



CITY OF COCONUT CREEK CITY COMMISSION MINUTES

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

**Date: September 25, 2025
Time: 7:00 p.m.
Meeting No. 2025-0925R**

CALL TO ORDER

Mayor Jacqueline Railey called the meeting to order at 7:07 p.m. She advised that Vice Mayor Wasserman provided notice that he was unable to attend the meeting. Commissioner Rydell made a motion to excuse Vice Mayor Wasserman from the meeting, seconded by Commissioner Welch. The motion passed.

PRESENT UPON ROLL CALL:

Mayor Jacqueline Railey
Commissioner Sandra L. Welch
Commissioner Joshua Rydell
Commissioner John A. Brodie
City Manager Sheila N. Rose
Deputy City Attorney Kathy Mehaffey
City Clerk Joseph J. Kavanagh

EXCUSED:

Vice Mayor Jeffrey R. Wasserman

Mayor Railey asked all to rise for the Pledge of Allegiance led by City staff.

Deputy City Attorney Mehaffey noted that the meeting was being conducted live with a quorum physically present and explained the procedures for the meeting.

PRESENTATION(S)

- 1. 25-133** A PRESENTATION RECOGNIZING THIRD AND FOURTH QUARTER EMPLOYEE MILESTONE ANNIVERSARIES FOR FISCAL YEAR 2025.

Human Resources Director Pamela Kershaw recognized the following employees who reached a milestone anniversary during the third and fourth quarters of Fiscal Year 2025:

Ten (10) Year Anniversary

Kathleen Hittle, Legal Administrative Assistant, City Attorney's Office
Javan Bryan, Budget & Grants Analyst, Finance & Administrative Services
Justin Abram, Police Officer, Police Department
Sean Brewster, Police Officer, Police Department
Sean Feisthammel, Police Officer, Police Department
Gavin Henry, Police Officer, Police Department
Andrew Renna, Police Officer, Police Department
Wayne Yorker, Supervisor Streets & Storm Water, Utilities & Engineering Department

Fifteen (15) Year Anniversary

Francis McManus, Police Sergeant, Police Department
Matthew Collins, Senior Lead Worker, Public Works Department
Stacy Fors, Administrative Assistant, Public Works Department
Daniel Nelson, Grants Administrator, Sustainable Development Department
Stephen Moore, Lead Worker, Utilities & Engineering Department

Twenty (20) Year Anniversary

Yvonne Lopez, Director, Community Relations Department
Edward DeVivo, Police Officer, Police Department
Jaimie Korstjens, Senior Staff Assistant, Police Department
Larry Scates, Police Officer, Police Department
Linda Underwood, Police Service Aide, Police Department

Twenty-five (25) Year Anniversary

Renee Cohen, Fitness Specialist, Parks & Recreation Department
Joy Mastrocola, Senior Recreation Programmer, Parks & Recreation Department
Tim Cooke, Police Officer, Police Department
William Tully, Maintenance Service Worker III, Public Works Department
Sharon Vollmer, Urban Forester, Sustainable Development Department

INPUT FROM THE PUBLIC

City Clerk Kavanagh advised that no one had signed in to speak on Non-agenda or Consent Agenda Items.

CONSENT AGENDA (*Items 2, 3, and 4*)

Mayor Railey read each of the titles of the Consent Agenda Items into the record.

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| 2. | 25-168 | A MOTION APPROVING THE MINUTES FROM PREVIOUS CITY COMMISSION MEETING(S). (2025-0818SP AND 2025-0828R) |
| 3. | RES
2025-140 | A RESOLUTION AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE ATTACHED LETTER OF AGREEMENT WITH THE STATE OF FLORIDA AGENCY FOR HEALTH CARE ADMINISTRATION (AHCA) TO PARTICIPATE IN THE PUBLIC EMERGENCY MEDICAL TRANSPORTATION (PEMT) PROGRAM FOR MEDICAID MANAGED CARE REIMBURSEMENT. |
| 4. | RES
2025-144 | A RESOLUTION AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO PREPARE AND SUBMIT A GRANT APPLICATION TO THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES FOR THE 2025 URBAN AND COMMUNITY FORESTRY CAPACITY GRANT FOR THE OAK TRAILS PARK TREE PLANTING EXPANSION PROJECT; AND AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE ALL NECESSARY AGREEMENTS AND DOCUMENTS REQUIRED TO RECEIVE FUNDING. |

MOTION: Welch/Brodie – To approve Consent Agenda Items 2, 3, and 4.

Upon roll call, the Motion passed by a 4-0 vote.

