

ORDINANCE NO. 30-2025

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

First Reading: _____

Advertised: _____

Second Reading: _____

BY: _____

Santiago Avila, Jr., MAYOR

ATTEST:

Joyce Raftery, CMC, MMC, CITY CLERK

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

TG Law PLLC, CITY ATTORNEY

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

1 **CODE OF ORDINANCES CITY OF DELTONA, FLORIDA**

2
3 **Subpart B - LAND DEVELOPMENT CODE**

4 **ARTICLE I. - IN GENERAL**

5 **Secs. 70-1—70-25. - Reserved.**

6 **ARTICLE II. – LAND DEVELOPMENT CODE**

7 **DIVISION 1. - GENERALLY.**

8
9 **Sec. 70-26. Reserved.**

10
11 **Sec. 70-27. Reserved.**

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

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

17
18 ~~(a)~~

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

26
27 —

28 —

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

33
34 —

35 —

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

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

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

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

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

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

Chapter 74 ADMINISTRATION

ARTICLE I. IN GENERAL

Sec. 74-1. Administration.

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

~~(a)~~

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

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

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

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

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

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

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

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

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

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

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

156 ~~(a)~~
157

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

161 ~~(1)~~
162

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

164 ~~(2)~~
165

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

168 ~~(3)~~
169

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

173 —

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

176 ~~a.~~
177

177 a. Annexations;
178

179 ~~b.~~
180

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

183 ~~c.~~
184

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

186 ~~d.~~
187

183 ~~d.~~ Major Conditional Uses;

184 e.

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

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

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

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

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

197
198 ~~(b)~~

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

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

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

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

219 ~~(2)~~

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

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

~~(4)~~

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

~~(6)~~

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

~~(8)~~

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

~~(10)~~

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

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

~~(12)~~

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

~~(14)~~

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

~~(16)~~

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

~~(18)~~

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

~~(20)~~

~~(a)~~ Duties and responsibilities

~~(11)~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~(1)~~

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

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

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

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

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

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

481 ~~(1)~~

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

483 ~~(2)~~

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

485 ~~(3)~~

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

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

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

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

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

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

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

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

Sec. 74-8. - Summary of Authority.

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

Review Procedure/ Development Application Type	Director of Planning and Developme nt Services	Development Review Committee	Planning and Zoning Board	City Commission
Amendment to the Land Development Code	Report	Report	Recommendati on	Decision
Amendment to the Zoning Map	Report	Report	Recommendati on	Decision
Appeal Application	Report	N/A	Decision	N/A
Conceptual Site Plan Application	Decision	N/A	N/A	N/A
Conditional Use (Minor)	Report	Report	Decision	N/A
Conditional Use (Major)	Report	Report	N/A	Decision
Final Plat Application	Report <u>Decision</u>	Report <u>Recommendation</u>	Recommendati on ⁽⁺⁾ <u>N/A</u>	Decision <u>N/A</u>
Final Site Plan Application	Decision	Report	N/A	N/A
Petition for Voluntary Annexation of Property	Report	Report	Recommendati on	Decision
Preliminary Plat	Decision	Report	N/A	N/A
Vacate of Easements	Decision	Report	N/A	N/A
Vacation of ROW	Report	Report	N/A	Decision
Zoning Variance (Minor)	Decision	N/A	N/A	N/A
Zoning Variance (Major)	Report	Report	Decision	N/A
Zoning Designation Letter	Decision	N/A	N/A	N/A
Miscellaneous Administrative Permits ⁽²⁾	Decision	N/A	N/A	N/A

(1) Subdivisions containing 100 or more lots require a recommendation by the Planning and Zoning Board during a public hearing.

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

ARTICLE II. – DEVELOPMENT REVIEW PROCEDURES AND CRITERIA.

Sec. 74-9. Application review requirements.

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

~~(1) (4)~~ The Comprehensive Plan;

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

~~(2)~~

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

Sec. 74-10. General development review procedures.

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

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

Final Plat Application	Sec. 74- 21 <u>20</u>
Vacations	Sec. 74- 22 <u>21</u>
Zoning Variance (Minor) Major Variances	Sec. 74- 23 <u>22</u>
Zoning Variance (Major) Minor Variances	Sec. 74- 24 <u>23</u>

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

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

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

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

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

- (d) *Review.* Applications shall be reviewed by the DRC and shall be discussed at a scheduled DRC meeting that is held in accordance with the requirements of this Land Development Code. The Planning and Development Services Director or his/her designee shall distribute the application for review and, where appropriate, recommendation or determination, as in subsection 74-4(b), and may waive the requirement that the application be reviewed at a DRC meeting. If review of the application at the DRC's meeting has been waived, the

Planning and Development Services Director or his/her designee shall coordinate appropriate informal review and forward to the applicant a report of the DRC's actions within twenty working days of acceptance of the application or as prescribed in section 74-4(e).

- (e) *Application revision.* An application may be revised by the applicant after it has been reviewed by the DRC.
- (f) *Planning and Zoning Board recommendation.* For applicable development applications, at a regularly scheduled public meeting, the Planning and Zoning Board shall review the application and make recommendations to the City Commission, except for those applications where the Planning and Zoning Board has decision-making authority per this LDC and is authorized to take final action on the application.
- (g) *City Commission final action.* For applicable development applications, ~~A~~at a regularly scheduled public meeting the City Commission shall review the application and the recommendation of Staff and the Planning Zoning Board for conformity to this Land Development Code and shall act appropriately upon the application.

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

- a. ~~1.~~ That the application is in compliance with the requirements of this Land Development Code, then the City Commission shall approve the application;
- b. That the application is not fully in compliance with the requirements of this Land Development Code, stating those conditions that are necessary to ensure compliance with this Land Development Code, then the City Commission shall approve the application subject to those conditions being met;
- c. That the application is not in compliance with requirements of this Land Development Code, then the City Commission shall deny the application and state the basis for such denial;
- d. A final determination by the City Commission under this subsection may be deferred if the City Commission finds that available information is insufficient to base either approval or denial of a particular application. In that event, the City Commission will direct that a specific study commences, or specific information be provided, to give the City Commission sufficient information to form the basis on which to approve or deny the application. The information shall be provided, or the study shall be completed within a time certain, not to exceed six months from the date of the City Commission's determination under this subsection. A prerequisite to directing that a specific study commences to provide the City Commission with information sufficient to form the basis on which to approve or deny a particular application, is that the City Commission shall identify the inadequacy of the information available with respect to the application; or

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

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

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

(a) *Purpose.* The purpose of this section is to provide for the applicability, approval and issuance of development orders and development permits to ensure that all of the provisions of this chapter are complied with and to provide for an appeal process.

(b) *Applicability.* No person shall undertake the development of land in the city except pursuant to a valid development order and/or development permit issued under this Land Development Code, unless specifically exempted as provided by this Land Development Code. All development shall meet the requirements of this Land Development Code prior to the approval and issuance of any development order or development permit, unless specifically exempted from the requirements of this Land Development Code by provisions set forth herein, or one or more requirements are waived in accordance with provisions set forth herein.

(c) *Approving authority.* ~~The Planning and Development Services, Planning and Zoning Board and the City Commission shall, as applicable, approve, approve with conditions, or deny the issuance of a development order or development permit as set forth in this LDC. The DRC or the City Commission, as applicable, on their own motion and for cause, may continue consideration of an application to a subsequent meeting. The approving authority for development orders and development permits shall be as set forth in the this Land Development Code.~~

(1) For plats and replats, the Planning and Development Services Director, as the City's designated administrative authority pursuant to §177.071, shall approve, approve with conditions, or deny the application after consideration of

673 recommendations from the Development Review Committee. Neither the
674 Planning and Zoning Board nor the City Commission shall serve as the final
675 approving authority for plats or replats.

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

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

685
686 (d) *Issuance of Approval*- Upon final action by the authorized decision-making body, the
687 development permit will be issued to the applicant.
688

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

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

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

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

713 (1) Ensure the certainty of providing public services and facilities for the proposed
714 project;

715 (2) Ensure the provisions of public services and facilities to other developments in the
716 vicinity of the proposed development;

717 (3) Allocate the costs of providing public services and facilities;

- 718 (4) Allocate the capacities of the public services and facilities;
719 (5) Determine the responsibilities for construction and maintenance of the public
720 services and facilities.

