

ORDINANCE NO. 30-2025

AN ORDINANCE OF THE CITY OF DELTONA, FLORIDA, AMENDING SECTION 70-30, "DEFINITIONS," OF CHAPTER 70, "GENERAL PROVISIONS" AND CHAPTER 74 "ADMINISTRATION" OF THE LAND DEVELOPMENT CODE OF THE CITY OF DELTONA, FLORIDA TO INCLUDE PROCEDURES THAT ENCOURAGE THE DEVELOPMENT AND REDEVELOPMENT OF URBAN IN-FILL PROPERTIES; PROVIDING FOR CONFLICTS, CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Article VIII of the State Constitution and Chapter 166, Florida Statutes provide that municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, the City of Deltona as the governing body, pursuant to the authority vested in Chapter 163 and Chapter 166, Florida Statutes, is authorized and empowered to consider changes to its land development regulations; and

WHEREAS, the City Commission of the City of Deltona, Florida, adopted Chapter 74, "Administration," within the Land Development Code to prescribe procedures regulating the Land Development Code; and

WHEREAS, the Florida Legislature enacted Senate Bill 784 (2025), amending Section 177.071, Florida Statutes, to require that certain plats and replats be administratively approved by a designated official or employee of the local government; and

WHEREAS, the City Commission has designated the Planning and Development Services Director to approve plats and replats to comply with the statutory requirements

and streamline the platting process for the benefit of the residents and property owners of the City of Deltona; and

WHEREAS, the City Commission desires to incentivize development and revitalization of various vacant lots and unique or problematic properties within the City of Deltona in order to enhance neighborhood character; and

WHEREAS, in order to incentivize this type of development and redevelopment, the City Commission will create a process for “Urban Infill Development Projects” whereby applicants may negotiate variances in standards such as setbacks, height, lot size, and floor area ratio in exchange for superior design exchange for superior design; and

WHEREAS, Chapter 74, “Administration,” within the Land Development Code shall be amended to update provisions related to plats and replats, Urban Infill Development Projects, and various procedural clarifications; and

WHEREAS, the Planning and Zoning Board held a public hearing on September 17, 2025, and forwarded its recommendations to the City Commission; and

WHEREAS, the City Commission finds and determines that these modifications are in the best interest of the public health, safety, and welfare of the residents of the City of Deltona.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA, as follows:

Section 1. Recitals Adopted. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this ordinance upon adoption hereof.

Section 2. Amendment to the Code of Ordinances. The City Commission hereby approves and adopts modifications to Chapter 74, "Administration," within the Land Development Code to update provisions related to plats and replats, Urban Infill Development Projects, and various procedural clarifications, as set forth in "Exhibit A" attached hereto.

Section 3. Conflicts. Any and all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect any other provision or application of this Ordinance which can be given effect without the invalid provision or application.

Section 5. Codification. The provisions of this Ordinance shall be codified as and be made a part of the Code of Ordinances of the City of Deltona. The Sections of this Ordinance may be renumbered to accomplish such intention.

Section 6. Effective Date. This Ordinance shall take effect immediately upon its final adoption by the City Commission.

**PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF
DELTONA, FLORIDA THIS _____ DAY OF _____, 2025.**

First Reading: _____

Advertised: _____

Second Reading: _____

BY: _____

Santiago Avila, Jr., MAYOR

ATTEST:

Joyce Raftery, CMC, MMC, CITY CLERK

Approved as to form and legality
for use and reliance of the City of
Deltona, Florida

TG Law PLLC, CITY ATTORNEY

Name	Yes	No
Avila-Vazquez		
Colwell		
Heriot		
Howington		
Lulli		
Santiago		
Avila		

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
11 **Sec. 70-27. Reserved.**

12
13 **Sec. 70-28. Title, purpose and authority.**

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

17
18 ~~(a)~~

19
20 (b) (b) *Purpose.* The purpose of this chapter is to establish standards, procedures and
21 minimum requirements for review and approval of all proposed development of property
22 under the jurisdiction of this Land Development Code ("LDC"). Provided, however, it is
23 not the purpose of this chapter to regulate any bona fide agricultural production, including,
24 but not limited to, horticulture, citrus, dairy, livestock, poultry, forestry or vegetables
25 pursuant to the "Right to Farm" Act (Chapter 823 Section 14, F.S.).

26
27 —

28 —

29 (c) (c) *Enactment and authority.* The City Commission of the City of Deltona, Florida,
30 pursuant to authority conferred in it by article VIII, section 1(G) of the Constitution of the
31 State of Florida; and F.S. § 125.01, F.S. Ch. 163, pt. II (F.S. § 163.3161 et seq.), and F.S.
32 § 177.01, hereby adopts the following articles and sections.

33
34 —

35 —

36 (d) (d) *Violations and penalties.* If it is determined by the enforcement official that any
37 person is violating any provisions of this chapter, the enforcement official shall notify that
38 person, in writing, indicating the nature of the violation and ordering any action necessary
39 to correct it. The order may include, but not be limited to, a stop work order. Any violation
40 of this ordinance may be referred to the city's code enforcement board. Any person found
41 guilty of a violation of any of the provisions of this chapter, or any lawful order of the City

Commission, Development Review Committee or enforcement official, shall be punished in accordance with F.S. § 125.69, or any amendments thereto, with a fine not to exceed \$500.00, and/or incarceration not to exceed 60 days. Notwithstanding any other provisions of this chapter, a violation of this chapter may be abated by any manner as provided by law. Each day the violation continues shall be deemed a separate offense.

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

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

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

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

Chapter 74 ADMINISTRATION

ARTICLE I. IN GENERAL

Sec. 74-1. Administration.

~~(a)~~ *Purpose.* The purpose of this section is to set out the various procedures and approval criteria of this Land Development Code. Other purposes include providing for the establishment and delegation of authority to the Development Review Committee City of Deltona Planning and Development Services Department, City Manager, City Planning and Zoning Board, and City Commission regarding land development review.

~~(a)~~

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

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

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

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

- (1) Adequate and efficient supply of utility services to new development.
- (2) Safe and efficient traffic circulation, both motorized and non-motorized vehicular and pedestrian, and the minimization of traffic impact on the surrounding area.
- (3) Protection of public health, safety and general welfare including protection from fire, flooding, and other dangers.
- (4) Prevention of potential hazards to health, safety and general welfare of the residents of the City, especially in those developments served by the individual water supply and waste disposal systems.

- 132 (5) Adequate stormwater management so there will be no adverse impacts on the
133 quality of natural surface waters, on the function of the floodplains, on off-site
134 flood stages, and on natural system values and functions.
- 135 (6) Provision of active and passive public park and recreation areas that are
136 readily accessible to residents and visitors and that adequately meet identified
137 recreation needs.
- 138 (7) Protection of the City's natural and scenic resources, including the quality of
139 air and both surface and ground waters and the preservation of their ecological
140 integrity.
141

142
143
144 **ARTICLE II. – DEVELOPMENT REVIEW AUTHORITY.**
145

146 **Sec. 74-2. - Purpose.**
147

148 The purpose of this Section is to identify the appropriate reviewing and decision-making
149 authority for development applications that are addressed in this LDC.
150

151 **Sec. 74-3. – City Commission.**
152

153 (a) *Duties of the City Commission related to this LDC.* The City Commission shall have the
154 following duties relating to development applications that are addressed in this LDC:
155

156 ~~(a)~~
157

158 (1) Appointing and confirming members of the Planning and Zoning Board required under
159 this LDC;
160

161 ~~(1)~~
162

162 (2) Appointing or confirming special magistrates as provided in City Code;
163

164 ~~(2)~~
165

165 (3) Establishing a schedule of fees and charges for all processes under this LDC by
166 resolution; and
167

168 ~~(3)~~
169

169 (4) Acting as the Land Development Regulation Commission pursuant to Florida Statutes
170 §§ 163.3164(25) and 163.3194(2) by considering and approving or denying requests
171 for the following types of development applications:
172

173 —

174 a. Plan amendments, including future land use map amendments;
175

176 ~~a.~~

177 a. Annexations;
178

179 ~~b.~~
180

180 b. Changes to the Land Development Code or a proposed new Land
181 Development Code;
182

183 ~~c.~~

184 e. Rezoning, including Planned Unit Developments (PUDs);
185

186 ~~d.~~
187

183 ~~d.~~ Major Conditional Uses;

184 e.

185 ~~e.~~ Amendments to the approved Capital Improvements Program or
186 budget;

187 f. Proposed development agreements created pursuant to the "Florida Local
188 Government Development Agreement Act";

189 g. Establishment of and amendments to Community Redevelopment
190 Agencies (CRAs); and

191 ~~b.h.~~ Vacation of Plats and Right-of-Way.

192
193 (b) *Quorum required.* A minimum of four (4) Commissioners present at a duly called meeting
194 shall constitute a quorum. Commissioners participating virtually count towards the
195 quorum and can vote as if they were physically present in accordance with Florida
196 Statutes.

197
198 ~~(b)~~

199
200 (c) *Majority vote required.* Approvals requires a majority vote of the number of
201 Commissioners present at a duly called meeting with a quorum. A "tie vote" will constitute
202 a denial.

203
204 **Sec. 74-4. – Planning and Zoning Board.**

205
206 (a) *Planning and Zoning Board creation and composition.* The Planning and Zoning Board is
207 the quasi-judicial board that serves as the local planning agency (LPA) for the City as
208 required by Florida Statutes. It shall be referred to in this article as "PZB". The jurisdiction
209 of the PZB shall be throughout the area of the City. It shall have the following membership,
210 powers, duties, responsibilities, and limitations.

211
212 (1) *Membership, place of residence, and terms of office.* The PZB shall have seven (7)
213 members appointed by the City Commission. Each member shall serve for a term of
214 three (3) years. Each City Commissioner and the Mayor shall appoint one (1) member
215 to the PZB, said appointments to be ratified by a majority vote of the City Commission.
216 No PZB member shall serve on the PZB for more than two (2) consecutive three-year
217 terms. No elected official and no employee of the city government shall be appointed
218 to serve on the PZB.

219 ~~(2)~~

220 (3)(2) *Alternate members.* The City Commission shall appoint up to five (5) alternate
221 members. Each alternate member shall serve for a term of no more than three (3)
222 years. An active PZB member who is term limited as per this Section may not serve
223 as an alternate member until eligible to serve as an active member. No attendance
224 requirements are specified for alternate members. The alternate members may not
225 take part in discussion, make motions or vote unless they are seated, filling in for a

board member in their absence. Notwithstanding there being a quorum consistent with this Section, each alternate will take turns filling in for an absent PZB member by rotation based on alphabetical order by last name. However, the intent is there will be as many board seats filled as possible not to exceed seven voting seats. If a PZB member has a conflict of interest concerning a particular case in front of the board, then for that particular case an alternate may replace the board member. The PZB member with the conflict shall remove themselves from the dais and not speak on the matter and otherwise recuse themselves unless and until they resume their position as a regular member or if they are speaking as a directly affected party to an item being considered by the board.

~~(4)~~

~~(5)~~(3) *Removal from office, vacancies.* PZB members shall serve at the pleasure of the City Commission. If any regular voting member fails to attend two (2) consecutive meetings, unexcused or three meetings (excused or not) out of 12 meetings per calendar year, the PZB shall automatically declare the member's office vacant. The board chairperson shall through the city clerk's office notify the City Commission of any vacancies on the PZB.

~~(6)~~

~~(7)~~(4) *Officers.* The PZB shall elect a chairperson, vice-chairperson, and a secretary from among its members. The term of each board officer shall be one year, each having eligibility for re-election. At the first meeting of the Board of each calendar year, the secretary shall call the board meeting to order and shall then call for nominations for the chairperson. Upon election of a chairperson, the secretary shall pass the gavel to the chair. The chairperson shall then call for nominations for vice-chairperson. Upon election of a vice-chairperson, the chair shall call for nominations for secretary.

~~(8)~~

~~(9)~~(5) *Employees, administrative services.* The PZB shall have no employees or contract vendors. The Planning and Development Services Department shall provide clerical, and staff support by formatting and packaging board agendas, creating summary minutes of meetings, and maintaining PZB records. The Planning and Development Services Department shall also provide professional and technical assistance to the board consistent with its staffing and funding as approved by the City Commission. The Director of Planning Development Services, or his or her designee, shall bring PZB reports and recommendations to the City Commission in appropriate communications, the format and medium of which shall be determined by the City Manager. Such communications shall include staff reports and recommendations, application materials, correspondence, and other relevant information as determined by the PZB, the Director of Development Services, the City Manager, or the City Commission to be necessary to assist the City Commission in its deliberations. The PZB shall not direct the staff to undertake any project, but may request reasonable staff assistance, and may report through the Staff and City Manager to the City Commission any projects which the PZB deems worthwhile for City Commission consideration by a majority vote of the PZB.

~~(10)~~

~~(11)~~(6) *Education.* Each PZB member and alternate members are required to engage in at least 8 hours of continuing education per year of service. Education

includes but is not limited to the following: attendance at a seminars or conferences, either in person or on-line; engage in the study of literature regarding the duties and subject matters relevant to the role as a PZB member, such as reviewing legal journals regarding property rights jurisprudence, etc.; and presentations by city legal and/or planning staffs. The Planning and Development Services Department will make members and alternates aware of League of Cities or other training sessions offered and dates and locations and/or provide written materials concerning the role and duties of the board. New PZB members and alternates are encouraged to start continuing education activities within the first six months of their term. Staff will maintain a current record of all training/educational activities. The City will pay reasonable expenses for such training/education. Continuing education hours will be calculated as follows: 1) read and study planning journals; case law; and other literature — 2 hours per session. 2) attend a seminar or participate in a webinar — 2 hours per session; 3) attend a legal staff presentation on Sunshine law; ethics, etc.— 2 hours per session.

~~(12)~~

~~(13)~~(7) *Compensation, annual budget.* Each PZB member may be reimbursed for reasonable expenses incurred in connection with his or her duties on the board in accordance with reimbursement policies and amounts established by a resolution of the City Commission. The City Commission shall provide members of the board with professional liability insurance to cover potential claims of personal liability for damages as a result of their formal actions and decisions as members of the board. The City Manager shall recommend the amounts of insurance coverage and potential insurance carriers to the City Commission. The City Commission shall provide an annual budget for training and education of board members; for printing of training materials and decision support materials; and for the purchase of books and publications that increase the board members' understanding of the board's functions and of the issues faced by the PZB. The amount budgeted for each purpose shall be determined by the City Commission upon the receipt of the recommendations of the City Manager. The City Commission may also budget for public information and participation, and for other items that it deems appropriate to include in the board's budget.

~~(14)~~

~~(15)~~(8) *Procedures.* The PZB shall meet at regular intervals once each month, and at such other times as it may deem necessary, for the transaction of its business. It shall follow the by-laws adopted by resolution of the City Commission. Unless otherwise stated in the by-laws, and until such by-laws are adopted by the City Commission, the PZB shall conduct its affairs in accordance with Robert's Rules of Order and Florida Sunshine Law per Florida Statutes. Points of order shall not be raised in PZB meetings by members of the audience. The City's Police Department shall provide ~~aan~~ officer to maintain order at board meetings upon the request of either the chairperson, or the Director of Planning Development Services. The PZB shall keep a properly indexed public record of its resolutions, transactions, findings and recommendations. The board may by resolution limit the number of applications of all types or of any type which it shall hear each month. A quorum shall be four members.

~~(16)~~

~~(17)~~(9) *Quorum required.* A minimum of four (4) PZB members present at a duly called meeting shall constitute a quorum. PZB members participating virtually count towards the quorum and can vote as if they were physically present in accordance with Florida Statutes.

~~(18)~~

~~(19)~~(10) *Majority vote required.* Recommendations of approval, or approvals where the PZB is authorized to take final action on an application, require a majority vote of the number of PZB present at a duly called meeting with a quorum. A "tie vote" will constitute a denial.

~~(20)~~

~~(a)~~ Duties and responsibilities

(11)

~~(a)~~a. *Designation as the local planning agency.* The Board is hereby designated as the City's local planning agency (LPA), as required by the Local Government Comprehensive Planning and Land Development Regulation Act, Section 163.3161 et seq., and F.S. § 163.3174. The Board shall have the general responsibility for adherence to the comprehensive planning program. The Board and the comprehensive planning program shall comply with all requirements of the Local Government Comprehensive Planning and Land Development Regulation Act and the board shall monitor and oversee the effectiveness and status of the comprehensive plan and recommend to the City Commission such changes in the comprehensive plan, as may from time to time. The board shall perform any other duties assigned by the City Commission, and may prepare and recommend to the City Commission any other proposals to implement the comprehensive plan.

~~(b)~~b. *Designation as the Planning and Zoning Board.* The PZB is hereby designated as the City's Planning and Zoning Board in accordance with the provisions of the Local Government Comprehensive Planning and Land Development Regulations Act, F.S. § 163.3161, et seq., and F.S. § 163.3194. The PZB shall develop and recommend to the City Commission land development regulations that implement the comprehensive plan and review land development regulations or amendments thereto for consistency with the adopted comprehensive plan.

~~(c)~~c. *Recommendation to the City Commission on development applications.* The PZB shall review and recommend approval or denial of the following development applications and proposals to be transmitted to the City Commission for a vote on the following items:

1. ~~(1)~~—Comprehensive Plan Amendments, including future land use map amendments and text amendments;

- 362 ~~2.(2)~~ Changes to the Land Development Code or a proposed new Land
363 Development Code, including subdivision regulations;
364 ~~3.(3)~~ Rezoning, including Planned Unit Developments (PUDs);
365 ~~4.(4)~~ Amendments to the approved Capital Improvements Program or
366 budget;
367 ~~5.(5)~~ Proposed development agreements created pursuant to the "Florida
368 Local Government Development Agreement Act"; ~~and~~
369 ~~6.(6)~~ Community Redevelopment Agencies (CRAs); ~~and~~
370 ~~(7) Final Plats for over 200 lots.~~

371
372 ~~(d)~~d. *Advisory recommendations to the City Commission.* The PZB shall make a
373 recommendation to the City Commission by formal written approved motion of
374 the PZB as to the conclusion of the PZB's review that an application or proposal
375 should be considered by the City Commission for approval, approval with
376 specific conditions recommended by the PZB, or denial. The PZB's
377 recommendation shall be transmitted to the City Commission with all related
378 information through the established City Commission agenda process. The
379 recommendations of the PZB, where provided, shall be advisory only and shall
380 not be binding upon the City Commission.

381
382 ~~(e)~~e. *Approval authority.* The PZB shall have the authority to approve or deny
383 requests for Minor Conditional Uses and Major Variances, subject to the criteria
384 set forth in Article II.

385
386 ~~(f)~~f. *Applications and proposals exempt from board review.* PZB review shall not be
387 required for amendments to City ordinances that are initiated by the staff or the
388 City Commission to correct grammar and spelling errors, change fees as set by
389 the City Commission, change the organization of the ordinances with no content
390 changes, or change processing procedures when mandated by state statutes.

391
392 **Sec. 74-5. – Development Review Committee.**

393
394 ~~(a) (1)~~ *Established.* There is hereby established a Development Review Committee
395 (DRC).

396
397 ~~(b) (2)~~ *Membership.* Membership of the DRC shall include the following, or their
398 designated representative:

399
400 ~~(1) a.~~ (1) a. Planning and Development Services Director;

401
402 ~~(2) b.~~ (2) b. City Engineer or Public Works Director;

403 ~~(3) City Economic Development Director;~~
404 (3) City Economic Development Director;

405 ~~(4) c.~~ (4) c. City Fire Marshal or Fire Safety Manager; or

406 ~~(5) d.~~ (5) d.

407 Other members as may be designated by the City Manager.

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

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

~~(2)~~ ~~(1)~~ *a.*—Reviewing all applications under this Land Development Code to:

- a. ~~1.~~—Delineate areas of non-compliance with the City's Comprehensive Plan, LDC and other applicable regulations; and
- b. Define steps necessary to bring applications into compliance with city development requirements.
- c. Provide input to Planning and Development Services Staff to include in staff reports, where applicable.
- d. Provide input to Planning and Development Services Director to include in final actions authorized by this LDC.

~~(2)~~ ~~e.~~—Performing additional duties as the city manager may, from time to time, assign.

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

Sec. 74-6. - Planning and Development Services Director.