REGULAR AGENDA

City Manager

5. **RES** A RESOLUTION AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO
 2025-146 EXECUTE AN AGREEMENT WITH ERICKS CONSULTANTS, INC. FOR STATE
 AND LOCAL LOBBYING SERVICES PURSUANT TO RFP NO. 08-06-25-10.

Mayor Railey read the Resolution title into the record.

MOTION: Rydell/Brodie – To approve Resolution No. 2025-146.

Government Affairs Manager Bernadette Hughes presented the item for an agreement with Ericks Consulting, Inc. for state and local lobbying services. She summarized the solicitation process and noted Ericks Consultants was the only responsive proposal received. Ms. Hughes provided a brief background of the consultant, noting they had represented the City since 2010, and summarized their scope of work. She stated the agreement was for \$48,000 a year, with the associated increase being the first adjustment to the rates in fifteen (15) years. She noted the selection committee reviewed the price increase and determined it was reasonable based on the firm's proposal, performance, and deliverables, along with the firm's familiarity with City's priorities and nearly \$2 million in appropriations the City received throughout the years with their assistance. She noted the rate was below the median found for state and local lobbying services in Broward County and stated staff recommended approval.

Commissioner Brodie stated he had spent three legislative sessions with the Ericks Consultants team and saw that the City had the best lobbyists in Tallahassee.

Commissioner Rydell commented on his experience with the team and agreed with Commissioner Brodie's sentiments. He stated the team was non-partisan and helped the City to get into rooms that would be difficult to access. He commented that he was agreeable to the increase based on experience and past performance.

Commissioner Welch expressed her appreciation for staff highlighting the appropriations received by the City and stated she looked forward to being engaged in Tallahassee this legislative session.

Mayor Railey highlighted Ericks Consultants' reputation, integrity, and ability to know the City's needs.

Upon roll call, the Resolution passed by a 4-0 vote.

Deputy City Attorney Mehaffey explained the City's quasi-judicial procedures that would be applied to Agenda Items 6, 7, 8, and 9 as follows (verbatim):

First, I want to remind everyone to silence your mobile devices. Florida courts have determined that there are certain types of matters, including Agenda Items 6, 7, 8, and 9 on tonight's agenda, that are to be treated differently than other items considered by the Commission. In these quasi-judicial applications, the Commission is applying existing rules and policies to a factual situation and is therefore acting like a Judge and Jury do in a trial held in the courtroom. In such cases, the courts have decided that due process and fundamental fairness require that more formal procedures be followed.

The City Commission's decision must be based on the evidence and information that is presented at the

public hearing including the agenda materials, Planning and Zoning Board recommendation, testimony presented at the public hearing, and the deliberations of the City Commission. The quasi-judicial procedures require that the Commission consider the evidence presented to it and base their decision on the applicable law and primarily on credible evidence presented whether by staff, the applicant, or members of the public.

In a quasi-judicial proceeding, the City Commission is not allowed to take into consideration public sentiment or the popularity of a particular development proposal or application. The City Commission may only consider competent substantial evidence. This means testimony or other evidence that a reasonable mind would accept as credible and adequate to support a conclusion. Florida courts have made it clear that mere generalized statements of opposition are to be disregarded, but fact-based testimony can be considered competent and substantial evidence. This can include eyewitness observation testimony about relevant facts and documentary evidence, including photographs, aerials, and maps. Citizens who want to participate in a quasi-judicial hearing can testify as to factual matters and any element of the case that would not require specialized training or specific academic degrees. Their testimony will be considered provided their testimony is backed up by established facts, studies, or evidence that is not conjecture or just based on a feeling. The quasi-judicial hearing process is not a popularity contest. The strict rules of evidence do not apply during the public hearing, but any comments must be relevant to the agenda item. Proper decorum is required and will be maintained at all times. Please refrain from vocal outbursts, jeering, cheering, or applause.

Everyone who seeks to speak on an item will be given an opportunity to speak. If you intend to provide testimony as to any of the applications to be considered tonight, you will be sworn in before your testimony is taken. Please know if you speak, you may be subject to cross examination; the City Commission may comment or ask questions of persons addressing the Commission at any time. If you refuse to either be cross-examined or to be sworn, your testimony will be considered in that context and given its due weight. The general public will not be permitted to cross examine witnesses, but may request that the Commission direct questions on their behalf to the applicant or staff. Will the Clerk please confirm compliance with the notice requirements?

City Clerk Kavanagh confirmed the public notice requirements had been met for Agenda Items 6, 7, 8, and 9 and swore in the witnesses.