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

729
730 **Sec. 74-12. Amendments to Land Development Code procedure.**
731

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

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

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

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

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

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

- 753 a. The need and justification for the proposed amendment;
754 b. Applicability and impacts of the proposed amendment city-wide; and
755 c. The relationship of the proposed amendment to the City's Comprehensive Plan,
756 with appropriate consideration of consistency with the Comprehensive Plan and
757 as to whether the proposed amendment will further the purposes of this LDC
758 and actions designed to implement the Comprehensive Plan.

- 759 (4) *Public Hearing Notification Requirements.* Notice shall be provided as set forth within
760 Section 74-25 for both the Planning and Zoning Board and City Commission public
761 hearings.
- 762 (5) *Public Hearings.* Except as expressly directed by a vote of the Commission, LDC
763 Amendments shall be considered first by the Planning and Zoning Board and
764 subsequently by the City Commission at duly noticed public hearings respectively.
- 765 (6) *Action.* Final action on all LDC amendments shall be taken by the City Commission,
766 after receiving the recommendation from the Planning and Zoning Board on the
767 application and based upon the review criteria set forth in this section. The City
768 Commission may approve or deny the amendment or approve with modifications.
- 769 (7) *Validity.* Land Development Code Amendments do not expire and shall remain in
770 effect in perpetuity until such time as the LDC is further amended in accordance with
771 the procedures in this Section.

772 **Sec. 74-13. Voluntary annexation procedure.**
773

- 774 (a) *Applicability.* Voluntary Annexations of land from unincorporated Volusia County into the
775 City's municipal boundary may be permitted in accordance with Chapter 171, Florida
776 Statutes.
- 777 (b) *Review procedure.* The following procedures apply to all requests to voluntarily annex
778 lands into the City.
- 779 (1) *Pre-application meeting.* A pre-application meeting on all voluntary annexations is
780 required.
- 781 (2) *Application submittal.* All applications for Voluntary Annexation shall be submitted on
782 the official form provided by the City and accompanied by all pertinent information
783 required by this LDC. Any person may file for voluntary annexation of his or her
784 property. No person shall apply for a Voluntary Annexation of property (except as
785 agent or attorney for an owner) which he or she does not own. The name(s) of the
786 owner shall appear on each application and a signed and notarized authorization
787 form must be provided. The application shall disclose full ownership.
- 788 (3) *Application sufficiency.* Applications for Voluntary Annexations shall be accompanied
789 by all requirements set forth on the City's official application form, along with an
790 analysis of the annexation's conformance with the minimum requirements of Chapter
791 171, Florida Statutes.
- 792 (4) *Application review and criteria.* The staff reviewing the proposed voluntary
793 annexation shall consult with other City departments and agencies, and the DRC.
794 The Staff and DRC shall consider the following during application review and prepare
795 an official report and recommendation:
- 796 a. Whether or not the property is concentrated in a single area.
- 797 b. Whether or not the property is be contiguous to the current city limits.
- 798 c. Whether or not the annexation creates enclaves, which are unincorporated
799 areas enclosed within a municipality.

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

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

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

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

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

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

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

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

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

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

a. The City Commission;

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

c. Any person other than those listed in a. or b. above; provided, however, that no person shall apply for a Rezoning of property (except as agent or attorney for an owner) which he or she does not own. The name(s) of the owner shall appear on each application and a signed and notarized authorization form must be provided. The application shall disclose full ownership.

(3) *Application sufficiency.* Applications for Rezoning shall be accompanied by all requirements set forth on the City's official application form, along with a clear statement and accounting that presents the applicant's purpose for the requested Rezoning. The statement shall include those facts that clarify the need for the Rezoning, the Rezoning application's context, and the consequences of the Rezoning. The application shall address how the Rezoning preserves the LDC's consistency with the Comprehensive Plan, and each of the findings within subsection (4) below.

(4) *Application review and criteria.* The staff reviewing the proposed Rezoning shall consult with other City departments and agencies, and the DRC. The Staff and DRC shall

consider the following during application review and prepare an official report and recommendation:

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

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

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

(7) *Action.* Final action on all Rezoning applications shall be taken by the City Commission. After receiving the recommendation from the Planning and Zoning Board on the application, the City Commission may grant or deny the application or modify the

application to a zoning district consistent with the Comprehensive Plan. The Commission may make the granting conditional upon such restrictions, stipulations and safeguards as it may deem necessary to ensure consistency with the Comprehensive Plan.

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

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

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

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

(c) *Other Applicable Provisions.*

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

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

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

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

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

(b) *Review procedure.*

- 923 (1) *Pre-application meeting.* Prior to initiating an application for a PUD Rezoning, a pre-
924 application meeting with staff is required.
- 925 (2) *Application submittal.* All applications for PUD Rezoning shall be submitted on the
926 official form provided by the City and accompanied by all pertinent information required
927 by this LDC. A PUD Rezoning amendment may be proposed by:
- 928 a. The City Commission (for city-owned lands);
- 929 b. Any person provided, however, that no person shall apply for a PUD Rezoning of
930 property (except as agent or attorney for an owner) which he or she does not own.
931 The name(s) of the owner shall appear on each application and a signed and
932 notarized authorization form must be provided. The application shall disclose full
933 ownership.
- 934 (3) *Application Sufficiency.* Applications for a PUD shall be accompanied by a clear
935 statement and accounting that presents the applicant's purpose for the requested
936 Planned Unit Development. The statement shall include those facts that clarify the need
937 for the PUD, the PUD application's context, the consequences of the PUD, each of the
938 findings for Rezoning set forth in 74-14 and within subsection (4) below.
- 939 (4) *Application review and criteria.* The staff reviewing the proposed PUD Rezoning shall
940 consult with other City departments and agencies, and the DRC. The Staff and DRC
941 shall consider the following during application review and prepare an official report and
942 recommendation:
- 943 a. All of the criteria listed in this Section and Section 74-14;
- 944 b. Whether or not the PUD complies with the internal Planned Development District
945 standards set out for the specific District in Section 110-309;
- 946 c. Whether or not the development standards in the proposed Development
947 Agreement justify such modification of regulations and meet, to at least an
948 equivalent degree, the regulations modified, based on the design, enhancements
949 and amenities incorporated in the Master Development Plan; and
- 950 d. Applicability of the proposed PUD city-wide; and
- 951 e. The relationship of the proposed PUD to the Comprehensive Plan, with appropriate
952 consideration of consistency and as to whether the proposed PUD will further the
953 purposes of this LDC and the City Code, regulations, and actions designed to
954 implement the Comprehensive Plan.
- 955 (5) *Public Hearing Notification Requirements.* Notice shall be provided as set forth within
956 Section 74-25 for both the Planning and Zoning Board and City Commission public
957 hearings.
- 958 (6) *Public Hearings.* All applications for PUD shall be considered first by the Planning and
959 Zoning Board and subsequently by the City Commission each at public hearings
960 respectively. At the required public hearing, the Planning and Zoning Board may
961 recommend to the City Commission that the request for a PUD be approved, approved
962 with stipulations or denied. In making its recommendation, the Planning and Zoning
963 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 landowners from any deleterious effects from the full impact of any permitted uses and stipulations requiring that certain aspects of development take place in accordance with a binding site plan.
- b. All stipulations, including the Development Agreement and MDP shall be recorded by the Volusia County Clerk of Courts.
- c. *Binding Nature of Approval.* All terms, conditions, safeguards, and stipulations made at the time of approval for any district subject to this section shall be binding upon the applicant or any successors in interest.

1092 (8) Validity. Any cConditional uUse approved as required by this subchapterals shall
1093 expire -remain in effect for one (1) year after the conditional use application following
1094 approval unless a longer duration wais granted unless a building permit based upon
1095 and incorporating the conditional use is obtained within the aforesaid 12 month
1096 period. as part of the approval.

1097 (8)a. An extension of one additional year may be granted on request of
1098 the applicant where conditions have not changed during the first year. The
1099 request for the conditional use approval extension must be filed with the city
1100 at least 30 days prior to the expiration of the aforesaid 12 month period.

1101 (9) *Amendments.* Any changes or expansion of an approved Minor or Major Conditional
1102 Use will require filing of a new Conditional Use application.

