



**PLANNING AND ZONING BOARD
AGENDA
April 7, 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 03-03-26

III. PUBLIC HEARINGS

IV. NEW BUSINESS

- A. DISCUSSION OF REGULATIONS FOR SALES EVENTS AND SPECIAL EVENTS

V. OLD BUSINESS

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

VI. COMMUNICATIONS

- A. UPDATE: COMPREHENSIVE PLAN, LAND DEVELOPMENT CODE REWRITE AND STREET RENAMING.
- B. FUTURE MEETING DATES: MAY 5, 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: 4/7/2026

ATTACHMENTS:

Description	Type
<input type="checkbox"/> OPENING STATEMENT	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

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ATTACHMENTS:

Description	Type
<input type="checkbox"/> P&Z-AGENDA-03-03-26	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

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

MARCH 3, 2026 - 6:00 P.M.

I. ASSEMBLY & ORGANIZATION:

a) Call to Order

The meeting was called to order at 06:03 PM.

b) Roll Call of Board Members

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

*At 6:21PM, Mrs. Hall joined the rest of the board for the meeting.

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
Janeil Morgan	City Attorney Representative
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 MEETING:

Motioned to approve minutes of the February 3, 2026 meeting by Paula DeWitt, seconded by Jennifer Chambers-Conde.

Motion carried with 3 votes.

III. PUBLIC HEARINGS:

No items were under this section.

IV. NEW BUSINESS:

a) Discussion Regarding Comprehensive Land Development Regulation (LDR) Rewrite

Staff introduced the initiation of a comprehensive rewrite of the Land Development Regulations (LDR).

Key Points

- Current regulations have been updated piecemeal over many years, creating inconsistencies.
- A full rewrite is recommended to:
 - Modernize the regulatory framework.
 - Ensure compliance with state law.
 - Align with city development plans and best practices.
 - Improve development review and permitting processes.
 - Clarify zoning districts and permitted uses.
 - Integrate policy priorities such as Housing, Redevelopment, Economic Development, Resilience Initiatives.

Process

- Planning staff will work with the City Attorney's Office.
- A work plan and timeline will be developed.
- Priority topics may include:
 - Restaurant regulations
 - Parking regulations
 - Mobile vending
- The Planning Board will receive updates and review drafts throughout the rewrite process.

Since this was just a discussion, there was no vote.

V. OLD BUSINESS:

a) **Continued Discussion Regarding the Planning & Zoning Board Rules and Procedures Manual** - Staff presented updates to the Planning & Zoning Board Policies and Procedures Manual.

- Updated board officer information.
- Revised meeting schedules and application submission deadlines for 2026.
- Clarified public comment procedures, including 5-minute limit for unscheduled speakers and total time limit of 30 minutes for unscheduled comments.
- Clarified order of proceedings for hearings.
- Added annual board orientation requirements for new and existing members.

b) **Discussion** - Board members discussed whether the manual had previously been adopted (possibly on April 24, 2025).

- Because documentation confirming the prior adoption was not immediately available, the board agreed to verify meeting minutes before taking action.
- Staff will review past records and confirm the correct adoption or revision date before the board votes.

VI. COMMUNICATIONS:

a) **Comprehensive Plan Amendment No. 25-02ER**

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) **The Board discussed who would present information at an upcoming workshop**

Traditionally, the Chair presents the board report. Paula DeWitt was nominated to present at the workshop with support from staff. Staff confirmed they will provide supporting materials and additional information for upcoming meetings and workshops.

c) **Future meeting date:**

The next Organizational Planning and Zoning Board Meeting is scheduled for Tuesday, April 7th, 2026.

VII. ADJOURNMENT

The meeting was adjourned at 6:52PM.

