



**KITTELSON**  
& ASSOCIATES

# Plan Review Coordination Tech Memo

*Mapping and Assessing the inter-agency responsibilities and coordination efforts that are involved in the City's development review process*

MULTIMODAL  
COMMUNITY  
PLANNING STUDY



*Advancing the Vision*

December 2019

## MEMORANDUM

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Date: December 5, 2019 Project #: 22317.8

To: Craig Pinder & Jim Hetzel  
City of Fort Lauderdale  
290 N.E. 3rd Avenue  
Fort Lauderdale, FL 33301

From: Fabian de la Espriella, AICP, Mary Raulerson, and Russ Doubleday

Project: Next Stop Fort Lauderdale Planning Study

Subject: Development Review Process Coordination Technical Memorandum

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## INTRODUCTION

The purpose of the Next Stop Fort Lauderdale planning study is to advance the City's vision. The Fast Forward Fort Lauderdale Vision Plan 2035 states that neighbors want a multimodal community where people have the choice to get around by car, transit, bicycle or walking. Creating a safe and walkable city was identified as a top-ranked priority in the plan. This project is exploring mechanisms that the City can use to foster a walkable, connected and livable environment to enhance the quality of life in our community. During the identification of barriers phase, the project team realized **inter-agency coordination** is one of the top challenges faced by the City in relation to fulfilling its vision as a connected and livable place. One significant step to overcome this challenge is to improve coordination between the City of Fort Lauderdale, Broward County, and the Florida Department of Transportation (FDOT) during the development review process.

This memorandum outlines the existing processes and overlaps between agencies as they relate to the development process in the City of Fort Lauderdale, and summarizes concerns that our project team heard from staff at the City of Fort Lauderdale, Broward County, and FDOT in relation to the systems and procedures in place today. Furthermore, it provides recommendations to help address these coordination challenges. Lastly, this memorandum provides a summary and understanding of the Trafficways Plan amendment process as is currently established by the Broward County Planning Council.

## CONTEXT

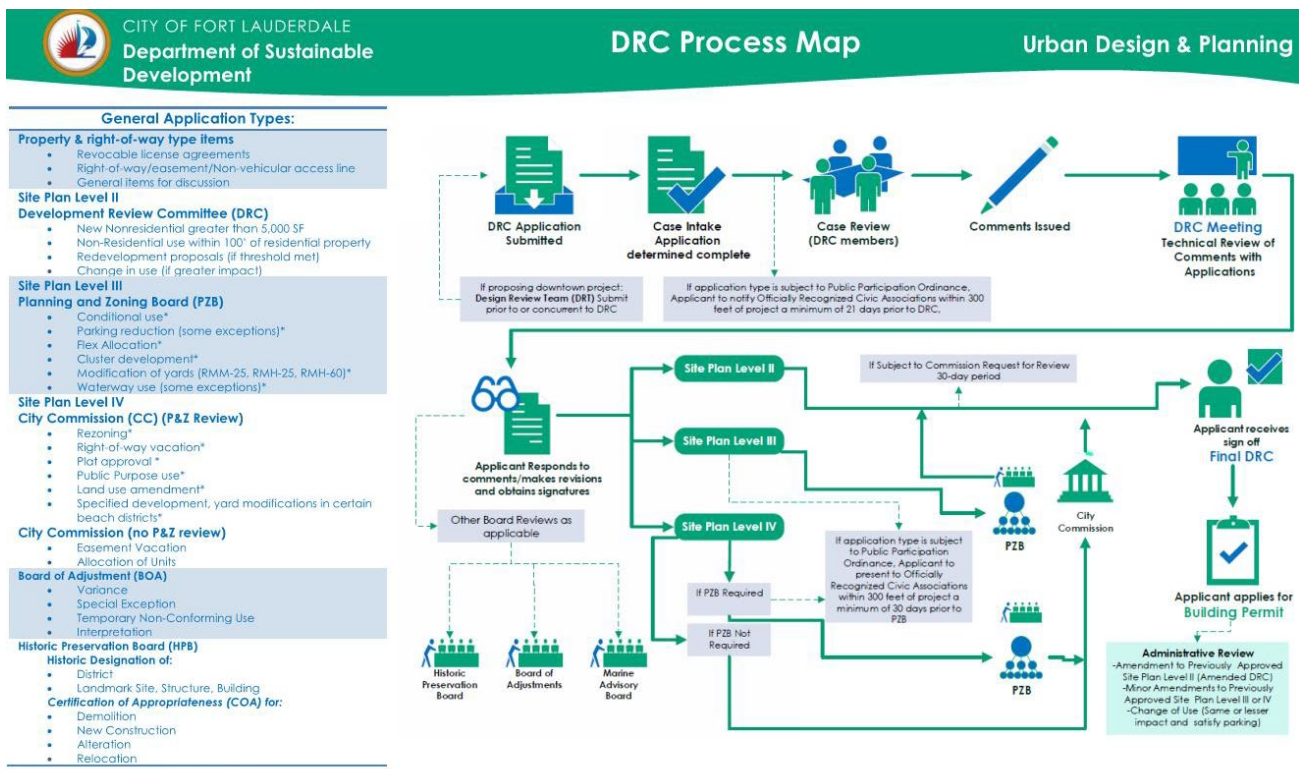
A lack of understanding/clarity and gaps in coordination gaps between the City of Fort Lauderdale, Broward County and FDOT staff have led to cost and predictability challenges for development projects that must comply with conflicting agency goals and requirements while trying to meet project timelines.

Everyone involved wants to see better coordination among the agencies as it pertains to development approvals and infrastructure improvements.

When an applicant submits a development proposal to the City of Fort Lauderdale, they are subject to the City’s Development Review Committee (DRC) process for site plan approval. The DRC process brings together City staff from the Department of Sustainable Development, Engineering, Transportation, Sanitation, and Police and Fire, among other departments, to review and provide input to any proposed development. With this feedback, the applicant is required to address any comments and conditions as provided by City staff before getting final signoff. Once this review is completed and the DRC provides final sign off, the applicant can apply for building permits.

This process, outlined in Figure 1 below, is how the development review process currently operates internally within the City of Fort Lauderdale. However, this diagram does not reflect the necessary State and County integration and oversight in order to comply with State and County standards.

**Figure 1: City of Fort Lauderdale’s Development Review Committee Process Map**



## REVIEW PROCESS ASSESSMENT

The Project Team conducted due diligence through a series of work sessions and meetings with City of Fort Lauderdale, Broward County, and FDOT staff to better understand the current development review processes and coordination between agencies. Through these facilitated discussions, the team was able to identify current challenges affecting the efficiency and outcomes of this process, and interagency

relationships. All staff, listed by agency, who were interviewed for purposes of this assessment are listed in Table 1.

**Table 1: Interview List of Agency Employees**

City of Fort Lauderdale	Broward County	FDOT
Yvonne Redding, Department of Sustainable Development (DSD) Benjamin Restrepo, Transportation and Mobility (TAM) Karl Lauridsen, DSD Alfredo Leon, DSD Caroline Yeakel, DSD Dennis Girisgen, DSD	Barbara Blake Boy, Broward County Planning Council Nicholas Sofoul, Broward County Jean-Paul Perez, Planning and Development Management Division (PDM) Karina Da Luz, PDM David (“DG”) Mcguire, Highway Construction and Engineering Division Noemi Hew, Broward County Transit	Lois Bush, Planning and Environmental Management Office (PLEMO) Larry Hymowitz, PLEMO Tammy Campbell, PLEMO Chon Wong, PLEMO Geysa Sosa, Permits Nadir Rodrigues, Traffic Ops

These interviews identified numerous coordination challenges between agencies that often impact applicant submittals and project timelines. This assessment highlights the current steps and existing challenges in the development review process, and it develops a set of recommendations for consideration.

When an applicant initiates an application process, they should be aware of the various steps and procedures for all relevant agencies. It’s clear that it is the applicant’s responsibility to understand the requirements to obtain a transportation concurrency certificate, the platting process, and site plan review steps in order to receive project approvals. The project team developed a set of flow charts that map the development review process reflecting the integration of FDOT and Broward County’s involvement as it is supposed to happen today. Our team developed these flowcharts as a tool to assist applicants and staff with the understanding of the various processes and points of agency overlap during the DRC process. Figure 2 below is a diagram that provides high-level information to guide an applicant on how to initiate each process and establish preliminary expectations. See Figure 3 for a City of Fort Lauderdale-Broward County coordination flow chart and see Figure 4 for a City of Fort Lauderdale-FDOT coordination flow chart.



