

1 CODE OF ORDINANCES CITY OF DELTONA, FLORIDA

2
3 Subpart B - LAND DEVELOPMENT CODE

4 ARTICLE I. - IN GENERAL

5 Secs. 70-1—70-25. - Reserved.

6 ARTICLE II. – LAND DEVELOPMENT CODE

7 DIVISION 1. - GENERALLY.

8
9 Sec. 70-26. Reserved.

10 Sec. 70-27. Reserved.

11
12 Sec. 70-28. Title, purpose and authority.

13
14
15 (a) *Short title.* This ordinance shall be known as the "Land Development Code of the City of Deltona, Florida."

16
17 (b) *Purpose.* The purpose of this chapter is to establish standards, procedures and minimum requirements for
18 review and approval of all proposed development of property under the jurisdiction of this Land Development
19 Code ("LDC"). the issuance of all development orders and development permits as required by this chapter
20 and to regulate and control the platting and development of land within the City of Deltona, Florida, except as
21 otherwise specifically set forth herein. Provided, however, it is not the purpose of this chapter to regulate any
22 bona fide agricultural production, including, but not limited to, horticulture, citrus, dairy, livestock, poultry,
23 forestry or vegetables pursuant to the "Right to Farm" Act (Chapter 823 Section 14, F.S.).

24
25 (c) *Enactment and authority.* The City Commission of the City of Deltona, Florida, pursuant to authority conferred
26 in it by article VIII, section 1(G) of the Constitution of the State of Florida; and F.S. § 125.01, F.S. Ch. 163, pt.
27 II (F.S. § 163.3161 et seq.), and F.S. § 177.01, hereby adopts the following articles and sections.

28
29 (d) *Violations and penalties.* If it is determined by the enforcement official that any person is violating any
30 provisions of this chapter, the enforcement official shall notify that person, in writing, indicating the nature of
31 the violation and ordering any action necessary to correct it. The order may include, but not be limited to, a
32 stop work order. Any violation of this ordinance may be referred to the city's code enforcement board. Any
33 person found guilty of a violation of any of the provisions of this chapter, or any lawful order of the City
34 Commission, Development Review Committee or enforcement official, shall be punished in accordance with
35 F.S. § 125.69, or any amendments thereto, with a fine not to exceed \$500.00, and/or incarceration not to
36 exceed 60 days. Notwithstanding any other provisions of this chapter, a violation of this chapter may be abated
37 by any manner as provided by law. Each day the violation continues shall be deemed a separate offense.

38
39 (e) *Injunctive relief.* In addition to any penalty provided by law for the violation of any of the provisions of this
40 chapter, the City Commission may bring suit in the appropriate circuit court to enjoin, restrain or otherwise
41 prevent the violation of any of the provisions of this chapter, in any manner as provided by law.

42
43 (f) *Fee requirements.* Reasonable fees to offset the costs of administration of this chapter shall be set by
44 resolution of the City Commission, and may be amended from time to time. All fees must be paid at the time
45 set out in said resolution.

46
47 Sec. 70-29. Reference to the zoning ordinance; compliance required.

49 Herein referenced is the City of Deltona Zoning Ordinance No. 30-98, as amended [chapter 110, Code of
50 Ordinances]. Development activity undertaken pursuant to this chapter shall comply with said zoning ordinance.

51 *****
52

53
54 **Chapter 74 ADMINISTRATION**

55
56 **ARTICLE I. IN GENERAL**

57
58 **Sec. 74-1. Administration.**

59
60 (a) *Purpose.* The purpose of this section is to set out the various administrative procedures and approval
61 criteria of this Land Development Code. Other purposes include providing for the establishment and
62 delegation of authority to the of the dDevelopment rReview eCommittee, and illustrating the
63 duties/responsibilities of both the Development Review Committee and the City of Deltona Planning and
64 Development Services Department, City Manager, City Planning and Zoning Board, and City Commission
65 regarding land development review.

66
67 (b) *Intent.* In their interpretation and application, the provisions of this LDC shall be held to be minimum
68 requirements adopted for the promotion of public health, safety, morals and general welfare, protection of
69 natural resources, and the following:

- 70
- 71 1. To implement the Comprehensive Plan and all applicable ordinances;
- 72 2. To guide new growth and development of the City in an environmentally sound manner, in
73 accordance with the policies of the Comprehensive Plan and the availability of adequate
74 facilities and services;
- 75 3. To regulate the subdivision and development of land within the City;
- 76 4. To establish development standards and use regulations for City;
- 77 5. To protect the character and the established patterns of development by addressing
78 compatibility and prevent or minimize conflicts among different land uses;
- 79 6. To establish predictable processes that effectively and fairly apply the requirements and
80 standards of this LDC that respects the rights of property owners and the interests of the
81 citizens of the City;
- 82 7. To encourage the most efficient use of land through site and context sensitive design;
- 83 8. To reduce potential hazards to the public that may result from hazardous or incompatible land
84 uses, or from the development of environmentally sensitive lands;
- 85 9. To ensure the protection of persons and property in floodways and floodplains;
- 86 10. To protect and enhance the City's environmental, recreational, cultural, historical, natural, and
87 scenic resources;
- 88 11. To ensure safe and efficient traffic circulation, both motorized and non-motorized vehicular
89 and pedestrian, and the minimization of traffic impact on the surrounding area;
- 90 12. To promote a mix of housing types available for City residents; and
- 91 13. To promote the economic stability of the community, and maintain and improve the quality of
92 life for all residents.

93
94 (c) *Consistency with Comprehensive Plan.* All development of land under the jurisdiction of this LDC shall be
95 consistent with the Comprehensive Plan and applicable ordinances. Development or redevelopment of all
96 land shall be deemed consistent with the Comprehensive Plan only if the land uses, densities or
97 intensities, capacity or size, timing and other aspects of the development proposed for, or allowed on the
98 property furthers the goals, objectives, policies, and principles of the Comprehensive Plan.

99
100 (d) *Minimum Requirements.* No development shall be approved unless the following conditions are
101 reasonably achieved and made available pursuant to the concurrency requirements herein specified:

- 102 (1) Adequate and efficient supply of utility services to new development.
- 103

- 104 (2) Safe and efficient traffic circulation, both motorized and non-motorized vehicular and
- 105 pedestrian, and the minimization of traffic impact on the surrounding area.
- 106 (3) Protection of public health, safety and general welfare including protection from fire, flooding,
- 107 and other dangers.
- 108 (4) Prevention of potential hazards to health, safety and general welfare of the residents of the
- 109 City, especially in those developments served by the individual water supply and waste
- 110 disposal systems.
- 111 (5) Adequate stormwater management so there will be no adverse impacts on the quality of
- 112 natural surface waters, on the function of the floodplains, on off-site flood stages, and on
- 113 natural system values and functions.
- 114 (6) Provision of active and passive public park and recreation areas that are readily accessible to
- 115 residents and visitors and that adequately meet identified recreation needs.
- 116 (7) Protection of the City's natural and scenic resources, including the quality of air and both
- 117 surface and ground waters and the preservation of their ecological integrity.

118
119 ~~(b) *Development Review Committee.* [NOTE: Relocated to Sec. 74-5]~~

120 ~~(1) *Established.* There is hereby established a Development Review Committee (DRC).~~

121 ~~(2) *Membership.* Membership of the DRC shall include the following, or their designated representative:~~

- 122 ~~a. Planning and Development Services Director;~~
- 123 ~~b. City engineer or public works director;~~
- 124 ~~c. City fire marshal or fire safety manager; or~~
- 125 ~~d. Other members as may be designated by the city manager.~~

126 ~~Other city, county, local, state or federal agencies may be consulted by the DRC for advice or~~
 127 ~~recommendations on any matter or application being considered by the DRC. The city manager may add~~
 128 ~~or delete additional members of the DRC as he/she may deem necessary to promote the implementation~~
 129 ~~of this Land Development Code. The city manager shall appoint a chairman of the DRC from among the~~
 130 ~~members of the DRC to preside at the meetings.~~

131 ~~(3) *Duties and responsibilities.* The duties and responsibilities of the DRC shall include:~~

- 132 ~~a. Reviewing all applications under this Land Development Code to:~~
 - 133 ~~1. Delineate areas of non-compliance with city development requirements; and~~
 - 134 ~~2. Define steps necessary to bring applications into compliance with city development~~
 - 135 ~~requirements.~~
- 136 ~~b. Approve applications for development orders upon a determination that the development~~
 137 ~~applications meet the city's provisions of the Land Development Code.~~
- 138 ~~c. When, in the judgment of the DRC, strict application of the applicable requirements of this Land~~
 139 ~~Development Code will be inequitable, unreasonable, stifle innovative design, or create an undue~~
 140 ~~hardship when applied to a specific project or development, the DRC may modify such~~
 141 ~~requirements to the extent necessary to achieve equity or reasonableness or relieve the undue~~
 142 ~~hardship. However, no such modification shall be contrary to the requirements of law or the general~~
 143 ~~policies of this Land Development Code. Furthermore, any modification applied to one development~~
 144 ~~shall not establish precedent with regard to any other development subject to review.~~
- 145 ~~d. Performing additional duties as the city manager may, from time to time, assign.~~

146 ~~(4) *Meetings.* The DRC shall meet, as required, at a place determined by the DRC. An agenda and report~~
 147 ~~shall be prepared and distributed to each member and to the applicant at least five working days prior to~~
 148 ~~each meeting. All applicants having requests to be reviewed by the DRC shall be invited to attend and~~
 149 ~~participate in the meeting. The records of the proceedings of the DRC meetings as required by law, shall~~
 150 ~~be kept.~~

151
152 ~~(c) *Planning and Development Services Department.* [NOTE: Relocated to Sec. 74-6]~~

153 ~~(1) *Duties and responsibilities.* The duties and responsibilities of the Planning and Development Services~~
 154 ~~Department shall include:~~

- 155 ~~a. Being a central intake point for applications;~~
- 156 ~~b. Reviewing applications for completeness;~~
- 157 ~~c. Acting as a liaison between applicants and the DRC;~~
- 158 ~~d. Preparing and distributing agendas and reports for meetings of the DRC, P&Z, and the City~~
 159 ~~Commission;~~

- e. ~~Taking and preparing the minutes of all DRC meetings;~~
- f. ~~Comparing and ensuring final engineering construction plans and final plats with an approved development order to ensure consistency;~~
- g. ~~Coordinating application review procedures;~~
- h. ~~Issuing concurrency certificates of capacity;~~
- i. ~~Issuing development orders and development permits, as applicable, in compliance with the requirements and procedures of requisite city ordinances;~~
- j. ~~Obtaining validation from the applicant regarding the recordation of final subdivision plats with the Volusia County Clerk of the Circuit Court; and~~
- k. ~~Performing other functions, as may be assigned by the director of planning and development services.~~

ARTICLE II. – RESERVED DEVELOPMENT REVIEW AUTHORITY.

Sec. 74-2. Reserved Purpose.

The purpose of this Section is to identify the appropriate reviewing and decision-making authority for development applications that are addressed in this LDC.

Sec. 74-3. – City Commission.

(a) Duties of the City Commission related to this LDC. The City Commission shall have the following duties relating to development applications that are addressed in this LDC:

- (1) Appointing and confirming members of the Planning and Zoning Board required under this LDC;
- (2) Appointing or confirming special magistrates as provided in City Code;
- (3) Establishing a schedule of fees and charges for all processes under this LDC by resolution; and
- (4) Acting as the Land Development Regulation Commission pursuant to Florida Statutes §§ 163.3164(25) and 163.3194(2) by considering and approving or denying requests for the following types of development applications:

- a. Plan amendments, including future land use map amendments;
- b. Annexations;
- c. Changes to the Land Development Code or a proposed new Land Development Code;
- d. Rezoning, including Planned Unit Developments (PUDs);
- e. Major Conditional Uses;
- f. Amendments to the approved Capital Improvements Program or budget;
- g. Proposed development agreements created pursuant to the "Florida Local Government Development Agreement Act";
- h. Establishment of and amendments to Community Redevelopment Agencies (CRAs);
- i. Final Plats; and
- j. Vacations of Plats and Rights-of-Way.

(b) Quorum required. A minimum of four (4) Commissioners present at a duly called meeting shall constitute a quorum. Commissioners participating virtually count towards the quorum and can vote as if they were physically present in accordance with Florida Statutes. **[NOTE: Relocated from Sec. 110-1001]**

(c) Majority vote required. Approvals require a majority vote of the number of Commissioners present at a duly called meeting with a quorum. A "tie vote" will constitute a denial.