CITY OF LAUDERDALE LAKES

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DISCUSSION OF REGULATIONS FOR SALES EVENTS AND SPECIAL EVENTS

Summary

Staff Recommendation

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Sponsor Name/Department:

Meeting Date: 4/7/2026

ATTACHMENTS:

Description	Type
<input type="checkbox"/> STAFF REPORT	Cover Memo
<input type="checkbox"/> Sales and Special Events	Backup Material
<input type="checkbox"/> Sec. 505. - Temporary uses	Backup Material
<input type="checkbox"/> Bounce-House-Inflatable Structures	Backup Material
<input type="checkbox"/> Special Event Structures	Backup Material

Staff Report to the



Discussion of Regulations for Sales Events and Special Events (Sec. 54-17 & Sec. 505,

April 7, 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. PURPOSE

To review and evaluate the City's current regulations governing sales events and special events, and to obtain Planning and Zoning Board input on potential updates to improve clarity, administration, and compatibility with surrounding land uses.

III. BACKGROUND

The City currently regulates sales events and special events under:

- **Section 54-17** – Establishes definitions and requires permits
- **Section 505** – Governs temporary uses and permitting procedures

Under these provisions:

- Special events are defined broadly as temporary activities that:
 - Are not otherwise permitted by zoning,
 - May disrupt traffic, or
 - Require municipal services (police, fire/EMS).
- All such events require a temporary use permit issued administratively or, in some cases, by the City Manager or Commission.

While the Code establishes a general permitting framework, it primarily treats special events as temporary uses, without detailed operational standards specific to event types or intensities.

EXISTING REGULATORY FRAMEWORK

A. Permitting Structure

- Permit required through Development Services (Sec. 54-17)
- Reviewed administratively or by City Commission (Sec. 505.2)

- No public hearing required
- Conditions may be imposed case-by-case

B. Eligible Activities (Sec. 505.2.1)

Includes:

- Seasonal sales (e.g., Christmas trees, pumpkins)
- Sidewalk/parking lot sales
- Garage sales
- Parades, carnivals, fairs, circuses, and similar events

ISSUES / GAPS

Based on staff review, several regulatory gaps and ambiguities have been identified:

A. Lack of Event Classification

- Current code does not distinguish between:
 - Small-scale events (e.g., sidewalk sales)
 - Medium events (e.g., community markets)
 - Large-scale events (festivals, concerts)
- All are regulated under the same general temporary use framework

B. Limited Operational Standards

The Code does not clearly address:

- Hours of operation
- Noise thresholds
- Crowd size limits
- Security requirements
- Sanitation and waste management
- Traffic control requirements
- Bounce house and associated safety inspections
- External agency requirements or fees, related to proposed activities (fire, building and police)

C. Frequency Limitation

- The “three events per year per property” limit:
 - May restrict recurring community or economic activities (e.g., farmers markets)
 - Does not distinguish between low-impact vs. high-impact events

E. Zoning Integration

- Special events are not clearly tied to specific zoning districts
- No guidance on:
 - Preferred locations (commercial corridors, parks, institutional sites)
 - Suitability of mixed-use or redevelopment areas

DISCUSSION QUESTIONS

Staff requests Board input on the following:

A. Event Classification System

- Should the City establish tiers (e.g., minor, moderate, major events)?
- Should permitting requirements vary by event size, attendance, or impact?

B. Operational Standards

- Should minimum standards be codified for:
 - Noise
 - Parking
 - Security
 - Hours of operation

C. Frequency and Duration

- Should recurring events (e.g., weekly markets) be treated differently from one-time events?
- Should the “three events per year” cap be modified or made flexible?

D. Zoning and Location

- Should events be explicitly permitted in certain zoning districts?
- Should the prohibition in single-family areas remain as-is or allow limited exceptions?

E. Administrative vs. Legislative Review

- What types of events should require:
 - Administrative approval only
 - City Manager approval
 - City Commission approval

NEXT STEPS

Based on Board direction, staff will:

- Prepare draft amendments to the LDRs

Sec. 54-17. - Sales events and special events; permit required.

