

Department of Development Services
Division of Planning and Urban Design



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DATE: May 13, 2026

TO: Raelin Storey
City Manager

DS
RW

VIA: Andria Wingett
Director of Development Services

FROM: Cameron Palmer
Assistant Director/Chief Planner

Initial
RG

SUBJECT: Notice of Decisions Relating to Tuesday, May 12, 2026, Planning and Development Board Meeting.

The purpose of this notice is to inform the Mayor and City Commission of the opportunity to initiate a City Commission Request for Review (CRR) of a Board decision in accordance with [Section 5.6 of the City's Zoning and Land Development Regulations](#). The process for a CRR is initiated in one of the following ways: if three or more City Commissioners request a review during City Commission comments at a City Commission meeting, which is within 17 days of the Board's action; or if three or more City Commissioners file a request for review in writing with the City Clerk within 17 days of the Board's action. In any event, a *de novo* hearing shall be set.

A *de novo* hearing for a CRR shall be set no later than the next four City Commission meetings from either the City Commission meeting date where three Commissioners requested such review or no later than the next four City Commission meetings from the date that the City Clerk receives the third Commissioners' request. Notice and other requirements of the hearing shall be provided in accordance with [Section 5.6 of the City's Zoning and Land Development Regulations](#).

The said request should be filed with the City Clerk's Office, with a copy forwarded to the Division of Planning & Urban Design of the Development Services Department by **May 29, 2026**.

Please note that the Code requires the City Clerk's Office to receive all CRR's within seventeen (17) days of the date a decision is reached by the Board. As such, CRRs filed after **May 29, 2026**, would not be consistent with the Code and will not be considered. The timeframe for setting a hearing provided herein may be extended by written request of the applicant. Appeal from a final decision of the City Commission shall be to circuit court by filing a petition for *writ of certiorari*.

This memorandum is also available on the city website. In this manner, the public is made aware of action taken by the Board, should they wish to encourage the Mayor and City Commission to file a request for review of the Board's decision pursuant to the procedures set forth above.

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The following summarizes actions taken by the Board. Item # 1 below is considered Quasi-Judicial and may be subject to the CRR Regulation.

- 1. FILE NO.:** 24-DP-78
APPLICANT: 2323 POLK LLC.
LOCATION: 2323 Polk Street
REQUEST: Design and Site Plan for approval of a new four (4) story, 27-unit multi-family residential development of approximately 30,600 square feet in the DH-2 Zoning District within the Regional Activity Center (RAC).

STAFF RECOMMENDATION:

Design: Approval

Site Plan: Approval, if Design is granted, subject to the following conditions:

- a. Prior to issuance of the first building permit, the applicant shall submit a covenant, in a form acceptable to the City Attorney, running with the land that holds the city harmless against any claims arising from accidents as a result of the use of mechanical parking lifts. The covenant shall be recorded in the Public Records of Broward County by the city prior to the issuance of a certificate of occupancy or certificate of completion.
- b. The road restoration plan shall be revised. The Applicant shall be responsible for restoration of the full northbound lane along Polk Street, consistent with the limits depicted on Sheet C9 (Water and Sewer Plan). The submitted plans shall be updated to reflect revised restoration limits and corresponding hatching.
- c. The Applicant shall coordinate with the Department of Public Utilities regarding any proposed encroachments within utility easements, including but not limited to building projections, bump-outs, masonry walls, and associated footings. Any impacts to existing utilities or easement areas shall be addressed to the satisfaction of Public Utilities.

BOARD DECISION:

Design: Approved

Site Plan: Approved with Staff conditions

cc: Honorable Mayor and City Commissioners
City Attorney
Assistant City Managers
Senior Assistant City Attorney
Staff Attorney
Civic Affairs Administrator
Economic Development Manager