

# City of Coconut Creek

## InterOffice Memorandum

**To:** Planning and Zoning Board

**Date:** February 8, 2017

**From:** W. Scott Stoudenmire, AICP  
Deputy Director of Sustainable Development

**Subject:** Land Development Code  
Amendment – Implementation  
Procedures  
Agenda No. 5

### Requested Action/Description:

The City desires to amend Chapter 13 of the Land Development Code (Code), Code of Ordinances, Article I, entitled "Administration, Regulations and Procedures," by amending Division 3, entitled "Implementation Procedures" for the purpose of enhancing the public notice associated with Land use plan amendments, Variances, Special land use, and Vacation and abandonment of streets and easements.

Based upon discussion and input from a City Commission workshop on public involvement, staff was directed to evaluate notification procedures for transparency and consistency. Below is a summary of proposed changes that staff feels will achieve improved and consistent public notification requirements. For reference, all public hearings are posted on our website and noticed in accordance with State law.

| Code Section | Application Type   | Public Hearing                                | Direct Notification requirement  |
|--------------|--|---|--|
| ec. 13-31    | Land Use Plan Map Amendment<br>(currently there is no required direct notice to property owners. | Planning and Zoning Board.<br>City Commission | <u>Notify by regular mail to property owners within five hundred (500) feet in all directions</u><br><br><u>Post a four-foot by four-foot sign on the property fourteen (14) days prior to the public hearing.</u> |
| ec. 13-35    | Special Land Use   | Planning and Zoning Board.<br>City Commission | Notify by regular mail property owners within <del>three</del> <u>five</u> hundred ( <del>3</del> <u>5</u> 00) feet in all directions.   |
| Sec. 13-36.1 | Vacation and abandonment of streets and easements  | Planning and Zoning Board.<br>City Commission | Notify by regular mail property owners within <del>three</del> <u>five</u> hundred ( <del>3</del> <u>5</u> 00) feet in all directions  |
|              |  |   | Post a four-foot by four-foot sign upon the street or alley fourteen (14) days prior to the public hearing.  |

\*words in ~~strike through~~ are deletions from existing text  
words in underline type are additions to existing text

In addition to the proposed amendments listed above, staff has also developed the policy below related to neighborhood meetings, which we have already implemented. Please note these requirements are above and beyond the recommended code amendments.

*The purpose of the neighborhood meeting is to provide information regarding proposed development to the neighboring property owners and neighborhood associations, which shall include all property owners (individuals, neighborhood groups, business owners, and home owners associations) within a minimum of 500' of subject property. Based upon the size and/or nature of the project, the Director of Sustainable Development may require that these individuals and groups be notified by the applicant via mail and/or email (where email addresses have been provided) of the scheduled neighborhood meeting. Such notification shall be provided at least ten 10 days prior to the meeting. Applicants shall bear the cost of such notification and shall provide the City with a certification that such mailing/email notices occurred within the above specified time frame. Additional neighborhood meetings may be scheduled by the applicant, but are not required.*

*If a neighborhood meeting is held on a weekday, this meeting shall be held after 5:00 pm. It shall be held in close proximity to the subject property or in a location conveniently accessible to the invitees.*

*This neighborhood meeting shall not occur until after the first Development Review Committee (DRC) review and the Applicant shall submit a neighborhood meeting report to the Director of Sustainable Development or her designee prior to being scheduled for the Planning and Zoning Board and/or City Commission.*

*The neighborhood meeting report shall include:*

- 1. Copy of mailed or e-mailed notice and a certification that such notice was provided,*
- 2. Date, location and copy of sign-in sheets of all neighborhood meetings/ activities,*
- 3. Digital copy of all content shown to participants at the neighborhood meeting,*
- 4. Summary of all concerns and issues discussed,*
- 5. If the Applicant is proposing changes to the application as a result of this meeting, then a list of proposed changes should be provided.*
- 6. If the Applicant is not proposing changes to address the concerns and issues raised at the meeting(s), then the Applicant should provide information as to why the concerns and issues raised at the meeting(s) cannot or will not be addressed,*
- 7. Additional Development Review Committee comments may be provided upon review of any revised document submitted to the Department of Sustainable Development after the neighborhood meeting(s).*

*The meeting report shall be summarized in Planning and Zoning Board memorandums and City Commission agenda item reports.*

Based on the above overview and explanation, staff is recommending approval of the Chapter 13 amendments as proposed. Attached please find the proposed amendments in strikethrough/underline format which will be presented to the City Commission by ordinance.