213 **Sec. 74-4. – Planning and Zoning Board. [NOTE: Relocated from Sec. 110-1200-1203]**
214

215 (a) Planning and Zoning Board creation and composition. The Planning and Zoning Board is the quasi-judicial
216 board that serves as the local planning agency (LPA) for the City as required by Florida Statutes. It shall
217 be referred to in this article as "PZB" The jurisdiction of the PZB shall be throughout the area of the City. It
218 shall have the following membership, powers, duties, responsibilities, and limitations.
219

220 1) Membership, place of residence, terms of office. The PZB shall have seven (7) members appointed
221 by the City Commission. Each member shall serve for a term of three (3) years. Each City
222 Commissioner and the Mayor shall appoint one (1) member to the PZB, said appointments to be
223 ratified by a majority vote of the City Commission. No PZB member shall serve on the PZB for more
224 than two (2) consecutive three-year terms. No elected official and no employee of the city government
225 shall be appointed to serve on the PZB.
226

227 2) Alternate members. The City Commission shall appoint up to five (5) alternate members. Each
228 alternate member shall serve for a term of no more than three (3) years. An active PZB member who
229 is term limited as per this Section may not serve as an alternate member until eligible to serve as an
230 active member. No attendance requirements are specified for alternate members. The alternate
231 members may not take part in discussion, make motions or vote unless they are seated, filling in for
232 a board member in their absence. Notwithstanding there being a quorum consistent with this Section,
233 each alternate will take turns filling in for an absent PZB member by rotation based on alphabetical
234 order by last name. However, the intent is there will be as many board seats filled as possible not to
235 exceed seven voting seats. If a PZB member has a conflict of interest concerning a particular case in
236 front of the board then for that particular case an alternate may replace the board member. The PZB
237 member with the conflict shall remove themselves from the dais and not speak on the matter and
238 otherwise recuse themselves unless and until they resume their position as a regular member or if
239 they are speaking as a directly affected party to an item being considered by the board.
240

241 3) Removal from office, vacancies. PZB members shall serve at the pleasure of the City Commission. If
242 any regular voting member fails to attend two (2) consecutive meetings, unexcused or three meetings
243 (excused or not) out of 12 meetings per calendar year, the PZB shall automatically declare the
244 member's office vacant. The board chairperson shall through the city clerk's office notify the City
245 Commission of any vacancies on the PZB.
246

247 4) Officers. The PZB shall elect a chairperson, vice-chairperson and a secretary from among its
248 members. The terms of all board officers shall be one year, each having eligibility for re-election. At
249 the first meeting of the Board of each calendar year, the secretary shall call the board meeting to order
250 and shall then call for nominations for the chairperson. Upon election of a chairperson, the secretary
251 shall pass the gavel to the chair. The chairperson shall then call for nominations for vice-chairperson.
252 Upon election of a vice-chairperson, the chair shall call for nominations for secretary.
253

254 5) Employees, administrative services. The PZB shall have no employees or contract vendors. The
255 Planning and Development Services Department shall provide clerical and staff support by formatting
256 and packaging board agendas, creating summary minutes of meetings, and maintaining PZB records.
257 The Planning and Development Services Department shall also provide professional and technical
258 assistance to the board consistent with its staffing and funding as approved by the City Commission.
259 The Director of Planning Development Services, or his or her designee, shall bring PZB reports and
260 recommendations to the City Commission in appropriate communications, the format and medium of
261 which shall be determined by the City Manager. Such communications shall include staff reports and
262 recommendations, application materials, correspondence, and other relevant information as
263 determined by the PZB, the Director of Development Services, the City Manager, or the City
264 Commission to be necessary to assist the City Commission in its deliberations. The PZB shall not
265 direct the staff to undertake any project, but may request reasonable staff assistance, and may report

266 through the Staff and City Manager to the City Commission any projects which the PZB deems
267 worthwhile for City Commission consideration by a majority vote of the PZB.
268

- 269 6) Education. Each PZB member and alternate members are required to engage in at least 8 hours of
270 continuing education per each year of service. Education includes but is not limited to the following:
271 attendance at a seminars or conferences, either in person or on-line; engage in the study of literature
272 regarding the duties and subject matters relevant to the role as a PZB member, such as reviewing
273 legal journals regarding property rights jurisprudence, etc.; and presentations by city legal and/or
274 planning staffs. The Planning and Development Services Department will make members and
275 alternates aware of League of Cities or other training sessions offered and dates and locations and/or
276 provide written materials concerning the role and duties of the board. New PZB members and
277 alternates are encouraged to start continuing education activities within the first six months of their
278 term. Staff will maintain a current record of all training/educational activities. The City will pay
279 reasonable expenses for such training/education. Continuing education hours will be calculated as
280 follows: 1) read and study planning journals; case law; and other literature — 2 hours per session. 2)
281 attend a seminar or participate in a webinar — 2hours per session; 3) attend a legal staff presentation
282 on Sunshine law; ethics, etc.— 2 hours per session.
283
- 284 7) Compensation, annual budget. Each PZB member may be reimbursed for reasonable expenses
285 incurred in connection with his or her duties on the board in accordance with reimbursement policies
286 and amounts established by a resolution of the City Commission. The City Commission shall provide
287 members of the board with professional liability insurance to cover potential claims of personal liability
288 for damages as a result of their formal actions and decisions as members of the board. The City
289 Manager shall recommend the amounts of insurance coverage and potential insurance carriers to the
290 City Commission. The City Commission shall provide an annual budget for training and education of
291 board members; for printing of training materials and decision support materials; and for the purchase
292 of books and publications that increase the board members' understanding of the board's functions
293 and of the issues faced by the PZB. The amount budgeted for each purpose shall be determined by
294 the City Commission upon the receipt of the recommendations of the City Manager. The City
295 Commission may also budget for public information and participation, and for other items that it deems
296 appropriate to include in the board's budget.
297
- 298 8) Procedures. The PZB shall meet at regular intervals once each month, and at such other times as it
299 may deem necessary, for the transaction of its business. It shall follow the by-laws adopted by
300 resolution of the City Commission. Unless otherwise stated in the by-laws, and until such by-laws are
301 adopted by the City Commission, the PZB shall conduct its affairs in accordance with Robert's Rules
302 of Order and Florida Sunshine Law per Florida Statutes. Points of order shall not be raised in PZB
303 meetings by members of the audience. The City's Police Department shall provide a officer to maintain
304 order at board meetings upon the request of either the chairperson, or the Director of Planning
305 Development Services. The PZB shall keep a properly indexed public record of its resolutions,
306 transactions, findings and recommendations. The board may by resolution limit the number of
307 applications of all types or of any type which it shall hear each month. A quorum shall be four
308 members.
309
- 310 9) Quorum required. A minimum of four (4) PZB members present at a duly called meeting shall
311 constitute a quorum. PZB members participating virtually count towards the quorum and can vote
312 as if they were physically present in accordance with Florida Statutes. [NOTE: Relocated from
313 Sec. 110-1001]
314
- 315 10) Majority vote required. Recommendations of approval, or approvals where the PZB is authorized to
316 take final action on an application, require a majority vote of the number of PZB present at a duly
317 called meeting with a quorum. A "tie vote" will constitute a denial.
318
- 319 11) Duties and responsibilities.
320

- 321 (a) Designation as the local planning agency. The Board is hereby designated as the City's local
322 planning agency (LPA), as required by the Local Government Comprehensive Planning and
323 Land Development Regulation Act, Section 163.3161 et seq., and F.S. § 163.3174. The Board
324 shall have the general responsibility for adherence to the comprehensive planning program.
325 The Board and the comprehensive planning program shall comply with all requirements of the
326 Local Government Comprehensive Planning and Land Development Regulation Act and the
327 board shall monitor and oversee the effectiveness and status of the comprehensive plan and
328 recommend to the City Commission such changes in the comprehensive plan, as may from
329 time to time. The board shall perform any other duties assigned by the City Commission, and
330 may prepare and recommend to the City Commission any other proposals to implement the
331 comprehensive plan.
332
333 (b) Designation as the Planning and Zoning Board. The PZB is hereby designated as the City's
334 Planning and Zoning Board in accordance with the provisions of the Local Government
335 Comprehensive Planning and Land Development Regulations Act, F.S. § 163.3161, et seq.,
336 and F.S. § 163.3194. The PZB shall develop and recommend to the City Commission land
337 development regulations that implement the comprehensive plan and review land
338 development regulations or amendments thereto for consistency with the adopted
339 comprehensive plan.
340
341 (c) Recommendation to the City Commission on development applications. The PZB shall review
342 and recommend approval or denial of the following development applications and proposals
343 to be transmitted to the City Commission for a vote on the following items:
344
345 (1) Comprehensive Plan Amendments, including future land use map amendments and text
346 amendments;
347 (2) Changes to the Land Development Code or a proposed new Land Development Code,
348 including subdivision regulations;
349 (3) Rezoning, including Planned Unit Developments (PUDs);
350 (4) Amendments to the approved Capital Improvements Program or budget;
351 (5) Proposed development agreements created pursuant to the "Florida Local Government
352 Development Agreement Act".
353 (6) Community Redevelopment Agencies (CRAs); and
354 (7) Final Plats for over 200 lots.
355
356 (d) Advisory recommendations to the City Commission. The PZB shall make a recommendation
357 to the City Commission by formal written approved motion of the PZB as to the conclusion of
358 the PZB's review that an application or proposal should be considered by the City Commission
359 for approval, approval with specific conditions recommended by the PZB, or denial. The PZB's
360 recommendation shall be transmitted to the City Commission with all related information
361 through the established City Commission agenda process. The recommendations of the PZB,
362 where provided, shall be advisory only and shall not be binding upon the City Commission.
363
364 (e) Approval authority. The PZB shall have the authority to approve or deny requests for Minor
365 Conditional Uses and Major Variances, subject to the criteria set forth in Article II.
366
367 (f) Applications and proposals exempt from board review. PZB review shall not be required for
368 amendments to City ordinances that are initiated by the staff or the City Commission to correct
369 grammar and spelling errors, change fees as set by the City Commission, change the
370 organization of the ordinances with no content changes, or change processing procedures
371 when mandated by state statutes.
372

373 **Sec. 74-5. – Development Review Committee. [NOTE: Relocated from Sec. 74-1]**
374

375 (1) Established. There is hereby established a Development Review Committee (DRC).

376
377 (2) Membership. Membership of the DRC shall include the following, or their designated representative:

- 378
379 a. Planning and Development Services Director;
380 b. City Engineer or Public Works Director;
381 c. City Fire Marshal or Fire Safety Manager; or
382 d. Other members as may be designated by the City Manager.

383
384 Other city, county, local, state or federal agencies may be consulted by the DRC for advice or
385 recommendations on any matter or application being considered by the DRC. The City Manager may
386 add or delete additional members of the DRC as he/she may deem necessary to promote the
387 implementation of this Land Development Code. The City Manager shall appoint a chairman of the DRC
388 from among the members of the DRC to preside at the meetings.

389
390 (3) Duties and responsibilities. The DRC shall have the following duties relating to development applications
391 that are addressed in this LDC:

- 392
393 a. Reviewing all applications under this Land Development Code to:
394 1. Delineate areas of non-compliance with the City's Comprehensive Plan, LDC and other
395 applicable regulations; and
396 2. Define steps necessary to bring applications into compliance with city development
397 requirements.
398 3. Provide input to Planning and Development Services Staff to include in staff reports, where
399 applicable.
400 4. Provide input to Planning and Development Services Director to include in final actions
401 authorized by this LDC.
402
403 c. Performing additional duties as the city manager may, from time to time, assign.

404
405 (4) Meetings. The DRC shall meet, as required, at a place determined by the DRC. An agenda and report
406 shall be prepared and distributed to each member and to the applicant at least 5 working days prior to
407 each meeting. All applicants having requests to be reviewed by the DRC shall be invited to attend and
408 participate in the meeting. The records of the proceedings of the DRC meetings shall be kept.

409
410 **Sec. 74-6. - Planning and Development Services Director.**

411
412 (1) Generally. The Planning and Development Services Director ("Director") shall administer and enforce this
413 LDC. The Director is authorized to act through designees. In the performance of his or her duties, the
414 Director may request the assistance of any appropriate officer or agency of the City.

415
416 (2) Powers and Duties. The Director shall have the following duties relating to development applications that
417 are addressed in this LDC:

- 418 a. Interpretation of this LDC where such interpretation is necessary;
419 b. Enforcement of this LDC as necessary;
420 c. Decision-making authority, in consultation with the DRC and Planning and Development Services
421 Staff for development applications under this Article, including; Conceptual Site Plans, Final Site
422 Plans, Preliminary Plats, Vacation of Easements, Minor Variances, Zoning Designation Letters
423 and miscellaneous administration permits.
424 d. Establish timeframe guidelines on staff reviews for development review procedures within Article
425 II.
426 e. When, in the judgment of the Planning and Development Services Director, strict application of
427 the applicable requirements of this Land Development Code will be inequitable, unreasonable,
428 stifle innovative design, or create an undue hardship when applied to a specific project or
429 development, the Director may modify such requirements to the extent necessary to achieve
430 equity or reasonableness or relieve the undue hardship. However, no such modification shall be

431 contrary to the requirements of law or the general policies of this Land Development Code.
 432 Furthermore, any modification applied to one development shall not establish precedent with
 433 regard to any other development subject to review. The discretion of the Director shall be limited
 434 to no more than ten percent (10%) variance from any requirement herein as it relates to decisions
 435 that are within the final control the Director.
 436

437 **Sec. 74-7. - Planning and Development Services Department. [NOTE: Relocated from Sec. 74-1]**
 438

439 (1) Duties and responsibilities. The Planning and Development Services Department shall have the following
 440 duties relating to development applications that are addressed in this LDC:
 441

- 442 a. Being a central intake point for applications;
- 443 b. Reviewing applications for completeness;
- 444 c. Acting as a liaison between applicants and the DRC;
- 445 d. Preparing staff recommendations on development applications as set forth in Article
 446 II.
- 447 e. Preparing and distributing agendas and reports for meetings of the DRC, P&Z, and
 448 the City Commission;
- 449 f. Taking and preparing the minutes of all DRC and Planning and Zoning Board
 450 meetings;
- 451 g. Comparing and ensuring final engineering construction plans and final plats with an
 452 approved development order and zoning regulations to ensure consistency;
- 453 h. Coordinating application review procedures;
- 454 i. Issuing concurrency certificates of capacity;
- 455 j. Issuing development orders and development permit approvals, where applicable as
 456 set forth in Article II;
- 457 k. Obtaining validation from the applicant regarding the recordation of final subdivision
 458 plats with the Volusia County Clerk of the Circuit Court; and
- 459 l. Performing other functions, as may be assigned by the director of Planning and
 460 Development Services.