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

~~(1)~~

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

- (1) Interpretation of this LDC where such interpretation is necessary;
- (2) Enforcement of this LDC as necessary;

- 454 (3) Decision-making authority, in consultation with the DRC and Planning and
455 Development Services Staff for development applications under this Article,
456 including; Conceptual Site Plans, Final Site Plans, Preliminary Plats, Final Plats,
457 Vacation of Easements, Minor Variances, Zoning Designation Letters and
458 miscellaneous administration permits.
- 459 (4) Establish timeframe guidelines on staff reviews for development review
460 procedures within Article II.
- 461 (5) When, in the judgment of the Planning and Development Services Director, strict
462 application of the applicable requirements of this Land Development Code will be
463 inequitable, unreasonable, stifle innovative design, or create an undue hardship
464 when applied to a specific project or development, the Director may modify such
465 requirements to the extent necessary to achieve equity or reasonableness or
466 relieve the undue hardship. However, no such modification shall be contrary to
467 the requirements of law or the general policies of this Land Development Code.
468 Furthermore, any modification applied to one development shall not establish
469 precedent with regard to any other development subject to review. The discretion
470 of the Director shall be limited to no more than ten percent (10%) variance from
471 any requirement herein as it relates to decisions that are within the final control
472 the Director.

473
474 **Sec. 74-7. - Planning and Development Services Department.**

475
476 ~~(a) (1)~~ *Duties and responsibilities.* The Planning and Development Services
477 Department shall have the following duties relating to development applications that
478 are addressed in this LDC:

479
480 ~~(1)~~ Being a central intake point for applications;

481 ~~(1)~~

482 ~~(1)~~ Reviewing applications for completeness;

483 ~~(2)~~

484 ~~(2)~~ Acting as a liaison between applicants and the DRC;

485 ~~(3)~~

486 ~~(3)(4)~~ Preparing staff recommendations on development applications as set forth
487 in Article II.

488 ~~(4)(5)~~ Preparing and distributing agendas and reports for meetings of the DRC,
489 P&Z, and the City Commission;

490 ~~(5)(6)~~ Taking and preparing the minutes of all DRC and Planning and Zoning
491 Board meetings;

492 ~~a.(7)~~ Comparing and ensuring final engineering construction plans and final plats
493 with an approved development order and zoning regulations to ensure
494 consistency;

495 ~~(6)(8)~~ Coordinating application review procedures;

496 ~~a.(9)~~ Issuing concurrency certificates of capacity;

497 ~~b.(10)~~ Issuing development orders and development permit approvals, where
498 applicable as set forth in Article II;

- ~~6.~~(11) Obtaining validation from the applicant regarding the recordation of final subdivision plats with the Volusia County Clerk of the Circuit Court; and
- ~~4.~~(12) Performing other functions, as may be assigned by the director of Planning and Development Services.

Sec. 74-8. - Summary of Authority.

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

Review Procedure/ Development Application Type	Director of Planning and Development Services	Development Review Committee	Planning and Zoning Board	City Commission
Amendment to the Land Development Code	Report	Report	Recommendation	Decision
<u>Amendment to the Future Land Use Map/Comprehensive Plan ⁽¹⁾</u>	<u>Report</u>	<u>Report</u>	<u>Recommendation</u>	<u>Decision*</u>
Amendment to the Zoning Map	Report	Report	Recommendation	Decision
Appeal Application	Report	N/A	Decision	N/A
Conceptual Site Plan Application	Decision	N/A	N/A	N/A
Conditional Use (Minor)	Report	Report	Decision	N/A
Conditional Use (Major)	Report	Report	N/A	Decision
Final Plat Application	<u>ReportDecision</u> <u>n</u>	<u>Report</u> <u>Recommendati</u> <u>on</u>	<u>Recommendation</u> ⁽⁴⁾ <u>N/A</u>	<u>DecisionN/A</u>
Final Site Plan Application	Decision	Report	N/A	N/A
Petition for Voluntary Annexation of Property	Report	Report	Recommendation	Decision
Preliminary Plat	Decision	Report	N/A	N/A
Vacate of Easements	Decision	Report	N/A	N/A
Vacation of ROW	Report	Report	N/A	Decision
Zoning Variance (Minor)	Decision	N/A	N/A	N/A
Zoning Variance (Major)	Report	Report	Decision	N/A

Zoning Designation Letter	Decision	N/A	N/A	N/A
Miscellaneous Administrative Permits ⁽²⁾	Decision	N/A	N/A	N/A

(1) ~~Subdivisions containing 100 or more lots require a recommendation by the Planning and Zoning Board during a public hearing. After the first City Commission meeting the package is reviewed by VGMC for consistency and the Florida Department of Commerce for compliance before the City Commission Adoption 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. – DEVELOPMENT REVIEW PROCEDURES AND CRITERIA.

Sec. 74-9. Application review requirements.

(a) Development applications 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) (1)~~ The Comprehensive Plan;

~~(1) (2)~~ This Land Development Code; or

~~(2)~~

~~(3) (3)~~ Other applicable regulations.

Sec. 74-10. 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:

Review Procedure/ Development Application Type	Procedure Location
Amendment to the Land Development Code	Sec. 74-12
Voluntary Annexation of Property	Sec. 74-13

Amendment to the Zoning Map/Rezoning	Sec. 74-14
Planned Unit Development Rezoning	Sec. 74-15
Conditional Use (Minor)	Sec. 74-16
Conditional Use (Major)	Sec. 74-17
Conceptual Site Plan Application	Sec. 74- 18 <u>17</u>
Final Site Plan Application	Sec. 74- 19 <u>18</u>
Preliminary Plat	Sec. 74- 20 <u>19</u>
Final Plat Application	Sec. 74- 21 <u>20</u>
Vacations	Sec. 74- 22 <u>21</u>
Zoning Variance (Minor) Major Variances	Sec. 74- 23 <u>22</u>
Zoning Variance (Major) Minor Variances	Sec. 74- 24 <u>23</u>

All required application fees, as set by resolution of the City Commission, shall be paid prior to acceptance of the application. The number of copies of the supporting information needed for distribution to all concerned reviewing agencies, as determined by the Planning and Development Services Director or his/her designee, shall be submitted with the application prior to acceptance by the City. Except as otherwise provided in this Land Development Code, the following procedures shall govern the review of applicable applications;

- (a) *Completeness of application.* The Planning and Development Services Director or his/her designee shall review the application to determine its completeness and either accept the complete application and forward to the applicant a notice of acceptance or reject the application if it is incomplete and forward to the applicant a notice of incompleteness specifying the data missing from the application received.

If a notice of incompleteness is sent, the applicant may resubmit the application with the additional data required by the City. Upon receipt, the Planning and Development Services Director or his/her designee shall review the resubmittal application in the manner provided in this subsection for the original application.

- (b) *Distribution of accepted application.* Following acceptance of an application, the Planning and Development Services Department shall forward a copy of the application to all applicable city review agencies and to any county, regional, state, or federal agency deemed by the Planning and Development Services Director or his/her designee to be a concerned agency for the review process.

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

- 578
- 579 (d) *Review.* Applications shall be reviewed by the DRC and shall be discussed at a scheduled
- 580 DRC meeting that is held in accordance with the requirements of this Land Development
- 581 Code. The Planning and Development Services Director or his/her designee shall distribute
- 582 the application for review and, where appropriate, recommendation or determination, as in
- 583 subsection 74-4(b), and may waive the requirement that the application be reviewed at a
- 584 DRC meeting. If review of the application at the DRC's meeting has been waived, the
- 585 Planning and Development Services Director or his/her designee shall coordinate
- 586 appropriate informal review and forward to the applicant a report of the DRC's actions within
- 587 twenty working days of acceptance of the application or as prescribed in section 74-4(e).
- 588
- 589 (e) *Application revision.* An application may be revised by the applicant after it has been
- 590 reviewed by the DRC.
- 591
- 592 (f) *Planning and Zoning Board recommendation.* For applicable development applications, at
- 593 a regularly scheduled public meeting, the Planning and Zoning Board shall review the
- 594 application and make recommendations to the City Commission, except for those
- 595 applications where the Planning and Zoning Board has decision-making authority per this
- 596 LDC and is authorized to take final action on the application.
- 597
- 598 (g) *City Commission final action.* For applicable development applications, ~~A~~at a regularly
- 599 scheduled public meeting the City Commission shall review the application and the
- 600 recommendation of Staff and the Planning Zoning Board for conformity to this Land
- 601 Development Code and shall act appropriately upon the application.
- 602

603 ~~a. (1)~~ The appropriate action of the City Commission shall be one of the following

604 determinations:

605

- 606 a. ~~1.~~ That the application is in compliance with the requirements of this
- 607 Land Development Code, then the City Commission shall approve the
- 608 application;
- 609 b. That the application is not fully in compliance with the requirements of this
- 610 Land Development Code, stating those conditions that are necessary to
- 611 ensure compliance with this Land Development Code, then the City
- 612 Commission shall approve the application subject to those conditions being
- 613 met;
- 614 c. That the application is not in compliance with requirements of this Land
- 615 Development Code, then the City Commission shall deny the application
- 616 and state the basis for such denial;
- 617 d. A final determination by the City Commission under this subsection may be
- 618 deferred if the City Commission finds that available information is
- 619 insufficient to base either approval or denial of a particular application. In
- 620 that event, the City Commission will direct that a specific study commences,
- 621 or specific information be provided, to give the City Commission sufficient
- 622 information to form the basis on which to approve or deny the application.
- 623 The information shall be provided, or the study shall be completed within a

time certain, not to exceed six months from the date of the City Commission's determination under this subsection. A prerequisite to directing that a specific study commences to provide the City Commission with information sufficient to form the basis on which to approve or deny a particular application, is that the City Commission shall identify the inadequacy of the information available with respect to the application; or

- e. If the City Commission determines that adequate public facilities required under this chapter are not available, but are planned to become available in the future, they may:
- f. Defer action until adequate public facilities are available;
- g. Approve the application subject to the condition that no building permit shall be issued until adequate public facilities are available;
- h. Approve the application subject to the condition that no certificate of occupancy be issued until adequate public facilities are available; or
- i. Approve the application subject to the condition that the developer enter into a public services and facilities agreement pursuant to this chapter to ensure that adequate public facilities are available at the time the impacts of the development occur.

- (h) Valid period and issuance of development approvals shall be in accordance with this Article. During the period of 90 days before and 90 days after the expiration of any development order, the developer may request an extension of that valid period from the Planning and Development Services Department. The Director may approve an extension of that valid period for a period of time not to exceed 12 months and may attach such conditions as they determine appropriate.

Sec. 74-11. Development orders, development permits, approval authority, installation of improvements, public services and facilities agreements, and appeals.

- (a) *Purpose.* The purpose of this section is to provide for the applicability, approval and issuance of development orders and development permits to ensure that all of the provisions of this chapter are complied with and to provide for an appeal process.
- (b) *Applicability.* No person shall undertake the development of land in the city except pursuant to a valid development order and/or development permit issued under this Land Development Code, unless specifically exempted as provided by this Land Development Code. All development shall meet the requirements of this Land Development Code prior to the approval and issuance of any development order or development permit, unless specifically exempted from the requirements of this Land Development Code by provisions set forth herein, or one or more requirements are waived in accordance with provisions set forth herein.

- ~~(c) *Approving authority.* The Planning and Development Services, Planning and Zoning Board and the City Commission shall, as applicable, approve, approve with conditions, or deny the issuance of a development order or development permit as set forth in this LDC. The DRC or the City Commission, as applicable, on their own motion and for~~

670 ~~cause, may continue consideration of an application to a subsequent meeting. The~~
671 ~~approving authority for development orders and development permits shall be as set~~
672 ~~forth in this Land Development Code.~~

673 (1) ~~For plats and replats, the Planning and Development Services Director, as the~~
674 ~~City's designated administrative authority pursuant to §177.071, shall approve,~~
675 ~~approve with conditions, or deny the application after consideration of~~
676 ~~recommendations from the Development Review Committee. Neither the~~
677 ~~Planning and Zoning Board nor the City Commission shall serve as the final~~
678 ~~approving authority for plats or replats.~~

679 (2) ~~For all other development orders and permits, including rezoning, conditional~~
680 ~~uses, variance, and other applications specified in this Land Development~~
681 ~~Code, the approving authority shall be the Planning and Developer Services~~
682 ~~Director, Planning and Zoning Board or City Commission, as applicable, in~~
683 ~~accordance with the procedures and authority summary table in this Chapter.~~

684 ~~(e)(3) The Development Review Committee or the City Commission, as~~
685 ~~applicable, may continue consideration of an application to a subsequent~~
686 ~~meeting for cause, provided such continuance does not conflict with the~~
687 ~~timeframes required by Florida Statutes.~~

688
689 (d) *Issuance of Approval.* Upon final action by the authorized decision-making body, the
690 development permit will be issued to the applicant.
691

692 (1) *Issuance of development order for site plan.* The Planning and Development
693 Services Director or his/her designee shall administratively issue a
694 development order for site plan, either with or without conditions, or deny the
695 issuance of the development order, whichever is consistent with the action
696 of the Development Review Committee (DRC).
697

698 (2) *Issuance of development order for subdivision plats.* Development orders
699 shall be issued for all subdivision preliminary plats and final plats in
700 accordance with the Land Development Code provisions of Chapter 106.
701 Final plats shall be approved by the City Commission and recorded in the
702 Volusia County Clerk of the Circuit Court office, as prescribed by Chapter
703 106.
704

705 (e) *Installation of improvements.* All improvements required to be installed, constructed or
706 provided by the developer as a condition to the approval of a development order, shall
707 be installed and completed or guaranteed as specified in this Land Development Code
708 and compliant with all other applicable regulations.
709

710 (f) *Public services and facilities agreements.* In order to further the purposes of this Land
711 Development Code and other applicable regulations regarding the provision of public
712 services and facilities to a proposed development, the City Commission may enter into
713 an agreement with the developer of the proposed development that is consistent with
714 Chapter 86 of this Land Development Code.

- 715
- 716 (1) Ensure the certainty of providing public services and facilities for the proposed
717 project;
- 718 (2) Ensure the provisions of public services and facilities to other developments in the
719 vicinity of the proposed development;
- 720 (3) Allocate the costs of providing public services and facilities;
- 721 (4) Allocate the capacities of the public services and facilities;
- 722 (5) Determine the responsibilities for construction and maintenance of the public
723 services and facilities.
- 724

- 725 (g) *Appeals.* Any person claiming to be aggrieved by a final decision of the Planning and
726 Development Services Director, the DRC, or the Planning and Zoning Board, may file
727 with all applicable fees a written appeal within 15 days after said decision to the Planning
728 and Development Services Director or his/her designee to have the decision reviewed
729 by the City Commission. The appeal shall state fully the specific grounds for the appeal
730 and all of the facts relied upon by the petitioner. The City Commission shall consider
731 only those items specified in the petition.
- 732

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

734

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

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

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

- 742 a. The City Commission;
- 743 b. The Planning and Zoning Board with authorization from the Commission; and
- 744 d. Any City Department or other agency of the City with authorization from the
745 Commission.

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

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

- 756 a. The need and justification for the proposed amendment;

- b. Applicability and impacts of the proposed amendment city-wide; and
- c. The relationship of the proposed amendment to the City's Comprehensive Plan, with appropriate consideration of consistency with the Comprehensive Plan and as to whether the proposed amendment will further the purposes of this LDC and actions designed to implement the Comprehensive Plan.

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

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

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

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

Sec. 74-13. Voluntary annexation procedure.

(a) *Applicability.* Voluntary Annexations of land from unincorporated Volusia County into the City's municipal boundary may be permitted in accordance with Chapter 171, Florida Statutes.

(b) *Review procedure.* The following procedures apply to all requests to voluntarily annex lands into the City.

(1) *Pre-application meeting.* A pre-application meeting on all voluntary annexations is required.

(2) *Application submittal.* All applications for Voluntary Annexation shall be submitted on the official form provided by the City and accompanied by all pertinent information required by this LDC. Any person may file for voluntary annexation of his or her property. No person shall apply for a Voluntary Annexation of property (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 sufficiency.* Applications for Voluntary Annexations shall be accompanied by all requirements set forth on the City's official application form, along with an analysis of the annexation's conformance with the minimum requirements of Chapter 171, Florida Statutes.

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

- a. Whether or not the property is concentrated in a single area.
- b. Whether or not the property is be contiguous to the current city limits.
- c. Whether or not the annexation creates enclaves, which are unincorporated areas enclosed within a municipality.
- d. Whether or not all property owners in the area provided consent to the annexation.

(5) *Public Hearing Notification Requirements.* Notice shall be provided as set forth within Section 74-25 for City Commission public hearings.

(6) *Public Hearings.* Voluntary Annexations shall be considered by the City Commission at duly noticed public hearings respectively.

(7) *Action.* Final action on all Voluntary Annexations applications shall be taken by the City Commission, after receiving the recommendation from the Planning and Zoning Board on the application, based upon the review criteria set forth in this section. The City Commission may grant or deny the application.

(8) *Validity.* Annexations do not expire and shall remain in effect in perpetuity unless an application for contraction is approved in accordance with Florida Statutes.

Sec. 74-14. Amendments to the official zoning map (Rezoning) procedure.

(a) *Applicability.* The Official Zoning Map may, from time to time, be amended, supplemented, or changed.

(b) *Review procedure.* The following procedures apply to all requests to amend the official zoning map by landowners or those authorized by the landowner to apply for such amendments.

(1) *Pre-application meeting.* A pre-application meeting on all privately initiated Rezoning applications is required.

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

- a. The City Commission;
- b. Any department or agency of the City with authorization from the Commission or
- c. Any person other than those listed in a. or b. above; provided, however, that no person shall apply for a Rezoning of property (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 sufficiency.* Applications for Rezoning shall be accompanied by all requirements set forth on the City's official application form, along with a clear statement and accounting that presents the applicant's purpose for the requested Rezoning. The statement shall include those facts that clarify the need for the

Rezoning, the Rezoning application's context, and the consequences of the Rezoning. The application shall address how the Rezoning preserves the LDC's consistency with the Comprehensive Plan, and each of the findings within subsection (4) below.

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

- a. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of the Comprehensive Plan;
- b. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses;
- c. Whether the proposed change would have an impact on the availability of adequate public facilities, services and infrastructure consistent with the level of service standards adopted in the Comprehensive Plan.
- d. Whether the existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change;
- e. Whether the proposed change will adversely influence living conditions in the neighborhood;
- f. Whether the proposed change will create a drainage or flooding problem;
- g. Whether there are substantial reasons why the property cannot be used in accord with existing zoning;
- j. Whether the proposed change would create adverse impacts in the adjacent area or the City in general;
- k. Whether the subject parcel is of adequate shape and size to accommodate the proposed change;
- l. Whether ingress and egress to the subject parcel and internal circulation would adversely affect traffic flow or safety or control, or create types of traffic deemed incompatible with surrounding land uses; and
- m. Whether school capacity has been adequately addressed, including on-and off-site improvements.

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

(6) *Public Hearings.* Rezonings shall be considered first by the Planning and Zoning Board and subsequently by the City Commission at duly noticed public hearings respectively based upon the review criteria set forth in this section. At the required public hearing, the Planning and Zoning Board may recommend to the City Commission that the request for a Rezoning be approved, approved with stipulations or denied. In making its recommendation, the Planning and Zoning Board shall find that the plans, maps and documents submitted by the applicant and presented at the public hearing do or do not

establish that the applicant has met the requirements of the criteria for rezoning set forth in this LDC.

(7) *Action.* Final action on all Rezoning applications shall be taken by the City Commission. After receiving the recommendation from the Planning and Zoning Board on the application, the City Commission may grant or deny the application or modify the application to a zoning district consistent with the Comprehensive Plan. The Commission may make the granting conditional upon such restrictions, stipulations and safeguards as it may deem necessary to ensure consistency with the Comprehensive Plan.

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

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

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

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

(c) *Other Applicable Provisions.*

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

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

Sec. 74-15. Planned Unit Development Rezoning Procedure.

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

(1) *Unified Control.* All land included for purpose of development as a PUD shall be under the legal control of the applicant. Applicants requesting approval of a PUD shall present firm evidence of unified control of the entire area within the proposed planned

development together with a certificate of apparent ownership and encumbrance with the opinion of counsel representing the applicant, establishing that the applicant has the unrestricted right to impose all of the covenants and conditions upon the land as are contemplated by the provisions of this LDC.

