



**PLANNING AND ZONING BOARD
AGENDA
January 22, 2026
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

III. PUBLIC HEARINGS

IV. NEW BUSINESS

- A. DISCUSSION ON ORGANIZATIONAL MEETING PER SEC 302.4. AN ORGANIZATIONAL MEETING OF THE PLANNING AND ZONING BOARD SHALL BE HELD ON THE FOURTH THURSDAY IN JANUARY OF EACH YEAR, OR AS SOON THEREAFTER AS PRACTICABLE, FOR THE PURPOSE OF ELECTING OFFICERS FOR THE FOLLOWING YEAR. A CHAIRPERSON AND VICE-CHAIRPERSON SHALL BE ELECTED FOR TERMS OF ONE YEAR BY THE BOARD FROM ITS MEMBERSHIP. A MEMBER MAY BE RE-ELECTED AS CHAIRPERSON OR VICE-CHAIRPERSON TO SERVE NO MORE THAN TWO CONSECUTIVE ONE-YEAR TERMS.**

V. OLD BUSINESS

VI. COMMUNICATIONS

- A. FUTURE MEETING DATES: FEBRUARY 3, 2026**

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

AGENDA

Summary

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 1/22/2026

ATTACHMENTS:

Description	Type
<input type="checkbox"/> OPENING STATEMENT	Cover Memo
<input type="checkbox"/> P&Z-AGENDA-1-22-26	Cover Memo



CITY OF LAUDERDALE LAKES

PLANNING AND ZONING BOARD MEETING

We are pleased that you have demonstrated an interest in the City of Lauderdale Lakes by attending the Planning and Zoning Board Meeting. We hope you enjoy the meeting and will attend more of these meetings in the future.

General Rules and Procedures for Public Meetings

Please turn off or silence cellphones. Any person requiring Auxiliary Aids and services at the meeting must contact the City Clerk's Office at 954-535-2708 at least 24 hours prior to the meeting.

If you or someone you know is hearing or speech impaired, please call Florida Relay Service at 1-800-955-8770 or 8771.

- **Who May Speak** - Any individual who wishes to address the Planning and Zoning Board Members may do so providing it is accomplished in an orderly manner and in accordance with the procedures outline in Sec. 2-54 (2) of the Code of Ordinances.
- **Petitions From the Public** - Each person desiring to petition Planning and Zoning Board will be allotted five-minutes under the applicable order of business for the Planning and Zoning Board meeting. Petitions from the Public shall not exceed 30 minutes in aggregate time. The Board Chair at his/her discretion may allow more time than the allotted time.
- **Speaking on items not on the Agenda** - Each person who wishes to address the board must sign in with the Planning and Zoning Clerk before 6:00 p.m. and will be seated in a designated area near the Podium. Names will be called in the order received. The speaker shall step up to the speaker's podium and shall give his/her name and address.
- **Speaking on an item on the Agenda** - Individuals wishing to speak on an item on the Agenda need only to raise their hand to be recognized by the Board Chair.

The Planning and Zoning Board is a business meeting, please conduct yourselves in a respectful and professional manner, both in tone of voice, as well as choice of words.

Please direct your comments to the Planning and Zoning Board as a body through the presiding office and not to the audience or individual board member.

Public Participation

Any member of the public wishing to submit a petition from the public or make a public comment on an item may do so by emailing Planning and Zoning at yuliyaa@lauderdalelakes.org prior to 5:00 p.m. on the day of the meeting.

If any member of the public require additional information about the Planning and Zoning meeting or has questions about how to submit a petition from the public, please contact the Planning and Zoning division:

Yuliya Agroski
City of Lauderdale Lakes
4300 NW 36th Street
Lauderdale Lakes, FL 33319
954-304-2718
yuliyaa@lauderdalelakes.org

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

Staff Support

Tanja McCoy,
Director

Issah Abdulai
Planner II

Board Clerk

Julie Dominique

City Attorney

Jodi-Ann Tillman

PLANNING AND ZONING ADVISORY BOARD MEETING AGENDA

January 22, 2026 - 6:00 P.M.

