



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  
AUGUST 26, 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.

**NOTE: Due to COVID-19 precautionary safety measures were in place and access to city facilities was limited to ensure social distancing. The opportunity for Public Participation has been provided by email or by calling the City Clerk’s office. Received public comments, if any, were read into the record during that portion of the agenda.**

**ROLL CALL**

**Present:**

- Lorrainia Belle, Senior Planner
- Alex Dambach, Planning Supervisor
- Christopher French, Fire Inspector/Investigator
- Detective Howard, Broward Sheriff’s Office
- Brynt Johnson, Director of Engineering & Building Services
- Lauren Pruss, Assistant Director of Community & Economic Development
- David Spence, Structural Chief Inspector
- Steven Tinsley, Assistant Director of Community & Economic Development Department
- Peter Schwarz, Director of Community & Economic Development Department

**Also Present:**

Melissa Alvarado, Board Secretary

**Absent (Excused):**

- Antwan Armalin, Solid Waste Foreman
- Chris Lips, Assistant Director of Public Works
- Kevin Woodall, Code Enforcement Officer

**APPROVAL OF MINUTES**

None.

**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.**

None.

**ITEMS TO CONSIDER**

- 3. Site Development Plan Review: Case # CD21-10Z- “Docs Tattoos”: Site Development Plan Review for Conditional Use for a tattoo studio proposed at 123 West Prospect Road.**

Related to Planning and Zoning, Member Belle commented as follows:

- 1) Requested applicant to provide materials and illumination information about the signage (e.g. color, height, and width).
- 2) Requested applicant to indicate the location of tattoo artist workshop on floor plan.
- 3) Requested applicant to provide additional information on the area labeled “Common Area”.

Ms. Heather Stephens, the applicant for the project, explained that the common area is a lobby area where patrons fill out release forms, ask questions, etc. She added the three sections on the plans labeled “office” are the three private tattoo spaces.

Member Belle asked the applicant to label the location of the tattoo stations on the floor plan.

Related to Crime Prevention Through Environmental Design, Member Howard commented as follows:

- 1) Recommended closed-circuit television cameras in the front and rear of the lots
- 2) Expressed concern regarding fenced-in lot in the back as it is hidden and has limited lighting at night.
- 3) Suggested having a BSO Trespass Affidavit Sign and posting, at least one, to the rear fenced in area.
- 4) Recommended the installation of way-finding signage on the fence in the rear.
- 5) Commented on having the hours of operation posted on the door as well as the business phone number.
- 6) Noted that window and door coverings should be in compliance with the City Codes.
- 7) Inquired about the biomedical waste disposal. Ms. Stephens explained that a company will come

- to pick up the box containing biomedical waste every 28 days.
- 8) Asked about customer and employee record storage. Ms. Stephens explained that records are stored on site in a filing cabinet.
  - 9) Recommended a peep hole on the rear door.
  - 10) Inquired about the lighting in the rear. Mr. Dimitrios Xenakis, the owner of the building, stated that there is currently a sodium lamp but will be upgraded to LED.

Member French approved the project for the fire prevention discipline.

Member Spence commented that the closed-circuit television cameras will require a permit and will need to be installed by a licensed contractor. He inquired about the previous permitted uses and plans of the building.

Member Dambach explained that if there have been any changes to the original floor plan of the building permits will need to be shown. He requested for the applicant to provide Member Spence with the pertinent information via email.

Member Dambach summarized the comments that need to be addressed and explained the next steps of the review process.

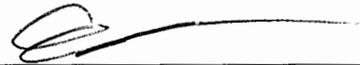
**OTHER BUSINESS**

None.

**ADJOURNMENT**

The meeting was adjourned at 10:30 A.M.

CITY OF OAKLAND PARK, FLORIDA



ALEX DAMBACH, PLANNING SUPERVISOR

ATTEST:

  
MELISSA ALVARADO, BOARD SECRETARY