

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"). ~~the issuance of all development orders~~  
21       ~~and development permits as required by this chapter and to regulate and control the platting~~  
22       ~~and development of land within the City of Deltona, Florida, except as otherwise specifically~~  
23       ~~set forth herein.~~ Provided, however, it is not the purpose of this chapter to regulate any bona  
24       fide agricultural production, including, but not limited to, horticulture, citrus, dairy, livestock,  
25       poultry, forestry or vegetables pursuant to the "Right to Farm" Act (Chapter 823 Section 14,  
26       F.S.).

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

32  
33       (d) *Violations and penalties.* If it is determined by the enforcement official that any person is  
34       violating any provisions of this chapter, the enforcement official shall notify that person, in  
35       writing, indicating the nature of the violation and ordering any action necessary to correct it.  
36       The order may include, but not be limited to, a stop work order. Any violation of this  
37       ordinance may be referred to the city's code enforcement board. Any person found guilty of  
38       a violation of any of the provisions of this chapter, or any lawful order of the City  
39       Commission, Development Review Committee or enforcement official, shall be punished in  
40       accordance with F.S. § 125.69, or any amendments thereto, with a fine not to exceed  
41       \$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) *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 administrative procedures and approval criteria of this Land Development Code. Other purposes include providing for the establishment and delegation of authority to the ~~of the d~~Development Review Committee, ~~and illustrating the duties/responsibilities of both the Development Review Committee and the~~ 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;
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.

(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.

(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.
- (5) Adequate stormwater management so there will be no adverse impacts on the quality of natural surface waters, on the function of the floodplains, on off-site flood stages, and on natural system values and functions.

131 (6) Provision of active and passive public park and recreation areas that are  
132 readily accessible to residents and visitors and that adequately meet identified  
133 recreation needs.

134 (7) Protection of the City's natural and scenic resources, including the quality of  
135 air and both surface and ground waters and the preservation of their ecological  
136 integrity.

137  
138 ~~(b) Development Review Committee.~~ **[NOTE: Relocated to Sec. 74-5]**

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

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

142 ~~a. Planning and Development Services Director;~~

143 ~~b. City engineer or public works director;~~

144 ~~c. City fire marshal or fire safety manager; or~~

145 ~~d. Other members as may be designated by the city manager.~~

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

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

153 ~~a. Reviewing all applications under this Land Development Code to:~~

154 ~~1. Delineate areas of non-compliance with city development requirements; and~~

155 ~~2. Define steps necessary to bring applications into compliance with city~~  
156 ~~development requirements.~~

157 ~~b. Approve applications for development orders upon a determination that the~~  
158 ~~development applications meet the city's provisions of the Land Development~~  
159 ~~Code.~~

160 ~~c. When, in the judgment of the DRC, strict application of the applicable requirements~~  
161 ~~of this Land Development Code will be inequitable, unreasonable, stifle innovative~~  
162 ~~design, or create an undue hardship when applied to a specific project or~~  
163 ~~development, the DRC may modify such requirements to the extent necessary to~~  
164 ~~achieve equity or reasonableness or relieve the undue hardship. However, no such~~  
165 ~~modification shall be contrary to the requirements of law or the general policies of~~  
166 ~~this Land Development Code. Furthermore, any modification applied to one~~  
167 ~~development shall not establish precedent with regard to any other development~~  
168 ~~subject to review.~~

169 ~~d. Performing additional duties as the city manager may, from time to time, assign.~~

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

175  
176 ~~(c) Planning and Development Services Department.~~ **[NOTE: Relocated to Sec. 74-6]**

- ~~(1) Duties and responsibilities. The duties and responsibilities of the Planning and Development Services Department shall include:~~
- ~~a. Being a central intake point for applications;~~
  - ~~b. Reviewing applications for completeness;~~
  - ~~c. Acting as a liaison between applicants and the DRC;~~
  - ~~d. Preparing and distributing agendas and reports for meetings of the DRC, P&Z, and the City Commission;~~
  - ~~e. Taking and preparing the minutes of all DRC meetings;~~
  - ~~f. Comparing and ensuring final engineering construction plans and final plats with an approved development order to ensure consistency;~~
  - ~~g. Coordinating application review procedures;~~
  - ~~h. Issuing concurrency certificates of capacity;~~
  - ~~i. Issuing development orders and development permits, as applicable, in compliance with the requirements and procedures of requisite city ordinances;~~
  - ~~j. Obtaining validation from the applicant regarding the recordation of final subdivision plats with the Volusia County Clerk of the Circuit Court; and~~
  - ~~k. Performing other functions, as may be assigned by the director of planning and development services.~~

## ARTICLE II. – ~~RESERVED~~ DEVELOPMENT REVIEW AUTHORITY.

### Sec. 74-2. ~~Reserved.~~ Purpose.

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

### Sec. 74-3. – City Commission.

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

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

- a. Plan amendments, including future land use map amendments;

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

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

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

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

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

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

2) Alternate members. The City Commission shall appoint up to five (5) alternate members. Each alternate member shall serve for a term of no more than three (3) years. An active PZB member who is term limited as per this Section may not serve as an alternate member until eligible to serve as an active member. No attendance requirements are specified for alternate members. The alternate members may not 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.

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.

4) Officers. The PZB shall elect a chairperson, vice-chairperson and a secretary from among its members. The terms of all board officers 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.

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 each 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

313 planning staffs. The Planning and Development Services Department will make  
314 members and alternates aware of League of Cities or other training sessions offered  
315 and dates and locations and/or provide written materials concerning the role and  
316 duties of the board. New PZB members and alternates are encouraged to start  
317 continuing education activities within the first six months of their term. Staff will  
318 maintain a current record of all training/educational activities. The City will pay  
319 reasonable expenses for such training/education. Continuing education hours will be  
320 calculated as follows: 1) read and study planning journals; case law; and other  
321 literature — 2 hours per session. 2) attend a seminar or participate in a webinar —  
322 2hours per session; 3) attend a legal staff presentation on Sunshine law; ethics,  
323 etc.— 2 hours per session.

324  
325 7) *Compensation, annual budget.* Each PZB member may be reimbursed for  
326 reasonable expenses incurred in connection with his or her duties on the board in  
327 accordance with reimbursement policies and amounts established by a resolution of  
328 the City Commission. The City Commission shall provide members of the board with  
329 professional liability insurance to cover potential claims of personal liability for  
330 damages as a result of their formal actions and decisions as members of the board.  
331 The City Manager shall recommend the amounts of insurance coverage and potential  
332 insurance carriers to the City Commission. The City Commission shall provide an  
333 annual budget for training and education of board members; for printing of training  
334 materials and decision support materials; and for the purchase of books and  
335 publications that increase the board members' understanding of the board's functions  
336 and of the issues faced by the PZB. The amount budgeted for each purpose shall be  
337 determined by the City Commission upon the receipt of the recommendations of the  
338 City Manager. The City Commission may also budget for public information and  
339 participation, and for other items that it deems appropriate to include in the board's  
340 budget.

