

City of Coconut Creek InterOffice Memorandum

To: Planning and Zoning Board

Date: July 10, 2019

From: W. SCOTT SToudenMIRE, AICP
Deputy Director of Sustainable Development

Subject: Land Development Code
Amendment – Revisions to Board
Functions, Membership and
Meeting Schedule Requirements.

Article V. "Boards, Commissions and Committees, of Chapter 2, "Administration" of the City's Code provides general requirements and procedures which are applicable to all of the City's boards. In addition, there is a separate Division in Chapter 2 for each Board individually which addresses more specific information including membership and functions. Finally, Chapter 13, Land Development Code, addresses specific provisions for the Planning and Zoning Board. The City desires to amend these Code provisions providing for necessary updates as discussed below.

Currently all board members must be residents and qualified voters. The proposed amendments expand the board membership opportunity to require that voting board members be 18 years old and:

- 1) A resident; or
- 2) Owner of real property within the City; or
- 3) Owner of a business with a physical location in the City; or
- 4) In the event that a board requires specific areas of expertise and a qualified resident is not found or willing to serve, upon super-majority vote of the City Commission, the Commission could appoint a non-resident who meets the qualifications and lives within 10 miles of the City, or alternately, the City Commission could waive the requirement, again, with a super-majority vote.

The proposed revisions eliminate the requirement that board members be qualified voters.

The City Commission has the ability to remove appointed board members based on a number of circumstances, one of which is missing 3 consecutive meetings. The ordinance deletes the 3 absences rule, providing a new criteria for consideration - absence at more than 25% of the regular meetings in any 12 month period without providing notice to the City Clerk 48 hours in advance of the meeting.

The proposed ordinance deletes a detailed review and automatic removal process. Under the proposed ordinance, any removals are at the discretion of the Commission. A general board vacancy process, consistent with other existing code provisions, has been provided in the general board section applicable to all boards.

The Ordinance goes on to address the specific code provisions for several of the Boards as follows:

- Parks and Recreation Advisory Board – updates functions, eliminates duplicate membership requirements (now provided uniformly in Division 1), revises the meeting schedule, and updates notice requirements consistent with County requirements.
- Environmental Advisory Board – updates functions and membership requirements, corrects the applicable department name, and updates personnel requirements for consistency with other board language.
- Deletes duplicative language regarding vacancies and membership for:
 - Education Advisory Board
 - Community Outreach Advisory Board
 - Public Safety Advisory Board
- Planning and Zoning Board - Deletes duplicative language regarding vacancies and membership and updates the meeting schedule requirements to provide flexibility consistent with scheduling and development application work flow.

This proposed draft is presented by Staff to the Planning and Zoning Board for recommendation to the City Commission.