1103 (10) *Other Applicable Provisions.*

1104 ~~a. *Limitations on the Refiling of a Conditional Use application.* Whenever the City~~
1105 ~~Commission or Planning and Zoning Board has taken final action on a~~
1106 ~~Conditional Use application for property, whether approved or denied, the City~~
1107 ~~shall not accept any further application for any Conditional Use of any part of or~~
1108 ~~all of the same property for a period of 12 months from the date of such action,~~
1109 ~~or the date of final judicial review of such action, whichever is later.~~

1110 b.a. *Violations.* Violations of restrictions, stipulations, or safeguards contained in
1111 a Conditional Use granted by the City Commission or Planning and Zoning
1112 Board shall constitute a violation of this LDC.

1113 **Sec. 74-17. Conceptual Site Plan Application.**

1114

1115 (a) *Applicability.* A Conceptual Site Plan application is an optional process the City offers to
1116 Applicants prior to submitting an application for Final Site Plan (FSP) approval in order to
1117 obtain preliminary review from the Planning and Development Services Department. This
1118 process is entirely voluntary and is not a requirement.

1119 (b) *Review Procedure.*

1120 (1) *Pre-application Meeting.* A pre-application meeting on all Conceptual Site Plan
1121 applications is required.

1122 (2) *Application submittal.* All applications for Conceptual Site Plans shall be submitted on
1123 the official form provided by the City and accompanied by all pertinent information
1124 required by this LDC. A Conceptual Site Plan may be proposed by any person provided,
1125 however, that no person shall apply for a Conceptual Site Plan (except as agent or
1126 attorney for an owner) which he or she does not own. The name(s) of the owner shall
1127 appear on each application and a signed and notarized authorization form must be
1128 provided. The application shall disclose full ownership.

1129 (3) *Application review.* The staff reviewing the proposed Conceptual Site Plan shall consult
1130 with other City departments and agencies, and the DRC staff. The City shall consider
1131 and study the Conceptual Site Plan's conformance to all requirements set forth in the
1132 LDC and Comprehensive Plan, as applicable.

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

1146 **Sec. 74-18. Final Site Plans.**

1147 ~~(a)~~ *Applicability.* The following development activities shall require Final Site Plan
1148 (FSP) review:

- 1149 (1) Residential or non-residential developments including non-residential additions.
- 1150 (2) A change in the use of property to any permitted use that will require or voluntarily
1151 result in a site alteration in order to meet the provisions of the Land Development
1152 Code (e.g. a need for additional parking); with the exception of non-residential
1153 structures occupied by multiple tenants where the existing and proposed uses are
1154 permitted, and no site alteration is proposed or required. In such exceptions, no DRC
1155 review is required.
- 1156 (3) Except or otherwise provided herein, applications for new paved areas shall be
1157 reviewed and approved by the DRC. The review may be conducted informally without
1158 filing a site plan application or, due to its complexity or size of project, warrant the
1159 submittal of a site plan application requiring a DRC meeting, as may be determined
1160 by the Planning and Development Services Director.

1161 ~~(b)~~ *Exempt development.* The following development activities shall not require Final Site
1162 Plan (FSP) review:

- 1163 (1) Construction of a single-family home and customary accessory structures on an
1164 existing single family zoned lot.
- 1165 (2) Construction of a duplex and customary accessory uses on an existing duplex zoned
1166 lot.
- 1167 (3) The installation of those improvements, which are required to develop a subdivision
1168 and for which development order, plat approvals, and related permits have been
1169 issued, pursuant to chapter 106.
- 1170 (4) Agricultural production practices, which include fencing, drainage, irrigation, and
1171 other agricultural uses and structures, including portable structures, which do not
1172 conflict with existing city ordinances.

- 1173 (5) Public buildings under 10,000 sq. ft., subject to staff review to include at a minimum
1174 Planning and Development Services department, fire department, and public works
1175 department; and final action, to ensure compliance with city ordinances and city fire
1176 codes.

1177 ~~(c) (e)~~ (c) *Platting*. This section does not address requirements for preliminary and final plat
1178 approvals consistent with Chapter 177, Florida Statutes. For information on subdivision
1179 preliminary plat development order and final plat approvals, see Section 74-18 and 74-19
1180 in this Article.

1181 —
1182 ~~(d) (b)~~ (d) *Review Procedure*.

- 1183 (1) *Pre-application meeting*. A pre-application meeting on all FSP applications is
1184 required prior to application submittal.
- 1185 (2) *Application submittal*. All applications for Final Site Plans shall be submitted on the
1186 official form provided by the City and accompanied by all pertinent information
1187 required by this LDC. A Final Site Plan may be proposed by any person provided,
1188 however, that no person shall apply for a Final Site Plan (except as agent or attorney
1189 for an owner) which he or she does not own. The name(s) of the owner shall appear
1190 on each application and a signed and notarized authorization form must be provided.
1191 The application shall disclose full ownership.
- 1192 (3) *Application review*. The staff reviewing the proposed Final Site Plan shall consult with
1193 other City departments and agencies, and the DRC staff. The City shall consider and
1194 study the FSP's conformance to all requirements set forth in the LDC,
1195 Comprehensive Plan and Conceptual Site Plan, as applicable.
- 1196 (4) *Public Hearing Notification Requirements*. Final Site Plans are subject to
1197 administrative review and approval and do not require public hearings, or related
1198 notifications.
- 1199 (5) *Public Hearings*. Final Site Plans are subject to administrative review and approval
1200 and do not require public hearings.
- 1201 (6) *Action*. Final action on all Final Site Plan applications shall be taken by the Planning
1202 and Development Services Director or his/her designee, after review by the DRC.
1203 The Director or his/her designee may make the granting conditional upon such
1204 restrictions, stipulations and safeguards as it may deem necessary to ensure
1205 consistency with the LDC and Comprehensive Plan.

1206 ~~e-(e)~~ e-(e) *Post-approval stage*.

1207 ~~a-(1)~~ a-(1) *Recordation*. Final Site Plans shall be recorded in the following manner:

- 1208 a. Following approval, the developer/applicant shall submit two (2) original
1209 approved Final Site Plans to the Planning and Development Services Director
1210 or his/her designee. The applicant shall provide to the City an appropriate
1211 electronic version of the FSP in a format approved by the Planning and
1212 Development Services Director or his/her designee.

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

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

Sec. 74-19. Preliminary Plats.

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

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

(b) *Review Procedure*.

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

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

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

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

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

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

1254 (7) Post-approval stage.

1255 (8) Construction commencement. The developer may elect to commence site
1256 development of the subdivision after the Preliminary Plat and engineering construction
1257 plan development order has been issued. If the developer elects to commence site
1258 development prior to or concurrently with final plat approval, he/she shall notify in
1259 writing the Planning and Development Services Director or his/her designee of that
1260 intention. The Planning and Development Services Director or his/her designee shall
1261 then issue a development permit authorizing the commencement of site development
1262 consistent with the approved engineering construction plans, provided the approval
1263 process for all other permits adheres to applicable local, regional, state, and federal
1264 laws.

1265 (9) Validity. The preliminary plat shall remain valid until the subdivision, or any part thereof
1266 is vacated in accordance with the laws of the City of Deltona and the State of Florida.

1267 —
1268 ~~(2) Application Submittal.~~ All applications for Preliminary Plat shall be submitted on
1269 the official form provided by the City and accompanied by all pertinent information, plans
1270 and plat as set forth on the form. The Applicant shall submit an appropriate number of
1271 copies, as determined by the Planning and Development Services Director or his/her
1272 designee at the pre-application meeting.

1273 ~~c. Application Review.~~ The preliminary plat and engineering construction plan application
1274 shall be reviewed by Planning and Development Services Staff and DRC in consultation
1275 with other City departments for consistency with this Land Development Code, Florida
1276 Statutes and all other applicable regulations.

1277 ~~d. Public Hearing Notification Requirements.~~ Preliminary Plats are subject to
1278 administrative review and approval and do not require public hearings, or related
1279 notifications.

1280 ~~e. Public Hearings.~~ Preliminary Plats are subject to administrative review and approval
1281 and do not require public hearings.

1282 ~~f. Action.~~ Final action on all Preliminary Plat applications shall be taken by the Planning
1283 and Development Services Director or his/her designee, after review by the DRC. The
1284 Director or his/her designee may make the granting conditional upon such restrictions,
1285 stipulations and safeguards as it may deem necessary to ensure consistency with the
1286 LDC and Comprehensive Plan. If a 100-year flood zone is present on-site, as defined
1287 by the federal insurance rate maps (FIRM), the Planning and Development Services
1288 Director shall recommend that development and related investment be directed away
1289 from this flood zone or other mitigation measures as deemed appropriate.