Figure 2: Development Approval Processes flow chart

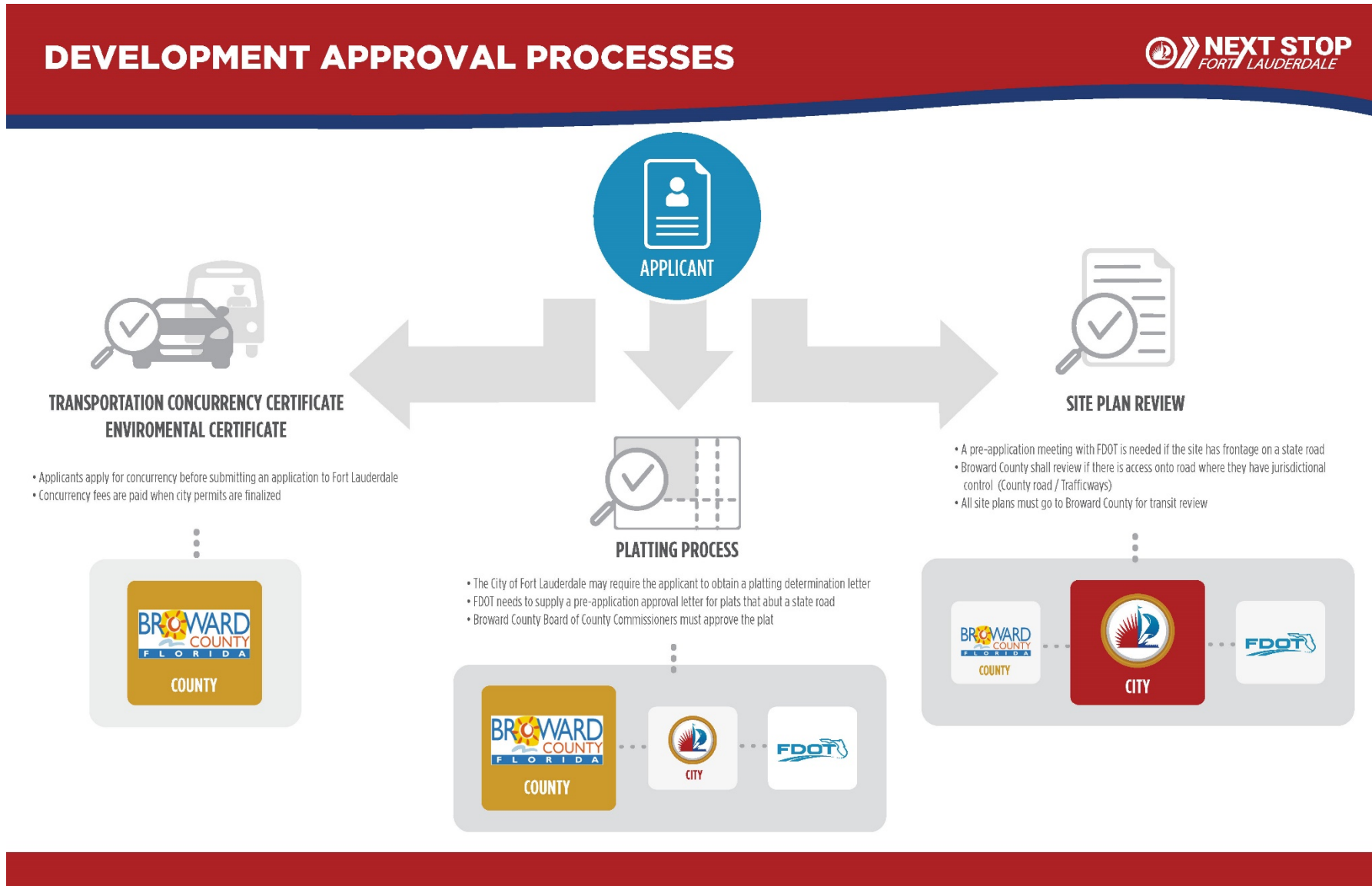


Figure 3: Site Plan Review Process/Coordination flow chart – Broward County

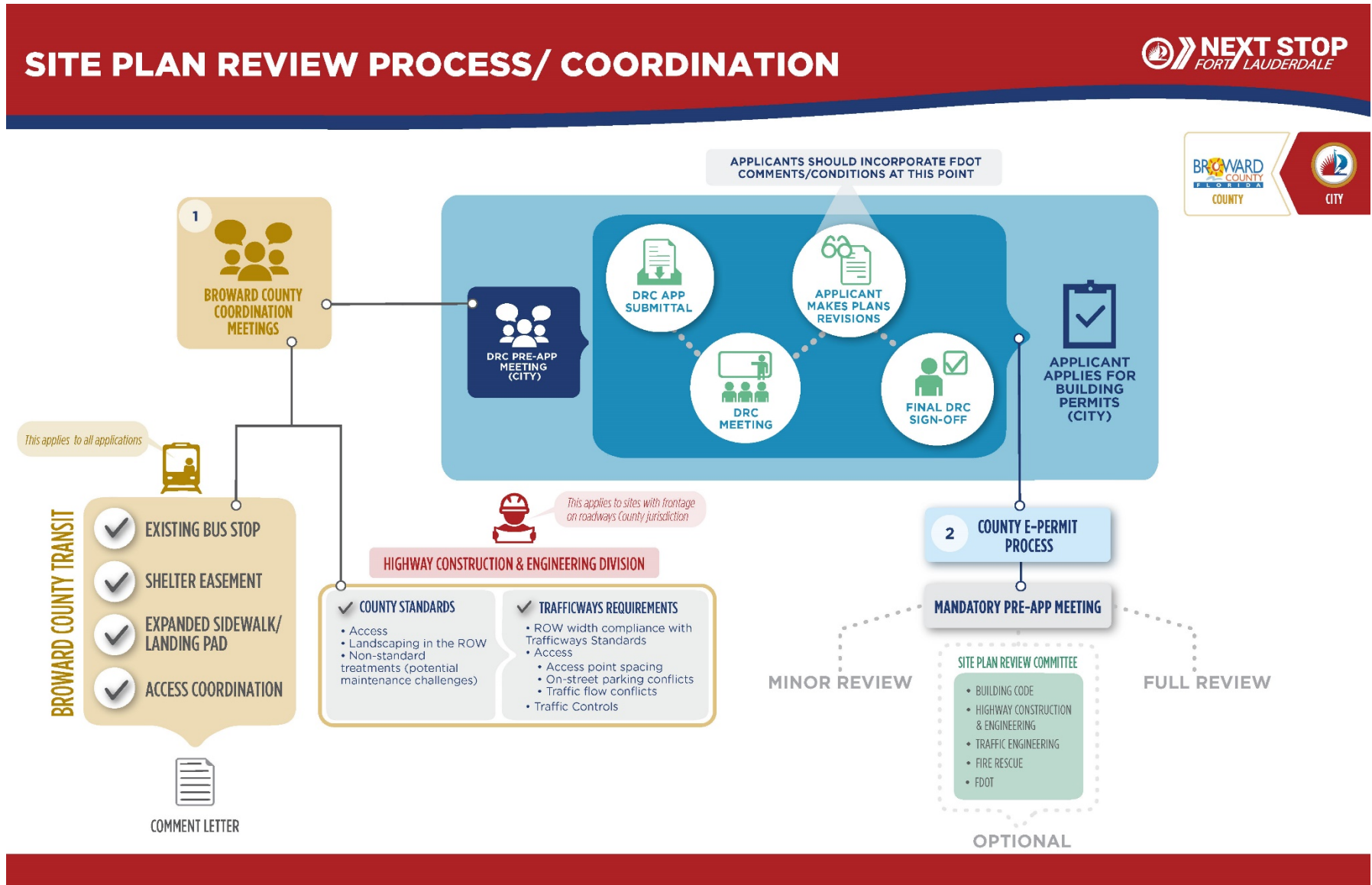
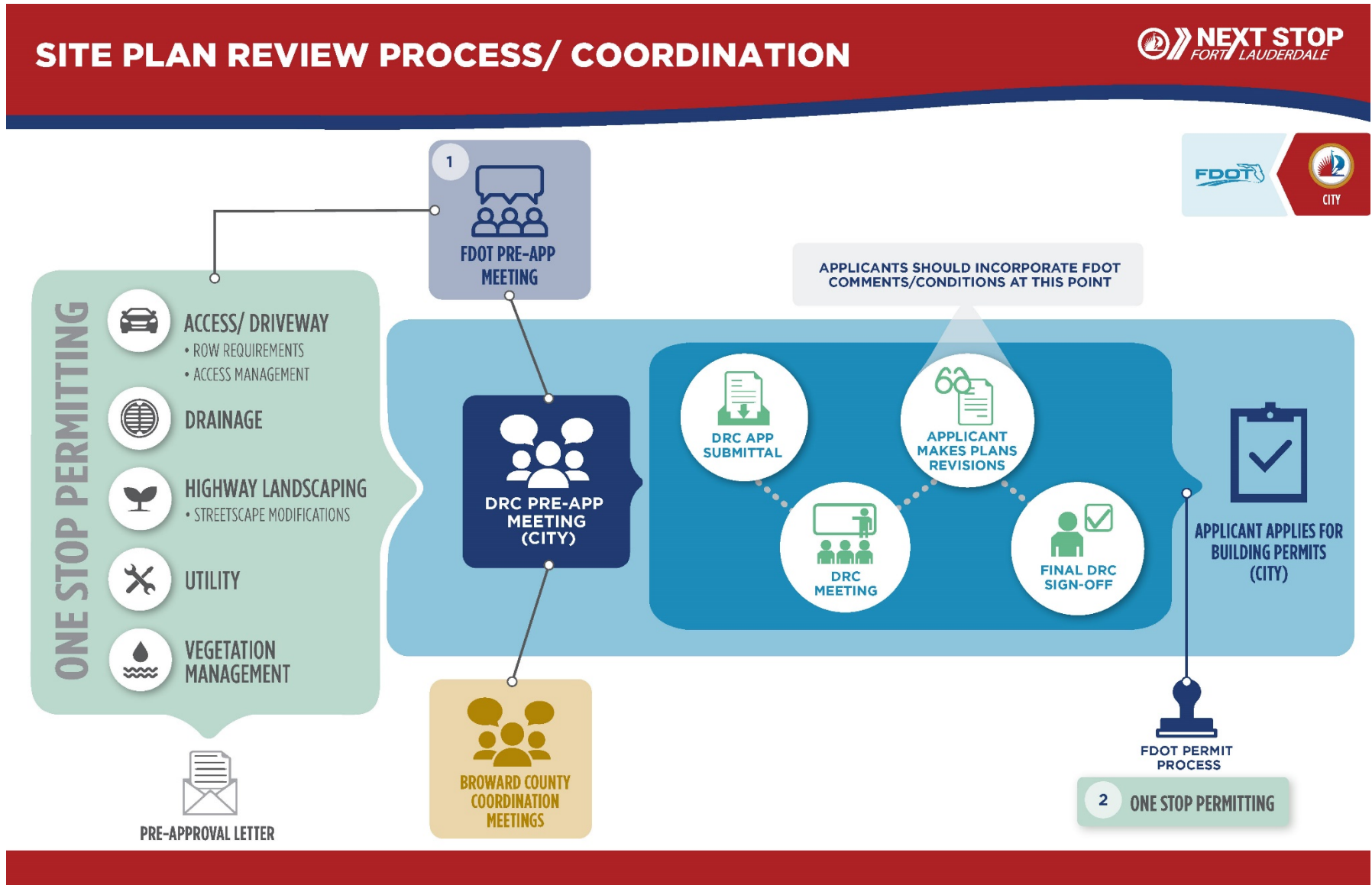


Figure 4: Site Plan Review Process/Coordination flow chart – FDOT



## City of Fort Lauderdale

The City of Fort Lauderdale is the lead agency for reviewing site plan applications within city limits. However, Broward County and/or FDOT often play a significant role in the review and approval process of these projects as there is often jurisdictional overlap and projects shall also comply with State and County standards for final approval when necessary. Through conversations with City staff, several challenges related to coordination with partner agencies were brought up:

### ***Formalizing the Process for Applicants***

Historically, the City of Fort Lauderdale has had good site plan review coordination protocols with both Broward County and FDOT. There were formal processes in place where Fort Lauderdale would send applicants to the respective partner agency when a site plan review was needed. With staff turnover at the City (and to some extent at both Broward County and FDOT as well), established connections had been lost, and applicants are not consistently being provided with the necessary direction to coordinate with partner agencies.

While the site plan review process aims for an outcome in a predictable cycle, it may also overlap with other City planning/regulatory procedures, which may add complexity and time to project resolution.

### ***Various Regulatory Mechanisms***

There are three different applicable adopted master plans within the planning area, each with their own set of standards. The multiplicity of master plans and various regulations adds complexity to the review process for both City staff and the project development team.

### ***Conflicting Policies and Standards***

The City of Fort Lauderdale has high-level policies and standards within and around the downtown that sets a vision for the future that often conflicts with conventional standards (especially as they relate to access and street design) set by the partner agencies.

The City aims to create a balanced mobility system for all users that will provide a framework for a transformation of public infrastructure that will help to address a host of transportation-related issues. Fort Lauderdale's Complete Streets policies encourage tree-lined streets with trees placed between the back of the curb and the sidewalk. Through FDOT's development review (and often for Broward County, as well), it is common for these context-sensitive street design elements to be ignored for vehicular safety and operational purposes. FDOT's context classification and Broward County's Complete Streets policy take urban contexts into account. However, at the time of site plan approvals, conventional standards continue to take precedence over the City of Fort Lauderdale's vision, challenging the City's ability to implement their vision for multimodal infrastructure that contributes to placemaking, adding value to the downtown environment, in order to make this area more walkable and livable.

## Broward County

Broward County has jurisdictional control over the platting and the transportation concurrency process (see Figure 3). Applicants should apply for transportation concurrency before they start a formal development application process with the City. Platting accounts for the subdivision of property for County records and establishes the level of development intensity used to determine impacts (transportation and trip generation impacts) on regional services and facilities. Impact fee amounts and concurrency obligations are based on the approved levels of development provided through this process. Development must always comply with the recorded plat note, unless the County Commission approves a revision or amendment to the note. For site plan review coordination on projects proposed within the City of Fort Lauderdale, Broward County needs to be consulted on specific matters. However, there is a lack of clarity and consistency on the preferred steps for applicants to follow.

Through interviews with County officials, the following challenges were identified in relationship to the development review process coordination on City of Fort Lauderdale projects:

### *Lack of Clarity*

Currently, there isn't a formalized coordination process for site plan review between the City of Fort Lauderdale and Broward County. The County noted that, at times, some applicants are approaching County staff for comment and review after they are too far along in the City's DRC process. This is creating unmet expectations and frustration on the applicant's side, given that technical feedback from the County often conflicts with City standards.