461 **Sec. 74-8. - Summary of Authority.**

462 (a) The authority summarized in the following table does not supersede the regulations of any Section of
 463 this LDC. Additional powers and duties may be included in the previous sections of this Article.

<u>Review Procedure/ Development Application Type</u>	<u>Director of Planning and Development Services</u>	<u>Development Review Committee</u>	<u>Planning and Zoning Board</u>	<u>City Commission</u>
<u>Amendment to the Land Development Code</u>	<u>Report</u>	<u>Report</u>	<u>Recommendation</u>	<u>Decision</u>
<u>Amendment to the Zoning Map</u>	<u>Report</u>	<u>Report</u>	<u>Recommendation</u>	<u>Decision</u>
<u>Appeal Application</u>	<u>Report</u>	<u>N/A</u>	<u>Decision</u>	<u>N/A</u>
<u>Conceptual Site Plan Application</u>	<u>Decision</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<u>Conditional Use (Minor)</u>	<u>Report</u>	<u>Report</u>	<u>Decision</u>	<u>N/A</u>
<u>Conditional Use (Major)</u>	<u>Report</u>	<u>Report</u>	<u>N/A</u>	<u>Decision</u>
<u>Final Plat Application</u>	<u>Report</u>	<u>Report</u>	<u>Recommendation ⁽¹⁾</u>	<u>Decision</u>
<u>Final Site Plan Application</u>	<u>Decision</u>	<u>Report</u>	<u>N/A</u>	<u>N/A</u>
<u>Petition for Voluntary Annexation of Property</u>	<u>Report</u>	<u>Report</u>	<u>N/A</u>	<u>Decision</u>
<u>Preliminary Plat</u>	<u>Decision</u>	<u>Report</u>	<u>N/A</u>	<u>N/A</u>
<u>Vacate of Easements</u>	<u>Decision</u>	<u>Report</u>	<u>N/A</u>	<u>N/A</u>

Vacation of ROW	<u>Report</u>	<u>Report</u>	<u>N/A</u>	<u>Decision</u>
Zoning Variance (Minor)	<u>Decision</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Zoning Variance (Major)	<u>Report</u>	<u>Report</u>	<u>Decision</u>	<u>N/A</u>
Zoning Designation Letter	<u>Decision</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Miscellaneous Administrative Permits ⁽²⁾	<u>Decision</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

(1) Subdivisions containing 200 or more lots require a recommendation by the Planning and Zoning Board during a public hearing.

(2) Includes: block party permits, lot combinations, Concurrency Certificate of Capacity-Inquiry, Concurrent Review, Lawn Protection Devices Permit, Lot Fill Permit, Solicitation Permit on Public Road Right-of-Way, Stormwater Permit, Subdivision Exemption, Tree Removal Permit, Volusia County Impact Fee Registration, Wetlands Development-Alteration Permit

ARTICLE II. – ~~RESERVED~~ DEVELOPMENT REVIEW PROCEDURES AND CRITERIA.

Sec. 74-39. Application review requirements.

An Development applications for a site plan or subdivision plat development order, as defined by Chapter 74 of this Code, shall be reviewed, as appropriate, by the Planning and Development Services Director, the Development Review Committee (DRC), the Planning and Zoning Board, and the City Commission. development orders shall only be issued after all required reviews and appropriate final action have been taken by the appropriate decision making bodies. No application for a development order shall be approved which does not comply with the following:

- (1) The Comprehensive Plan;
- (2) This Land Development Code; or
- (3) Other applicable regulations.

Sec. 74-410. General development review procedures.

All applications and supporting information required by this Land Development Code shall be filed with the Planning and Development Services Department. The following review procedures are established within Sections 74-11 and 74-22 as follows:

<u>Review Procedure/ Development Application Type</u>	<u>Procedure Location</u>
<u>Amendment to the Land Development Code</u>	<u>Sec. 74-12</u>
<u>Voluntary Annexation of Property</u>	<u>Sec. 74-13</u>
<u>Amendment to the Zoning Map/Rezoning</u>	<u>Sec. 74-14</u>
<u>Planned Unit Development Rezoning</u>	<u>Sec. 74-15</u>
<u>Conditional Use (Minor)</u>	<u>Sec. 74-16</u>
<u>Conditional Use (Major)</u>	<u>Sec. 74-17</u>
<u>Conceptual Site Plan Application</u>	<u>Sec. 74-18</u>
<u>Final Site Plan Application</u>	<u>Sec. 74-19</u>
<u>Preliminary Plat</u>	<u>Sec. 74-20</u>
<u>Final Plat Application</u>	<u>Sec. 74-21</u>
<u>Vacations</u>	<u>Sec. 74-22</u>
<u>Zoning Variance (Minor)</u>	<u>Sec. 74-23</u>
<u>Zoning Variance (Major)</u>	<u>Sec. 74-24</u>

496 All required application fees, as set by resolution of the eCity eCommission, shall be paid prior to acceptance of the
497 application. The number of copies of the supporting information needed for distribution to all concerned reviewing
498 agencies, as determined by the pPlanning and dDevelopment sServices dDirector or his/her designee, shall be
499 submitted with the application prior to acceptance by the eCity. Except as otherwise provided in this Land
500 Development Code, the following procedures shall govern the review of applicable applications;

501
502 (a) *Completeness of application.* The pPlanning and dDevelopment sServices dDirector or his/her designee shall
503 review the application to determine its completeness and. ~~Within seven working days after application receipt,~~
504 ~~he/she shall~~ either accept the complete application and forward to the applicant a notice of acceptance, or
505 reject the application if it is incomplete and forward to the applicant a notice of incompleteness specifying the
506 data missing from the application received.

507
508 ~~(1) If neither a notice of acceptance nor incompleteness is sent, the application shall be deemed accepted~~
509 ~~for purposes of beginning the time limits of this article on the eighth working day after the filing of the~~
510 ~~application.~~

511 ~~(2) If a notice of incompleteness is sent, the applicant may resubmit the application with the additional data~~
512 ~~required by the eCity. Upon receipt, the pPlanning and dDevelopment sServices dDirector or his/her~~
513 ~~designee shall review the resubmittal application in the manner provided in this subsection for the original~~
514 ~~application.~~

515
516 (b) *Distribution of accepted application.* Following acceptance of an application, the pPlanning and dDevelopment
517 sServices dDepartment shall forward a copy of the application to all applicable city review agencies and to
518 any county, regional, state, or federal agency deemed by the pPlanning and dDevelopment sServices
519 dDirector or his/her designee to be a concerned agency for the review process.

520
521 (c) *Review responsibilities.* Each member of the city review agency shall prepare a report that details their
522 comments specifying the exact references to the Code or other regulations being commented on and
523 recommendations regarding the application. Comments shall be forwarded to the Planning and Development
524 Services Director or his/her designee before the meeting of the DRC held in accordance with this Land
525 Development Code. The Planning and Development Services Director or his/her designee may waive one or
526 more agency reviews, in whole or in part, under this section upon his/her determination that such a review has
527 already been made regarding the same land and no change in standards or circumstances has occurred which
528 necessitates further review.

529
530 (d) *Review.* Applications shall be reviewed by the DRC and shall be discussed at a scheduled DRC meeting that
531 is held in accordance with the requirements of this Land Development Code. The Planning and Development
532 Services Director or his/her designee shall distribute the application for review and, where appropriate,
533 recommendation or determination, as in subsection 74-4(b), and may waive the requirement that the
534 application be reviewed at a DRC meeting. If review of the application at the DRC's meeting has been waived,
535 the Planning and Development Services Director or his/her designee shall coordinate appropriate informal
536 review and forward to the applicant a report of the DRC's actions within twenty working days of acceptance of
537 the application or as prescribed in section 74-4(e).

538
539 (e) *Application revision.* An application may be revised by the applicant after it has been reviewed by the DRC, ~~if~~
540 ~~the DRC recommends such revisions. If any portion of the review process must be repeated to accommodate~~
541 ~~the revised application, the applicable time limits prescribed in this Land Development Code shall be extended~~
542 ~~to the extent necessary to resolve outstanding issues upon mutual consent of the applicant and city; otherwise~~
543 ~~not to exceed twenty working days from the date that the revision has been received.~~

544
545 ~~(f) *Development order review DRC recommendation.* As provided in subsection 74-4(e) allowing extended review~~
546 ~~or, otherwise, within twenty working days from the acceptance of an application or revised application, the~~
547 ~~DRC shall make one of the following determinations:~~

548 ~~(1) That the application or revised application is in compliance with the requirements of this Land~~
549 ~~Development Code and other applicable regulation, and shall approve the application; or~~

550 ~~(2) That the application or revised application is not fully in compliance with the requirements of this Land~~
551 ~~Development Code and other applicable regulations, stating those conditions which they find are~~

552 necessary to ensure compliance, and shall approve the application subject to those conditions being
553 met; or

554 (3) ~~That the application or revised application is not in compliance with the requirements of this Land
555 Development Code and other applicable regulations, and shall deny the application, stating the basis for
556 denial, or, may continue consideration of and final action on the application pending submittal of a revised
557 application.~~

558
559 (g) ~~Subdivision final plat review and final approval.~~ [NOTE: Relocated to Sec. 74-19]

560 (1) ~~DRC consideration.~~

561 a. ~~Within twenty working days from the acceptance of the application or revised application for a
562 subdivision final plat development order the DRC shall consider the application and shall make a
563 recommendation to the Planning and Zoning Board or City Commission, as appropriate; or, if the
564 DRC determines the application is not in compliance with the requirements of this chapter, the DRC
565 may continue consideration of the application pending submittal of a revised application.~~

566 b. ~~If the application is recommended for approval with conditions by the DRC, the Planning and
567 Development Services Director or his/her designee may request that the applicant submit a revised
568 application incorporating the conditions of approval prior to sending the final plat application to the
569 City Commission for final action. Within ten working days after submittal of a revised application
570 which meets the conditions of the DRC the Planning and Development Services Director or his/her
571 designee shall transmit the revised application to the City Commission for final approval noting any
572 conditions of approval by the DRC. The Planning and Development Services Director or his/her
573 designee may request subsequent revised applications prior to transmitting the application to the
574 City Commission, if the application, as revised, does not meet the requirements of the DRC's
575 conditional approval.~~

576 c. ~~If the application is recommended for approval by the DRC without conditions; or, if the Planning
577 and Development Services Director or his/her designee determines that all of the DRC's conditions
578 have been resolved; or, that any remaining conditions should be resolved by the City Commission,
579 the Planning and Development Services Director or his/her designee shall, within five working days,
580 transmit the application to the City Commission for consideration for final action at the next available
581 City Commission meeting.~~

582 d. ~~No application recommended for denial by the DRC shall be transmitted to the City Commission
583 for final action. However, the applicant may appeal the DRC's denial, pursuant to subsection 74-
584 5(g).~~

585 e. ~~If the proposed final plat subdivision contains more than 200 lots, the DRC shall transmit the
586 application to the Planning and Zoning Board.~~

587
588 (f) Planning and Zoning Board recommendation. For applicable development applications, At a regularly
589 scheduled public meeting, the Planning and Zoning Board shall review the application and make a
590 recommendations to the City Commission, except for those applications where the Planning and Zoning
591 Board has decision-making authority per this LDC and is authorized to take final action on the application.
592 proposed final plat subdivisions containing more than 200 lots.

593
594 (g) City eCommission final action. For applicable development applications, At a regularly scheduled public
595 meeting the City Commission shall review the application and the DRC recommendation of Staff and the
596 Planning Zoning Board for conformity to this Land Development Code and shall act appropriately upon
597 the application.

