



Development Review Report (DRR)

To: Planning & Zoning Board
From: Daniel T. Keester-O'Mills, AICP, *Development Services Director*
RE: Amendments to the Land Development Regulations – Community Meetings, Signage & Schools
Date: February 18, 2025 (Planning & Zoning Board February 25, 2025)

Staff has prepared an amendment to the Land Development Regulations (LDR) for your consideration. This report includes three (3) unrelated changes to the LDR:

1. An amendment to address the neighborhood meetings to clarify and expand on the types of development that should present their concepts to the community in advance of public hearings,
2. An amendment to the allowable zoning districts where charter schools are permitted, to be consistent with changes in the Florida Statutes, and
3. An amendment to require posted signage for community buildings and accessory uses (swimming pools) that may assist individuals calling first responders to identify the location of a victim in an emergency.

I. BACKGROUND INFORMATION

The three amendments to the Land Development Regulations are intended to clarify the requirements for the public and staff.

The first proposed amendment to the LDR is related to the neighborhood meeting requirements. Currently, the LDR indicates that a neighborhood meeting is required before the approval of “any site plan or development approval.” The term “development approval” is not defined in the LDR, and was not intended to include every development application. The proposed revision seeks to clarify that it is intended for a site plan, or other development applications that may require a site plan application. Currently a special exception is required for several uses, but an applicant seeking a special exception may occupy an existing building or require constructing a new building in order to implement their proposed use. A new building may have a greater impact to the community, than a new operator in an existing building. For this reason, staff is proposing an amendment to the procedures so that additional developers will reach out to the community earlier in the approval process, as opposed to just at the time of site plan.

The second amendment seeks to change the allowable uses for public and charter schools, to treat both equally. The Florida Statutes preempts charter schools from being regulated differently from public schools. The proposal seeks to remove public schools from a special exception use in the IL zoning district (Industrial, Light), and adds public schools as a permitted use within the CG a zoning district (a designation where charter schools are permitted). Additionally, the proposal will add “charter schools” as a permitted use in CC, RS-4, RS-4A, and RS-5 (zoning designations where public schools are permitted).

Lastly, an amendment that requires signage to be installed for community buildings and swimming pools. This way individuals calling for help (police, fire, etc.) can readily provide the exact location of the victim in the event of an emergency.

II. PROPOSED TEXT AMENDMENTS

LAND DEVELOPMENT – REGULATIONS

Article IV - DEVELOPMENT REVIEW REQUIREMENTS

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Sec. 1.9. - Public notice requirements.

1.9.1. Public notice required.

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1.9.6 Neighborhood meetings. A neighborhood meeting is required- before approval of any site plan or other application for development, which approval under this Code, may require a site plan application for implementation. A neighborhood meeting shall comply with the following procedures:

A. The applicant shall schedule the neighborhood meeting for a time and place that is convenient and accessible to neighbors residing within five hundred (500) feet of the land subject to the application. It shall be scheduled after 5:00 p.m. on a weekday.

B. Notification must be sent to all large associations and neighborhood HOAs.

C. At the neighborhood meeting, the applicant shall explain the development proposal and application, inform attendees about the application review process, respond to questions and concerns neighbors raise about the application, and propose ways to resolve conflicts and concerns.

D. The applicant shall prepare a written summary of the meeting that includes a list of meeting attendees, a summary of attendee comments, discussed issues related to the development proposal, and any other information the applicant deems appropriate. The meeting summary shall be included with the application materials and be made available to the public for inspection.

E. Any person attending the neighborhood meeting may submit a written response to the applicant's meeting summary to the Planning and Zoning Director. The response may state their understanding of attendee comments and discussed issues related to the development proposal, and any other information they deem appropriate. All written responses to the applicant's summary of the neighborhood meeting shall be transmitted to the applicant and made available for public inspection.

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SCHEDULE B. - ALLOWABLE USES

B-1. Uses Allowed in Residential Districts.