Sustainable Development

Mayor Railey asked if there were any objections to hearing Agenda Items 6 and 7 together, as they were related, and there were no objections. She read the Resolution titles into the record.

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| 6. | RES
2025-109 | A RESOLUTION APPROVING THE REQUEST FOR SIGN DEVIATIONS FROM SECTION 13-468.8(B), "SERVICE ENTRANCE SIGNS," OF THE CITY'S LAND DEVELOPMENT CODE TO ALLOW A TEN (10) SQUARE FOOT SIGN WHERE EIGHT (8) SQUARE FEET MAXIMUM AREA IS PERMITTED, AND SECTION 13-468.8(D), "SERVICE ENTRANCE SIGNS," TO ALLOW AN ILLUMINATED SIGN WHERE INTERNAL ILLUMINATION IS NOT PERMITTED, FOR THE SERVICE ENTRANCE SIGN AT THE LINCOLN OF COCONUT CREEK AUTO DEALERSHIP GENERALLY LOCATED AT 5501 WEST SAMPLE ROAD. (QUASI-JUDICIAL)(PUBLIC HEARING) |
| 7. | RES
2025-110 | A RESOLUTION APPROVING THE REQUEST FOR A SIGN DEVIATION FROM SECTION 13-466.8, "WALL IDENTIFICATION SIGNS," SUBSECTION (C)(3), OF THE CITY'S LAND DEVELOPMENT CODE TO ALLOW A SIGN 5'-1" IN HEIGHT WHERE THE MAXIMUM HEIGHT OF 3' IS PERMITTED, FOR THE |

LOGO SIGN AT THE LINCOLN OF COCONUT CREEK AUTO DEALERSHIP
GENERALLY LOCATED AT 5501 WEST SAMPLE ROAD. (QUASI-
JUDICIAL)(PUBLIC HEARING)

Commissioner Welch made a motion to move Agenda Item 6 for discussion, seconded by Commissioner Brodie.

Commissioner Rydell made a motion to move Agenda Item 7 for discussion, seconded by Commissioner Welch.

Deputy City Attorney Mehaffey asked for any disclosures or ex-parte communications on behalf of the Commission for Agenda Items 6 and 7, and there were none.

Sustainable Development Director Justin Proffitt presented the item. He summarized the request from the Lincoln automotive dealership, currently under construction at 5501 West Sample Road, to increase the size of the service sign on the front building elevation, as well as to illuminate the sign, and to permit an increase in height to the proposed logo sign, also to be placed on the front elevation. He noted that the subject property was within a Planned MainStreet Development District. He stated that staff reviewed the applicant's responses to the deviation criteria in the sign code and believed compliance had been demonstrated and recommended approval of the sign deviations.

The applicant, Mark Brenchley, 3790 Beacon Ridge Way, Clermont, Florida, presented on behalf of the owner. He displayed renderings of the service signage, advising the lighting was requested due to shadow from the porte-cochere. Continuing, he displayed renderings of the logo sign and explained the larger signs were primarily for wayfinding within the site, as it would not be visible from the street due to the large setback from the roadway.

Mayor Railey opened the public hearing on the items, there were no questions or comments from the public, and Mayor Railey closed the public hearing.

Commissioner Rydell commented on the sign deviation approval process and suggested that the City Manager or Sustainable Development Director should have the ability to administratively approve sign deviation applications to avoid the burdensome cost. Discussion ensued regarding a potential administrative approval process, and City Manager Rose suggested staff review the Code for potential opportunities to streamline.

Commissioner Brodie stated this site presented unique circumstances, but there were issues with the signage next door. He asserted more diligence was needed to hold tight to what keeps Coconut Creek beautiful.

Commissioner Welch noted she had visited the site when construction began on the dealership, and asked why the signage had not been reviewed during the site plan process. Mr. Proffitt explained that typically in the process, signage was looked at conceptually during the site plan process, but not all applicants had the details necessary at that stage in the process. He explained that signage review typically takes place at the building permitting phase. He stated, in this case, it was determined during permitting that the signage did not meet the exact dimensional criteria of the Code, so a relief process was provided. Commissioner Welch suggested staff consider reviewing the signage during the site plan. She discussed previous changes to the Sign Code and stated she liked the fact that the Commission had oversight of changes.

City Manager Rose shared that staff was trying to accommodate applicants to move forward as quickly as possible, and often signage details were handled by a separate design firm and come later in the development process. She stated it should be looked at, but she did not want to hold up an applicant. Discussion continued. Commissioner Welch stated she understood the need for the signs to be illuminated and larger to provide wayfinding on the site.

