the City's current regulations on Restaurants and provide direction regarding the modernization of the provision to reflect current trends in the entertainment, food, and beverage industry.

BACKGROUND:

In May 2006, the Mayor and City Commission adopted the current Land Development Code (Ordinance 06-30), which included the restaurant signage regulations. Although there have been modifications to the code since adoption, Staff is responsible to continuously review the Code and (if necessary) provide updates to respond to state/regionally mandated changes or identified deficiencies, in an effort to adapt to changes in the community and to meet the intent and purpose of each respective code section.

The LDRs specifies permitted, conditional, accessory and specific use regulations within zoning districts under Chapter 7 "Use Regulations". The Code defines Restaurant and Restaurant Bar in relation to alcoholic beverage establishments.

The Land Development Regulations currently provide the following provisions regarding restaurants:

1) Chapter 2 section 201 (Definitions and Rules of Construction-Definitions):

Restaurant shall mean a commercial establishment where food and beverages are primarily ordered from individual menus, served at tables, and consumed on premises.

Chapter 6 section 6-1 (Alcoholic Beverages-Definitions):

Restaurant means any establishment where the principal use is service of full course meals for consumption on the premises. Typically, full course meals are prepared on the premises and served at all times when the establishment is open for pay and for consumption on the premises at tables with chairs, booths, or both.

A Restaurant bar is defined under Chapter 6 of the Code, as follows:

2) Chapter 6 section 6-1 (Alcoholic Beverages-Definitions):

Restaurant bar means a bar with or without an entertainment area, housed completely within a restaurant, which bar and food service uses are both operated simultaneously and in conjunction with each other by the same owner, management or both. A restaurant bar must be designed and used primarily to support (i.e., be accessory to) the serving of full course meals for consumption on the premises by the public in the restaurant. The restaurant bar's principal use is the service of full course meals for consumption on the premises by the public. In order to have a restaurant bar, the restaurant or banquet facility must be designed, equipped and furnished to accommodate the sale and serving of full course meals to at least 200 patrons seated at indoor tables, booths, or both under the roof of an enclosed building at one time, and further, the restaurant or facility must provide a minimum gross floor area of fully enclosed space under a roof of at least 4,000 square feet. Tables and booths must be continuously and uniformly distributed within the dining areas. The restaurant bar shall only serve or offer for sale alcoholic beverages at such times as food service is fully available. Entertainment area means an area set aside for any one or more, or any combination of, the following: dancing, band, orchestra, disc jockey, stage show, or other form of musical or comedy entertainment.

3) Chapter 7 section 704.2.1 (B-1 Uses Permitted)

Restaurants or café without drive-through facilities.

704.2.2. (B-1 Uses Permitted Conditional Use)

Outdoor cafes.

Drive-through facility.

4) Chapter 7 section 704.3.1 (B-2 Uses Permitted)

Restaurants or café without drive-through facilities.

Chapter 7 section 704.3.2 (B-2 Uses permitted conditionally):

Outdoor cooking and barbecuing pursuant to the limitations set forth in section 704.3.4.

5) Chapter 7 section 704.4.1 (B-3 Uses permitted):

Banquet hall.

Bar/lounge and nightclubs in accordance with Chapter 6 of the Code of Ordinances, including restaurants and dinner clubs holding a 4COP alcoholic beverage license from the state.

Billiard rooms and pool rooms.

Restaurants or café without drive-through facilities.

Chapter 7 section 704.4.2 (B-3 Uses permitted conditionally):

Outdoor cafes.

Outdoor cooking and barbecuing pursuant to the limitations set forth in section 704.4.4.

5) Chapter 712.32 (Specific Use Regulations):

Restaurants. Reserved. (no further regulation)

III. STAFF RECOMMENDATION

Based upon the assessment and findings contained within this report, Staff recommend that the Planning and Zoning Board review the regulations along with the attached surrounding jurisdiction research and provide feedback for a potential text amendment

IV. PLANNING AND ZONING BOARD RECOMMENDATION

As this is not a formal application at this time, Staff is only seeking direction from the Planning and Zoning Board, and a formal recommendation is not required.

CITY OF LAUDERDALE LAKES

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Contract Requirement:

Title
INTRODUCTION TO THE NEW CODE ENFORCEMENT SUPERVISOR
Summary
Staff Recommendation

Background:

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CITY OF LAUDERDALE LAKES

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FUTURE MEETING DATES: SEPTEMBER 02, 2025

Summary

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 8/5/2025