



400 S. Federal Hwy  
Hallandale Beach, FL 33009  
07162025

## City of Hallandale Beach City Commission Agenda Cover Memo

| Meeting Date:   | File No.:   | Item Type:   | 1 <sup>st</sup> Reading                                       | 2 <sup>nd</sup> Reading  |
|---|---|--|---|--|
| <b>12/17/2025</b>   | <b>25-346</b>   | <input type="checkbox"/> Resolution<br><input checked="" type="checkbox"/> Ordinance<br><input type="checkbox"/> Other | Ordinance Reading   | <b>12/17/2025</b>  |
|   |   |  | Public Hearing  | <input checked="" type="checkbox"/>                                |
|   |   |  | Advertising Required  | <input checked="" type="checkbox"/>                                |
|   |   |  | Quasi-Judicial:   | <input type="checkbox"/>   |
| Fiscal Impact (\$):   | Account Balance (\$):   |  | Funding Source:   | Project Number:  |
| <b>N/A</b>  | <b>N/A</b>  |  | <b>N/A</b>  | <b>N/A</b>   |
| Contract Required:  | P.O. Required:  | RFP/RFQ/Bid Number:  | Sponsor Name:   | Department:  |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <b>N/A</b>   | <b>Dr. Joan Shen, Director</b>                                | <b>Transportation and Mobility</b>                                 |
| Strategic Plan Focus Areas:   |   |  |   |  |
| <input type="checkbox"/> Fiscal Stability                           | <input type="checkbox"/> Resident Services                          | <input checked="" type="checkbox"/> Public Safety  | <input checked="" type="checkbox"/> Infrastructure & Mobility | <input type="checkbox"/> Economic Development & Affordable Housing |
| Implementation Timeline:  |   |  |   |  |
| Estimated Start Date: 2/1/2026                                      |   |  | Estimated End Date: N/A                                       |  |

### SHORT TITLE:

**AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING CREATION OF ARTICLE VI, IN CHAPTER 28 – TRAFFIC, MOTOR VEHICLES, AND BOATS, OF THE CODE OF ORDINANCES OF THE CITY OF HALLANDALE BEACH, TO CODIFY A CITYWIDE MAINTENANCE OF TRAFFIC (MOT) PERMIT PROGRAM; AND PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

## **STAFF SUMMARY:**

### **Summary:**

The proposed amendment to the City Code of Ordinances seeks approval to adopt a citywide Maintenance of Traffic (MOT) permit program through revisions to Chapter 28 – Traffic, Motor Vehicles, and Boats, by creating Article VI.

### **Background:**

The City recognizes that unregulated street and sidewalk closures or obstructions create safety risks, increase congestion, and disrupt access to public and private properties. These impacts are especially significant in a growing urban environment where development and infrastructure projects are on the rise.

To address these concerns, the City proposes implementing a comprehensive MOT permit process that enhances safety for all users, ensures uniform procedures for lane and sidewalk closures, and holds contractors and utilities accountable for proper traffic management. It also seeks to minimize disruptions to residents, businesses, schools, and emergency services. This Ordinance is aligned with regional best practices and will improve coordination with county, state, and utility agencies that conduct work in the public Right-of-Way.

The proposed Ordinance consists of the following sections:

Section 28-230 – Definitions

Section 28-231 – Intent and Purpose

Section 28-232 – MOT Permit Requirements; Associated Fees; Waiver Provisions

Section 28-233 – Enforcement

Section 28-234 – Appeals

Section 28-235 – Emergency Closures

### **Current Situation:**

At present, while the City does require Maintenance of Traffic Plans for development permit approval, the City does not have a formal ordinance in place to regulate or oversee MOT activities. As a result, road and sidewalk closures may occur without consistent oversight, adequate signage, or timely notification to impacted stakeholders.

Currently, MOT approvals for work on county and state roads may be granted by Broward County and the Florida Department of Transportation (FDOT), though the City does not always receive notice of these approvals. This lack of coordination can result in overlapping construction activities at the same location without proper scheduling. In addition, MOT plans are often reviewed and approved independently by multiple City departments without cross-departmental communication.

