



**PLANNING AND ZONING BOARD  
AGENDA  
March 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. FEBRUARY 3, 2026

**III. PUBLIC HEARINGS**

**IV. NEW BUSINESS**

- A. DISCUSSION REGARDING COMPREHENSIVE LAND DEVELOPMENT REGULATION (LDR) REWRITE

This is a discussion regarding the initiation of a comprehensive rewrite of the City's Land Development Regulation Code (LDR) and obtain policy direction from the City Commission regarding scope, priorities, and desired outcomes.

**V. OLD BUSINESS**

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

**VI. COMMUNICATIONS**

- A. FLORIDA COMMERCE COMPLETED ITS REVIEW OF COMPREHENSIVE PLAN AMENDMENT NO. 25-02ER AND FOUND NO OBJECTIONS OR COMMENTS. THE CITY MUST HOLD THE SECOND PUBLIC HEARING WITHIN 180 DAYS AND TRANSMIT THE ADOPTED AMENDMENT WITHIN 10 WORKING DAYS OF FINAL ADOPTION.

- B. FUTURE MEETING DATES: APRIL 7, 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
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ASSEMBLY & ORGANIZATION

Summary
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Staff Recommendation
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**Background:**

**Funding Source:**

**Fiscal Impact:**

**Sponsor Name/Department:**

**Meeting Date:** 3/3/2026

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> OPENING STATEMENT	Cover Memo
<input type="checkbox"/> P&Z-AGENDA-03-03-26	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](mailto: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 36<sup>th</sup> Street  
Lauderdale Lakes, FL 33319  
954-304-2718  
[yuliyaa@lauderdalelakes.org](mailto:yuliyaa@lauderdalelakes.org)

# City of Lauderdale Lakes

4300 N.W. 36<sup>th</sup> 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

March 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. FEBRUARY 3, 2026

### III. PUBLIC HEARINGS:

### IV. COMMITTEE REPORTS:

### V. NEW BUSINESS:

- A. DISCUSSION REGARDING COMPREHENSIVE LAND DEVELOPMENT REGULATION (LDR) REWRITE.

This is a discussion regarding the initiation of a comprehensive rewrite of the City's Land Development Regulation Code (LDR) and obtain policy direction from the City Commission regarding scope, priorities, and desired outcomes.

### VI. OLD BUSINESS:

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

**VII. COMMUNICATIONS:**

A. FLORIDA COMMERCE COMPLETED ITS REVIEW OF COMPREHENSIVE PLAN AMENDMENT NO. 25-02ER AND FOUND NO OBJECTIONS OR COMMENTS. THE CITY MUST HOLD THE SECOND PUBLIC HEARING WITHIN 180 DAYS AND TRANSMIT THE ADOPTED AMENDMENT WITHIN 10 WORKING DAYS OF FINAL ADOPTION.

B. FUTURE MEETING DATES: APRIL 7, 2026.

**VIII. ADJOURNMENT:**

# CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title
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FEBRUARY 3, 2026

Summary
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Staff Recommendation
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**Background:**

**Funding Source:**

**Fiscal Impact:**

**Sponsor Name/Department:**

**Meeting Date:** 3/3/2026

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> P&Z-MINUTES-2-3-26	Cover Memo

# City of Lauderdale Lakes

4300 N.W. 36<sup>th</sup> 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 MINUTES

**FEBRUARY 3, 2026 - 6:00 P.M.**

**I. ASSEMBLY & ORGANIZATION:**

**a) Call to Order**

The meeting was called to order at 06:10 PM.

**b) Roll Call of Board Members**

The roll was called, and the clerk declared that a quorum had been met.

MEMBERS	PRESENT	ABSENT
Lauria Richardson (Board Chair)	X	
Samantha Vacciana (Vice-Chair)	X	
Paula DeWitt (Secretary)	X	
Jennifer Chambers-Conde		X
Nicole Hall	X	

Development Services Staff was represented by:

NAME	TITLE
Jodie Ann-Tillman	City Attorney
Tanja McCoy	Development Services Director
Vacant	Assistant Director
Issah Abdulai	Planner II
Julie Dominique	P&Z Clerk

### **c) Amendments to the Agenda**

There were no amendments to the agenda as published.