341  
342 8) *Procedures.* The PZB shall meet at regular intervals once each month, and at such  
343 other times as it may deem necessary, for the transaction of its business. It shall  
344 follow the by-laws adopted by resolution of the City Commission. Unless otherwise  
345 stated in the by-laws, and until such by-laws are adopted by the City Commission,  
346 the PZB shall conduct its affairs in accordance with Robert's Rules of Order and  
347 Florida Sunshine Law per Florida Statutes. Points of order shall not be raised in PZB  
348 meetings by members of the audience. The City's Police Department shall provide a  
349 officer to maintain order at board meetings upon the request of either the chairperson,  
350 or the Director of Planning Development Services. The PZB shall keep a properly  
351 indexed public record of its resolutions, transactions, findings and recommendations.  
352 The board may by resolution limit the number of applications of all types or of any  
353 type which it shall hear each month. A quorum shall be four members.

354  
355 9) *Quorum required.* A minimum of four (4) PZB members present at a duly called  
356 meeting shall constitute a quorum. PZB members participating virtually count  
357 towards the quorum and can vote as if they were physically present in accordance  
358 with Florida Statutes. [NOTE: Relocated from Sec. 110-1001]

359  
360 10) Majority vote required. Recommendations of approval, or approvals where the PZB  
361 is authorized to take final action on an application, require a majority vote of the  
362 number of PZB present at a duly called meeting with a quorum. A "tie vote" will  
363 constitute a denial.  
364

365 11) Duties and responsibilities.  
366

367 (a) Designation as the local planning agency. The Board is hereby designated as  
368 the City's local planning agency (LPA), as required by the Local Government  
369 Comprehensive Planning and Land Development Regulation Act, Section  
370 163.3161 et seq., and F.S. § 163.3174. The Board shall have the general  
371 responsibility for adherence to the comprehensive planning program. The  
372 Board and the comprehensive planning program shall comply with all  
373 requirements of the Local Government Comprehensive Planning and Land  
374 Development Regulation Act and the board shall monitor and oversee the  
375 effectiveness and status of the comprehensive plan and recommend to the City  
376 Commission such changes in the comprehensive plan, as may from time to  
377 time. The board shall perform any other duties assigned by the City  
378 Commission, and may prepare and recommend to the City Commission any  
379 other proposals to implement the comprehensive plan.  
380

381 (b) Designation as the Planning and Zoning Board. The PZB is hereby designated  
382 as the City's Planning and Zoning Board in accordance with the provisions of  
383 the Local Government Comprehensive Planning and Land Development  
384 Regulations Act, F.S. § 163.3161, et seq., and F.S. § 163.3194. The PZB shall  
385 develop and recommend to the City Commission land development regulations  
386 that implement the comprehensive plan and review land development  
387 regulations or amendments thereto for consistency with the adopted  
388 comprehensive plan.  
389

390 (c) Recommendation to the City Commission on development applications. The  
391 PZB shall review and recommend approval or denial of the following  
392 development applications and proposals to be transmitted to the City  
393 Commission for a vote on the following items:  
394

- 395 (1) Comprehensive Plan Amendments, including future land use map  
396 amendments and text amendments;  
397 (2) Changes to the Land Development Code or a proposed new Land  
398 Development Code, including subdivision regulations;  
399 (3) Rezoning, including Planned Unit Developments (PUDs);  
400 (4) Amendments to the approved Capital Improvements Program or budget;  
401 (5) Proposed development agreements created pursuant to the "Florida Local  
402 Government Development Agreement Act".  
403 (6) Community Redevelopment Agencies (CRAs); and

404 (7) Final Plats for over 200 lots.

405  
406 (d) *Advisory recommendations to the City Commission.* The PZB shall make a  
407 recommendation to the City Commission by formal written approved motion of  
408 the PZB as to the conclusion of the PZB's review that an application or proposal  
409 should be considered by the City Commission for approval, approval with  
410 specific conditions recommended by the PZB, or denial. The PZB's  
411 recommendation shall be transmitted to the City Commission with all related  
412 information through the established City Commission agenda process. The  
413 recommendations of the PZB, where provided, shall be advisory only and shall  
414 not be binding upon the City Commission.

415  
416 (e) *Approval authority.* The PZB shall have the authority to approve or deny  
417 requests for Minor Conditional Uses and Major Variances, subject to the  
418 criteria set forth in Article II.

419  
420 (f) *Applications and proposals exempt from board review.* PZB review shall not  
421 be required for amendments to City ordinances that are initiated by the staff or  
422 the City Commission to correct grammar and spelling errors, change fees as  
423 set by the City Commission, change the organization of the ordinances with no  
424 content changes, or change processing procedures when mandated by state  
425 statutes.

426  
427 **Sec. 74-5. – Development Review Committee. [NOTE: Relocated from Sec. 74-1]**

428  
429 (1) *Established.* There is hereby established a Development Review Committee (DRC).

430  
431 (2) *Membership.* Membership of the DRC shall include the following, or their designated  
432 representative:

- 433  
434 a. Planning and Development Services Director;  
435 b. City Engineer or Public Works Director;  
436 c. City Fire Marshal or Fire Safety Manager; or  
437 d. Other members as may be designated by the City Manager.

438  
439 Other city, county, local, state or federal agencies may be consulted by the DRC for  
440 advice or recommendations on any matter or application being considered by the DRC.  
441 The City Manager may add or delete additional members of the DRC as he/she may  
442 deem necessary to promote the implementation of this Land Development Code. The  
443 City Manager shall appoint a chairman of the DRC from among the members of the  
444 DRC to preside at the meetings.

445  
446 (3) *Duties and responsibilities.* The DRC shall have the following duties relating to  
447 development applications that are addressed in this LDC:

- 448  
449 a. Reviewing all applications under this Land Development Code to:

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

c. Performing additional duties as the city manager may, from time to time, assign.

(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.**

- (1) 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.
- (2) Powers and Duties. The Director shall have the following duties relating to development applications that are addressed in this LDC:
  - a. Interpretation of this LDC where such interpretation is necessary;
  - b. Enforcement of this LDC as necessary;
  - c. Decision-making authority, in consultation with the DRC and Planning and Development Services Staff for development applications under this Article, including; Conceptual Site Plans, Final Site Plans, Preliminary Plats, Vacation of Easements, Minor Variances, Zoning Designation Letters and miscellaneous administration permits.
  - d. Establish timeframe guidelines on staff reviews for development review procedures within Article II.
  - e. When, in the judgment of the Planning and Development Services Director, strict application of the applicable requirements of this Land Development Code will be inequitable, unreasonable, stifle innovative design, or create an undue hardship when applied to a specific project or development, the Director may modify such requirements to the extent necessary to achieve equity or reasonableness or relieve the undue hardship. However, no such modification shall be contrary to the requirements of law or the general policies of this Land Development Code. Furthermore, any modification applied to one development shall not establish precedent with regard to any other development subject to review. The discretion of the Director shall be limited to no more than ten percent (10%) variance from

any requirement herein as it relates to decisions that are within the final control  
the Director.