1290 ~~g. Post-approval stage.~~

1291 ~~a. Construction commencement.~~ The developer may elect to commence site development
1292 of the subdivision after the Preliminary Plat and engineering construction plan
1293 development order has been issued. If the developer elects to commence site
1294 development prior to or concurrently with final plat approval, he/she shall notify in
1295 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.

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

(b) *Review Procedure.*

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

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

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

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

- 1339 a. Acknowledging receipt of the application,
1340 b. Identifying any missing documents or information necessary to process the
1341 submittal, and
1342 c. Stating the timeframe within which a decision will be issued.
1343

1344 (5) Application Review. Final Plat applications shall be reviewed by Planning and
1345 Development Services staff, with input from the Development Review Committee and
1346 other City departments for consistency with this Land Development Code, Chapter 177,
1347 F.S., and other applicable regulations.
1348

1349 (c) Action

1350 (1) The Planning and Development Services Direction, as the administrative authority, shall
1351 approve, approve with conditions, or deny the FPL within the timeframe identified in the
1352 written notice provided to the applicant under subsection (b)(3).

1353 (2) If denied, the Director shall provide a written decision identifying all deficiencies and
1354 specific citations to the applicable statutory or code requirements not satisfied.

1355 (3) Neither the Director nor any other City official or employee shall require the applicant to
1356 file a request for extension of time.

1357 (d) Post-Approval Stage

1358 (1) Recordation.

1359 a. Following administrative approval, the developer/applicant shall submit the
1360 original mylar plat signed by the developer/applicant and one paper copy of the
1361 approved plat to the Planning and Development Services Director or his/her
1362 designee.

1363 b. The applicant shall provide the City an appropriate electronic version of the plat
1364 in a format approved by the Director.

1365 c. The developer/applicant shall record the final plat at the Volusia County Clerk of
1366 Circuit Court within 20 working days following approval.

1367 d. The Director shall sign the original mylar plat along with the City's registered
1368 surveyor.

1369 e. The applicant shall provide the City with two hard copies of the recorded plat.

1370 (2) Development Order. Upon receipt of a copy of the recorded final plat, the Director or
1371 designee will issue a final plat development order to the applicant that is consistent with
1372 Section 106-26 of this chapter and other applicable provisions. In cases where related
1373 infrastructure has not been built or received final inspection, such infrastructure shall be
1374 bonded in accordance with Section 96-76.

1375 (3) Dedications. All dedications shown on an approved and recorded plat shall be deemed
1376 accepted by the City unless expressly noted otherwise.

1377 (4) Validity. The final plat shall remain valid until the subdivision or any part thereof is
1378 vacated in accordance with the laws of the City of Deltona and the State of Florida.

~~(3) *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.~~

~~(4) *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.~~

~~(5) *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.~~

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

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

~~1. 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".~~

~~2. Following DRC 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 DRC approval of the final plat.~~

- 1421 ~~3. The Planning and Development Services Director shall sign the original~~
1422 ~~mylar plat and city registered surveyor. The final plat, completely signed by~~
1423 ~~all parties, shall be transmitted to the developer/applicant for processing and~~
1424 ~~recordation at Volusia County Clerk of the Circuit Court.~~
- 1425 ~~4. The applicant will provide the city with two hard copies of the recorded plat.~~
1426 ~~Note that the Volusia County Clerk of the Circuit Court will retain the original~~
1427 ~~mylar and will require one mylar copy for their internal records~~
- 1428 ~~e. Upon receipt of a copy of the recorded final plat, the Planning and~~
1429 ~~Development Services Director or his/her designee will issue a final plat~~
1430 ~~development order to the applicant that is consistent with section 106-26 of~~
1431 ~~this chapter and other applicable provisions. In cases where related~~
1432 ~~infrastructure has not been built or received final inspection, such~~
1433 ~~infrastructure shall be bonded in accordance with section 96-76.~~
- 1434 ~~a) No plat of lands in the City subject to these regulations shall be recorded,~~
1435 ~~whether as an independent instrument or by attachment to another~~
1436 ~~instrument entitled to record, unless and until the final plat has been~~
1437 ~~approved by the City Commission and all appropriate signatures have been~~
1438 ~~affixed to the plat.~~
- 1439 ~~b. Validity. The final plat shall remain valid until the subdivision or any part~~
1440 ~~thereof is vacated in accordance with the laws of the City of Deltona and the~~
1441 ~~State of Florida.~~

1442 **Sec. 74-21. Vacations.**

- 1443 (a) *Applicability.* The City Commission, or their designees, may adopt resolutions vacating plats
1444 in whole or in part of recorded subdivisions in the city, including utility, drainage and right-
1445 of-way easements created though the platting process.
- 1446 (b) *Review Procedure.*
- 1447 (1) ~~(1)~~ *Pre-application Meeting.* A pre-application meeting on applications for vacations is
1448 not required.
- 1449 (2) *Application submittal.* All applications for vacations shall be submitted on the official form
1450 provided by the City and accompanied by all pertinent information required by this LDC.
1451 Before resolutions to vacate any plat either in whole or in part are entered by the City
1452 Commission, it must be shown that the persons making application for the vacation own
1453 the fee simple title to the whole or that part of the tract covered by the plat sought to be
1454 vacated, and it must be further shown that the vacation will not adversely affect the
1455 ownership or right of convenient access of persons owning other tracts or parts of the
1456 subdivision, or properties that are accessed through such subdivision.
- 1457 (3) *Application review.* The staff reviewing the proposed vacation shall consult with other City
1458 departments and agencies, and the DRC staff. The City shall consider if the vacation of
1459 a particular easement or right-of-way will serve the best interest of the public. The
1460 petitioner may offer an alternative or replacement easement. However, the reviewing
1461 entity is under no obligation to accept the offered alternative. If a Petition to Vacate is
1462 premised on the grant of a replacement easement, the Commission and/or Planning and

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

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

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

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

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

(c) Other Applicable Provisions.

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

~~(1)~~

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

~~(2)~~

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

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

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

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

Sec. 74-22. Major Variances.

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

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

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

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

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

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

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

(a) *Review procedure.*

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

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

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

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

c. Any person other than those listed in a. or b. above; provided, however, that no person shall apply for a Rezoning of property (except as agent or attorney for an owner) which he or she does not own. The name(s) of the owner shall

appear on each application and a signed and notarized authorization form must be provided. The application shall disclose full ownership.

(3) ~~(2)~~ *Application Sufficiency.* Applications for a Major Variance shall be accompanied by a clear statement and accounting that presents the applicant's purpose for the requested Variance. The statement shall include those facts that clarify the need for the Variance, the Variance application's context, and the consequences of the Variance. The application shall address how the Variance preserves the LDC's consistency with the Comprehensive Plan.

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

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

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

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

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

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

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

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

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

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

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

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

1581 (5) Public Hearing Notification Requirements. Notice shall be provided as set forth
1582 within Section 74-25 for the Planning and Zoning Board public hearing.

1583 (6) Public Hearings. All applications for a Major Variance shall be considered by the
1584 Planning and Zoning Board as applicable.

1585 (7) Action. The Planning and Zoning Board shall take final action on eligible Major
1586 Variance applications from the terms of this LDC related to zoning district use
1587 standards. In granting any Variance, the review authority may prescribe appropriate
1588 stipulations and safeguards in conformity with this LDC. The Planning and Zoning
1589 Board shall approve, approve with conditions or stipulations, or deny the
1590 application.

1591 a. a. Restrictions, stipulations, and safeguards attached to a Variance may
1592 include but are not limited to those necessary to protect adjacent or nearby
1593 landowners from any deleterious effects from the full impact of any permitted
1594 uses and stipulations requiring that certain aspects of development take place
1595 in accordance with a binding site plan, where applicable.

1596
1597 a.b. b. All stipulations shall be recorded by the Volusia County Clerk of
1598 Courts.

1599 b.c. Binding Nature of Approval. All terms, conditions, safeguards, and
1600 stipulations made at the time of approval for any district subject to this section
1601 shall be binding upon the applicant or any successors in interest.

1602 (7)(8) (7) Validity. Major Variance approvals shall remain in effect for one (1)
1603 year following approval, unless a longer duration is granted as part of the approval.
1604 Within this timeframe a building permit must be obtained to vest the approval.