- (a) Definitions. For the purpose of this section the following definitions shall apply:
- (1) *Sales event* means the sale or giving away of any goods, wares, equipment, merchandise, and alike upon any property which is temporary in nature and which is not conducted as part of an authorized permitted or conditional use, including but not limited to seasonal sales, sidewalk or parking lot sales and charitable giveaways.
 - (2) *Special event* means any meeting, activity, gathering or group of persons, animals or vehicles or a combination thereof having a common purpose, common design or goal upon any property in which the meeting, activity, or gathering is of a temporary nature and would not be authorized pursuant to the existing zoning regulations, would substantially inhibit the usual flow of vehicular or pedestrian traffic, or would require the provision, coordination, or utilization of municipal services, including but not limited to law enforcement and fire/EMS services, for its execution and the safety of participants and the general public.
- (b) It shall be unlawful for any person or entity of any kind or nature whatsoever to host, sponsor, give, or facilitate any sales event or special event in the city unless a permit for such event has first been obtained from the development services department in accordance with section 505 of the Land Development Regulations.
- (c) All signage placed in conjunction with a sales event or special event shall be subject to the provisions of chapter 9 of the Land Development Regulations and the placement and removal of such signage shall be in accordance with section 54-16 herein.

(Ord. No. 2016-26, § 5, 9-27-2016)

Sec. 505. - Temporary uses.

- 505.1. *Permit required.* No temporary use or structure which is not otherwise treated as a permitted use or conditional use in a particular zoning district and which is not otherwise prohibited shall be conducted or erected without a temporary use or structure permit. This section shall not override, and shall not substitute for, any other section of the LDR which requires another type of permit, certificate, or approval.
- 505.2. *Review and approval.* An application for temporary use shall be submitted and reviewed in conformance with the procedures of general applicability, contained in this Code. Notice and public hearing requirements shall not apply to temporary use or temporary structure permits. The payment of an application fee, established by the city commission, shall be included with the application for a temporary use permit. Applications for temporary use or structure permits shall be reviewed and approved by the community development director or city commission, as designated, who may impose reasonable conditions upon the temporary use or structure permits.
- 505.2.1. The establishment of the following uses shall require a temporary use or structure permit issued by the community development department:
- (a) Construction office trailers for a development project with final site plan approval.
 - (b) Construction materials storage, processing and fabrication for a development project with final site plan approval.
 - (c) Construction equipment storage for a development project with final site plan approval.
 - (d) Temporary sales offices and model homes established for the express purpose of marketing a real estate development project with the final site plan approval. The model homes shall be located on and limited to the property which is being marketed for sales. Temporary sales offices may also be located on contiguous parcels upon approval as noted herein. Prior to issuance of a temporary use permit for offices and model homes, a plat for the project must be approved by Broward County.
 - (e) Seasonal sales lots offering Christmas trees, pumpkins, flowers and the like; however, no temporary permit shall be issued for sales within public rights-of-way, and fireworks sales shall be subject to fire department approval.
 - (f) Sidewalk or parking lot sales by city licensed businesses.
 - (g) Garage sales.
 - (h) Parades, carnivals, fairs, circuses, and other events.
- 505.2.2. Applications for the following types of temporary use or structure permits shall be transmitted to the city manager, who shall schedule the application for review by the city commission. The city commission may approve the application by resolution and may impose

reasonable conditions upon the temporary use or structure permits.

- (a) Fireworks displays and shows, except for those sponsored by, and under the direction of, the city.
- (b) Other temporary uses or structures which in the opinion of the city manager may require city commission review.

505.3. *Maximum time limit.* A maximum time limit shall be established for all temporary uses based on the minimum amount of time needed to conduct the permitted activity. Temporary uses and structures related to real estate development projects shall not be maintained longer than the time necessary to complete the construction of the project (issuance of the final certificate of occupancy). Temporary signs shall be limited to the duration provided for in this Code.

505.4. *Revocation of permits.* Any temporary use which becomes a nuisance, violates the conditions of the permit or is in violation of this Code shall be revoked by the city manager. Any temporary use which endangers the public health or safety shall be revoked immediately by the city manager.

505.5. *Exemptions.*

505.5.1. No permit for temporary use or structure will be required when such use or structure is part of a construction project by or for the city.

505.6. *General criteria and limitations for temporary use permits.*

505.6.1. The temporary use must be compatible with the surrounding lands uses; however, no temporary use permits shall be issued in developed single-family residential areas.