(b) *Review procedure.*

- (1) *Pre-application meeting.* Prior to initiating an application for a PUD Rezoning, a pre-application meeting with staff is required.
- (2) *Application submittal.* All applications for PUD Rezoning shall be submitted on the official form provided by the City and accompanied by all pertinent information required by this LDC. A PUD Rezoning amendment may be proposed by:
 - a. The City Commission (for city-owned lands);
 - b. Any person provided, however, that no person shall apply for a PUD Rezoning of property (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 Sufficiency.* Applications for a PUD shall be accompanied by a clear statement and accounting that presents the applicant's purpose for the requested Planned Unit Development. The statement shall include those facts that clarify the need for the PUD, the PUD application's context, the consequences of the PUD, each of the findings for Rezoning set forth in 74-14 and within subsection (4) below.
- (4) *Application review and criteria.* The staff reviewing the proposed PUD Rezoning shall consult with other City departments and agencies, and the DRC. The Staff and DRC shall consider the following during application review and prepare an official report and recommendation:
 - a. All of the criteria listed in this Section and Section 74-14;
 - b. Whether or not the PUD complies with the internal Planned Development District standards set out for the specific District in Section 110-309;
 - c. Whether or not the development standards in the proposed Development Agreement justify such modification of regulations and meet, to at least an equivalent degree, the regulations modified, based on the design, enhancements and amenities incorporated in the Master Development Plan; and
 - d. Applicability of the proposed PUD city-wide; and
 - e. The relationship of the proposed PUD to the Comprehensive Plan, with appropriate consideration of consistency and as to whether the proposed PUD will further the purposes of this LDC and the City Code, regulations, and actions designed to implement the Comprehensive Plan.
- (5) *Public Hearing Notification Requirements.* Notice shall be provided as set forth within Section 74-25 for both the Planning and Zoning Board and City Commission public hearings.

- (6) *Public Hearings.* All applications for PUD shall be considered first by the Planning and Zoning Board and subsequently by the City Commission each at public hearings respectively. At the required public hearing, the Planning and Zoning Board may recommend to the City Commission that the request for a PUD be approved, approved with stipulations or denied. In making its recommendation, the Planning and Zoning Board shall find that the plans, maps and documents submitted by the applicant and presented at the public hearing do or do not establish that the applicant has met the requirements of the criteria for PUD Rezone set forth in this LDC.
- (7) *Action.* Final action on all PUD Rezoning applications shall be taken by the City Commission. After the required public hearing, the Commission may approve, approve with stipulations or deny the application for PUD.
- a. Restrictions, stipulations, conditions, and safeguards attached to a Rezoning of property may include but are not limited to those necessary to protect adjacent or nearby land owners from any deleterious effects from the full impact of any permitted uses, limitations more restrictive than those generally applying to the district including, but not limited to, density, height, buffers, connection to central water and sewer systems and stipulations requiring that certain aspects of development take place in accordance with a Development Concept Plan. The Commission may also stipulate that the development take place within a given period of time after which time public hearings will be initiated, and the district returned to the original designation or such other district as determined appropriate by the Commission that is consistent with the Comprehensive Plan.
 - b. All stipulations, including the Development Agreement and MDP shall be recorded by the Volusia County Clerk of Courts.
 - c. Binding Nature of Approval. All terms, conditions, safeguards, and stipulations made at the time of approval for any district subject to this section shall be binding upon the applicant or any successors in interest.
- (8) *Validity.* The construction of the Planned Unit Development shall be started within two (2) years of the effective date of approval of the plan by the Commission unless otherwise extended as permitted within this Chapter. Failure to begin the development within said two (2) years shall automatically void the development and the land shall revert to the same zoning classification which existed immediately preceding the approval of the Planned Unit Development.
- (8) *Amendments.* Minor amendments not altering the intent and purpose of the approved master development plan or development agreement may be approved by the appropriate enforcement official after departmental review and comment. Examples of minor amendments include de-minimis design-oriented changes to landscaping, parking or building elevations. PUD amendments that are determined to be major revisions to the MDP and/or Development Agreement will need to be reviewed and processed under section 74-15 of the Land Development Code. Major amendments can be described as materially altering proposals that involve changes of uses, density/intensity, increase of building heights, reconfiguration of lots, etc.
- (9) *Other Applicable Provisions.*

- 1004 a. *Limitations on the Refiling of a PUD Rezoning Application.* Whenever the City
1005 Commission has taken final action on a PUD Rezoning application for property,
1006 whether approved or denied, the City shall not accept any further application for
1007 any PUD Rezoning of any part of or all of the same property for a period of 12
1008 months from the date of such action, or the date of final judicial review of such
1009 action, whichever is later.
- 1010 b. *Violations.* Violations of restrictions, stipulations, or safeguards contained in a
1011 PUD Rezoning granted by the Commission shall constitute a violation of this
1012 LDC.

1013 **Sec. 74-16. Conditional Uses.**

- 1014 (a) *Applicability.* Conditional Uses include those uses that would not be appropriate generally
1015 or without restriction throughout a zoning district but which, if controlled as to number,
1016 area, location or relation to the neighborhood, would promote the public health, safety,
1017 welfare, morals, order, comfort, convenience, appearance, prosperity or the general
1018 welfare. Such use may be permissible in a zoning district as a Major or Minor Conditional
1019 Use if specifically provided in this LDC. However, such uses are not deemed to be
1020 appropriate within a zoning district without demonstration by the applicant that the Major
1021 or Minor Conditional Use complies with this section.

1022 (b) *Review Procedure.*

- 1023 (1) *Pre-application Meeting.* A pre-application meeting on all Conditional Use
1024 applications is required.

- 1025 (2) *Application Submittal.* All applications for Conditional Use approval shall be
1026 submitted on the official form provided by the City and accompanied by all pertinent
1027 information required by this LDC. A Conditional Use may be proposed by:

- 1028 a. The City Commission (for city-owned lands);
- 1029 b. Any person provided, however, that no person shall apply for a Conditional Use
1030 (except as agent or attorney for an owner) which he or she does not own. The
1031 name(s) of the owner shall appear on each application and a signed and
1032 notarized authorization form must be provided. The application shall disclose full
1033 ownership.

- 1034 (3) *Application Sufficiency.* Applications for a Conditional Use shall be accompanied
1035 by a clear statement and accounting that presents the applicant's purpose for the
1036 requested Conditional Use. The statement shall include those facts that clarify the
1037 need for the Conditional Use, the Conditional Use application's context, and the
1038 consequences of the Conditional Use. The application shall address how the
1039 Conditional Use preserves the LDC's consistency with the Comprehensive Plan,
1040 and each of the findings within subsection (4) below. No application shall be
1041 accepted for a Conditional Use that does not meet the minimum district
1042 requirements of Chapter 110. Where this LDC places additional requirements or
1043 supplementary regulations on specific types of Conditional Uses, the application
1044 shall demonstrate that such requirements are met. Where the applicant requests
1045 simultaneous Rezoning of land as well as grant of a Conditional Use for the same

parcel of land, both applications may be processed concurrently in accordance with the procedures set forth in this section.

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

- a. Whether or not the granting of the Conditional Use will adversely affect the public interest, health, safety, and general welfare;
- b. Whether or not the request is inconsistent with the purpose or intent of this LDC;
- c. Whether or not the request is consistent with the Comprehensive Plan;
- d. Whether or not the request meets the expressed requirements of the applicable conditional use;
- e. Whether or not the request will generate undue traffic congestion;
- f. Whether or not the request will create a hazard or a public nuisance or be dangerous to individuals or to the public.
- g. Whether or not the request will negatively impact the character of surrounding neighborhoods or adversely affect the value of surrounding land, structures or buildings.
- h. Whether or not the request will adversely affect the natural environment, natural resources or scenic beauty, or cause excessive pollution.

(5) *Public Hearing Notification Requirements.* Notice shall be provided as set forth within Section 74-25 for the City Commission public hearing.

(6) *Public Hearings.* All applications for Major Conditional Use shall be considered by the City Commission at a public hearing. All applications for Minor Conditional Use shall be considered by the Planning and Zoning Board at a public hearing. At the discretion of the City Manager or PZB, a Major Conditional may be required to go before the City Commission for final approval.

(7) *Action.* The Commission shall take final action on all Major Conditional Use applications and the Planning and Zoning Board shall take final action on all Minor Conditional Use applications based upon the review criteria set forth in this section. The Commission and Planning and Zoning Board, in the exercise of its sound discretion, may determine that Conditional Uses should be limited and controlled as to number, area, location, duration, or relation to the neighborhood, in order to safeguard and promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity, or the general welfare. The Commission or Planning and Zoning Board shall approve, approve with conditions or stipulations, or deny the application.

- a. Restrictions, stipulations, and safeguards attached to a Conditional Use may include but are not limited to those necessary to protect adjacent or nearby landowners from any deleterious effects from the full impact of any permitted uses and stipulations requiring that certain aspects of development take place in accordance with a binding site plan.

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

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

~~(8) Validity. Any Conditional Use approved as required by this subchapter shall expire remain in effect for one (1) year after the conditional use application following approval unless a longer duration was granted unless a building permit based upon and incorporating the conditional use is obtained within the aforesaid 12 month period, as part of the approval.~~

~~(8)a. An extension of one additional year may be granted on request of the applicant where conditions have not changed during the first year. The request for the conditional use approval extension must be filed with the city at least 30 days prior to the expiration of the aforesaid 12-month period.~~

(9) *Amendments.* Any changes or expansion of an approved Minor or Major Conditional Use will require filing of a new Conditional Use application.

(10) *Other Applicable Provisions.*

~~a. Limitations on the Refiling of a Conditional Use application. Whenever the City Commission or Planning and Zoning Board has taken final action on a Conditional Use application for property, whether approved or denied, the City shall not accept any further application for any Conditional Use of any part of or all of the same property for a period of 12 months from the date of such action, or the date of final judicial review of such action, whichever is later.~~

~~b.a.~~ *Violations.* Violations of restrictions, stipulations, or safeguards contained in a Conditional Use granted by the City Commission or Planning and Zoning Board shall constitute a violation of this LDC.

Sec. 74-17. Conceptual Site Plan Application.

(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.

- 1132 (3) *Application review.* The staff reviewing the proposed Conceptual Site Plan shall consult
1133 with other City departments and agencies, and the DRC staff. The City shall consider
1134 and study the Conceptual Site Plan's conformance to all requirements set forth in the
1135 LDC and Comprehensive Plan, as applicable.
- 1136 (4) *Public Hearing Notification Requirements.* Conceptual Site Plans are subject to
1137 administrative review and approval and do not require public hearings, or related
1138 notifications.
- 1139 (5) *Public Hearings.* Conceptual Site Plans are subject to administrative review and
1140 approval and do not require public hearings.
- 1141 (6) *Action.* Final action on all Conceptual Site Plan applications shall be taken by the
1142 Planning and Development Services Director or his/her designee, after review by the
1143 DRC. The Director or his/her designee may make the granting conditional upon such
1144 restrictions, stipulations and safeguards as it may deem necessary to ensure
1145 consistency with the LDC and Comprehensive Plan.
- 1146 (7) *Validity.* Conceptual Site Plan approvals shall remain in effect for one (1) year following
1147 approval by the Director, unless a longer duration is granted as part of the approval
1148 letter.

1149 **Sec. 74-18. Final Site Plans.**

1150 ~~(a)~~ ~~(a)~~ *Applicability.* The following development activities shall require Final Site Plan
1151 (FSP) review:

- 1152 (1) Residential or non-residential developments including non-residential additions.
- 1153 (2) A change in the use of property to any permitted use that will require or voluntarily
1154 result in a site alteration in order to meet the provisions of the Land Development
1155 Code (e.g. a need for additional parking); with the exception of non-residential
1156 structures occupied by multiple tenants where the existing and proposed uses are
1157 permitted, and no site alteration is proposed or required. In such exceptions, no DRC
1158 review is required.
- 1159 (3) Except or otherwise provided herein, applications for new paved areas shall be
1160 reviewed and approved by the DRC. The review may be conducted informally without
1161 filing a site plan application or, due to its complexity or size of project, warrant the
1162 submittal of a site plan application requiring a DRC meeting, as may be determined
1163 by the Planning and Development Services Director.

1164 ~~(b)~~ *Exempt development.* The following development activities shall not require Final Site
1165 Plan (FSP) review:

- 1166 (1) Construction of a single-family home and customary accessory structures on an
1167 existing ~~single-family~~ single-family zoned lot.
- 1168 (2) Construction of a duplex and customary accessory uses on an existing duplex zoned
1169 lot.
- 1170 (3) The installation of those improvements, which are required to develop a subdivision
1171 and for which development order, plat approvals, and related permits have been
1172 issued, pursuant to chapter 106.

- 1173 (4) Agricultural production practices, which include fencing, drainage, irrigation, and
1174 other agricultural uses and structures, including portable structures, which do not
1175 conflict with existing city ordinances.
- 1176 (5) Public buildings under 10,000 sq. ft., subject to staff review to include at a minimum
1177 Planning and Development Services department, fire department, and public works
1178 department; and final action, to ensure compliance with city ordinances and city fire
1179 codes.

1180 ~~(c) (e)~~ *Platting*. This section does not address requirements for preliminary and final plat
1181 approvals consistent with Chapter 177, Florida Statutes. For information on subdivision
1182 preliminary plat development order and final plat approvals, see Section 74-18 and 74-19
1183 in this Article.

1184 —

1185 ~~(d) (b)~~ *Review Procedure*.

- 1186 (1) *Pre-application meeting*. A pre-application meeting on all FSP applications is
1187 required prior to application submittal.
- 1188 (2) *Application submittal*. All applications for Final Site Plans shall be submitted on the
1189 official form provided by the City and accompanied by all pertinent information
1190 required by this LDC. A Final Site Plan may be proposed by any person provided,
1191 however, that no person shall apply for a Final Site Plan (except as agent or attorney
1192 for an owner) which he or she does not own. The name(s) of the owner shall appear
1193 on each application and a signed and notarized authorization form must be provided.
1194 The application shall disclose full ownership.
- 1195 (3) *Application review*. The staff reviewing the proposed Final Site Plan shall consult with
1196 other City departments and agencies, and the DRC staff. The City shall consider and
1197 study the FSP's conformance to all requirements set forth in the LDC,
1198 Comprehensive Plan and Conceptual Site Plan, as applicable.
- 1199 (4) *Public Hearing Notification Requirements*. Final Site Plans are subject to
1200 administrative review and approval and do not require public hearings, or related
1201 notifications.
- 1202 (5) *Public Hearings*. Final Site Plans are subject to administrative review and approval
1203 and do not require public hearings.
- 1204 (6) *Action*. Final action on all Final Site Plan applications shall be taken by the Planning
1205 and Development Services Director or his/her designee, after review by the DRC.
1206 The Director or his/her designee may make the granting conditional upon such
1207 restrictions, stipulations and safeguards as it may deem necessary to ensure
1208 consistency with the LDC and Comprehensive Plan.

1209 ~~e~~ ~~(e)~~ *Post-approval stage*.

1210 ~~a~~ ~~(1)~~ *Recordation*. Final Site Plans shall be recorded in the following manner:

- 1211 a. Following approval, the developer/applicant shall submit two (2) original
1212 approved Final Site Plans to the Planning and Development Services Director
1213 or his/her designee. The applicant shall provide to the City an appropriate

1214 electronic version of the FSP in a format approved by the Planning and
1215 Development Services Director or his/her designee.

- 1216 b. The Planning and Development Services Director shall record the FSP at
1217 Volusia County Clerk of the Circuit Court.

- 1218 (7) *Validity*. Final Site Plan approvals shall remain in effect for two (2) years following
1219 approval by the Director, unless a longer duration is granted as part of the approval
1220 letter.

1221 **Sec. 74-19. Preliminary Plats.**

- 1222 (a) *Applicability*. Requirements for platting in the City shall be in accordance with Chapter
1223 177, Florida Statutes. In all cases involving phased developments, the applicant shall file
1224 a preliminary plat and engineering construction plan and, upon receipt of the related
1225 development order, may then file a final plat application for the first phase of the project.
1226 Final plat application may be filed concurrently with the preliminary plat (PP) and
1227 engineering construction plan (ECP) application, provided the preliminary plat
1228 development order is issued prior to DRC approval of the final plat application.

1229 For subdivisions that do not involve phased developments, the developer may bypass the
1230 requirement to file a preliminary plat application and proceed to file the final plat and
1231 engineering construction plan development order.

- 1232 (b) *Review Procedure*.

1233 (1) ~~(1)~~ — Pre-application Meeting. A pre-application meeting on all Preliminary Plat
1234 applications ~~is~~ required prior to application submittal.

1235 (2) Application Submittal. All applications for Preliminary Plat shall be submitted on the
1236 official form provided by the City and accompanied by all pertinent information, plans
1237 and plat as set forth on the form. The Applicant shall submit an appropriate number
1238 of copies, as determined by the Planning and Development Services Director or
1239 his/her designee at the pre-application meeting.

1240 (3) Application Review. The preliminary plat and engineering construction plan
1241 application shall be reviewed by Planning and Development Services Staff and DRC
1242 in consultation with other City departments for consistency with this Land
1243 Development Code, Florida Statutes and all other applicable regulations.

1244 (4) Public Hearing Notification Requirements. Preliminary Plats are subject to
1245 administrative review and approval and do not require public hearings, or related
1246 notifications.

1247 (5) Public Hearings. Preliminary Plats are subject to administrative review and approval
1248 and do not require public hearings.

1249 (6) Action. Final action on all Preliminary Plat applications shall be taken by the Planning
1250 and Development Services Director or his/her designee, after review by the DRC. The
1251 Director or his/her designee may make the granting conditional upon such restrictions,
1252 stipulations and safeguards as it may deem necessary to ensure consistency with the
1253 LDC and Comprehensive Plan. If a 100-year flood zone is present on-site, as defined
1254 by the federal insurance rate maps (FIRM), the Planning and Development Services

Director shall recommend that development and related investment be directed away from this flood zone or other mitigation measures as deemed appropriate.

(7) Post-approval stage.

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

(9) Validity. The preliminary plat shall remain valid until the subdivision, or any part thereof is vacated in accordance with the laws of the City of Deltona and the State of Florida.

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

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

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

~~e. Public Hearings.~~ Preliminary Plats are subject to administrative review and approval and do not require public hearings.

~~f. Action.~~ Final action on all Preliminary Plat 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. If a 100-year flood zone is present on-site, as defined by the federal insurance rate maps (FIRM), the Planning and Development Services Director shall recommend that development and related investment be directed away from this flood zone or other mitigation measures as deemed appropriate.

~~g. Post-approval stage.~~

~~a. Construction commencement.~~ The developer may elect to commence site development of the subdivision after the Preliminary Plat and engineering construction plan development order has been issued. If the developer elects to commence site

~~development prior to or concurrently with final plat approval, he/she shall notify in writing the Planning and Development Services Director or his/her designee of that intention. The Planning and Development Services Director or his/her designee shall then issue a development permit authorizing the commencement of site development consistent with the approved engineering construction plans, provided the approval process for all other permits adheres to applicable local, regional, state, and federal laws.~~

~~e. *Validity.* The preliminary plat shall remain valid until the subdivision, or any part thereof is vacated in accordance with the laws of the City of Deltona and the State of Florida.~~

Sec. 74-20. Final Plats.

(a) *Applicability.* Requirements for platting in the City shall be in accordance with Chapter 177, Florida Statutes. No improvements, including streets, shall be accepted and maintained by the City unless and until the final plat (FPL) has been approved by the City Commission Planning and Development Services Director, as the City's designated administrative authority pursuant to §177.071, F.S., and has been duly recorded by the Volusia County Clerk of the Circuit Court. The developer shall submit an application for a final plat only for that portion of the property with an approved preliminary plat, where applicable and required by this LDC.

(b) *Review Procedure.*

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

(2) *Application Submittal.* All applications for FPLs shall be submitted on the official form provided by the City and accompanied by all pertinent information, plans and plat as set forth on the form. The Applicant shall submit an appropriate number of copies, as determined by the Planning and Development Services Director or his/her designee at the pre-application meeting. All final plats shall be prepared on standard sheet sizes as required by F.S. Chapter 177, as amended. An applicant shall furnish the City with those documents necessary to evidence and ensure compliance with requirements, standards, restrictions or conditions of this chapter as requested by the city. These documents shall include, but are not limited to, bonds or other security, agreements, restrictive covenants, deeds and easements, standards, restrictions or conditions.

(3) *Application Review.* Final Plat applications shall be reviewed by Planning and Development Services Staff, with recommendation by the Development Review Committee and (DRC) and in consultation with other City departments for consistency with this Land Development Code, Florida Statutes and all other applicable regulations. The submittals shall be consistent with the issued preliminary plat, where applicable. If the FPL is recommended for approval with conditions, the Planning and Development Services Director or his/her designee may request that the applicant submit a revised application incorporating the conditions of approval prior to scheduling the final plat application for public hearing(s).

1339 (4) Notice of Receipt. Within 7 business days of receiving a complete FPL application, the
1340 Planning and Development Services Director (administrative authority) shall issue a
1341 written notice to the applicant:

- 1342 a. Acknowledging receipt of the application,
- 1343 b. Identifying any missing documents or information necessary to process the
1344 submittal, and
- 1345 c. Stating the timeframe within which a decision will be issued.

