



MEMORANDUM

DATE: March 3, 2025

TO: City Commission

FROM: Jordan Smith, AICP, PP Planning and Development Services Director

THRU: Doc Dougherty, City Manager

SUBJECT: Ordinance No. 04-2025 Amendment to Chapter 70 “General Provisions” and Chapter 74 “Administration” (Legislative – Public Hearing) (Jordan Smith, Project Manager)

REFERENCES: City Comprehensive Plan, Code of Ordinances.

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Commission requested staff to update the Zoning Sections in the Land Development Code, as some of the Sections were outdated.

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

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

PLANNING AND ZONING BOARD: At their regular meeting on February 19, 2025, the Planning and Zoning Board voted unanimously, 7 to 0, to recommend that the Mayor and City Commission approve Ordinance No. 04-2025 with the following changes:

- Planning and Zoning Board would make recommendation to City Commission for Petitions for Voluntary Annexation of Property.
- Subdivision containing 100 or more lots require a recommendation by the Planning and Zoning Board during a public hearing. Currently it is 200 or more lots.

CITY COMMISSION: Staff presented proposed Amendments to Chapter 70 “General Provisions” and Chapter 74 “Administration” at a City Commission Workshop on January 13, 2025.

STAFF RECOMMENDATION: Staff recommends approval of Ordinance No. 04-2025.

NEXT STEPS: The Mayor and City Commission will hear this item on April 7, 2025 for Second Reading.

ATTACHMENTS:

- Ordinance No. 04-2025
- Chapter 74 Administration Strike Through Underline
- Chapter 70 Administration Clean