598
599 a. The appropriate action of the City Commission shall be one of the following determinations:

600
601 1. That the application is in compliance with the requirements of this Land Development Code,
602 then the City Commission shall approve the application;

603 2. That the application is not fully in compliance with the requirements of this Land Development
604 Code, stating those conditions that are necessary to ensure compliance with this Land
605 Development Code, then the City Commission shall approve the application subject to those
606 conditions being met;

- 607 3. That the application is not in compliance with requirements of this Land Development Code,
608 then the City Commission shall deny the application and state the basis for such denial;
609 4. A final determination by the City Commission under this subsection may be deferred if the
610 City Commission finds that available information is insufficient to base either approval or
611 denial of a particular application. In that event, the City Commission will direct that a specific
612 study commence, or specific information be provided, to give the City Commission sufficient
613 information to form the basis on which to approve or deny the application. The information
614 shall be provided, or the study shall be completed within a time certain, not to exceed six
615 months from the date of the City Commission's determination under this subsection. A
616 prerequisite to directing that a specific study commence to provide the City Commission with
617 information sufficient to form the basis on which to approve or deny a particular application,
618 is that the City Commission shall identify the inadequacy of the information available with
619 respect to the application; or
620 5. If the City Commission determines that adequate public facilities required under this chapter
621 are not available, but are planned to become available in the future, they may:
622 (i) Defer action until adequate public facilities are available;
623 (ii) Approve the application subject to the condition that no building permit shall be
624 issued until adequate public facilities are available;
625 (iii) Approve the application subject to the condition that no certificate of occupancy be
626 issued until adequate public facilities are available; or
627 (iv) Approve the application subject to the condition that the developer enter into a
628 public services and facilities agreement pursuant to this chapter to ensure that
629 adequate public facilities are available at the time the impacts of the development
630 occur.
631
632 (h) Valid period and issuance of ~~site plan development approvals orders shall be in accordance with this Article.~~
633 During the period of 90 days before and 90 days after the expiration of any development order, the developer
634 may request an extension of that valid period from the DRC. Such request shall be submitted to the pPlanning
635 and dDevelopment sServices dDepartment. The DRG Director may approve an extension of that valid period
636 for a period of time not to exceed 12 months and may attach such conditions as they determine appropriate.
637
638 (1) ~~The valid period of any final site plan development order shall begin on the date of approval by the~~
639 ~~Development Review Committee (DRC) and shall remain valid for a period of 24 months from the date~~
640 ~~of issuance.~~
641 (2) ~~Development orders shall be issued by the Planning and Development Services Director or his/her~~
642 ~~designee within ten working days or a mutually agreed upon time between the applicant and city after~~
643 ~~DRC approval, provided all conditions have been resolved and that the approved concurrency certificate~~
644 ~~of capacity, if required, can be or has been issued pursuant to chapter 86.~~
645
646 (i) ~~Effect of development order. If construction of site development has commenced pursuant to the issuance of~~
647 ~~a building permit during the valid period of a site plan development order construction may be completed in~~
648 ~~accordance with the approved development order, as long as the building permit remains valid.~~
649 (ii) ~~If construction of the required improvements in a subdivision development has commenced during the~~
650 ~~valid period of a preliminary plat development order, the improvements may be completed in~~
651 ~~accordance with the approved development order beyond the valid period of that development order~~
652 ~~only if the subdivision final plat has been approved by the City Commission and appropriately recorded~~
653 ~~with the Volusia County Clerk of the Circuit Court. Construction of the required improvements in a~~
654 ~~subdivision shall be completed or shall be guaranteed for completion, pursuant to chapter 96, article iii,~~
655 ~~and prior to recording the final plat.~~

656
657 The final plat shall remain valid until the subdivision or any part thereof is vacated in accordance with the laws
658 of the City of Deltona and the State of Florida.
659

660 **Sec. 74-511. Development orders, development permits, approval authority, installation of improvements,**
661 **public services and facilities agreements, and appeals.**
662

- 663 (a) *Purpose.* The purpose of this section is to provide for the applicability, approval and issuance of
664 development orders and development permits to ensure that all of the provisions of this chapter are
665 complied with and to provide for an appeal process.
666
- 667 (b) *Applicability.* No person shall undertake the development of land in the city except pursuant to a valid
668 development order and/or development permit issued under this Land Development Code, unless
669 specifically exempted as provided by this Land Development Code. All development shall meet the
670 requirements of this Land Development Code prior to the approval and issuance of any development order
671 or development permit, unless specifically exempted from the requirements of this Land Development
672 Code by provisions set forth herein, or one or more requirements are waived in accordance with provisions
673 set forth herein.
674
- 675 (c) *Approving authority.* The ~~DRC~~ Planning and Development Services, Planning and Zoning Board and the
676 ~~eCity eCommission~~ shall, as applicable, approve, approve with conditions, or deny the issuance of a
677 development order or development permit as set forth in this LDC. The DRC or the eCity eCommission,
678 as applicable, on their own motion and for cause, may continue consideration of an application to a
679 subsequent meeting.
680
- 681 (d) ~~*Issuance of Approval development order and development permits.* A development order, uUpon final~~
682 ~~action by the authorized decision-making body, the development permit will be issued to the applicant.~~
683 ~~issuance, shall authorize the issuance of appropriate development permits. A development permit, upon~~
684 ~~issuance, shall authorize commencement of construction of the work covered by the scope of the permit.~~
685 ~~No development or construction shall commence, unless a valid development order and/or development~~
686 ~~permit has been issued, as provided by this Land Development Code and other applicable regulations.~~
687 ~~All development or construction commenced, pursuant to a valid development order and/or development~~
688 ~~permit, shall be completed in a manner that is consistent with the approved development order and~~
689 ~~development permit.~~
690
- 691 (1) *Issuance of development order for site plan.* The Planning and Development Services
692 Director or his/her designee shall administratively issue a development order for site plan,
693 either with or without conditions, or deny the issuance of the development order, whichever
694 is consistent with the action of the Development Review Committee (DRC).
695
- 696 (2) *Issuance of development order for subdivision plats.* Development orders shall be issued
697 for all subdivision preliminary plats and final plats in accordance with the Land Development
698 Code provisions of Chapter 106. Final plats shall be approved by the City Commission and
699 recorded in the Volusia County Clerk of the Circuit Court office, as prescribed by Chapter
700 106.
701
- 702 (e) *Installation of improvements.* All improvements required to be installed, constructed or provided by the
703 developer as a condition to the approval of a development order, shall be installed and completed or
704 guaranteed as specified in this Land Development Code and compliant with all other applicable
705 regulations.
706
- 707 (f) *Public services and facilities agreements.* In order to further the purposes of this Land Development Code
708 and other applicable regulations regarding the provision of public services and facilities to a proposed
709 development, the City Commission may enter into an agreement with the developer of the proposed
710 development that is consistent with Chapter 86 of this Land Development Code.
711
- 712 (1) Ensure the certainty of providing public services and facilities for the proposed project;
713 (2) Ensure the provisions of public services and facilities to other developments in the vicinity of the
714 proposed development;
715 (3) Allocate the costs of providing public services and facilities;
716 (4) Allocate the capacities of the public services and facilities;

717 (5) Determine the responsibilities for construction and maintenance of the public services and facilities.
718

- 719 (g) *Appeals.* Any person claiming to be aggrieved by a final decision of the Planning and Development
720 Services Director, the DRC, or the Planning and Zoning Board, may file with all applicable fees a written
721 appeal within 15 days after said decision to the Planning and Development Services Director or his/her
722 designee to have the decision reviewed by the City Commission. The appeal shall state fully the specific
723 grounds for the appeal and all of the facts relied upon by the petitioner. The City Commission shall
724 consider only those items specified in the petition.
725

726 **Sec. 74-12. Amendments to Land Development Code procedure.**
727

- 728 (a) *Applicability.* This LDC may from time to time be amended, supplemented, changed, or repealed. These
729 amendments will generally be initiated by the City at the direction of the City Commission.

- 730 (b) *Review procedure.* The following procedures apply to all requests to amend the LDC.

731 (1) *Application submittal.* All applications for a LDC Amendment shall be submitted in writing to the City,
732 along with the appropriate fee(s). A LDC Amendment may be proposed by:

733 a. The City Commission;

734 b. The Planning and Zoning Board with authorization from the Commission; and

735 d. Any City Department or other agency of the City with authorization from the Commission.

736 (2) *Application sufficiency.* Applications proposing LDC Amendments shall be accompanied by a clear
737 statement and accounting that the applicant's purpose for the requested text amendment. The
738 statement shall include those fact presents s that clarify the need for the text amendment, the text
739 amendment's context, and the consequences of the text amendment. The application shall address
740 how the text amendment preserves the LDC's consistency with the Comprehensive Plan.

741 (3) *Application review and criteria.* The staff reviewing the proposed text amendment shall consult with
742 other City departments and agencies, and the Development Review Coordination (DRC) staff. The
743 Staff and DRC shall consider the following during application review and prepare an official report and
744 recommendation.

745 a. The need and justification for the proposed amendment;

746 b. Applicability and impacts of the proposed amendment city-wide; and

747 c. The relationship of the proposed amendment to the City's Comprehensive Plan, with appropriate
748 consideration of consistency with the Comprehensive Plan and as to whether the proposed
749 amendment will further the purposes of this LDC and actions designed to implement the
750 Comprehensive Plan.

751 (4) *Public Hearing Notification Requirements.* Notice shall be provided as set forth within Section 74-25
752 for both the Planning and Zoning Board and City Commission public hearings.

753 (5) *Public Hearings.* Except as expressly directed by a vote of the Commission, LDC Amendments shall
754 be considered first by the Planning and Zoning Board and subsequently by the City Commission at
755 duly noticed public hearings respectively.

756 (6) *Action.* Final action on all LDC amendments shall be taken by the City Commission, after receiving
757 the recommendation from the Planning and Zoning Board on the application and based upon the
758 review criteria set forth in this section. The City Commission may approve or deny the amendment or
759 approve with modifications.

760 (7) *Validity.* Land Development Code Amendments do not expire and shall remain in effect in perpetuity
761 until such time as the LDC is further amended in accordance with the procedures in this Section.

762 **Sec. 74-13. Voluntary annexation procedure.**
763

- 764 (a) Applicability. Voluntary Annexations of land from unincorporated Volusia County into the City's municipal
765 boundary may be permitted in accordance with Chapter 171, Florida Statutes.
- 766 (b) Review procedure. The following procedures apply to all requests to voluntarily annex lands into the City.
- 767 (1) Pre-application meeting. A pre-application meeting on all voluntary annexations is required.
- 768 (2) Application submittal. All applications for Voluntary Annexation shall be submitted on the official form
769 provided by the City and accompanied by all pertinent information required by this LDC. Any person
770 may file for voluntary annexation of his or her property. No person shall apply for a Voluntary
771 Annexation of property (except as agent or attorney for an owner) which he or she does not own. The
772 name(s) of the owner shall appear on each application and a signed and notarized authorization form
773 must be provided. The application shall disclose full ownership.
- 774 (3) Application sufficiency. Applications for Voluntary Annexations shall be accompanied by all
775 requirements set forth on the City's official application form, along with an analysis of the annexation's
776 conformance with the minimum requirements of Chapter 171, Florida Statutes.
- 777 (4) Application review and criteria. The staff reviewing the proposed voluntary annexation shall consult
778 with other City departments and agencies, and the DRC. The Staff and DRC shall consider the
779 following during application review and prepare an official report and recommendation:
- 780 a. Whether or not the property is concentrated in a single area.
- 781 b. Whether or not the property is be contiguous to the current city limits.
- 782 c. Whether or not the annexation creates enclaves, which are unincorporated areas enclosed
783 within a municipality.
- 784 d. Whether or not all property owners in the area provided consent to the annexation.
- 785 (5) Public Hearing Notification Requirements. Notice shall be provided as set forth within Section 74-25
786 for City Commission public hearings.
- 787 (6) Public Hearings. Voluntary Annexations shall be considered by the City Commission at duly noticed
788 public hearings respectively.
- 789 (7) Action. Final action on all Voluntary Annexations applications shall be taken by the City Commission,
790 after receiving the recommendation from the Planning and Zoning Board on the application, based
791 upon the review criteria set forth in this section. The City Commission may grant or deny the
792 application.
- 793 (8) Validity. Annexations do not expire and shall remain in effect in perpetuity unless an application for
794 contraction is approved in accordance with Florida Statutes.

795
796 **Sec. 74-14. Amendments to official zoning map (Rezoning) procedure.**
797

- 798 (a) Applicability. The Official Zoning Map may, from time to time, be amended, supplemented, or changed.
- 799 (b) Review procedure. The following procedures apply to all requests to amend the official zoning map by
800 landowners or those authorized by the landowner to apply for such amendments.
- 801 (1) Pre-application meeting. A pre-application meeting on all privately-initiated Rezoning applications is
802 required.
- 803 (2) Application submittal. All applications for Rezoning shall be submitted on the official form provided by
804 the City and accompanied by all pertinent information required by this LDC. A Zoning Map amendment
805 may be proposed by:
- 806 a. The City Commission;
- 807 b. Any department or agency of the City with authorization from the Commission or

- 808 c. Any person other than those listed in a. or b. above; provided, however, that no person shall apply
809 for a Rezoning of property (except as agent or attorney for an owner) which he or she does not
810 own. The name(s) of the owner shall appear on each application and a signed and notarized
811 authorization form must be provided. The application shall disclose full ownership.
- 812 (3) *Application sufficiency.* Applications for Rezoning shall be accompanied by all requirements set forth on
813 the City's official application form, along with a clear statement and accounting that presents the
814 applicant's purpose for the requested Rezoning. The statement shall include those facts that clarify the
815 need for the Rezoning, the Rezoning application's context, and the consequences of the Rezoning. The
816 application shall address how the Rezoning preserves the LDC's consistency with the Comprehensive
817 Plan, and each of the findings within subsection (4) below.
- 818 (4) *Application review and criteria.* The staff reviewing the proposed Rezoning shall consult with other City
819 departments and agencies, and the DRC. The Staff and DRC shall consider the following during
820 application review and prepare an official report and recommendation:
- 821 a. Whether the proposed change would be consistent with the intent, goals, objectives, policies,
822 guiding principles and programs of the Comprehensive Plan;
- 823 b. Whether the proposed change would be compatible with the existing land use pattern and
824 designated future land uses;
- 825 c. Whether the proposed change would have an impact on the availability of adequate public facilities,
826 services and infrastructure consistent with the level of service standards adopted in the
827 Comprehensive Plan.
- 828 d. Whether the existing district boundaries are illogically drawn in relation to existing conditions on
829 the property proposed for change;
- 830 e. Whether the proposed change will adversely influence living conditions in the neighborhood;
- 831 f. Whether the proposed change will create a drainage or flooding problem;
- 832 g. Whether there are substantial reasons why the property cannot be used in accord with existing
833 zoning;
- 834 j. Whether the proposed change would create adverse impacts in the adjacent area or the City in
835 general;
- 836 k. Whether the subject parcel is of adequate shape and size to accommodate the proposed change;
- 837 l. Whether ingress and egress to the subject parcel and internal circulation would adversely affect
838 traffic flow or safety or control, or create types of traffic deemed incompatible with surrounding
839 land uses; and
- 840 m. Whether school capacity has been adequately addressed, including on-and off-site
841 improvements.
- 842 (5) *Public Hearing Notification Requirements.* Notice shall be provided as set forth within Section 74-25 for
843 both the Planning and Zoning Board and City Commission public hearings.
- 844 (6) *Public Hearings.* Rezonings shall be considered first by the Planning and Zoning Board and subsequently
845 by the City Commission at duly noticed public hearings respectively based upon the review criteria set
846 forth in this section. At the required public hearing, the Planning and Zoning Board may recommend to
847 the City Commission that the request for a Rezoning be approved, approved with stipulations or denied.
848 In making its recommendation, the Planning and Zoning Board shall find that the plans, maps and
849 documents submitted by the applicant and presented at the public hearing do or do not establish that the
850 applicant has met the requirements of the criteria for rezoning set forth in this LDC.
- 851 (7) *Action.* Final action on all Rezoning applications shall be taken by the City Commission. After receiving
852 the recommendation from the Planning and Zoning Board on the application, the City Commission may
853 grant or deny the application or modify the application to a zoning district consistent with the
854 Comprehensive Plan. The Commission may make the granting conditional upon such restrictions.