There isn't an established procedure that directs applicants to contact Broward County staff (pre-application or coordination meeting) at the beginning of the City's review process.

One area of confusion is related to jurisdictional controls. Sites within 100 feet of a County roadway, even if this roadway is under Fort Lauderdale's jurisdiction, require County review. Per the County's purview, these are areas of influence that impact intersection operations on the County roadway system. Review the checklist in Table 2 within Appendix A for expected criteria to be reviewed or considered by County staff at time of preliminary site plan review.

### *Broward County Transit Review Process*

While not every site plan needs County sign off from a roadways and access perspective, all site plans shall be reviewed by Broward County Transit (BCT) for purposes of coordinating existing bus stops, shelter easements, expanded sidewalks/landing pads, and access coordination. Currently, applicants are not always seeking review from BCT at the beginning of the development review process. BCT staff does not have a direct contact at the City of Fort Lauderdale for internal coordination purposes.

BCT isn't required to provide final sign-off before City permitting but are highly interested in coordinating with all applicants to address any potential site plan impacts with existing or programmed transit



infrastructure. This is the only chance for BCT to coordinate any improvements as part of redevelopment activity.

### ***Complete Streets Review Team***

Broward County has a Complete Streets policy to ensure that streets are safe for everyone, especially for people walking, biking, or taking transit. As part of this Complete Streets approach, the County has created a Complete Streets review team to help resolve issues when there is any misalignment in the development application's intent and interpretation of standards. This team comes together on a case-by-case basis and it is not a well-established part of the County's review process.

It is common for this team to come together when the City of Fort Lauderdale and an applicant are dissatisfied with the comments received from the County's Highway Construction and Engineering Division and want the County's Complete Streets team to have a comprehensive evaluation and resolution of any issues.

### ***Minimal Level of Review***

Throughout the site plan review process, Broward County staff is only providing input to the site plan design and development phase at the front end of the process during preliminary stages of DRC review as shown in Figure 3. County staff only gets to review complete development plans after DRC sign-off at time of permitting with Broward County. The level of review provided at the early planning stages by County staff (when provided) and the inability to see completed plans with an adequate level of detail is another factor contributing to the discrepancies faced by applicants as they attempt to pull required permits with the County prior to pulling building permits with the City. The lack of coordination throughout the review process with County staff to ensure that requirements and standards from all agencies are met in parallel is the number one reason why applicants are being sent back to the drawing board to make revision to already City-approved site plans. Inconsistency between standards among agencies is the main reason for these discrepancies to happen, and there is no easy solution to this, as agencies have different goals and objectives. But the ability to work through these differences during the review process stage as opposed than through the permitting stage could bear different results. During the site plan design and development phase, discussions with the appropriate staff level professionals at the various agencies and departments can happen, and parties may come to agreement in some of the proposed design decisions. If these conversations are left to be held at the permitting stage, the likelihood to achieve positive outcomes is minimized.

### **FDOT**

FDOT's perspective on facilitating development review focuses on providing a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities. FDOT staff is required to implement Florida Statutes following Florida Administrative Code.

FDOT is not the lead agency for any site plan or platting review process (see Figure 4), but there are several criteria that the agency requires applicable projects to comply with in order to issue permits for a project to move to construction.

Through interviews with State officials, the following challenges were identified in relationship to the development review process coordination on City of Fort Lauderdale projects:

### ***Coordination Gaps Between State and City Officials***

FDOT must maintain multimodal mobility on the State Highway System and the Strategic Intermodal System (SIS) and seeks collaboration with local governments on developments with significant areas of influence. FDOT and the City of Fort Lauderdale developed a joint agreement in September 2015 where the State would be notified and requested to comment on mobility for projects where:

- The development is located within the one-mile area of influence of a SIS connector or within a two-mile area of influence of a SIS corridor.
- The development is located beyond the area of influence and impacts a SIS facility, based on information included in the traffic impact analysis.

However, the formal coordination between the City and FDOT on the review of traffic impact studies and required coordination for site plan review purposes has experienced gaps. It was discovered that the City was verbally directing applicants to FDOT at the pre-application meeting. Some developers met early and some perhaps forget, the latter of which often resulted in a very long delay in the process. Staff turnover and dated contact lists have also been an issue. In addition to this, the City hasn't been consistent in communicating applicants about the requirements to coordinate with FDOT. There isn't an existing mechanism to guide applicants through the necessary coordination needs with partner agencies during the site plan review process. As a result, some applicants contact FDOT and others move forward with site plan concepts that only meet City design guidelines, but with no input from FDOT. Eventually applicants find out late in the process (often before pulling FDOT permits) that FDOT is required to approve site plans, often creating a need for plans to be revised, creating obstacles and delays to the overall process. Given that there are more than 80 municipalities inside of District 4's jurisdiction, it is not always possible for FDOT to initiate a site plan review expeditiously.

### ***Implementing Context Classifications for Site Plan Reviews***

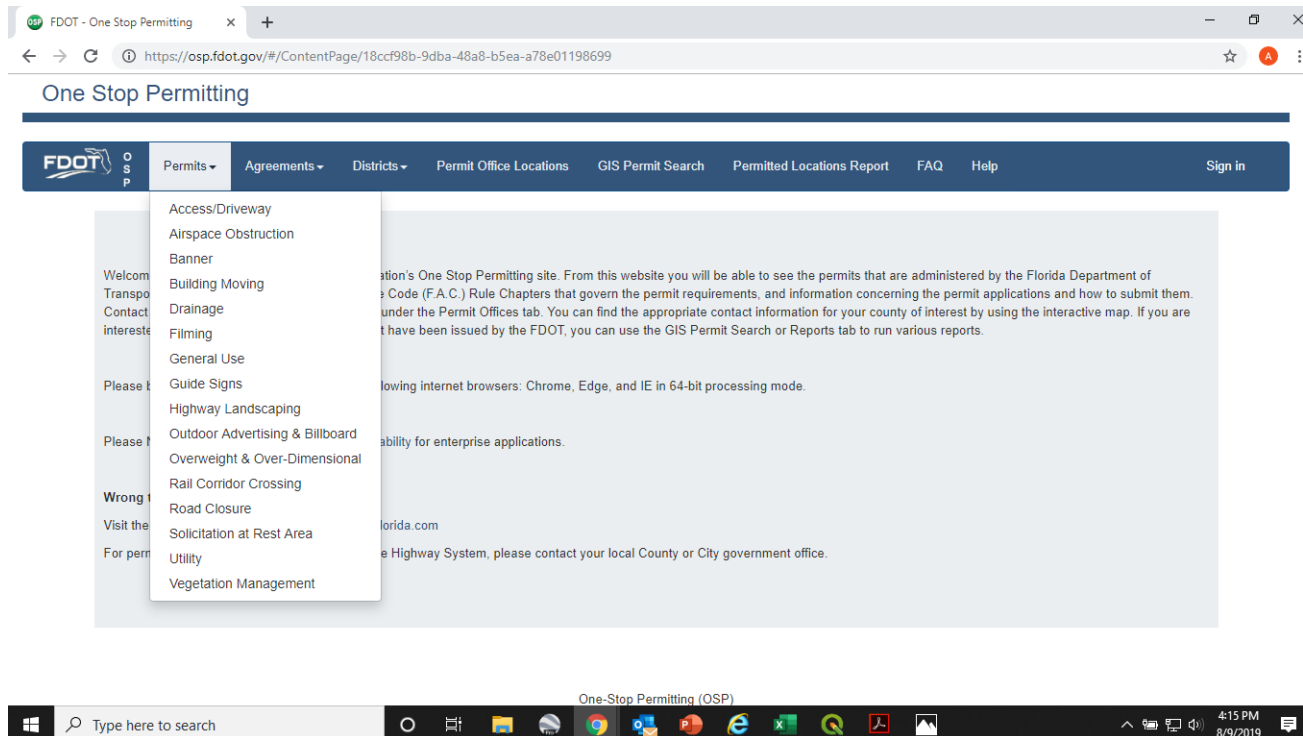
The Florida Administrative Code has provisions for incorporating context classifications, and the Florida Design Manual will allow for certain levels of discretion from project to project. However, the context classifications are not always enforced on roadways, especially after a site plan applies the City of Fort Lauderdale's Complete Streets policies to roadways under FDOT's purview. In general, these inconsistencies are related to the placement of landscaping and sidewalks, impacts to right-of-way, and the implementation of on-street parking, which does not meet FDOT sight distance standards.

Agency staff at FDOT have noted that without an up-to-date contact list at the City and the necessary coordination to help with development review applications and permitting, FDOT is often forced to come in late in the game (after DRC approvals) and alter City-approved plans to meet FDOT design standards. These standards often do not take FDOT’s context classifications into account, which could help preserve some of Fort Lauderdale’s Complete Streets goals. For discussions about incorporating context classification design parameters into elements that affect the street edge, applicants would need to approach FDOT early in the review process so that the necessary coordination and input is provided. Permitting technicians are not best suited to resolve issues related to context classification, therefore trying to tackle these issues late in the process is a missed opportunity in trying to achieve different outcomes.

### FDOT Pre-Application Process

FDOT’s One Stop Permitting webpage has 16 different permit applications as seen in Figure 5. While only a small handful of these are likely necessary for a site plan review in Fort Lauderdale (such as Access/Driveway, Drainage, Highway Landscaping, Utility, and Vegetation Management), the inconsistency of formal communication to applicants when they submit a DRC application with the City of Fort Lauderdale leaves an applicant ill-informed on how to integrate the review process with partner agencies.

Figure 5: FDOT’s One-Stop Permitting Homepage



If pre-application meetings are set for all relevant FDOT reviews, these are often scheduled in back-to-back meetings all in the same day. Anecdotally, given the frequency of these meetings and their back-to-

back nature, all of the relevant parties at FDOT do not reliably attend the appropriate meeting to provide their input on a site plan review, leaving the applicant with incomplete information as they move forward with the process. It's the applicant's responsibility to make sure FDOT staff from the vegetation management division, utility, highway landscaping and drainage, who tend to be disciplines underrepresented at these pre-application meetings, provide the necessary level of input to the applicant to preclude having any potential issues at time of permitting.

Broadly speaking, the process as it is set up now leads to a chicken-and-egg problem. If applicants do approach FDOT during a pre-application meeting, they may not have a preliminary site plan, which will allow the applicant to be flexible in meeting FDOT's design standards and requirements. However, FDOT needs a more developed and detailed site plan from applicants to provide meaningful input that will inform a future permit.

### ***Insufficient Level of Review***

Throughout the site plan review process, FDOT staff provides input to the site plan design & development phase at the front end of the process during preliminary stages of DRC review as shown in Figure 4. FDOT staff reviews complete development plans after DRC sign-off at time of permitting through the One Stop Permitting system. The level of information provided at the early planning stages by FDOT staff (if provided) during a pre-application meeting is another factor contributing to the discrepancies faced by applicants as they attempt to pull required permits with FDOT prior to pulling building permits with the City. The lack of agency coordination and minimal review throughout the DRC review process with FDOT staff to ensure that requirements and standards from all divisions are met in parallel is a top reason why applicants are being sent back to the drawing board to make revision to already approved site plans. Inconsistency between standards among agencies is a key reason for these discrepancies to happen, and there is no easy solution to this, as agencies have different goals and objectives. But the ability to work through these differences during the review process stage as opposed than through the permitting stage could bear different results. During the site plan design and development phase, discussions with the appropriate staff level professionals at the various agencies and departments can happen, and parties may come to agreement in some of the proposed design decisions. If these conversations are left to be held at the permitting stage, the likelihood to achieve positive outcomes is minimized.

