

**CITY OF NORTH LAUDERDALE
COMMUNITY DEVELOPMENT DEPARTMENT
701 SW 71st Avenue**

PLANNING AND ZONING BOARD MEETING

MINUTES

APRIL 2, 2019

The Planning & Zoning Board met on Tuesday, April 2, 2019 at the Municipal Complex.

1. CALL TO ORDER BY CHAIRMAN – Vice Chair McKay called the meeting to order at 6:41 pm.

2. ROLL CALL

Present:

Christine McKay, Vice Chair
William Albright
Barbara Thomas
City Attorney Brian Sherman
City Clerk Patricia Vancheri

Absent:

Dr. Enjoli R. Paul - Excused
Alex Ortiz - Excused
Montfort Alexis - Unexcused

City Clerk indicated that there was not a quorum. Board Member Thomas asked for clarification of how many persons constitute a quorum, since there was a recent resignation and a vacant seat. City Attorney Sherman replied that the City Code requires that four members of the Board constitutes a quorum regardless of the number of members on the board; therefore, no official action can be taken on any of the Agenda items and suggests that the quasi-judicial items not be addressed. The quasi-judicial items will have to be re-noticed to be heard at the next available meeting. Tammy Reed-Holguin, Community Development Director, advised that they would like to try to schedule the next meeting for April 23rd. Attorney Sherman said the items must be properly re-noticed and the board must be available for the 23rd. He apologized to the Applicants that were present and advised that staff will notify them of the next scheduled meeting. Mr. Yves Gracien asked what the time of the next meeting would be and staff answered 6:30 pm. Attorney Sherman said staff will try to schedule a special meeting for two weeks. Vice-Chair McKay moved forward to Item 6 on the Agenda.

3. APPROVAL OF MINUTES

a. March 5 , 2019

4. OLD BUSINESS

5. NEW BUSINESS

- a. **SITE PLAN REVIEW:** SPR 19-02
NAME OF APPLICANT: Calvary Chapel Ft. Lauderdale
PROJECT NAME: Shade Shelter
PROJECT LOCATION: 6177 Kimberly Blvd.
Folio # 4941 01 42 0010
PROJECT DESCRIPTION: Preliminary and final site plan review to allow a new shade shelter within a community facility (CF) zoning district.
- b. **SIGN WAIVER REQUEST:** SWAV 19-01
NAME OF APPLICANT: FPIP VIII LTD.
PROJECT NAME: WAWA
PROJECT LOCATION: 7105 W. McNab Road
PROJECT DESCRIPTION: To allow:
•80 square feet of freestanding sign face area on the property where 40 square feet is allowed by code according to section 94-16 (b)(2)b within a Community Business (B-2) zoning district.

•Two freestanding monument signs totaling 80 square feet where one freestanding sign is allowed by code section 94-16 (b)(2)c within a Community Business (B-2) Zoning District.
•To allow for a maximum of 3 wall signs where 1 is allowed with letter height of 22 inches on the North, South and East elevations as supposed to 16 inch max letter height permitted by City code section 94 – 16 (c) within a Community Business (B-2) Zoning District.
- c. **SIGN WAIVER REQUEST:** SWAV 19-02
NAME OF APPLICANT: ART SIGN CO.
PROJECT NAME: LAUNDROMART
PROJECT LOCATION: 7962 W. McNab Rd.
PROJECT DESCRIPTION: To allow: One main wall sign with the 30 inch high lettering “l” “d” “t” and 22 inch high lettering elsewhere, whereas Section 94-16(C)(1)(c) of the City Code allows for 16 inch maximum letter height within a (B-3) regional business zoning district.

6. DIRECTOR’S REPORT

Tammy Reed-Holguin reported that the City Commission did approve the Special Exception Use permit for 2,4,6 Thrift Store which was recommended for approval by the Board at their previous meeting.

The Wawa Site Plan and the two variances are scheduled to go before the Commission on this coming Tuesday [April 9th]. Vice Chair McKay asked about the sign waiver that was on tonight’s agenda. Ms. Reed-Holguin replied that the sign waiver will be heard at a later date and this will not hold up the other Wawa items. Chair McKay asked why the Wawa items have been postponed. Ms. Reed-Holguin replied that there were people who voiced concerns about the traffic that would be generated by the project and the traffic study was not complete; therefore, the City Commission gave preliminary approval on a 4-1 vote, with the condition that the traffic study be completed and all concerns were addressed before coming back to Commission. Vice Chair McKay asked if the traffic study would be public record and Ms. Reed-Holguin replied yes.

7. GENERAL DISCUSSION

Board Member Thomas asked about voting on a new Chair. Attorney Sherman advised that at the last meeting that item was brought up but no motion was made, so the Board voted to leave the positions as they are until October when terms expire. Vice Chair McKay will Chair the meetings to carry out her term as Vice Chair. At that time Vice Chair would be term limited, but not prohibited from running for Chair in October. The record will be reviewed to determine if this was the second term for vice-chair.

If Vice Chair is absent from a meeting, the Board Members would vote on who would chair that meeting.

Vice Chair McKay asked about procedure for absences. Attorney Sherman indicated that the Code states if you have three unexcused absences within a 12 month period the Board can declare the member's office vacant. Generally the Planning & Zoning Board would make a motion to recommendation that the City Commission take action to remove a member for unexcused absences if necessary. He advised that we were unable to determine by the past records if member absences were excused or unexcused; which is why the procedure was changed tonight and the Clerk announced for the record whether an absence was excused or not excused. An absence is unexcused when a member fails to notify City staff 24 hours before a meeting of their inability to attend. Going forward the record will reflect that this recommendation will be made if a member has three unexcused absences in a 12 month period.

Board Member Thomas asked about filling the vacancy. Clerk advised that the Commissioner for this vacant district appointment will be securing an application and recommendation which has to go before the Commission for approval. Ms. Thomas advised that she was not negligent about her last absence, but in hospital at the time; at the next meeting she will ask for that absence to be excused.

Vice Chair McKay asked about application process and Clerk replied that a vacant position is usually filled by a Commission representing a district and if none available in that district, then the Mayor at Large can make a recommendation. She asked if we need alternates; Clerk replied there is a vacant seat and two vacant alternate seats.

8. NEXT TENTATIVE MEETING – April 23, 2019 or May 7, 2019

9. ADJOURNMENT – There being no further business, the meeting adjourned at 7:08 pm.

Respectfully submitted,

**Patricia Vancheri, MMC
City Clerk**