855 stipulations and safeguards as it may deem necessary to ensure consistency with the Comprehensive
856 Plan.

857 a. Restrictions, stipulations, and safeguards attached to a Rezoning of property may include but are
858 not limited to those necessary to protect adjacent or nearby land owners from any deleterious
859 effects from the full impact of any permitted uses, limitations more restrictive than those generally
860 applying to the district including, but not limited to, density, height, buffers, connection to central
861 water and sewer systems and stipulations requiring that certain aspects of development take place
862 in accordance with a Development Concept Plan. The Commission may also stipulate that the
863 development take place within a given period of time after which time public hearings will be initiated
864 and the district returned to the original designation or such other district as determined appropriate
865 by the Commission that is consistent with the Comprehensive Plan.

866 b. All stipulations shall be recorded by the Volusia County Clerk of Courts.

867 e. Binding Nature of Approval. All terms, conditions, safeguards, and stipulations made at the time of
868 approval for any district subject to this section shall be binding upon the applicant or any successors
869 in interest.

870 (8) Validity. Rezoning approvals do not expire and shall remain in effect until such time as the official Zoning
871 Map is further amended.

872 (c) Other Applicable Provisions.

873 (1) Limitations on the Refiling of a Rezoning Application. Whenever the City Commission has taken final
874 action on a Rezoning application for property, whether approved or denied, the City shall not accept any
875 further application for any Rezoning of any part of or all of the same property for a period of 12 months
876 from the date of such action, or the date of final judicial review of such action, whichever is later.

877 (2) Violations. Violations of restrictions, stipulations, or safeguards contained in a Rezoning granted by the
878 Commission shall constitute a violation of this LDC.

879
880 **Sec. 74-15. Planned Unit Development Rezoning Procedure.**

881
882 (a) Applicability. The provisions contained herein shall apply to the Rezonings to the Planned Unit Development
883 (PUD) Districts.

884 (1) Unified Control. All land included for purpose of development as a PUD shall be under the legal control
885 of the applicant. Applicants requesting approval of a PUD shall present firm evidence of unified control
886 of the entire area within the proposed planned development together with a certificate of apparent
887 ownership and encumbrance with the opinion of counsel representing the applicant, establishing that the
888 applicant has the unrestricted right to impose all of the covenants and conditions upon the land as are
889 contemplated by the provisions of this LDC.

890 (b) Review procedure.

891 (1) Pre-application meeting. Prior to initiating an application for a PUD Rezoning, a pre-application meeting
892 with staff is required.

893 (2) Application submittal. All applications for PUD Rezoning shall be submitted on the official form provided
894 by the City and accompanied by all pertinent information required by this LDC. A PUD Rezoning
895 amendment may be proposed by:

896 a. The City Commission (for city-owned lands);

897 b. Any person provided, however, that no person shall apply for a PUD Rezoning of property (except
898 as agent or attorney for an owner) which he or she does not own. The name(s) of the owner shall
899 appear on each application and a signed and notarized authorization form must be provided. The
900 application shall disclose full ownership.

901 (3) Application Sufficiency. Applications for a PUD shall be accompanied by a clear statement and
902 accounting that presents the applicant's purpose for the requested Planned Unit Development. The

903 statement shall include those facts that clarify the need for the PUD, the PUD application's context, the
904 consequences of the PUD, each of the findings for Rezoning set forth in 74-14 and within subsection
905 (4) below.

906 (4) Application review and criteria. The staff reviewing the proposed PUD Rezoning shall consult with other
907 City departments and agencies, and the DRC. The Staff and DRC shall consider the following during
908 application review and prepare an official report and recommendation:

- 909 a. All of the criteria listed in this Section and Section 74-14;
- 910 b. Whether or not the PUD complies with the internal Planned Development District standards set out
911 for the specific District in Section 110-309;
- 912 c. Whether or not the development standards in the proposed Development Agreement justify such
913 modification of regulations and meet, to at least an equivalent degree, the regulations modified,
914 based on the design, enhancements and amenities incorporated in the Master Development Plan;
915 and
- 916 d. Applicability of the proposed PUD city-wide; and
- 917 e. The relationship of the proposed PUD to the Comprehensive Plan, with appropriate consideration of
918 consistency and as to whether the proposed PUD will further the purposes of this LDC and the City
919 Code, regulations, and actions designed to implement the Comprehensive Plan.

920 (5) Public Hearing Notification Requirements. Notice shall be provided as set forth within Section 74-25 for
921 both the Planning and Zoning Board and City Commission public hearings.

922 (6) Public Hearings. All applications for PUD shall be considered first by the Planning and Zoning Board and
923 subsequently by the City Commission each at public hearings respectively. At the required public
924 hearing, the Planning and Zoning Board may recommend to the City Commission that the request for a
925 PUD be approved, approved with stipulations or denied. In making its recommendation, the Planning
926 and Zoning Board shall find that the plans, maps and documents submitted by the applicant and
927 presented at the public hearing do or do not establish that the applicant has met the requirements of the
928 criteria for PUD Rezone set forth in this LDC.

929 (7) Action. Final action on all PUD Rezoning applications shall be taken by the City Commission. After the
930 required public hearing, the Commission may approve, approve with stipulations or deny the application
931 for PUD.

932 a. Restrictions, stipulations, conditions, and safeguards attached to a Rezoning of property may
933 include but are not limited to those necessary to protect adjacent or nearby land owners from
934 any deleterious effects from the full impact of any permitted uses, limitations more restrictive
935 than those generally applying to the district including, but not limited to, density, height, buffers,
936 connection to central water and sewer systems and stipulations requiring that certain aspects of
937 development take place in accordance with a Development Concept Plan. The Commission may
938 also stipulate that the development take place within a given period of time after which time
939 public hearings will be initiated and the district returned to the original designation or such other
940 district as determined appropriate by the Commission that is consistent with the Comprehensive
941 Plan.

942 b. All stipulations, including the Development Agreement and MDP shall be recorded by the Volusia
943 County Clerk of Courts.

944 c. Binding Nature of Approval. All terms, conditions, safeguards, and stipulations made at the time
945 of approval for any district subject to this section shall be binding upon the applicant or any
946 successors in interest.

947 (8) Validity. The construction of the Planned Unit Development shall be started within two (2) years of the
948 effective date of approval of the plan by the Commission unless otherwise extended as permitted within
949 this Chapter. Failure to begin the development within said two (2) years shall automatically void the
950 development and the land shall revert to the same zoning classification which existed immediately
951 preceding the approval of the Planned Unit Development.

952 (8) Amendments. Minor amendments not altering the intent and purpose of the approved master
953 development plan or development agreement may be approved by the appropriate enforcement official
954 after departmental review and comment. Examples of minor amendments include de-minimis design-
955 oriented changes to landscaping, parking or building elevations. PUD amendments that are determined
956 to be major revisions to the MDP and/or Development Agreement will need to be reviewed and
957 processed under section 74-15 of the Land Development Code. Major amendments can be described
958 as materially altering proposals that involve changes of uses, density/intensity, increase of building
959 heights, reconfiguration of lots, etc.

960 (9) Other Applicable Provisions.

961 a. Limitations on the Refiling of a PUD Rezoning Application. Whenever the City Commission has
962 taken final action on a PUD Rezoning application for property, whether approved or denied, the
963 City shall not accept any further application for any PUD Rezoning of any part of or all of the
964 same property for a period of 12 months from the date of such action, or the date of final judicial
965 review of such action, whichever is later.

966 b. Violations. Violations of restrictions, stipulations, or safeguards contained in a PUD Rezoning
967 granted by the Commission shall constitute a violation of this LDC.

968 **Sec. 74-16. Conditional Uses.**

969 (a) Applicability. Conditional Uses include those uses that would not be appropriate generally or without
970 restriction throughout a zoning district but which, if controlled as to number, area, location or relation to the
971 neighborhood, would promote the public health, safety, welfare, morals, order, comfort, convenience,
972 appearance, prosperity or the general welfare. Such use may be permissible in a zoning district as a Major
973 or Minor Conditional Use if specifically provided in this LDC. However, such uses are not deemed to be
974 appropriate within a zoning district without demonstration by the applicant that the Major or Minor
975 Conditional Use complies with this section.

976 (b) Review Procedure.

977 (1) Pre-application Meeting. A pre-application meeting on all Conditional Use applications is required.

978 (2) Application Submittal. All applications for Conditional Use approval shall be submitted on the official form
979 provided by the City and accompanied by all pertinent information required by this LDC. A Conditional
980 Use may be proposed by:

981 a. The City Commission (for city-owned lands);

982 b. Any person provided, however, that no person shall apply for a Conditional Use (except as agent
983 or attorney for an owner) which he or she does not own. The name(s) of the owner shall appear
984 on each application and a signed and notarized authorization form must be provided. The
985 application shall disclose full ownership.

986 (3) Application Sufficiency. Applications for a Conditional Use shall be accompanied by a clear
987 statement and accounting that presents the applicant's purpose for the requested Conditional Use.
988 The statement shall include those facts that clarify the need for the Conditional Use, the Conditional
989 Use application's context, and the consequences of the Conditional Use. The application shall
990 address how the Conditional Use preserves the LDC's consistency with the Comprehensive Plan,
991 and each of the findings within subsection (4) below. No application shall be accepted for a
992 Conditional Use that does not meet the minimum district requirements of Chapter 110. Where this
993 LDC places additional requirements or supplementary regulations on specific types of Conditional
994 Uses, the application shall demonstrate that such requirements are met. Where the applicant
995 requests simultaneous Rezoning of land as well as grant of a Conditional Use for the same parcel
996 of land, both applications may be processed concurrently in accordance with the procedures set
997 forth in this section.

998 (4) Application Review and criteria. The staff reviewing the proposed Conditional Use shall consult with
999 other City departments and agencies, and the DRC. The Staff and DRC shall consider the following
1000 during application review and prepare an official report and recommendation:

- 1001 a. Whether or not the granting of the Conditional Use will adversely affect the public interest, health,
1002 safety, and general welfare;
- 1003 b. Whether or not the request is inconsistent with the purpose or intent of this LDC;
- 1004 c. Whether or not the request is consistent with the Comprehensive Plan;
- 1005 d. Whether or not the request meets the expressed requirements of the applicable conditional
1006 use;
- 1007 e. Whether or not the request will generate undue traffic congestion;
- 1008 f. Whether or not the request will create a hazard or a public nuisance, or be dangerous to
1009 individuals or to the public.
- 1010 g. Whether or not the request will negatively impact the character of surrounding neighborhoods
1011 or adversely affect the value of surrounding land, structures or buildings.
- 1012 h. Whether or not the request will adversely affect the natural environment, natural resources or
1013 scenic beauty, or cause excessive pollution.
- 1014
- 1015 (5) Public Hearing Notification Requirements. Notice shall be provided as set forth within Section 74-25
1016 for the City Commission public hearing.
- 1017 (6) Public Hearings. All applications for Major Conditional Use shall be considered by the City
1018 Commission at a public hearing. All applications for Minor Conditional Use shall be considered by the
1019 Planning and Zoning Board at a public hearing. At the discretion of the City Manager or PZB, a Major
1020 Conditional may be required to go before the City Commission for final approval.
- 1021 (7) Action. The Commission shall take final action on all Major Conditional Use applications and the
1022 Planning and Zoning Board shall take final action on all Minor Conditional Use applications based
1023 upon the review criteria set forth in this section. The Commission and Planning and Zoning Board, in
1024 the exercise of its sound discretion, may determine that Conditional Uses should be limited and
1025 controlled as to number, area, location, duration, or relation to the neighborhood, in order to safeguard
1026 and promote the public health, safety, welfare, morals, order, comfort, convenience, appearance,
1027 prosperity, or the general welfare. The Commission or Planning and Zoning Board shall approve,
1028 approve with conditions or stipulations, or deny the application.
- 1029 a. Restrictions, stipulations, and safeguards attached to a Conditional Use may include but are not
1030 limited to those necessary to protect adjacent or nearby land owners from any deleterious effects
1031 from the full impact of any permitted uses and stipulations requiring that certain aspects of
1032 development take place in accordance with a binding site plan.
- 1033 b. All stipulations, including the Development Agreement and MDP shall be recorded by the Volusia
1034 County Clerk of Courts.
- 1035 c. Binding Nature of Approval. All terms, conditions, safeguards, and stipulations made at the time
1036 of approval for any district subject to this section shall be binding upon the applicant or any
1037 successors in interest.
- 1038 (8) Validity. Conditional Use approvals shall remain in effect for one (1) year following approval unless a
1039 longer duration is granted as part of the approval.
- 1040 (9) Amendments. Any changes or expansion of an approved Minor or Major Conditional Use will require
1041 filing of a new Conditional Use application.
- 1042 (10) Other Applicable Provisions.
- 1043 a. Limitations on the Refiling of a Conditional Use application. Whenever the City Commission or
1044 Planning and Zoning Board has taken final action on a Conditional Use application for property,
1045 whether approved or denied, the City shall not accept any further application for any Conditional
1046 Use of any part of or all of the same property for a period of 12 months from the date of such
1047 action, or the date of final judicial review of such action, whichever is later.
- 1048 b. Violations. Violations of restrictions, stipulations, or safeguards contained in a Conditional Use
1049 granted by the City Commission or Planning and Zoning Board shall constitute a violation of this
1050 LDC.

