

Department of Development Services  
Division of Planning and Urban Design



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**DATE:** February 12, 2025

**TO:** George R. Keller, Jr. CPPT  
City Manager

**VIA:** Andria Wingett  
Director of Development Services

<sup>DS</sup>  
aw

**FROM:** Anand Balram  
Planning Manager

<sup>Initial</sup>  
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**SUBJECT:** Notice of Decisions Relating to the Tuesday, February 11, 2025, **Historic Preservation 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 **February 28, 2025**.

Please note, 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 **February 28, 2025**, would not be consistent with the Code and could 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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P.O. Box 229045  
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33022-9045

[hollywoodfl.org](http://hollywoodfl.org)

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

- 1. FILE NO.:** 21-C-20a  
**APPLICANT:** Sarcoh Corp.  
**LOCATION:** 1051 S Northlake Drive.  
**REQUEST:** Certificate of Appropriateness for Design for a new single-family house in the Lakes Area Historic Multiple Resource Listing District.

**STAFF RECOMMENDATION:**

Certificate of Appropriateness for Design: Approval with the following conditions:

1. The applicant provides a marker on the property which describes the historic background of the original structure. (Section 5.5.F.4.j. of the ZLDR).
2. The applicant documents the history of the property and donates any salvageable information and material to the Hollywood Historic Society.

**BOARD DECISION:**

Certificate of Appropriateness for Design: Approved with the following conditions in addition to Staff's conditions:

1. The applicant shall collaborate with staff to enhance the east side elevation by incorporating architectural elements to improve the design, minimize blank walls, and create a visually cohesive look. These elements should be thoughtfully arranged to enhance the elevation's rhythm, reduce monotony, and ensure consistency with the overall architectural style of the project.
2. The applicant shall design the fence to align with the architectural style of the house at the time of permitting.

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cc: Honorable Mayor and City Commissioners

City Manager

Interim City Attorney

Assistant City Managers

Assistant City Attorneys

Civic Affairs Administrator