



# MEMORANDUM

DATE: September 17, 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. 30-2025, Amendment to Chapter 74 "Administration" (Legislative – Public Hearing) (Jordan Smith, Project Manager)

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

**REQUEST:** Proposed amendments to Chapter 74 "Administration of the Land Development Code" to bring the City's playing procedures into compliance with Senate Bill 784 (2025) and to clarify the appropriate reviewing decision making authority for development applications under the Land Development Code (LDC).

**DISCUSSION:** On June 30, 2025, the City Commission approved Resolution No. 2025-71 designating the Planning and Development Services Director as the administrative official responsible for the administrative approval of plats and replats. The Florida Legislature enacted Senate Bill 784 (2025), amending §177.071, Florida Statutes to require that certain plats and replats be administratively approved by a designated official or employee of the local government. The City's Planning and Development Services Director, who is otherwise designated by the City Code to provide administrative approvals, shall be the administrative official responsible for receiving, reviewing, and administratively approving, approving with conditions, or denying plays and replats submitted within the City of Deltona. The proposed changes focus on Chapter 74 "Administration" and associated procedural updates. Highlights of the proposed changes include:

- Designation of the Planning and Development Services Director as the City's administrative authority for plats and replats pursuant to §177.071, Florida Statutes (SB 784 compliance).
- Clarification of the Development Review Committee's (DRC) role as a recommending body on final plays, with the Director serving as final approving authority.
- Revised Section 74-20 (Final Plats):
  - Establishes the Planning and Development Services Director as the sole final approving authority for plats and replats.
  - Requires the DRC to provide a formal recommendation to the Director.
  - Incorporates statutory requirements from SB 784, including:
    - Written notice within seven (7) business days of application receipt.
    - Final action within the timeframe stated in the notice.
    - Written denials with specific statutory/code citations.
    - Prohibition on requiring applicants to request extensions of time.
    - Clarifies recordation process, issuance of a final play development order, and validity provisions.
- Revised Section 74-11 (Approving Authority)

- Clarifies that the Planning and Development Services Director is the final approving authority for plats and replats.
- Retains the Planning and Zoning Board and City Commission as approving authorities for other development applications (rezoning, conditional uses, variances etc.)
- Confirms that the DRC and City Commission may continue items for cause, provided such continuances comply with statutory timeframes.
- New Section 74-25 (Urban Infill Redevelopment Projects):
  - Establishes a new Urban Infill Redevelopment (UIR) Program to encourage development of vacant infill tracts, small lots, and redevelopment of problematic properties.
  - Provides flexibility in development standards (density, height, setbacks, lot size, floor area ratio) in exchange for superior design and measurable public benefit.
  - Requires all UIR projects to be review and approved as conditional uses, with the Planning and Zoning Board serving as the approval authority.
  - Sets forth distinct criteria for non-residential/multi-family projects (compatibility, design, parking, architectural compliance, public facilities, environmental compliance) and for residential projects (compatibility, neighborhood stabilization, housing options, design and public facilities).
- Citizen Awareness and Participation Plan Meetings (Section 74-12):
  - Expand the minimum citizen notification area from 300 feet to 500 feet for required neighborhood participation meetings.
- Elimination of City Commission approval of plats and replats, consistent with SB 784.

## **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. 30-2025 amending the City's Land Development Code related to Chapter 74 "Administration".

**NEXT STEPS:** The Mayor and City Commission will hear this item on October 6, 2025, at first reading.

## **ATTACHMENTS:**

- Ordinance No. 33-2025