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

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

- a. Being a central intake point for applications;
- b. Reviewing applications for completeness;
- c. Acting as a liaison between applicants and the DRC;
- d. Preparing staff recommendations on development applications as set forth in Article II.
- e. Preparing and distributing agendas and reports for meetings of the DRC, P&Z, and the City Commission;
- f. Taking and preparing the minutes of all DRC and Planning and Zoning Board meetings;
- g. Comparing and ensuring final engineering construction plans and final plats with an approved development order and zoning regulations to ensure consistency;
- h. Coordinating application review procedures;
- i. Issuing concurrency certificates of capacity;
- j. Issuing development orders and development permit approvals, where applicable as set forth in Article II;
- k. Obtaining validation from the applicant regarding the recordation of final subdivision plats with the Volusia County Clerk of the Circuit Court; and
- l. 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.

<u>Review Procedure/ Development Application Type</u>	<u>Director of Planning and Developme nt Services</u>	<u>Development Review Committee</u>	<u>Planning and Zoning Board</u>	<u>City Commissio n</u>
<u>Amendment to the Land Development Code</u>	<u>Report</u>	<u>Report</u>	<u>Recommendation</u>	<u>Decision</u>

<u>Amendment to the Zoning Map</u>	<u>Report</u>	<u>Report</u>	<u>Recommendation</u>	<u>Decision</u>
<u>Appeal Application</u>	<u>Report</u>	<u>N/A</u>	<u>Decision</u>	<u>N/A</u>
<u>Conceptual Site Plan Application</u>	<u>Decision</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<u>Conditional Use (Minor)</u>	<u>Report</u>	<u>Report</u>	<u>Decision</u>	<u>N/A</u>
<u>Conditional Use (Major)</u>	<u>Report</u>	<u>Report</u>	<u>N/A</u>	<u>Decision</u>
<u>Final Plat Application</u>	<u>Report</u>	<u>Report</u>	<u>Recommendation</u> (1)	<u>Decision</u>
<u>Final Site Plan Application</u>	<u>Decision</u>	<u>Report</u>	<u>N/A</u>	<u>N/A</u>
<u>Petition for Voluntary Annexation of Property</u>	<u>Report</u>	<u>Report</u>	<u>N/A</u>	<u>Decision</u>
<u>Preliminary Plat</u>	<u>Decision</u>	<u>Report</u>	<u>N/A</u>	<u>N/A</u>
<u>Vacate of Easements</u>	<u>Decision</u>	<u>Report</u>	<u>N/A</u>	<u>N/A</u>
<u>Vacation of ROW</u>	<u>Report</u>	<u>Report</u>	<u>N/A</u>	<u>Decision</u>
<u>Zoning Variance (Minor)</u>	<u>Decision</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<u>Zoning Variance (Major)</u>	<u>Report</u>	<u>Report</u>	<u>Decision</u>	<u>N/A</u>
<u>Zoning Designation Letter</u>	<u>Decision</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<u>Miscellaneous Administrative Permits</u> <sup>(2)</sup>	<u>Decision</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

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

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

## **ARTICLE II. – RESERVED DEVELOPMENT REVIEW PROCEDURES AND CRITERIA.**

### **Sec. 74-39. Application review requirements.**

An Development applications for a site plan or subdivision plat development order, as defined by Chapter 74 of this Code, shall be reviewed, as appropriate, by the Planning and Development Services Director, the Development Review Committee (DRC), the Planning and Zoning Board, and the City Commission. development orders shall only be issued after all required reviews and appropriate final action have been taken by the appropriate decision

making bodies. No application for a development order shall be approved which does not comply with the following:

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

**Sec. 74-410. General ~~D~~development review procedures.**

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

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

All required application fees, as set by resolution of the ~~e~~City ~~e~~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 ~~p~~Planning and ~~d~~Development ~~s~~Services ~~d~~Director or his/her designee, shall be submitted with the application prior to acceptance by the ~~e~~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 ~~p~~Planning and ~~d~~Development ~~s~~Services ~~d~~Director or his/her designee shall review the application to determine its completeness and. ~~Within seven working days after application receipt, he/she shall~~ 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.

576  
577 ~~(1) If neither a notice of acceptance nor incompleteness is sent, the application shall be~~  
578 ~~deemed accepted for purposes of beginning the time limits of this article on the eighth~~  
579 ~~working day after the filing of the application.~~

580 (2) If a notice of incompleteness is sent, the applicant may resubmit the application with  
581 the additional data required by the ~~c~~City. Upon receipt, the ~~p~~Planning and  
582 ~~d~~Development ~~s~~Services ~~d~~Director or his/her designee shall review the resubmittal  
583 application in the manner provided in this subsection for the original application.  
584

585 (b) *Distribution of accepted application.* Following acceptance of an application, the ~~p~~Planning  
586 and ~~d~~Development ~~s~~Services ~~d~~Department shall forward a copy of the application to all  
587 applicable city review agencies and to any county, regional, state, or federal agency deemed  
588 by the ~~p~~Planning and ~~d~~Development ~~s~~Services ~~d~~Director or his/her designee to be a  
589 concerned agency for the review process.  
590

591 (c) *Review responsibilities.* Each member of the city review agency shall prepare a report that  
592 details their comments specifying the exact references to the Code or other regulations  
593 being commented on and recommendations regarding the application. Comments shall be  
594 forwarded to the Planning and Development Services Director or his/her designee before  
595 the meeting of the DRC held in accordance with this Land Development Code. The Planning  
596 and Development Services Director or his/her designee may waive one or more agency  
597 reviews, in whole or in part, under this section upon his/her determination that such a review  
598 has already been made regarding the same land and no change in standards or  
599 circumstances has occurred which necessitates further review.  
600

601 (d) *Review.* Applications shall be reviewed by the DRC and shall be discussed at a scheduled  
602 DRC meeting that is held in accordance with the requirements of this Land Development  
603 Code. The Planning and Development Services Director or his/her designee shall distribute  
604 the application for review and, where appropriate, recommendation or determination, as in  
605 subsection 74-4(b), and may waive the requirement that the application be reviewed at a  
606 DRC meeting. If review of the application at the DRC's meeting has been waived, the  
607 Planning and Development Services Director or his/her designee shall coordinate  
608 appropriate informal review and forward to the applicant a report of the DRC's actions within  
609 twenty working days of acceptance of the application or as prescribed in section 74-4(e).  
610

611 (e) *Application revision.* An application may be revised by the applicant after it has been  
612 reviewed by the DRC, ~~if the DRC recommends such revisions. If any portion of the review~~  
613 ~~process must be repeated to accommodate the revised application, the applicable time~~  
614 ~~limits prescribed in this Land Development Code shall be extended to the extent necessary~~  
615 ~~to resolve outstanding issues upon mutual consent of the applicant and city; otherwise not~~  
616 ~~to exceed twenty working days from the date that the revision has been received.~~  
617

