

**CITY OF HOLLYWOOD, FLORIDA
DEPARTMENT OF DEVELOPMENT SERVICES
DIVISION OF PLANNING AND URBAN DESIGN**

DATE: May 14, 2024 **FILE:** 23-T-79

TO: Planning and Development Board

VIA: Anand Balram, Planning Manager

FROM: Cameron Palmer, Principal Planner – Development Planning

SUBJECT: Text Amendment to the Zoning and Land Development Regulations relative to the Development Review Process and associated Definitions, Zoning Relief measures, Nonconforming structures and uses, and the intent of the Planned Development zoning district

REQUEST:

Text Amendment to the Zoning and Land Development Regulations amending Articles 2, 3, 4, 5, 6, and 10 relative to the Development Review Process and associated Definitions, Zoning Relief measures, Nonconforming structures and uses, and the intent of the Planned Development zoning district

RECOMMENDATION:

The Planning and Development Board, acting as the Local Planning Agency, forward ***a recommendation of approval*** to the City Commission.

BACKGROUND

On [date]the City Commission directed Staff to evaluate the City’s development review process with the objective of streamlining the process and improving effective public engagement.. The purpose of the development review process (primarily contained within Articles 3, 5, and 6) is to establish the appropriate trajectory of development projects and approval processes from a project’s inception through to building permit. These processes are based on established development thresholds which provide approval through regulatory or administrative bodies.

For regulations to remain relevant and effective, they must respond to the current and adapting development trends in the City. The development review process is the vehicle by which the City implements state, county, and local regulations, including the ZLDRs, to ensure adequate oversight over the approval of different types of development requests.

It is paramount that a City's development review process responds to both the development sector and local community, providing both sides with transparency and appropriate opportunities to engage and work collaboratively in the public interest.

In preparing the text amendment to the ZLDR, staff has reviewed the existing development review process, previous text amendments proposed by staff (heard by the PDB on May 11, 2021) and performed a jurisdictional scan of other municipalities within South Florida. The proposed text amendments take into consideration findings from meetings with the public, development community, Chamber of Commerce, City Commissioners, and the existing Technical Advisory Committee.

REQUEST

The proposed text amendment includes changes the development review process, associated definitions, clarifications to the intent of Planned Developments, and removal and updating of defunct language throughout Articles 2, 3, 4, 5, 6, and 10. The proposed changes are categorized in the following categories:

1) Improving Transparency & Communication with Public

- Changing the name of the review committee from the Technical Advisory Committee to the Development Review Committee to align with other municipalities in Broward County
- Increasing public outreach meetings from 1 to 2 prior to development approval
- Improving noticing sign requirements for all development applications (to be posted on the property by the applicant)
- Added additional technical study requirements for complete development applications
- Modified professional requirements for Planning & Development Board (the Board) members relative to sustainability

2) Housekeeping Amendments

- Removal of Zoning Relief section
- Updating nomenclature, including language to reflect department name changes
- Renumbering policies and relocating sections to allow for a more logical flow of information

3) Streamlining the development process to reduce red tape

- Re-establishing the DRC meetings as a "fact-finding" non-decision making review committee, per sunshine law
- Added clarity to the requirements of a complete submission and the preapplication conference process
- Added new development review stream: Administrative Site Plan
- Added new development review stream: Development Review Committee (DRC) Site Plan
- Revising the thresholds and exemptions of each development stream to better align with the development patterns of the City
- Creating a threshold of 20,000 SF+ for developments to be approved by the Planning and Development Board
- Removed the "preliminary technical advisory committee" plan submission (PTAC) to require all pertinent studies at the onset of the development process
- Eliminates current circular process when multiple request are required (i.e. from Board Recommendation to Commission, and back to Board);

It is important to note, the proposed text changes maintain the following:

- Board consideration for all Variances, Waivers, Special Exceptions, and all other requests associated with such petitions, including Design and Site Plan
- Maintains Board consideration for all land use matters
- Maintains all existing review criteria.
- Maintains all current time limits for development orders.

SITE INFORMATION

Owner/Applicant: City of Hollywood

Address/Location: Citywide

CONSISTENCY WITH THE COMPREHENSIVE PLAN

The proposed amendments to the Development Review process present no conflict with the various Elements, Goals, Objectives, and Policies of the City of Hollywood Comprehensive Plan. These changes aim to enhance efficiency within the existing development review process, without compromising the plan's overarching goals.

CONSISTENCY WITH THE CITY-WIDE MASTER PLAN

The City-Wide Master Plan is a compilation of policy priorities and recommendations designed to improve the appearance, appeal, and economic tax base of the City. The proposed amendments to the Development Review process present no conflict with the City-wide Master Plan. These changes aim to enhance efficiency within the existing development review process, and in turn will support the plan's overarching goals.

APPLICABLE CRITERIA

Analysis of Criteria and Findings for Text Amendments as stated in the City of Hollywood's Zoning and Land Development Regulations, Article 5.

CRITERIA 1: The proposed change is consistent with and in furtherance of the Goals, Objectives and Policies of the adopted Comprehensive Plan as amended from time to time.

ANALYSIS: The proposed amendment is consistent with multiple policies of the City's Comprehensive Plan as outlined previously in the Consistency section of this Report. It is important to note, the proposed text amendment does not remove development permissions in any zoning district. The proposed text amendment provides for new development streams to be established within the confines of the Zoning and Land Development Regulations to review zoning compliant development requests and improves Public Participation throughout the development review process.

FINDING: Consistent

CRITERIA 2: That conditions have substantially changed from the date the present zoning regulations were established.

ANALYSIS: For regulations to remain relevant and effective, they have to respond to the current needs of the area—adapting and evolving over time to adequately implement the established vision. The existing development review process has been reviewed against other municipalities in South Florida and found to be inefficient with regards to review timelines and staff resourcing on as-of-right development requests. Staff has identified several bottlenecks and shortcomings of the existing process due to the existing single-stream development review process that requires all development to be approved by the Planning & Development Board.

The proposed amendment provides for 3 development streams; Administrative Site Plan, Development Review Committee (DRC) Site Plan, Design and Site Plan. The proposed amendment provides for tailored development thresholds based on existing development patterns within the City and is intended to yield time and resource efficiencies.

The development review process is the City's sole vehicle to implement the various state, county, and local regulations (including zoning regulations) that are applicable to development requests. Accordingly, it behooves the City to ensure this process is both efficient and transparent providing developers clear requirements and timelines for approvals while affording the public viable opportunities for meaningful engagement.

FINDING: Consistent

ATTACHMENTS:

Attachment A: Proposed Regulations

Attachment B: Proposed Regulations with Markups