



CITY OF COCONUT CREEK PLANNING AND ZONING BOARD MINUTES

Government Center
4800 West Copans Road
Coconut Creek, FL 33063

Date: May 13, 2026
Time: 7:00 p.m.
Meeting No. 2026-0513

1. CALL TO ORDER

The meeting was called to order by Resilient Design and Development Assistant Director Lizet Aguiar at 7:03 p.m.

2. OVERVIEW OF FLORIDA'S SUNSHINE LAW, PUBLIC RECORDS LAW, ETHICS LAWS, AND COCONUT CREEK'S LOBBYIST REGISTRATION REQUIREMENTS

Deputy City Attorney Kathy Mehaffey welcomed the recently-appointed Planning & Zoning Board Members and Parks and Recreation Advisory Board Members, who were in attendance for the training presentation. She shared a *PowerPoint* presentation, providing an overview of the role of Board Members, State and County ethics laws, voting conflicts and procedures, lobbyist registration requirements and procedures for disclosing ex-parte communications with lobbyists, gifts and procedures for reporting gifts, Public Records Law, Sunshine Law, and social media best practices. She reviewed specific use cases, summarizing outcomes and penalties for violations under the applicable laws. Deputy City Attorney Mehaffey opened the floor for questions; there being none, she reminded the Parks and Recreation Advisory Board Members that their first regular meeting was scheduled for May 20, 2026. The Parks and Recreation Advisory Board Members exited the meeting, and the Planning & Zoning Board Members ascended to the dais for roll call.

3. PRESENT UPON ROLL CALL:

Jeffrey Barker
Alex Escoriza
Colleen LaPlant
Jeffrey Light
Troy Gras, Alternate

ABSENT:

Solomon Briks

Deputy City Clerk Bowers advised that Solomon Briks had provided advanced notice to the City Clerk Department that he was unable to attend the meeting.

Also present: Deputy City Attorney Kathy Mehaffey, Resilient Design and Development Assistant Director Lizet Aguiar, Resilient Design and Development Director Justin Proffitt, Grants Administrator Dan Nelson, Assistant City Attorney Laura Vargas-Gallardo, and Deputy City Clerk Marianne E. Bowers.

Deputy City Attorney Mehaffey noted that the meeting was being conducted live, with a quorum physically present, and explained the meeting procedures.

Planning and Zoning Board Minutes

May 13, 2026

Page 2

4. INTRODUCTION OF BOARD MEMBERS AND STAFF

Staff and Board members introduced themselves in turn.

5. OATH OF OFFICE

Deputy City Clerk Bowers congratulated the Planning and Zoning Board Members on their appointment and thanked them for their service. She administered the Oath of Office to the Board Members who were present.

6. OVERVIEW OF BOARD MISSION, GUIDELINES, 2026-2027 OBJECTIVES, AND QUASI-JUDICIAL PROCEDURES

Ms. Aguiar provided an overview of the Planning and Zoning Board responsibilities, mission, and roles. She discussed specific functions of the Board and provided examples of common applications that may come before the Board. Continuing, she reviewed the expectations of Board Members, listed the resources available, and staff contact information.

Deputy City Attorney Mehaffey covered the types of decisions that the board would make, including legislative and quasi-judicial decisions, ex-parte communications, standards for quasi-judicial decisions, and the review and appeal process.

7. ELECTION OF CHAIR AND VICE CHAIR:

Ms. Aguiar opened the floor for nominations for the position of Board Chair.

Board Member Jeffrey Light nominated Colleen LaPlant as Chair, seconded by Board Member Jeffrey Barker. There being no further nominations, Ms. LaPlant was named Board Chair.

Chair LaPlant opened the floor for nominations for the position of Board Vice Chair.

Board Member Alex Escoriza nominated Jeffrey Barker as Vice Chair, seconded by Chair LaPlant. There being no further nominations, Mr. Barker was named Vice Chair.

8. APPROVAL OF MINUTES

A MOTION APPROVING THE MINUTES FROM PREVIOUS PLANNING AND ZONING BOARD MEETING(S). (2026-0311)

MOTION: Barker/Light - To approve the Minutes of the March 11, 2026, Planning and Zoning Board Meeting, as presented.

Upon roll call, the Motion passed by a 5-0 vote.

