



CITY OF FORT LAUDERDALE

**PLANNING AND ZONING BOARD MEETING MINUTES  
DEVELOPMENT SERVICES DEPARTMENT  
700 NW 19 AVENUE, FORT LAUDERDALE, FL 33311  
WEDNESDAY, NOVEMBER 19, 2025 – 6:00 P.M.**

<b>Board Members</b>	<b>Attendance</b>	<b>Present</b>	<b>Absent</b>
Patrick McTigue, Chair	P	6	0
Brian Donaldson, Vice Chair	P	6	0
Kevin Buckley	P	5	1
Hector DelaTorres	P	2	1
Whitney Dutton	P	5	1
Steve Ganon	P	6	0
Jacquelyn Scott	P	5	1
Alexander Spence	P	3	0

**Staff**

Ella Parker, Development Services Deputy Director  
D'Wayne Spence, Interim City Attorney  
Karlanne Devonish, Principal Urban Planner  
Nancy Garcia, Urban Planner II  
Jim Hetzel, Principal Urban Planner  
Lorraine Tappen, Principal Urban Planner  
Michael Ferrera, Urban Planner II  
Yvonne Redding, Urban Planner III  
Cija Omengebar, CRA Planner  
N. Day, Recording Clerk, Prototype, Inc.

**Communication to City Commission**

None.

**I. CALL TO ORDER / PLEDGE OF ALLEGIANCE**

The meeting was called to order at 6:01 p.m. and the Pledge of Allegiance was recited.

**II. DETERMINATION OF QUORUM / APPROVAL OF MINUTES**

~~Motion~~ made by Mr. Donaldson, seconded by Ms. Scott, to approve. In a voice vote, the ~~motion~~ passed unanimously.

~~Development Services Deputy Director Ella Parker introduced the Staff members present.~~

**III. PUBLIC SIGN IN / SWEARING IN**

~~Any individuals wishing to speak on Agenda Items were sworn in at this time.~~

~~Chair McTigue advised that Vice Chair Shari McCartney has resigned from the Planning and Zoning Board. The Board will need to elect a new Vice Chair at tonight's meeting.~~

~~John Burns, president of the Venetian condominium association, described the condominium as a neighbor to the proposed project. He noted that residents of the Venetian were not notified in October 2025 when the Applicant held a public participation meeting, and questioned that the Applicant has fulfilled its public meeting obligations.~~

~~Mr. Burns continued that the Applicant plans to place a variety of businesses onto a small lot and oversized building, characterizing the building as incompatible with the surrounding neighborhood and waterway. The project will result in the loss of open space along the waterway, in the pool areas, without which the proposed open space could not meet requirements.~~

~~Mr. Burns added that the project provides the bare minimum of landscaping and setbacks, and stated that a building of the proposed size should not be built in proximity to a waterway. He concluded that the full project should be presented to the public in a single package rather than in a piecemeal fashion, recommending that building and floor heights be reduced, outdoor spaces prohibit amplified sound, and the parking deck be properly screened.~~

~~John Roth, private citizen, suggested that access to the west of the peninsula be opened as soon as possible to Water Taxi and boat traffic, stating that the state of Florida plans to shut down at least a portion of the Las Olas Bridge for replacement. He also expressed concern with safety in and around the proposed project's pool area for emergency vehicles, and recommended that parking on the subject site be controlled.~~

~~As there were no other individuals wishing to speak on the item, the Chair closed the public hearing and brought the discussion back to the Board.~~

~~Ms. Toothaker addressed some of the concerns raised during public comment, advising that Code requires notice be sent to all property owners within a 300 ft. radius of the subject property. She emphasized that this was done, and that the Applicant also made presentations to the Venetian and the Central Beach Alliance.~~

~~**Motion** made by Vice Chair Donaldson, seconded by Mr. Dutton, to recommend approval of Case Number UDP-S25010, based on the following findings of fact, the facts of the City Staff Report, and/or based on the testimony that we have heard here tonight, the Board hereby finds that the Application meets the applicable criteria of the ULDR cited in the Staff Report, and that the Board's recommendation of approval of the Application is subject to all the conditions included in the Staff Report and those mentioned by the Applicant's attorney.~~

~~In a roll call vote, the **motion** passed 7-0.~~

**8. CASE: UDP-T25002**

**REQUEST:** \* Amend City of Fort Lauderdale Unified Land Development Regulations, 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, Boar Davits, Hoist, and Similar Mooring Structures; Section 47-20.3, Parking and Exemptions; Section 47-22.3, General Regulations, Signs; Section 47-23.6, Affordable Housing Regulations; 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

**APPLICANT:** City of Fort Lauderdale

**COMMISSION DISTRICT:** City-Wide

**CASE PLANNER:** Jim Hetzel, AICP

Jim Hetzel, Principal Urban Planner, explained that the proposed text amendments address the development review process in terms of compliance with state timelines. The amendments will bring the City's process into alignment with state law for the review of development applications within a certain time frame. They address the way applications are processed for determination of completeness through to the approval process. The proposed text amendments also address the City Commission's call-up period, which must also align with the state's time frame.

Depending upon the application threshold, there are two categories:

- Non-quasi-judicial: this process allows 120 days for approval, denial, or approval with conditions
- Quasi-judicial: this process allows 180 days for approval, denial, or approval with conditions

Mr. Hetzel advised that these are tight time frames, pointing out that many applications may be very complex. State law permits a mutually agreed-upon extension determined between the City and the applicant.