## **II. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS:**

Motioned to approve minutes from the following meetings by Paula DeWitt, seconded by Samantha Vacciana:

- January 6, 2026
- January 22, 2026

Motion passed unanimously.

## **III. PUBLIC HEARINGS:**

No items were under this section.

## **IV. NEW BUSINESS:**

No items were under this section.

## **V. OLD BUSINESS:**

### **a) Continued Discussion – Planning & Zoning Board Rules and Procedures Manual (Periodic Review)**

The Board conducted a page-by-page review of the draft Rules and Procedures Manual. Tanja McCoy read the purpose of the Board/Local Planning Agency Rules and Procedures Manual. This is to be used as a reference.

Key discussion points included:

#### **Board Authority & Purpose**

- Confirmation that the P&Z Board serves as the City's Local Planning Agency under Florida Statutes
- The Board acts in an advisory capacity to the City Commission on:
  - Zoning map amendments
  - Conditional uses
  - Variances
  - Site plan approvals
  - Land development regulation revisions
  - Other matters referred by the Commission

#### **Board Membership & Terms**

- Review of current board members and appointing commissioners

- Alternate member is Odessa Striggles Bennett
- Terms generally expire in November
- Paula DeWitt's term expires November 2026
- Alternate member term also expires November 2026
- Discussion regarding ensuring timely appointments or reappointments prior to expiration – must have new board members and alternative appointed by the Commission Board before the term ends for the current members stated above
- Staff to coordinate with Clerk's Office to track upcoming expirations

### **Officer Elections**

- Officers (Chair, Vice Chair, Secretary) are elected annually
- Newly elected officers assume duties at the next regular meeting

### **Removal Authority**

- Mayor/City Commission retains authority to evaluate and remove appointees based on performance or attendance

### **Chairperson Duties**

- Presides over meetings
- Maintains order and parliamentary procedure
- Rules motions in/out of order
- May call recesses or adjourn meetings
- Discussion clarified that the manual serves as guidance and does not replace official duties outlined in the City Code

### **Secretary Duties**

- Assists with preparation and review of:
  - Public notices
  - Agendas
  - Meeting minutes

### **Planning Staff Overview**

- Development Services Director: Tanja McCoy
- Assistant Director: Vacant
- Planner II: Isa Abdullah
- Board Clerk: Julie Dominique
- Staff liaison supports communication, reports, and public notices

### **Meeting Schedule & Time**

- Regular meetings: First Tuesday of each month at 6:00 PM
- Meeting end time set for 9:00 PM unless extended by majority vote
- Board discussed whether 9:00 PM remains appropriate
- Consensus: Keep 9:00 PM as standard end time, with flexibility to extend if necessary

### **Calendar & Application Deadlines**

- Calendar to be updated for 2026
- Clarified submission deadlines for applicants – as per C-section 2-280, Lauderdale Lakes Code 302. that 10LDR's written notice of a meeting shall be given to each member of the board and the media at least 7 days prior to the time of the meeting
- Staff will only place complete and sufficient applications on agenda
- Sign in sheet can state that speaker has 5 minutes; the clerk will mark the time

### **Administrative Updates**

- Discussion to add new newspaper posting
- Calendar to be updated for 2026
- Manual requires updates to officer table, staff listing and address/zip code

## **VI. COMMUNICATIONS:**

### **a) Future meeting date:**

The next Organizational Planning and Zoning Board Meeting is scheduled for Tuesday, March 3<sup>rd</sup>, 2026

## **VII. ADJOURNMENT**

There being no further business, a motion by Samantha Vacciana to adjourn closed the meeting at 8:09PM.

# CITY OF LAUDERDALE LAKES

## Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

DISCUSSION REGARDING COMPREHENSIVE LAND DEVELOPMENT REGULATION (LDR) REWRITE

Summary

This is a discussion regarding the initiation of a comprehensive rewrite of the City's Land Development Regulation Code (LDR) and obtain policy direction from the City Commission regarding scope, priorities, and desired outcomes.