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

- 622 ~~(1) That the application or revised application is in compliance with the requirements of this~~  
623 ~~Land Development Code and other applicable regulation, and shall approve the~~  
624 ~~application; or~~  
625 ~~(2) That the application or revised application is not fully in compliance with the~~  
626 ~~requirements of this Land Development Code and other applicable regulations, stating~~  
627 ~~those conditions which they find are necessary to ensure compliance, and shall~~  
628 ~~approve the application subject to those conditions being met; or~~  
629 ~~(3) That the application or revised application is not in compliance with the requirements~~  
630 ~~of this Land Development Code and other applicable regulations, and shall deny the~~  
631 ~~application, stating the basis for denial, or, may continue consideration of and final~~  
632 ~~action on the application pending submittal of a revised application.~~

633  
634 ~~(g) Subdivision final plat review and final approval.~~ **[NOTE: Relocated to Sec. 74-19]**

635 ~~(1) DRC consideration.~~

- 636 ~~a. Within twenty working days from the acceptance of the application or revised~~  
637 ~~application for a subdivision final plat development order the DRC shall consider~~  
638 ~~the application and shall make a recommendation to the Planning and Zoning~~  
639 ~~Board or City Commission, as appropriate; or, if the DRC determines the~~  
640 ~~application is not in compliance with the requirements of this chapter, the DRC may~~  
641 ~~continue consideration of the application pending submittal of a revised application.~~  
642 ~~b. If the application is recommended for approval with conditions by the DRC, the~~  
643 ~~Planning and Development Services Director or his/her designee may request that~~  
644 ~~the applicant submit a revised application incorporating the conditions of approval~~  
645 ~~prior to sending the final plat application to the City Commission for final action.~~  
646 ~~Within ten working days after submittal of a revised application which meets the~~  
647 ~~conditions of the DRC the Planning and Development Services Director or his/her~~  
648 ~~designee shall transmit the revised application to the City Commission for final~~  
649 ~~approval noting any conditions of approval by the DRC. The Planning and~~  
650 ~~Development Services Director or his/her designee may request subsequent~~  
651 ~~revised applications prior to transmitting the application to the City Commission, if~~  
652 ~~the application, as revised, does not meet the requirements of the DRC's~~  
653 ~~conditional approval.~~  
654 ~~c. If the application is recommended for approval by the DRC without conditions; or,~~  
655 ~~if the Planning and Development Services Director or his/her designee determines~~  
656 ~~that all of the DRC's conditions have been resolved; or, that any remaining~~  
657 ~~conditions should be resolved by the City Commission, the Planning and~~  
658 ~~Development Services Director or his/her designee shall, within five working days,~~  
659 ~~transmit the application to the City Commission for consideration for final action at~~  
660 ~~the next available City Commission meeting.~~  
661 ~~d. No application recommended for denial by the DRC shall be transmitted to the City~~  
662 ~~Commission for final action. However, the applicant may appeal the DRC's denial,~~  
663 ~~pursuant to subsection 74-5(g).~~  
664 ~~e. If the proposed final plat subdivision contains more than 200 lots, the DRC shall~~  
665 ~~transmit the application to the Planning and Zoning Board.~~  
666

667 (f) Planning and Zoning Board recommendation. For applicable development applications.  
668 At a regularly scheduled public meeting, the Planning and Zoning Board shall review  
669 the application and make a recommendations to the City Commission, except for those  
670 applications where the Planning and Zoning Board has decision-making authority per  
671 this LDC and is authorized to take final action on the application. ~~proposed final plat~~  
672 ~~subdivisions containing more than 200 lots.~~  
673

674 (g) City eCommission final action. For applicable development applications. ~~At~~ At a regularly  
675 scheduled public meeting the City Commission shall review the application and the  
676 ~~DRG~~ recommendation of Staff and the Planning Zoning Board for conformity to this  
677 Land Development Code and shall act appropriately upon the application.  
678

679 a. The appropriate action of the City Commission shall be one of the following  
680 determinations:  
681

- 682 1. That the application is in compliance with the requirements of this Land  
683 Development Code, then the City Commission shall approve the application;
- 684 2. That the application is not fully in compliance with the requirements of this  
685 Land Development Code, stating those conditions that are necessary to  
686 ensure compliance with this Land Development Code, then the City  
687 Commission shall approve the application subject to those conditions being  
688 met;
- 689 3. That the application is not in compliance with requirements of this Land  
690 Development Code, then the City Commission shall deny the application and  
691 state the basis for such denial;
- 692 4. A final determination by the City Commission under this subsection may be  
693 deferred if the City Commission finds that available information is insufficient  
694 to base either approval or denial of a particular application. In that event, the  
695 City Commission will direct that a specific study commence, or specific  
696 information be provided, to give the City Commission sufficient information to  
697 form the basis on which to approve or deny the application. The information  
698 shall be provided, or the study shall be completed within a time certain, not to  
699 exceed six months from the date of the City Commission's determination  
700 under this subsection. A prerequisite to directing that a specific study  
701 commence to provide the City Commission with information sufficient to form  
702 the basis on which to approve or deny a particular application, is that the City  
703 Commission shall identify the inadequacy of the information available with  
704 respect to the application; or
- 705 5. If the City Commission determines that adequate public facilities required  
706 under this chapter are not available, but are planned to become available in  
707 the future, they may:
  - 708 (i) Defer action until adequate public facilities are available;
  - 709 (ii) Approve the application subject to the condition that no building  
710 permit shall be issued until adequate public facilities are available;
  - 711 (iii) Approve the application subject to the condition that no certificate of  
712 occupancy be issued until adequate public facilities are available; or

(iv) 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 ~~site plan development approvals~~ orders 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 DRC. Such request shall be submitted to the~~ planning and development services department. The ~~DRC~~ 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.

~~(1) The valid period of any final site plan development order shall begin on the date of approval by the Development Review Committee (DRC) and shall remain valid for a period of 24 months from the date of issuance.~~

~~(2) Development orders shall be issued by the Planning and Development Services Director or his/her designee within ten working days or a mutually agreed upon time between the applicant and city after DRC approval, provided all conditions have been resolved and that the approved concurrency certificate of capacity, if required, can be or has been issued pursuant to chapter 86.~~

~~(i) Effect of development order. If construction of site development has commenced pursuant to the issuance of a building permit during the valid period of a site plan development order construction may be completed in accordance with the approved development order, as long as the building permit remains valid.~~

~~(ii) If construction of the required improvements in a subdivision development has commenced during the valid period of a preliminary plat development order, the improvements may be completed in accordance with the approved development order beyond the valid period of that development order only if the subdivision final plat has been approved by the City Commission and appropriately recorded with the Volusia County Clerk of the Circuit Court. Construction of the required improvements in a subdivision shall be completed or shall be guaranteed for completion, pursuant to chapter 96, article iii, and prior to recording the final plat.~~