505.6.2. A parking problem must not be created. If off-site parking is to be utilized, permission must be in writing from the owner of said property. Said owner must demonstrate that the parking requirement of the temporary use does not cause the loss of legally required parking spaces for his/her site.

505.6.3. An applicant may not receive a temporary use permit on the same property more than three times within a calendar year, unless approved by the city manager or his/her designee.

25.5.2 Tensioned-Membrane Structures.

25.5.2.1 The design, materials, and construction of the building shall be based on plans and specifications prepared by a licensed architect or engineer knowledgeable in tensioned-membrane construction. [101:11.9.2.1]

25.5.2.2 Material loads and strength shall be based on physical properties of the materials verified and certified by an approved testing laboratory. [101:11.9.2.2]

25.5.2.3 The membrane roof for structures in climates subject to freezing temperatures and ice buildup shall be composed of two layers separated by an air space through which heated air can be moved to guard against ice accumulation. As an alternative to the two layers, other approved methods that protect against ice accumulation shall be permitted. [101:11.9.2.3]

25.5.2.4 Roof drains shall be equipped with electrical elements to protect against ice buildup that can prevent the drains from functioning. Such heating elements shall be served by on-site standby electrical power in addition to the normal public service. As an alternative to such electrical elements, other approved methods that protect against ice accumulation shall be permitted. [101:11.9.2.4]

25.5.3 Air-Supported and Air-Inflated Structures.

25.5.3.1 General. In addition to the general provisions of 25.5.1, the requirements of 25.5.3 shall apply to air-supported and air-inflated structures. [101:11.9.3.1]

25.5.3.2 Pressurization (Inflation) System. The pressurization system shall consist of one or more operating blower units. The system shall include automatic control of auxiliary blower units to maintain the required operating pressure. Such equipment shall meet the following requirements:

- (1) Blowers shall be powered by continuous-rated motors at the maximum power required.
- (2) Blowers shall have personnel protection, such as inlet screens and belt guards.
- (3) Blower systems shall be weather protected.
- (4) Blower systems shall be equipped with backdraft check dampers.
- (5) Not less than two blower units shall be provided, each of which has capacity to maintain full inflation pressure with normal leakage.
- (6) Blowers shall be designed to be incapable of overpressurization.
- (7) The auxiliary blower unit(s) shall operate automatically if there is any loss of internal pressure or if an operating blower unit becomes inoperative.
- (8) The design inflation pressure and the capacity of each blower system shall be certified by a professional engineer.

[101:11.9.3.2]

25.5.3.3 Standby Power System.

25.5.3.3.1* A fully automatic standby power system shall be provided. The system shall be either an auxiliary engine generator set capable of running the blower system or a supplementary blower unit that is sized for 1 times the normal operating capacity and is powered by an internal combustion engine. [101:11.9.3.3.1]

25.5.3.3.2 The standby power system shall be fully automatic to ensure continuous inflation in the event of any failure of the primary power. The system shall be capable of operating continuously for a minimum of 4 hours. [101:11.9.3.3.2]

25.5.3.3.3 The sizing and capacity of the standby power system shall be certified by a professional engineer. [101:11.9.3.3.3]

25.5.4 Maintenance and Operation.

25.5.4.1 Instructions in both operation and maintenance shall be transmitted to the owner by the manufacturer of the tensioned-membrane, air-supported, or air-inflated structure. [101:11.9.4.1]

25.5.4.2 Annual inspection and required maintenance of each structure shall be performed to ensure safety conditions. At least biennially, the inspection shall be performed by a professional engineer, registered architect, or individual certified by the manufacturer. [101:11.9.4.2]

25.6 Temporary Membrane Structures.

25.6.1 Application.

25.6.1.1 Required Approval. Membrane structures designed to meet all the requirements of Section 25.6 shall be permitted to be used as temporary buildings subject to the approval of the AHJ. [101:11.10.1.2]

25.6.1.2 Alternative Requirements. Temporary tensioned-membrane structures shall be permitted to comply with Section 25.2 instead of Section 25.6. [101:11.10.1.3]