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III. PUBLIC HEARINGS:

IV. COMMITTEE REPORTS:

V. NEW BUSINESS:

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VII. COMMUNICATIONS:

A. FUTURE MEETING DATES: FEBRUARY 3, 2026

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Staff Recommendation

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Description	Type
<input type="checkbox"/> STAFF REPORT	Cover Memo
<input type="checkbox"/> Sec.302 - Planning and zoning board	Exhibit



Staff Report to the Organizational Meeting

January 22, 2026

Copies of the submitted application are available at the City of Lauderdale Lakes, Development Services Department located at 4300 Northwest 36th Street, Lauderdale Lakes, FL 33319

I. APPLICANT INFORMATION

City of Lauderdale Lakes, Development Services Department

II. SUBJECT

Conduct the annual Organizational Meeting of the Planning and Zoning Board for the purpose of electing officers for the upcoming one-year term, in accordance with Section 302.4 of the City Code.

III. BACKGROUND

Section 302.4 of the City Code requires that the Planning and Zoning Board hold an organizational meeting on the fourth Thursday in January of each year, or as soon thereafter as practicable. The purpose of this meeting is to elect Board officers to serve for the following year.

Per the Code, the Board shall elect:

- A **Chairperson**, and
- A **Vice-Chairperson**

Each officer serves a **one-year term** and must be elected from the Board's current membership.

IV. DISCUSSION

1. Elect chairperson and Vice-Chairperson
2. Review organizational manual
3. Review budget

V. ACTION REQUESTED:

Staff request that the Planning and Zoning Board:

1. Conduct the Organizational Meeting as required by **Section 302.4 of the City Code**; and
2. Elect a **Chairperson** and **Vice-Chairperson** from among its members to serve one-year terms for the upcoming year, consistent with the term limits established by the Code.

Sec. 302. - Planning and zoning board.

- 302.1. *Local planning agency—Powers and duties.* This division is enacted pursuant to, and in accordance with, the provisions of F.S., Chapter 166 and § 163.3161 et seq., the Community Planning Act.
- 302.2. *Designation and establishment.* Pursuant to, and in accordance with, F.S. Chapter 166 and § 163.3174, the planning and zoning board of the city is hereby designated and established as the local planning agency for the incorporated territory of the city. The planning and zoning board, in accordance with F.S. §§ 163.3161—163.3211, shall:
- (1) Conduct the comprehensive planning program and prepare the comprehensive plan or elements or portions thereof for the city;
 - (2) Coordinate the comprehensive plan or elements or portions thereof with the comprehensive plans of other appropriate local governments and the state;
 - (3) Recommend the comprehensive plan or elements or portions thereof to the city for adoption; and
 - (4) Monitor and oversee the effectiveness and status of the comprehensive plan and recommend to the city such changes in the comprehensive plan as may be required from time to time; and
 - (5) Perform any other functions, duties, and responsibilities assigned to it by the governing body or by general or special law.
- 302.3. *Powers and duties.* The planning and zoning board shall have the powers and duties listed herein in regard to these LDR's. The planning and zoning board shall act as an advisory board to the city commission on the following matters:
- (1) To review and make recommendations to the city administration and city commission in regard to adoption and amendment of the official zoning map.
 - (2) To review and make recommendations to the city commission on the applications for conditional uses.
 - (3) To review and make recommendations to the city commission on the applications for variances.
 - (4) To review and make recommendations to the city commission on the applications for site plan approvals.
 - (5) To make recommendations to the city administration and city commission regarding revisions to this Code.
 - (6) To review and make recommendations to the city commission on any other matter referred to it by the city commission.

302.4.