~~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.~~

**Sec. 74-~~5~~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.

- 758 (b) *Applicability.* No person shall undertake the development of land in the city except  
759 pursuant to a valid development order and/or development permit issued under this Land  
760 Development Code, unless specifically exempted as provided by this Land Development  
761 Code. All development shall meet the requirements of this Land Development Code prior  
762 to the approval and issuance of any development order or development permit, unless  
763 specifically exempted from the requirements of this Land Development Code by  
764 provisions set forth herein, or one or more requirements are waived in accordance with  
765 provisions set forth herein.  
766
- 767 (c) *Approving authority.* The DRC Planning and Development Services, Planning and  
768 Zoning Board and the eCity eCommission shall, as applicable, approve, approve with  
769 conditions, or deny the issuance of a development order or development permit as set  
770 forth in this LDC. The DRC or the eCity eCommission, as applicable, on their own motion  
771 and for cause, may continue consideration of an application to a subsequent meeting.  
772
- 773 (d) *Issuance of ~~Approval development order and development permits. A development~~*  
774 ~~*order, u*~~Upon final action by the authorized decision-making body, the development  
775 permit will be issued to the applicant, issuance, shall authorize the issuance of  
776 ~~*appropriate development permits. A development permit, upon issuance, shall authorize*~~  
777 ~~*commencement of construction of the work covered by the scope of the permit. No*~~  
778 ~~*development or construction shall commence, unless a valid development order and/or*~~  
779 ~~*development permit has been issued, as provided by this Land Development Code and*~~  
780 ~~*other applicable regulations. All development or construction commenced, pursuant to*~~  
781 ~~*a valid development order and/or development permit, shall be completed in a manner*~~  
782 ~~*that is consistent with the approved development order and development permit.*~~  
783
- 784 (1) *Issuance of development order for site plan.* The Planning and Development  
785 Services Director or his/her designee shall administratively issue a  
786 development order for site plan, either with or without conditions, or deny the  
787 issuance of the development order, whichever is consistent with the action  
788 of the Development Review Committee (DRC).  
789
- 790 (2) *Issuance of development order for subdivision plats.* Development orders  
791 shall be issued for all subdivision preliminary plats and final plats in  
792 accordance with the Land Development Code provisions of Chapter 106.  
793 Final plats shall be approved by the City Commission and recorded in the  
794 Volusia County Clerk of the Circuit Court office, as prescribed by Chapter  
795 106.  
796
- 797 (e) *Installation of improvements.* All improvements required to be installed, constructed or  
798 provided by the developer as a condition to the approval of a development order, shall  
799 be installed and completed or guaranteed as specified in this Land Development Code  
800 and compliant with all other applicable regulations.  
801

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

- (1) Ensure the certainty of providing public services and facilities for the proposed 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.

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

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

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

850 c. The relationship of the proposed amendment to the City's Comprehensive Plan,  
851 with appropriate consideration of consistency with the Comprehensive Plan and  
852 as to whether the proposed amendment will further the purposes of this LDC  
853 and actions designed to implement the Comprehensive Plan.

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

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

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

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

867 **Sec. 74-13. Voluntary annexation procedure.**

868  
869 (a) *Applicability.* Voluntary Annexations of land from unincorporated Volusia County into the  
870 City's municipal boundary may be permitted in accordance with Chapter 171, Florida  
871 Statutes.

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

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

876 (2) *Application submittal.* All applications for Voluntary Annexation shall be submitted on  
877 the official form provided by the City and accompanied by all pertinent information  
878 required by this LDC. Any person may file for voluntary annexation of his or her  
879 property. No person shall apply for a Voluntary Annexation of property (except as  
880 agent or attorney for an owner) which he or she does not own. The name(s) of the  
881 owner shall appear on each application and a signed and notarized authorization  
882 form must be provided. The application shall disclose full ownership.

883 (3) *Application sufficiency.* Applications for Voluntary Annexations shall be accompanied  
884 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 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;
- i. 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.

964 (6) *Public Hearings.* Rezoning shall be considered first by the Planning and Zoning Board  
965 and subsequently by the City Commission at duly noticed public hearings respectively  
966 based upon the review criteria set forth in this section. At the required public hearing,  
967 the Planning and Zoning Board may recommend to the City Commission that the  
968 request for a Rezoning be approved, approved with stipulations or denied. In making  
969 its recommendation, the Planning and Zoning Board shall find that the plans, maps and  
970 documents submitted by the applicant and presented at the public hearing do or do not  
971 establish that the applicant has met the requirements of the criteria for rezoning set  
972 forth in this LDC.

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

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

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

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

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

997 (c) *Other Applicable Provisions.*

998 (1) *Limitations on the Refiling of a Rezoning Application.* Whenever the City Commission  
999 has taken final action on a Rezoning application for property, whether approved or  
1000 denied, the City shall not accept any further application for any Rezoning of any part of  
1001 or all of the same property for a period of 12 months from the date of such action, or  
1002 the date of final judicial review of such action, whichever is later.

1003 (2) *Violations.* Violations of restrictions, stipulations, or safeguards contained in a Rezoning  
1004 granted by the Commission shall constitute a violation of this LDC.

1005 **Sec. 74-15. Planned Unit Development Rezoning Procedure.**

1007  
1008 (a) *Applicability.* The provisions contained herein shall apply to the Rezoning to the Planned  
1009 Unit Development (PUD) Districts.

1010 (1) *Unified Control.* All land included for purpose of development as a PUD shall be under  
1011 the legal control of the applicant. Applicants requesting approval of a PUD shall present  
1012 firm evidence of unified control of the entire area within the proposed planned  
1013 development together with a certificate of apparent ownership and encumbrance with  
1014 the opinion of counsel representing the applicant, establishing that the applicant has  
1015 the unrestricted right to impose all of the covenants and conditions upon the land as  
1016 are contemplated by the provisions of this LDC.

1017 (b) *Review procedure.*

1018 (1) *Pre-application meeting.* Prior to initiating an application for a PUD Rezoning, a pre-  
1019 application meeting with staff is required.

1020 (2) *Application submittal.* All applications for PUD Rezoning shall be submitted on the  
1021 official form provided by the City and accompanied by all pertinent information required  
1022 by this LDC. A PUD Rezoning amendment may be proposed by:

1023 a. The City Commission (for city-owned lands);

1024 b. Any person provided, however, that no person shall apply for a PUD Rezoning of  
1025 property (except as agent or attorney for an owner) which he or she does not own.  
1026 The name(s) of the owner shall appear on each application and a signed and  
1027 notarized authorization form must be provided. The application shall disclose full  
1028 ownership.

1029 (3) *Application Sufficiency.* Applications for a PUD shall be accompanied by a clear  
1030 statement and accounting that presents the applicant's purpose for the requested  
1031 Planned Unit Development. The statement shall include those facts that clarify the need  
1032 for the PUD, the PUD application's context, the consequences of the PUD, each of the  
1033 findings for Rezoning set forth in 74-14 and within subsection (4) below.

