

## 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;
- (7) Review and provide recommendations related to all proposed site plans;
- (8) 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;

(9) 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, economic development, 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; Ord. No. 2024-012, § 2, 4-11-24; Ord. No. 2025-023, § 2, 8-7-25)

**Charter reference—** Mandate to create a planning and zoning board, § 501.

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

Sec. 13-17. - Reserved.

**Editor's note—** Former § 13-17, which pertained to the board of adjustment, has been deleted at the request of the city pursuant to a referendum of Nov. 11, 1990, at which the electorate voted to repeal former § 502 of the Charter which section provided that a board of adjustment be created by ordinance.

Former § 13-17 derived from Ord. No. 115-86, § 104.03, as amended by Ord. No. 159-87, § 104.03.

Sec. 13-18. - Department of sustainable development.

- (a) *Responsibilities.* The department of sustainable development is directly responsible to the city manager. The department shall direct all matters pertaining to planning, building, and code compliance. The department conducts and administers research, advanced planning, current planning, land use controls, and administrative services related to development permits.
- (b) *Specific duties.* Duties of the department of sustainable development include preparation and recommendation related to the following items:
- (1) Comprehensive plan;
  - (2) Land development regulations and codes;
  - (3) The zoning regulations;
  - (4) Zoning map changes;
  - (5) Subdivision plats;
  - (6) Site plans;
  - (7) Special land use requests;
  - (8) Variance requests;
  - (9) Capital improvements plan;
  - (10) Special exception requests;
  - (11) Building inspections;
  - (12) Code compliance inspections;
  - (13) Occupational use inspections;
  - (14) Issuance of development permits;
  - (15) Issuance of building permits;
  - (16) Issuance of certificates of occupancy;
  - (17) Business tax receipts;
  - (18) Administration of development fees and violation fines;
  - (19) Community residence applications and reasonable accommodation requests to the city's zoning code;
  - (20) Coordination of development activities with other agencies; and
  - (21) Other projects as assigned by the city manager.
- (c) *Enforcement of building and zoning regulations:*
- (1)

The *Florida Building Code*, is hereby adopted and shall be applicable to and regulate all building in the city.

- (2) The director of sustainable development shall be appointed by the city manager and he or she shall be responsible for:
- a. Enforcement and administration of the regulations of the *Florida Building Code* and shall be the principal enforcing officer of such code and it shall be his/her duty and responsibility to coordinate the work of all subordinate inspectors; and
  - b. Enforcement and compliance of all development with the contents of this chapter, in addition to such other responsibilities and portions of the city code assigned by the city manager.
- (d) *Enforcement of neighborhood preservation and enhancement program.* Pursuant to the provisions of F.S. §§ 163.524—163.526, the city is hereby authorized to participate in the neighborhood preservation and enhancement program. The city commission hereby designates the department of sustainable development as the agency to enforce the program.

(Ord. No. 115-86, § 104.05, 7-10-86; Ord. No. 159-87, § 104.05, 6-11-87; Ord. No. 2001-042, § 2, 2-28-02; 2002-013, §§ 1, 2, 8-22-02; Ord. No. 2024-012, § 2, 4-11-24)

**Cross reference—** Departments generally, § 2-41 et seq.

Sec. 13-19. - Development review committee.

- (a) The development review committee (DRC) is established for the purpose of providing initial review of development plans and specifications to ensure technical code compliance on an administrative level.
- (b) The DRC shall be composed of a representative from the department of sustainable development, who shall prepare the agenda, police, fire, public works, utilities and engineering, building, transportation, and other departments as determined necessary by the director of sustainable development.
- (c) The DRC shall be responsible for the following with respect to ensuring technical code compliance and, to the extent feasible, optimization of design to address Crime Prevention Through Environmental Design (CPTED) principles. The DRC shall review all development permit applications including but not limited to:
  - (1) Comprehensive plan;
  - (2) Land use change petitions;
  - (3) Subdivisions and plats;
  - (4) Site plans;
  - (5) Rezoning;