1605 (8)(9) Amendments. Any changes or expansion of an approved Major Variance
1606 will require filing of a new Conditional Use application.

1607 (10) Other Applicable Provisions.

1608 a. Limitations on the Refiling of a Major Variance application. Whenever the
1609 Planning and Zoning Board has taken final action on a Major Variance
1610 application for property, whether approved or denied, the City shall not accept
1611 any further application for any Variance of any part of or all of the same property
1612 for a period of 12 months from the date of such action, or the date of final judicial
1613 review of such action, whichever is later.

1614 b. Violations. Violations of restrictions, stipulations, or safeguards contained in a
1615 Variance granted by the Planning and Zoning Board shall constitute a violation
1616 of this LDC.

1617 **Sec. 74-23 Minor Variances.**

1618 (a) *Applicability* In certain circumstances, the Director of Planning and Development Services
1619 is authorized to administratively approve variances from the Sections noted below when
1620 it is found that such request would not be contrary to the health, safety, and welfare of

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

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

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

i.

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

ii.

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

3.

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

4.

3. Modification of fence requirements.

5.

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

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

(c)

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

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

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

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

Sec. 74-25. Urban Infill Development Projects.

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

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

Projects must:

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

Sec. 74-25. Public notice.

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

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

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

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

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

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

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

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

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

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

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

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

i. —

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

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

- 1784 d. The sign or signs provided by the Planning and Zoning Services Department shall
1785 be printed on a brightly-colored, easily recognizable, weather-resistant material of
1786 a minimum size of 22 inches in width and 28 inches in height.
1787 e. One sign shall be posted for every 200 feet of front lot line. Corner properties shall
1788 have signs posted on both front/street side lot lines.
1789 f. Each sign shall be placed in a location along the lot line that provides the greatest
1790 visibility from the adjacent street or road. The applicant or the duly authorized agent
1791 shall provide proof of the sign posting to the Planning and Development Services
1792 Department the date of the sign posting.
1793 g. The posted sign or signs shall remain in place until the completion of the public
1794 hearing of the City Commission and shall be removed by the applicant within ten
1795 days following the conclusion of the last public hearing. Failure to remove the sign
1796 or signs after ten days following the last noticed public hearing shall be a violation
1797 of this Code, and shall be enforceable as provided in Chapter 2, Code of
1798 Ordinances of the City of Deltona, Florida, as it may be amended from time to time.
1799

1800 ~~(b) (4)~~ Citizen awareness and participation meetings.

1801 ~~a. (1)~~ Applicability.

- 1802 a. The following requirements apply in addition to any other notice provisions
1803 required elsewhere in this Code. The administrative official may require that,
1804 based upon the needs of the abutting communities or the City as a result of
1805 generally accepted land use planning practices and principles or to ensure full
1806 public participation; this potential requirement shall apply to development
1807 applications for developments such as the following which list is provided for
1808 illustrative purposes only and not as a limitation of the requirement:

1809 1. Planned Unit Developments.

1810 1.2. Variances involving nonresidential uses.

1811 2.3. Subdivision Plans.

1812 3.4. Rezoning.

1813 4.5. Amendments to the Future Land Use Map.

1814 4.6. Other land use or development application provisions required
1815 elsewhere in this code.

1816 4.b. These requirements apply in addition to any other notice provisions required
1817 elsewhere in this Code.

1818 2.c. The requirement of a citizen participation meeting is not intended to produce
1819 complete consensus on all applications, but to encourage applicants to be good
1820 neighbors and to allow for informed decision making and to maximize, to the
1821 extent practicable, public participation in the planning, and land use processes
1822 of the City.

1823 ~~b. (2)~~ Purpose. The purpose of the requirement is, at a minimum, to:

1824 a. Further implement the public participation provisions of the city's Comprehensive
1825 Plan.

1826 b. Ensure that applicants pursue early and effective citizen participation in
1827 conjunction with their applications, allowing them to understand and mitigate any
1828 real or perceived impacts their application may have on the community.

1829 ~~a.c.~~ Ensure that citizens and property owners are provided with an adequate
1830 opportunity to learn about applications that may affect them and to work with
1831 applicants to resolve concerns at an early stage of the process.

1832 ~~e.d.~~ Facilitate ongoing communication between the applicant, interested
1833 citizens, and potentially affected property owners, city staff, and elected officials
1834 throughout the application review process

1835 ~~e.~~(3) *Submittal requirements.* The applicant may submit a citizen awareness and
1836 participation plan and begin implementation before formal application at the
1837 applicant's discretion. This shall not occur until after the required pre-application
1838 meeting or consultation with the planning department has occurred and any applicable
1839 fees have been paid by the applicant.

1840 ~~d.~~(4) *Meeting requirements.* At a minimum the citizen awareness and participation
1841 meeting shall include the following information:

1842 a. Identification of the residents, property owners, interested parties, political
1843 jurisdictions, and public agencies that may be affected by the proposed
1844 development and should be given notice of the meeting.

1845 b. Description of how the notification will be provided to those interested in and
1846 potentially affected by the proposed development.

1847 ~~a.c.~~ Description of how information will be provided to those interested and
1848 potentially affected relative to the substance of the change, amendment, or
1849 proposed development for which approval is sought.

1850 ~~a.d.~~ Description of how, and with whom, an opportunity will be provided to those
1851 interested or potentially affected to discuss the proposal and express any
1852 concerns, issues, or problems before the first public hearing.

1853 ~~a.e.~~ The applicant's schedule for completion of the meeting.

1854 ~~a.f.~~ Description of how the applicant will keep city officials informed on the status of
1855 citizen participation efforts.

1856 ~~e.~~(5) *Target area for citizen notification.* The level of citizen interest and area of
1857 involvement will vary depending on the nature of the application and the location of
1858 the proposed development. The target area for early notification will be determined by
1859 the administrative official. At a minimum, the target area shall include the following:

1860 a. Property owners within ~~300~~500 feet of the property proposed for development.

1861 b. The officers of any homeowner's association or registered neighborhood group
1862 within the public notice area as outlined in this section or that may be impacted
1863 by the proposed development.

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

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

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

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

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

- a. The substance of the concerns, issues, and problems.
- b. How the applicant has addressed or intends to address these concerns, issues, and problems.

e. The concerns, issues, and problems the applicant is unwilling or unable to address and the basis and rationale of the applicant regarding each issue that has not been addressed.

c.

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

1904 (de) When an agenda item for a public hearing that was duly advertised and noticed in
1905 accordance with this Section is continued to a date certain, no further notice or
1906 advertisement shall be required. When a hearing is tabled or postponed without a date
1907 certain, the hearing and any subsequent hearing that may have been advertised and noticed
1908 shall be re-advertised and re-noticed in accordance with the requirements of this Section.
1909

1910 **Secs. 74-26—74-50. Reserved.**
1911

1912 **ARTICLE III. RESERVED**

1913
1914 **Secs. 74-51—74-68. Reserved.**
1915

1 **CODE OF ORDINANCES CITY OF DELTONA, FLORIDA**

2
3 **Subpart B - LAND DEVELOPMENT CODE**

4 **ARTICLE I. - IN GENERAL**

5 **Secs. 70-1—70-25. - Reserved.**

6 **ARTICLE II. – LAND DEVELOPMENT CODE**

7 **DIVISION 1. - GENERALLY.**

8
9 **Sec. 70-26. Reserved.**

10
11 **Sec. 70-27. Reserved.**

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

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

17
18 (b) Purpose. The purpose of this chapter is to establish standards, procedures and minimum
19 requirements for review and approval of all proposed development of property under the
20 jurisdiction of this Land Development Code ("LDC"). Provided, however, it is not the
21 purpose of this chapter to regulate any bona fide agricultural production, including, but
22 not limited to, horticulture, citrus, dairy, livestock, poultry, forestry or vegetables pursuant
23 to the "Right to Farm" Act (Chapter 823 Section 14, F.S.).

24
25 (c) Enactment and authority. The City Commission of the City of Deltona, Florida, pursuant
26 to authority conferred in it by article VIII, section 1(G) of the Constitution of the State of
27 Florida; and F.S. § 125.01, F.S. Ch. 163, pt. II (F.S. § 163.3161 et seq.), and F.S. §
28 177.01, hereby adopts the following articles and sections.

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

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

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

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

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

Chapter 74 ADMINISTRATION

ARTICLE I. IN GENERAL

Sec. 74-1. Administration.

