

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

**DATE:** March 10, 2020 **MEMO NO.:** P-20-08

**TO:** Planning and Development Board

**VIA:** Leslie A. Del Monte, Planning Manager

**FROM:** Deandrea Moise, Planning Administrator

**SUBJECT:** Text Amendment to Article 5 of the Zoning and Land Development Regulations amending Commission Request for Review of a Board Decision procedures and creating a Development Review Process Public Participation component. (Continued from February 11, 2020)

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**Explanation:**

At the January 21, 2020 and February 11, 2020 Planning and Development Board Meeting, Staff requested a continuance of the item (19-T-81). The attached Staff Report and supporting documents have been updated and revised to reflect the changes made during this time.

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

**DATE:** March 10, 2020 **FILE:** 19-T-81

**TO:** Planning and Development Board/Local Planning Agency

**FROM:** Leslie A. Del Monte, Planning Manager

**VIA:** Deandrea Moise, Planning Administrator

**SUBJECT:** The City of Hollywood requests a Text Amendment to Article 5 of the Zoning and Land Development Regulations amending Commission Request for Review of a Board Decision procedures and creating a Development Review Process Public Participation component.

**REQUEST:**

Text Amendment to Article 5 of the Zoning and Land Development Regulations amending Commission Request for Review of a Board Decision procedures and creating a Development Review Process Public Participation component.

**RECOMMENDATION:**

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

**REQUEST**

During a City Commission meeting, the Commission directed Staff to evaluate regulations pertaining to public participation outreach during the development review process in order to provide additional opportunities for the public to understand, and comment on the nature of development applications. Currently, Applicants are required to notice the public at least 15 days prior a public hearing. While the City has no regulations that require the Applicants to meet with the public prior to noticing of the public hearing, Staff does strongly encourage Applicants to meet with neighboring civic associations prior to the Board hearing. Furthermore, the Commission directed Staff to amend the time period in which the Commission can call for review applications heard before the Planning and Development Board and the Historic Preservation Board.

In an effort to promote community engagement and enhance the public involvement process to ensure transparency and allow the community and Commission to be well informed, this text amendment proposes to amend and create the regulations as outlined below. The combination of these changes will promote community engagement in the process and also allow the Commission additional time for review of Board decisions.

The request proposes to amend Article 5 in the following manner:

**§ 5.1. General Provisions**

\* \* \*

C. Public Participation Outreach Meetings shall be required for Land Use, Rezoning, Special Exception, and Site Plan requests. Applicants shall conduct a public participation outreach meeting and provide mailed written notice to all property owners and certified/registered civic and neighborhood association(s) within 500 feet of the proposed project. Fifteen days prior to the meeting, the applicant shall mail such notice and post a sign on the property, including the date, time, and place of the public participation outreach meeting. Such meetings shall occur prior to the applicable Board or City Commission meetings and the Applicant shall include in its application packet a letter certifying the date(s), time(s), location(s), a copy of the sign-in sheet, presentation material and general summary of the discussion, including comments expressed during the meeting(s).

\* \* \*

**§ 5.6 City Commission Request for Review of a Board Decision.**

A. If an application for a development permit is approved or denied by a Board appointed by the City Commission, the City Commission may initiate a CRR to set a hearing to review the application if it is found that the project is in an area which, due to characteristics of the project and the surrounding area, requires additional review in order to ensure that development standards and criteria have been met and to ensure that the area surrounding the development is protected from the impacts of the development. The process for a CRR is initiated in one of the following ways: (1) if three or more City Commissioners request a review during City Commission comments at a City Commission meeting, which is within ~~15~~ 17 days of the Board's action, then a de novo hearing shall be set in accordance with subsection 5.6B. below; or (2) if three or more City Commissioners file a request for review in writing with the City Clerk within ~~15~~ 17 days of the Board's action, then a de novo hearing shall be set in accordance with subsection 5.6B. below.

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**SITE INFORMATION**

**Owner/Applicant:** City of Hollywood  
**Address/Location:** City-wide

**CONSISTENCY WITH THE COMPREHENSIVE PLAN**

The proposed text amendment and rezoning are consistent with the Comprehensive Plan, based upon the following:

***Land Use Element***

The goal of the Land Use Element is to *promote a distribution of land uses that will enhance and improve the residential, business, resort, and natural communities while allowing land owners to maximize the use of their property.* It also promotes making public participation a part of the private redevelopment process.

**Policy 4.9:** *Place a priority on protecting, preserving and enhancing residential neighborhoods while incorporating the unique characteristics of redevelopment areas.*

**Objective 4:** *Promote improved architectural and streetscape design standards, code enforcement, economic development, neighborhood planning, and public information dissemination to maintain and enhance neighborhoods, businesses, and tourist areas.*

**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. It establishes a format for future direction and vision for the City. The proposed text amendment is consistent with the City-Wide Master Plan based upon the following Guiding Principle:

**Guiding Principle:** *Promote the highest and best use of land in each sector of the City without compromising the goals of the surrounding community.*

**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. Furthermore, the proposed text amendment promotes community engagement and enhances the public involvement process to ensure transparency and allows the community to be well informed.

**FINDING:** Consistent

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

**ANALYSIS:** As the City of Hollywood continues to experience positive growth, the number of land development applications requiring public hearings, also continues to increase. It is currently not uncommon to have three to five significant development applications on a single Board agenda. As a result, the community and the City Commission have expressed concern regarding the amount of time the public is allowed to review, understand, and comment on the nature of these items. Therefore, the Text Amendment proposes enhance this process.

**FINDING:** Consistent