### **Why Action is Necessary:**

In accordance with Article V, Division I, Section 5.01 of the City of Hallandale Beach Charter, any rule or regulation that imposes a penalty must be established by ordinance. The adoption of an MOT permit ordinance will bring the City into compliance with this requirement and allow for better regulation of traffic-affecting activities.

The proposed ordinance seeks to centralize the MOT review process under the City Transportation and Mobility Department, ensuring that all MOT plans are reviewed, approved, and documented in one place. This centralized approach will help prevent conflicts, reduce redundant work, and ensure that all closures are managed with safety, efficiency, and accessibility in mind.

Furthermore, it will provide a formal mechanism for enforcing compliance with safety standards and approved traffic plans, protecting emergency access routes, maintaining ADA accessibility, and improving communication with the public regarding anticipated traffic impacts. By documenting oversight and compliance, the ordinance also helps reduce the City's liability exposure in the event of crashes or claims related to unregulated closures.

### **Business Impact Estimate:**

The ordinance establishes a fee structure for MOT permit applications submitted to the City Transportation and Mobility Department. These fees will support the administrative review process, field inspections, and enforcement activities, and will be retained by the City regardless of whether a permit is approved or denied.

The intent of this fee structure is to enhance safety and reduce traffic congestion by ensuring that all projects within the public Right-of-Way are properly coordinated and monitored. Over time, the implementation of this process is expected to generate cost savings by reducing uncoordinated closures, improving project planning efficiency, and ensuring the plan follows local, state, and national traffic control guidelines, and avoiding potential legal or regulatory issues.

The implementation of the proposed MOT permit ordinance is estimated to result in approximately 125 MOT reviews per year. It is estimated that 40 will be city projects in which no fees will be charged. The City's costs for the remaining include staff time for application processing, plan review, field inspection, and compliance tracking. These regulatory costs are expected to be partially or fully offset by the MOT permit fees collected through the program. Assuming the time to conduct these activities spent per MOT plan review, with anticipated 125 MOT plan reviews annually, the regulatory cost per review is approximately \$120. With this volume, the City can anticipate a steady stream of permit applications, generating revenue through both application and daily usage fees. These funds will help offset the administrative costs associated with plan reviews, inspections, and tracking efforts. While businesses and contractors may experience increased upfront costs due to the new fee structure, the centralized and standardized review process will enhance safety, reduce uncoordinated street closures, and improve overall efficiency. Over time, the ordinance is expected to contribute to better project planning, fewer disruptions to business operations and public access, and

improved coordination among stakeholders, including utility providers and regional agencies.

**Fees:**

The following fee schedule is proposed to the Maintenance of Traffic permit program.

| Maintenance of Traffic Fee, Based on Use   |                            |
|--|----------------------------|
| One Lane Closure Application   | \$120                      |
| Sidewalk Closure Application   | \$120                      |
| Partial Lane Closure Application   | \$120                      |
| Two Lane Closure Application   | \$160                      |
| Initial up-front inspection fee  | \$100                      |
| Non-refundable fee for permit issued for the partial or full obstruction by construction related activities exceeding three days in duration         |                            |
| Sidewalk/curb usage  | \$0.30/linear foot per day |
| Parking lane usage   | \$0.40/linear foot per day |
| Lane closure or partial lane closure of traffic  | \$0.45/linear foot per day |
| Non-refundable fee for temporary office, trailer, portable toilet, equipment or storage of material/supplies within partial or full obstruction area |                            |
| Sidewalk/curb/swale usage  | \$0.15/linear foot per day |
| Parking lane usage   | \$0.20/linear foot per day |
| Lane closure or partial lane closure usage   | \$0.25/linear foot per day |

**Cost Benefit:**

This ordinance supports responsible growth, enhances traffic safety, and improves transparency and accountability in construction-related street impacts. While it introduces new permitting requirements, it ultimately benefits the community and business environment through better planning, communication, and oversight.

**PROPOSED ACTION:**

Staff recommends the City Commission approve First Reading of the attached Ordinance and schedule Second Reading accordingly.

**ATTACHMENT(S):**

Exhibit 1 – Ordinance

Prepared By: Igor Colmenares  
Igor Colmenares  
Mobility and Transportation Manager

Reviewed By:

*Joan Shen*

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Joan Shen  
Transportation and Mobility Director

Reviewed By:

*Noemy Sandoval*

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Assistant City Manager