



# Planning and Zoning Board of Appeals

## City of Greenacres, Florida

Thursday, June 09, 2022 at 6:00 PM

City Hall Council Chambers | 5800 Melaleuca Lane

### Minutes

#### CALL TO ORDER AND ROLL CALL

Vice Chair Litowsky called to order the Planning and Zoning Board of Appeals Meeting Thursday, June 9, 2022 at 6:00 PM and Assistant City Clerk Tapia called the roll.

#### Board Members Present:

Betty Anne Litowsky  
Ann Edmundson  
Emily Jacob-Robarts  
Joan Hayes

#### Board Members Absent:

Danette Fitzgerald  
Sydelle Neustein  
Robert Clements

#### AGENDA APPROVAL

Motion made by Board Member Edmundson and Seconded by Board Member Robarts to approve the agenda.

Motion passed 4-0.

#### APPROVAL OF MINUTES

Motion made by Board Member Edmundson and Seconded by Board Member Robarts to approve the minutes.

Motion passed 4-0.

#### REGULAR AGENDA

1. **ZTA-22-07 Plat Process** – This text amendment that amends the plat procedures to ensure a user friendly and understandable process, a more transparent process and a more thorough review of the documents and plans as well as address any recent name changes for city departments.

Vice Chair Litowsky read ZTA-22-07 - Ordinance 2022-11 by title.

Zoning Administrator Caryn Gardner-Young explained the Plat Process Text Amendment. Ms. Gardner-Young stated a plat was a blueprint containing detailed property information. Plats were used to have the accurate description of the property, it prevents trespassing, and it would keep the property in compliance with zoning regulations. During the preliminary plat process there would be a pre-application meeting, the application must be submitted, the application then would be reviewed by the Development Review Committee, and approved or denied by the City Council. The final plat process would be to conform to a Site Plan, a Preliminary Plat, the City Code, the

Comprehensive Plan, Federal, State and County Codes. The review of the Final Plat must be reviewed by the Development and Neighborhood Services Department and City Council.

Motion made by Board Member Robarts and Seconded by Board Member Edmundson to approve ZTA-22-07.

Motion passed 4-0.

2. **ZTA-22-10 Right-of-Way Permit** – This text amendment creates a right-of-way permit process to ensure a safe, efficient, and economical method of approving construction activity, temporary use of closure of rights-of ways and the removal, placement, installation or location of structures, facilities, or landscaping in or above the city owned rights-of-way.

Vice Chair Litowsky read ZTA-22-10 Ordinance 2022-17 by title.

Zoning Administrator Caryn Gardner-Young explained a Right-of-Way would be a way for someone to pass over or through property owned by another individual. The Right-of-Way permit process begins when the application would be submitted to the Building Department and reviewed by Development and Neighborhood Services Department of Engineering. Right of Way permit would be approved as presented, approved with conditions. Zoning Administrator Gardner-Young also mentioned the applicability of Right of Way Permit applies to any construction activity, temporary use, or closure of right of way except mailboxes, SOD ground cover, temporary moving oversized or overweight loads, approved driveway building permits, and routine maintenance. Enforcement would require corrective action, modify conditions, or impose new conditions, suspend, or revoke permit, and enforcement methods includes the Special Magistrate.

Motion made by Board Member Edmundson and Seconded by Board Member Robarts.

Motion passed 4-0.

**DISCUSSION ITEM**

1. Comprehensive Plan Update

- Workshop on Conservation Element
- Workshop on Annexation Element

Zoning Administrator Caryn Gardner-Young stated the goal for the Conservation Element would be air quality, water quality, land, soils, minerals natural environment, floodplain management, hazardous waste, endangered species, and energy reduction. All of these elements would be conserving, protecting, and enhancing natural resources in the City of Greenacres. Zoning Administrator Ms. Gardner-Young also mentioned the Annexation Element provided for future expansion, accommodated growth, assert zoning, secure tax base, protect areas, and adjust or clarify boundaries. Some changes to the Annexation Element would be deleting language covered by State Statutes and monitor and comment on development proposals outside of the City's boundaries as well as delete the annexation map, conducting an Annexation Study would be no later than 2025.

**CONCLUDING REMARKS - None**

**ADJOURNMENT**

7:01 PM.

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Danette Fitzgerald, Chair

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Kara L. Irwin-Ferris  
Director of Development & Neighborhood Services

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Quintella Moorer, CMC, City Clerk

Date of Approval: \_\_\_\_\_