1346
1347 (5) Application Review. Final Plat applications shall be reviewed by Planning and
1348 Development Services staff, with input from the Development Review Committee and
1349 other City departments for consistency with this Land Development Code, Chapter 177,
1350 F.S., and other applicable regulations.

1351
1352 (c) Action

1353 (1) The Planning and Development Services Director, as the administrative authority, shall
1354 approve, approve with conditions, or deny the FPL within the timeframe identified in the
1355 written notice provided to the applicant under subsection (b)(3).

1356 (2) If denied, the Director shall provide a written decision identifying all deficiencies and
1357 specific citations to the applicable statutory or code requirements not satisfied.

1358 (3) Neither the Director nor any other City official or employee shall require the applicant to
1359 file a request for extension of time.

1360 (d) Post-Approval Stage

1361 (1) Recordation.

1362 a. Following administrative approval, the developer/applicant shall submit the
1363 original mylar plat signed by the developer/applicant and one paper copy of the
1364 approved plat to the Planning and Development Services Director or his/her
1365 designee.

1366 b. The applicant shall provide the City an appropriate electronic version of the plat
1367 in a format approved by the Director.

1368 c. The developer/applicant shall record the final plat at the Volusia County Clerk of
1369 Circuit Court within 20 working days following approval.

1370 d. The Director shall sign the original mylar plat along with the City's registered
1371 surveyor.

1372 e. The applicant shall provide the City with two hard copies of the recorded plat.

1373 (2) Development Order. Upon receipt of a copy of the recorded final plat, the Director or
1374 designee will issue a final plat development order to the applicant that is consistent with
1375 Section 106-26 of this chapter and other applicable provisions. In cases where related
1376 infrastructure has not been built or received final inspection, such infrastructure shall be
1377 bonded in accordance with Section 96-76.

1378 (3) Dedications. All dedications shown on an approved and recorded plat shall be deemed
1379 accepted by the City unless expressly noted otherwise.

1380 (4) Validity. The final plat shall remain valid until the subdivision or any part thereof is
1381 vacated in accordance with the laws of the City of Deltona and the State of Florida.

1382 ~~(3) *Public Hearing Notification Requirements.* Notice shall be provided as set forth within~~
1383 ~~Section 74-25 for both the Planning and Zoning Board and City Commission public~~
1384 ~~hearings, where applicable.~~

1385 ~~(4) *Public Hearings.* All applications for Final Plats shall be considered by the City~~
1386 ~~Commission at a public hearing. All applications for Final Plats for subdivisions~~
1387 ~~containing 200 lots or more shall also require a public hearing before the Planning and~~
1388 ~~Zoning Board prior to final action by the City Commission.~~

1389 ~~(5) *Action.* The City Commission shall take final action on all Final Plat applications. The~~
1390 ~~Commission or Planning shall approve or deny the application. If the City Commission~~
1391 ~~determines that adequate public facilities required under this chapter are not available,~~
1392 ~~but are planned to become available in the future, they may:~~

- 1393
- 1394 ~~a. Defer action until adequate public facilities are available;~~
1395 ~~b. Approve the application subject to the condition that no building permit shall~~
1396 ~~be issued until adequate public facilities are available;~~
1397 ~~c. Approve the application subject to the condition that no certificate of~~
1398 ~~occupancy be issued until adequate public facilities are available; or~~
1399 ~~d. Approve the application subject to the condition that the developer enter into~~
1400 ~~a public services and facilities agreement pursuant to this chapter to ensure~~
1401 ~~that adequate public facilities are available at the time the impacts of the~~
1402 ~~development occur.~~

1403 ~~(6) *Post approval stage.*~~

1404 ~~a. *Recordation.* Plats shall be recorded in the following manner:~~

- 1405 ~~1. Plat dedications. All streets, alleys, easements, rights-of-way, parks, school~~
1406 ~~sites and public areas shown on an accepted and recorded plat, unless~~
1407 ~~otherwise stated, shall be deemed to have been dedicated or granted, as~~
1408 ~~appropriate, to the public for use by the public. The recorded plat shall~~
1409 ~~constitute, unless otherwise stated, an acceptance of said offer to dedicate,~~
1410 ~~grant or reserve. Reservations must be clearly indicated as such and must~~
1411 ~~include the word "reservation".~~
- 1412 ~~2. Following DRC approval, the developer/applicant shall submit the original~~
1413 ~~mylar plat signed by the developer/applicant, and one paper copy of the~~
1414 ~~approved plat to the Planning and Development Services Director or his/her~~
1415 ~~designee. The applicant shall provide to the city an appropriate electronic~~
1416 ~~version of the plat in a format approved by the Planning and Development~~
1417 ~~Services Director or his/her designee. The developer/applicant shall be~~
1418 ~~required to comply with all applicable provisions of F.S. Ch. 177, City Code,~~
1419 ~~and any related conditions of approval by the City of Deltona. The~~
1420 ~~developer/applicant shall record the final plat at Volusia County Clerk of the~~
1421 ~~Circuit Court within 20 working days following DRC approval of the final plat.~~

- 1422 ~~3. The Planning and Development Services Director shall sign the original~~
1423 ~~mylar plat and city registered surveyor. The final plat, completely signed by~~
1424 ~~all parties, shall be transmitted to the developer/applicant for processing and~~
1425 ~~recordation at Volusia County Clerk of the Circuit Court.~~
- 1426 ~~4. The applicant will provide the city with two hard copies of the recorded plat.~~
1427 ~~Note that the Volusia County Clerk of the Circuit Court will retain the original~~
1428 ~~mylar and will require one mylar copy for their internal records~~
- 1429 ~~e. Upon receipt of a copy of the recorded final plat, the Planning and~~
1430 ~~Development Services Director or his/her designee will issue a final plat~~
1431 ~~development order to the applicant that is consistent with section 106-26 of~~
1432 ~~this chapter and other applicable provisions. In cases where related~~
1433 ~~infrastructure has not been built or received final inspection, such~~
1434 ~~infrastructure shall be bonded in accordance with section 96-76.~~
- 1435 ~~a) No plat of lands in the City subject to these regulations shall be recorded,~~
1436 ~~whether as an independent instrument or by attachment to another~~
1437 ~~instrument entitled to record, unless and until the final plat has been~~
1438 ~~approved by the City Commission and all appropriate signatures have been~~
1439 ~~affixed to the plat.~~
- 1440 ~~b. *Validity.* The final plat shall remain valid until the subdivision or any part~~
1441 ~~thereof is vacated in accordance with the laws of the City of Deltona and the~~
1442 ~~State of Florida.~~

1443 **Sec. 74-21. Vacations.**

- 1444 (a) *Applicability.* The City Commission, or their designees, may adopt resolutions vacating plats
1445 in whole or in part of recorded subdivisions in the city, including utility, drainage and right-
1446 of-way easements created though the platting process.
- 1447 (b) *Review Procedure.*
- 1448 (1) ~~(1)~~ *Pre-application Meeting.* A pre-application meeting on applications for vacations is
1449 not required.
- 1450 (2) *Application submittal.* All applications for vacations shall be submitted on the official form
1451 provided by the City and accompanied by all pertinent information required by this LDC.
1452 Before resolutions to vacate any plat either in whole or in part are entered by the City
1453 Commission, it must be shown that the persons making application for the vacation own
1454 the fee simple title to the whole or that part of the tract covered by the plat sought to be
1455 vacated, and it must be further shown that the vacation will not adversely affect the
1456 ownership or right of convenient access of persons owning other tracts or parts of the
1457 subdivision, or properties that are accessed through such subdivision.
- 1458 (3) *Application review.* The staff reviewing the proposed vacation shall consult with other City
1459 departments and agencies, and the DRC staff. The City shall consider if the vacation of
1460 a particular easement or right-of-way will serve the best interest of the public. The
1461 petitioner may offer an alternative or replacement easement. However, the reviewing
1462 entity is under no obligation to accept the offered alternative. If a Petition to Vacate is
1463 premised on the grant of a replacement easement, the Commission and/or Planning and

Development Services Director will not take action on the Petition until the instrument necessary to grant the alternative real property interest has been accepted in form and content by the City Attorney, properly executed by the granting or conveying entity, and delivered to the Planning and Development Services Department to be held in trust pending the Commission's consideration of the requested vacation.

(4) Public Hearing Notification Requirements. Notice shall be provided as set forth within Section 74-25 for both the Planning and Zoning Board and City Commission public hearings, where applicable. See also subsection (10) below regarding additional public notification requirements for vacations.

(5) Public Hearings. All applications for vacation of rights-of-way, plats or portions thereof, shall be considered by the City Commission at a public hearing. All applications for vacation of easements are administratively approved and do not require public hearings.

(6) Action. Final action on easement vacations shall be taken by the Planning and Development Services Director or his/her designee, after review by the DRC. Final action on all other vacations, including plats, portions thereof, or rights-of-way shall be taken by the City Commission following review by the Planning and Development Services Department and DRC.

(7) Validity. Vacations shall remain valid in perpetuity.

(c) Other Applicable Provisions.

(1) Persons making application for vacation of plats, either in whole or in part shall give notice of their intention to apply to the City Commission to vacate the plat by publishing legal notice in a newspaper of general circulation in Volusia County in not less than two (2) weekly issues of the paper, and must attach to the petition for vacation and the proof of publication, together with certificates showing that all state and county taxes have been paid.

~~(1)~~

(2) Resolution by the City Commission shall have the effect of vacating all streets and alleys which have not become highways necessary for use by the traveling public. A vacation shall not become effective until an original or a certified copy of the related resolution has been filed in the offices of the Volusia County Clerk of the Circuit Court and duly recorded in the public records of Volusia County.

~~(2)~~

(3) The owner of any land subdivided into lots may record a plat for the purpose of showing the subject land as acreage. This plat and the procedure shall conform to the requirements of F.S. Chapters 163 and 177, except that:

- a. ~~(a)~~—No survey or certificate of any surveyor or engineer shall be required. However, the City Commission may require a survey of the exterior boundaries of the land and the placing of suitable monuments along the boundaries if it finds that the last preceding survey of record is faulty or inadequate or that insufficient monuments are in position along these boundaries.

b. No improvements shall be required except as may be necessary to provide equivalent access, as provided in this section.

c. No findings need be made for the suitability of the land or as to the provision of public facilities and services.

Sec. 74-22. Major Variances.

~~(a)~~ ~~(a)~~ *Applicability.* A Major Variance application from the terms of these LDC standards may only be granted when such Variance will not be contrary to the public interest and where, owing to special conditions, a literal enforcement of the provisions of the LDC standards would result in unnecessary hardship on the land. Such Variance shall not be granted if it has the effect of nullifying the intent and purpose of this LDC.

~~(1)~~ ~~(1)~~ The Planning and Zoning Board shall have the authority to take action on Major Variance applications filed relating to the standards in this Section. At the discretion of the Board or Commission, a Major Variance may be required to go before the City Commission for final approval.

~~(1)(2)~~ ~~(2)~~ *General Limitations on Power to Grant Variances.*

~~(2)~~a. Under no circumstances shall a Variance be granted for a use not permitted in the zoning district involved, or any use expressly or by implication prohibited in the zoning district by the terms of this LDC.

a.b. A Variance shall not be granted that has the effect of a Conditional Use to this LDC.

b.c. Variances heard by the Planning and Zoning Board shall only be authorized for height, parking requirements, area and size of structures, size of yards and open spaces.

d. No nonconforming use of neighboring lands, structures, or buildings in the same zoning district, and no permitted use of lands, structures, or buildings in any other district shall be considered grounds for the granting of a Variance.

~~(a)~~ *Review procedure.*

~~(1)~~ ~~(1)~~ Pre-application meeting. A pre-application meeting on all Major Variances is required.

~~(2)~~ *Application Submittal.* All applications for a Major Variance shall be submitted in writing to the City, along with the appropriate fee(s). A Major Variance may be proposed by:

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

b. Any City Department or other agency of the City with authorization from the Commission; and

c. Any person other than those listed in a. or b. above; provided, however, that no person shall apply for a Rezoning of property (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) ~~(2)~~ *Application Sufficiency.* Applications for a Major Variance shall be accompanied by a clear statement and accounting that presents the applicant's purpose for the requested Variance. The statement shall include those facts that clarify the need for the Variance, the Variance application's context, and the consequences of the Variance. The application shall address how the Variance preserves the LDC's consistency with the Comprehensive Plan.

(4) *Application Review.* The staff reviewing the proposed Major Variance shall consult with other City departments and agencies, and the DRC. The Staff and DRC shall consider the following during application review and prepare an official report and recommendation:

a. That the Variance shall not be contrary to the public interest;

~~a.b.~~ b. That the Variance is required owing to special conditions peculiar to the property;

~~b.c.~~ That identifies the special conditions and circumstances that exist which are peculiar to the land, structures, or required improvements involved;

~~c.d.~~ That the special conditions are not the result of the actions of the applicant;

~~d.e.~~ That explains how the special conditions and circumstances do not result from the actions of the applicant;

~~e.f.~~ That a literal enforcement of the provisions of this LDC would result in unnecessary and undue hardship on the land;

~~f.g.~~ That explains or illustrates how a literal interpretation of the provisions of this LDC would deprive the applicant of reasonable use of the applicant's property;

~~g.h.~~ That explains why the granting of the Variance requested will not confer on the applicant any special privilege that is denied by these regulations to other lands, structures, or required improvements under similar conditions. No pre-existing conditions on neighboring lands, which are contrary to these regulations, shall be considered grounds for the issuance of a Variance;

~~h.i.~~ That the Variance requested is the minimum Variance necessary to make any reasonable use of the property;

~~i.j.~~ That, with respect to a right-of-way or improvement requirement, explains how such requirement does not bear a reasonable relationship or rational nexus between the need for additional capital facilities and the demands generated by the development along with other development within the area; and

k. That describes how the proposed Variance is determined to be consistent with the goals, objectives, policies and guiding principles of the Comprehensive Plan.

1582 (5) *Public Hearing Notification Requirements.* Notice shall be provided as set forth
1583 within Section 74-25 for the Planning and Zoning Board public hearing.

1584 (6) *Public Hearings.* All applications for a Major Variance shall be considered by the
1585 Planning and Zoning Board as applicable.

1586 (7) *Action.* The Planning and Zoning Board shall take final action on eligible Major
1587 Variance applications from the terms of this LDC related to zoning district use
1588 standards. In granting any Variance, the review authority may prescribe appropriate
1589 stipulations and safeguards in conformity with this LDC. The Planning and Zoning
1590 Board shall approve, approve with conditions or stipulations, or deny the
1591 application.

1592 a. a. Restrictions, stipulations, and safeguards attached to a Variance may
1593 include but are not limited to those necessary to protect adjacent or nearby
1594 landowners from any deleterious effects from the full impact of any permitted
1595 uses and stipulations requiring that certain aspects of development take place
1596 in accordance with a binding site plan, where applicable.

1597
1598 a.b. b. All stipulations shall be recorded by the Volusia County Clerk of
1599 Courts.

1600 b.c. Binding Nature of Approval. All terms, conditions, safeguards, and
1601 stipulations made at the time of approval for any district subject to this section
1602 shall be binding upon the applicant or any successors in interest.

1603 (7)(8) (7) *Validity.* Major Variance approvals shall remain in effect for one (1)
1604 year following approval, unless a longer duration is granted as part of the approval.
1605 Within this timeframe a building permit must be obtained to vest the approval.

1606 (8)(9) *Amendments.* Any changes or expansion of an approved Major Variance
1607 will require filing of a new Conditional Use application.

1608 (10) *Other Applicable Provisions.*

1609 a. Limitations on the Refiling of a Major Variance application. Whenever the
1610 Planning and Zoning Board has taken final action on a Major Variance
1611 application for property, whether approved or denied, the City shall not accept
1612 any further application for any Variance of any part of or all of the same property
1613 for a period of 12 months from the date of such action, or the date of final judicial
1614 review of such action, whichever is later.

1615 b. Violations. Violations of restrictions, stipulations, or safeguards contained in a
1616 Variance granted by the Planning and Zoning Board shall constitute a violation
1617 of this LDC.

1618 **Sec. 74-23 Minor Variances.**

1619 (a) *Applicability* In certain circumstances, the Director of Planning and Development Services
1620 is authorized to administratively approve variances from the Sections noted below when
1621 it is found that such request would not be contrary to the health, safety, and welfare of

the City of Deltona and the request is consistent with the standards provided for each situation as shown below.

(b) The Planning Director has the authority to grant a variance to the following standards, with or without conditions, if and only if the applicant demonstrates that all of the standards of Sec 110-1103 (a)(1)(d) are met:

1. Reduction of front or rear yard non-shoreline setback requirements by up to twenty (20) percent; and reduction of non-shoreline side yard setback requirements by up to ten (10) percent.

i.

2. Reduction in the off-street parking requirements of Section 110-828 by no more than ten (10) percent.

ii.

4. Reduction of the landscape buffer yard width requirements of Section 110-808 by no more than twenty (20) percent.

3.

2. Modification to signage, where increase of sign face area does not exceed 50% of this LDC and/or reduction of setbacks does not exceed 25%.

4.

3. Modification of fence requirements.

5.

iii.6. The Planning Director may deem appropriate to require those variances qualifying as minor to be heard by the Planning and Zoning Board depending upon the specifics of the request. in keeping with the purpose and intent of the zoning district in which the development is located.

~~(e)~~ All other procedures and review criteria set forth in 74-22 for Major Variances apply to Minor Variances, except that a public hearing before the Planning and Zoning Board is not required.

(c)

Sec. 74-24. Zoning and land development fees.

This section sets forth fees required for review and approval of land development activities pursuant to the Land Development Code. The fee schedule shall include all necessary expenses for the conduct of the municipal government and shall be established by resolution of the City Commission. Upon an application submittal for zoning or land development, the Planning and Development Services Director or his/her designee will determine all designated fees which shall be applicable based on the services required to review each application. All such fees must be submitted in full to the city concurrently with each application. Failure to submit the required fee shall render the application incomplete.

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

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

Sec. 74-25. Urban Infill Development Projects.

The Urban Infill Redevelopment (UIR) Program encourages the development of vacant lots and revitalization of unique or problematic properties. It allows flexibility from standard land development regulations when projects align with the Comprehensive Plan and sound planning principles. Projects must demonstrate innovative design that benefits the City and enhances neighborhood character. In exchange for superior design, developers may negotiate variances in standards such as setbacks, height, lot size, and floor area ratio.

- (a) Permitted Use. UIR projects are permitted in all commercial and office zoning districts.
- (b) Conditional Use. ~~All~~ UIR projects shall be reviewed as a Minor Conditional Use, therefore, the Planning and Zoning Board would take final action.
- (c) Standards for UIR Projects.

Projects must:

- (1) Meet 3 or more signifiers of Slum and/or Blight as defined in F.S. 163.
- (2) Included uses permitted in the City of Deltona.
- (3) Be compatible with adjacent land uses.
- (4) Enhance community character through design.
- (5) Justify requested flexibility based on public benefit and redevelopment goals.
- (6) Provide adequate on-site or nearby shared parking.
- (7) Meet architectural design guidelines.
- (8) Be located in established areas served by public facilities.
- (9) Comply with St. Johns River Water Management District requirements.

Sec. 74-25. Public notice.

~~(a)~~ ~~(a)~~ — "Public notice" as used in connection with the phrase "public hearing" or "hearing with due public notice" refers to applications and appeals in which there is to be a public hearing of the City Commission or of the Planning and Zoning Board as provided for in this section:

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

- a. The publication of notice with the following information: day, time, place and purpose, place or places within the City where the change may be inspected by the public, and that interested parties may appear at the meeting and be heard with respect to the proposed change.
- b. Said notice shall be published at least once in a newspaper of general circulation in the area at least ten days prior to the date of such public hearing, unless a longer notice period is required by statute for the type of application to be heard. Notices published in local newspapers shall meet or exceed the minimum requirements of state law as required by F.S. § 166.041, and F.S. Ch. 163 as they may be amended from time to time.

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

- a. ~~a.~~ — The City will provide notice by U.S. Mail at least fifteen (15) days prior to the scheduled public hearing, to all known owners of surrounding properties according to the Notification Buffer Table in paragraph (b) below.
- b. The City shall use the latest ad valorem tax records in the Volusia County Property Appraiser's Office to compile a list of property owners. ~~Only~~ ~~u~~ one (1) notice per property will be sent, which will state the planned hearing date. It shall be the obligation of the property owner to be aware of continuances and hearing date changes. Future public hearing dates, if any, will be announced at the advertised public hearing.

