



**CITY OF COCONUT CREEK  
PLANNING AND ZONING BOARD MINUTES**

**Government Center  
4800 West Copans Road  
Coconut Creek, FL 33063**

**Date: May 10, 2023  
Time: 7:00 p.m.  
Meeting No. 2023-0510**

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**1. CALL TO ORDER**

The meeting was called to order by Sustainable Development Assistant Director Justin Proffitt at 7:01 p.m.

**2. PRESENT UPON ROLL CALL:**

Jeffrey Barker  
Mikkie Belvedere  
Alfred Delgado  
Colleen LaPlant  
Jeffrey Light  
Nancy Fry, Alternate

Also present: Deputy City Attorney Kathy Mehaffey, Sustainable Development Assistant Director Justin Proffitt, Principal Planner Lizet Aguiar, Deputy City Clerk Marianne Bowers, Assistant to the City Manager Bernadette Hughes, Civil Service Board Member Valencia Massey, and Commissioner John A. Brodie.

**3. INTRODUCTION OF BOARD MEMBERS AND STAFF**

Staff and Board members introduced themselves in turn.

**4. OATH OF OFFICE**

Deputy City Clerk Marianne Bowers administered the Oath of Office to the members of the Planning and Zoning Board.

**PRESENTATIONS**

**5. OVERVIEW OF THE CITY'S VISION 2030 STRATEGIC PLAN, INCLUDING UNITY IN OUR COMMUNITY.**

Assistant to the City Manager Bernadette Hughes presented the City's Vision 2030 Strategic Plan, sharing the City's Vision Statement, Mission, and Values. She discussed the City's Unity in our Community programming and associated website. Ms. Hughes encouraged the Board to review the plans and contact her with any questions.

**6. OVERVIEW OF FLORIDA'S SUNSHINE LAW, PUBLIC RECORDS LAW, ETHICS LAWS, AND COCONUT CREEK'S LOBBYIST REGISTRATION REQUIREMENTS.**

Deputy City Attorney Kathy Mehaffey provided an overview of what it means to be a board member and gave a thorough presentation on the following topics:

- Social Media;
- Sunshine Law – Section 286.011 Florida Statutes;
- Public Records Law – Chapter 119, Florida Statutes;
- Voting Conflicts of Interest – Section 112.3143, Florida Statutes;
- Nepotism – Section 112.3135, Florida Statutes;
- Code of Ethics for Public Officers and Employees – Section 112.313, Florida Statutes;
- Lobbying and Lobbyists;
- Board Basics;
- Parliamentary Procedure; and
- Quasi-judicial and Ex-Parte Procedures.

Deputy City Attorney Mehaffey answered questions and encouraged the Board members to contact their staff liaison or the legal department with any further inquiries.

**7. OVERVIEW OF BOARD MISSION, GUIDELINES, 2022-2023 OBJECTIVES, AND QUASI-JUDICIAL PROCEDURES.**

Mr. Proffitt provided an overview of the role of the Planning and Zoning Board, beginning with a review of State Statute and the City Code. Principal Planner Lizet Aguiar discussed the types of decisions that would come before the Board and the role of the Development Review Committee. Mr. Proffitt reviewed the responsibilities of the Board and discussed the Comprehensive Plan and Land Development Code. He referenced resource documents included in the Board's agenda package for the meeting. Deputy City Attorney Mehaffey answered questions regarding the role of the Alternate Board Member, and Mr. Proffitt provided additional clarification on the appeals process.

**8. ELECTION OF CHAIR AND VICE CHAIR**

Mr. Proffitt opened the floor for nominations for the position of Board Chair.

Ms. Belvedere nominated Alfred Delgado as Chair, seconded by Mr. Barker.

Ms. LaPlant nominated Jeffrey Barker as Chair, seconded by Mr. Light.

**Upon a roll call vote, Jeffrey Barker was named Chair by a 3-2 vote.**

Chair Barker opened the floor for nominations for the position of Board Vice Chair.

Ms. Belvedere nominated Alfred Delgado as Vice Chair, seconded by Chair Barker.

Ms. LaPlant nominated herself, seconded by Chair Barker.

**Upon a roll call vote, Colleen LaPlant was named Vice Chair by a 3-2 vote.**

**9. APPROVAL OF MINUTES**

A MOTION APPROVING THE MINUTES FROM PREVIOUS PLANNING AND ZONING BOARD MEETING(S) (2023-0412).

Deputy City Clerk Bowers read into the record the filed Form 8B disclosure for the April 12, 2023, Board meeting submitted by Chair Barker.

**MOTION:** LaPlant/Delgado – To approve the Minutes of the April 12, 2023, Planning and Zoning Board Meeting.

**Upon roll call, the Motion passed by a 5-0 vote.**

**AGENDA ITEMS**

**10. COMPREHENSIVE PLAN AMENDMENT (PROPERTY RIGHTS ELEMENT): AN ORDINANCE AMENDING THE CITY OF COCONUT CREEK COMPREHENSIVE PLAN TO ADOPT A PROPERTY RIGHTS ELEMENT, ATTACHED HERETO AS “EXHIBIT A.” (PUBLIC HEARING)**

Mr. Proffitt presented the item, explaining the addition of the Property Rights Element was a mandated requirement passed by the State Legislature in 2021. He noted staff had evaluated the language of the Comprehensive Plan to ensure consistency with State Law.

Mr. Light noted a typographical error and asked for clarification on the use of the word “will” rather than the word “shall,” as used in the Statute.

Mr. Delgado agreed with the assertion regarding the language. He asked for clarification on what was accomplished by putting these existing rights into writing. Mr. Proffitt provided additional detail. Mr. Delgado asked whether the Board Attorney had any additional comment. Deputy City Attorney Mehaffey stated the element was required by State Law and agreed that the amendment restated existing private property rights.

Ms. Fry commented that if State Law were to change, the City would still be held to the provisions contained in the amendment because they would now be in the Comprehensive Plan, and Deputy City Attorney Mehaffey confirmed this was correct.

Chair Barker opened the public hearing. There were no questions or comments from the public, and Chair Barker closed the public hearing.

**MOTION:** Light/Delgado – To recommend approval of Agenda Item 10, as amended to include the word “shall” instead of “will” and to correct the grammatical error in paragraph 1.00.

**Upon roll call, the Motion passed by a 5-0 vote.**

**11. COMMUNICATIONS AND REPORTS**

Deputy City Clerk Bowers reminded all newly-elected Board members to file their Form 1 – Statement of Financial Interests if they had not already done so.

12. ADJOURNMENT

The meeting was adjourned at 8:50 p.m.



*Marianne E. Bowers*  
Marianne E. Bowers, CMC  
Deputy City Clerk

6/14/23  
Date