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

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

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

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

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

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

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

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

130

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

132

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

135

136 **Sec. 74-3. – City Commission.**

137

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

140

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

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

162

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

167

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

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

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

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

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

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

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

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

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

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

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

262 annual budget for training and education of board members; for printing of training
263 materials and decision support materials; and for the purchase of books and
264 publications that increase the board members' understanding of the board's functions
265 and of the issues faced by the PZB. The amount budgeted for each purpose shall be
266 determined by the City Commission upon the receipt of the recommendations of the
267 City Manager. The City Commission may also budget for public information and
268 participation, and for other items that it deems appropriate to include in the board's
269 budget.
270

271 (8) Procedures. The PZB shall meet at regular intervals once each month, and at such
272 other times as it may deem necessary, for the transaction of its business. It shall follow
273 the by-laws adopted by resolution of the City Commission. Unless otherwise stated in
274 the by-laws, and until such by-laws are adopted by the City Commission, the PZB
275 shall conduct its affairs in accordance with Robert's Rules of Order and Florida
276 Sunshine Law per Florida Statutes. Points of order shall not be raised in PZB meetings
277 by members of the audience. The City's Police Department shall provide a officer to
278 maintain order at board meetings upon the request of either the chairperson, or the
279 Director of Planning Development Services. The PZB shall keep a properly indexed
280 public record of its resolutions, transactions, findings and recommendations. The
281 board may by resolution limit the number of applications of all types or of any type
282 which it shall hear each month. A quorum shall be four members.
283

284 (9) Quorum required. A minimum of four (4) PZB members present at a duly called
285 meeting shall constitute a quorum. PZB members participating virtually count
286 towards the quorum and can vote as if they were physically present in accordance
287 with Florida Statutes.
288

289 (10) Majority vote required. Recommendations of approval, or approvals where the PZB
290 is authorized to take final action on an application, require a majority vote of the
291 number of PZB present at a duly called meeting with a quorum. A "tie vote" will
292 constitute a denial.
293

294 (11) Duties and responsibilities
295

296 a. *Designation as the local planning agency.* The Board is hereby designated as
297 the City's local planning agency (LPA), as required by the Local Government
298 Comprehensive Planning and Land Development Regulation Act, Section
299 163.3161 et seq., and F.S. § 163.3174. The Board shall have the general
300 responsibility for adherence to the comprehensive planning program. The Board
301 and the comprehensive planning program shall comply with all requirements of
302 the Local Government Comprehensive Planning and Land Development
303 Regulation Act and the board shall monitor and oversee the effectiveness and
304 status of the comprehensive plan and recommend to the City Commission such
305 changes in the comprehensive plan, as may from time to time. The board shall
306 perform any other duties assigned by the City Commission, and may prepare

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

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

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

Sec. 74-5. – Development Review Committee.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sec. 74-8. - Summary of Authority.

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

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

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

(1) Subdivisions containing 100 or more lots require a recommendation by the Planning and Zoning Board during a public hearing.

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

ARTICLE II. – DEVELOPMENT REVIEW PROCEDURES AND CRITERIA.

Sec. 74-9. Application review requirements.

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

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

Sec. 74-10. General development review procedures.

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

Review Procedure/ Development Application Type	Procedure Location
Amendment to the Land Development Code	Sec. 74-12
Voluntary Annexation of Property	Sec. 74-13
Amendment to the Zoning Map/Rezoning	Sec. 74-14
Planned Unit Development Rezoning	Sec. 74-15
Conditional Use (Minor)	Sec. 74-16

Conceptual Site Plan Application	Sec.74-17
Final Site Plan Application	Sec. 74-18
Preliminary Plat	Sec. 74-19
Final Plat Application	Sec. 74-20
Vacations	Sec. 74-21
Major Variances	Sec. 74-22
Minor Variances	Sec. 74-23

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

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

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

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

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

- (d) *Review.* Applications shall be reviewed by the DRC and shall be discussed at a scheduled DRC meeting that is held in accordance with the requirements of this Land Development Code. The Planning and Development Services Director or his/her designee shall distribute the application for review and, where appropriate, recommendation or determination, as in

subsection 74-4(b), and may waive the requirement that the application be reviewed at a DRC meeting. If review of the application at the DRC's meeting has been waived, the Planning and Development Services Director or his/her designee shall coordinate appropriate informal review and forward to the applicant a report of the DRC's actions within twenty working days of acceptance of the application or as prescribed in section 74-4(e).

- (e) *Application revision.* An application may be revised by the applicant after it has been reviewed by the DRC.
- (f) *Planning and Zoning Board recommendation.* For applicable development applications, at a regularly scheduled public meeting, the Planning and Zoning Board shall review the application and make recommendations to the City Commission, except for those applications where the Planning and Zoning Board has decision-making authority per this LDC and is authorized to take final action on the application.
- (g) *City Commission final action.* For applicable development applications, at a regularly scheduled public meeting the City Commission shall review the application and the recommendation of Staff and the Planning Zoning Board for conformity to this Land Development Code and shall act appropriately upon the application.

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

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

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

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

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

- (a) *Purpose.* The purpose of this section is to provide for the applicability, approval and issuance of development orders and development permits to ensure that all of the provisions of this chapter are complied with and to provide for an appeal process.
- (b) *Applicability.* No person shall undertake the development of land in the city except pursuant to a valid development order and/or development permit issued under this Land Development Code, unless specifically exempted as provided by this Land Development Code. All development shall meet the requirements of this Land Development Code prior to the approval and issuance of any development order or development permit, unless specifically exempted from the requirements of this Land Development Code by provisions set forth herein, or one or more requirements are waived in accordance with provisions set forth herein.
- (c) *Approving authority.* The approving authority for development orders and development permits shall be as set forth in the this Land Development Code.
 - (1) For plats and replats, the Planning and Development Services Director, as the City's designated administrative authority pursuant to §177.071, shall approve, approve with conditions, or deny the application after consideration of recommendations from the Development Review Committee. Neither the Planning and Zoning Board nor the City Commission shall serve as the final approving authority for plats or replats.

- 617 (2) For all other development orders and permits, including rezoning, conditional
618 uses, variance, and other applications specified in this Land Development
619 Code, the approving authority shall be the Planning and Developer Services
620 Director, Planning and Zoning Board or City Commission, as applicable, in
621 accordance with the procedures and authority summary table in this Chapter.
622 (3) The Development Review Committee or the City Commission, as applicable,
623 may continue consideration of an application to a subsequent meeting for
624 cause, provided such continuance does not conflict with the timeframes
625 required by Florida Statutes.
- 626
- 627 (d) *Issuance of Approval*. Upon final action by the authorized decision-making body, the
628 development permit will be issued to the applicant.
- 629
- 630 (1) *Issuance of development order for site plan*. The Planning and Development
631 Services Director or his/her designee shall administratively issue a
632 development order for site plan, either with or without conditions, or deny the
633 issuance of the development order, whichever is consistent with the action
634 of the Development Review Committee (DRC).
- 635
- 636 (2) *Issuance of development order for subdivision plats*. Development orders
637 shall be issued for all subdivision preliminary plats and final plats in
638 accordance with the Land Development Code provisions of Chapter 106.
639 Final plats shall be approved by the City Commission and recorded in the
640 Volusia County Clerk of the Circuit Court office, as prescribed by Chapter
641 106.
- 642
- 643 (e) *Installation of improvements*. All improvements required to be installed, constructed or
644 provided by the developer as a condition to the approval of a development order, shall
645 be installed and completed or guaranteed as specified in this Land Development Code
646 and compliant with all other applicable regulations.
- 647
- 648 (f) *Public services and facilities agreements*. In order to further the purposes of this Land
649 Development Code and other applicable regulations regarding the provision of public
650 services and facilities to a proposed development, the City Commission may enter into
651 an agreement with the developer of the proposed development that is consistent with
652 Chapter 86 of this Land Development Code.
- 653
- 654 (1) Ensure the certainty of providing public services and facilities for the proposed
655 project;
- 656 (2) Ensure the provisions of public services and facilities to other developments in the
657 vicinity of the proposed development;
- 658 (3) Allocate the costs of providing public services and facilities;
- 659 (4) Allocate the capacities of the public services and facilities;
- 660 (5) Determine the responsibilities for construction and maintenance of the public
661 services and facilities.