### ***Corridor Mobility Planning Project***

Recently, FDOT District 4 worked in coordination with municipalities in Palm Beach and Broward County to develop the Corridor Mobility Planning Project (CMPP). City staff is part of the technical group and has recently been engaged on a pilot study of two proposed capstone performance measures, Multimodal System Productivity and Multimodal Accessibility, focused on a sub-area of the I-95 CMPP in and around downtown Fort Lauderdale. It is important to continue this coordination so that development in downtown Fort Lauderdale occurs in concert with regional multimodal transportation infrastructure. Keeping City of Fort Lauderdale staff involved and informed will also inform site planning coordination between these two agencies.

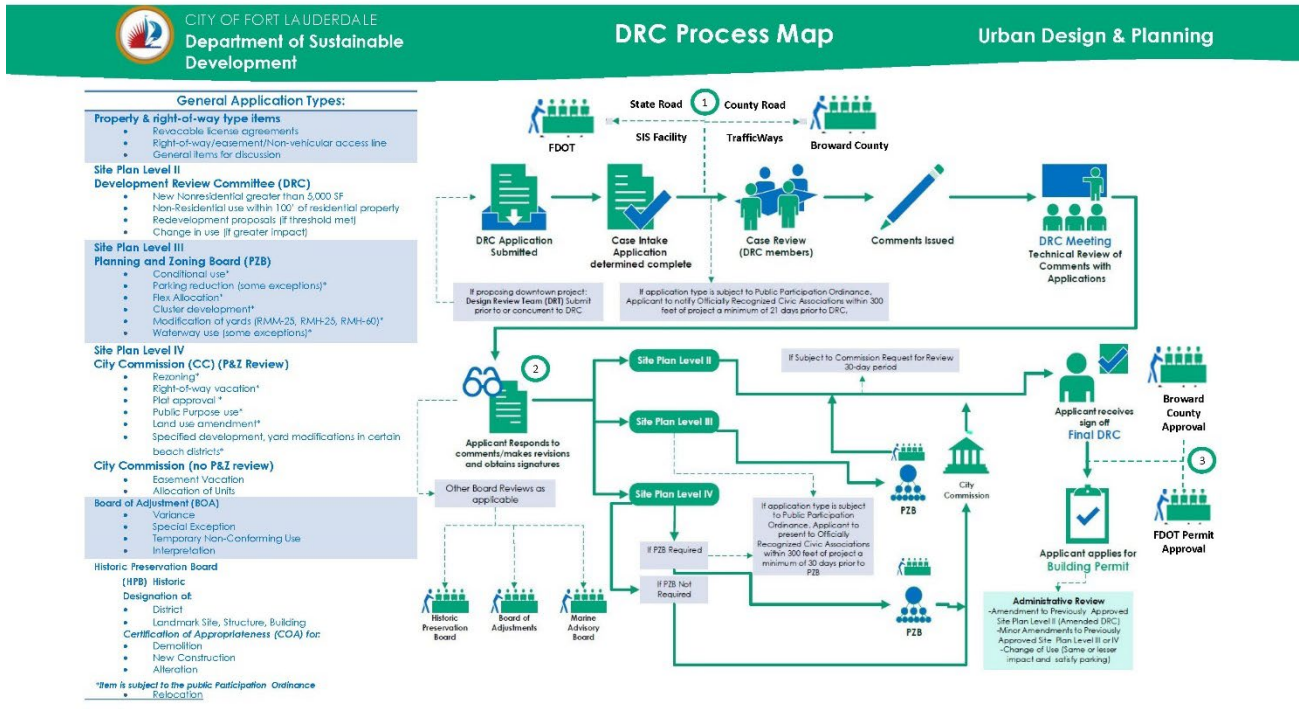
## COORDINATION REVIEW PROCESS RECOMMENDATIONS

Here are several recommendations that were suggested as part of the review process coordination assessment between the City of Fort Lauderdale, Broward County, and FDOT.

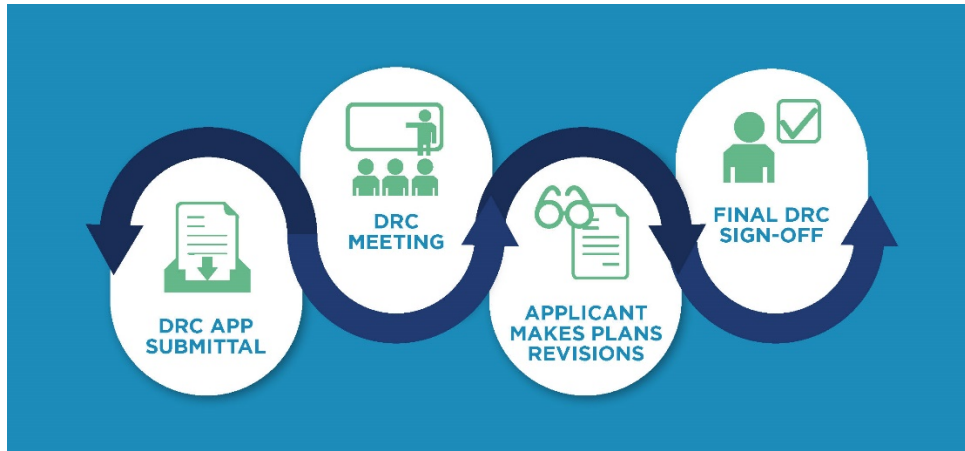
- Agencies should find a way to share contacts from their various development review departments between agencies. In the past, these contacts were well-established and helped foster collaboration and dialogue that improved the development review processes. With staff turnover across all three agencies in recent years, reviewing agencies are having a difficult time connecting with their counterparts at other agencies. FDOT and Broward County should have an all-purpose site plan review and approval email address that forwards to appropriate staff at each agency. Contacting multiple people as opposed to a specific person will ensure that the applications are reviewed in a timely fashion and that contact lists remain up-to-date. Appendix B has a list of contacts for each agency by reviewing department, and such lists should be maintained moving forward.
- As this memorandum has outlined with flow charts, the processes in which an applicant needs to consult and coordinate with partner agencies must be clearly communicated in writing. At the time of the pre-application meeting at the City, staff should know whether an applicant will need to consult the County and FDOT for purposes of navigating the site plan review process. Providing applicants with the relevant flow chart(s) included in this memorandum can provide high level guidance with the steps to be taken through the review process. The checklists in Appendix A will help applicants understand the level of review and some of the criteria expected from Broward County and FDOT as site plans are presented to their staff. It is recommended that the City revise the current DRC flowchart with the purpose of graphically integrating the participation of partner agencies in this process. The diagram graphically suggests with the numbers 1, 2 and 3 the milestones in which the agencies are involved. Figure 6 shows an alternative graphic update to the existing flowchart.



Figure 6: Proposed DRC Flowchart Update



- The City of Fort Lauderdale, Broward County and FDOT should resolve key critical items (misalignment of standards especially as they relate to flexibility and design expectations for urban contexts) that often come up through the review process to avoid getting continuously stuck in the same issues. Although this is easier said than done, there should be an intentional process facilitated with staff from the multiple agencies that analyzes the standards creating the most friction. This process should help with interagency communication and hopefully arrive to some agreements among staff on the application/interpretation and flexibility of standards.
- Currently, FDOT and Broward County can only review site plans that have been approved by the City of Fort Lauderdale, while at the same time the City does not issue building permits without FDOT/County approved permits and signoffs. This creates a little bit of a chicken-and-egg situation for applicants and FDOT/County staff as there is no mechanism for them to provide any level of approval to a master plan that is not yet approved through the DRC process. This also creates some level of confusion among applicants often finding the process cumbersome and not set for successful outcomes. The City, Broward County and FDOT should work together to reach an understanding on how to resolve this challenge, and then clearly communicate to applicants at the beginning of the review process the expectations and level of review that is required from Broward County and FDOT. City officials should be encouraged to participate in FDOT pre-application meetings when a project is located inside the City.



- The City should consider requiring a minor review from FDOT and Broward County prior to DRC sign off. An alternative may be to explore the viability to incorporate into the DRC process a requirement for applicants to incorporate County and FDOT comments into the site plan prior to DRC sign-off (at the time applicants incorporate conditions from the various City department).

## TRAFFICWAYS AMENDMENT/WAIVER PROCESS

Broward County's Trafficways Plan is the right-of-way preservation plan for the County, which is managed and updated by the Broward County Planning Council. The Trafficways Plan is the mechanism in place to maintain the regional roadway network. To offset the impacts of new development and redevelopment, dedication of right-of-way is required of developing parcels to provide for the roadway dimensions as provided by the plan. This is implemented through the County and local governments development review processes. At the County level, parcels which are required to plat must dedicate right-of-way consistent with the requirements of the Trafficways Plan.

First off, there's an amendment process and a waiver process to the Trafficways Plan, which are two different things. An amendment to the Trafficways Plan is a process in which municipalities are the applicant. If a municipality wants to request for a corridor to be removed from the Trafficways Plan, they also have to go through the amendment process. A waiver to the Trafficways Plan is a process in which a developer or property owner is the applicant, and the focus is site-specific. The Broward County Planning Council rules on all proposed amendments and waivers to the Trafficways Plan. For waivers, a commission hearing is required to finalize the process if platting is required. See the most up-to-date Trafficways Plan map in Figure 8.

### The Amendment Process

The first thing for the City to consider when thinking about applying for a Trafficways Plan amendment is to know which is the maintaining agency for the subject roadway. For ultimate success through this process, it is always good to have the maintaining agency on board with the desired objectives, as these agencies have jurisdictional control over these facilities. The first step City staff can take to initiate this

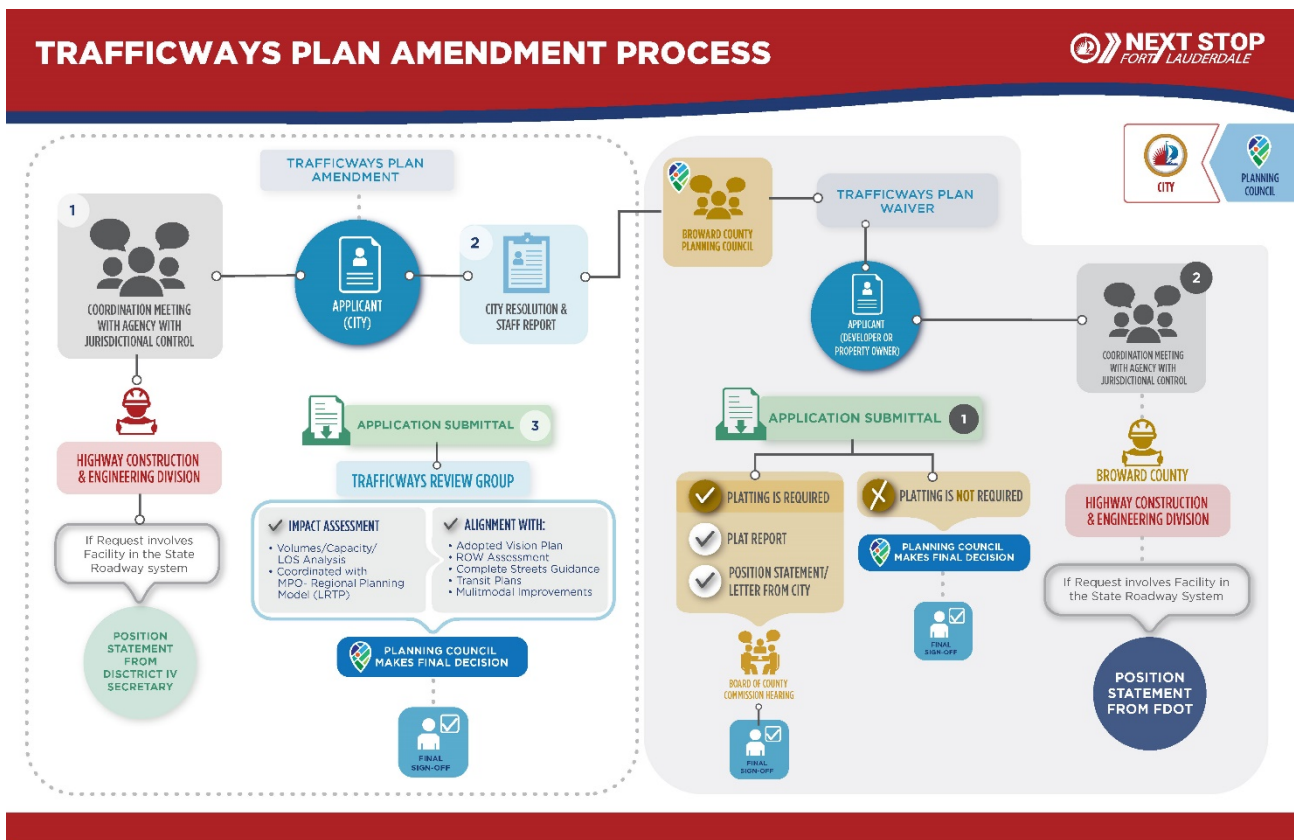
process is to setup a meeting with Broward County Highway Engineering division staff to discuss desires and objectives and assess the level of feasibility for the potential amendment.