AGENDA ITEMS

9. **LAND DEVELOPMENT CODE AMENDMENT:** AN ORDINANCE AMENDING THE CITY'S CODE OF ORDINANCES, BY AMENDING CHAPTER 13, "LAND DEVELOPMENT CODE," ARTICLE I, "ADMINISTRATION, REGULATIONS AND PROCEDURES," DIVISION 3,

Planning and Zoning Board Minutes

May 13, 2026

Page 3

“IMPLEMENTATION PROCEDURES,” BY CREATING SECTION 13-43, “WORKFORCE HOMEBUYER PURCHASE ASSISTANCE PROGRAM,” PROVIDING A PURPOSE, DEFINITIONS, CRITERIA, AND METHODOLOGY FOR PROVIDING FUNDS TO ASSIST QUALIFIED PURCHASERS IN THE WORKFORCE TARGET INCOME GROUP WITH THE PURCHASE OF RESIDENTIAL DWELLING UNITS WITHIN THE CITY OF COCONUT CREEK. (PUBLIC HEARING)

Grants Administrator Dan Nelson provided an overview of the proposed Workforce Homebuyer Purchase Assistance Program, explaining how rising costs affected housing. He discussed federal and state funds that were utilized for housing assistance programs, including the Community Development Block Grant (CDBG) and the State Housing Initiatives Partnership (SHIP) programs and the income groups served by those programs. He shared information regarding the City’s Affordable Housing Trust Fund and the workforce housing programs provided with the local funds. He explained how the ordinance would provide the City with flexibility to implement programs or partnerships with developers to provide down payment purchase assistance for workforce housing units. He reviewed eligibility requirements and funding sources for the programs. Continuing, he explained that the ordinance included a transparent and fair lottery process for applicant selection and summarized the application process. He explained the terms of the program, highlighting that assistance was provided as a deferred, no-interest loan and established long-term affordability requirements and repayment requirements if the homeowner failed to meet the recapture terms. In closing, Mr. Nelson discussed program oversight and compliance measures to protect public funds.

Chair LaPlant opened the floor for board questions.

Board Member Troy Gras asked whether there were any residency restrictions on who could apply. Mr. Nelson explained that an applicant did not need to be a current resident. Mr. Gras asked how the terms compare to other City programs. Mr. Nelson explained that the program had been structured after the City’s current programs but differed in the term of the recapture period of ten (10) years instead of fifteen (15) years and did not require first time homebuyer status. Mr. Gras asked what the maximum or minimum amount of assistance would be, and Mr. Nelson noted that the maximum assistance was up to \$80,000. Mr. Gras wanted to confirm that the City had the capacity to administer the program, and Mr. Nelson confirmed they did.

Mr. Light asked for confirmation that the program would fund the down payment and then requested further explanation of how the note and mortgage aspects would work. Mr. Nelson explained that the terms of the Second Mortgage and Promissory Note would be executed and recorded in the public record. Mr. Light inquired whether there were any impacts with the IRS, regarding imputed interest. Mr. Nelson stated that since the inception of the City’s housing programs, that issue had not arisen. Mr. Light asked whether funding could be used to purchase condominiums, or if it was just for single-family houses. Mr. Nelson explained that the ordinance did not specify housing type, but the future program-specific agreements could include those provisions. Mr. Light asked about repaid funds, and Mr. Nelson explained that recaptured funds for any applicants who did not satisfy the terms of the note would return to the Housing Trust Fund for future programs.

Vice Chair Barker asked for confirmation that this was an entirely new program, and staff confirmed. He requested that staff explain the difference between a city-initiated program and the City/developer partnership option. Staff gave an example of how a City/developer partnership had been utilized to fund purchase assistance at the time the Paloma Lakes residential development was built, which provided assistance for twenty-one (21) households

Planning and Zoning Board Minutes

May 13, 2026

Page 4

to purchase units in the community and explained that a similar program could be done with just City funds through resolution.

Chair LaPlant asked for examples of those who would qualify for the program. Mr. Nelson explained that qualification was based on the Area Median Income (AMI) and provided an example AMI for a household size of four (4), which was \$92,000. Staff explained that the program would typically assist two (2) to three (3)-bedroom households. Chair LaPlant inquired how the lottery would be advertised. Staff said it would be advertised in the newspaper and on the city website, in addition to the developer establishing a marketing program.

Mr. Light inquired why a developer would be interested in participating in the program, and Mr. Nelson pointed out that it brings in publicity, addresses a community need, and provided an avenue for a developer of a mixed-use development project to satisfy their affordable housing requirements.

Mr. Escoriza asked whether funding could be utilized for a new build or existing housing. Staff stated that workforce housing were defined as those households with an income below 140% of the AMI for Broward County, so existing units would qualify as long as the applicant met the program criteria.

Chair LaPlant opened the public hearing on the item. There were no questions or comments from the public, and Chair LaPlant closed the public hearing.

MOTION: Barker/Escoriza – To recommend approval of Agenda Item 9, as presented.

Upon roll call, the Motion passed by a 5-0 vote.

10. COMMUNICATIONS AND REPORTS

Chair LaPlant expressed that the Arbor Day Free Tree Giveaway event was amazing.

11. ADJOURNMENT

The meeting was adjourned at 8:46 p.m.

Marianne E. Bowers, CMC
Deputy City Clerk

Date