



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#26-0024

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Rickelle Williams, City Manager

DATE: January 20, 2026

TITLE: Second Reading - Ordinance Amending City of Fort Lauderdale Unified Land Development Regulations (ULDR) Article IV, Development Permits and Procedures, Section 47-24.1, Generally; Section 47-24.2, Site Plan Development Permits; Section 47-24.3, Conditional Use Permits; Section 47-24.4, Rezoning (City Commission); Section 47-24.6, Vacation of Right-of-Ways; Section 47-24.7, Vacation of Easements: To Align Development Review Timeframes with Florida Statutes, Section 166.033, and Amend Section 47-3.5, Change in Use; Section 47-3.8, Termination of Nonconforming Status; Section 47-3.9, Reuse of Nonconforming Structure; Section 47-12.6, Central Beach Development Permitting and Approval; Section 47-13.20, Downtown RAC Review Process; Section 47-13.60, Permit Approval SRAC and NWRAC; Section 47-18.41, Urban Farms and Community Gardens; Section 47-19.2, Accessory Buildings, Structures and Equipment, General; Section 47-19.3, Boat Slips, Docks, Boat Davits, Hoist, and Similar Mooring Structures; Section 47-20.3, Parking and Exemptions; Section 47-22.3, General Regulations, Signs; and Section 47-26A.2, City Commission Request for Review: to Revise the City Commission Request for Review Period to Align Development Review Timeframes with Florida Statutes, Section 166.033 and to Codify Certain Development Review Processes – Case No. UDP-T25002 - **(Commission Districts 1, 2, 3 and 4)**

Recommendation

Staff recommends the City Commission approve an ordinance amending Unified Land Development Regulations (ULDR) Article IV, Development Permits and Procedures, Section 47-24.1, Generally; Section 47-24.2, Site Plan Development Permits; Section 47-24.3, Conditional Use Permits; Section 47-24.4, Rezoning (City Commission); Section 47-24.6, Vacation of Right-of-Ways; Section 47-24.7, Vacation of Easements: To Align Development Review Timeframes with Florida Statutes, Section 166.033, and Amend Section 47-3.5, Change in Use; Section 47-3.8, Termination of Nonconforming Status; Section 47-3.9, Reuse of Nonconforming Structure; Section 47-12.6, Central Beach Development Permitting and Approval; Section 47-13.20, Downtown RAC Review Process; Section 47-13.60, Permit Approval SRAC and NWRAC; Section 47-18.41,

Urban Farms and Community Gardens; Section 47-19.2, Accessory Buildings, Structures and Equipment, General; Section 47-19.3, Boat Slips, Docks, Boat Davits, Hoist, and Similar Mooring Structures; Section 47-20.3, Parking and Exemptions; Section 47-22.3, General Regulations, Signs; and Section 47-26A.2, City Commission Request for Review: to Revise the City Commission Request for Review Period to Align Development Review Timeframes with Florida Statutes, Section 166.033 and to codify certain development review processes.

Background

In 2019, Florida Statute 166.033, which is part of the State's regulations on development permits and orders, was amended to require municipalities to approve, approve with conditions, or deny a development permit applications within 120 days of deeming it complete, or 180 days when the application requires final action through a quasi-judicial hearing or a public hearing. In 2025, the statute was amended again providing for the restart of the timeframe if substantial change is made to the application by the applicant and providing for a refund of an application fee at varying percentages if a municipality fails to meet certain statutory deadlines.

The statute requires every municipality to review the initial submittal of a development application within thirty (30) days and limits the number of times a municipality may ask for additional information to determine completeness of a development application. The statute also states that a municipality and an applicant may extend the statutory deadlines upon a mutually agreed upon extension.

City of Fort Lauderdale development applications reviewed and approved by the Development Review Committee (DRC), as well as applications reviewed administratively by staff, fall within the 120-day statutory review requirement. Other development applications that require review and approval by the City's Planning and Zoning Board (PZB) or the City Commission at quasi-judicial hearings, with some applications approved by the PZB being contingent on City Commission Request for Review (CRR), also referred to as "Commission Call-up," fall within the 180-day statutory review requirement.

At the City Commission Conference Meeting on October 24, 2024, staff provided a presentation summarizing the DRC development review process and associated review steps for quasi-judicial applications, which are subject to PZB and City Commission approval, as required in the City's Unified Land Development Regulations (ULDR). Staff presented information on existing challenges with ULDR timeframes and deadlines related to the statute, as well as potential amendments for consideration. The City Commission provided feedback that allowed staff to proceed with updating the City's ULDR. Subsequently, staff prepared the following proposed ULDR amendments, and refined language throughout other ULDR sections, to be consistent with these changes:

- Require a pre-development meeting for quasi-judicial applications prior to DRC application submittal.

- Amend completeness review from five (5) days to thirty (30) days, consistent with Florida Statute 166.033 (application may be deemed incomplete up to three (3) times).
- Amend CRR timeframes; Seven (7) business days to call up an application, with thirty (30) days to set a DeNovo hearing (If no City Commission meeting is held within time frames provided, motion to consider will be at next regularly scheduled City Commission meeting).
- The completeness notice issued by the City will state the statutory timeframe start date and expiration date.

Additionally, staff incorporated the following development application review process improvements:

- Created a “Development Review Schedule” for internal use and for applicants identifying key dates to ensure the application review process is completed within the statutory timeframes.
- Updated the DRC Standard Operating Procedure to require Public Participation Notice (twenty-one (21) days prior to the DRC meeting) as part of Completeness Review.
- Allow draft minutes to be used as a Commission Agenda Memo exhibit.

The first reading of the ordinance was held on January 6, 2026. The City Commission approved the ordinance without modifications.