There's been some confusion related to the Trafficways Plan amendment process as it appears that in the past there was a 'context sensitive corridor' application process in place as well. This process, which achieved the same objectives as a plan amendment, is no longer an established process at the Broward County Planning Council. The City of Fort Lauderdale should only focus on compiling the required documentation as described in the Trafficways Plan Amendment application. The Trafficways Plan Amendment application can be seen on Appendix C. Important information about this process can also be accessed through the linked document below which can be found online through the Planning Council's web portal (Article 3 / page 3-1).

<http://www.broward.org/PlanningCouncil/Documents/TrafficwaysPlan/intro.pdf>

Figure 7 illustrates at a high level the process for seeking a Trafficways Plan amendment/waiver from the Broward County Planning Council. The Trafficways Plan doesn't apply to all streets in the network. Figure 8 highlights the roadways within the City of Fort Lauderdale planning area that are identified in the Trafficways Plan. The roadways within the planning area that are subject to the Trafficways Plan include: Sunrise Boulevard, Broward Boulevard, Sistrunk Boulevard, Davie Boulevard, Las Olas Boulevard, SE 17<sup>th</sup> Street, SE 24<sup>th</sup> Street, NW 7<sup>th</sup> Avenue, SW 4<sup>th</sup> Avenue, Andrews Avenue, 3<sup>rd</sup> Avenue, and Federal Highway.

**Figure 7: Trafficways Plan Amendment Process flow chart**



The City of Fort Lauderdale is expected to submit a completed amendment application to the Broward County Planning Council. For application fees, please access the following link:

<http://www.broward.org/PlanningCouncil/Pages/ApplicationDeadlinesAndFees.aspx>

Each amendment application is discussed at a meeting with the Trafficways Review Group, which meets regularly and evaluates applications. This group is comprised of staff members from various departments within Broward County (traffic engineering, engineering, planning, environmental protection, and transit) in addition to representative staff from the SFRPC, School Board, FDOT and other municipalities in the County. This group coordinates the application review with the Broward MPO in order to check proposed changes against the SERPM (regional planning model). Applications are also expected to provide all the necessary supporting documentation to reflect alignment with existing local planning efforts (vision plans and adopted policy). The County's Complete Streets Team has sometimes participated in the amendment evaluation process in the past.

Applicants are expected to provide a presentation to the group on the amendment request; discussions among the various parties in the group are often held after the presentation is completed and comments are usually provided to the applicant. Comments from the review group and the overall evaluation process are more comprehensive than years back, with more consideration to multimodal needs. As part of this phase, the Land Use/Trafficways Committee of the Planning Council shall consider all views and make a recommendation for each amendment.

It is important for the City of Fort Lauderdale to work with the Broward County Planning Council and evaluate any flexibility within code provisions to address building setbacks along specific corridors so that Trafficways Plan and local development regulations are aligned. There are several corridors that are already constrained, especially in the more urban sections, which warrants taking a closer look at addressing these sections to reflect real conditions. The City of Fort Lauderdale could analyze potential impacts if any code changes were to be made to align with Trafficways Plan ROW requirements as a first step in starting conversations about feasibility of amendments to the Trafficways Plan. It is important to note that Trafficways Plan right-of-way requirements are not only planned for vehicle lanes alone; there is a comprehensive understanding that the desired right-of-way along these corridors is for purposes of moving people, which also accounts for multimodal infrastructure (wider sidewalks, bicycle facilities, etc.).

Trafficway plan amendments within the planning area are recommended to be prioritized on roadway segments that play a key role in the transportation network by providing a safe space for all street users and at the same time fulfilling a placemaking demand aligned with the City's vision and Downtown Fort Lauderdale's Master Plan. It is in these instances where City policy tends to misalign the most with County standards and trafficways plan ROW requirements. As an approach to identify a list of candidate corridors or corridor segments to be considered by the City for potential trafficways amendments, the intent is to establish overlap and alignment between the modal priority framework completed as part of this planning study, and corridors or corridor segments included in the trafficways plan (see Figure 8: Modal

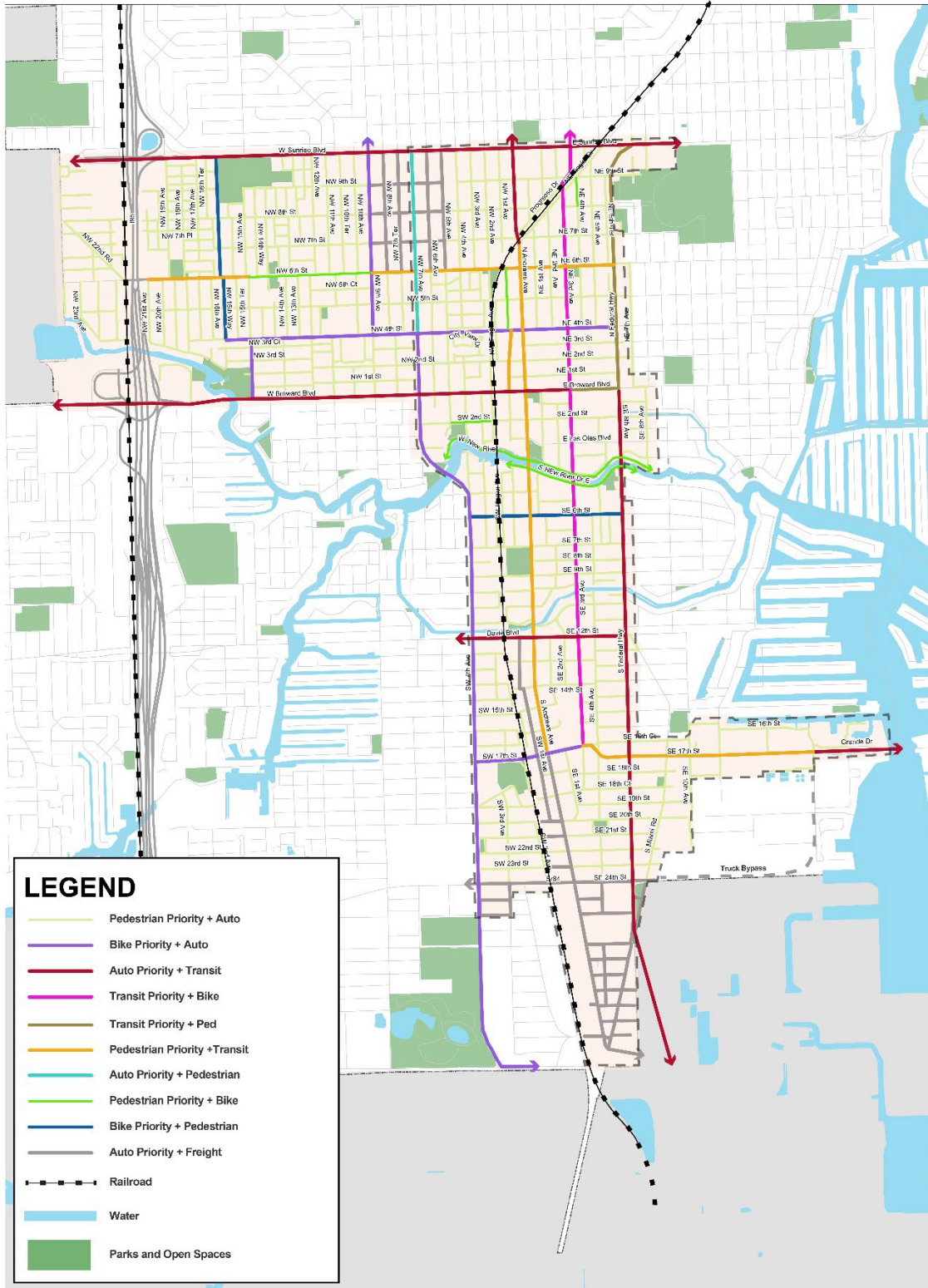
Priority Framework on page 19). By analyzing these two sources, the project team was able to identify overlap and determine whether compliance with the trafficways plan was in alignment with the street function(s) or role(s) that corridors are expected to meet. The following corridors or corridor segments are recommended for consideration for trafficways plan amendments:

- Las Olas Blvd
- US1 / Federal Hwy (between Broward Blvd. and Sunrise Blvd.)
- Andrews Avenue (between Davie Blvd. and Sunrise Blvd.)
- NE 3<sup>rd</sup> Avenue (between 17<sup>th</sup> Street and Sunrise Blvd.)
- NW 7<sup>th</sup> Street (between N. Andrews Ave and US1)

The above list is not prioritized. The City will need to evaluate a strategy to work jointly with the Planning Council and other agency partners, in addition to getting the necessary support internally to move forward with trafficways plan amendment applications.