- 662
- 663 (g) *Appeals*. Any person claiming to be aggrieved by a final decision of the Planning and
- 664 Development Services Director, the DRC, or the Planning and Zoning Board, may file
- 665 with all applicable fees a written appeal within 15 days after said decision to the Planning
- 666 and Development Services Director or his/her designee to have the decision reviewed
- 667 by the City Commission. The appeal shall state fully the specific grounds for the appeal
- 668 and all of the facts relied upon by the petitioner. The City Commission shall consider
- 669 only those items specified in the petition.
- 670

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

672

- 673 (a) *Applicability*. This LDC may from time to time be amended, supplemented, changed, or
- 674 repealed. These amendments will generally be initiated by the City at the direction of the
- 675 City Commission.
- 676 (b) *Review procedure*. The following procedures apply to all requests to amend the LDC.
- 677 (1) *Application submittal*. All applications for a LDC Amendment shall be submitted in
- 678 writing to the City, along with the appropriate fee(s). A LDC Amendment may be
- 679 proposed by:
- 680 a. The City Commission;
- 681 b. The Planning and Zoning Board with authorization from the Commission; and
- 682 d. Any City Department or other agency of the City with authorization from the
- 683 Commission.
- 684 (2) *Application sufficiency*. Applications proposing LDC Amendments shall be
- 685 accompanied by a clear statement and accounting that the applicant's purpose for
- 686 the requested text amendment. The statement shall include those fact presents s
- 687 that clarify the need for the text amendment, the text amendment's context, and the
- 688 consequences of the text amendment. The application shall address how the text
- 689 amendment preserves the LDC's consistency with the Comprehensive Plan.
- 690 (3) *Application review and criteria*. The staff reviewing the proposed text amendment
- 691 shall consult with other City departments and agencies, and the Development
- 692 Review Coordination (DRC) staff. The Staff and DRC shall consider the following
- 693 during application review and prepare an official report and recommendation.
- 694 a. The need and justification for the proposed amendment;
- 695 b. Applicability and impacts of the proposed amendment city-wide; and
- 696 c. The relationship of the proposed amendment to the City's Comprehensive Plan,
- 697 with appropriate consideration of consistency with the Comprehensive Plan and
- 698 as to whether the proposed amendment will further the purposes of this LDC
- 699 and actions designed to implement the Comprehensive Plan.
- 700 (4) *Public Hearing Notification Requirements*. Notice shall be provided as set forth within
- 701 Section 74-25 for both the Planning and Zoning Board and City Commission public
- 702 hearings.

- (5) *Public Hearings.* Except as expressly directed by a vote of the Commission, LDC Amendments shall be considered first by the Planning and Zoning Board and subsequently by the City Commission at duly noticed public hearings respectively.
- (6) *Action.* Final action on all LDC amendments shall be taken by the City Commission, after receiving the recommendation from the Planning and Zoning Board on the application and based upon the review criteria set forth in this section. The City Commission may approve or deny the amendment or approve with modifications.
- (7) *Validity.* Land Development Code Amendments do not expire and shall remain in effect in perpetuity until such time as the LDC is further amended in accordance with the procedures in this Section.

Sec. 74-13. Voluntary annexation procedure.

- (a) *Applicability.* Voluntary Annexations of land from unincorporated Volusia County into the City's municipal boundary may be permitted in accordance with Chapter 171, Florida Statutes.
- (b) *Review procedure.* The following procedures apply to all requests to voluntarily annex lands into the City.
- (1) *Pre-application meeting.* A pre-application meeting on all voluntary annexations is required.
- (2) *Application submittal.* All applications for Voluntary Annexation shall be submitted on the official form provided by the City and accompanied by all pertinent information required by this LDC. Any person may file for voluntary annexation of his or her property. No person shall apply for a Voluntary Annexation of property (except as agent or attorney for an owner) which he or she does not own. The name(s) of the owner shall appear on each application and a signed and notarized authorization form must be provided. The application shall disclose full ownership.
- (3) *Application sufficiency.* Applications for Voluntary Annexations shall be accompanied by all requirements set forth on the City's official application form, along with an analysis of the annexation's conformance with the minimum requirements of Chapter 171, Florida Statutes.
- (4) *Application review and criteria.* The staff reviewing the proposed voluntary annexation shall consult with other City departments and agencies, and the DRC. The Staff and DRC shall consider the following during application review and prepare an official report and recommendation:
- a. Whether or not the property is concentrated in a single area.
 - b. Whether or not the property is be contiguous to the current city limits.
 - c. Whether or not the annexation creates enclaves, which are unincorporated areas enclosed within a municipality.
 - d. Whether or not all property owners in the area provided consent to the annexation.

- 743 (5) *Public Hearing Notification Requirements.* Notice shall be provided as set forth
744 within Section 74-25 for City Commission public hearings.
- 745 (6) *Public Hearings.* Voluntary Annexations shall be considered by the City
746 Commission at duly noticed public hearings respectively.
- 747 (7) *Action.* Final action on all Voluntary Annexations applications shall be taken by the
748 City Commission, after receiving the recommendation from the Planning and Zoning
749 Board on the application, based upon the review criteria set forth in this section. The
750 City Commission may grant or deny the application.
- 751 (8) *Validity.* Annexations do not expire and shall remain in effect in perpetuity unless an
752 application for contraction is approved in accordance with Florida Statutes.

753
754 **Sec. 74-14. Amendments to the official zoning map (Rezoning) procedure.**
755

- 756 (a) *Applicability.* The Official Zoning Map may, from time to time, be amended,
757 supplemented, or changed.
- 758 (b) *Review procedure.* The following procedures apply to all requests to amend the official
759 zoning map by landowners or those authorized by the landowner to apply for such
760 amendments.
- 761 (1) *Pre-application meeting.* A pre-application meeting on all privately initiated Rezoning
762 applications is required.
- 763 (2) *Application submittal.* All applications for Rezoning shall be submitted on the official
764 form provided by the City and accompanied by all pertinent information required by this
765 LDC. A Zoning Map amendment may be proposed by:
- 766 a. The City Commission;
- 767 b. Any department or agency of the City with authorization from the Commission or
- 768 c. Any person other than those listed in a. or b. above; provided, however, that no
769 person shall apply for a Rezoning of property (except as agent or attorney for an
770 owner) which he or she does not own. The name(s) of the owner shall appear on
771 each application and a signed and notarized authorization form must be provided.
772 The application shall disclose full ownership.
- 773 (3) *Application sufficiency.* Applications for Rezoning shall be accompanied by all
774 requirements set forth on the City's official application form, along with a clear
775 statement and accounting that presents the applicant's purpose for the requested
776 Rezoning. The statement shall include those facts that clarify the need for the
777 Rezoning, the Rezoning application's context, and the consequences of the Rezoning.
778 The application shall address how the Rezoning preserves the LDC's consistency with
779 the Comprehensive Plan, and each of the findings within subsection (4) below.
- 780 (4) *Application review and criteria.* The staff reviewing the proposed Rezoning shall consult
781 with other City departments and agencies, and the DRC. The Staff and DRC shall
782 consider the following during application review and prepare an official report and
783 recommendation:

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

safeguards as it may deem necessary to ensure consistency with the Comprehensive Plan.