Land Use Category	RS-4	RS-4A	RS-5	RS-5A	RM-5	RM-8	RM-10	RT-15	RM-18	RM-22	RM-40	RM-45	RMH-50	RO
Accessory Uses ¹	A	A	A		A	A	A	A	A	A	A	A	A	A
...														
Education														
• Primary and secondary, public schools	SE	SE	SE	SE										
• Primary and secondary, charter and private schools ¹	<u>SE</u>	<u>SE</u>	<u>SE</u>	SE										
Essential services and utilities	P	P	P	P	P									
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*RE: Amendment to the Land Development Regulations:
Swimming Pools, Neighborhood Meetings, Charter Schools*

SCHEDULE B. - ALLOWABLE USES

B-2. Uses Allowed in Nonresidential Districts.

Land Use Category	CO	CN	CG	CC	CW	CE	IL	PO	PL	PR	CR	S-1	CF	UT	Not Zoned
Accessory Uses ¹	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
...															
Education ¹															
• College and university				SE		SE							SE		
• Instructional	P	P	P	P	P ²	P ²			A ²	A ²			SE		
• Pre-school	SE	P		SE									SE		
• Primary and secondary, Public schools	SE		SE	SE			SE						SE		
• Primary and secondary, charter and private schools ¹	SE		SE	SE									SE		
• Remedial		P	SE										P		
• Training	P	P	P	P	SE	SE ²	SE		A ²	A ²			P		
Essential utilities and services	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
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SCHEDULE I. - SIGN REQUIREMENTS

Sec. 5.0. - Mandatory signs.

- (a) All buildings within the city shall display their street address, in numerals or letters, or both, not less than ~~three~~ six (36) inches in height, or the minimum required by the Florida Building Code and Florida Fire Prevention as amended. Said street address shall be displayed on each building so that said numerals and letters shall be visible from the street or right-of-way upon which said building faces at all times. Should a structure be subdivided into businesses or uses or both, each subdivided use shall have a separate address posted.
- (b) All businesses located within the city shall also display said street addresses on the rear entrances of their businesses in numerals or letters or both not less than ~~three~~ six (36) inches in height which shall be readily visible to those who approach the rear entrance of said businesses, or the minimum required by the Florida Building Code and Florida Fire Prevention as amended. The chief sign official shall designate in written form all addresses for compliance with this section. Compliance with this section is a condition precedent to the issuance of a certificate of occupancy.
- (c) Community Buildings. All buildings owned and/or operated by community associations shall have the address, including building number and street name, posted on the exterior of the building at the building entrance, the association entrance or entrance to the complex, and in the lobby of the building, if a lobby exists, in numbers and letters at least six inches in height.

(d) Community and Commercial Swimming Pools. Swimming pools owned and/or operated by community associations and commercial entities shall have the address, including building number and street name, of the swimming pool or the address of the building for which the swimming pool is included, posted so as to be visible from all areas of the swimming pool deck and at the entrance to the community or commercial complex during both daylight and non-daylight hours, in numbers and letters at least six inches in height.

III. ANALYSIS

Staff has prepared the amendments to the Land Development Regulations (LDR) for the following reasons:

1. An amendment to address the neighborhood meetings to clarify and expand on the types of development that should present their concepts to the community in advance of public hearings:
 - Improve transparency & require that developers reach out to the communities earlier in the entitlement process. The changes are consistent with the original intent of the amendments to the LDR, but this seeks to clarify for Staff which applications are subject to the neighborhood meeting requirement.
 - This will encourage community input earlier in the approval process.
2. An amendment to the allowable zoning districts where charter schools are permitted, to be consistent with changes in the Florida Statutes:
 - Consistency with the state laws means that staff is not providing conflicting information to the public. This reduces unnecessary disputes or lawsuits between an applicant and staff.
3. An amendment to require posted signage for community buildings and accessory uses (swimming pools) that may assist individuals calling first responders to identify the location of a victim in an emergency.
 - Staff is recommending this addition to the sign regulations in the hopes that the public can provide better information to first responders, in the event of an emergency.

IV. RECOMMENDATION/ACTION

The Department recommends the Board enter into the record the Development Review Report (DRR) and all other substantial competent evidence presented at the hearing, adopt the findings and conclusions contained herein, and forward the record to the City Commission with a recommendation that the proposed Ordinance amending the LDR be adopted.

V. ATTACHMENTS

1. N/A