25.6.1.3 Roof Covering Classification. Roof membranes shall have a roof covering classification, as required by the applicable building codes, when tested in accordance with ASTM E108, *Standard Test Methods for Fire Tests of Roof Coverings*, or UL 790, *Test Methods for Fire Tests of Roof Coverings*. [101:11.10.1.4]

25.6.1.4 Flame Propagation Performance.

25.6.1.4.1 All membrane structure fabric shall meet the flame propagation performance criteria contained in Test Method 2 of NFPA 701. [101:11.10.1.5.1]

25.6.1.4.2 One of the following shall serve as evidence that the fabric materials have the required flame propagation performance:

- (1) The AHJ shall require a certificate or other evidence of acceptance by an organization acceptable to the AHJ.
- (2) The AHJ shall require a report of tests made by other inspection authorities or organizations acceptable to the AHJ.

[101:11.10.1.5.2]

25.6.1.4.3 Where required by the AHJ, confirmatory field tests shall be conducted using test specimens from the original material, which shall have been affixed at the time of manufacture to the exterior of the structure. [101:11.10.1.5.3]

25.6.2 Fire Hazards.

25.6.2.1 The finished ground level enclosed by any temporary membrane structure, and the finished ground level for a reasonable distance but for not less than 10 ft (3050 mm) outside of such a structure, shall be cleared of all flammable or combustible material or vegetation that is not used for necessary support equipment. The clearing work shall be accomplished to the satisfaction of the AHJ prior to the erection of such a structure.

The premises shall be kept free from such flammable or combustible materials during the period for which the premises are used by the public. [101:11.10.2.1]

25.6.2.2 Where prohibited by the AHJ, smoking shall not be permitted in any temporary membrane structure. [101:11.10.2.2]

25.6.3 Fire-Extinguishing Equipment. Portable fire-extinguishing equipment of approved types shall be furnished and maintained in temporary membrane structures in such quantity and in such locations as directed by the AHJ. [101:11.10.3]

25.6.4 Tensioned-Membrane Structures.

25.6.4.1 The design, materials, and construction of the building shall be based on plans and specifications prepared by a licensed architect or engineer knowledgeable in tensioned-membrane construction. [101:11.10.4.1]

25.6.4.2 Material loads and strength shall be based on physical properties of the materials verified and certified by an approved testing laboratory. [101:11.10.4.2]

25.6.4.3 The membrane roof for structures in climates subject to freezing temperatures and ice buildup shall be composed of two layers separated by an air space through which heated air can be moved to guard against ice accumulation. As an alternative to the two layers, other approved methods that protect against ice accumulation shall be permitted. [101:11.10.4.3]

25.6.4.4 Roof drains shall be equipped with electrical elements to protect against ice buildup that can prevent the drains from functioning. Such heating elements shall be served by on-site standby electrical power in addition to the normal public service. As an alternative to such electrical elements, other approved methods that protect against ice accumulation shall be permitted. [101:11.10.4.4]

25.6.5 Air-Supported and Air-Inflated Structures.

25.6.5.1 General. In addition to the general provisions of 25.6.1, the requirements of 25.6.5 shall apply to air-supported and air-inflated structures. [101:11.10.5.1]

25.6.5.2 Pressurization (Inflation) System. The pressurization system shall consist of one or more operating blower units. The system shall include automatic control of auxiliary blower units to maintain the required operating pressure. Such equipment shall meet the following requirements:

- (1) Blowers shall be powered by continuous-rated motors at the maximum power required.
- (2) Blowers shall have personnel protection, such as inlet screens and belt guards.
- (3) Blower systems shall be weather protected.
- (4) Blower systems shall be equipped with backdraft check dampers.
- (5) Not less than two blower units shall be provided, each of which has capacity to maintain full inflation pressure with normal leakage.
- (6) Blowers shall be designed to be incapable of overpressurization.
- (7) The auxiliary blower unit(s) shall operate automatically if there is any loss of internal pressure or if an operating blower unit becomes inoperative.

- (8) The design inflation pressure and the capacity of each blower system shall be certified by a professional engineer.