MOTION: Rydell/Welch – To approve Resolution No. 2025-109.

Upon roll call, the Resolution passed by a 4-0 vote.

MOTION: Rydell/Brodie – To approve Resolution No. 2025-110.

Upon roll call, the Resolution passed by a 4-0 vote.

Mayor Railey asked if there were any objections to hearing Agenda Items 8 and 9 together, as they were related, and there were no objections. She read the Resolution titles into the record.

8. **RES** A RESOLUTION APPROVING THE SPECIAL LAND USE APPLICATION
 2025-126 SUBMITTED BY MICHAELA KEGLEY OF BDG ARCHITECTS TO PERMIT A
 DRIVE-THRU FACILITY AS PART OF THE PROPOSED FIFTH THIRD BANK,
 LEGALLY DESCRIBED IN EXHIBIT “A,” ATTACHED HERETO AND MADE A
 PART HEREOF, GENERALLY LOCATED AT 4805 COCONUT CREEK
 PARKWAY. (QUASI-JUDICIAL)(PUBLIC HEARING)

9. **RES** A RESOLUTION APPROVING THE SITE PLAN REQUEST OF MICHAELA
 2025-125 KEGLEY OF BDG ARCHITECTS FOR THE CONSTRUCTION OF AN
 APPROXIMATELY 2,133 SQUARE FOOT STAND-ALONE FIFTH THIRD BANK
 WITH DUAL DRIVE-THRU LANES, ON THE PROPERTY LEGALLY
 DESCRIBED IN EXHIBIT “A,” ATTACHED HERETO AND MADE A PART
 HEREOF, GENERALLY LOCATED AT 4805 COCONUT CREEK PARKWAY.
 (QUASI-JUDICIAL)(PUBLIC HEARING)

Commissioner Welch made a motion to move Agenda Item 8 for discussion, seconded by Commissioner Brodie.

Commissioner Welch made a motion to move Agenda Item 9 for discussion, seconded by Commissioner Brodie

Deputy City Attorney Mehaffey asked for any disclosures or ex-parte communications on behalf of the Commission for Agenda Items 8 and 9, and the following disclosures were made:

- Mayor Railey stated she attended the applicant’s Community Outreach Meeting.

Sustainable Development Director Proffitt presented the Site Plan and Special Land Use applications, stating the applicant, Michaela Kegley of BDG Architects, as agent on behalf of Centro NP Coconut Creek, LLC, was requesting approval to construct a 2,133 square foot stand-alone Fifth Third Bank with dual drive-thru lanes at 4805 Coconut Creek Parkway, within the existing Coconut Creek Plaza. He noted this was the former Lorenzo’s Italian Restaurant and the site had fallen into disrepair. Mr. Proffitt provided a brief background of the project, property description, public involvement, and sustainable elements. He advised that staff found the applications in compliance with the Special Land Use criteria, Land Development Code, and the Comprehensive Plan and recommended approval.

Jack Marshall, BDG Architects, presented on behalf of the applicant. He highlighted sustainability features of the project, including an electric vehicle (EV) charging station, cool roof, preservation of existing trees and addition of new trees, innovative water technologies, solar panels, and bioswales.

Commissioner Brodie asked if approval of this application would set any precedent. Deputy City Attorney Mehaffey stated it would not, as special land use applications were each considered on their own merits.

Commissioner Rydell stated he supported the project and thanked the applicants for what they were doing. He noted there was a ten (10)-foot width for the drive-thru lanes and commented on the difference in navigating ten (10)-foot versus twelve (12)-foot drive-thru lane. He asked if it was possible to scale back the buffer slightly and make the lane eleven (11) or twelve (12) feet. Project Civil Engineer Nisit Sapparkhao, Infinity Engineering, advised that a ten (10)-foot drive-thru lane was Fifth Third Bank's standard. He advised that additional landscaping helped to screen outer traffic. Commissioner Rydell commented that he understood this was the bank's standard, but the industry standard, though not a hard and fast rule, was twelve (12) feet, according to the Florida Department of Transportation (FDOT). He stated he would like this to be addressed. Mr. Proffitt reviewed the specifications of the drive-thru lanes, including a ten (10)-foot teller lane, a ten (10)-foot ATM lane, and a ten (10)-foot bypass lane. He stated the landscape buffer was five (5) feet wide, which was the minimum required by the City's Landscape Code. Discussion ensued. City Manager Rose stated she believed the technical standard for most drive-thru lanes was eight (8) feet, and asked staff to confirm the width of the drive-thru lanes referenced as being tight.