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Sec. 74-17. Conceptual Site Plan Application. [NOTE: Relocated from Sec. 75-3]

- (a) Applicability. A Conceptual Site Plan application is an optional process the City offers to Applicants prior to submitting an application for Final Site Plan (FSP) approval in order to obtain preliminary review from the Planning and Development Services Department. This process is entirely voluntary and is not a requirement.
- (b) Review Procedure.
 - (1) Pre-application Meeting. A pre-application meeting on all Conceptual Site Plan applications is required.
 - (2) Application submittal. All applications for Conceptual Site Plans shall be submitted on the official form provided by the City and accompanied by all pertinent information required by this LDC. A Conceptual Site Plan may be proposed by any person provided, however, that no person shall apply for a Conceptual Site Plan (except as agent or attorney for an owner) which he or she does not own. The name(s) of the owner shall appear on each application and a signed and notarized authorization form must be provided. The application shall disclose full ownership.
 - (3) Application review. The staff reviewing the proposed Conceptual Site Plan shall consult with other City departments and agencies, and the DRC staff. The City shall consider and study the Conceptual Site Plan's conformance to all requirements set forth in the LDC and Comprehensive Plan, as applicable.
 - (4) Public Hearing Notification Requirements. Conceptual Site Plans are subject to administrative review and approval and do not require public hearings, or related notifications.
 - (5) Public Hearings. Conceptual Site Plans are subject to administrative review and approval and do not require public hearings.
 - (6) Action. Final action on all Conceptual Site Plan applications shall be taken by the Planning and Development Services Director or his/her designee, after review by the DRC. The Director or his/her designee may make the granting conditional upon such restrictions, stipulations and safeguards as it may deem necessary to ensure consistency with the LDC and Comprehensive Plan.
 - (7) Validity. Conceptual Site Plan approvals shall remain in effect for one (1) year following approval by the Director, unless a longer duration is granted as part of the approval letter.

Sec. 74-18. Final Site Plans. [NOTE: Relocated from Sec. 75-4]

- (a) Applicability. The following development activities shall require Final Site Plan (FSP) review:
 - (1) Residential or non-residential developments including non-residential additions.
 - (2) A change in the use of property to any permitted use that will require or voluntarily result in a site alteration in order to meet the provisions of the Land Development Code (e.g. a need for additional parking); with the exception of non-residential structures occupied by multiple tenants where the existing and proposed uses are permitted and no site alteration is proposed or required. In such exceptions, no DRC review is required.
 - (3) Except or otherwise provided herein, applications for new paved areas shall be reviewed and approved by the DRC. The review may be conducted informally without filing a site plan application or, due to its complexity or size of project, warrant the submittal of a site plan application requiring a DRC meeting, as may be determined by the Planning and Development Services Director.
- (b) Exempt development. The following development activities shall not require Final Site Plan (FSP) review:
 - (1) Construction of a single-family home and customary accessory structures on an existing single family zoned lot.
 - (2) Construction of a duplex and customary accessory uses on an existing duplex zoned lot.
 - (3) The installation of those improvements, which are required to develop a subdivision and for which development order, plat approvals, and related permits have been issued, pursuant to chapter 106.

- 1096 (4) Agricultural production practices, which include fencing, drainage, irrigation, and other agricultural
1097 uses and structures, including portable structures, which do not conflict with existing city ordinances.
- 1098 (5) Public buildings under 10,000 sq. ft., subject to staff review to include at a minimum Planning and
1099 Development Services department, fire department, and public works department; and final action, to
1100 ensure compliance with city ordinances and city fire codes.
- 1101 (c) Platting. This section does not address requirements for preliminary and final plat approvals consistent
1102 with Chapter 177, Florida Statutes. For information on subdivision preliminary plat development order
1103 and final plat approvals, see Section 74-18 and 74-19 in this Article.
- 1104 (b) Review Procedure.
- 1105 (1) Pre-application meeting. A pre-application meeting on all FSP applications is required prior to
1106 application submittal.
- 1107 (2) Application submittal. All applications for Final Site Plans shall be submitted on the official form
1108 provided by the City and accompanied by all pertinent information required by this LDC. A Final Site
1109 Plan may be proposed by any person provided, however, that no person shall apply for a Final Site
1110 Plan (except as agent or attorney for an owner) which he or she does not own. The name(s) of the
1111 owner shall appear on each application and a signed and notarized authorization form must be
1112 provided. The application shall disclose full ownership.
- 1113 (3) Application review. The staff reviewing the proposed Final Site Plan shall consult with other City
1114 departments and agencies, and the DRC staff. The City shall consider and study the FSP's
1115 conformance to all requirements set forth in the LDC, Comprehensive Plan and Conceptual Site Plan,
1116 as applicable.
- 1117 (4) Public Hearing Notification Requirements. Final Site Plans are subject to administrative review and
1118 approval and do not require public hearings, or related notifications.
- 1119 (5) Public Hearings. Final Site Plans are subject to administrative review and approval and do not require
1120 public hearings.
- 1121 (6) Action. Final action on all Final Site Plan applications shall be taken by the Planning and Development
1122 Services Director or his/her designee, after review by the DRC. The Director or his/her designee may
1123 make the granting conditional upon such restrictions, stipulations and safeguards as it may deem
1124 necessary to ensure consistency with the LDC and Comprehensive Plan.
- 1125 c. Post-approval stage.
- 1126 a. Recordation. Final Site Plans shall be recorded in the following manner:
- 1127 i. Following approval, the developer/applicant shall submit two (2) original approved Final Site
1128 Plans to the Planning and Development Services Director or his/her designee. The applicant
1129 shall provide to the City an appropriate electronic version of the FSP in a format approved by
1130 the Planning and Development Services Director or his/her designee.
- 1131 ii. The Planning and Development Services Director shall record the FSP at Volusia County Clerk
1132 of the Circuit Court.
- 1133 (7) Validity. Final Site Plan approvals shall remain in effect for two (2) years following approval by the
1134 Director, unless a longer duration is granted as part of the approval letter.

1135 **Sec. 74-19. Preliminary Plats. [NOTE: Relocated from Sec. 106-30]**

- 1136 (a) Applicability. Requirements for platting in the City shall be in accordance with Chapter 177, Florida Statutes.
1137 In all cases involving phased developments, the applicant shall file a preliminary plat and engineering
1138 construction plan and, upon receipt of the related development order, may then file a final plat application
1139 for the first phase of the project. Final plat application may be filed concurrently with the preliminary plat
1140 (PP) and engineering construction plan (ECP) application, provided the preliminary plat development order
1141 is issued prior to DRC approval of the final plat application.

1142 For subdivisions that do not involve phased developments, the developer may bypass the requirement to
1143 file a preliminary plat application and proceed to file the final plat and engineering construction plan
1144 development order.

1145 (b) Review Procedure.

1146 (1) Pre-application Meeting. A pre-application meeting on all Preliminary Plat applications is required prior
1147 to application submittal.

1148 (2) Application Submittal. All applications for Preliminary Plat shall be submitted on the official form provided
1149 by the City and accompanied by all pertinent information, plans and plat as set forth on the form. The
1150 Applicant shall submit an appropriate number of copies, as determined by the Planning and Development
1151 Services Director or his/her designee at the pre-application meeting.

1152 g. Application Review. The preliminary plat and engineering construction plan application shall be reviewed
1153 by Planning and Development Services Staff and DRC in consultation with other City departments for
1154 consistency with this Land Development Code, Florida Statutes and all other applicable regulations.

1155 h. Public Hearing Notification Requirements. Preliminary Plats are subject to administrative review and
1156 approval and do not require public hearings, or related notifications.

1157 i. Public Hearings. Preliminary Plats are subject to administrative review and approval and do not require
1158 public hearings.

1159 j. Action. Final action on all Preliminary Plat applications shall be taken by the Planning and Development
1160 Services Director or his/her designee, after review by the DRC. The Director or his/her designee may
1161 make the granting conditional upon such restrictions, stipulations and safeguards as it may deem
1162 necessary to ensure consistency with the LDC and Comprehensive Plan. If a 100-year flood zone is
1163 present on-site, as defined by the federal insurance rate maps (FIRM), the Planning and Development
1164 Services Director shall recommend that development and related investment be directed away from this
1165 flood zone or other mitigation measures as deemed appropriate.

1166 k. Post-approval stage.

1167 a. Construction commencement. The developer may elect to commence site development of the
1168 subdivision after the Preliminary Plat and engineering construction plan development order has been
1169 issued. If the developer elects to commence site development prior to or concurrently with final plat
1170 approval, he/she shall notify in writing the Planning and Development Services Director or his/her
1171 designee of that intention. The Planning and Development Services Director or his/her designee
1172 shall then issue a development permit authorizing the commencement of site development
1173 consistent with the approved engineering construction plans, provided the approval process for all
1174 other permits adheres to applicable local, regional, state, and federal laws.

1175 c. Validity. The preliminary plat shall remain valid until the subdivision or any part thereof is vacated in
1176 accordance with the laws of the City of Deltona and the State of Florida.

1177 **SEC. 74-20. Final Plats. [NOTE: Relocated from Sec. 106-31]**

1178 (a) Applicability. Requirements for platting in the City shall be in accordance with Chapter 177, Florida Statutes.
1179 No improvements, including streets, shall be accepted and maintained by the City unless and until the final
1180 plat (FPL) has been approved by the City Commission, and has been duly recorded by the Volusia County
1181 Clerk of the Circuit Court. The developer shall submit an application for a final plat only for that portion of
1182 the property with an approved preliminary plat, where applicable and required by this LDC.

1183 (b) Review Procedure.

1184 (1) Pre-application Meeting. A pre-application meeting on all FPL applications is required prior to application
1185 submittal.

1186 (2) Application Submittal. All applications for FPLs shall be submitted on the official form provided by the
1187 City and accompanied by all pertinent information, plans and plat as set forth on the form. The Applicant
1188 shall submit an appropriate number of copies, as determined by the Planning and Development Services
1189 Director or his/her designee at the pre-application meeting. All final plats shall be prepared on standard

- 1190 sheet sizes as required by F.S. Chapter 177, as amended. An applicant shall furnish the City with those
1191 documents necessary to evidence and ensure compliance with requirements, standards, restrictions or
1192 conditions of this chapter as requested by the city. These documents shall include, but are not limited to,
1193 bonds or other security, agreements, restrictive covenants, deeds and easements, standards, restrictions
1194 or conditions.
- 1195 (3) Application Review. Final Plat applications shall be reviewed by Planning and Development Services
1196 Staff and DRC in consultation with other City departments for consistency with this Land Development
1197 Code, Florida Statutes and all other applicable regulations. The submittals shall be consistent with the
1198 issued preliminary plat, where applicable. If the FPL is recommended for approval with conditions, the
1199 Planning and Development Services Director or his/her designee may request that the applicant submit
1200 a revised application incorporating the conditions of approval prior to scheduling the final plat application
1201 for public hearing(s).
1202
- 1203 (4) Public Hearing Notification Requirements. Notice shall be provided as set forth within Section 74-25 for
1204 both the Planning and Zoning Board and City Commission public hearings, where applicable.
- 1205 (5) Public Hearings. All applications for Final Plats shall be considered by the City Commission at a public
1206 hearing. All applications for Final Plats for subdivisions containing 200 lots or more shall also require a
1207 public hearing before the Planning and Zoning Board prior to final action by the City Commission.
- 1208 (6) Action. The City Commission shall take final action on all Final Plat applications. The Commission or
1209 Planning shall approve or deny the application. If the City Commission determines that adequate public
1210 facilities required under this chapter are not available, but are planned to become available in the future,
1211 they may:
1212
- 1213 a. Defer action until adequate public facilities are available;
 - 1214 b. Approve the application subject to the condition that no building permit shall be issued until
1215 adequate public facilities are available;
 - 1216 c. Approve the application subject to the condition that no certificate of occupancy be issued
1217 until adequate public facilities are available; or
 - 1218 d. Approve the application subject to the condition that the developer enter into a public
1219 services and facilities agreement pursuant to this chapter to ensure that adequate public
1220 facilities are available at the time the impacts of the development occur.
- 1221 (7) Post-approval stage.
- 1222 a. Recordation. Plats shall be recorded in the following manner:
1223
1224 iii. Plat dedications. All streets, alleys, easements, rights-of-way, parks, school sites and public
1225 areas shown on an accepted and recorded plat, unless otherwise stated, shall be deemed to
1226 have been dedicated or granted, as appropriate, to the public for use by the public. The recorded
1227 plat shall constitute, unless otherwise stated, an acceptance of said offer to dedicate, grant or
1228 reserve. Reservations must be clearly indicated as such, and must include the word
"reservation".
 - 1229 iv. Following City Commission approval, the developer/applicant shall submit the original mylar plat
1230 signed by the developer/applicant, and one paper copy of the approved plat to the Planning and
1231 Development Services Director or his/her designee. The applicant shall provide to the city an
1232 appropriate electronic version of the plat in a format approved by the Planning and Development
1233 Services Director or his/her designee. The developer/applicant shall be required to comply with
1234 all applicable provisions of F.S. Ch. 177, City Code, and any related conditions of approval by
1235 the City of Deltona. The developer/applicant shall record the final plat at Volusia County Clerk of
1236 the Circuit Court within 20 working days following City Commission approval of the final plat.
 - 1237 v. The Planning and Development Services Director shall sign the original mylar plat and arrange
1238 for the mylar plat to be signed by the mayor and city registered surveyor. The final plat,
1239 completely signed by all parties, shall be transmitted to the developer/applicant for processing
1240 and recordation at Volusia County Clerk of the Circuit Court.

