



Oakland Park Municipal Building – ECD  
Large Conference Room  
5399 North Dixie Highway, Suite 2  
Oakland Park, Florida 33334

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MINUTES  
DEVELOPMENT REVIEW COMMITTEE (DRC) MEETING  
DECEMBER 23, 2021, 10:00 A.M.

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The regular meeting of the Development Review Committee of the City of Oakland Park, Florida was called to order at 10:00 A.M. This meeting was held by Zoom.

To support the public's continued safety concerns, this meeting was conducted in a manner that promotes social distancing while ensuring public access. This meeting was available for virtual participation via Zoom Meeting ID:

<https://oaklandparkfl.zoom.us/j/82267083832?pwd=UXlhc1JCdUk3WWROMVBudXhzZ0hmZz09>

or by contacting the City Clerk's office at 954-630-4300. Public comments were limited to 4 minutes. Written public comments (no more than 250 words) could have been submitted for the record to: [publiccomments@oaklandparkfl.gov](mailto:publiccomments@oaklandparkfl.gov) by 4:00 p.m. the day before the meeting. In person attendance was also possible

<b>ROLL CALL</b>
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**Regular Members:**

- Antwan Armalin, Public Works Manager
- Alex Dambach, Planning Supervisor
- Patricia Fernandez, Plans Examiner/Inspector
- Chris French, Fire Inspector/Investigator
- Detective Chuck Howard, Broward Sheriff's Office
- Albert "Skip" Margerum, Community Enhancement Manager
- Lauren Pruss, Assistant Director of Community & Economic Development

**Also Present:**

Melissa Alvarado, Recording Secretary

- Peter Schwarz, Director of Community & Economic Development

**Absent** – (Excused)

Lorrainia Belle, Senior Planner

Chris Lips, Assistant Director of Public Works

Steven Tinsley, Assistant Director of

Community & Economic Development

Kevin Woodall, Code Enforcement Officer II

<b>1. Approval of Minutes</b>
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<b>Minutes of December 9, 2021</b>
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Member Pruss made a motion to approve the December 9, 2021 DRC meeting minutes. Member Howard seconded the motion which prevailed by the following vote:

**YES:** Member Dambach, Member Fernandez, Member French, Member Howard, Member Margerum, Member Pruss, Member Schwarz.

<b>2. Public Comments- At this time any person will be allowed to speak on any matter that pertains to City business for a length of time not to exceed four minutes per person.</b>
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None

**ITEMS TO CONSIDER**

<b>3. Review of signage for approved tattoos and body piercing studio, “Doc’s Tattoos,” located at 123 West Prospect Road.</b>
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Heather Stephens, the applicant for the project, inquired if a sign permit was required to place a sign in the window. Member Dambach stated that a permit may not be required for the sign in the window but he would check to confirm. He added that a permit would be required for the marquee sign.

Member Howard commented to ensure the sign does not exceed 15% of the window area.

**Planning and Zoning Comments**

Member Dambach stated that the Planning and Zoning discipline has approved the proposed signage as it meets the 15% threshold.

**Building and Structural Comments**

The Building and Structural discipline approved the proposed signage with no comments.

**Engineering Comments**

The Engineering discipline approved the proposed signage with no comments.

**Fire Prevention Comments**

The Fire Prevention discipline approved the proposed signage with no comments.

**Crime Prevention Through Environmental Design Comments**

The Crime Prevention Through Environmental Design discipline approved the proposed signage with no comments.

**Solid Waste**

The Solid Waste discipline approved the proposed signage with no comments.

**Utilities Comments**

The Utilities discipline approved the proposed signage with no comments.

Member Dambach stated that he would follow up with Ms. Stephens with any additional steps.

Member Schwarz made a motion to approve the signage for approved tattoos and body piercing studio, "Doc's Tattoos," located at 123 West Prospect Road. Member Pruss seconded the motion which prevailed by the following vote:

**YES:** Member Armalin, Member Dambach, Member Fernandez, Member French, Member Howard, Member Margerum, Member Pruss, Member Schwarz.

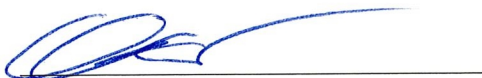
<b>OTHER BUSINESS</b>
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None

<b>ADJOURNMENT</b>
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There being no further business, the meeting was adjourned at 10:10 A.M.

ATTEST:



Alex Dambach, Planning Supervisor,  
Community & Economic Development Department

  
Melissa Alvarado, Recording Secretary