

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: PLANNING, ZONING, AND BUILDING DEPARTMENT (PZB)

SUBJECT: LAND DEVELOPMENT REGULATION REVISION PROCESS

PPM #: CW-L-038

ISSUE DATE
April 29, 2025

EFFECTIVE DATE
April 29, 2025

PURPOSE:

To establish a procedure, responsibilities, and requirements for the review and adoption of proposed revisions to the County’s land development regulations in the Unified Land Development Code (ULDC), including provisions for:

- Role of the County Implementing Departments and Divisions, and the Zoning Division;
- Timing and procedures;
- Initiation process;
- Review by Advisory Boards to obtain recommendations;
- Review by the Zoning Commission (ZC) and serving as the Land Development Regulation Commission (LDRC); and
- Adoption by the Board of County Commissioners (BCC).

AUTHORITY:

- Florida Statutes (F.S.) Sections 163.3164(25) and (26), 163.3194, and 163.3202, as may be amended.
- ULDC Article 2.G.1.A, Board of County Commissioners, as may be amended.
- ULDC, Article 2.G.3.L, Zoning Commission, as may be amended.

DEFINITIONS:

Capitalized terms are defined in the ULDC Art. 1.H, Definitions and Acronyms. The term “Implementing Department or Division” is defined as the Department or Division responsible for the application, implementation, and interpretation of the associated ULDC regulation pursuant to ULDC Art. 1.B, Interpretation of the Code unless otherwise stipulated by any specific regulation.

POLICY:

The ULDC is comprised of 18 Articles, each with one or more County Departments or Divisions that are responsible for applying and/or implementing the regulations within the Articles

(Implementing Department or Division). It is the responsibility of each Implementing Department or Division to ensure that the land development regulations are reviewed and updated as each may deem necessary and/or appropriate. The Zoning Division of PZB is the responsible agency for the management of the land development regulations within the County's ULDC, and coordinates both ULDC revisions proposed by private applicants as outlined in ULDC Article 2.D. ULDC Privately Proposed Revision, and ULDC revisions proposed by the Division and/or the Implementing Department or Division.

PROCEDURES:

The following procedures apply to County-proposed ULDC revisions originating after the effective date of this PPM, and will be supported by periodic training provided by the Zoning Division to fully inform and position Implementing Departments and Divisions to uphold their roles and responsibilities per this PPM. Privately proposed revisions are subject to procedures and requirements in ULDC Article 2.D. ULDC Privately Proposed Revision. The revision of land development regulations is comprised of a series of steps with various roles and responsibilities as outlined below.

1) Preliminary Review and Direction

- a. Implementing Departments or Divisions may directly coordinate the BCC initiation of ULDC revisions at any time without Zoning Division assistance, and subsequently coordinate with the Zoning Division pursuant to items 3 through 7 below following BCC initiation.
- b. If not utilizing Zoning Division assistance to coordinate BCC initiation of ULDC revisions, the Implementing Departments or Divisions shall complete the following, as applicable, prior to submitting a proposed ULDC revision to the Zoning Division for processing to completion:
 - Presenting the proposed revisions to the Planning Division for a preliminary review for consistency with the Comprehensive Plan.
 - Coordinating with the County Attorney's Office to determine whether the language subject to proposed revision constitutes a land development regulation and be therefore subject to ZC/LDRC review pursuant to item 5 below.
 - Presenting the proposed revisions to County Administration for direction and/or authorization to proceed, and obtaining BCC direction to initiate the proposed revisions by placement of an initiation memo on the BCC Zoning Agenda.
- c. Implementing Departments or Divisions shall ensure notification to the League of Cities for all ordinances, new or revised, having countywide impacts (as determined by the Implementing Department or Division) that are under consideration by the BCC and to request municipal input on countywide ordinances pursuant to PPM CW-O-41, Countywide Ordinances.
- d. Note: ULDC revisions must be processed in partnership with the Implementing Department or Division.

2) Initiation through the Zoning Division

- a. Implementing Departments or Divisions utilizing Zoning assistance for the review and initiation of ULDC revisions by the BCC Initiation shall submit the following to the

Zoning Division at any time. The Implementing Department or Division and the Zoning Division shall coordinate on the time frame for the hearings.

