



**CITY OF COCONUT CREEK  
PLANNING AND ZONING BOARD MINUTES**

**Government Center  
4800 W. Copans Road  
Coconut Creek, Florida**

**Date: February 10, 2021  
Time: 7:00 p.m.  
Meeting No. 2021-0210**

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**1. CALL TO ORDER**

The meeting was called to order by Chair Doug Young at 7:00 p.m.

**2. PRESENT UPON ROLL CALL:**

Chair Doug Young  
Thomas Casey  
Steven Hall  
Debra Voorhees  
Jeffrey Barker, Alternate

Also present: Deputy City Attorney Kathryn Mehaffey, Sustainable Development Director Scott Stoudenmire, Sustainable Development Assistant Director Justin Proffitt, Principal Planner Lizet Aguiar, and Deputy City Clerk Marianne Bowers.

Absent: Vice Chair Jerry Poole

Chair Young explained that Governor Ron DeSantis' Executive Order 20-52, as continuously extended, and Section 252.38, Florida Statutes, authorized all local governments to waive procedures and formalities otherwise required by both state and local law as necessary to allow local governments to continue to perform public work and take whatever prudent action is necessary to ensure the health, safety, and welfare of the community. He noted that the meeting was being conducted live with a quorum physically present. Deputy City Attorney Kathryn Mehaffey explained the procedures for public participation and comment for the meeting.

**3. APPROVAL OF MINUTES**

A MOTION APPROVING THE MINUTES FROM PREVIOUS PLANNING AND ZONING BOARD MEETING(S). (2021-0113)

Mr. Barker asked that the minutes be corrected to reflect that rather than being absent, Vice Chair Poole arrived late.

**MOTION:** Hall/Casey - To approve the Minutes of the January 13, 2021, meeting as amended.

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

**AGENDA ITEMS**

- 4. LAND DEVELOPMENT CODE:** AN AMENDMENT TO CHAPTER 13, "LAND DEVELOPMENT CODE," ARTICLE 1, "ADMINISTRATION, REGULATIONS AND PROCEDURES," DIVISION 3, "IMPLEMENTATION PROCEDURES," BY REPEALING SECTIONS 13-36.1 AND 13-36.2, CONTAINING OUTDATED PROCEDURES FOR TRANSFERRING RIGHTS-OF-WAY AND EASEMENTS TO AND FROM THE CITY, AND ENACTING A NEW SECTION 13-42, "TRANSACTIONS INVOLVING THE CITY'S INTERESTS IN REAL PROPERTY," TO PROVIDE CONSISTENCY WITH THE CITY'S NEWLY AMENDED CHARTER SECTION 310, "ACTION REQUIRING AN ORDINANCE," AND PROVIDE UPDATED PROCEDURES FOR PROPERTY TRANSACTION SITE ASSESSMENTS; AND BY AMENDING CHAPTER 13, "LAND DEVELOPMENT CODE," ARTICLE II, "SUBDIVISION REGULATIONS," DIVISION 2, "SUBDIVISION PLAT REQUIREMENTS," SECTION 13-165, "FINAL PLAT SUBMISSION," TO PROVIDE FOR PROPERTY TRANSACTION SITE ASSESSMENTS FOR CERTAIN PROPERTY DEDICATIONS GIVEN BY PLAT; AND BY AMENDING ARTICLE IV, "ENVIRONMENTAL REGULATIONS," BY REPEALING IN ITS ENTIRETY DIVISION 2, "PROPERTY TRANSACTION SITE ASSESSMENT." (PUBLIC HEARING)

Chair Young introduced the agenda item.

Deputy City Attorney Mehaffey explained the item was a collaboration between the City's Sustainable Development and Utilities and Engineering Departments along with the City Attorney's Office to address recent changes adopted to the City Charter by the voters in November 2020. She outlined the changes made within the amendment and noted the environmental assessment requirement was currently present in the Code but was being relocated and the procedures streamlined and brought up to date with current industry standards.

Deputy City Attorney Mehaffey commented that overall the changes were designed to implement the Charter revision and to clarify that the City would acquire or transfer fee-simple title by ordinance and general non-fee simple possessory interests by resolution, and also addressed short-term and long-term leases. She stated Sustainable Development Director Scott Stoudenmire was present to answer any questions.

Mr. Hall asked for clarification regarding whether property purchases under \$500,000 were still approved by ordinance. Deputy City Attorney Mehaffey stated the property purchase would still be approved by ordinance, but would require one (1) appraisal, as opposed to two (2) appraisals for properties over \$500,000.

Mr. Hall confirmed that all properties had to go before the Commission, and Deputy City Attorney Mehaffey stated this was correct.

Chair Young opened the public hearing. Deputy City Clerk Bowers stated there were no advanced public comments received on the item, and there were no further questions or comments from the public. Chair Young closed the public hearing.

Staff had no closing remarks.

**MOTION:** Barker/Hall – Move to approve Agenda Item 4.

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

**5. COMMUNICATIONS AND REPORTS**

Deputy City Clerk Bowers reminded the Board that Board appointments would take place at the second City Commission meeting in April, and the application cycle was now open. She noted digital applications were available on the City website, and were due no later than April 1. Deputy City Attorney Mehaffey asserted that if anyone needed assistance with the digital form, not to hesitate to call staff.

Mr. Hall confirmed there would be a March meeting of the Board. Sustainable Development Director Scott Stoudenmire stated there would be business to review. He then introduced Justin Proffitt, the newly-hired Assistant Director of Sustainable Development.

**6. ADJOURNMENT**

The meeting was adjourned at 7:14 p.m.

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Marianne E. Bowers, CMC  
Deputy City Clerk

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Date