Commissioner Welch asked whether the bypass lane was designed to accommodate emergency vehicles. Mr. Marshall confirmed. Commissioner Welch highlighted the site plan sustainability elements and asked the applicant to discuss recycling of construction materials during demolition. Mr. Marshall explained that it was Fifth Third Bank's policy that at least seventy-five percent (75%) of all materials would not go to landfill, instead, utilizing multiple facets, including donation and reuse. Commissioner Welch asked for confirmation that there would be one (1) ATM and it would be located in the center lane. Mr. Marshall stated it would be the island between the lanes. He noted there was not typically an ATM inside. Commissioner Welch stated she looked forward to seeing something more aesthetically pleasing on the site. She disclosed that she heard the description of the planned rain garden from Mr. Marshall before the meeting.

Mayor Railey asked for the width of the emergency vehicles. Mr. Sapparkhao shared the rendering, showing the fire truck ingress and egress into the site and noted there were no issues.

Mr. Proffitt commented on the drive-thru lane widths. He stated ten (10) feet was in compliance with the Code, along with the circulation and stacking distances. City Manager Rose confirmed the drive-thru lane within the commercial node of the MainStreet project was eleven (11) feet. Mr. Rydell stated the last few drive-thru projects approved were this width. He stated he did not know if there was a creative approach to implement an eleven (11)-foot lane at this site. Discussion continued, regarding flexibility available in the drive aisles and restrictions on landscaping. Deputy City Attorney Mehaffey clarified that a reduction in the landscape strip would require a variance.

Mayor Railey opened the public hearing on the items. There were no questions or comments from the public, and Mayor Railey closed the public hearing.

Commissioner Rydell stated he would support the project because it was an enhancement to the

plaza, but suggested that the Commission should consider making the minimum drive-thru width in the City eleven (11) feet.

MOTION: Welch/Rydell – To approve Resolution No. 2025-126.

Upon roll call, the Resolution passed by a 4-0 vote.

MOTION: Rydell/Welch – To approve Resolution No. 2025-125.

Upon roll call, the Resolution passed by a 4-0 vote.

CITY MANAGER REPORT

City Manager Rose shared that Salsa in September would be held on Saturday, September 27, with dance lessons beginning at 6:30 p.m. She advised that staff would be reaching out to set up one-on-one meetings with each member of the Commission with consultant Jack Kardys, J. Kardys Strategies, to discuss his analysis of Parks and Recreation policies and operational procedures. She provided an update on the school zone speed detection camera project, advising that staff was in the process of drafting revocable license agreements so the cameras could be located in County rights-of-way. She stated the priority installation locations may be shifted to allow for additional time to make installations on County roads.

CITY ATTORNEY REPORT

Deputy City Attorney Mehaffey had no report.

COMMISSION COMMUNICATIONS

Commissioner Rydell provided an update on the Solid Waste Authority, noting there was a general meeting of the Executive Committee and Governing Board, regarding a change order for \$1.1 million. He commented that he had not found the change order to be fiscally responsible as it lacked justification, but it had been approved to move forward. He advised that he had a Zoom meeting set with staff and the Executive Director to go over the details, and he would provide updates accordingly. Commissioner Rydell highlighted the great Sleuth America event on Constitution Day and recognized Human Resources Director Pamela Kershaw and her team for completion of negotiations of the police contracts.

Commissioner Welch stated it was frustrating listening in on the Solid Waste Authority meeting, but she was encouraged there was a call out to get confirmed recurring dates for the Governing Board to convene on a consistent basis. She commented on the Friend Responders for Police and Fire program through Atlantic Technical College and stated the see it come to fruition was overwhelmingly heartwarming. She shared that she was on her way to participate in the inaugural Project Civility National Summit in Carmel, Indiana day on Friday. She thanked staff for putting in such hard work and dedication every week.

Commissioner Brodie shared a brief health update.

Mayor Railey shared words of encouragement for Commissioner Brodie. She noted Lunch Bunch would be held on Monday at the Community Center. She shared that she had visited North Broward Preparatory School and was blown away by the talent there. She commented that she had the

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opportunity to sit in on a meeting at Junior Achievement with the United States Deputy of Labor, and there had been a very encouraging, open conversation on preparing the youth for the business world. She stated there had been a new ruling on open carry firearms and noted that homeowners and condominium associations had the ability to prohibit open carry on private property.

ADJOURNMENT

The meeting was adjourned at 8:31 p.m.

Joseph J. Kavanagh, MMC
City Clerk

Date