1034 (4) *Application review and criteria.* The staff reviewing the proposed PUD Rezoning shall  
1035 consult with other City departments and agencies, and the DRC. The Staff and DRC  
1036 shall consider the following during application review and prepare an official report and  
1037 recommendation:

1038 a. All of the criteria listed in this Section and Section 74-14;

1039 b. Whether or not the PUD complies with the internal Planned Development District  
1040 standards set out for the specific District in Section 110-309;

1041 c. Whether or not the development standards in the proposed Development  
1042 Agreement justify such modification of regulations and meet, to at least an  
1043 equivalent degree, the regulations modified, based on the design, enhancements  
1044 and amenities incorporated in the Master Development Plan; and

1045 d. Applicability of the proposed PUD city-wide; and

1046 e. The relationship of the proposed PUD to the Comprehensive Plan, with appropriate  
1047 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.

(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 land owners 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. Conditional Use approvals shall remain in effect for one (1) year following approval unless a longer duration is granted as part of the approval.

(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. 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. [NOTE: Relocated from Sec. 75-3]**

(a) Applicability. A Conceptual Site Plan application is an optional process the City offers to Applicants prior to submitting an application for Final Site Plan (FSP) approval in order to obtain preliminary review from the Planning and Development Services Department. This process is entirely voluntary and is not a requirement.

(b) Review Procedure.

(1) Pre-application Meeting. A pre-application meeting on all Conceptual Site Plan applications is required.

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

- 1217 (3) *Application review.* The staff reviewing the proposed Conceptual Site Plan shall consult  
1218 with other City departments and agencies, and the DRC staff. The City shall consider  
1219 and study the Conceptual Site Plan's conformance to all requirements set forth in the  
1220 LDC and Comprehensive Plan, as applicable.
- 1221 (4) *Public Hearing Notification Requirements.* Conceptual Site Plans are subject to  
1222 administrative review and approval and do not require public hearings, or related  
1223 notifications.
- 1224 (5) *Public Hearings.* Conceptual Site Plans are subject to administrative review and  
1225 approval and do not require public hearings.
- 1226 (6) *Action.* Final action on all Conceptual Site Plan applications shall be taken by the  
1227 Planning and Development Services Director or his/her designee, after review by the  
1228 DRC. The Director or his/her designee may make the granting conditional upon such  
1229 restrictions, stipulations and safeguards as it may deem necessary to ensure  
1230 consistency with the LDC and Comprehensive Plan.
- 1231 (7) *Validity.* Conceptual Site Plan approvals shall remain in effect for one (1) year following  
1232 approval by the Director, unless a longer duration is granted as part of the approval  
1233 letter.

1234 **Sec. 74-18. Final Site Plans. [NOTE: Relocated from Sec. 75-4]**

- 1235 (a) *Applicability.* The following development activities shall require Final Site Plan (FSP)  
1236 review:
- 1237 (1) Residential or non-residential developments including non-residential additions.
- 1238 (2) A change in the use of property to any permitted use that will require or voluntarily  
1239 result in a site alteration in order to meet the provisions of the Land Development  
1240 Code (e.g. a need for additional parking); with the exception of non-residential  
1241 structures occupied by multiple tenants where the existing and proposed uses are  
1242 permitted and no site alteration is proposed or required. In such exceptions, no DRC  
1243 review is required.
- 1244 (3) Except or otherwise provided herein, applications for new paved areas shall be  
1245 reviewed and approved by the DRC. The review may be conducted informally without  
1246 filing a site plan application or, due to its complexity or size of project, warrant the  
1247 submittal of a site plan application requiring a DRC meeting, as may be determined  
1248 by the Planning and Development Services Director.
- 1249 (b) *Exempt development.* The following development activities shall not require Final Site  
1250 Plan (FSP) review:
- 1251 (1) Construction of a single-family home and customary accessory structures on an  
1252 existing single family zoned lot.
- 1253 (2) Construction of a duplex and customary accessory uses on an existing duplex zoned  
1254 lot.
- 1255 (3) The installation of those improvements, which are required to develop a subdivision  
1256 and for which development order, plat approvals, and related permits have been  
1257 issued, pursuant to chapter 106.

1258 (4) Agricultural production practices, which include fencing, drainage, irrigation, and  
1259 other agricultural uses and structures, including portable structures, which do not  
1260 conflict with existing city ordinances.

1261 (5) Public buildings under 10,000 sq. ft., subject to staff review to include at a minimum  
1262 Planning and Development Services department, fire department, and public works  
1263 department; and final action, to ensure compliance with city ordinances and city fire  
1264 codes.

1265 (c) *Platting.* This section does not address requirements for preliminary and final plat  
1266 approvals consistent with Chapter 177, Florida Statutes. For information on subdivision  
1267 preliminary plat development order and final plat approvals, see Section 74-18 and 74-  
1268 19 in this Article.

1269 (b) *Review Procedure.*

1270 (1) *Pre-application meeting.* A pre-application meeting on all FSP applications is  
1271 required prior to application submittal.

1272 (2) *Application submittal.* All applications for Final Site Plans shall be submitted on the  
1273 official form provided by the City and accompanied by all pertinent information  
1274 required by this LDC. A Final Site Plan may be proposed by any person provided,  
1275 however, that no person shall apply for a Final Site Plan (except as agent or attorney  
1276 for an owner) which he or she does not own. The name(s) of the owner shall appear  
1277 on each application and a signed and notarized authorization form must be provided.  
1278 The application shall disclose full ownership.

1279 (3) *Application review.* The staff reviewing the proposed Final Site Plan shall consult with  
1280 other City departments and agencies, and the DRC staff. The City shall consider and  
1281 study the FSP's conformance to all requirements set forth in the LDC,  
1282 Comprehensive Plan and Conceptual Site Plan, as applicable.

1283 (4) *Public Hearing Notification Requirements.* Final Site Plans are subject to  
1284 administrative review and approval and do not require public hearings, or related  
1285 notifications.

1286 (5) *Public Hearings.* Final Site Plans are subject to administrative review and approval  
1287 and do not require public hearings.

1288 (6) *Action.* Final action on all Final Site Plan applications shall be taken by the Planning  
1289 and Development Services Director or his/her designee, after review by the DRC.  
1290 The Director or his/her designee may make the granting conditional upon such  
1291 restrictions, stipulations and safeguards as it may deem necessary to ensure  
1292 consistency with the LDC and Comprehensive Plan.

1293 c. *Post-approval stage.*

1294 a. *Recordation.* Final Site Plans shall be recorded in the following manner:

1295 i. *Following approval, the developer/applicant shall submit two (2) original*  
1296 *approved Final Site Plans to the Planning and Development Services Director*  
1297 *or his/her designee. The applicant shall provide to the City an appropriate*

1298 electronic version of the FSP in a format approved by the Planning and  
1299 Development Services Director or his/her designee.