	Project Acres	Minimum Buffer Radius*	Minimum Buffer of Parcels Notified
Urban Minimum Notice Standards	Under 5	500 feet	N/A
	5-10	1,000 feet	15
	Over 10	1,500 feet	25
Rural Area Boundary** Minimum Notice Standards	Under 5	1,500 feet	15
	5-10	2,500 feet	25
	5-10	5,000 feet	30
*If standard is not met, notice distance is increased in 100-foot intervals until reached.			
**Rural Area is any land zoned Agriculture, Residential Estate or Single-Family Residential.			

- ~~d.~~ ~~c.~~ When a parcel is located within 500 feet of an adjacent City, non-city property owners within 500 feet of the City line shall be included in the mailed notification.
- ~~e.~~ ~~d.~~ The notice area may be increased at the discretion of the Planning Director or Designee.

f.e. Notice of public hearings shall contain, at a minimum, the following information:

1. The date, time and location of the public hearing;
2. A description of the location of the property for which a plan amendment, development order or other action is pending, including, but not limited to, one of the following: a map; a street address; a subdivision lot and block designation; or the tax map (parcel identification number) designation of the Volusia County Property Appraiser; and
3. The substance or nature of the matter under consideration.

g.f. In all cases the City shall make a good faith effort to comply with the purpose and intent of these notice requirements. However, actions by boards or commissions shall not be invalidated solely because a property owner does not receive notice of the pending action.

h.g. Mailed notices are not provided where the application is for a proposed future land use amendment encompassing in excess of five (5) percent of the total land area of the City.

4.h. If the application is withdrawn by letter or other formal notice prior to the announced hearing or is continued to a date certain before the hearing is legally convened, no new public notice is required, unless directed by the applicable board or commission. If an application is continued beyond 60 days from the hearing date, the City shall publish a new advertisement, provide notice to property owners, and post a placard on the property, as provided for in this Section. If the City continues an application, but no to a date certain, the new notice shall be provided in accordance with this Section.

i. —

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

- a. For applications affecting less than five percent of the total land area of the city that the owner or his or her duly authorized agent, or for applications initiated by the city, the applicant or the duly authorized agent shall perform said posting at least 10 days prior to the date of such public hearing, the signs provided by the enforcement official.
- b. For purposes of posting property that is the subject of a city-initiated amendment, the notice shall be posted on public right-of-way in front of the property affected by the proposed amendment but shall not be placed so as to obstruct the vision of drivers at any intersection, including driveway intersections.
- c. The applicant or the duly authorized agent shall not be required to place posted notices on or along any property lines that abut private streets or easements but shall limit postings to streets maintained by the city, Volusia County, or the Florida Department of Transportation. Postings shall not be required when the public agency responsible for the affected street right-of-way refuses to permit the posting within its right-of-way. However, the responsible City agency shall not prohibit the posting of notice on rights-of-way maintained by the City.

- 1785 d. The sign or signs provided by the Planning and Zoning Services Department shall
1786 be printed on a brightly-colored, easily recognizable, weather-resistant material of
1787 a minimum size of 22 inches in width and 28 inches in height.
1788 e. One sign shall be posted for every 200 feet of front lot line. Corner properties shall
1789 have signs posted on both front/street side lot lines.
1790 f. Each sign shall be placed in a location along the lot line that provides the greatest
1791 visibility from the adjacent street or road. The applicant or the duly authorized agent
1792 shall provide proof of the sign posting to the Planning and Development Services
1793 Department the date of the sign posting.
1794 g. The posted sign or signs shall remain in place until the completion of the public
1795 hearing of the City Commission and shall be removed by the applicant within ten
1796 days following the conclusion of the last public hearing. Failure to remove the sign
1797 or signs after ten days following the last noticed public hearing shall be a violation
1798 of this Code, and shall be enforceable as provided in Chapter 2, Code of
1799 Ordinances of the City of Deltona, Florida, as it may be amended from time to time.
1800

1801 ~~(b) (4)~~ Citizen awareness and participation meetings.

1802 ~~a. (1)~~ Applicability.

- 1803 a. The following requirements apply in addition to any other notice provisions
1804 required elsewhere in this Code. The administrative official may require that,
1805 based upon the needs of the abutting communities or the City as a result of
1806 generally accepted land use planning practices and principles or to ensure full
1807 public participation; this potential requirement shall apply to development
1808 applications for developments such as the following which list is provided for
1809 illustrative purposes only and not as a limitation of the requirement:

1810 1. Planned Unit Developments.

1811 ~~1.2.~~ 2. Variances involving nonresidential uses.

1812 ~~2.3.~~ 3. Subdivision Plans.

1813 ~~3.4.~~ 4. Rezoning.

1814 ~~4.5.~~ 5. Amendments to the Future Land Use Map.

1815 ~~4.6.~~ 6. Other land use or development application provisions required
1816 elsewhere in this code.

1817 ~~4.b.~~ 1.b. These requirements apply in addition to any other notice provisions required
1818 elsewhere in this Code.

1819 ~~2.c.~~ 2.c. The requirement of a citizen participation meeting is not intended to produce
1820 complete consensus on all applications, but to encourage applicants to be good
1821 neighbors and to allow for informed decision making and to maximize, to the
1822 extent practicable, public participation in the planning, and land use processes
1823 of the City.

1824 ~~b. (2)~~ Purpose. The purpose of the requirement is, at a minimum, to:

1825 a. Further implement the public participation provisions of the city's Comprehensive
1826 Plan.

1827 b. Ensure that applicants pursue early and effective citizen participation in
1828 conjunction with their applications, allowing them to understand and mitigate any
1829 real or perceived impacts their application may have on the community.

1830 ~~a.c.~~ Ensure that citizens and property owners are provided with an adequate
1831 opportunity to learn about applications that may affect them and to work with
1832 applicants to resolve concerns at an early stage of the process.

1833 ~~a.d.~~ Facilitate ongoing communication between the applicant, interested
1834 citizens, and potentially affected property owners, city staff, and elected officials
1835 throughout the application review process

1836 ~~e.(3)~~ *Submittal requirements.* The applicant may submit a citizen awareness and
1837 participation plan and begin implementation before formal application at the
1838 applicant's discretion. This shall not occur until after the required pre-application
1839 meeting or consultation with the planning department has occurred and any applicable
1840 fees have been paid by the applicant.

1841 ~~d.(4)~~ *Meeting requirements.* At a minimum the citizen awareness and participation
1842 meeting shall include the following information:

1843 a. Identification of the residents, property owners, interested parties, political
1844 jurisdictions, and public agencies that may be affected by the proposed
1845 development and should be given notice of the meeting.

1846 b. Description of how the notification will be provided to those interested in and
1847 potentially affected by the proposed development.

1848 ~~a.c.~~ Description of how information will be provided to those interested and
1849 potentially affected relative to the substance of the change, amendment, or
1850 proposed development for which approval is sought.

1851 ~~a.d.~~ Description of how, and with whom, an opportunity will be provided to those
1852 interested or potentially affected to discuss the proposal and express any
1853 concerns, issues, or problems before the first public hearing.

1854 ~~a.e.~~ The applicant's schedule for completion of the meeting.

1855 ~~a.f.~~ Description of how the applicant will keep city officials informed on the status of
1856 citizen participation efforts.

1857 ~~e.(5)~~ *Target area for citizen notification.* The level of citizen interest and area of
1858 involvement will vary depending on the nature of the application and the location of
1859 the proposed development. The target area for early notification will be determined by
1860 the administrative official. At a minimum, the target area shall include the following:

1861 a. Property owners within ~~300~~ 500 feet of the property proposed for development.

1862 b. The officers of any homeowner's association or registered neighborhood group
1863 within the public notice area as outlined in this section or that may be impacted
1864 by the proposed development.

- 1865 c. Any person or entity that may be impacted by the proposed development as
1866 determined by the administrative official based upon sound and generally
1867 accepted land use planning practices and principles.
- 1868 d. Other interested parties who have requested to be placed on an interested
1869 party's notification list maintained by the city.
- 1870 e. A determination to provide notice in the context of the meeting process shall not
1871 grant standing to any person for the purposes of subsequent legal challenges or
1872 appeals.

1873 f.(6) *Citizen awareness and participation report.* When a citizen awareness and
1874 participation meeting is required, the applicant shall provide a written report on the
1875 results of the citizen participation efforts before the publication of the notice of public
1876 hearing. This report will be attached to the city staff's public hearing report. The report
1877 shall, at a minimum, contain the following information:

1878 1.a. Details of techniques used to involve interested and potentially affected
1879 parties, including:

- 1880 1. Dates and locations of all meetings where citizens were invited to discuss
1881 the applicant's proposal.
- 1882 2. Content, dates mailed, and numbers of mailings, including letters, meeting
1883 notices, newsletters, and other publications.
- 1884 3. Location of residents, property owners, and interested parties who received
1885 notices, newsletters, or other written materials.
- 1886 4. The number and names of people who participated in the process.

1887 2.b. A summary of concerns, issues, and problems expressed during the
1888 process and proposed methods of resolution, including by way of example only:

- 1889 a. The substance of the concerns, issues, and problems.
- 1890 b. How the applicant has addressed or intends to address these concerns,
1891 issues, and problems.
- 1892 ~~e.~~ The concerns, issues, and problems the applicant is unwilling or unable to
1893 address and the basis and rationale of the applicant regarding each issue
1894 that has not been addressed.

1895 c.

1896

1897 ~~(cb)~~ Except for appeals, as otherwise provided for in this Section, the City Commission shall
1898 provide for a public notice, as used in connection with the phrase "public hearing" or "hearing
1899 with due public notice", for applications involving five percent or more of the land area of the
1900 City in the manner, as provided in F.S. § 166.041, as it may be amended from time to time.
1901 For plan amendments and Development Agreements affecting five percent or more of the
1902 total land area of the City, notice shall be provided, as required by F.S. Ch. 163 as it may
1903 be amended from time to time.
1904

(~~d~~e) When an agenda item for a public hearing that was duly advertised and noticed in accordance with this Section is continued to a date certain, no further notice or advertisement shall be required. When a hearing is tabled or postponed without a date certain, the hearing and any subsequent hearing that may have been advertised and noticed shall be re-advertised and re-noticed in accordance with the requirements of this Section.

Secs. 74-26—74-50. Reserved.

ARTICLE III. RESERVED

Secs. 74-51—74-68. Reserved.

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
11 **Sec. 70-27. Reserved.**

12
13 **Sec. 70-28. Title, purpose and authority.**

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

17
18 (b) Purpose. The purpose of this chapter is to establish standards, procedures and minimum
19 requirements for review and approval of all proposed development of property under the
20 jurisdiction of this Land Development Code ("LDC"). Provided, however, it is not the
21 purpose of this chapter to regulate any bona fide agricultural production, including, but
22 not limited to, horticulture, citrus, dairy, livestock, poultry, forestry or vegetables pursuant
23 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
26 to authority conferred in it by article VIII, section 1(G) of the Constitution of the State of
27 Florida; and F.S. § 125.01, F.S. Ch. 163, pt. II (F.S. § 163.3161 et seq.), and F.S. §
28 177.01, hereby adopts the following articles and sections.

29
30 (d) Violations and penalties. If it is determined by the enforcement official that any person is
31 violating any provisions of this chapter, the enforcement official shall notify that person,
32 in writing, indicating the nature of the violation and ordering any action necessary to
33 correct it. The order may include, but not be limited to, a stop work order. Any violation of
34 this ordinance may be referred to the city's code enforcement board. Any person found
35 guilty of a violation of any of the provisions of this chapter, or any lawful order of the City
36 Commission, Development Review Committee or enforcement official, shall be punished
37 in accordance with F.S. § 125.69, or any amendments thereto, with a fine not to exceed
38 \$500.00, and/or incarceration not to exceed 60 days. Notwithstanding any other
39 provisions of this chapter, a violation of this chapter may be abated by any manner as
40 provided by law. Each day the violation continues shall be deemed a separate offense.
41

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

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

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

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

Chapter 74 ADMINISTRATION

ARTICLE I. IN GENERAL

Sec. 74-1. Administration.

(a) *Purpose.* The purpose of this section is to set out the various procedures and approval criteria of this Land Development Code. Other purposes include providing for the establishment and delegation of authority to the Development Review Committee City of Deltona Planning and Development Services Department, City Manager, City Planning and Zoning Board, and City Commission regarding land development review.

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

- (1) To implement the Comprehensive Plan and all applicable ordinances;
- (2) To guide new growth and development of the City in an environmentally sound manner, in accordance with the policies of the Comprehensive Plan and the availability of adequate facilities and services;
- (3) To regulate the subdivision and development of land within the City;
- (4) To establish development standards and use regulations for City;
- (5) To protect the character and the established patterns of development by addressing compatibility and prevent or minimize conflicts among different land uses;
- (6) To establish predictable processes that effectively and fairly apply the requirements and standards of this LDC that respects the rights of property owners and the interests of the citizens of the City;
- (7) To encourage the most efficient use of land through site and context sensitive design;

- 88 (8) To reduce potential hazards to the public that may result from hazardous or
89 incompatible land uses, or from the development of environmentally sensitive lands;
90 (9) To ensure the protection of persons and property in floodways and floodplains;
91 (10) To protect and enhance the City's environmental, recreational, cultural, historical,
92 natural and scenic resources;
93 (11) To ensure safe and efficient traffic circulation, both motorized and non-motorized
94 vehicular and pedestrian, and the minimization of traffic impact on the surrounding
95 area;
96 (12) To promote a mix of housing types available for City residents; and
97 (13) To promote the economic stability of the community, and maintain and improve
98 the quality of life for all residents.
99

100 (c) *Consistency with Comprehensive Plan.* All development of land under the jurisdiction of
101 this LDC shall be consistent with the Comprehensive Plan and applicable ordinances.
102 Development or redevelopment of all land shall be deemed consistent with the
103 Comprehensive Plan only if the land uses, densities or intensities, capacity or size, timing
104 and other aspects of the development proposed for, or allowed on the property furthers
105 the goals, objectives, policies, and principles of the Comprehensive Plan.
106

107 (d) *Minimum Requirements.* No development shall be approved unless the following
108 conditions are reasonably achieved and made available pursuant to the concurrency
109 requirements herein specified:
110

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

129 **ARTICLE II. – DEVELOPMENT REVIEW AUTHORITY.**

130

131 **Sec. 74-2. - Purpose.**

132

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

135

136 **Sec. 74-3. – City Commission.**

137

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

140

- 141 (1) Appointing and confirming members of the Planning and Zoning Board required under
142 this LDC;
143 (2) Appointing or confirming special magistrates as provided in City Code;
144 (3) Establishing a schedule of fees and charges for all processes under this LDC by
145 resolution; and
146 (4) Acting as the Land Development Regulation Commission pursuant to Florida Statutes
147 §§ 163.3164(25) and 163.3194(2) by considering and approving or denying requests
148 for the following types of development applications:
- 149

- 150 a. Plan amendments, including future land use map amendments;
151 b. Annexations;
152 c. Changes to the Land Development Code or a proposed new Land
153 Development Code;
154 d. Rezoning, including Planned Unit Developments (PUDs);
155 e. Major Conditional Uses;
156 Amendments to the approved Capital Improvements Program or budget;
157 f. Proposed development agreements created pursuant to the “Florida Local
158 Government Development Agreement Act”;
159 g. Establishment of and amendments to Community Redevelopment
160 Agencies (CRAs); and
161 h. Vacation of Plats and Right-of-Way.
- 162

163 (b) Quorum required. A minimum of four (4) Commissioners present at a duly called meeting
164 shall constitute a quorum. Commissioners participating virtually count towards the
165 quorum and can vote as if they were physically present in accordance with Florida
166 Statutes.

167

168 (c) Majority vote required. Approval requires a majority vote of the number of Commissioners
169 present at a duly called meeting with a quorum. A “tie vote” will constitute a denial.

170
171 **Sec. 74-4. – Planning and Zoning Board.**
172

173 (a) Planning and Zoning Board creation and composition. The Planning and Zoning Board is
174 the quasi-judicial board that serves as the local planning agency (LPA) for the City as
175 required by Florida Statutes. It shall be referred to in this article as "PZB". The jurisdiction
176 of the PZB shall be throughout the area of the City. It shall have the following membership,
177 powers, duties, responsibilities, and limitations.
178

179 (1) Membership, place of residence, and terms of office. The PZB shall have seven (7)
180 members appointed by the City Commission. Each member shall serve for a term of
181 three (3) years. Each City Commissioner and the Mayor shall appoint one (1) member
182 to the PZB, said appointments to be ratified by a majority vote of the City Commission.
183 No PZB member shall serve on the PZB for more than two (2) consecutive three-year
184 terms. No elected official and no employee of the city government shall be appointed
185 to serve on the PZB.
186

187 (2) Alternate members. The City Commission shall appoint up to five (5) alternate
188 members. Each alternate member shall serve for a term of no more than three (3)
189 years. An active PZB member who is term limited as per this Section may not serve
190 as an alternate member until eligible to serve as an active member. No attendance
191 requirements are specified for alternate members. The alternate members may not
192 take part in discussion, make motions or vote unless they are seated, filling in for a
193 board member in their absence. Notwithstanding there being a quorum consistent with
194 this Section, each alternate will take turns filling in for an absent PZB member by
195 rotation based on alphabetical order by last name. However, the intent is there will be
196 as many board seats filled as possible not to exceed seven voting seats. If a PZB
197 member has a conflict of interest concerning a particular case in front of the board,
198 then for that particular case an alternate may replace the board member. The PZB
199 member with the conflict shall remove themselves from the dais and not speak on the
200 matter and otherwise recuse themselves unless and until they resume their position
201 as a regular member or if they are speaking as a directly affected party to an item
202 being considered by the board.
203

204 (3) Removal from office, vacancies. PZB members shall serve at the pleasure of the City
205 Commission. If any regular voting member fails to attend two (2) consecutive
206 meetings, unexcused or three meetings (excused or not) out of 12 meetings per
207 calendar year, the PZB shall automatically declare the member's office vacant. The
208 board chairperson shall through the city clerk's office notify the City Commission of
209 any vacancies on the PZB.
210

211 (4) Officers. The PZB shall elect a chairperson, vice-chairperson, and a secretary from
212 among its members. The term of each board officer shall be one year, each having
213 eligibility for re-election. At the first meeting of the Board of each calendar year, the
214 secretary shall call the board meeting to order and shall then call for nominations for
215 the chairperson. Upon election of a chairperson, the secretary shall pass the gavel to

the chair. The chairperson shall then call for nominations for vice-chairperson. Upon election of a vice-chairperson, the chair shall call for nominations for secretary.

(5) Employees, administrative services. The PZB shall have no employees or contract vendors. The Planning and Development Services Department shall provide clerical, and staff support by formatting and packaging board agendas, creating summary minutes of meetings, and maintaining PZB records. The Planning and Development Services Department shall also provide professional and technical assistance to the board consistent with its staffing and funding as approved by the City Commission. The Director of Planning Development Services, or his or her designee, shall bring PZB reports and recommendations to the City Commission in appropriate communications, the format and medium of which shall be determined by the City Manager. Such communications shall include staff reports and recommendations, application materials, correspondence, and other relevant information as determined by the PZB, the Director of Development Services, the City Manager, or the City Commission to be necessary to assist the City Commission in its deliberations. The PZB shall not direct the staff to undertake any project, but may request reasonable staff assistance, and may report through the Staff and City Manager to the City Commission any projects which the PZB deems worthwhile for City Commission consideration by a majority vote of the PZB.

(6) Education. Each PZB member and alternate members are required to engage in at least 8 hours of continuing education per year of service. Education includes but is not limited to the following: attendance at a seminars or conferences, either in person or on-line; engage in the study of literature regarding the duties and subject matters relevant to the role as a PZB member, such as reviewing legal journals regarding property rights jurisprudence, etc.; and presentations by city legal and/or planning staffs. The Planning and Development Services Department will make members and alternates aware of League of Cities or other training sessions offered and dates and locations and/or provide written materials concerning the role and duties of the board. New PZB members and alternates are encouraged to start continuing education activities within the first six months of their term. Staff will maintain a current record of all training/educational activities. The City will pay reasonable expenses for such training/education. Continuing education hours will be calculated as follows: 1) read and study planning journals; case law; and other literature — 2 hours per session. 2) attend a seminar or participate in a webinar — 2 hours per session; 3) attend a legal staff presentation on Sunshine law; ethics, etc.— 2 hours per session.

