



**PLANNING AND ZONING BOARD
AGENDA
February 3, 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

- A. MINUTES 01-06-26**
- B. MINUTES 01-22-26**

III. PUBLIC HEARINGS

IV. NEW BUSINESS

V. OLD BUSINESS

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

VI. COMMUNICATIONS

- A. FUTURE MEETING DATES: MARCH 03, 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

ASSEMBLY & ORGANIZATION

Summary

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 2/3/2026

ATTACHMENTS:

Description	Type
<input type="checkbox"/> OPENING STATEMENT	Cover Memo
<input type="checkbox"/> P&Z-AGENDA-02-03-26	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

Lauria Richardson

(Board Chair)

Samantha Vacciana

(Vice-Chair)

Paula Dewitt

(Secretary)

Jennifer Chambers Conde

Nicole Hall

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

February 03, 2026 - 6:00 P.M.

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. JANUARY 06, 2026
- B. JANUARY 22, 2026

III. PUBLIC HEARINGS:

IV. COMMITTEE REPORTS:

V. NEW BUSINESS:

VI. OLD BUSINESS:

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

VII. COMMUNICATIONS:

- A. FUTURE MEETING DATES: MARCH 03, 2026.

VIII. ADJOURNMENT:

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

MINUTES 01-06-26

Summary

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 2/3/2026

ATTACHMENTS:

Description	Type
<input type="checkbox"/> P&Z-MINUTES-01-6-26	Cover Memo

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 MINUTES

JANUARY 6, 2026 - 6:00 P.M.

I. ASSEMBLY & ORGANIZATION:

a) Call to Order

The meeting was called to order at approximately 06:12 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)

Jennifer Chambers-Conde (Secretary)

Samantha Vacciana

Paula DeWitt

ABSENT

X

Development Services Staff was represented by:

NAME

Jodie Ann-Tillman

Tanja McCoy

Vacant

Issah Abdulai

Julie Dominique

TITLE

City Attorney

Development Services Director

Asst Director

Planner II

P&Z Clerk

c) Amendments to the Agenda

There were no amendments to the agenda as published.

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING:

Approval of the December 2, 2025 meeting minutes was voted on with 4 votes.

III. PUBLIC HEARINGS:

No items were under this section.

IV. NEW BUSINESS:

Discussion regarding mobile food vendors regulation. Motioned by 2, seconded by 4, voted by 4. Not needed for discussion.

Oakland Estates resident Mrs. Jacqueline Smalls suggested to include location and name of businesses when creating a survey.

V. OLD BUSINESS:

A motion was passed by Paula DeWitt and seconded by Samantha Vacciana for recommendation to commission regarding renaming a portion of 39th Street, from NW 31st Avenue to NW 29th Avenue, after Boyd Anderson Principal, Mr. James. Griffin. Three members (Lauria Richardson, Paula DeWitt, Samantha Vacciana) voted for and one (Nicole Hall) against. Later, at 7:12 P.M., the motion has been withdrawn by Paula DeWitt to discuss the recommendation. Motioned by Lauria Richardson, seconded by Samantha Vacciana. At 7:25 P.M. new motion has been passed by Paula DeWitt and seconded by Samantha Vacciana. Motion carries approval of recommendation.

VI. COMMUNICATIONS:

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.

B. FUTURE MEETING DATES:

The next Organizational Planning and Zoning Board Meeting is scheduled for Thursday, January 22, 2026.

Motioned by four members, seconded by four members, voted by three members.

VII. ADJOURNMENT

There being no further business, a motion to adjourn closed the meeting at 7:29 P.M.

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

MINUTES 01-22-26

Summary

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 2/3/2026

ATTACHMENTS:

Description	Type
<input type="checkbox"/> P&Z-MINUTES-01-22-26	Minutes

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 MINUTES JANUARY 22, 2026 - 6:00 P.M. (Organizational Meeting per Sec 302.4)

I. ASSEMBLY & ORGANIZATION:

A. Call to Order

The meeting was called to order at 06:20 P.M. by Acting Chair, Lauria Richardson. Nicole Hall was running behind schedule and arrived at 6:24 P.M. (prior to roll call).