- 1241 a) The applicant will provide the city with two hard copies of the recorded plat. Note that the
1242 Volusia County Clerk of the Circuit Court will retain the original mylar and will require one mylar
1243 copy for their internal records.
- 1244 b) Upon receipt of a copy of the recorded final plat, the Planning and Development Services
1245 Director or his/her designee will issue a final plat development order to the applicant that is
1246 consistent with section 106-26 of this chapter and other applicable provisions. In cases where
1247 related infrastructure has not been built or received final inspection, such infrastructure shall be
1248 bonded in accordance with section 96-76.
- 1249 c) No plat of lands in the City subject to these regulations shall be recorded, whether as an
1250 independent instrument or by attachment to another instrument entitled to record, unless and
1251 until the final plat has been approved by the City Commission and all appropriate signatures
1252 have been affixed to the plat.
- 1253 b. Validity. The final plat shall remain valid until the subdivision or any part thereof is vacated in
1254 accordance with the laws of the City of Deltona and the State of Florida.

1255 **Sec. 74-21. Vacations. [NOTE: Relocated from Sec. 106-32]**

- 1256 (a) Applicability. The City Commission, or their designees, may adopt resolutions vacating plats in whole or in
1257 part of recorded subdivisions in the city, including utility, drainage and right-of-way easements created though
1258 the platting process.
- 1259 (b) Review Procedure.
- 1260 (1) Pre-application Meeting. A pre-application meeting on applications for vacations is not required.
- 1261 (2) Application submittal. All applications for vacations shall be submitted on the official form provided by
1262 the City and accompanied by all pertinent information required by this LDC. Before resolutions to vacate
1263 any plat either in whole or in part are entered by the City Commission, it must be shown that the persons
1264 making application for the vacation own the fee simple title to the whole or that part of the tract covered
1265 by the plat sought to be vacated, and it must be further shown that the vacation will not adversely affect
1266 the ownership or right of convenient access of persons owning other tracts or parts of the subdivision, or
1267 properties that are accessed through such subdivision.
- 1268 (3) Application review. The staff reviewing the proposed vacation shall consult with other City departments
1269 and agencies, and the DRC staff. The City shall consider if the vacation of a particular easement or right-
1270 of-way will serve the best interest of the public. The petitioner may offer an alternative or replacement
1271 easement. However, the reviewing entity is under no obligation to accept the offered alternative. If a
1272 Petition to Vacate is premised on the grant of a replacement easement, the Commission and/or Planning
1273 and Development Services Director will not take action on the Petition until the instrument necessary to
1274 grant the alternative real property interest has been accepted in form and content by the City Attorney,
1275 properly executed by the granting or conveying entity, and delivered to the Planning and Development
1276 Services Department to be held in trust pending the Commission's consideration of the requested
1277 vacation.
- 1278 (4) Public Hearing Notification Requirements. Notice shall be provided as set forth within Section 74-25 for
1279 both the Planning and Zoning Board and City Commission public hearings, where applicable. See also
1280 subsection (10) below regarding additional public notification requirements for vacations.
- 1281 (5) Public Hearings. All applications for vacation of rights-of-way, plats or portions thereof, shall be
1282 considered by the City Commission at a public hearing. All applications for vacation of easements are
1283 administratively approved and do not require public hearings.
- 1284 (6) Action. Final action on easement vacations shall be taken by the Planning and Development Services
1285 Director or his/her designee, after review by the DRC. Final action on all other vacations, including plats,
1286 portions thereof, or rights-of-way shall be taken by the City Commission following review by the Planning
1287 and Development Services Department and DRC.
- 1288 (5) Validity. Vacations shall remain valid in perpetuity.

1289 (c) Other Applicable Provisions.

- 1290 (1) Persons making application for vacation of plats, either in whole or in part shall give notice of their intention
1291 to apply to the City Commission to vacate the plat by publishing legal notice in a newspaper of general
1292 circulation in Volusia County in not less than two (2) weekly issues of the paper, and must attach to the
1293 petition for vacation and the proof of publication, together with certificates showing that all state and county
1294 taxes have been paid.
- 1295 (2) Resolution by the City Commission shall have the effect of vacating all streets and alleys which have not
1296 become highways necessary for use by the traveling public. A vacation shall not become effective until an
1297 original or a certified copy of the related resolution has been filed in the offices of the Volusia County Clerk
1298 of the Circuit Court and duly recorded in the public records of Volusia County.
- 1299 (3) The owner of any land subdivided into lots may record a plat for the purpose of showing the subject land
1300 as acreage. This plat and the procedure shall conform to the requirements of F.S. Chapters 163 and 177,
1301 except that:
- 1302 (a) No survey or certificate of any surveyor or engineer shall be required. However, the City Commission
1303 may require a survey of the exterior boundaries of the land and the placing of suitable monuments
1304 along the boundaries if it finds that the last preceding survey of record is faulty or inadequate or that
1305 insufficient monuments are in position along these boundaries.
- 1306 (b) No improvements shall be required except as may be necessary to provide equivalent access, as
1307 provided in this section.
- 1308 (c) No findings need be made for the suitability of the land or as to the provision of public facilities and
1309 services.

1310 **Sec. 74-22. Major Variances.**

- 1311 (a) Applicability. A Major Variance application from the terms of these LDC standards may only be granted when
1312 such Variance will not be contrary to the public interest and where, owing to special conditions, a literal
1313 enforcement of the provisions of the LDC standards would result in unnecessary hardship on the land. Such
1314 Variance shall not be granted if it has the effect of nullifying the intent and purpose of this LDC.
- 1315 (1) The Planning and Zoning Board shall have the authority to take action on Major Variance applications
1316 filed relating to the standards in this Section. At the discretion of the Board or Commission, a Major
1317 Variance may be required to go before the City Commission for final approval.
- 1318 (2) General Limitations on Power to Grant Variances.
- 1319 a. Under no circumstances shall a Variance be granted for a use not permitted in the zoning district
1320 involved, or any use expressly or by implication prohibited in the zoning district by the terms of this
1321 LDC.
- 1322 b. A Variance shall not be granted that has the effect of a Conditional Use to this LDC.
- 1323 c. Variances heard by the Planning and Zoning Board shall only be authorized for height, parking
1324 requirements, area and size of structures, size of yards and open spaces.
- 1325 d. No nonconforming use of neighboring lands, structures, or buildings in the same zoning district,
1326 and no permitted use of lands, structures, or buildings in any other district shall be considered
1327 grounds for the granting of a Variance.
- 1328 (b) Review procedure.
- 1329 (1) Pre-application meeting. A pre-application meeting on all Major Variances is required.
- 1330 (2) Application Submittal. All applications for a Major Variance shall be submitted in writing to the City,
1331 along with the appropriate fee(s). A Major Variance may be proposed by:
- 1332 a. The City Commission (for city-owned property);
- 1333 b. Any City Department or other agency of the City with authorization from the Commission;
1334 and

- 1335 c. Any person other than those listed in a. or b. above; provided, however, that no person shall
1336 apply for a Rezoning of property (except as agent or attorney for an owner) which he or she
1337 does not own. The name(s) of the owner shall appear on each application and a signed and
1338 notarized authorization form must be provided. The application shall disclose full ownership.
- 1339 (2) Application Sufficiency. Applications for a Major Variance shall be accompanied by a clear statement
1340 and accounting that presents the applicant's purpose for the requested Variance. The statement shall
1341 include those facts that clarify the need for the Variance, the Variance application's context, and the
1342 consequences of the Variance. The application shall address how the Variance preserves the LDC's
1343 consistency with the Comprehensive Plan.
- 1344 (3) Application Review. The staff reviewing the proposed Major Variance shall consult with other City
1345 departments and agencies, and the DRC. The Staff and DRC shall consider the following during
1346 application review and prepare an official report and recommendation:
- 1347 a. That the Variance shall not be contrary to the public interest;
- 1348 b. That the Variance is required owing to special conditions peculiar to the property;
- 1349 c. That identifies the special conditions and circumstances that exist which are peculiar to the land,
1350 structures, or required improvements involved;
- 1351 d. That the special conditions are not the result of the actions of the applicant;
- 1352 e. That explains how the special conditions and circumstances do not result from the actions of the
1353 applicant;
- 1354 f. That a literal enforcement of the provisions of this LDC would result in unnecessary and undue
1355 hardship on the land;
- 1356 g. That explains or illustrates how a literal interpretation of the provisions of this LDC would deprive
1357 the applicant of reasonable use of the applicant's property;
- 1358 h. That explains why the granting of the Variance requested will not confer on the applicant any special
1359 privilege that is denied by these regulations to other lands, structures, or required improvements
1360 under similar conditions. No pre-existing conditions on neighboring lands, which are contrary to
1361 these regulations, shall be considered grounds for the issuance of a Variance;
- 1362 i. That the Variance requested is the minimum Variance necessary to make any reasonable use of
1363 the property;
- 1364 j. That, with respect to a right-of-way or improvement requirement, explains how such requirement
1365 does not bear a reasonable relationship or rational nexus between the need for additional capital
1366 facilities and the demands generated by the development along with other development within the
1367 area; and
- 1368 k. That describes how the proposed Variance is determined to be consistent with the goals, objectives,
1369 policies and guiding principles of the Comprehensive Plan.
- 1370 (4) Public Hearing Notification Requirements. Notice shall be provided as set forth within Section 74-25 for
1371 the Planning and Zoning Board public hearing.
- 1372 (5) Public Hearings. All applications for a Major Variance shall be considered by the Planning and Zoning
1373 Board as applicable.
- 1374 (6) Action. The Planning and Zoning Board shall take final action on eligible Major Variance applications
1375 from the terms of this LDC related to zoning district use standards. In granting any Variance, the review
1376 authority may prescribe appropriate stipulations and safeguards in conformity with this LDC. The
1377 Planning and Zoning Board shall approve, approve with conditions or stipulations, or deny the
1378 application.
- 1379 a. Restrictions, stipulations, and safeguards attached to a Variance may include but are not limited to
1380 those necessary to protect adjacent or nearby land owners from any deleterious effects from the

- 1381 full impact of any permitted uses and stipulations requiring that certain aspects of development take
1382 place in accordance with a binding site plan, where applicable.
- 1383 b. All stipulations shall be recorded by the Volusia County Clerk of Courts.
- 1384 c. Binding Nature of Approval. All terms, conditions, safeguards, and stipulations made at the time of
1385 approval for any district subject to this section shall be binding upon the applicant or any successors
1386 in interest.
- 1387 (7) Validity. Major Variance approvals shall remain in effect for one (1) year following approval, unless a
1388 longer duration is granted as part of the approval. Within this timeframe a building permit must be
1389 obtained to vest the approval.
- 1390 (9) Amendments. Any changes or expansion of an approved Major Variance will require filing of a new
1391 Conditional Use application.
- 1392 (10) Other Applicable Provisions.
- 1393 a. Limitations on the Refiling of a Major Variance application. Whenever the Planning and Zoning Board
1394 has taken final action on a Major Variance application for property, whether approved or denied, the City
1395 shall not accept any further application for any Variance of any part of or all of the same property for a
1396 period of 12 months from the date of such action, or the date of final judicial review of such action,
1397 whichever is later.
- 1398 b. Violations. Violations of restrictions, stipulations, or safeguards contained in a Variance granted by the
1399 Planning and Zoning Board shall constitute a violation of this LDC.

1400 **Sec. 74-23 Minor Variances.**

- 1401 (a) Applicability In certain circumstances, the Director of Planning and Development Services is authorized to
1402 administratively approve variances from the Sections noted below when it is found that such request would
1403 not be contrary to the health, safety, and welfare of the City of Deltona and the request is consistent with
1404 the standards provided for each situation as shown below.
- 1405 (b) The Planning Director has the authority to grant a variance to the following standards, with or without
1406 conditions, if and only if the applicant demonstrates that all of the standards of Sec 110-1103 (a)(1)(d) are
1407 met:
- 1408 i. Reduction of front or rear yard non-shoreline setback requirements by up to twenty (20) percent;
1409 and reduction of non-shoreline side yard setback requirements by up to ten (10) percent.
- 1410 ii. Reduction in the off-street parking requirements of Section 110-828 by no more than ten (10)
1411 percent.
- 1412 iii. Reduction of the landscape buffer yard width requirements of Section 110-808 by no more than
1413 twenty (20) percent.
- 1414 iv. Modification to signage, where increase of sign face area does not exceed 50% of this LDC and/or
1415 reduction of setbacks does not exceed 25%.
- 1416 v. Modification of fence requirements.
- 1417 vi. The Planning Director may deem appropriate to require those variances qualifying as minor to be
1418 heard by the Planning and Zoning Board depending upon the specifics of the request. in keeping
1419 with the purpose and intent of the zoning district in which the development is located.
- 1420 (c) All other procedures and review criteria set forth in 74-22 for Major Variances apply to Minor Variances,
1421 except that a public hearing before the Planning and Zoning Board is not required.