(7) Compensation, annual budget. Each PZB member may be reimbursed for reasonable expenses incurred in connection with his or her duties on the board in accordance with reimbursement policies and amounts established by a resolution of the City Commission. The City Commission shall provide members of the board with professional liability insurance to cover potential claims of personal liability for damages as a result of their formal actions and decisions as members of the board. The City Manager shall recommend the amounts of insurance coverage and potential insurance carriers to the City Commission. The City Commission shall provide an

annual budget for training and education of board members; for printing of training materials and decision support materials; and for the purchase of books and publications that increase the board members' understanding of the board's functions and of the issues faced by the PZB. The amount budgeted for each purpose shall be determined by the City Commission upon the receipt of the recommendations of the City Manager. The City Commission may also budget for public information and participation, and for other items that it deems appropriate to include in the board's budget.

(8) Procedures. The PZB shall meet at regular intervals once each month, and at such other times as it may deem necessary, for the transaction of its business. It shall follow the by-laws adopted by resolution of the City Commission. Unless otherwise stated in the by-laws, and until such by-laws are adopted by the City Commission, the PZB shall conduct its affairs in accordance with Robert's Rules of Order and Florida Sunshine Law per Florida Statutes. Points of order shall not be raised in PZB meetings by members of the audience. The City's Police Department shall provide an officer to maintain order at board meetings upon the request of either the chairperson, or the Director of Planning Development Services. The PZB shall keep a properly indexed public record of its resolutions, transactions, findings and recommendations. The board may by resolution limit the number of applications of all types or of any type which it shall hear each month. A quorum shall be four members.

(9) Quorum required. A minimum of four (4) PZB members present at a duly called meeting shall constitute a quorum. PZB members participating virtually count towards the quorum and can vote as if they were physically present in accordance with Florida Statutes.

(10) Majority vote required. Recommendations of approval, or approvals where the PZB is authorized to take final action on an application, require a majority vote of the number of PZB present at a duly called meeting with a quorum. A "tie vote" will constitute a denial.

(11) Duties and responsibilities

a. *Designation as the local planning agency.* The Board is hereby designated as the City's local planning agency (LPA), as required by the Local Government Comprehensive Planning and Land Development Regulation Act, Section 163.3161 et seq., and F.S. § 163.3174. The Board shall have the general responsibility for adherence to the comprehensive planning program. The Board and the comprehensive planning program shall comply with all requirements of the Local Government Comprehensive Planning and Land Development Regulation Act and the board shall monitor and oversee the effectiveness and status of the comprehensive plan and recommend to the City Commission such changes in the comprehensive plan, as may from time to time. The board shall perform any other duties assigned by the City Commission, and may prepare

and recommend to the City Commission any other proposals to implement the comprehensive plan.

- b. Designation as the Planning and Zoning Board.* The PZB is hereby designated as the City's Planning and Zoning Board in accordance with the provisions of the Local Government Comprehensive Planning and Land Development Regulations Act, F.S. § 163.3161, et seq., and F.S. § 163.3194. The PZB shall develop and recommend to the City Commission land development regulations that implement the comprehensive plan and review land development regulations or amendments thereto for consistency with the adopted comprehensive plan.
- c. Recommendation to the City Commission on development applications.* The PZB shall review and recommend approval or denial of the following development applications and proposals to be transmitted to the City Commission for a vote on the following items:
1. Comprehensive Plan Amendments, including future land use map amendments and text amendments;
 2. Changes to the Land Development Code or a proposed new Land Development Code, including subdivision regulations;
 3. Rezoning, including Planned Unit Developments (PUDs);
 4. Amendments to the approved Capital Improvements Program or budget;
 5. Proposed development agreements created pursuant to the "Florida Local Government Development Agreement Act"; and
 6. Community Redevelopment Agencies (CRAs).
- d. Advisory recommendations to the City Commission.* The PZB shall make a recommendation to the City Commission by formal written approved motion of the PZB as to the conclusion of the PZB's review that an application or proposal should be considered by the City Commission for approval, approval with specific conditions recommended by the PZB, or denial. The PZB's recommendation shall be transmitted to the City Commission with all related information through the established City Commission agenda process. The recommendations of the PZB, where provided, shall be advisory only and shall not be binding upon the City Commission.
- e. Approval authority.* The PZB shall have the authority to approve or deny requests for Minor Conditional Uses and Major Variances, subject to the criteria set forth in Article II.
- f. Applications and proposals exempt from board review.* PZB review shall not be required for amendments to City ordinances that are initiated by the staff or the City Commission to correct grammar and spelling errors, change fees as set by

the City Commission, change the organization of the ordinances with no content changes, or change processing procedures when mandated by state statutes.

Sec. 74-5. – Development Review Committee.

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

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

- (1) Planning and Development Services Director;
- (2) City Engineer or Public Works Director;
- (3) City Economic Development Director;
- (4) City Fire Marshal or Fire Safety Manager; or
- (5) Other members as may be designated by the City Manager.

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

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

- (1) Reviewing all applications under this Land Development Code to:
 - a. Delineate areas of non-compliance with the City's Comprehensive Plan, LDC and other applicable regulations; and
 - b. Define steps necessary to bring applications into compliance with city development requirements.
 - c. Provide input to Planning and Development Services Staff to include in staff reports, where applicable.
 - d. Provide input to Planning and Development Services Director to include in final actions authorized by this LDC.

- (2) Performing additional duties as the city manager may, from time to time, assign.

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

Sec. 74-6. - Planning and Development Services Director.

397
398 (a) Generally. The Planning and Development Services Director ("Director") shall
399 administer and enforce this LDC. The Director is authorized to act through designees.
400 In the performance of his or her duties, the Director may request the assistance of any
401 appropriate officer or agency of the City.

402
403 (b) Powers and Duties. The Director shall have the following duties relating to development
404 applications that are addressed in this LDC:

- 405 (1) Interpretation of this LDC where such interpretation is necessary;
406 (2) Enforcement of this LDC as necessary;
407 (3) Decision-making authority, in consultation with the DRC and Planning and
408 Development Services Staff for development applications under this Article,
409 including; Conceptual Site Plans, Final Site Plans, Preliminary Plats, Final Plats,
410 Vacation of Easements, Minor Variances, Zoning Designation Letters and
411 miscellaneous administration permits.
412 (4) Establish timeframe guidelines on staff reviews for development review
413 procedures within Article II.
414 (5) When, in the judgment of the Planning and Development Services Director, strict
415 application of the applicable requirements of this Land Development Code will be
416 inequitable, unreasonable, stifle innovative design, or create an undue hardship
417 when applied to a specific project or development, the Director may modify such
418 requirements to the extent necessary to achieve equity or reasonableness or
419 relieve the undue hardship. However, no such modification shall be contrary to
420 the requirements of law or the general policies of this Land Development Code.
421 Furthermore, any modification applied to one development shall not establish
422 precedent with regard to any other development subject to review. The discretion
423 of the Director shall be limited to no more than ten percent (10%) variance from
424 any requirement herein as it relates to decisions that are within the final control
425 the Director.

426
427 **Sec. 74-7. - Planning and Development Services Department.**

428
429 (a) Duties and responsibilities. The Planning and Development Services Department
430 shall have the following duties relating to development applications that are
431 addressed in this LDC:

- 432
433 (1) Being a central intake point for applications;
434 (2) Reviewing applications for completeness;
435 (3) Acting as a liaison between applicants and the DRC;
436 (4) Preparing staff recommendations on development applications as set forth in
437 Article II.
438 (5) Preparing and distributing agendas and reports for meetings of the DRC, P&Z,
439 and the City Commission;
440 (6) Taking and preparing the minutes of all DRC and Planning and Zoning Board
441 meetings;

- (7) Comparing and ensuring final engineering construction plans and final plats with an approved development order and zoning regulations to ensure consistency;
- (8) Coordinating application review procedures;
- (9) Issuing concurrency certificates of capacity;
- (10) Issuing development orders and development permit approvals, where applicable as set forth in Article II;
- (11) Obtaining validation from the applicant regarding the recordation of final subdivision plats with the Volusia County Clerk of the Circuit Court; and
- (12) Performing other functions, as may be assigned by the director of Planning and Development Services.

Sec. 74-8. - Summary of Authority.

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

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

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

(1) After the first City Commission meeting the package is reviewed by VGMC for consistency and the Florida Department of Commerce for compliance before the City Commission Adoption 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. – DEVELOPMENT REVIEW PROCEDURES AND CRITERIA.

Sec. 74-9. Application review requirements.

- (a) Development applications 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. 74-10. 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:

Review Procedure/ Development Application Type	Procedure Location
---	-----------------------

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

All required application fees, as set by resolution of the City Commission, shall be paid prior to acceptance of the application. The number of copies of the supporting information needed for distribution to all concerned reviewing agencies, as determined by the Planning and Development Services Director or his/her designee, shall be submitted with the application prior to acceptance by the City. Except as otherwise provided in this Land Development Code, the following procedures shall govern the review of applicable applications;

- (a) *Completeness of application.* The Planning and Development Services Director or his/her designee shall review the application to determine its completeness and either accept the complete application and forward to the applicant a notice of acceptance or reject the application if it is incomplete and forward to the applicant a notice of incompleteness specifying the data missing from the application received.

If a notice of incompleteness is sent, the applicant may resubmit the application with the additional data required by the City. Upon receipt, the Planning and Development Services Director or his/her designee shall review the resubmittal application in the manner provided in this subsection for the original application.

- (b) *Distribution of accepted application.* Following acceptance of an application, the Planning and Development Services Department shall forward a copy of the application to all applicable city review agencies and to any county, regional, state, or federal agency deemed by the Planning and Development Services Director or his/her designee to be a concerned agency for the review process.

- (c) *Review responsibilities.* Each member of the city review agency shall prepare a report that details their comments specifying the exact references to the Code or other regulations being commented on and recommendations regarding the application. Comments shall be forwarded to the Planning and Development Services Director or his/her designee before the meeting of the DRC held in accordance with this Land Development Code. The Planning and Development Services Director or his/her designee may waive one or more agency reviews, in whole or in part, under this section upon his/her determination that such a review

has already been made regarding the same land and no change in standards or circumstances has occurred which necessitates further review.

- (d) *Review.* Applications shall be reviewed by the DRC and shall be discussed at a scheduled DRC meeting that is held in accordance with the requirements of this Land Development Code. The Planning and Development Services Director or his/her designee shall distribute the application for review and, where appropriate, recommendation or determination, as in subsection 74-4(b), and may waive the requirement that the application be reviewed at a DRC meeting. If review of the application at the DRC's meeting has been waived, the Planning and Development Services Director or his/her designee shall coordinate appropriate informal review and forward to the applicant a report of the DRC's actions within twenty working days of acceptance of the application or as prescribed in section 74-4(e).
- (e) *Application revision.* An application may be revised by the applicant after it has been reviewed by the DRC.
- (f) *Planning and Zoning Board recommendation.* For applicable development applications, at a regularly scheduled public meeting, the Planning and Zoning Board shall review the application and make recommendations to the City Commission, except for those applications where the Planning and Zoning Board has decision-making authority per this LDC and is authorized to take final action on the application.
- (g) *City Commission final action.* For applicable development applications, at a regularly scheduled public meeting the City Commission shall review the application and the recommendation of Staff and the Planning Zoning Board for conformity to this Land Development Code and shall act appropriately upon the application.

(1) The appropriate action of the City Commission shall be one of the following determinations:

- a. That the application is in compliance with the requirements of this Land Development Code, then the City Commission shall approve the application;
- b. That the application is not fully in compliance with the requirements of this Land Development Code, stating those conditions that are necessary to ensure compliance with this Land Development Code, then the City Commission shall approve the application subject to those conditions being met;
- c. That the application is not in compliance with requirements of this Land Development Code, then the City Commission shall deny the application and state the basis for such denial;
- d. A final determination by the City Commission under this subsection may be deferred if the City Commission finds that available information is insufficient to base either approval or denial of a particular application. In that event, the City Commission will direct that a specific study commences, or specific information be provided, to give the City Commission sufficient

information to form the basis on which to approve or deny the application. The information shall be provided, or the study shall be completed within a time certain, not to exceed six months from the date of the City Commission's determination under this subsection. A prerequisite to directing that a specific study commences to provide the City Commission with information sufficient to form the basis on which to approve or deny a particular application, is that the City Commission shall identify the inadequacy of the information available with respect to the application; or

- e. If the City Commission determines that adequate public facilities required under this chapter are not available, but are planned to become available in the future, they may:
- f. Defer action until adequate public facilities are available;
- g. Approve the application subject to the condition that no building permit shall be issued until adequate public facilities are available;
- h. Approve the application subject to the condition that no certificate of occupancy be issued until adequate public facilities are available; or
- i. Approve the application subject to the condition that the developer enter into a public services and facilities agreement pursuant to this chapter to ensure that adequate public facilities are available at the time the impacts of the development occur.

- (h) Valid period and issuance of development approvals shall be in accordance with this Article. During the period of 90 days before and 90 days after the expiration of any development order, the developer may request an extension of that valid period from the Planning and Development Services Department. The Director may approve an extension of that valid period for a period of time not to exceed 12 months and may attach such conditions as they determine appropriate.

Sec. 74-11. Development orders, development permits, approval authority, installation of improvements, public services and facilities agreements, and appeals.

- (a) *Purpose.* The purpose of this section is to provide for the applicability, approval and issuance of development orders and development permits to ensure that all of the provisions of this chapter are complied with and to provide for an appeal process.
- (b) *Applicability.* No person shall undertake the development of land in the city except pursuant to a valid development order and/or development permit issued under this Land Development Code, unless specifically exempted as provided by this Land Development Code. All development shall meet the requirements of this Land Development Code prior to the approval and issuance of any development order or development permit, unless specifically exempted from the requirements of this Land Development Code by provisions set forth herein, or one or more requirements are waived in accordance with provisions set forth herein.
- (c) *Approving authority.* The approving authority for development orders and development permits shall be as set forth in this Land Development Code.

- 612 (1) For plats and replats, the Planning and Development Services Director, as the
613 City's designated administrative authority pursuant to §177.071, shall approve,
614 approve with conditions, or deny the application after consideration of
615 recommendations from the Development Review Committee. Neither the
616 Planning and Zoning Board nor the City Commission shall serve as the final
617 approving authority for plats or replats.
- 618 (2) For all other development orders and permits, including rezoning, conditional
619 uses, variance, and other applications specified in this Land Development
620 Code, the approving authority shall be the Planning and Developer Services
621 Director, Planning and Zoning Board or City Commission, as applicable, in
622 accordance with the procedures and authority summary table in this Chapter.
- 623 (3) The Development Review Committee or the City Commission, as applicable,
624 may continue consideration of an application to a subsequent meeting for
625 cause, provided such continuance does not conflict with the timeframes
626 required by Florida Statutes.
- 627
- 628 (d) *Issuance of Approval*- Upon final action by the authorized decision-making body, the
629 development permit will be issued to the applicant.
- 630
- 631 (1) *Issuance of development order for site plan*. The Planning and Development
632 Services Director or his/her designee shall administratively issue a
633 development order for site plan, either with or without conditions, or deny the
634 issuance of the development order, whichever is consistent with the action
635 of the Development Review Committee (DRC).
- 636
- 637 (2) *Issuance of development order for subdivision plats*. Development orders
638 shall be issued for all subdivision preliminary plats and final plats in
639 accordance with the Land Development Code provisions of Chapter 106.
640 Final plats shall be approved by the City Commission and recorded in the
641 Volusia County Clerk of the Circuit Court office, as prescribed by Chapter
642 106.
- 643
- 644 (e) *Installation of improvements*. All improvements required to be installed, constructed or
645 provided by the developer as a condition to the approval of a development order, shall
646 be installed and completed or guaranteed as specified in this Land Development Code
647 and compliant with all other applicable regulations.
- 648
- 649 (f) *Public services and facilities agreements*. In order to further the purposes of this Land
650 Development Code and other applicable regulations regarding the provision of public
651 services and facilities to a proposed development, the City Commission may enter into
652 an agreement with the developer of the proposed development that is consistent with
653 Chapter 86 of this Land Development Code.
- 654
- 655 (1) Ensure the certainty of providing public services and facilities for the proposed
656 project;

- (2) Ensure the provisions of public services and facilities to other developments in the vicinity of the proposed development;
- (3) Allocate the costs of providing public services and facilities;
- (4) Allocate the capacities of the public services and facilities;
- (5) Determine the responsibilities for construction and maintenance of the public services and facilities.

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

Sec. 74-12. Amendments to Land Development Code procedure.

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

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

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

- a. The City Commission;
- b. The Planning and Zoning Board with authorization from the Commission; and
- d. Any City Department or other agency of the City with authorization from the Commission.

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

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

- a. The need and justification for the proposed amendment;
- b. Applicability and impacts of the proposed amendment city-wide; and
- c. The relationship of the proposed amendment to the City's Comprehensive Plan, with appropriate consideration of consistency with the Comprehensive Plan and

as to whether the proposed amendment will further the purposes of this LDC and actions designed to implement the Comprehensive Plan.

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

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

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

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

Sec. 74-13. Voluntary annexation procedure.

(a) *Applicability.* Voluntary Annexations of land from unincorporated Volusia County into the City's municipal boundary may be permitted in accordance with Chapter 171, Florida Statutes.

(b) *Review procedure.* The following procedures apply to all requests to voluntarily annex lands into the City.

(1) *Pre-application meeting.* A pre-application meeting on all voluntary annexations is required.

(2) *Application submittal.* All applications for Voluntary Annexation shall be submitted on the official form provided by the City and accompanied by all pertinent information required by this LDC. Any person may file for voluntary annexation of his or her property. No person shall apply for a Voluntary Annexation of property (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 sufficiency.* Applications for Voluntary Annexations shall be accompanied by all requirements set forth on the City's official application form, along with an analysis of the annexation's conformance with the minimum requirements of Chapter 171, Florida Statutes.

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

a. Whether or not the property is concentrated in a single area.

b. Whether or not the property is be contiguous to the current city limits.

c. Whether or not the annexation creates enclaves, which are unincorporated areas enclosed within a municipality.

d. Whether or not all property owners in the area provided consent to the annexation.

(5) *Public Hearing Notification Requirements.* Notice shall be provided as set forth within Section 74-25 for City Commission public hearings.

(6) *Public Hearings.* Voluntary Annexations shall be considered by the City Commission at duly noticed public hearings respectively.

(7) *Action.* Final action on all Voluntary Annexations applications shall be taken by the City Commission, after receiving the recommendation from the Planning and Zoning Board on the application, based upon the review criteria set forth in this section. The City Commission may grant or deny the application.

(8) *Validity.* Annexations do not expire and shall remain in effect in perpetuity unless an application for contraction is approved in accordance with Florida Statutes.

Sec. 74-14. Amendments to the official zoning map (Rezoning) procedure.

(a) *Applicability.* The Official Zoning Map may, from time to time, be amended, supplemented, or changed.

(b) *Review procedure.* The following procedures apply to all requests to amend the official zoning map by landowners or those authorized by the landowner to apply for such amendments.

(1) *Pre-application meeting.* A pre-application meeting on all privately initiated Rezoning applications is required.

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

a. The City Commission;

b. Any department or agency of the City with authorization from the Commission or

c. Any person other than those listed in a. or b. above; provided, however, that no person shall apply for a Rezoning of property (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 sufficiency.* Applications for Rezoning shall be accompanied by all requirements set forth on the City's official application form, along with a clear statement and accounting that presents the applicant's purpose for the requested Rezoning. The statement shall include those facts that clarify the need for the Rezoning, the Rezoning application's context, and the consequences of the Rezoning. The application shall address how the Rezoning preserves the LDC's consistency with the Comprehensive Plan, and each of the findings within subsection (4) below.