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)

Jennifer Chambers-Conde (Secretary)

Samantha Vacciana

Paula DeWitt

ABSENT

X

Development Services Staff was represented by:

NAME

Jodie Ann-Tillman

Tanja McCoy

Vacant

Issah Abdulai

Julie Dominique

TITLE

City Attorney

Development Services Director

Asst Director

Planner II

P&Z Clerk

C. Amendments to the Agenda

There were no amendments to the agenda as published.

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING:

January 6th minutes have been approved.

III. PUBLIC HEARINGS:

No items were under this section.

IV. NEW BUSINESS:

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.

Paula DeWitt and Lauria Richardson were nominated for Chair.

Paula DeWitt was voted in favor by Samantha Vacciana.

Lauria Richardson was voted in favor by Paula DeWitt and Nicole Hall.

Samantha Vacciana was nominated for Vice Chair.

Voted in favor by Nicole Hall, Samantha Vacciana and Paula DeWitt.

Paula DeWitt was nominated for Secretary.

Voted in favor by Nicole Hall and Samantha Vacciana.

The board members voted and approved the following positions:

- Board Chair: Lauria Richardson
- Board Vice Chair: Samantha Vacciana
- Secretary: Paula DeWitt

Motion to table the draft until next meeting on 02/03/2026. Motion carried all four (4) present members. Voted to table.

V. OLD BUSINESS:

No items were under this section.

VI. COMMUNICATIONS:

A. FUTURE MEETING DATES: February 3, 2026

VII. ADJOURNMENT

There being no further business, a motion to adjourn closed the meeting at 6:41 P.M.

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: 2/3/2026

ATTACHMENTS:

Description	Type
<input type="checkbox"/> BOARD MANUAL	Exhibit

DRAFT

ITEM 5 (B)



CITY OF LAUDERDALE LAKES | PLANNING & ZONING

BOARD/LOCAL PLANNING AGENCY RULES AND PROCEDURES MANUAL

Originally Adopted: 04/24/2025	Last Revised: 06/24/2025
Reviewed by: Tanja McCoy, DS Director	Version: 1

DOCUMENT PURPOSE:

The Local Planning Agency (“LPA”) is established under the authority granted to the City under Chapter 166 and 163.3174 of Florida Statutes and Chapter 3, Section 302 of the Land Development Regulations. The Planning and Zoning (“P&Z”) Board has been designated by the City as the City’s Local Planning Agency in accordance with 163.3174 of Florida Statutes. This Planning and Zoning/Local Planning Agency Rules and Procedures Manual (“Manual”) is intended to provide a source of ready reference to board members, to ensure the orderly conduct of business at the Board meetings, in order to provide the most efficient use of the Board and Staff’s time, and to facilitate the decision-making process of the Board when serving as the LPA or P&Z Board. The LPA and the P&Z Board are collectively referred to herein as “the Board.”

TABLE OF CONTENTS:

Sec. #		Pg. #
1	Planning Board Organization	
	a) Current & Alternate Members	2
	b) Election of Officers	2
	c) Current Officers	3
	d) Officer Duties	3
	e) Planning Staff	3
	f) Staff Liaison Duties	4
2	Board Meetings	
	a) Schedule and Location	4
	b) Calendar	4
	c) Special Meetings	4
	d) Cancellation/Rescheduling Meetings	5
	e) Conduct of Meetings	5
	f) Public Input	5
3	Conducting Business	
	a) Agenda Format	5
	b) Order of Proceedings	6
	c) Decisions of the Board	8
4	Planning Overview	
	a) Introduction to Planning and Zoning	8
	b) What is a Comprehensive Plan	8
	c) Comprehensive Plan Amendments	8
	d) What is Zoning	9
	e) Zoning Amendments	9
	f) Role of the P&Z Board	10
5	Board Training	
	a) Orientation	10
	b) Resources	10
	c) Roberts Rules of Order	11
	d) Tips for being an Effective Board Member	12
6	Rules and Procedures Manual	
	a) Periodic Review	12
	b) Amendments to the Manual	12
	c) Adoption and Revisions	12

1. P&Z BOARD ORGANIZATION:**a) Role of the P&Z Board**

- I.** The P&Z Board acts as the City's Local Planning Agency and assumes general responsibility for the City's comprehensive planning program. In serving as a member of the P&Z 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.
- II.** The P&Z Board shall also act as an advisory board to the city commission on the following matters:
 - a.** To review and make recommendations to the city administration and city commission in regard to adoption and amendment of the official zoning map.
 - b.** To review and make recommendations to the city commission on the applications for conditional uses.
 - c.** To review and make recommendations to the city commission on the applications for variances.
 - d.** To review and make recommendations to the city commission on the applications for site plan approvals.
 - e.** To make recommendations to the city administration and city commission regarding revisions to the Land Development Regulations.
 - f.** To review and make recommendations to the city commission on any other matter referred to it by the city commission.