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

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

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

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

(c) *Other Applicable Provisions.*

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

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

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

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

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

(b) *Review procedure.*

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

- 866 (2) *Application submittal.* All applications for PUD Rezoning shall be submitted on the
867 official form provided by the City and accompanied by all pertinent information required
868 by this LDC. A PUD Rezoning amendment may be proposed by:
- 869 a. The City Commission (for city-owned lands);
- 870 b. Any person provided, however, that no person shall apply for a PUD Rezoning of
871 property (except as agent or attorney for an owner) which he or she does not own.
872 The name(s) of the owner shall appear on each application and a signed and
873 notarized authorization form must be provided. The application shall disclose full
874 ownership.
- 875 (3) *Application Sufficiency.* Applications for a PUD shall be accompanied by a clear
876 statement and accounting that presents the applicant's purpose for the requested
877 Planned Unit Development. The statement shall include those facts that clarify the need
878 for the PUD, the PUD application's context, the consequences of the PUD, each of the
879 findings for Rezoning set forth in 74-14 and within subsection (4) below.
- 880 (4) *Application review and criteria.* The staff reviewing the proposed PUD Rezoning shall
881 consult with other City departments and agencies, and the DRC. The Staff and DRC
882 shall consider the following during application review and prepare an official report and
883 recommendation:
- 884 a. All of the criteria listed in this Section and Section 74-14;
- 885 b. Whether or not the PUD complies with the internal Planned Development District
886 standards set out for the specific District in Section 110-309;
- 887 c. Whether or not the development standards in the proposed Development
888 Agreement justify such modification of regulations and meet, to at least an
889 equivalent degree, the regulations modified, based on the design, enhancements
890 and amenities incorporated in the Master Development Plan; and
- 891 d. Applicability of the proposed PUD city-wide; and
- 892 e. The relationship of the proposed PUD to the Comprehensive Plan, with appropriate
893 consideration of consistency and as to whether the proposed PUD will further the
894 purposes of this LDC and the City Code, regulations, and actions designed to
895 implement the Comprehensive Plan.
- 896 (5) *Public Hearing Notification Requirements.* Notice shall be provided as set forth within
897 Section 74-25 for both the Planning and Zoning Board and City Commission public
898 hearings.
- 899 (6) *Public Hearings.* All applications for PUD shall be considered first by the Planning and
900 Zoning Board and subsequently by the City Commission each at public hearings
901 respectively. At the required public hearing, the Planning and Zoning Board may
902 recommend to the City Commission that the request for a PUD be approved, approved
903 with stipulations or denied. In making its recommendation, the Planning and Zoning
904 Board shall find that the plans, maps and documents submitted by the applicant and
905 presented at the public hearing do or do not establish that the applicant has met the
906 requirements of the criteria for PUD Rezone set forth in this LDC.

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

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

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

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

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

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

941 (9) *Other Applicable Provisions*.

942 a. *Limitations on the Refiling of a PUD Rezoning Application*. Whenever the City
943 Commission has taken final action on a PUD Rezoning application for property,
944 whether approved or denied, the City shall not accept any further application for
945 any PUD Rezoning of any part of or all of the same property for a period of 12
946 months from the date of such action, or the date of final judicial review of such
947 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 landowners from any deleterious effects from the full impact of any permitted uses and stipulations requiring that certain aspects of development take place in accordance with a binding site plan.
- b. All stipulations, including the Development Agreement and MDP shall be recorded by the Volusia County Clerk of Courts.
- c. *Binding Nature of Approval.* All terms, conditions, safeguards, and stipulations made at the time of approval for any district subject to this section shall be binding upon the applicant or any successors in interest.

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

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

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

(10) *Other Applicable Provisions.*

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

Sec. 74-17. Conceptual Site Plan Application.

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

(b) *Review Procedure.*

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

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

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

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

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

(6) *Action.* Final action on all Conceptual Site Plan applications shall be taken by the Planning and Development Services Director or his/her designee, after review by the

DRC. The Director or his/her designee may make the granting conditional upon such restrictions, stipulations and safeguards as it may deem necessary to ensure consistency with the LDC and Comprehensive Plan.

- (7) *Validity*. Conceptual Site Plan approvals shall remain in effect for one (1) year following approval by the Director, unless a longer duration is granted as part of the approval letter.

Sec. 74-18. Final Site Plans.

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

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

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

- (1) Construction of a single-family home and customary accessory structures on an existing single family zoned lot.
- (2) Construction of a duplex and customary accessory uses on an existing duplex zoned lot.
- (3) The installation of those improvements, which are required to develop a subdivision and for which development order, plat approvals, and related permits have been issued, pursuant to chapter 106.
- (4) Agricultural production practices, which include fencing, drainage, irrigation, and other agricultural uses and structures, including portable structures, which do not conflict with existing city ordinances.
- (5) Public buildings under 10,000 sq. ft., subject to staff review to include at a minimum Planning and Development Services department, fire department, and public works department; and final action, to ensure compliance with city ordinances and city fire codes.

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

1115 (d) *Review Procedure.*

- 1116 (1) *Pre-application meeting.* A pre-application meeting on all FSP applications is
1117 required prior to application submittal.
- 1118 (2) *Application submittal.* All applications for Final Site Plans shall be submitted on the
1119 official form provided by the City and accompanied by all pertinent information
1120 required by this LDC. A Final Site Plan may be proposed by any person provided,
1121 however, that no person shall apply for a Final Site Plan (except as agent or attorney
1122 for an owner) which he or she does not own. The name(s) of the owner shall appear
1123 on each application and a signed and notarized authorization form must be provided.
1124 The application shall disclose full ownership.
- 1125 (3) *Application review.* The staff reviewing the proposed Final Site Plan shall consult with
1126 other City departments and agencies, and the DRC staff. The City shall consider and
1127 study the FSP's conformance to all requirements set forth in the LDC,
1128 Comprehensive Plan and Conceptual Site Plan, as applicable.
- 1129 (4) *Public Hearing Notification Requirements.* Final Site Plans are subject to
1130 administrative review and approval and do not require public hearings, or related
1131 notifications.
- 1132 (5) *Public Hearings.* Final Site Plans are subject to administrative review and approval
1133 and do not require public hearings.
- 1134 (6) *Action.* Final action on all Final Site Plan applications shall be taken by the Planning
1135 and Development Services Director or his/her designee, after review by the DRC.
1136 The Director or his/her designee may make the granting conditional upon such
1137 restrictions, stipulations and safeguards as it may deem necessary to ensure
1138 consistency with the LDC and Comprehensive Plan.

1139 (e) *Post-approval stage.*

- 1140 (1) *Recordation.* Final Site Plans shall be recorded in the following manner:
- 1141 a. Following approval, the developer/applicant shall submit two (2) original
1142 approved Final Site Plans to the Planning and Development Services Director
1143 or his/her designee. The applicant shall provide to the City an appropriate
1144 electronic version of the FSP in a format approved by the Planning and
1145 Development Services Director or his/her designee.
- 1146 b. The Planning and Development Services Director shall record the FSP at
1147 Volusia County Clerk of the Circuit Court.
- 1148 (7) *Validity.* Final Site Plan approvals shall remain in effect for two (2) years following
1149 approval by the Director, unless a longer duration is granted as part of the approval
1150 letter.

1151 **Sec. 74-19. Preliminary Plats.**

- 1152 (a) *Applicability.* Requirements for platting in the City shall be in accordance with Chapter
1153 177, Florida Statutes. In all cases involving phased developments, the applicant shall file
1154 a preliminary plat and engineering construction plan and, upon receipt of the related

development order, may then file a final plat application for the first phase of the project. Final plat application may be filed concurrently with the preliminary plat (PP) and engineering construction plan (ECP) application, provided the preliminary plat development order is issued prior to DRC approval of the final plat application.

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

(b) *Review Procedure.*

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

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

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

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

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

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

(7) Post-approval stage.

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

process for all other permits adheres to applicable local, regional, state, and federal laws.

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

Sec. 74-20. Final Plats.

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

(b) *Review Procedure.*

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

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

(c) *Action*

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

(d) *Post-Approval Stage*

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

(DRC AS RECOMMENDATION)

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

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

1280 (b) *Review Procedure.*

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

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

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

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

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

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

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

1315 (c) *Other Applicable Provisions.*

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

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

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

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

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

Sec. 74-22. Major Variances.

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

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

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

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

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

(a) Review procedure.

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

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

- a. The City Commission (for city-owned property);
- b. Any City Department or other agency of the City with authorization from the Commission; and
- c. Any person other than those listed in a. or b. above; provided, however, that no person shall apply for a Rezoning of property (except as agent or attorney for an owner) which he or she does not own. The name(s) of the owner shall appear on each application and a signed and notarized authorization form must be provided. The application shall disclose full ownership.

(3) Application Sufficiency. Applications for a Major Variance shall be accompanied by a clear statement and accounting that presents the applicant's purpose for the requested Variance. The statement shall include those facts that clarify the need for the Variance, the Variance application's context, and the consequences of the Variance. The application shall address how the Variance preserves the LDC's consistency with the Comprehensive Plan.

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

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

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

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

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

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

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

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

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

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

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

1435 (10) Other Applicable Provisions.

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

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

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

Sec. 74-23 Minor Variances.

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

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

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

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

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

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

Sec. 74-25. Urban Infill Development Projects.

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

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

Projects must:

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

Sec. 74-25. Public notice.

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

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

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

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

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

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

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

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

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

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

(b) Citizen awareness and participation meetings.

(1) *Applicability.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Secs. 74-26—74-50. Reserved.

ARTICLE III. RESERVED

Secs. 74-51—74-68. Reserved.

DRAFT