- 781 (4) *Application review and criteria.* The staff reviewing the proposed Rezoning shall consult
782 with other City departments and agencies, and the DRC. The Staff and DRC shall
783 consider the following during application review and prepare an official report and
784 recommendation:
- 785 a. Whether the proposed change would be consistent with the intent, goals,
786 objectives, policies, guiding principles and programs of the Comprehensive Plan;
 - 787 b. Whether the proposed change would be compatible with the existing land use
788 pattern and designated future land uses;
 - 789 c. Whether the proposed change would have an impact on the availability of
790 adequate public facilities, services and infrastructure consistent with the level of
791 service standards adopted in the Comprehensive Plan.
 - 792 d. Whether the existing district boundaries are illogically drawn in relation to existing
793 conditions on the property proposed for change;
 - 794 e. Whether the proposed change will adversely influence living conditions in the
795 neighborhood;
 - 796 f. Whether the proposed change will create a drainage or flooding problem;
 - 797 g. Whether there are substantial reasons why the property cannot be used in
798 accord with existing zoning;
 - 799 j. Whether the proposed change would create adverse impacts in the adjacent area
800 or the City in general;
 - 801 k. Whether the subject parcel is of adequate shape and size to accommodate the
802 proposed change;
 - 803 l. Whether ingress and egress to the subject parcel and internal circulation would
804 adversely affect traffic flow or safety or control, or create types of traffic deemed
805 incompatible with surrounding land uses; and
 - 806 m. Whether school capacity has been adequately addressed, including on-and off-
807 site improvements.
- 808 (5) *Public Hearing Notification Requirements.* Notice shall be provided as set forth within
809 Section 74-25 for both the Planning and Zoning Board and City Commission public
810 hearings.
- 811 (6) *Public Hearings.* Rezoning shall be considered first by the Planning and Zoning Board
812 and subsequently by the City Commission at duly noticed public hearings respectively
813 based upon the review criteria set forth in this section. At the required public hearing,
814 the Planning and Zoning Board may recommend to the City Commission that the
815 request for a Rezoning be approved, approved with stipulations or denied. In making
816 its recommendation, the Planning and Zoning Board shall find that the plans, maps and
817 documents submitted by the applicant and presented at the public hearing do or do not
818 establish that the applicant has met the requirements of the criteria for rezoning set
819 forth in this LDC.

(7) *Action.* Final action on all Rezoning applications shall be taken by the City Commission. After receiving the recommendation from the Planning and Zoning Board on the application, the City Commission may grant or deny the application or modify the application to a zoning district consistent with the Comprehensive Plan. The Commission may make the granting conditional upon such restrictions, stipulations and safeguards as it may deem necessary to ensure consistency with the Comprehensive Plan.

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

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

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

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

(c) *Other Applicable Provisions.*

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

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

Sec. 74-15. Planned Unit Development Rezoning Procedure.

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

(1) *Unified Control.* All land included for purpose of development as a PUD shall be under the legal control of the applicant. Applicants requesting approval of a PUD shall present firm evidence of unified control of the entire area within the proposed planned development together with a certificate of apparent ownership and encumbrance with the opinion of counsel representing the applicant, establishing that the applicant has

the unrestricted right to impose all of the covenants and conditions upon the land as are contemplated by the provisions of this LDC.

(b) *Review procedure.*

- (1) *Pre-application meeting.* Prior to initiating an application for a PUD Rezoning, a pre-application meeting with staff is required.
- (2) *Application submittal.* All applications for PUD Rezoning shall be submitted on the official form provided by the City and accompanied by all pertinent information required by this LDC. A PUD Rezoning amendment may be proposed by:
 - a. The City Commission (for city-owned lands);
 - b. Any person provided, however, that no person shall apply for a PUD Rezoning of property (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 Sufficiency.* Applications for a PUD shall be accompanied by a clear statement and accounting that presents the applicant's purpose for the requested Planned Unit Development. The statement shall include those facts that clarify the need for the PUD, the PUD application's context, the consequences of the PUD, each of the findings for Rezonings set forth in 74-14 and within subsection (4) below.
- (4) *Application review and criteria.* The staff reviewing the proposed PUD Rezoning shall consult with other City departments and agencies, and the DRC. The Staff and DRC shall consider the following during application review and prepare an official report and recommendation:
 - a. All of the criteria listed in this Section and Section 74-14;
 - b. Whether or not the PUD complies with the internal Planned Development District standards set out for the specific District in Section 110-309;
 - c. Whether or not the development standards in the proposed Development Agreement justify such modification of regulations and meet, to at least an equivalent degree, the regulations modified, based on the design, enhancements and amenities incorporated in the Master Development Plan; and
 - d. Applicability of the proposed PUD city-wide; and
 - e. The relationship of the proposed PUD to the Comprehensive Plan, with appropriate consideration of consistency and as to whether the proposed PUD will further the purposes of this LDC and the City Code, regulations, and actions designed to implement the Comprehensive Plan.
- (5) *Public Hearing Notification Requirements.* Notice shall be provided as set forth within Section 74-25 for both the Planning and Zoning Board and City Commission public hearings.
- (6) *Public Hearings.* All applications for PUD shall be considered first by the Planning and Zoning Board and subsequently by the City Commission each at public hearings

respectively. At the required public hearing, the Planning and Zoning Board may recommend to the City Commission that the request for a PUD be approved, approved with stipulations or denied. In making its recommendation, the Planning and Zoning Board shall find that the plans, maps and documents submitted by the applicant and presented at the public hearing do or do not establish that the applicant has met the requirements of the criteria for PUD Rezone set forth in this LDC.

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

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

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

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

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

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

(9) *Other Applicable Provisions.*

a. *Limitations on the Refiling of a PUD Rezoning Application.* Whenever the City Commission has taken final action on a PUD Rezoning application for property,

whether approved or denied, the City shall not accept any further application for any PUD Rezoning of any part of or all of the same property for a period of 12 months from the date of such action, or the date of final judicial review of such action, whichever is later.

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

Sec. 74-16. Conditional Uses.

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

- (b) *Review Procedure.*

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

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

- a. The City Commission (for city-owned lands);
 - b. Any person provided, however, that no person shall apply for a Conditional Use (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 Sufficiency.* Applications for a Conditional Use shall be accompanied by a clear statement and accounting that presents the applicant's purpose for the requested Conditional Use. The statement shall include those facts that clarify the need for the Conditional Use, the Conditional Use application's context, and the consequences of the Conditional Use. The application shall address how the Conditional Use preserves the LDC's consistency with the Comprehensive Plan, and each of the findings within subsection (4) below. No application shall be accepted for a Conditional Use that does not meet the minimum district requirements of Chapter 110. Where this LDC places additional requirements or supplementary regulations on specific types of Conditional Uses, the application shall demonstrate that such requirements are met. Where the applicant requests simultaneous Rezoning of land as well as grant of a Conditional Use for the same parcel of land, both applications may be processed concurrently in accordance with the procedures set forth in this section.

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

- 991 a. Whether or not the granting of the Conditional Use will adversely affect the public
992 interest, health, safety, and general welfare;
- 993 b. Whether or not the request is inconsistent with the purpose or intent of this
994 LDC;
- 995 c. Whether or not the request is consistent with the Comprehensive Plan;
- 996 d. Whether or not the request meets the expressed requirements of the applicable
997 conditional use;
- 998 e. Whether or not the request will generate undue traffic congestion;
- 999 f. Whether or not the request will create a hazard or a public nuisance or be
1000 dangerous to individuals or to the public.
- 1001 g. Whether or not the request will negatively impact the character of surrounding
1002 neighborhoods or adversely affect the value of surrounding land, structures or
1003 buildings.
- 1004 h. Whether or not the request will adversely affect the natural environment,
1005 natural resources or scenic beauty, or cause excessive pollution.

1006
1007 (5) *Public Hearing Notification Requirements.* Notice shall be provided as set forth within
1008 Section 74-25 for the City Commission public hearing.

1009 (6) *Public Hearings.* All applications for Major Conditional Use shall be considered by
1010 the City Commission at a public hearing. All applications for Minor Conditional Use
1011 shall be considered by the Planning and Zoning Board at a public hearing. At the
1012 discretion of the City Manager or PZB, a Major Conditional may be required to go
1013 before the City Commission for final approval.

1014 (7) *Action.* The Commission shall take final action on all Major Conditional Use
1015 applications and the Planning and Zoning Board shall take final action on all Minor
1016 Conditional Use applications based upon the review criteria set forth in this section.
1017 The Commission and Planning and Zoning Board, in the exercise of its sound
1018 discretion, may determine that Conditional Uses should be limited and controlled as
1019 to number, area, location, duration, or relation to the neighborhood, in order to
1020 safeguard and promote the public health, safety, welfare, morals, order, comfort,
1021 convenience, appearance, prosperity, or the general welfare. The Commission or
1022 Planning and Zoning Board shall approve, approve with conditions or stipulations, or
1023 deny the application.

- 1024 a. Restrictions, stipulations, and safeguards attached to a Conditional Use may
1025 include but are not limited to those necessary to protect adjacent or nearby
1026 landowners from any deleterious effects from the full impact of any permitted
1027 uses and stipulations requiring that certain aspects of development take place
1028 in accordance with a binding site plan.
- 1029 b. All stipulations, including the Development Agreement and MDP shall be
1030 recorded by the Volusia County Clerk of Courts.

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

(8) *Validity*. Any conditional use approved as required by this subchapter shall expire one (1) year after the conditional use application was granted unless a building permit based upon and incorporating the conditional use is obtained within the aforesaid 12 month period.

a. An extension of one additional year may be granted on request of the applicant where conditions have not changed during the first year. The request for the conditional use approval extension must be filed with the city at least 30 days prior to the expiration of the aforesaid 12-month period.

(9) *Amendments*. Any changes or expansion of an approved Minor or Major Conditional Use will require filing of a new Conditional Use application.

(10) *Other Applicable Provisions*.

a. *Violations*. Violations of restrictions, stipulations, or safeguards contained in a Conditional Use granted by the City Commission or Planning and Zoning Board shall constitute a violation of this LDC.

Sec. 74-17. Conceptual Site Plan Application.

(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.

- 1071 (5) *Public Hearings.* Conceptual Site Plans are subject to administrative review and
1072 approval and do not require public hearings.
- 1073 (6) *Action.* Final action on all Conceptual Site Plan applications shall be taken by the
1074 Planning and Development Services Director or his/her designee, after review by the
1075 DRC. The Director or his/her designee may make the granting conditional upon such
1076 restrictions, stipulations and safeguards as it may deem necessary to ensure
1077 consistency with the LDC and Comprehensive Plan.
- 1078 (7) *Validity.* Conceptual Site Plan approvals shall remain in effect for one (1) year following
1079 approval by the Director, unless a longer duration is granted as part of the approval
1080 letter.

1081 **Sec. 74-18. Final Site Plans.**

- 1082 (a) *Applicability.* The following development activities shall require Final Site Plan (FSP)
1083 review:
- 1084 (1) Residential or non-residential developments including non-residential additions.
- 1085 (2) A change in the use of property to any permitted use that will require or voluntarily
1086 result in a site alteration in order to meet the provisions of the Land Development
1087 Code (e.g. a need for additional parking); with the exception of non-residential
1088 structures occupied by multiple tenants where the existing and proposed uses are
1089 permitted, and no site alteration is proposed or required. In such exceptions, no DRC
1090 review is required.
- 1091 (3) Except or otherwise provided herein, applications for new paved areas shall be
1092 reviewed and approved by the DRC. The review may be conducted informally without
1093 filing a site plan application or, due to its complexity or size of project, warrant the
1094 submittal of a site plan application requiring a DRC meeting, as may be determined
1095 by the Planning and Development Services Director.
- 1096 (b) *Exempt development.* The following development activities shall not require Final Site
1097 Plan (FSP) review:
- 1098 (1) Construction of a single-family home and customary accessory structures on an
1099 existing single-family zoned lot.
- 1100 (2) Construction of a duplex and customary accessory uses on an existing duplex zoned
1101 lot.
- 1102 (3) The installation of those improvements, which are required to develop a subdivision
1103 and for which development order, plat approvals, and related permits have been
1104 issued, pursuant to chapter 106.
- 1105 (4) Agricultural production practices, which include fencing, drainage, irrigation, and
1106 other agricultural uses and structures, including portable structures, which do not
1107 conflict with existing city ordinances.
- 1108 (5) Public buildings under 10,000 sq. ft., subject to staff review to include at a minimum
1109 Planning and Development Services department, fire department, and public works
1110 department; and final action, to ensure compliance with city ordinances and city fire
1111 codes.

1112 (c) *Platting*. This section does not address requirements for preliminary and final plat
1113 approvals consistent with Chapter 177, Florida Statutes. For information on subdivision
1114 preliminary plat development order and final plat approvals, see Section 74-18 and 74-19
1115 in this Article.

1116 (d) *Review Procedure*.

1117 (1) *Pre-application meeting*. A pre-application meeting on all FSP applications is
1118 required prior to application submittal.

1119 (2) *Application submittal*. All applications for Final Site Plans shall be submitted on the
1120 official form provided by the City and accompanied by all pertinent information
1121 required by this LDC. A Final Site Plan may be proposed by any person provided,
1122 however, that no person shall apply for a Final Site Plan (except as agent or attorney
1123 for an owner) which he or she does not own. The name(s) of the owner shall appear
1124 on each application and a signed and notarized authorization form must be provided.
1125 The application shall disclose full ownership.

1126 (3) *Application review*. The staff reviewing the proposed Final Site Plan shall consult with
1127 other City departments and agencies, and the DRC staff. The City shall consider and
1128 study the FSP's conformance to all requirements set forth in the LDC,
1129 Comprehensive Plan and Conceptual Site Plan, as applicable.

1130 (4) *Public Hearing Notification Requirements*. Final Site Plans are subject to
1131 administrative review and approval and do not require public hearings, or related
1132 notifications.

1133 (5) *Public Hearings*. Final Site Plans are subject to administrative review and approval
1134 and do not require public hearings.

1135 (6) *Action*. Final action on all Final Site Plan applications shall be taken by the Planning
1136 and Development Services Director or his/her designee, after review by the DRC.
1137 The Director or his/her designee may make the granting conditional upon such
1138 restrictions, stipulations and safeguards as it may deem necessary to ensure
1139 consistency with the LDC and Comprehensive Plan.

1140 (e) *Post-approval stage*.

1141 (1) *Recordation*. Final Site Plans shall be recorded in the following manner:

1142 a. Following approval, the developer/applicant shall submit two (2) original
1143 approved Final Site Plans to the Planning and Development Services Director
1144 or his/her designee. The applicant shall provide to the City an appropriate
1145 electronic version of the FSP in a format approved by the Planning and
1146 Development Services Director or his/her designee.

1147 b. The Planning and Development Services Director shall record the FSP at
1148 Volusia County Clerk of the Circuit Court.

1149 (7) *Validity*. Final Site Plan approvals shall remain in effect for two (2) years following
1150 approval by the Director, unless a longer duration is granted as part of the approval
1151 letter.

1152 **Sec. 74-19. Preliminary Plats.**

- 1153 (a) *Applicability.* Requirements for platting in the City shall be in accordance with Chapter
1154 177, Florida Statutes. In all cases involving phased developments, the applicant shall file
1155 a preliminary plat and engineering construction plan and, upon receipt of the related
1156 development order, may then file a final plat application for the first phase of the project.
1157 Final plat application may be filed concurrently with the preliminary plat (PP) and
1158 engineering construction plan (ECP) application, provided the preliminary plat
1159 development order is issued prior to DRC approval of the final plat application.

1160 For subdivisions that do not involve phased developments, the developer may bypass the
1161 requirement to file a preliminary plat application and proceed to file the final plat and
1162 engineering construction plan development order.

1163 (b) *Review Procedure.*

1164 (1) *Pre-application Meeting.* A pre-application meeting on all Preliminary Plat
1165 applications is required prior to application submittal.

1166 (2) *Application Submittal.* All applications for Preliminary Plat shall be submitted on the
1167 official form provided by the City and accompanied by all pertinent information, plans
1168 and plat as set forth on the form. The Applicant shall submit an appropriate number
1169 of copies, as determined by the Planning and Development Services Director or
1170 his/her designee at the pre-application meeting.

1171 (3) *Application Review.* The preliminary plat and engineering construction plan
1172 application shall be reviewed by Planning and Development Services Staff and DRC
1173 in consultation with other City departments for consistency with this Land
1174 Development Code, Florida Statutes and all other applicable regulations.

1175 (4) *Public Hearing Notification Requirements.* Preliminary Plats are subject to
1176 administrative review and approval and do not require public hearings, or related
1177 notifications.

1178 (5) *Public Hearings.* Preliminary Plats are subject to administrative review and approval
1179 and do not require public hearings.

1180 (6) *Action.* Final action on all Preliminary Plat applications shall be taken by the Planning
1181 and Development Services Director or his/her designee, after review by the DRC. The
1182 Director or his/her designee may make the granting conditional upon such restrictions,
1183 stipulations and safeguards as it may deem necessary to ensure consistency with the
1184 LDC and Comprehensive Plan. If a 100-year flood zone is present on-site, as defined
1185 by the federal insurance rate maps (FIRM), the Planning and Development Services
1186 Director shall recommend that development and related investment be directed away
1187 from this flood zone or other mitigation measures as deemed appropriate.

1188 (7) *Post-approval stage.*

1189 (8) *Construction commencement.* The developer may elect to commence site
1190 development of the subdivision after the Preliminary Plat and engineering construction
1191 plan development order has been issued. If the developer elects to commence site
1192 development prior to or concurrently with final plat approval, he/she shall notify in
1193 writing the Planning and Development Services Director or his/her designee of that

intention. The Planning and Development Services Director or his/her designee shall then issue a development permit authorizing the commencement of site development consistent with the approved engineering construction plans, provided the approval process for all other permits adheres to applicable local, regional, state, and federal laws.

- (9) *Validity.* The preliminary plat shall remain valid until the subdivision, or any part thereof is vacated in accordance with the laws of the City of Deltona and the State of Florida.

Sec. 74-20. Final Plats.

- (a) *Applicability.* Requirements for platting in the City shall be in accordance with Chapter 177, Florida Statutes. No improvements, including streets, shall be accepted and maintained by the City unless and until the final plat (FPL) has been approved by the Planning and Development Services Director, as the City's designated administrative authority pursuant to §177.071, F.S., and has been duly recorded by the Volusia County Clerk of the Circuit Court. The developer shall submit an application for a final plat only for that portion of the property with an approved preliminary plat, where applicable and required by this LDC.

(b) *Review Procedure.*

- (1) *Pre-application Meeting.* A pre-application meeting on all FPL applications is required prior to application submittal.
- (2) *Application Submittal.* All applications for FPLs shall be submitted on the official form provided by the City and accompanied by all pertinent information, plans and plat as set forth on the form. The Applicant shall submit an appropriate number of copies, as determined by the Planning and Development Services Director or his/her designee at the pre-application meeting. All final plats shall be prepared on standard sheet sizes as required by F.S. Chapter 177, as amended. An applicant shall furnish the City with those documents necessary to evidence and ensure compliance with requirements, standards, restrictions or conditions of this chapter as requested by the city. These documents shall include, but are not limited to, bonds or other security, agreements, restrictive covenants, deeds and easements, standards, restrictions or conditions.
- (3) *Application Review.* Final Plat applications shall be reviewed by Planning and Development Services Staff, with recommendation by the Development Review Committee (DRC) and consultation with other City departments for consistency with this Land Development Code, Florida Statutes and all other applicable regulations. The submittals shall be consistent with the issued preliminary plat, where applicable. If the FPL is recommended for approval with conditions, the Planning and Development Services Director or his/her designee may request that the applicant submit a revised application incorporating the conditions of approval prior to scheduling the final plat application for public hearing(s).
- (4) *Notice of Receipt.* Within 7 business days of receiving a complete FPL application, the Planning and Development Services Director (administrative authority) shall issue a written notice to the applicant:
- a. Acknowledging receipt of the application,

- b. Identifying any missing documents or information necessary to process the submittal, and
- c. Stating the timeframe within which a decision will be issued.

(5) *Application Review.* Final Plat applications shall be reviewed by Planning and Development Services staff, with input from the Development Review Committee and other City departments for consistency with this Land Development Code, Chapter 177, F.S., and other applicable regulations.

(c) Action

- (1) The Planning and Development Services Director, as the administrative authority, shall approve, approve with conditions, or deny the FPL within the timeframe identified in the written notice provided to the applicant under subsection (b)(3).
- (2) If denied, the Director shall provide a written decision identifying all deficiencies and specific citations to the applicable statutory or code requirements not satisfied.
- (3) Neither the Director nor any other City official or employee shall require the applicant to file a request for extension of time.

(d) Post-Approval Stage

- (1) Recordation.
 - a. Following administrative approval, the developer/applicant shall submit the original mylar plat signed by the developer/applicant and one paper copy of the approved plat to the Planning and Development Services Director or his/her designee.
 - b. The applicant shall provide the City an appropriate electronic version of the plat in a format approved by the Director.
 - c. The developer/applicant shall record the final plat at the Volusia County Clerk of Circuit Court within 20 working days following approval.
 - d. The Director shall sign the original mylar plat along with the City's registered surveyor.
 - e. The applicant shall provide the City with two hard copies of the recorded plat.
- (2) Development Order. Upon receipt of a copy of the recorded final plat, the Director or designee will issue a final plat development order to the applicant that is consistent with Section 106-26 of this chapter and other applicable provisions. In cases where related infrastructure has not been built or received final inspection, such infrastructure shall be bonded in accordance with Section 96-76.
- (3) Dedications. All dedications shown on an approved and recorded plat shall be deemed accepted by the City unless expressly noted otherwise.
- (4) Validity. The final plat shall remain valid until the subdivision or any part thereof is vacated in accordance with the laws of the City of Deltona and the State of Florida.