Current and alternate Members:

- I.** The following is a table of the current board members and alternates appointed in accordance to Sec. 2-279 of the Code of Ordinances, City of Lauderdale Lakes, Florida (“Lauderdale Lakes Code”):

Name	Appointment	Term
Samantha Vacciana	Veronica Edwards Phillips Reso.2025-011	11/2028
Lauria Richardson	Karlene Maxwell- Williams Reso.2025-011	11/2028
Jennifer Chambers- Conde	Tycie Causwell Reso. 2025-043	11/2028
Nicole Hall	Easton Harrison Reso.2025-011	11/2028
Paula Dewitt	Sharon Thomas Reso.2025-029	11/2026
Odessa Striggles Bennett (Alternate)	Veronica Edwards Phillips Reso.2022-025	11/2026
Vacant (Alternate)		

- II.** The P&Z 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. *See* Sec. 2-279(1), Lauderdale Lakes Code; Sec. 302.9(1), Land Development Regulations (“LDRs”).

- III.** 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. *See* Sec. 2-279(2), Lauderdale Lakes Code; Sec. 302.9(1), LDRs. The Mayor shall nominate two alternate members, whose appointment shall be subject to approval by the City Commission. Sec. 2-279(3), Lauderdale Lakes Code.

a) 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. *See* Sec. 2-274, Lauderdale Lakes Code; *see also* Sec. 302.4, LDR’s.
- II.** The newly elected Officers shall assume their respective offices at the regular meeting following the meeting of their election.

- III.** The mayor or city commissioner has the sole authority to evaluate and remove their appointees to statutory boards, committees, or commissions—based on performance or attendance—and appoint replacements as needed. Upon such removal or appointment, the same shall be deemed effective upon confirmation of the removal or appointment by the city commission. *See* Sec. 2-284, ; 302.14, LDR's.

b) 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	Second Term
Secretary	Jennifer Chambers-Conde	Second Term

c) Officer Duties:

I. Chairperson

- a.** The Chairperson shall preside at all meetings and hearings of the P&Z Board and shall have the duties normally conferred by parliamentary rules of such officers, which include ensuring that all meetings and hearings follow the meeting agenda. The Chairperson may delegate preparation of the agenda to the City of Lauderdale Lakes Development Services Division ("Development Services"). A person 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 for assisting in the preparation and review of matters pertaining to the Board including,
- i. Public Notices

- ii. Board Agenda; and
- iii. Board Minutes

d) Planning Staff:

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

Title	Staff Member	Email	Phone
Development Services Director	Tanja McCoy	Tanjam@lauderdalelakes.org	954-535-2482
Assistant Director	Lauren Pruss	LaurenPr@lauderdalelakes.org	954-535-2482
Planner II	(Vacant)		954-535-2482
P&Z Board Clerk	Julie Dominique	Julied@lauderdalelakes.org	954-535-2482

e) Staff Liaison Duties:

- I.** The staff liaison duties are to provide support to the Board, and to furnish information, public notices, reports and recommendations.
- 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 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 Geraffi 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 9:00 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
Friday, May 2, 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 and comply with noticing requirements.	

c) Meetings:

- I.** The Board shall meet in accordance with the requirements of applicable law and the annual meeting schedule established by city commission. *See* Sec. 2-280, Lauderdale Lakes Code; 302.10, LDR's. Written notice of a meeting shall be given to each member of the Board and the media at least seven days 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.

d) Cancellation/Rescheduling Meetings:

- I.** Meetings can be cancelled by Staff Liaison with notice to the Chairperson and Board. The Chairperson, or in the Chairperson's absence, the Vice Chairperson or two (2) board members may cancel a meeting in the event of an emergency, the City's offices are officially closed, or where the Board has determined that a meeting not otherwise required by law or other regulation would be deemed unnecessary as a result of no items being 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 addressing the board, shall be barred from further audience before the Board by the Chair, unless permission to continue or address the Board again is 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 preserving the conduct and decorum at meetings.