Organization. An organizational meeting of the planning and zoning board shall be held on the fourth Thursday in January of each year, or as soon thereafter as practicable, for the purpose of electing officers for the following year. A chairperson and vice-chairperson shall be elected for terms of one year by the board from its membership. A member may be re-elected as chairperson or vice-chairperson to serve no more than two consecutive one-year terms.

- 302.5. *Public meetings and records.* All meetings of the planning and zoning board shall be public meetings and all agency records shall be public records. The planning and zoning board shall encourage public participation.
- 302.6. *Funding.* The city shall appropriate funds at its discretion for the planning and zoning board for expenses necessary in the conduct of its work. The planning and zoning board may, in order to accomplish the purposes and activities required by F.S. § 163.3161 et seq., Community Planning Act, expend all sums so appropriated and other sums made available for use from fees, gifts, state or federal grants, state or federal loans, and other sources; provided acceptance of loans or grants must be approved by the city commission.
- 302.7. *Qualifications of members.* It is the intent of the city commission to establish such statutory boards, committees and commissions, as required, to act in an advisory capacity, to provide for the orderly growth and development of the city which fosters a balanced natural, physical and economic environment and enhances the quality of life of the residents of the city. All members shall possess a reputation for integrity, commitment, civic activism or accomplishment, in addition to the skills, knowledge, professional expertise, or business ability directly related to providing effective service to the board, committee or commission.
- 302.8. *Residency requirement.* Each member of a board, committee or commission of the City of Lauderdale Lakes shall be a resident of the city. In the event an appointed member shall thereafter become a nonresident, as determined by the city, such shall be deemed a resignation by the member from the board, committee or commission and shall thereby create a vacancy on the board, committee or commission, which vacancy shall be filled by the appointing mayor or commissioner, not later than 45 days from the date of such vacancy.
- 302.9. *Appointment; composition; number.*
- (1) The planning and zoning board shall consist of five members appointed by the city commission each appointed for one term to run concurrently with the appointing mayor or commissioner.
 - (2) Each member of the city commission shall nominate one member for appointment to the local planning agency, subject to the approval by a majority vote of the city commission. Should a commissioner be unable to identify an appointment, the mayor may make a nomination, subject however to approval and confirmation by the city commission.
 - (3) Two alternate members shall be nominated by the mayor-at-large.

(4) A member may be reappointed upon approval of the city commission.

(5) Appointments to fill any vacancy in the local planning agency shall be for the remainder of the unexpired term of office.

302.10. *Meetings.* The city's statutory boards, committees and commissions shall meet in accordance with the requirements of applicable law and the annual meeting schedule established by city commission.

302.11. *Quorum.* The presence of three or more members of the board shall constitute a quorum.

302.12. *Rules of procedure.* The planning and zoning board shall be governed by Robert's Rules of Order, Newly Revised, and all applicable laws.

302.13. *Attendance.* If any member of a statutory board, committee or commission shall fail to attend three scheduled meetings within a 12-month period due to an unexcused absence, the chair of the board, committee or commission shall declare the member's office vacant, and the city commission shall promptly fill such vacancy. Members of the boards, committee or commission shall notify the chair with advance notice of not less than 24 hours of any reasonably anticipated absence in order for such absence to be deemed an excused absence. The chair of the board, committee or commission may not excuse any member for more than three meetings in any calendar year.

302.14. *Removal of members.* The mayor or city commissioner appointing a member to a statutory board, committee or commission shall have the continuing and exclusive right and responsibility to assess the member's performance, including attendance of members, and remove the member so appointed and to appoint another member as often as the mayor or appointing commissioner shall deem appropriate in order to facilitate the business of the board. Upon such removal or appointment, the same shall be deemed effective upon confirmation of the removal or appointment by the city commission, which shall be deemed a purely ministerial act.

(Ord. No. 07-25, §§ 2, 3, 9-25-2007; Ord. No. 2017-008, § 2, 4-11-2017; Ord. No. 2021-019, § 3, 12-28-2021)

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FUTURE MEETING DATES: FEBRUARY 3, 2026

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