[101:11.10.5.2]

25.6.5.3 Standby Power System.

25.6.5.3.1 A fully automatic standby power system shall be provided. The system shall be either an auxiliary engine generator set capable of running the blower system or a supplementary blower unit that is sized for 1 times the normal operating capacity and is powered by an internal combustion engine. [101:11.10.5.3.1]

25.6.5.3.2 The standby power system shall be fully automatic to ensure continuous inflation in the event of any failure of the primary power. The system shall be capable of operating continuously for a minimum of 4 hours. [101:11.10.5.3.2]

25.6.5.3.3 The sizing and capacity of the standby power system shall be certified by a professional engineer. [101:11.10.5.3.3]

25.6.6 Maintenance and Operation.

25.6.6.1 Instructions in both operation and maintenance shall be transmitted to the owner by the manufacturer of the tensioned-membrane, air-supported, or air-inflated structure. [101:11.10.6.1]

25.6.6.2 Annual inspection and required maintenance of each structure shall be performed to ensure safety conditions. At least biennially, the inspection shall be performed by a professional engineer, registered architect, or individual certified by the manufacturer. [101:11.10.6.2]

Chapter 26 Laboratories Using Chemicals

26.1 General.

26.1.1 The handling or storage of chemicals in laboratory buildings, laboratory units, and laboratory work areas whether located above or below grade shall comply with this chapter. Construction and protection of new laboratories shall also comply with NFPA 45.

26.1.2 Chapter 26 shall apply to laboratory buildings, laboratory units, and laboratory work areas whether located above or below grade in which chemicals, as defined in NFPA 704 with one or more of the following hazard ratings, are handled or stored: health — 2, 3, or 4; flammability — 2, 3, or 4; or instability — 2, 3, or 4. (See also Section B.2 of NFPA 45.) [45:1.1.1]

26.1.3 Chapter 26 shall apply to all educational laboratory units and instructional laboratory units in which any quantity of chemicals, as defined in NFPA 704 with one or more of the following hazard ratings, is handled or stored: health — 2, 3, or 4; flammability — 2, 3, or 4; or instability — 2, 3, or 4. (See also Section B.2 of NFPA 45.) [45:1.1.2]

26.1.4 With the exception of 26.1.3, Chapter 26 shall not apply to the following:

- (1)* Laboratories for which the following conditions apply:
 - (a) Laboratory units that contain less than or equal to 1 gal (4 L) of flammable or combustible liquid
 - (b) Laboratory units that contain less than 75 scf (2.2 standard m³) of flammable gas, not including piped-in



3102.7.1 Lateral restraint. For membrane-covered frame structures, the membrane shall not be considered to provide lateral restraint in the calculation of the capacities of the frame members.

3102.8 Inflation systems. Air-supported and air-inflated structures shall be provided with primary and auxiliary inflation systems to meet the minimum requirements of Sections 3102.8.1 through 3102.8.3.

3102.8.1 Equipment requirements. This inflation system shall consist of one or more blowers and shall include provisions for automatic control to maintain the required inflation pressures. The system shall be so designed as to prevent overpressurization of the system.

3102.8.1.1 Auxiliary inflation system. In addition to the primary inflation system, in buildings larger than 1,500 square feet (140 m²) in area, an auxiliary inflation system shall be provided with sufficient capacity to maintain the inflation of the structure in case of primary system failure. The auxiliary inflation system shall operate automatically when there is a loss of internal pressure and when the primary blower system becomes inoperative.

3102.8.1.2 Blower equipment. Blower equipment shall meet all of the following requirements:

1. Blowers shall be powered by continuous-rated motors at the maximum power required for any flow condition as required by the structural design.
2. Blowers shall be provided with inlet screens, belt guards and other protective devices as required by the *building official* to provide protection from injury.
3. Blowers shall be housed within a weather-protecting structure.
4. Blowers shall be equipped with backdraft check dampers to minimize air loss when inoperative.
5. Blower inlets shall be located to provide protection from air contamination. The location of inlets shall be *approved*.