- (6) Utility plans;
  - (7) Variances;
  - (8) Vacation and abandonment of streets and easements;
  - (9) Outdoor dining and outdoor cafes; and
  - (10) Special land uses.
- (d) Compliance with code. No application for a development permit issued by the city for the development of land within the city shall be reviewed or development permit issued, except in compliance with the requirements and procedures set forth in this section and this land development code.
- (e) Compliance with CPTED principles. Applications shall undergo Crime Prevention Through Environmental Design (CPTED) review.
- (1) The CPTED review performed during design review shall encompass the following CPTED principles:
- a. Provisions of natural surveillance.
    - 1. The placement and design of physical features to maximize visibility. This will include building orientation, windows, entrances and exits, parking lots, walkways, guard gates, landscape trees and shrubs, fences or walls signage and other physical obstructions.
    - 2. The placement of persons and/or activities to maximize surveillance possibilities.
  - b. Provision for natural access control.
    - 1. The use of sidewalks, pavement, lighting and landscaping to clearly guide the public to and from entrances and exits.
    - 2. The use of fences, walls or landscaping to prevent and or discourage public access to or from dark and/or unmonitored acres.
  - c. Provision of territorial reinforcement.
    - 1. The use of pavement treatments, landscaping, art, signage, screening and fences to define and outline ownership of property.
  - d. Maintenance.
    - 1. The use of low maintenance landscaping and lighting treatment to facilitate the CPTED principles of natural surveillance, natural access control and territorial reinforcement.
- (f) Review by the development review committee.
- (1) DRC review.
- a. The department of sustainable development will forward applications and applicable documents and reports to the members of the DRC for review and comment.

- b. Committee members and departments responsible for development application review shall submit written comments to the sustainable development department according to a review schedule established by the city manager and amended from time to time.
- (2) Notice of written comments. The applicant will be notified in writing of comments concerning the application submission.
  - (3) Committee meeting. The applicant shall meet with the DRC to review the written comments and any required revisions, additions or corrections prior to updating the application and plans.
  - (4) Application update. Required revisions, additions or corrections and any other information required by the director of sustainable development and the DRC shall be resubmitted by the applicant within thirty (30) days of the DRC meeting.
  - (5) Additional DRC review. Revisions, additions or corrections will be reviewed by the director of sustainable development and the members of the DRC and the applicant.
  - (6) Failure to submit updated documents. Failure of any applicant to submit information or revised plans as required above shall result in cancellation of the application unless a waiver of timeframes form, available from the department of sustainable development, has been filed with the department. The applicant will be required to resubmit an application, including review fees according to division 4, "Fee Schedules," of article I of this chapter.
  - (7) Applicants may at any time withdraw an application by written request to the director of sustainable development.
  - (8) Any fees collected in conjunction with development review are nonrefundable.
  - (9) Waiver of review. The director of sustainable development may waive the meeting of the DRC under this section upon a determination that such a meeting is not necessary or a similar application review has already been made regarding the same land and no change in circumstances has occurred which necessitates further review.

(Ord. No. 115-86, § 104.06, 7-10-86; Ord. No. 159-87, § 104.06, 6-11-87; Ord. No. 101-96, § 1, 1-25-96; Ord. No. 157-96, § 1, 9-26-96; Ord. No. 2015-053, § 2, 10-8-15; Ord. No. 2024-012, § 2, 4-11-24)

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

Sec. 13-20. - Reserved.

**Editor's note**— Ord. No. 119-96, § 1, adopted April 25, 1996, repealed former § 13-20, relative to the economic development board, which derived from Ord. No. 106-91, § 1, adopted Feb. 28, 1991 and Ord. No. 155-91, § 1, adopted Jan. 9, 1992.

Secs. 13-21—13-25. - Reserved.