

**BOARD:                    Planning and Zoning Board**

**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.

**SPECIFIC FUNCTIONS:**

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. Hear and decide appeals by parties pursuant to section 13-34, "Appeals";
9. 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;
10. Perform any other functions, duties or responsibilities as assigned by the city commission.

**EXPECTATIONS:**

1. Attend regular meetings and special meetings as may be scheduled from time to time.
2. Read and be prepared to discuss agenda packages that are distributed in advance of scheduled meetings.
3. Communicate directly with staff liaison if you have questions or need clarification in advance of scheduled meetings.

**MEETING SCHEDULE:**

1. Regular meetings for the Planning and Zoning Board are the second Wednesday of every month. Public notice of each meeting shall be displayed at city hall or advertised as prescribed by law.
2. Special meetings may be called to respond to time-sensitive special projects.

**RESOURCES:**

1. City of Coconut Creek's Code of Ordinances, Chapter 13 – Land Development
2. City of Coconut Creek Comprehensive Plan
3. City of Coconut Creek MainStreet Design Standards

**Board Liaison:**

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