Most of the proposed changes would come under ULDR Section 47-24, which includes development review procedures. There are additional multiple sections throughout Code which deal with the City Commission's call-up period.

The proposed changes to Section 47-24 address the following:

- Preliminary development meetings: while the City has conducted these meetings for years, they are not currently part of Code; Code will now include the intent and purpose of these meetings, which occur prior to formal submission of an application
- Submittal requirements: these are now more specific, as they are a key determinant of whether an application is complete; nonspecific components in Code have now been formalized

- Review process: state law requires a City to review applications within 30 days of original submittal and let the applicant know whether the applications are complete or deficient; if deficient, an applicant has 30 days to address those deficiencies and re-submit the application for another 30 days' review; if information is still missing after a third submittal, the City must meet with the applicant to review what is missing
- Extension: a one-time extension period may be granted, which must be equal to the time of the close of the project; for example, if an application is subject to 120 days' review, it may receive an extension of 120 days; after that period, the applicant must submit a waiver if they have not completed the process

Mr. Hetzel added that if an applicant has not submitted a waiver for a quasi-judicial item which would come before the PZB, the City would need to place that item on an agenda for denial, as the applicant would have failed to meet the required time frame for approval. The City is required to take action by approving or denying the application.

Another aspect of the proposed amendments would apply to the public participation process. The amendment would change the way this language is presented in Code from text to a table, which can be easier for applicants to understand. There are also "cleanup" items, including removal of repetitive text based on the proposed changes.

Mr. Hetzel advised that the changes would result in the creation of a new development review flow chart, which includes the following:

- Completeness review
- Completeness determination
- Technical review by DRC
- Re-submittal review process
- Approval process

Upon submittal of an application to the City, there is a 30-day review period in which it is determined whether the application is deficient or complete. If complete, the applicant receives a completeness letter from the City which indicates the application threshold, review, time frame, and completion date. This is followed by technical review, in which the DRC reviews the application. This full process must take place within the 120- or 180-day time frame required by the state.

If re-submittal is required, the City reviews the application once more. If approved, the application then moves through the approval process. This process is also included within the quasi-judicial or non-quasi-judicial time frames.

The City is required to monitor dates throughout the submittal process to ensure there is sufficient time to schedule placement of items on the PZB or City Commission agenda. This can be a complicated process for Staff. Additional requirements include updating all templates for consistency. For public participation updates, Staff proposes a table that will be easier for applicants to understand.

Another component of the proposed amendments is the City Commission call-up period, which currently appears in multiple sections throughout Code. These sections will be changed from a 30-day call-up period to seven business days upon Commission notification.

Mr. Hetzel concluded that this Item will go before the City Commission in January 2026.

A question was asked regarding the seven-day Commission call-up period. Mr. Hetzel clarified that the Commission must notify Staff within this time frame if they would like to call up an item.

It was also noted that the process can be complex and costly, particularly for smaller developers. Mr. Hetzel advised that the review requirement is a state law which impacts the city regardless of developer operations, and is applicable to areas in which the approval processes can take much longer than in Fort Lauderdale.

Chair McTigue requested a motion to extend the meeting beyond 10 p.m.

**Motion** made by Vice Chair Donaldson, seconded by Mr. Buckley, to extend the meeting to 10:30. In a voice vote, the **motion** passed unanimously.

**Motion** made by Mr. Dutton, seconded by Vice Chair Donaldson, to recommend approval of Case Number UDP-T25002, and the Board hereby finds that the text amendments of the ULDR consistent with the Comprehensive Plan.

In a roll call vote, the **motion** passed 7-0.

## ~~V. COMMUNICATION TO THE CITY COMMISSION~~

None.

## ~~VI. FOR THE GOOD OF THE CITY OF FORT LAUDERDALE~~

None.

## ~~VII. VOTE FOR 2026 PLANNING AND ZONING BOARD MEETING DATES~~

Ms. Parker clarified that the proposed meeting dates are scheduled for the third Wednesday of each month as required by Code. No amendments to the 2026 dates were suggested.

**Motion** made by Vice Chair Donaldson, seconded by Mr. Dutton, to approve the calendar for the Planning and Zoning Board for the third Wednesday of every month 2026. In a voice vote, the **motion** passed unanimously.

Planning and Zoning Board

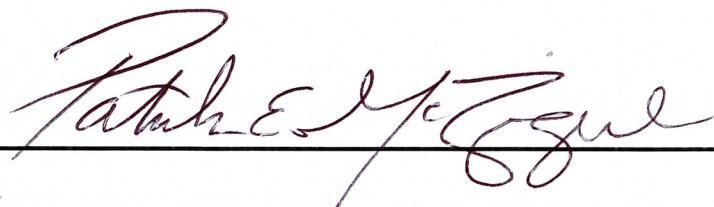
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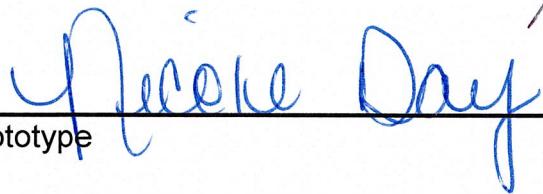
There being no further business to come before the Board at this time, the meeting was adjourned at 10:00 p.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.

Chair

A handwritten signature in black ink that reads "Kathleen McGuire". The signature is fluid and cursive, with "Kathleen" on top and "McGuire" on the bottom.

Prototype

A handwritten signature in blue ink that reads "Nicole Day". The signature is fluid and cursive.

[Minutes prepared by K. McGuire, Prototype, Inc.]