3102.8.2 Standby power. Wherever an auxiliary inflation system is required, an *approved* standby power-generating system shall be provided. The system shall be equipped with a suitable means for automatically starting the generator set upon failure of the normal electrical service and for automatic transfer and operation of all of the required electrical functions at full power within 60 seconds of such service failure. Standby power shall be capable of operating independently for not less than 4 hours.

3102.8.3 Support provisions. A system capable of supporting the membrane in the event of deflation shall be provided for in air-supported and air-inflated structures having an *occupant load* of 50 or more or where covering a swimming pool regardless of *occupant load*. The support system shall be capable of maintaining membrane structures used as a roof for Type I construction not less than

20 feet (6096 mm) above floor or seating areas. The support system shall be capable of maintaining other membranes not less than 7 feet (2134 mm) above the floor, seating area or surface of the water.

SECTION 3103 TEMPORARY STRUCTURES

3103.1 General. The provisions of Sections 3103.1 through 3103.4 shall apply to structures erected for a period of less than 180 days. Special event structures, tents, umbrella structures and other membrane structures erected for a period of less than 180 days shall also comply with the *Florida Fire Prevention Code*. Those erected for a longer period of time shall comply with applicable sections of this code.

3103.1.1 Conformance. Temporary structures and uses shall conform to the structural strength, fire safety, *means of egress*, accessibility, light, ventilation and sanitary requirements of this code as necessary to ensure public health, safety and general welfare.

3103.1.2 Permit required. Temporary structures that cover an area greater than 120 square feet (11.16 m²), including connecting areas or spaces with a common *means of egress* or entrance that are used or intended to be used for the gathering together of 10 or more persons, shall not be erected, operated or maintained for any purpose without obtaining a *permit* from the *building official*.

3103.2 Construction documents. A *permit* application and *construction documents* shall be submitted for each installation of a temporary structure. The *construction documents* shall include a site plan indicating the location of the temporary structure and information delineating the *means of egress* and the *occupant load*.

3103.3 Location. Temporary structures shall be located in accordance with the requirements of Table 705.5 based on the *fire-resistance rating* of the *exterior walls* for the proposed type of construction.

3103.4 Means of egress. Temporary structures shall conform to the *means of egress* requirements of Chapter 10 and shall have an *exit access* travel distance of 100 feet (30 480 mm) or less.

SECTION 3104 PEDESTRIAN WALKWAYS AND TUNNELS

3104.1 General. This section shall apply to connections between buildings such as *pedestrian walkways* or tunnels, located at, above or below grade level, that are used as a means of travel by persons. The *pedestrian walkway* shall not contribute to the *building area* or the number of *stories* or height of connected buildings.

3104.1.1 Application. Pedestrian walkways shall be designed and constructed in accordance with Sections 3104.2 through 3104.9. Tunnels shall be designed and constructed in accordance with Sections 3104.2 and 3104.10.

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: 4/7/2026

ATTACHMENTS:

Description	Type
<input type="checkbox"/> PLANNING AND ZONING BOARD RULES AND PROCEDURES MANUAL	Cover Memo

DRAFT

ITEM 5 (B)



CITY OF LAUDERDALE LAKES | PLANNING & ZONING

BOARD/LOCAL PLANNING AGENCY RULES AND PROCEDURES MANUAL

Originally Adopted: 04/07/2026

Last Revised: 3/26/2026

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”):

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 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:

Office	Member	Term
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:

Title	Staff Member	Email	Phone
Development Services Director	Tanja McCoy	Tanjam@lauderdalelakes.org	954-535-2482
Principal Planner	Vacant		
Planner II	Issah Abdulai	Issaha@lauderdalelakes.org	954-535-9214
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, 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:

2026 Planning and Zoning Board Application Submission Deadlines*	2026 Planning and Zoning Board Meetings
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 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
 - 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 7, 2026.

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

UPDATE: COMPREHENSIVE PLAN, LAND DEVELOPMENT CODE REWRITE AND STREET RENAMING.

Summary

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 4/7/2026

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

FUTURE MEETING DATES: MAY 5, 2026.

Summary

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 4/7/2026