



# MEMORANDUM

DATE: January 15, 2025

TO: Planning and Zoning Board

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

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

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

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**REFERENCES:** City Comprehensive Plan, Code of Ordinances.

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Commission requested staff to update the Zoning Sections in the Land Development Code, as some of the sections were outdated.

## **DISCUSSION:**

Planning Staff is presenting modifications to the City’s Land Development Code (LDC) related to Chapter 74 “Administration,” to include review procedures, eliminating review durations, and updating public noticing requirements; amending Chapter 75, 106, and 110 by removing procedures regulated in Chapter 74 of the LDC. The summary of the modifications within these Chapter are as follows:

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

## **RECOMMENDATION:**

Section 163.3174, Florida Statutes requires the local planning agency to review proposed land development regulations and make recommendations to the City Commission as to the consistency of the changes with the adopted Comprehensive Plan. Accordingly, staff recommends that the Planning and Zoning Board recommend that the City Commission approve Ordinance No. 04-2025 to modify the City’s Land Development Code (LDC) related to Chapter 74 “Administration” and

amending Chapter 75, 106, and 110 by removing procedures regulated in Chapter 74 of the Land Development Code.

**NEXT STEPS:** The Mayor and City Commission will hear this item on February 3, 2025.

**ATTACHMENTS:**

- Ch 70 General Provisions and Ch 74 Administration