



# MEMORANDUM

DATE: January 13, 2025  
TO: City Commission  
FROM: Jordan Smith, AICP, PP Planning and Development Services Director  
THRU: Doc Dougherty, City Manager  
SUBJECT: Amendment to Chapter 70 “General Provisions” and Chapter 74 “Administration”

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**REFERENCES:** City Comprehensive Plan, Code of Ordinances.

**REQUEST:** On May 7, 2024, the City Commission requested staff to update the Zoning Sections in the Land Development Code, as some of the Sections were outdated.

## **DISCUSSION:**

Proposed changes to Chapter 70 “General Provisions” and Chapter 74 “Administration of the Land Development Code. Highlights of the proposed changes include:

- Re-organization of Chapter 74.
- Identify appropriate reviewing and decision-making authority for development applications that are addressed in the Land Development Code i.e. City Commission, Planning and Zoning Board, Development Review Committee (DRC), Planning and Development Services Director and Planning and Development Services Department.
- Providing for Minor and Major Conditional Uses.
- Providing for Minor and Major Variances.
- Modification of Public Notice section, creating Citizen Awareness and Participation Plan Meetings
- Refining and expanding review criteria for all application types to strengthen and guide decision-making for Staff, the DRC, the Planning and Zoning Board and City Commission.

## **RECOMMENDATION:**

Request feedback regarding proposed changes to Chapter 70 “General Provisions” and Chapter 74 “Administration”

## **ATTACHMENTS:**

- Ch 70 General Provisions & Ch 74 Administration