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**To:** [Colleen Lockwood \(colleenlockwood1@icloud.com\)](mailto:Colleen.Lockwood@icloud.com)  
**Cc:** [Anthony Fajardo](#); [Christopher Cooper](#); [Ella Parker](#)  
**Subject:** Proposed Public Participation Text Amendment and Planning and Zoning Board Time Change  
**Date:** Friday, March 22, 2019 4:49:00 PM  
**Attachments:** [image002.png](#)

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Good afternoon, Ms. Lockwood.

Please disregard the previous email sent for this subject matter.

This memo intends to provide an update to the Council of Fort Lauderdale Civic Associations regarding current code amendments undertaken by the Department of Sustainable Development. The City welcomes any comments or suggestions you may have.

**Proposed Text Amendment:** Update the Public Participation ordinance to include mail notice by the applicant to the civic association(s) and property owners in the immediate proximity of a proposed development informing the public of the date, time and place of the Planning and Zoning Board (PZB) meeting.

### **Background**

At the February 20, 2019, PZB meeting, motions were passed for Communication to the City Commission. A motion was made by Ms. Fertig, seconded by Mr. Cohen, that in the interest of providing additional notification to neighbors, the City Commission direct staff to modify the Public Participation ordinance to include mail notice by the applicant to property owners in the immediate proximity of a proposed development; which could be specified as adjacent to, contiguous to, or immediately north, south, east and west of the subject development, to be notified by mail of the date, time and place of the development presentation to the Planning and Zoning Board. The motion passed 9-0.

A Motion was also made by Mr. Weymouth, seconded by Mr. Elfman for the City Commission to direct staff to modify the time of PZB meetings, which currently commence at 6:30 P.M., to begin at 6 P.M. since they often run later into the evening. In a roll call vote, the motion passed 9-0.

### **Amendment Summary**

*Section 47-24.4. – Notice for site plan level II, III and level IV, conditional use and plats.*

The proposed amendment will require an applicant to send mail notice to all real property owners located within one-hundred (100) feet of a proposed project. The notice will inform the civic association(s) and property owners of the date, time and place of applicant's project presentation meeting to take place prior to the PZB meeting.

### **Next Steps**

The Public Participation text amendment is proposed to be heard at the April 17, 2019, PZB meeting and a resolution to address the PZB meeting time change is proposed to be heard at the April 16, 2019, City Commission meeting.

**Karlanne Grant, Planner III**

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**Sustainable  
Development**

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