- 1300 ii. The Planning and Development Services Director shall record the FSP at  
1301 Volusia County Clerk of the Circuit Court.

1302 (7) Validity. Final Site Plan approvals shall remain in effect for two (2) years following  
1303 approval by the Director, unless a longer duration is granted as part of the approval  
1304 letter.

1305 **Sec. 74-19. Preliminary Plats.** [NOTE: Relocated from Sec. 106-30]

1306 (a) Applicability. Requirements for platting in the City shall be in accordance with Chapter  
1307 177, Florida Statutes. In all cases involving phased developments, the applicant shall file  
1308 a preliminary plat and engineering construction plan and, upon receipt of the related  
1309 development order, may then file a final plat application for the first phase of the project.  
1310 Final plat application may be filed concurrently with the preliminary plat (PP) and  
1311 engineering construction plan (ECP) application, provided the preliminary plat  
1312 development order is issued prior to DRC approval of the final plat application.

1313 For subdivisions that do not involve phased developments, the developer may bypass the  
1314 requirement to file a preliminary plat application and proceed to file the final plat and  
1315 engineering construction plan development order.

1316 (b) Review Procedure.

1317 (1) Pre-application Meeting. A pre-application meeting on all Preliminary Plat applications  
1318 is required prior to application submittal.

1319 (2) Application Submittal. All applications for Preliminary Plat shall be submitted on the  
1320 official form provided by the City and accompanied by all pertinent information, plans  
1321 and plat as set forth on the form. The Applicant shall submit an appropriate number of  
1322 copies, as determined by the Planning and Development Services Director or his/her  
1323 designee at the pre-application meeting.

1324 g. Application Review. The preliminary plat and engineering construction plan application  
1325 shall be reviewed by Planning and Development Services Staff and DRC in  
1326 consultation with other City departments for consistency with this Land Development  
1327 Code, Florida Statutes and all other applicable regulations.

1328 h. Public Hearing Notification Requirements. Preliminary Plats are subject to  
1329 administrative review and approval and do not require public hearings, or related  
1330 notifications.

1331 i. Public Hearings. Preliminary Plats are subject to administrative review and approval  
1332 and do not require public hearings.

1333 j. Action. Final action on all Preliminary Plat applications shall be taken by the Planning  
1334 and Development Services Director or his/her designee, after review by the DRC. The  
1335 Director or his/her designee may make the granting conditional upon such restrictions,  
1336 stipulations and safeguards as it may deem necessary to ensure consistency with the  
1337 LDC and Comprehensive Plan. If a 100-year flood zone is present on-site, as defined  
1338 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.

k. 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.

c. 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. [NOTE: Relocated from Sec. 106-31]**

(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, 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 and DRC 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).

(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.

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

(6) Action. The City Commission shall take final action on all Final Plat applications. The Commission or Planning shall approve or deny the application. 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:

- a. Defer action until adequate public facilities are available;
- b. Approve the application subject to the condition that no building permit shall be issued until adequate public facilities are available;
- c. Approve the application subject to the condition that no certificate of occupancy be issued until adequate public facilities are available; or
- d. 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.

(7) Post-approval stage.

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

iii. Plat dedications. All streets, alleys, easements, rights-of-way, parks, school sites and public areas shown on an accepted and recorded plat, unless otherwise stated, shall be deemed to have been dedicated or granted, as appropriate, to the public for use by the public. The recorded plat shall constitute, unless otherwise stated, an acceptance of said offer to dedicate, grant or reserve. Reservations must be clearly indicated as such, and must include the word "reservation".

iv. Following City Commission 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. The applicant shall provide to the city an appropriate electronic version of the plat in a format approved by the Planning and Development Services Director or his/her designee. The developer/applicant shall be required to comply with all applicable provisions of F.S. Ch. 177, City Code, and any related conditions of approval by the City of Deltona. The developer/applicant shall record the final plat at Volusia County Clerk of the Circuit Court within 20 working days following City Commission approval of the final plat.

- v. The Planning and Development Services Director shall sign the original mylar plat and arrange for the mylar plat to be signed by the mayor and city registered surveyor. The final plat, completely signed by all parties, shall be transmitted to the developer/applicant for processing and recordation at Volusia County Clerk of the Circuit Court.
- a) The applicant will provide the city with two hard copies of the recorded plat. Note that the Volusia County Clerk of the Circuit Court will retain the original mylar and will require one mylar copy for their internal records.
- b) Upon receipt of a copy of the recorded final plat, the Planning and Development Services Director or his/her 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.
- c) No plat of lands in the City subject to these regulations shall be recorded, whether as an independent instrument or by attachment to another instrument entitled to record, unless and until the final plat has been approved by the City Commission and all appropriate signatures have been affixed to the plat.
- b. 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.

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

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

(5) 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.

(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.

(b) 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.

(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.

(3) *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;
- 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;
- i. That the Variance requested is the minimum Variance necessary to make any reasonable use of the property;
- 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.

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

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

(6) *Action.* The Planning and Zoning Board shall take final action on eligible Major Variance applications from the terms of this LDC related to zoning district use standards. In granting any Variance, the review authority may prescribe appropriate stipulations and

safeguards in conformity with this LDC. The Planning and Zoning Board shall approve, approve with conditions or stipulations, or deny the application.

a. Restrictions, stipulations, and safeguards attached to a Variance 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 and stipulations requiring that certain aspects of development take place in accordance with a binding site plan, where applicable.

b. All stipulations 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.

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

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

(10) Other Applicable Provisions.

a. Limitations on the Refiling of a Major Variance application. Whenever the 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:

i. 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.

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

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

- 1626 iv. Modification to signage, where increase of sign face area does not exceed 50% of  
1627 this LDC and/or reduction of setbacks does not exceed 25%.
- 1628 v. Modification of fence requirements.
- 1629 vi. The Planning Director may deem appropriate to require those variances qualifying  
1630 as minor to be heard by the Planning and Zoning Board depending upon the  
1631 specifics of the request. in keeping with the purpose and intent of the zoning district  
1632 in which the development is located.
- 1633 (c) All other procedures and review criteria set forth in 74-22 for Major Variances apply to  
1634 Minor Variances, except that a public hearing before the Planning and Zoning Board is  
1635 not required.
- 1636

1637 **Sec. 74-~~624~~. Zoning and land development fees.**

1638

1639 This section sets forth fees required for review and approval of land development activities  
1640 pursuant to the Land Development Code. The fee schedule shall include all necessary expenses  
1641 for the conduct of the municipal government and shall be established by resolution of the City  
1642 Commission. Upon an application submittal for zoning or land development, the Planning and  
1643 Development Services Director or his/her designee will determine all designated fees which shall  
1644 be applicable based on the services required to review each application. All such fees must be  
1645 submitted in full to the city concurrently with each application. Failure to submit the required fee  
1646 shall render the application incomplete.