Figure 8: Planning Area Modal Priority Framework



Multimodal Community Planning Study- **Modal Priority Map**



0 2,000 4,000 Feet

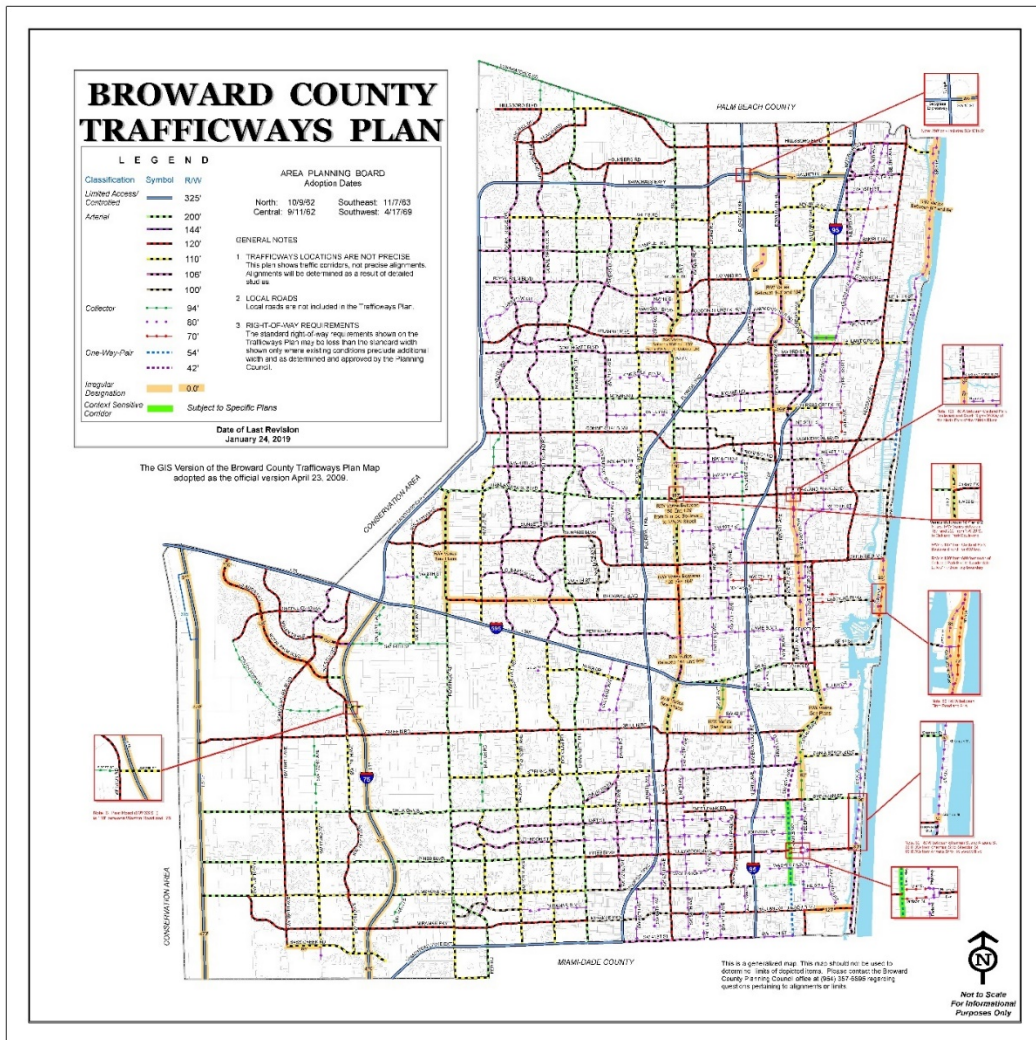
## The Waiver Process

Waivers are typically given to specific sites in the City and is initiated during a site plan review along a County Trafficways Plan roadway. There's a 12-week timeline between filing of application and Board of County Commission hearing (when applicable) for this process.

Applicants seeking a Trafficways Plan waiver need to approach the Broward County Planning Council to begin the waiver process. Whether or not platting is required determines which County governing body reviews the waiver application. If platting is required, the County Board of Commissioners reviews the plat report. If platting is not required, then the waiver application will go directly to the Broward County Planning Council. Once a waiver is granted, the applicant will return to the City for final approvals and permits, after incorporating conditions from Broward County Highway Construction and Engineering Division or FDOT as needed.

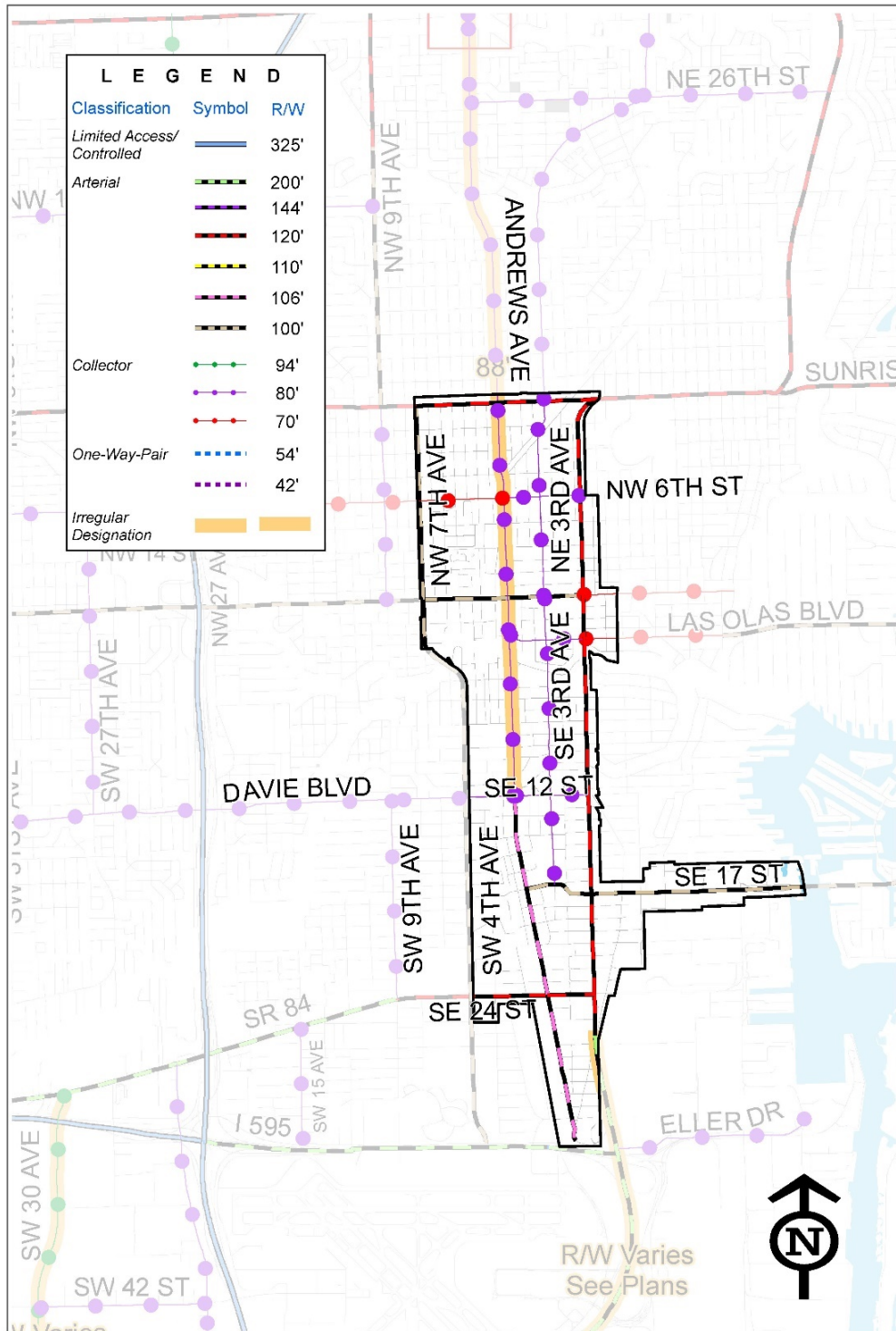
Appendix C includes a copy of the Trafficways Plan waiver application.

Figure 9: Trafficways Plan





**Figure 10: Trafficways Plan for Next Stop Fort Lauderdale Planning Area**



This is a generalized map. This map should not be used to determine limits of depicted items. Please contact the Broward County Planning Council office at (954) 357-6695 regarding questions pertaining to alignments or limits.

**Not to Scale  
For Informational  
Purposes Only**

## CONCLUSION

Currently, there are several cross-jurisdictional challenges that an applicant must overcome as they navigate the development review and approval process in the City of Fort Lauderdale. A common theme is a lack of coordination across agencies, which often results with applicants not getting the right level of guidance (to a rather complex process) and the feedback from the necessary agencies at appropriate times. These coordination oversights lead to delays and frustrations that ultimately have collateral effects to applicants on the private side and agency staff on the public side. It also often means that the City's attempts to incorporate context-sensitive design measures for areas in and around downtown are not getting the necessary attention and discussion with the appropriate staff at the partner agencies, limiting the chances for better outcomes. With better coordination and predictability at the beginning of the development review process, perhaps some of the confusion and undesired results along the process can be minimized.

Improved coordination between staff at the City of Fort Lauderdale, Broward County, and FDOT during the site plan review process should cut down the length and redundancy currently experienced by some applicants. Getting the partner agencies involved in the review process at the front end (as is supposed to be) could minimize unnecessary site plan revisions after DRC sign-off. If applicants are provided with improved guidance in relation to FDOT and Broward County's reviewing responsibilities, and then there is clarity about the depth of review and expectations (checklists) from these agencies, applicants will probably proactively navigate the process differently. These steps will go a long way toward improving the development review process coordination in the City of Fort Lauderdale.

## Appendix A Checklists





**Table 2: Broward County’s Site Plan Review Criteria Summary**

Criteria	Meets Intent	Does Not Meet Intent	N/A	Information Needed	Department
Site is located along a County roadway or along a Trafficways Plan roadway					Highway Construction and Engineering Division
Site or site access located within 100 feet of a County roadway or Trafficways Plan roadway					Highway Construction and Engineering Division
Any site plan submitted to the City of Fort Lauderdale					Transit Division
Is the area platted or going to be platted?					Highway Construction and Engineering Division, Planning and Development Management Division

**Table 3: FDOT’s Site Plan Review Criteria Summary**

Criteria	Meets Intent	Does Not Meet Intent	N/A	Information Needed	Department
Traffic Impact Study shows daily vehicular trips exceed 600 vpd					Traffic Ops, PLEMO
Located within one-mile area of influence of SIS connector (or) within a two-mile area of influence of a SIS corridor					PLEMO
Temporary Access Connection to clear forest land clearing and temporary agricultural or construction uses					Traffic Ops
Any easement or dedication required (Ex. Placing trees on SHS)					Right-of-way and Maintenance
Any modification to existing joint access or cross access connection features (or) creating a new joint access connection					Traffic Ops
Landscapes (or) On-Street Parking located within the sight distance provided in FDOT Standard Plan Index 546					Highway Landscaping
Any modification to the travel lanes, median openings					Traffic Ops
Optimization of existing (or) proposing a traffic signal					Traffic Ops
Change in land use, code amendment, re-zoning					Traffic Ops, PLEMO
Any discharge pipe establishing or constituting a drainage connection from the adjacent property to SHS					Drainage
Modifying existing (or) proposing a bus stop					Traffic Ops, PLEMO
Modifying the existing drainage structure					Drainage