f) Public Input:

- I.** Prior to the beginning of each regular meeting, the Staff Liaison shall place a sign-up sheet in a conspicuous location. The sign-up sheet shall state the name of the speaker and the subject the speaker will address. The Staff Liaison shall bring the sheet to the Chairperson at the time the meeting is called to order.
- II.** At the beginning of each agenda item under “old business” and “new business,” the Chairperson may, at that time, recognize those who have signed up to speak to that specific item. The P&Z Board Clerk shall state the number of citizens who have signed up to speak on a particular item. The Chairperson shall first recognize those who are a scheduled party to that agenda item (i.e. applicant, agent, public official, etc.). and may give the scheduled person the option of speaking first or last.
- III.** The Chairperson 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 P&Z Board.

3. CONDUCTING BUSINESS:

a) Agenda Format:

- I.** The Board meeting shall be in a format substantially similar to that shown below. *See Sec. 2-54, Lauderdale Lakes Code.*

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.

Agenda Item(s)	Action to be taken or examples of items for consideration:
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 scheduled to be heard by the 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 112.3143, Florida Statutes, publicly state the nature of the conflict and abstain from voting. All such statements shall be incorporated in the meeting minutes and record.
- c. Development Services Presentation:** Development Services Staff shall make their presentation prior to the Applicant's presentation on the item, including Staff's recommendation regarding same.

- d. **Applicant Presentation:** On all public hearing items, the applicant shall be heard immediately following the Development Services presentation. The presentation for the applicant may be made by the property owner, the attorney for the applicant, or a representative/agent who has filed a properly executed Power of Attorney.
- e. **Presentation Time Limits:** The Chairperson 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 unless more time is requested and the Chairperson 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 five (5) minutes, or as modified by the Chairperson at the beginning of the public hearing.
- g. **Board Discussion:** On all public hearing items, after the public hearing has been closed, the Chairperson 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, Development Review Committee (“DRC”) 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 Board may remand the application to the applicant for further consideration of new information or specified issues or concerns by City Staff or the Board.
 - ii. If Board determines that the application is in compliance with all applicable development standards, then the Board 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 Board shall take action as promptly as possible in consideration of the interests of the applicant, affected parties, and citizens of the city.
 - iv. **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 may result in the application being deferred by a vote of the Board.

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. A 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. The Comprehensive Plan provides an implementation strategy to get you to your future vision. The Plan also provides developers and homeowners a view of the City's direction.
- II. The City's Comprehensive Plan is adopted by ordinance. The City's Comprehensive Plan and the zoning ordinances must be consistent with each other to be effective.
- III. The City's 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 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, and all other applicable laws.
- II. Public Hearings and Notice:
 - a. Hearings must comply with all statutory noticing requirements.

- b.** A proposed amendment (by way of an ordinance) must have at least three public hearings; one public hearing by the LPA (Planning & Zoning Board) and two by the City Commission.

III. Review and Adoption Process:

- a.** Upon 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 amendment to all required state and county review agencies.
- c.** If approved by all reviewing bodies and agencies, the amendment is presented to the City Commission for final adoption at a public hearing.

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 plan.
- III.** All zoning ordinances or modifications to the ordinances, are transmitted to the P&Z 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 P&Z 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.

5. BOARD TRAINING:

a) Orientation:

- I. A board member 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
 - 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 of parliamentary procedure not covered by these rules shall be governed by decision of the Presiding Officer (i.e. the Chairperson or Vice Chairperson), 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/discussed (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 City Commission will address
- b. Be brief and clear in your direction to City Staff
- c. Ask for a re-statement of direction from City 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 City 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.** This Manual is subject to periodic review and should be reviewed by the Board annually at its regular organizational meeting.

b) Amendments to the Manual:

- I.** This Manual or any part thereof may be amended, repealed, altered or rescinded upon request of the City Commission.

c) Adoption and Revisions:

- I.** Originally adopted by the Planning & Zoning Board on April 24, 2025.

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

FUTURE MEETING DATES: MARCH 03, 2026

Summary

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 2/3/2026