



# CITY of HOLLYWOOD, FLORIDA

## Planning and Development Services

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Jaye Epstein  
Director

**DATE:** October 26, 2011

**TO:** Cathy Swanson-Rivenbark  
Interim City Manager

**FROM:** Andria Wingett  
Planning Manager *AW*

**SUBJECT:** Notice of Decisions Relating to the October 25, 2011 Historic Preservation Board Meeting

The City's Zoning and Land Development Regulations require the Department of Planning & Development Services to notify the Mayor, City Commission and the City Manager of decisions made by the Historic Preservation Board. The purpose of this notice is to provide the opportunity for the Mayor and City Commission to:

Initiate a City Commission Request for Review of a Board Decision (CRR). The process for a CRR is initiated if three members of the City Commission file a request for review in writing within fifteen (15) days of the Board's action, said statement to be filed with the City Clerk, with a copy to the appropriate department by **November 9, 2011**. Or, a CRR can be initiated if three or more members of the City Commission request a review during City Commission comments at a City Commission meeting, which is within fifteen (15) days of the Board's action. If three or more Commissioners request or file a request for review, a de novo public hearing will be set.

Should you wish to initiate a CRR, please contact the Department of Planning & Development Services for an application. Please note the Code requires all CRR be received by the City Clerk within fifteen (15) days of the date a decision is reached by the Board. As such, CRR filed after **November 9, 2011** would not be consistent with the Code and could not be considered.

A copy of this memorandum has been forwarded to all neighborhood associations representing properties appearing on the agenda. In this manner, the neighborhood association is made aware of the 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.



**Our Mission:** We are dedicated to providing municipal services for our diverse community in an atmosphere of cooperation, courtesy and respect. We do this by ensuring all who live, work and play in the City of Hollywood enjoy a high quality of life.

**"An Equal Opportunity and Service Provider Agency"**

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**CERTIFICATE OF APPROPRIATENESS FOR DESIGN**

1. **FILE NO:** 11-C-79  
**APPLICANT:** Mr. Gary Schmeiske and Ms. Helen Meletic  
**LOCATION:** 1333 Madison Street  
**REQUEST:** Certificate of Appropriateness for Design for a new single-family home within the Lakes Area Historic Multiple Resource Listing District.

**STAFF RECOMMENDATION:**

Staff recommends continuance to the November 15, 2011 Historic Preservation Board Meeting.

**BOARD DECISION:**

Certificate of Appropriateness for Design: Continued to the November 15, 2011 Historic Preservation Board Meeting at 4:00 p.m.

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- C: Honorable Mayor and City Commissioners  
Interim Assistant City Manager  
Director, Planning and Development Services  
Assistant City Attorney