## Appendix B Contact Lists

**Table 4: Broward County Contact List**

Type	Department / Division	Link	Contact
Access and Driveways	Highway Construction and Engineering Division	<a href="http://www.broward.org/BCEngineering/Pages/Default.aspx">http://www.broward.org/BCEngineering/Pages/Default.aspx</a>	Plat Section Supervisor David (D.G.) McGuire, RLA Phone: 954-577-4602 <a href="mailto:dmcguire@broward.org">dmcguire@broward.org</a>
Complete Streets	Planning and Development Management Division	<a href="http://www.broward.org/Streets/CompleteStreets/Pages/default.aspx">http://www.broward.org/Streets/CompleteStreets/Pages/default.aspx</a>	Planning Section Supervisor (mobility planning) Nicholas Sofoul Phone: 954-354-6644 <a href="mailto:nsofoul@broward.org">nsofoul@broward.org</a>
Concurrency	Planning and Development Management Division	<a href="http://www.broward.org/Planning/Development/FAQs/Pages/Impact-and-Concurrency-Fees.aspx">http://www.broward.org/Planning/Development/FAQs/Pages/Impact-and-Concurrency-Fees.aspx</a>	Planning Section Supervisor Karina Da Luz Phone: 954-357-6623 <a href="mailto:kdaluz@broward.org">kdaluz@broward.org</a>
Platting	Planning and Development Management Division	<a href="http://www.broward.org/Planning/Development/Pages/Default.aspx#Platting">http://www.broward.org/Planning/Development/Pages/Default.aspx#Platting</a>	<u>Senior Planner</u> Howard Clarke Phone: 954-357-5760 <a href="mailto:hoclarke@broward.org">hoclarke@broward.org</a>
	Highway Construction and Engineering Division	<a href="http://www.broward.org/BCEngineering/Pages/Default.aspx">http://www.broward.org/BCEngineering/Pages/Default.aspx</a>	Plat Section Supervisor David (D.G.) McGuire, RLA Phone: 954-577-4602 <a href="mailto:dmcguire@broward.org">dmcguire@broward.org</a>
	Broward County Planning Council	<a href="http://www.broward.org/planningcouncil/Pages/Default.aspx">http://www.broward.org/planningcouncil/Pages/Default.aspx</a>	Director of Planning Dawn B. Teetsel Phone: 954.357.7571 <a href="mailto:DTEETSEL@broward.org">DTEETSEL@broward.org</a>
Trafficways	Broward County Planning Council	<a href="http://www.broward.org/planningcouncil/Pages/Default.aspx">http://www.broward.org/planningcouncil/Pages/Default.aspx</a>	Executive Director Barbara Blake Boy Phone: 954.357.6982 <a href="mailto:BBLAKEBOY@broward.org">BBLAKEBOY@broward.org</a>
Transit	Broward County Transit	<a href="http://www.broward.org/Pages/PhoneT.aspx">http://www.broward.org/Pages/PhoneT.aspx</a>	Noemi Hew 954.357.8380 <a href="mailto:NHEW@broward.org">NHEW@broward.org</a>

**Table 5: FDOT Contact List**

Type	Department	Link	Contact
Access	Traffic Ops	<a href="https://osp.fdot.gov/#/ContentPage/b58eb058-a5f8-412a-a06e-a77700da8ba7">https://osp.fdot.gov/#/ContentPage/b58eb058-a5f8-412a-a06e-a77700da8ba7</a>	District Access Management Manager Dalila Fernandez, P.E. Phone: 954-777-4363 <a href="mailto:D4AccessManagement@dot.state.fl.us">D4AccessManagement@dot.state.fl.us</a>
Drainage	Drainage	<a href="https://osp.fdot.gov/#/ContentPage/3876136e-900f-48f0-8e5c-a777013f3554">https://osp.fdot.gov/#/ContentPage/3876136e-900f-48f0-8e5c-a777013f3554</a>	Drainage Connection Permits Engineer Georgi Celusnek, P.E. Phone: 954-777-4368 <a href="mailto:georgi.Celusnek@dot.state.fl.us">georgi.Celusnek@dot.state.fl.us</a>
Highway Landscaping	Landscape	<a href="https://osp.fdot.gov/#/ContentPage/2162cda5-8149-4137-bb15-a777013fb049">https://osp.fdot.gov/#/ContentPage/2162cda5-8149-4137-bb15-a777013fb049</a>	Landscape Architect David Lockmiller, PLA Phone: 954-777-4142 <a href="mailto:david.lockmiller@dot.state.fl.us">david.lockmiller@dot.state.fl.us</a>

Utility	Maintenance	<a href="https://osp.fdot.gov/#/ContentPage/74f75b2a-6d8d-4dc9-968b-a77701408a54">https://osp.fdot.gov/#/ContentPage/74f75b2a-6d8d-4dc9-968b-a77701408a54</a>	Utility Manager Eugene Khashper Phone: 954-777-4125 <a href="mailto:Eugene.Khashper@dot.state.fl.us">Eugene.Khashper@dot.state.fl.us</a>
Vegetation Management	Broward Ops Center	<a href="https://osp.fdot.gov/#/ContentPage/2162cda5-8149-4137-bb15-a777013fb049">https://osp.fdot.gov/#/ContentPage/2162cda5-8149-4137-bb15-a777013fb049</a>	Operations Center Phone No: 954-776-4300
Right of way	Right of way	Will coordinate prior to Pre-Application Meeting	Right-of-Way Manager Ivana Robinson Phone: 954-777-4223 <a href="mailto:Ivana.Robinson@dot.state.fl.us">Ivana.Robinson@dot.state.fl.us</a>
Strategic Intermodal System (SIS)	PLEMO	Will coordinate prior to Pre-Application Meeting	SIS Planning Office Tammy Campbell Phone: 954-777-4668 <a href="mailto:Tammy.campbell@dot.state.fl.us">Tammy.campbell@dot.state.fl.us</a>

## Appendix C Trafficways Plan Amendment/Waiver Application

## Appendix D DRC Process Map and Agency Flow Charts

## Appendix C Trafficways Plan Amendment/Waiver Application



**APPENDIX 2 - APPLICATION FOR AMENDMENT TO THE  
BROWARD COUNTY TRAFFICWAYS PLAN**

THE FOLLOWING INFORMATION MUST BE PROVIDED TO THE BROWARD COUNTY PLANNING COUNCIL BEFORE AN AMENDMENT TO THE BROWARD COUNTY TRAFFICWAYS PLAN WILL BE ACCEPTED FOR PROCESSING.

1. LOCAL GOVERNMENT RECOMMENDATION

- A. Resolution from the local government specifically describing the Trafficways segment proposed for amendment and recommended width(s) and/or realignment.
- B. Minutes from local governing body meeting.
- C. Local government staff report on the amendment as provided to the local governing body.
- D. The local government's rationale for the amendment. The Planning Council requests a condensed version suitable for inclusion in the Planning Council staff report.
- E. Name, title, address, telephone and facsimile number for the local government contact.

2. APPLICATION FEE

Amendment applications, other than those submitted by the Broward County Board of County Commissioners or which are (co)sponsored by the Broward County Planning Council as per Article 3.3 of the "Documentation of the Broward County Trafficways Plan", are subject to the Broward County Trafficways Plan amendment fee schedule. Please contact the Planning Council office for information regarding the current fee.

3. AMENDMENT SUPPORT INFORMATION

- A. If a specific right-of-way plan or (re)alignment is proposed for a corridor, engineering drawings and/or other supporting documentation to establish the precise (re)alignment must be provided.
- B. Amendments to specific Trafficways which are also identified as "State Principal Arterial" or "State Minor Arterial" on the current Broward County State Highway Functional Classification Map must be accompanied by a position statement from the District IV Secretary of the Florida Department of Transportation.

- C. Describe the existing and planned future land uses, per the effective municipal land use plan(s), in the amendment area.
- D. Describe the current availability of public right-of-way along the amendment corridor and the extent of existing uses and structures within the current and/or proposed Trafficways corridor.
- E. Describe the feasibility of acquiring additional rights-of-way along the amendment corridor as per the current and/or proposed Trafficways Plan width through the development and/or redevelopment of adjacent parcels.
- F. Describe impacts the amendment may have on ingress and egress relative to adjacent properties.
- G. Describe anticipated impacts on transit, bicycle, or pedestrian travel along the subject Trafficways segment and on the surrounding regional roadway network.

Planning Council staff will collect the information listed below and analyze traffic impacts resulting from the amendment. You may provide a traffic impact analysis for the amendment. If you submit a traffic impact analysis, please address the items listed below and provide information on the methodology utilized.

- H. Provide the current average daily traffic volumes, roadway capacity, and level of service for the Trafficways segment proposed for amendment and the affected surrounding regional roadway network.
- I. Provide Broward County Five (5) Year and Adopted Long Range Transportation Plan average daily traffic volumes, roadway capacities, and levels of service for the Trafficways segment proposed for amendment and the surrounding regional roadway network, both with and without the amendment.
- J. Indicate what improvements are programmed or planned for the Trafficways segment proposed for amendment, including intersection, mass transit, bikeway, and pedestrian improvements. Indicate the year of the programmed or planned improvement(s).

Appendix 2 - Adopted: January 25, 2001

**APPENDIX 1 - APPLICATION FOR A WAIVER OF THE BROWARD COUNTY  
TRAFFICWAYS PLAN DEDICATION REQUIREMENTS**

THE FOLLOWING INFORMATION MUST BE PROVIDED TO THE BROWARD COUNTY PLANNING COUNCIL BEFORE A WAIVER OF THE BROWARD COUNTY TRAFFICWAYS PLAN WILL BE ACCEPTED FOR PROCESSING.

1. APPLICANT INFORMATION

- A. Name, title, address, telephone and facsimile number for the owner(s) of the subject parcel.
- B. Name, title, address, telephone and facsimile number for the applicant or agent.
- C. Applicant's rationale for the request. The Planning Council requests a condensed version suitable for inclusion in the Planning Council's staff report.

2. APPLICATION FEE

Please contact the Planning Council office for information regarding the current fee.

3. LOCAL GOVERNMENT INFORMATION

- A. Name of subject municipality.
- B. Recommendation of the subject municipality regarding the proposed waiver.

4. SUPPORT INFORMATION

- A. Survey of subject parcel.
- B. Precise description of the requested waiver. Include graphics/maps as necessary to illustrate.

- C. Detailed description of the existing and proposed use of the subject parcel. *Planning Council staff will utilize this information to analyze net projected average daily traffic impacts as per Institute of Transportation Engineers methodologies.*
- D. Plat and/or site plan of subject parcel.
- E. A description of why the proposed development could not be located within the subject parcel consistent with the Trafficways Plan requirement.
- F. A description of the existing and planned future land uses, per the effective municipal land use plan, in the vicinity of the subject parcel.
- G. Proposed waivers of Trafficways Plan segments also identified as “State Principal Arterial” or “State Minor Arterial” on the current Broward County State Highway Functional Classification Map must be accompanied by a position statement from the District IV Secretary of the Florida Department of Transportation.
- H. Describe impacts the waiver may have on corridor ingress and egress relative to adjacent properties.
- I. Provide the current Broward County Five (5) Year and Adopted Long Range Transportation Plan average daily traffic volumes, roadway capacities, and levels of service for the subject Trafficways Plan segment. The above referenced information is available at the Broward Metropolitan Planning Organization.
- J. Indicate what improvements are programmed or planned for the subject Trafficways Plan segment including intersection improvements. Indicate the year of the programmed or planned improvement(s).
- K. Describe impacts the waiver may have on transit, bicycle, or pedestrian travel.