ULDR Amendments

Below is a detailed summary of each proposed ULDR amendment section including intent and a description of section content.

Section 47-24.1 – Development Permits and Procedures

Intent: Align the development application submittal and review process with Florida Statute 166.033.

Description: Amendments to this section include:

- Preliminary Meetings – Added text identifying the purpose of the preliminary meeting, which is to review development application submittal requirements, discuss process, provide feedback, and answer questions.
- Development Application Submittal Requirements – Revised text to provide clarification on submittal requirements including items such as agent authorization letters, a survey completed no more than six (6)

months prior to application submittal, project narratives, other pertinent information needed to determine application completeness.

- Development Application Review Process – Revised text to align to the specific timeframe in the statute. This amendment addresses: (1) the completeness process; (2) codifies the state statutory review timeframes; (3) provides for one (1)-time extension or continuance of the development application; and (4) the requirement for written approval or denial based on the ULDR.

The completeness process identifies the amount of time the City has to determine development application completeness and to request additional information, as well as the amount of time the applicant has to address application deficiencies. Upon determining completeness, the City is required to notify the applicant within the applicable review timeframes.

The specific statutory review timeframes of 120 days for non-quasi-judicial applications and 180 days for quasi-judicial applications are identified consistently with State law.

A one (1)-time extension is proposed equal to the applicable development application review timeframes (120 days or 180 days). If the applicant is unable to complete the approval process within the extended time, then continuance in the form of a waiver is required.

The approval and denial of a development application is identified in order to provide clarity on the notice requirements. The form in which the City notifies applicants of approval is through a Certificate of Compliance. Denial will be in the form of a written notice.

- Public Notice and Public Participation – The majority of the existing text was removed and replaced with a new informational table (Table 2). Public notice is specified by application type for the purpose of making it easier to view and understand.
- Affidavits – Revised text to provide clarification on development applications that require an affidavit to use the City's affidavit form.
- Development Permits Seeking Alternate Design Solutions – New text added regarding the Design Review Team's (DRT) role in reviewing applications that deviate from master plan design requirements. The DRT process is identified with submittal requirements, review timeframe, and the manner in which the DRT determines a conclusion in the review.

- Table 1, List of Development Permits and Procedures – Modifications were added throughout the table to provide minor corrections and add application types, including Live Local Act projects and Plat Review applications, which are now subject to Administrative Review threshold (Site Plan Level I).

Section 47-24.2 – Site Plan Development Permits

Intent: Clarify the approval steps for site plan development permits.

Description: Amendments to this section include minor adjustments to provide clarity during the approval steps for site plan review. Specifically, new text was included for amendments to approved Site Plan Level I and Level II applications.

In addition, the effective date of approval was adjusted for applications subject to CRR, where the timeframe for the effective date of approval cannot be issued for seven business days unless the City Commission notifies an intent to call an item up.

Section 47-24.3 – Conditional Use Permits

Intent: Remove repetitive code language.

Description: Amendments include removing text already provided in Section 47-24.1, Development Permits and Procedures.

In addition, the effective date of approval was adjusted for applications subject to CRR, where the timeframe for the effective date of approval cannot be issued for seven (7) business days unless the City Commission provides an intent to review an application.

Section 47-24.4 – Rezoning (City Commission)

Section 47-24.6 – Vacation of Rights-of-Way

Section 47-24.7 – Vacation of Easement

Intent: Remove repetitive code language.

Description: Amendments include removing text already provided in Section 47-24.1, Development Permits and Procedures.

Section 47-3.5, Change in Uses

Section 47-3.8, Termination of Nonconforming Status

Section 47-3.9, Reuse of Nonconforming Structure

Section 47-12.6, Central Beach Development Permitting and Approval

Section 47-13.20, Downtown RAC Review Process

Section 47-13.60, Permit Approval SRAC and NWRAC

Section 47-18.41, Urban Farms and Community Gardens

Section 47-19.2, Accessory Buildings, Structures and Equipment, General

Section 47-19.3, Boat Slips, Docks, Boat Davits, Hoist, and Similar Mooring Structures

Section 47-20.3, Parking and Exemptions

Section 47-22.3, General Regulations, Signs

Section 47-26A.2, City Commission Request for Review

Intent: Consistency with Commission Request for Review timeframes

Description: Amendments include removing text already provided in Section 47-24.1, Development Permits and Procedures.

On November 19, 2025, the Planning and Zoning Board (PZB), acting as the Local Planning Agency, reviewed the proposed amendments and recommended approval (7-0). November 19, 2025, PZB Meeting Minutes and PZB Staff Report are attached as Exhibit 1 and Exhibit 2, respectively.

On January 6, 2026, the City Commission reviewed the proposed ordinance on first reading and did not make any substantive changes. The City Attorney's Office, in preparing the ordinance for adoption, made non-substantive edits that align with statutory language. In addition, certain language proposed for deletion during first reading, which identified who can be an applicant for certain development permit applications in Sections 47-24.2, 47-24.3, 47-24.4, 47-24.5, 47-24.6, and 47-24.7, are reinstated for second reading for clarity.

Resource Impact

There is no fiscal impact associated with this action.

Strategic Connections

This item advances the *Fast Forward Fort Lauderdale 2035* Vision Plan: We Are Community

This item supports the Advance Fort Lauderdale 2040 Comprehensive Plan specifically advancing:

- The Neighborhood Enhancement Focus Area
- The Future Land Use Element

Goal 1: Promote the advancement of great neighborhoods throughout the implementation of the Goals, Objectives and Policies of this plan in compliance with the Broward County Land Use Plan and State Regulations.

Attachments

Exhibit 1 – November 19, 2025, PZB Meeting Minutes

Exhibit 2 – November 19, 2025, PZB Staff Report

Exhibit 3 – Ordinance

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