1422

1423 **Sec. 74-624. Zoning and land development fees.**

1424

1425 This section sets forth fees required for review and approval of land development activities pursuant to the
1426 Land Development Code. The fee schedule shall include all necessary expenses for the conduct of the municipal

1427 government and shall be established by resolution of the City Commission. Upon an application submittal for zoning
1428 or land development, the Planning and Development Services Director or his/her designee will determine all
1429 designated fees which shall be applicable based on the services required to review each application. All such fees
1430 must be submitted in full to the city concurrently with each application. Failure to submit the required fee shall render
1431 the application incomplete.
1432

1433 Fees shall be required for any zoning and land development activity as listed under the following designations,
1434 including and not limited to: Land development review; extensions; meetings; letters; change of grade; development
1435 orders; appeals; incomplete submittals and re-submittals; site plan reviews; development plan reviews; plat reviews;
1436 lot elevation variances; certificate of concurrency; easement and right-of-way use or vacation; combination of lots;
1437 modification requests; tree removal; model sales center; pre-construction wetland alteration permit; stormwater
1438 permit; temporary sign permit; annual sign renewal permit; special event permit; additional inspections and re-
1439 inspections; annexations; conditional uses; zoning variances; rezoning; future land use amendments; planned unit
1440 developments; engineering permits; escrow accounts and miscellaneous administrative charges.
1441

1442 Some land development applications may require associated consulting services and fees. In such cases, the
1443 city will hire peer professionals with expertise in associated development related disciplines to assist in the review
1444 and provide recommendations regarding land development applications. Consultant activities include, but are not
1445 limited to, traffic planning, engineering, surveying, design, environmental, etc. Consultant costs will be borne by the
1446 applicant. The hiring and payment of a consultant will be conducted consistent with applicable city procurement
1447 processes.
1448

1449 **Sec. 74-725. Public notice.**
1450

1451 (a) "Public notice" as used in connection with the phrase "public hearing" or "hearing with due public notice" refers
1452 to applications and appeals in which there is to be a public hearing of the eCity eCommission or of the Planning
1453 and Zoning Board as provided for in this section:
1454

1455 (1) *Legal notice (newspaper publication).*

1456 a. The publication of notice with the following information: day, time, place and purpose, place or
1457 places within the eCity where the change may be inspected by the public, and that interested parties
1458 may appear at the meeting and be heard with respect to the proposed change.

1459 b. Said notice shall be published at least once in a newspaper of general circulation in the area at
1460 least ten days prior to the date of such public hearing, unless a longer notice period is required by
1461 statute for the type of application to be heard. Notices published in local newspapers shall meet or
1462 exceed the minimum requirements of state law as required by F.S. § 166.041, and F.S. eCh. 163
1463 as they may be amended from time to time.
1464

1465 (2) *Individual notice (certified mailing).*

1466 a. For applications affecting less than five percent of the total land area of the eCity, notices setting
1467 forth the time, day, place and purpose of the hearing shall be mailed, by certified U.S. mail, at least
1468 ten days prior to the date of the pPlanning and zZoning bBoard public hearing by the applicant-City
1469 to the last known address of the owners of the property involved, if the applicant is not the owner
1470 of the property involved, as well as, to the owners of property within 300 feet of the property lines
1471 of the property involved, all as determined by reference to the latest records published by the
1472 Volusia County Property Appraiser absent information as to ownership to the contrary.

1473 ~~b. The planning and development services director, or his or her designee, shall provide the notice~~
1474 ~~forms to the owner of the property involved, or his or her duly authorized agent, and shall keep such~~
1475 ~~notice available for public inspection during regular business hours. The applicant shall furnish the~~
1476 ~~Planning and Development Services Director, or his or her designee, a copy of each of the U.S.~~
1477 ~~Postal Services certified mail receipt for each notice required to be sent, showing postmark in~~
1478 ~~compliance with this ordinance, prior to the date of the first hearing on the application.~~

1479 e.b. It is the intent of this provision that only one mailing is required to be sent to an owner of property
1480 within 300 feet of the property lines of the property involved; and that notice shall contain the time,
1481 day, and place of all public hearing(s).

1482 d.c For amendments initiated by the eCity, the required notice shall be sent by certified U.S. mail and
1483 a record of those to whom the notice was sent shall be maintained with the application file by the
1484 pPlanning and zZoning sServices dDepartment.
1485

1486 (3) *Posted notice (posted sign).*

- 1487 a. For applications affecting less than five percent of the total land area of the city that the owner or
1488 his or her duly authorized agent, or for applications initiated by the city, the applicant or the duly
1489 authorized agent ~~a member of the Planning and Development Services Department staff, a~~
1490 ~~contractor hired by the city and duly authorized to perform said posting, or the authorized staff of~~
1491 ~~another city department,~~ shall perform said posting at least ~~ten~~ 10 days prior to the date of such
1492 public hearing, the signs provided by the enforcement official.
- 1493 b. For purposes of posting property that is the subject of a city-initiated amendment, the notice shall
1494 be posted on public right-of-way in front of the property affected by the proposed amendment, but
1495 shall not be placed so as to obstruct the vision of drivers at any intersection, including driveway
1496 intersections.
- 1497 c. The city applicant or the duly authorized agent shall not be required to place posted notices on or
1498 along any property lines that abut private streets or easements, but shall limit postings to streets
1499 maintained by the city, Volusia County, or the Florida Department of Transportation. Postings shall
1500 not be required when the public agency responsible for the affected street right-of-way refuses to
1501 permit the posting within its right-of-way. However, the responsible eCity agency shall not prohibit
1502 the posting of notice on rights-of-way maintained by the eCity.
- 1503 d. The sign or signs provided by the ~~enforcement official~~ Planning and Zoning Services
1504 Department shall be printed on a brightly-colored, easily recognizable, weather-resistant material
1505 of a minimum size ~~that is~~ of 22 inches in width and 28 inches in height.
- 1506 e. One sign shall be posted for every 200 feet of front lot line. Corner properties ~~will be~~ shall have
1507 signs posted on both front/street side lot lines.
- 1508 f. Each sign shall be placed in a location along the lot line that provides the greatest visibility from the
1509 adjacent street or road.
- 1510 g. The posted sign or signs shall remain in place until the completion of the public hearing of the eCity
1511 eCommission and shall be removed by the applicant within ten days following the conclusion of the
1512 last public hearing. Failure to remove the sign or signs after ten days following the last noticed
1513 public hearing shall be a violation of this Code, and shall be enforceable as provided in eChapter
1514 2, Code of Ordinances of the City of Deltona, Florida, as it may be amended from time to time.

1515 (4) Citizen awareness and participation meetings.

1516 a. Applicability.

- 1517 1. The following requirements apply in addition to any other notice provisions required elsewhere
1518 in this Code. The administrative official may require that, based upon the needs of the abutting
1519 communities or the City as a result of generally accepted land use planning practices and
1520 principles or to ensure full public participation; this potential requirement shall apply to
1521 development applications for developments such as the following which list is provided for
1522 illustrative purposes only and not as a limitation of the requirement:
- 1523 a. Planned Unit Developments.
- 1524 b. Variances involving nonresidential uses.
- 1525 c. Subdivision Plans.
- 1526 d. Rezoning.
- 1527 e. Amendments to the Future Land Use Map.
- 1528 f. Other land use or development application provisions required elsewhere in this Code.
- 1529 2. These requirements apply in addition to any other notice provisions required elsewhere in this
1530 Code.

- 1531 3. The requirement of a citizen participation meeting is not intended to produce complete
1532 consensus on all applications, but to encourage applicants to be good neighbors and to allow
1533 for informed decision making and to maximize, to the extent practicable, public participation in
1534 the planning, and land use processes of the City.
- 1535 b. Purpose. The purpose of the requirement is, at a minimum, to:
- 1536 1. Further implement the public participation provisions of the city's Comprehensive Plan.
- 1537 2. Ensure that applicants pursue early and effective citizen participation in conjunction with their
1538 applications, allowing them to understand and mitigate any real or perceived impacts their
1539 application may have on the community.
- 1540 3. Ensure that citizens and property owners are provided with an adequate opportunity to learn
1541 about applications that may affect them and to work with applicants to resolve concerns at an
1542 early stage of the process.
- 1543 4. Facilitate ongoing communication between the applicant, interested citizens, and potentially
1544 affected property owners, city staff, and elected officials throughout the application review
1545 process.
- 1546 c. Submittal requirements. The applicant may submit a citizen awareness and participation plan and
1547 begin implementation before formal application at the applicant's discretion. This shall not occur
1548 until after the required pre-application meeting or consultation with the planning department has
1549 occurred and any applicable fees have been paid by the applicant.
- 1550 d. Meeting requirements. At a minimum the citizen awareness and participation meeting shall include
1551 the following information:
- 1552 1. Identification of the residents, property owners, interested parties, political jurisdictions, and
1553 public agencies that may be affected by the proposed development and should be given notice
1554 of the meeting.
- 1555 2. Description of how the notification will be provided to those interested in and potentially affected
1556 by the proposed development.
- 1557 3. Description of how information will be provided to those interested and potentially affected
1558 relative to the substance of the change, amendment, or proposed development for which
1559 approval is sought.
- 1560 4. Description of how, and with whom, an opportunity will be provided to those interested or
1561 potentially affected to discuss the proposal and express any concerns, issues, or problems
1562 before the first public hearing.
- 1563 5. The applicant's schedule for completion of the meeting.
- 1564 6. Description of how the applicant will keep city officials informed on the status of citizen
1565 participation efforts.
- 1566 e. Target area for citizen notification. The level of citizen interest and area of involvement will vary
1567 depending on the nature of the application and the location of the proposed development. The
1568 target area for early notification will be determined by the administrative official. At a minimum, the
1569 target area shall include the following:
- 1570 1. Property owners within 300 feet of the property proposed for development.
- 1571 2. The officers of any homeowner's association or registered neighborhood group within the
1572 public notice area as outlined in this section or that may be impacted by the proposed
1573 development.
- 1574 3. Any person or entity that may be impacted by the proposed development as determined by the
1575 administrative official based upon sound and generally accepted land use planning practices
1576 and principles.

- 1577 4. Other interested parties who have requested to be placed on an interested party's notification
 1578 list maintained by the city.
- 1579 5. A determination to provide notice in the context of the meeting process shall not grant standing
 1580 to any person for the purposes of subsequent legal challenges or appeals.
- 1581 f. Citizen awareness and participation report. When a citizen awareness and participation meeting is
 1582 required, the applicant shall provide a written report on the results of the citizen participation efforts
 1583 before the publication of the notice of public hearing. This report will be attached to the city staff's
 1584 public hearing report. The report shall, at a minimum, contain the following information:
- 1585 1. Details of techniques used to involve interested and potentially affected parties, including:
- 1586 a. Dates and locations of all meetings where citizens were invited to discuss the applicant's
 1587 proposal.
- 1588 b. Content, dates mailed, and numbers of mailings, including letters, meeting notices,
 1589 newsletters, and other publications.
- 1590 c. Location of residents, property owners, and interested parties who received notices,
 1591 newsletters, or other written materials.
- 1592 d. The number and names of people who participated in the process.
- 1593 2. A summary of concerns, issues, and problems expressed during the process and proposed
 1594 methods of resolution, including by way of example only:
- 1595 a. The substance of the concerns, issues, and problems.
- 1596 b. How the applicant has addressed or intends to address these concerns, issues, and
 1597 problems.
- 1598 c. The concerns, issues, and problems the applicant is unwilling or unable to address and the
 1599 basis and rationale of the applicant regarding each issue that has not been addressed.
- 1600
- 1601
- 1602 (b) Except for appeals, as otherwise provided for in this ~~s~~Section, the ~~e~~City ~~e~~Commission shall provide for a public
 1603 notice, as used in connection with the phrase "public hearing" or "hearing with due public notice", for
 1604 applications involving five percent or more of the land area of the ~~e~~City in the manner, as provided in F.S. §
 1605 166.041, as it may be amended from time to time. For plan amendments and Development Agreements
 1606 affecting five percent or more of the total land area of the ~~e~~City, notice shall be provided, as required by F.S.
 1607 ~~e~~Ch. 163 as it may be amended from time to time.
- 1608
- 1609 (c) When an agenda item for a public hearing that was duly advertised and noticed in accordance with this
 1610 ~~s~~Section is continued to a date certain, no further notice or advertisement shall be required. When a hearing
 1611 is tabled or postponed without a date certain, the hearing and any subsequent hearing that may have been
 1612 advertised and noticed shall be re-advertised and re-noticed in accordance with the requirements of this
 1613 ~~s~~Section.
 1614

1615 **~~Secs. 74-8—74-25. Reserved.~~**

1616

1617 **~~Secs. 74-26—74-50. Reserved.~~**

1618

1619 **ARTICLE III. RESERVED**

1620

1621 **~~Secs. 74-51—74-68. Reserved.~~**