## Appendix D DRC Process Map and Agency Flow Charts



### General Application Types:

#### Property & right-of-way type items

- Revocable license agreements
- Right-of-way/easement/Non-vehicular access line
- General items for discussion

#### Site Plan Level II

##### Development Review Committee (DRC)

- New Nonresidential greater than 5,000 SF
- Non-Residential use within 100' of residential property
- Redevelopment proposals (if threshold met)
- Change in use (if greater impact)

#### Site Plan Level III

##### Planning and Zoning Board (PZB)

- Conditional use\*
- Parking reduction (some exceptions)\*
- Flex Allocation\*
- Cluster development\*
- Modification of yards (RMM-25, RMH-25, RMH-60)\*
- Waterway use (some exceptions)\*

#### Site Plan Level IV

##### City Commission (CC) (P&Z Review)

- Rezoning\*
- Right-of-way vacation\*
- Plat approval \*
- Public Purpose use\*
- Land use amendment\*
- Specified development, yard modifications in certain beach districts\*

##### City Commission (no P&Z review)

- Easement Vacation
- Allocation of Units

##### Board of Adjustment (BOA)

- Variance
- Special Exception
- Temporary Non-Conforming Use
- Interpretation

##### Historic Preservation Board

##### (HPB) Historic

##### Designation of:

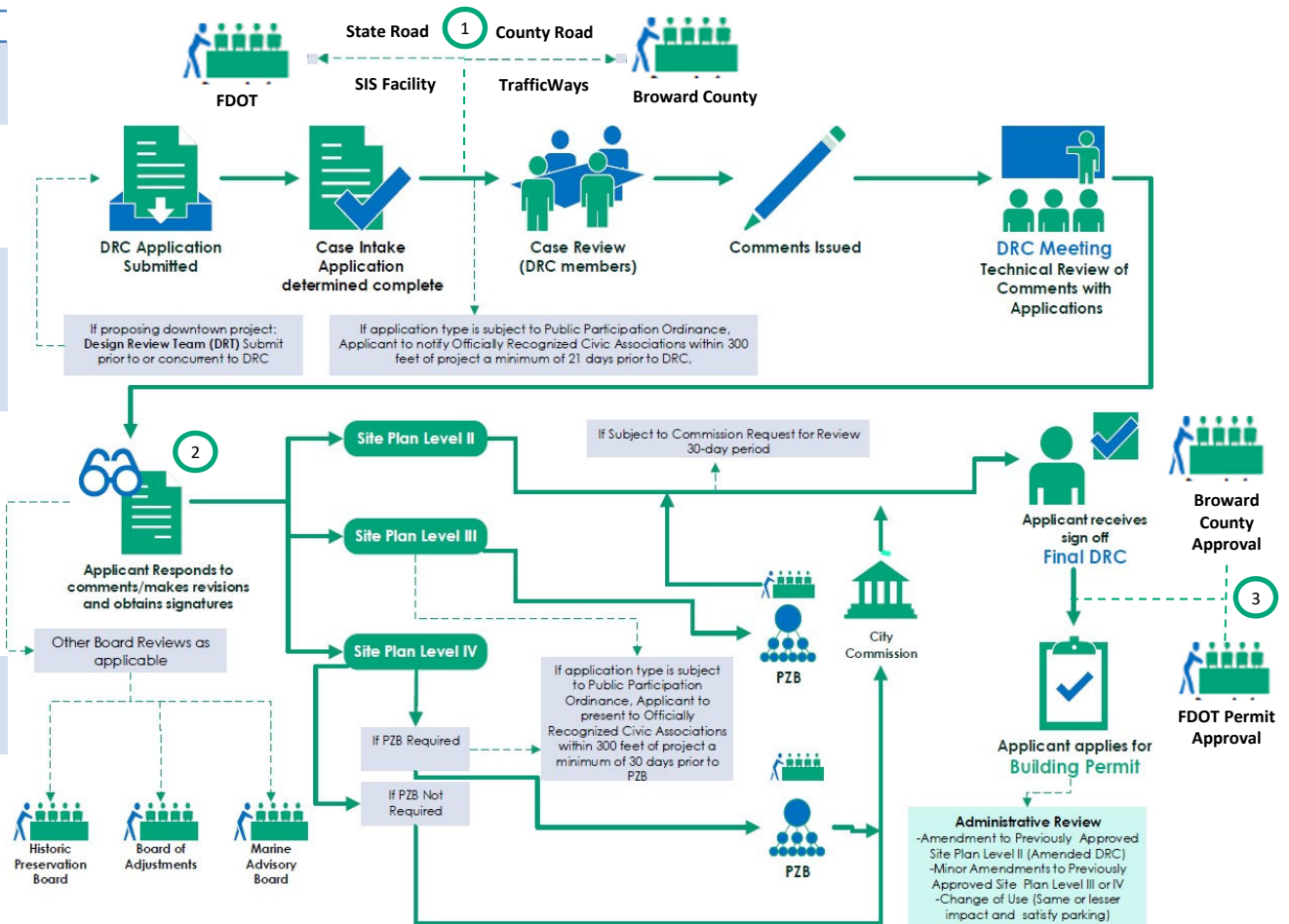
- District
- Landmark Site, Structure, Building

##### Certification of Appropriateness (COA) for:

- Demolition
- New Construction
- Alteration

\*Item is subject to the public Participation Ordinance

- Relocation



# DEVELOPMENT APPROVAL PROCESSES



## TRANSPORTATION CONCURRENCE CERTIFICATE ENVIROMENTAL CERTIFICATE

- Applicants apply for concurrence before submitting an application to Fort Lauderdale
- Concurrence fees are paid when city permits are finalized



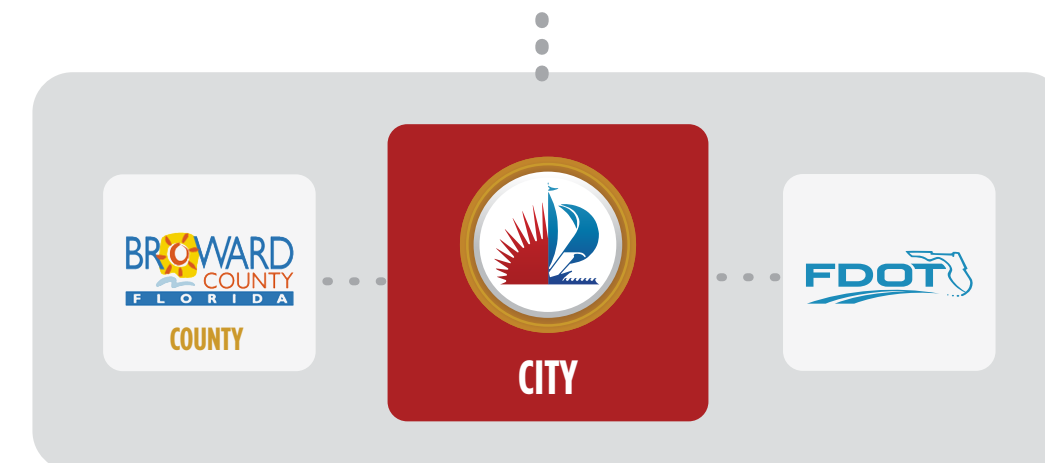
## SITE PLAN REVIEW

- A pre-application meeting with FDOT is needed if the site has frontage on a state road
- Broward County shall review if there is access onto road where they have jurisdictional control (County road / Trafficways)
- All site plans must go to Broward County for transit review



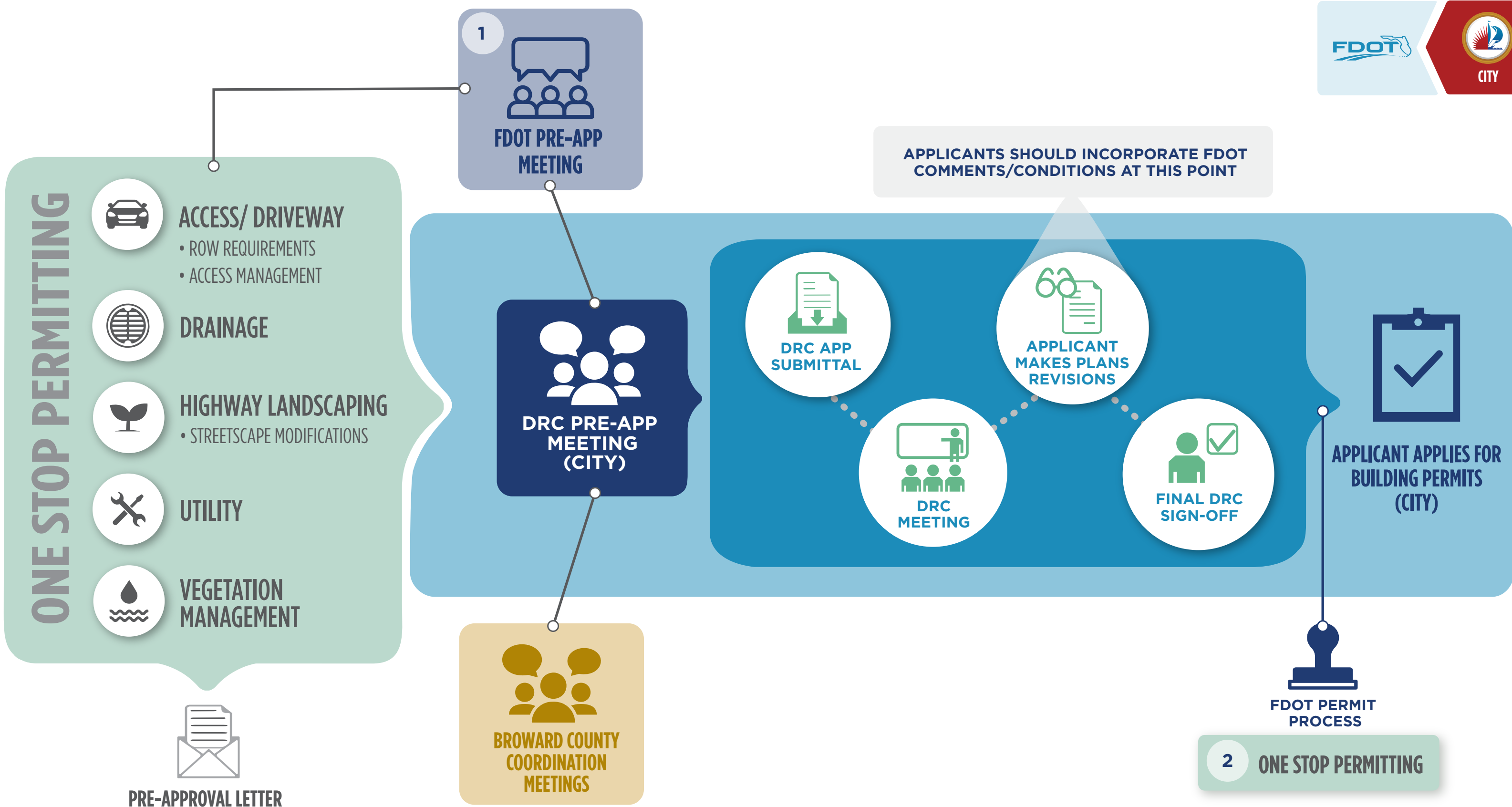
## PLATTING PROCESS

- The City of Fort Lauderdale may require the applicant to obtain a platting determination letter
- FDOT needs to supply a pre-application approval letter for plats that abut a state road
- Broward County Board of County Commissioners must approve the plat





# SITE PLAN REVIEW PROCESS/ COORDINATION



# SITE PLAN REVIEW PROCESS/ COORDINATION



APPLICANTS SHOULD INCORPORATE FDOT COMMENTS/CONDITIONS AT THIS POINT

**1**  
**BROWARD COUNTY COORDINATION MEETINGS**



This applies to all applications



**BROWARD COUNTY TRANSIT**

- ✓ EXISTING BUS STOP
- ✓ SHELTER EASEMENT
- ✓ EXPANDED SIDEWALK/ LANDING PAD
- ✓ ACCESS COORDINATION



COMMENT LETTER



This applies to sites with frontage on roadways County jurisdiction

**HIGHWAY CONSTRUCTION & ENGINEERING DIVISION**

- ✓ **COUNTY STANDARDS**
  - Access
  - Landscaping in the ROW
  - Non-standard treatments (potential maintenance challenges)
- ✓ **TRAFFICWAYS REQUIREMENTS**
  - ROW width compliance with Trafficways Standards
  - Access
    - Access point spacing
    - On-street parking conflicts
    - Traffic flow conflicts
  - Traffic Controls

**2** **COUNTY E-PERMIT PROCESS**

**MANDATORY PRE-APP MEETING**

**SITE PLAN REVIEW COMMITTEE**

- BUILDING CODE
- HIGHWAY CONSTRUCTION & ENGINEERING
- TRAFFIC ENGINEERING
- FIRE RESCUE
- FDOT

MINOR REVIEW

FULL REVIEW

OPTIONAL

# TRAFFICWAYS PLAN AMENDMENT PROCESS