Staff Recommendation

### **Background:**

The City's LDR has been amended incrementally over many years to address specific development requests, policy updates, and legislative changes. This piecemeal approach has resulted in inconsistencies, outdated provisions, and administrative inefficiencies that impact clarity, usability, and effective enforcement. A comprehensive rewrite will modernize the regulatory framework, ensure consistency with the Comprehensive Plan and state law, and align the City's development regulations with current planning and development best practices.

### **Goals, Objectives:**

The primary objectives of the LDR rewrite, including:

- Streamlining development review and permitting processes
- Improving zoning district structure and permitted use standards
- Strengthening development and design criteria
- Enhancing consistency and clarity across Regulation sections
- Ensure consistency with the Comprehensive Plan
- Integrating policy priorities related to housing, redevelopment, economic development, and resiliency

### **Recommendation:**

Provide policy direction on the scope and priorities of the Land Development Regulation rewrite, and authorize staff to proceed with developing a detailed work program and timeline.

### **Funding Source:**

### **Fiscal Impact:**

Future budget considerations may be required for consultant services, public engagement activities, and implementation of the revised Regulation.

### **Fiscal Impact:**

**Sponsor Name/Department:** Tanja McCoy, AICP, CGC, CFM, Development Services Director

**Meeting Date:** 3/3/2026

# 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:** 3/3/2026

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Manual	Cover Memo

DRAFT

**ITEM 5 (B)**



# CITY OF LAUDERDALE LAKES | PLANNING & ZONING

## BOARD/LOCAL PLANNING AGENCY RULES AND PROCEDURES MANUAL

**Originally Adopted:**

**Last Revised:**

### 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.”

DRAFT

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## 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”):

<b>Name</b>	<b>Appointment</b>	<b>Term</b>
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 for 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 a replacement 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:

<b>Office</b>	<b>Member</b>	<b>Term</b>
Chairperson	Lauria Richardson	First Term
Vice-Chairperson	Samantha Vacciana	First Term
Secretary	Paula Dewitt	First 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:

<b>Title</b>	<b>Staff Member</b>	<b>Email</b>	<b>Phone</b>
Development Services Director	Tanja McCoy	<a href="mailto:Tanjam@lauderdalelakes.org">Tanjam@lauderdalelakes.org</a>	954-535-2482
Principal Director	Vacant		
Planner II	Issah Abdulai	<a href="mailto:issaha@lauderdalelakes.org">issaha@lauderdalelakes.org</a>	954-535-9214
P&Z Board Clerk	Julie Dominique	<a href="mailto:Julied@lauderdalelakes.org">Julied@lauderdalelakes.org</a>	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, 33319.

**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 2026 calendar year:

<b>2026 Planning and Zoning Board Application Submission Deadlines*</b>	<b>2026 Planning and Zoning Board Meetings</b>
Friday, December 5, 2025	Tuesday, January 6, 2026
Organizational Meeting	Tuesday, January 22, 2026
Friday, January 2, 2026	Tuesday, February 3, 2026
Friday, January 30, 2026	Tuesday, March 3, 2026
Friday, March 6, 2026	Tuesday, April 7, 2026
Friday, April 3, 2026	Tuesday, May 5, 2026
Friday, May 1, 2026	Tuesday, June 2, 2026
Friday, June 5, 2026	Tuesday, July 7, 2026
Friday, July 3, 2026	Tuesday, August 4, 2026
Friday, July 31, 2026	Tuesday, September 1, 2026
Friday, September 4, 2026	Tuesday, October 6, 2026
Friday, October 2, 2026	Tuesday, November 3, 2026
Friday, October 30, 2026	Tuesday, December 1, 2026
*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 not more than five (5) minutes. Public input shall not exceed a total of 30 minutes in the aggregate. The Clerk will keep the time. 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 follow a general process as outlined below. The Formal process will be in accordance 304.4.5. *Conduct of quasi-judicial proceedings:*

- 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:** Petitioner, or his or her representative may make a presentation. The petitioner should include a description of the nature of the petition if there is additional information that has not been provided by city. In addition, the petitioner may introduce any exhibits and witnesses.
  - e. **Public Comment:** Parties who are in support or opposition of the petition shall make their presentations and introduce any exhibits and witnesses
  - f. **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.
  - g. **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.
    - h. 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.
- 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 code.
- 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 as possible thereafter) **including a review of this manual** 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 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 March 03, 2026.

# CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

FLORIDA COMMERCE COMPLETED ITS REVIEW OF COMPREHENSIVE PLAN AMENDMENT NO. 25-02ER AND FOUND NO OBJECTIONS OR COMMENTS. THE CITY MUST HOLD THE SECOND PUBLIC HEARING WITHIN 180 DAYS AND TRANSMIT THE ADOPTED AMENDMENT WITHIN 10 WORKING DAYS OF FINAL ADOPTION.

Summary

Staff Recommendation

**Background:**

**Funding Source:**

**Fiscal Impact:**

**Sponsor Name/Department:**

**Meeting Date:** 3/3/2026

**ATTACHMENTS:**

Description	Type
☐ EAR CORRESPONDENCE	Exhibit

February 13, 2026

The Honorable Veronica Edwards Phillips  
Mayor, City of Lauderdale Lakes  
4300 NW 36th Street  
Lauderdale Lakes, Florida 33319

Dear Mayor Phillips,

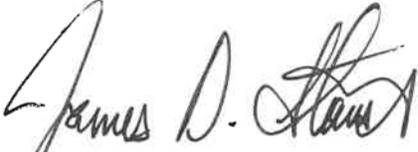
FloridaCommerce has completed its review of the proposed comprehensive plan amendment for the City of Lauderdale Lakes (Amendment No. 25-02ER), which was received on December 18, 2025. FloridaCommerce has reviewed the proposed amendment in accordance with the state coordinated review process set forth in sections 163.3184(2) and (4), Florida Statutes (F.S.), for compliance with Chapter 163, Part II, F.S. FloridaCommerce does not identify any objections or comments to the proposed amendment and this letter serves as the Objections, Recommendations and Comments Report. Review comments received by FloridaCommerce from the appropriate reviewing agencies, if any, are enclosed.

The City should act by choosing to adopt, adopt with changes or not adopt the proposed amendment. For your assistance, the procedures for final adoption and transmittal of the comprehensive plan amendment are enclosed.

**The second public hearing**, which shall be a hearing on whether to adopt one or more comprehensive plan amendments, **must be held within 180 days** of your receipt of FloridaCommerce's attached report, or the amendment will be deemed withdrawn unless extended by agreement with notice to FloridaCommerce and any affected party that provided comment on the amendment pursuant to section 163.3184(4)(e)1., F.S. **The adopted amendment must be transmitted to FloridaCommerce within ten working days after the final adoption hearing or the amendment shall be deemed withdrawn pursuant to section 163.3184(4)(e)2., F.S.**

If you have any questions related to this review, please contact Jon Coulter, Planning Analyst, by telephone at (850) 717-8421 or by email via [Jon.Coulter@Commerce.fl.gov](mailto:Jon.Coulter@Commerce.fl.gov).

Sincerely,

A handwritten signature in black ink that reads "James D. Stansbury". The signature is fluid and cursive, with the first name being the most prominent.

James D. Stansbury, Chief  
Bureau of Community Planning and Growth

JDS/jc

Enclosure: Procedures for Adoption

cc: Tanja McCoy, AICP, CGC, CFM, Director of Development Services, City of Lauderdale Lakes  
Isabel Cosio Carballo MPA, Executive Director, South Florida Regional Planning Council

**CITY OF LAUDERDALE LAKES**

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title
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FUTURE MEETING DATES: APRIL 7, 2026

Summary
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Staff Recommendation
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**Background:**

**Funding Source:**

**Fiscal Impact:**

**Sponsor Name/Department:**

**Meeting Date:** 3/3/2026