- Written request with a justification for the revisions,
 - preliminary research and findings,
 - a summary of any completed coordination with County Administration, other Divisions/Departments, and the League of Cities as deemed appropriate by the Implementing Department or Division, and
 - a summary of the preliminary findings of the Planning Division regarding consistency with the Comprehensive Plan.
 - The proposed revisions with deleted text struck out and added text underlined are not required at this stage unless already drafted by the Implementing Department or Division.
- b. Upon completion of an internal review, the Zoning Division shall place an initiation memo that summarizes the proposed ULDC revision and is deemed acceptable to the Zoning Division and the Implementing Department or Division on the BCC Zoning Agenda for consideration of initiation by the BCC. The Implementing Department or Division will be invited to present the proposed revision, and expected to be in attendance, at the BCC Agenda Review and BCC Zoning meetings.

3) Review, Drafting, and Report following Initiation

- a. If the BCC approves initiation of the proposed ULDC revision, the Implementing Department or Division and the Zoning Division will collaboratively coordinate toward the development of actual proposed changes in strike out and underline format.
- b. The Implementing Department or Division shall be responsible for:
- the preparation of data and analysis, including implications of the proposed changes, and timely submitting same to the Zoning Division for the associated staff report;
 - the preparation of required documentation pursuant to F.S. Section 125.66, including a business impact estimate, as applicable; and
 - coordination directly with the Planning Division to secure a written notice verifying consistency with the Comprehensive Plan.
- c. The Zoning Division will forward the draft ULDC revisions in strike out and underline format to the applicable County Development Review Officer (DRO) Review Agencies associated Assistant County Attorney(s), and shall then share responses with the Implementing Department or Division for coordination and/or to collaboratively coordinate toward a mutually agreeable resolution of any identified issues and proposed end product.
- d. The Implementing Department or Division and/or the Zoning Division may coordinate internal meetings on the topic as necessary to sustain coordination, progress, schedule and final action.

4) Request for Permission to Advertise

- a. Upon the completion of the ULDC revisions in strike out and underline format and a full staff report, the Zoning Division will place the item on a BCC Zoning Agenda for consideration of a Request for Permission to Advertise.
- b. The Implementing Department or Division will be invited to present the proposed

revisions, and be expected to be in attendance, at the BCC Agenda Review and BCC Zoning meeting.

5) Advisory Board Recommendation

- a. If the Request for Permission to Advertise is approved by the BCC, the proposed revisions shall be presented to any applicable advisory board(s) as follows:
 - If the proposed ULDC revisions are required to be reviewed by an advisory board established by the BCC for that purpose, then the Implementing Department or Division shall coordinate review of the proposed ULDC revision with that advisory board prior to the same being considered for approval by the BCC.
 - If the proposed ULDC revisions are not required to be reviewed by an advisory board established by the BCC for that purpose, the Zoning Division will present the proposed ULDC revisions to the ZC (serving as the LDRC) for a review and recommendation to the BCC. The Implementing Department or Division will be invited to present the proposed revisions, and be expected to be in attendance, at the ZC public hearing.
- b. Depending on the specific ULDC revision, the presentation to the applicable advisory board(s) may precede the BCC Request for Permission to Advertise.

6) ZC and LDRC Review

- a. For all proposed land development regulation revisions subject to LDRC review as described in Article 2.G.3.L and F.S. Section 163.3194(2), the Zoning Division will present the items to the ZC, sitting as the LDRC, for a review and recommendation as to consistency with the Comprehensive Plan. For any ULDC revision subject to ZC review as the advisory board, this will be presented as a single agenda item with two motions.


7) BCC Hearings

- a. Following BCC approval of Request for Permission to Advertise and completion of all required advisory board meetings, the Zoning Division will place the proposed ULDC revisions on a BCC Zoning Agenda for consideration of approval at one or more public hearings, as applicable in compliance with F.S. Section 125.66.
- b. The Implementing Department or Division will be invited to present the proposed revisions, and be expected to be in attendance at, the BCC Agenda Review and BCC Zoning meeting.

8) Post Adoption

- a. Upon BCC approval and adoption of an ordinance revising land development regulations, the certified copy of the ordinance is filed with the Department of State by the Clerk of the BCC in accordance with F.S. Section 125.66. Correspondence will be provided by the Zoning Division to the Implementing Department or Division once this step has been completed.
- b. The Zoning Division will post the adopted, effective ordinances on the Zoning Division website and update the online, PDF, and paper versions of the ULDC once filed with the Department of State. Correspondence will be provided by the Zoning Division to

the Implementing Department or Division once this step has been completed.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. PPM# CW-L-038, effective 08/08/2000
2. PPM# CW-L-038, effective 09/15/2010
3. PPM# CW-L-038, effective 02/10/2016