

DIVISION 2. ADMINISTRATION

Sec. 13-15. City commission.

The city commission is composed of five (5) elected members. The city commission serves as the legislative body for the city. It enacts land use plan and zoning changes, subdivision plats, revisions to the comprehensive plan and all other local ordinances. Pursuant to F.S. § 163.3174, the city commission has designated the planning and zoning board as the local planning agency.

(Ord. No. 115-86, § 104.01, 7-10-86; Ord. No. 159-87, § 104.01, 6-11-87)

Sec. 13-16. Planning and zoning board.

- (a) *Responsibilities.* The planning and zoning board shall be responsible for the city's comprehensive planning program, and as required by F.S. § 163.3174, shall be designated as the city's local planning agency. The planning and zoning board shall advise on all matters pertaining to land planning and plan implementation. The board shall have the power to conduct investigations, hold public hearings, take testimony, review documentary evidence, issue orders, and make recommendations to the city commission on all activities relating to land planning and plan implementation. Specifically the board shall:
- (1) Prepare the comprehensive plan or plan amendment and shall make recommendations to the city commission regarding the adoption or amendment of such plan;
 - (2) Monitor and oversee the effectiveness and status of the comprehensive plan and recommend to the city commission such changes in the comprehensive plan as may from time to time be required, including the periodic evaluation and appraisal of the comprehensive plan required by F.S. § 163.3191.
 - (3) Review and evaluate proposed land development regulations, the land development code, or amendments thereto, and make recommendations to the city commission as to the consistency of the proposal with the adopted comprehensive plan, or element or portion thereof;
 - (4) Review and provide recommendations related to zoning ordinances;
 - (5) Evaluate rezoning requests and proposed zoning map changes and make recommendations to the city commission;
 - (6) Review proposed subdivision plats and make recommendations to the city commission;

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- (7) Review and provide recommendations related to all proposed site plans;
 - (8) Hear and decide appeals by parties pursuant to section 13-34, "Appeals";
 - (9) Review applications for such variances from the land development code as are authorized under the land development code and make recommendations to the city commission;
 - (10) Perform any other functions, duties or responsibilities as assigned by the city commission.
- (b) *Composition.* The planning and zoning board shall consist of five (5) members and one (1) alternate. Members shall, to the extent practicable, represent interests, specialties and qualifications in any of the following fields:
- (1) Architecture, construction, engineering, environmental science, land use, land development, landscape architecture, law, real estate, sustainability, or urban planning; or
 - (2) Alternatively, demonstrate strong and sincere commitment to the intent set forth in this section or possession of an outstanding reputation for civic activity and interest, integrity, and responsibility, with preference to applicants who have completed Coconut Creek Citizen's Academy.
- (c) *Appointment and organization.* Each member of the city commission shall nominate one (1) person to fill each position on the planning and zoning board. A majority of the city commission shall approve the nominations. One (1) alternate member of the board shall be selected by the mayor and approved by a majority of the city commission. The term of office of the members and alternate member shall be as fixed by ordinance of the city.
- (d) *Board officers.* The chairperson and vice-chairperson shall be elected from the board membership. The chairperson and vice-chairperson shall serve one-year terms.
- (e) *Rules of procedure.* The planning and zoning board shall utilize Robert's Rules of Order to govern conduct of meetings. Attendance of three (3) members of the board at any duly authorized meeting shall constitute a quorum. An affirmative vote of three (3) members shall be necessary to adopt any motion considered by the board.
- (f) *Meetings.* The planning and zoning board shall hold one (1) regular meeting per month but may cancel any regular meetings or hold additional special meetings as necessary. Public notice of each regular meeting shall be displayed at city hall or advertised as prescribed by law.

(Ord. No. 115-86, § 104.02, 7-10-86; Ord. No. 159-87, § 104.02, 6-11-87; Ord. No. 123-96, § 1, 5-9-96; Ord. No. 2001-034, § 1, 10-11-01; Ord. No. 2017-008, § 2, 1-11-18; Ord. No. 2019-033, § 3, 1-23-20)

Charter reference(s)—Mandate to create a planning and zoning board, § 501
Charter reference(s)—.

Cross reference(s)—Boards, commissions and committees generally § 2-191
Cross reference(s)— et seq.