1647

1648 Fees shall be required for any zoning and land development activity as listed under the  
1649 following designations, including and not limited to: Land development review; extensions;  
1650 meetings; letters; change of grade; development orders; appeals; incomplete submittals and re-  
1651 submittals; site plan reviews; development plan reviews; plat reviews; lot elevation variances;  
1652 certificate of concurrency; easement and right-of-way use or vacation; combination of lots;  
1653 modification requests; tree removal; model sales center; pre-construction wetland alteration  
1654 permit; stormwater permit; temporary sign permit; annual sign renewal permit; special event  
1655 permit; additional inspections and re-inspections; annexations; conditional uses; zoning  
1656 variances; rezoning; future land use amendments; planned unit developments; engineering  
1657 permits; escrow accounts and miscellaneous administrative charges.

1658

1659 Some land development applications may require associated consulting services and fees.  
1660 In such cases, the city will hire peer professionals with expertise in associated development  
1661 related disciplines to assist in the review and provide recommendations regarding land  
1662 development applications. Consultant activities include, but are not limited to, traffic planning,  
1663 engineering, surveying, design, environmental, etc. Consultant costs will be borne by the  
1664 applicant. The hiring and payment of a consultant will be conducted consistent with applicable  
1665 city procurement processes.

1666

1667 **Sec. 74-~~725~~. Public notice.**

1668

(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 eCity eCommission 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 eCity 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. eCh. 163 as they may be amended from time to time.

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

- a. For applications affecting less than five percent of the total land area of the eCity, notices setting forth the time, day, place and purpose of the hearing shall be mailed, by certified U.S. mail, at least ten days prior to the date of the pPlanning and zZoning bBoard public hearing by the applicant-City to the last known address of the owners of the property involved, if the applicant is not the owner of the property involved, as well as, to the owners of property within 300 feet of the property lines of the property involved, all as determined by reference to the latest records published by the Volusia County Property Appraiser absent information as to ownership to the contrary.
- ~~b. The planning and development services director, or his or her designee, shall provide the notice forms to the owner of the property involved, or his or her duly authorized agent, and shall keep such notice available for public inspection during regular business hours. The applicant shall furnish the Planning and Development Services Director, or his or her designee, a copy of each of the U.S. Postal Services certified mail receipt for each notice required to be sent, showing postmark in compliance with this ordinance, prior to the date of the first hearing on the application.~~
- e.b. It is the intent of this provision that only one mailing is required to be sent to an owner of property within 300 feet of the property lines of the property involved; and that notice shall contain the time, day, and place of all public hearing(s).
- d.c For amendments initiated by the eCity, the required notice shall be sent by certified U.S. mail and a record of those to whom the notice was sent shall be maintained with the application file by the pPlanning and zZoning sServices dDepartment.

(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-a member of the Planning and Development Services Department staff, a contractor hired by the city and duly~~

~~authorized to perform said posting, or the authorized staff of another city department,~~ shall perform said posting at least ~~ten~~ 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 ~~city~~ 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 ~~eCity~~ agency shall not prohibit the posting of notice on rights-of-way maintained by the ~~eCity~~.
- d. The sign or signs provided by the ~~enforcement official~~ Planning and Zoning Services Department shall be printed on a brightly-colored, easily recognizable, weather-resistant material of a minimum size ~~that is~~ 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 ~~will be~~ 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.
- g. The posted sign or signs shall remain in place until the completion of the public hearing of the ~~eCity~~ eCommission 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 ~~eChapter~~ Chapter 2, Code of Ordinances of the City of Deltona, Florida, as it may be amended from time to time.

#### (4) Citizen awareness and participation meetings.

##### a. Applicability.

1. 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:

- a. Planned Unit Developments.
- b. Variances involving nonresidential uses.
- c. Subdivision Plans.
- d. Rezoning.
- e. Amendments to the Future Land Use Map.

f. Other land use or development application provisions required elsewhere in this Code.

2. These requirements apply in addition to any other notice provisions required elsewhere in this Code.

3. 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.

b. Purpose. The purpose of the requirement is, at a minimum, to:

1. Further implement the public participation provisions of the city's Comprehensive Plan.

2. 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.

3. 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.

4. Facilitate ongoing communication between the applicant, interested citizens, and potentially affected property owners, city staff, and elected officials throughout the application review process.

c. 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.

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

1. 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.

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

3. 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.

4. 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.

5. The applicant's schedule for completion of the meeting.

1797 6. Description of how the applicant will keep city officials informed on the status  
1798 of citizen participation efforts.

1799 e. Target area for citizen notification. The level of citizen interest and area of  
1800 involvement will vary depending on the nature of the application and the location  
1801 of the proposed development. The target area for early notification will be  
1802 determined by the administrative official. At a minimum, the target area shall  
1803 include the following:

- 1804 1. Property owners within 300 feet of the property proposed for development.
- 1805 2. The officers of any homeowner's association or registered neighborhood group  
1806 within the public notice area as outlined in this section or that may be impacted  
1807 by the proposed development.
- 1808 3. Any person or entity that may be impacted by the proposed development as  
1809 determined by the administrative official based upon sound and generally  
1810 accepted land use planning practices and principles.
- 1811 4. Other interested parties who have requested to be placed on an interested  
1812 party's notification list maintained by the city.
- 1813 5. A determination to provide notice in the context of the meeting process shall  
1814 not grant standing to any person for the purposes of subsequent legal  
1815 challenges or appeals.

1816 f. Citizen awareness and participation report. When a citizen awareness and  
1817 participation meeting is required, the applicant shall provide a written report on the  
1818 results of the citizen participation efforts before the publication of the notice of  
1819 public hearing. This report will be attached to the city staff's public hearing report.  
1820 The report shall, at a minimum, contain the following information:

- 1821 1. Details of techniques used to involve interested and potentially affected parties,  
1822 including:
  - 1823 a. Dates and locations of all meetings where citizens were invited to discuss  
1824 the applicant's proposal.
  - 1825 b. Content, dates mailed, and numbers of mailings, including letters, meeting  
1826 notices, newsletters, and other publications.
  - 1827 c. Location of residents, property owners, and interested parties who received  
1828 notices, newsletters, or other written materials.
  - 1829 d. The number and names of people who participated in the process.
- 1830 2. A summary of concerns, issues, and problems expressed during the process  
1831 and proposed methods of resolution, including by way of example only:
  - 1832 a. The substance of the concerns, issues, and problems.
  - 1833 b. How the applicant has addressed or intends to address these concerns,  
1834 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.

(b) Except for appeals, as otherwise provided for in this ~~s~~Section, the ~~e~~City ~~e~~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 ~~e~~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 ~~e~~City, notice shall be provided, as required by F.S. ~~e~~Ch. 163 as it may be amended from time to time.

(c) When an agenda item for a public hearing that was duly advertised and noticed in accordance with this ~~s~~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 ~~s~~Section.

~~Secs. 74-8—74-25. Reserved.~~

~~Secs. 74-26—74-50. Reserved.~~

### **ARTICLE III. RESERVED**

~~Secs. 74-51—74-68. Reserved.~~