1276 **Sec. 74-21. Vacations.**

1277 (a) *Applicability.* The City Commission, or their designees, may adopt resolutions vacating plats
1278 in whole or in part of recorded subdivisions in the city, including utility, drainage and right-
1279 of-way easements created through the platting process.

1280 (b) *Review Procedure.*

1281 (1) *Pre-application Meeting.* A pre-application meeting on applications for vacations is not
1282 required.

1283 (2) *Application submittal.* All applications for vacations shall be submitted on the official form
1284 provided by the City and accompanied by all pertinent information required by this LDC.
1285 Before resolutions to vacate any plat either in whole or in part are entered by the City
1286 Commission, it must be shown that the persons making application for the vacation own
1287 the fee simple title to the whole or that part of the tract covered by the plat sought to be
1288 vacated, and it must be further shown that the vacation will not adversely affect the
1289 ownership or right of convenient access of persons owning other tracts or parts of the
1290 subdivision, or properties that are accessed through such subdivision.

1291 (3) *Application review.* The staff reviewing the proposed vacation shall consult with other City
1292 departments and agencies, and the DRC staff. The City shall consider if the vacation of
1293 a particular easement or right-of-way will serve the best interest of the public. The
1294 petitioner may offer an alternative or replacement easement. However, the reviewing
1295 entity is under no obligation to accept the offered alternative. If a Petition to Vacate is
1296 premised on the grant of a replacement easement, the Commission and/or Planning and
1297 Development Services Director will not take action on the Petition until the instrument
1298 necessary to grant the alternative real property interest has been accepted in form and
1299 content by the City Attorney, properly executed by the granting or conveying entity, and
1300 delivered to the Planning and Development Services Department to be held in trust
1301 pending the Commission's consideration of the requested vacation.

1302 (4) *Public Hearing Notification Requirements.* Notice shall be provided as set forth within
1303 Section 74-25 for both the Planning and Zoning Board and City Commission public
1304 hearings, where applicable. See also subsection (10) below regarding additional public
1305 notification requirements for vacations.

1306 (5) *Public Hearings.* All applications for vacation of rights-of-way, plats or portions thereof,
1307 shall be considered by the City Commission at a public hearing. All applications for
1308 vacation of easements are administratively approved and do not require public hearings.

1309 (6) *Action.* Final action on easement vacations shall be taken by the Planning and
1310 Development Services Director or his/her designee, after review by the DRC. Final action
1311 on all other vacations, including plats, portions thereof, or rights-of-way shall be taken by
1312 the City Commission following review by the Planning and Development Services
1313 Department and DRC.

1314 (7) *Validity.* Vacations shall remain valid in perpetuity.

1315 (c) *Other Applicable Provisions.*

1316 (1) Persons making application for vacation of plats, either in whole or in part shall give notice
1317 of their intention to apply to the City Commission to vacate the plat by publishing legal

notice in a newspaper of general circulation in Volusia County in not less than two (2) weekly issues of the paper, and must attach to the petition for vacation and the proof of publication, together with certificates showing that all state and county taxes have been paid.

(2) Resolution by the City Commission shall have the effect of vacating all streets and alleys which have not become highways necessary for use by the traveling public. A vacation shall not become effective until an original or a certified copy of the related resolution has been filed in the offices of the Volusia County Clerk of the Circuit Court and duly recorded in the public records of Volusia County.

(3) The owner of any land subdivided into lots may record a plat for the purpose of showing the subject land as acreage. This plat and the procedure shall conform to the requirements of F.S. Chapters 163 and 177, except that:

- a. No survey or certificate of any surveyor or engineer shall be required. However, the City Commission may require a survey of the exterior boundaries of the land and the placing of suitable monuments along the boundaries if it finds that the last preceding survey of record is faulty or inadequate or that insufficient monuments are in position along these boundaries.
- b. No improvements shall be required except as may be necessary to provide equivalent access, as provided in this section.
- c. No findings need be made for the suitability of the land or as to the provision of public facilities and services.

Sec. 74-22. Major Variances.

(a) *Applicability.* A Major Variance application from the terms of these LDC standards may only be granted when such Variance will not be contrary to the public interest and where, owing to special conditions, a literal enforcement of the provisions of the LDC standards would result in unnecessary hardship on the land. Such Variance shall not be granted if it has the effect of nullifying the intent and purpose of this LDC.

(1) The Planning and Zoning Board shall have the authority to take action on Major Variance applications filed relating to the standards in this Section. At the discretion of the Board or Commission, a Major Variance may be required to go before the City Commission for final approval.

(2) *General Limitations on Power to Grant Variances.*

- a. Under no circumstances shall a Variance be granted for a use not permitted in the zoning district involved, or any use expressly or by implication prohibited in the zoning district by the terms of this LDC.
- b. A Variance shall not be granted that has the effect of a Conditional Use to this LDC.
- c. Variances heard by the Planning and Zoning Board shall only be authorized for height, parking requirements, area and size of structures, size of yards and open spaces.

- d. No nonconforming use of neighboring lands, structures, or buildings in the same zoning district, and no permitted use of lands, structures, or buildings in any other district shall be considered grounds for the granting of a Variance.

(a) Review procedure.

(1) Pre-application meeting. A pre-application meeting on all Major Variances is required.

(2) Application Submittal. All applications for a Major Variance shall be submitted in writing to the City, along with the appropriate fee(s). A Major Variance may be proposed by:

- a. The City Commission (for city-owned property);
- b. Any City Department or other agency of the City with authorization from the Commission; and
- c. Any person other than those listed in a. or b. above; provided, however, that no person shall apply for a Rezoning of property (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 Sufficiency. Applications for a Major Variance shall be accompanied by a clear statement and accounting that presents the applicant's purpose for the requested Variance. The statement shall include those facts that clarify the need for the Variance, the Variance application's context, and the consequences of the Variance. The application shall address how the Variance preserves the LDC's consistency with the Comprehensive Plan.

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

- a. That the Variance shall not be contrary to the public interest;
- b. That the Variance is required owing to special conditions peculiar to the property;
- c. That identifies the special conditions and circumstances that exist which are peculiar to the land, structures, or required improvements involved;
- d. That the special conditions are not the result of the actions of the applicant;
- e. That explains how the special conditions and circumstances do not result from the actions of the applicant;
- f. That a literal enforcement of the provisions of this LDC would result in unnecessary and undue hardship on the land;
- g. That explains or illustrates how a literal interpretation of the provisions of this LDC would deprive the applicant of reasonable use of the applicant's property;

- 1397 h. That explains why the granting of the Variance requested will not confer on the
1398 applicant any special privilege that is denied by these regulations to other lands,
1399 structures, or required improvements under similar conditions. No pre-existing
1400 conditions on neighboring lands, which are contrary to these regulations, shall
1401 be considered grounds for the issuance of a Variance;
- 1402 i. That the Variance requested is the minimum Variance necessary to make any
1403 reasonable use of the property;
- 1404 j. That, with respect to a right-of-way or improvement requirement, explains how
1405 such requirement does not bear a reasonable relationship or rational nexus
1406 between the need for additional capital facilities and the demands generated
1407 by the development along with other development within the area; and
- 1408 k. That describes how the proposed Variance is determined to be consistent with
1409 the goals, objectives, policies and guiding principles of the Comprehensive
1410 Plan.

1411 (5) Public Hearing Notification Requirements. Notice shall be provided as set forth
1412 within Section 74-25 for the Planning and Zoning Board public hearing.

1413 (6) Public Hearings. All applications for a Major Variance shall be considered by the
1414 Planning and Zoning Board as applicable.

1415 (7) Action. The Planning and Zoning Board shall take final action on eligible Major
1416 Variance applications from the terms of this LDC related to zoning district use
1417 standards. In granting any Variance, the review authority may prescribe appropriate
1418 stipulations and safeguards in conformity with this LDC. The Planning and Zoning
1419 Board shall approve, approve with conditions or stipulations, or deny the
1420 application.

1421 a. Restrictions, stipulations, and safeguards attached to a Variance may include
1422 but are not limited to those necessary to protect adjacent or nearby landowners
1423 from any deleterious effects from the full impact of any permitted uses and
1424 stipulations requiring that certain aspects of development take place in
1425 accordance with a binding site plan, where applicable.

1426 b. All stipulations shall be recorded by the Volusia County Clerk of Courts.

1427 c. Binding Nature of Approval. All terms, conditions, safeguards, and stipulations
1428 made at the time of approval for any district subject to this section shall be
1429 binding upon the applicant or any successors in interest.

1430 (8) Validity. Major Variance approvals shall remain in effect for one (1) year following
1431 approval, unless a longer duration is granted as part of the approval. Within this
1432 timeframe a building permit must be obtained to vest the approval.

1433 (9) Amendments. Any changes or expansion of an approved Major Variance will
1434 require filing of a new Conditional Use application.

1435 (10) Other Applicable Provisions.

1436 a. Limitations on the Refiling of a Major Variance application. Whenever the
1437 Planning and Zoning Board has taken final action on a Major Variance

application for property, whether approved or denied, the City shall not accept any further application for any Variance of any part of or all of the same property for a period of 12 months from the date of such action, or the date of final judicial review of such action, whichever is later.

- b. Violations. Violations of restrictions, stipulations, or safeguards contained in a Variance granted by the Planning and Zoning Board shall constitute a violation of this LDC.

Sec. 74-23 Minor Variances.

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

Sec. 74-24. Zoning and land development fees.

This section sets forth fees required for review and approval of land development activities pursuant to the Land Development Code. The fee schedule shall include all necessary expenses for the conduct of the municipal government and shall be established by resolution of the City Commission. Upon an application submittal for zoning or land development, the Planning and Development Services Director or his/her designee will determine all designated fees which shall be applicable based on the services required to review each application. All such fees must be

submitted in full to the city concurrently with each application. Failure to submit the required fee shall render the application incomplete.

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

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

Sec. 74-25. Urban Infill Development Projects.

The Urban Infill Redevelopment (UIR) Program encourages the development of vacant lots and revitalization of unique or problematic properties. It allows flexibility from standard land development regulations when projects align with the Comprehensive Plan and sound planning principles. Projects must demonstrate innovative design that benefits the City and enhances neighborhood character. In exchange for superior design, developers may negotiate variances in standards such as setbacks, height, lot size, and floor area ratio.

- (a) Permitted Use. UIR projects are permitted in all commercial and office zoning districts.
- (b) Conditional Use. All UIR projects shall be reviewed as a Minor Conditional Use, therefore, the Planning and Zoning Board would take final action.
- (c) Standards for UIR Projects.

Projects must:

- (1) Meet 3 or more signifiers of Slum and/or Blight as defined in F.S. 163.
- (2) Included uses permitted in the City of Deltona.
- (3) Be compatible with adjacent land uses.
- (4) Enhance community character through design.
- (5) Justify requested flexibility based on public benefit and redevelopment goals.
- (6) Provide adequate on-site or nearby shared parking.
- (7) Meet architectural design guidelines.
- (8) Be located in established areas served by public facilities.
- (9) Comply with St. Johns River Water Management District requirements.

Sec. 74-25. Public notice.

(a) "*Public notice*" as used in connection with the phrase "public hearing" or "hearing with due public notice" refers to applications and appeals in which there is to be a public hearing of the City Commission or of the Planning and Zoning Board as provided for in this section:

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

- a. The publication of notice with the following information: day, time, place and purpose, place or places within the City where the change may be inspected by the public, and that interested parties may appear at the meeting and be heard with respect to the proposed change.
- b. Said notice shall be published at least once in a newspaper of general circulation in the area at least ten days prior to the date of such public hearing, unless a longer notice period is required by statute for the type of application to be heard. Notices published in local newspapers shall meet or exceed the minimum requirements of state law as required by F.S. § 166.041, and F.S. Ch. 163 as they may be amended from time to time.

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

- a. The City will provide notice by U.S. Mail at least fifteen (15) days prior to the scheduled public hearing, to all known owners of surrounding properties according to the Notification Buffer Table in paragraph (b) below.
- b. The City shall use the latest ad valorem tax records in the Volusia County Property Appraiser's Office to compile a list of property owners. Only one (1) notice per property will be sent, which will state the planned hearing date. It shall be the obligation of the property owner to be aware of continuances and hearing date changes. Future public hearing dates, if any, will be announced at the advertised public hearing.

	Project Acres	Minimum Buffer Radius*	Minimum Buffer of Parcels Notified
Urban Minimum Notice Standards	Under 5	500 feet	N/A
	5-10	1,000 feet	15
	Over 10	1,500 feet	25
Rural Area Boundary** Minimum Notice Standards	Under 5	1,500 feet	15
	5-10	2,500 feet	25
	5-10	5,000 feet	30
*If standard is not met, notice distance is increased in 100-foot intervals until reached.			
**Rural Area is any land zoned Agriculture, Residential Estate or Single-Family Residential.			

- c. When a parcel is located within 500 feet of an adjacent City, non-city property owners within 500 feet of the City line shall be included in the mailed notification.
- d. The notice area may be increased at the discretion of the Planning Director or Designee.
- e. Notice of public hearings shall contain, at a minimum, the following information:
 - 1. The date, time and location of the public hearing;
 - 2. A description of the location of the property for which a plan amendment, development order or other action is pending, including, but not limited to, one of the following: a map; a street address; a subdivision lot and block designation; or the tax map (parcel identification number) designation of the Volusia County Property Appraiser; and
 - 3. The substance or nature of the matter under consideration.
- f. In all cases the City shall make a good faith effort to comply with the purpose and intent of these notice requirements. However, actions by boards or commissions shall not be invalidated solely because a property owner does not receive notice of the pending action.
- g. Mailed notices are not provided where the application is for a proposed future land use amendment encompassing in excess of five (5) percent of the total land area of the City.
- h. If the application is withdrawn by letter or other formal notice prior to the announced hearing or is continued to a date certain before the hearing is legally convened, no new public notice is required, unless directed by the applicable board or commission. If an application is continued beyond 60 days from the hearing date, the City shall publish a new advertisement, provide notice to property owners, and post a placard on the property, as provided for in this Section. If the City continues an application, but no to a date certain, the new notice shall be provided in accordance with this Section.

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

- a. For applications affecting less than five percent of the total land area of the city that the owner or his or her duly authorized agent, or for applications initiated by the city, the applicant or the duly authorized agent shall perform said posting at least 10 days prior to the date of such public hearing, the signs provided by the enforcement official.
- b. For purposes of posting property that is the subject of a city-initiated amendment, the notice shall be posted on public right-of-way in front of the property affected by the proposed amendment but shall not be placed so as to obstruct the vision of drivers at any intersection, including driveway intersections.
- c. The applicant or the duly authorized agent shall not be required to place posted notices on or along any property lines that abut private streets or easements but shall limit postings to streets maintained by the city, Volusia County, or the Florida Department of Transportation. Postings shall not be required when the public agency responsible for the affected street right-of-way refuses to permit the posting within its right-of-way. However, the responsible City agency shall not prohibit the posting of notice on rights-of-way maintained by the City.

- d. The sign or signs provided by the Planning and Zoning Services Department shall be printed on a brightly-colored, easily recognizable, weather-resistant material of a minimum size of 22 inches in width and 28 inches in height.
- e. One sign shall be posted for every 200 feet of front lot line. Corner properties shall have signs posted on both front/street side lot lines.
- f. Each sign shall be placed in a location along the lot line that provides the greatest visibility from the adjacent street or road. The applicant or the duly authorized agent shall provide proof of the sign posting to the Planning and Development Services Department the date of the sign posting.
- g. The posted sign or signs shall remain in place until the completion of the public hearing of the City Commission and shall be removed by the applicant within ten days following the conclusion of the last public hearing. Failure to remove the sign or signs after ten days following the last noticed public hearing shall be a violation of this Code, and shall be enforceable as provided in Chapter 2, Code of Ordinances of the City of Deltona, Florida, as it may be amended from time to time.

(b) Citizen awareness and participation meetings.

(1) *Applicability.*

- a. The following requirements apply in addition to any other notice provisions required elsewhere in this Code. The administrative official may require that, based upon the needs of the abutting communities or the City as a result of generally accepted land use planning practices and principles or to ensure full public participation; this potential requirement shall apply to development applications for developments such as the following which list is provided for illustrative purposes only and not as a limitation of the requirement:
 - 1. Planned Unit Developments.
 - 2. Variances involving nonresidential uses.
 - 3. Subdivision Plans.
 - 4. Rezoning.
 - 5. Amendments to the Future Land Use Map.
 - 6. Other land use or development application provisions required elsewhere in this code.
- b. These requirements apply in addition to any other notice provisions required elsewhere in this Code.
- c. The requirement of a citizen participation meeting is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making and to maximize, to the extent practicable, public participation in the planning, and land use processes of the City.

(2) *Purpose.* The purpose of the requirement is, at a minimum, to:

- a. Further implement the public participation provisions of the city's Comprehensive Plan.
- b. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, allowing them to understand and mitigate any real or perceived impacts their application may have on the community.
- c. Ensure that citizens and property owners are provided with an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process.
- d. Facilitate ongoing communication between the applicant, interested citizens, and potentially affected property owners, city staff, and elected officials throughout the application review process

(3) Submittal requirements. The applicant may submit a citizen awareness and participation plan and begin implementation before formal application at the applicant's discretion. This shall not occur until after the required pre-application meeting or consultation with the planning department has occurred and any applicable fees have been paid by the applicant.

(4) Meeting requirements. At a minimum the citizen awareness and participation meeting shall include the following information:

- a. Identification of the residents, property owners, interested parties, political jurisdictions, and public agencies that may be affected by the proposed development and should be given notice of the meeting.
- b. Description of how the notification will be provided to those interested in and potentially affected by the proposed development.
- c. Description of how information will be provided to those interested and potentially affected relative to the substance of the change, amendment, or proposed development for which approval is sought.
- d. Description of how, and with whom, an opportunity will be provided to those interested or potentially affected to discuss the proposal and express any concerns, issues, or problems before the first public hearing.
- e. The applicant's schedule for completion of the meeting.
- f. Description of how the applicant will keep city officials informed on the status of citizen participation efforts.

(5) Target area for citizen notification. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the proposed development. The target area for early notification will be determined by the administrative official. At a minimum, the target area shall include the following:

- a. Property owners within 500 feet of the property proposed for development.
- b. The officers of any homeowner's association or registered neighborhood group within the public notice area as outlined in this section or that may be impacted by the proposed development.

- c. Any person or entity that may be impacted by the proposed development as determined by the administrative official based upon sound and generally accepted land use planning practices and principles.
- d. Other interested parties who have requested to be placed on an interested party's notification list maintained by the city.
- e. A determination to provide notice in the context of the meeting process shall not grant standing to any person for the purposes of subsequent legal challenges or appeals.

(6) Citizen awareness and participation report. When a citizen awareness and participation meeting is required, the applicant shall provide a written report on the results of the citizen participation efforts before the publication of the notice of public hearing. This report will be attached to the city staff's public hearing report. The report shall, at a minimum, contain the following information:

- a. Details of techniques used to involve interested and potentially affected parties, including:
 - 1. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal.
 - 2. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters, and other publications.
 - 3. Location of residents, property owners, and interested parties who received notices, newsletters, or other written materials.
 - 4. The number and names of people who participated in the process.
- b. A summary of concerns, issues, and problems expressed during the process and proposed methods of resolution, including by way of example only:
 - a. The substance of the concerns, issues, and problems.
 - b. How the applicant has addressed or intends to address these concerns, issues, and problems.
 - c. The concerns, issues, and problems the applicant is unwilling or unable to address and the basis and rationale of the applicant regarding each issue that has not been addressed.

(c) Except for appeals, as otherwise provided for in this Section, the City Commission shall provide for a public notice, as used in connection with the phrase "public hearing" or "hearing with due public notice", for applications involving five percent or more of the land area of the City in the manner, as provided in F.S. § 166.041, as it may be amended from time to time. For plan amendments and Development Agreements affecting five percent or more of the total land area of the City, notice shall be provided, as required by F.S. Ch. 163 as it may be amended from time to time.

(d) When an agenda item for a public hearing that was duly advertised and noticed in accordance with this Section is continued to a date certain, no further notice or advertisement shall be required. When a hearing is tabled or postponed without a date

certain, the hearing and any subsequent hearing that may have been advertised and noticed shall be re-advertised and re-noticed in accordance with the requirements of this Section.

Secs. 74-26—74-50. Reserved.

ARTICLE III. RESERVED

Secs. 74-51—74-68. Reserved.

DRAFT