



MINUTES
WORKSHOP CITY COUNCIL MEETING
LAND DEVELOPMENT REGULATIONS
MARCH 24, 2003 AT 7:00 P.M.
CITY HALL, 116 FIRST STREET
NEPTUNE BEACH, FLORIDA

Pursuant to proper notice a Special Meeting of the City Council of the City of Neptune Beach was held March 24, 2003, at 7:00 p.m., in the Council Chambers, City Hall, 116 First Street, Neptune Beach, Florida.

Attendance

IN ATTENDANCE:

Mayor Richard A. Brown
Vice Mayor James Gilbert
Councilor Harriet Pruette
Councilor Larry Shealy
Councilor John Weldon
City Manager Richard A. Linn

City Clerk Lisa Volpe, CMC
Deputy City Clerk Karla Strait, CMC
Assistant to the Building Official Piper Turner

Call to Order/Roll Call

The Mayor called the meeting to order at 7:26 p.m.

Land Development
Group I
Articles I, II, & III

LAND DEVELOPMENT REGULATIONS REVIEW – GROUP 1, ARTICLES I, II, & III:
City Manager Linn stated Ivy, Harris & Walls, agreed to continue working with the city in the effort to revise Chapter 27, Land Development Regulations for the cost of \$9,400, which included the legal review.

Gary Dickens, Ivy, Harris & Walls, stated his firm was originally hired in 1999 to review the Land Development Regulations. He explained the intent was to review and improve the regulations, not to completely rewrite them. He added the latest version of the land development regulation changes dated March 24, 2003, included all the ordinances he was given.

Councilor Weldon stated he expected all changes after each meeting to be included in the revised edition for the next meeting. City Manager Linn replied the City Clerk would be the direct line of communication with the consultant to get everything updated.

Mayor Brown asked Mr. Dickens what would be the best way to move through the changes. Mr. Dickens replied it would be best to look at each page collectively and he would point out the changes made by the previous councils. He would ask this council if they agreed or disagreed with those changes that were underlined or struck through.

Article I, In General

SECTION 27-15. DEFINITIONS: Councilor Weldon suggested postponing Section 27-15. Definitions because definitions would be added throughout the review.

SECTION 27-24. ENCROACHMENT AND REDUCTION OF LOT AREA: Councilor Pruette questioned if the footprint bill should be included in this section.

Article II, Administrative
and Enforcement
Bodies

Consensus: **TO NOTE IN SECTION 27-24 TO REFER TO SECTION 27-706.**

DIVISION 1. GENERALLY: NO CHANGES

DIVISION 2. PLANNING & DEVELOPMENT REVIEW BOARD.

SECTION 27-36. ESTABLISHMENT: Councilor Weldon suggested this section clarify the PDRB handled commercial review development plans.

Consensus: **TO ADD: AS SUCH, THE PDRB HEARS COMMERCIAL VARIANCES REQUESTS. STRIKE: "AND APPROVE OR DENY".**

SECTION 27-37. PURPOSE: Councilor Weldon requested the "Goals and Objectives of the Board" be added at the end of the paragraph. Mr. Dickens suggested making sure it was consistent with the Comprehensive Plan. Councilor Weldon responded the Board referred to Chapter 27 not the Comprehensive Plan.

Consensus: **TO HAVE THE CONSULTANT REVIEW THE "GOALS AND OBJECTIVES" SUBMITTED BY COUNCILOR WELDON AND COMPARE THEM WITH THE COMPREHENSIVE PLAN.**

SECTION 27-38. MEMBERSHIP AND OFFICERS.

Consensus: **STRIKE "THE ARCHITECTURAL REVIEW AND/OR" IN (h)**

Consensus: **STRIKE ALL REFERENCES TO ARCHITECTURAL REVIEW IN (h) & (i).**

Consensus: **STRIKE "SUBJECT TO CONFIRMATION BY THE CITY COUNCIL" IN (i).**

SECTION 27-39. GENERAL FUNCTIONS, POWERS AND DUTIES.

Consensus: **LEAVE "ADVISORY" IN (a) 4).**

Consensus: **LEAVE "HISTORIC PRESERVATION" AND STRIKE OUT "OR ARCHITECTURE" IN (b) (2) & (b) (3)**

Consensus: **ADD "PRELIMINARY DEVELOPMENT ORDER" STRIKING "DEVELOPMENT REVIEW" IN (c).**

DIVISION 3. BOARD OF APPEALS

SECTION 27-46. ESTABLISHMENT.

Consensus: **ADD "ADMINISTRATIVE" BEFORE "APPEALS" AND INSERT "RESIDENTIAL" BEFORE "VARIANCES" IN 27-46.**

SECTION 27-47. MEMBERSHIP AND OFFICERS.

Consensus: **STRIKE OUT "AND SECRETARY" IN (f).**

SECTION 27-48. GENERAL FUNCTIONS, POWERS AND DUTIES.

Consensus: **ADD "RESIDENTIAL" BEFORE "VARIANCES" IN (2)**

DIVISION 4. CODE ENFORCEMENT BOARD: NO CHANGES

DIVISION 5. CITY STAFF: NO CHANGES

DIVISION 6. CITY COUNCIL: NO CHANGES

Recess/Reconvene

The meeting recessed at 9:05 p.m. and reconvened at 9:20 p.m.

Article III. Administrative
& Enforcement
Procedures

DIVISION 1. GENERALLY: NO CHANGES

DIVISION 2. DEVELOPMENT REVIEW

SECTION 27-76. GENERALLY.

Consensus: **STRIKE ALL REFERENCE TO FINAL DEVELOPMENT PLANS.**

SECTION 27-78. DEVELOPMENT PERMIT REQUIRED.

Consensus: **DO NOT CHANGE.**

SECTION 27-82 PROCEDURE FOR APPLYING FOR AND ISSUEING DEVELOPMENT ORDERS.

Consensus: **CHANGE 6 MONTHS TO 3 MONTHS; STRIKE "PRELIMINARY PLAN SUBMITTAL AND" AND CHANGE FINAL TO PRELIMINARY IN (b)**

Consensus: **ADD THE WORD "PUBLIC" BEFORE "HEARING" IN (e)**

Consensus: **ADD "WITH OR WITHOUT CONDITIONS" IN (f)(1).**

Consensus: **STRIKE "PLANNING AND DEVELOPMENT REVIEW BOARD" AND ADD "COUNCIL" AND ADD THE FOLLOWING SENTENCE AT THE END OF THE PARAGRAPH: "THE FINAL DEVELOPMENT PLAN SHALL BE CONSISTENT WITH THE PRELIMINARY DEVELOPMENT ORDER AND MAY CONTAIN NO LAND USE PROPOSALS DIFFERENT THAN THOSE APPROVED IN THE PRELIMINARY DEVELOPMENT ORDER" TO (g)**

Consensus: **CHANGE (h) TO (i) ADDING THE FOLLOWING NEW LANGUAGE TO (h): REVIEW OF FINAL DEVELOPMENT PLANS AND ISSUANCE OF A FINAL DEVELOPMENT ORDER. THE PLANNING AND DEVELOPMENT REVIEW BOARD SHALL CONDUCT A PUBLIC HEARING ON THE FINAL DEVELOPMENT PLAN TO DETERMINE WHETHER THE PLAN SATISFIES THE REQUIREMENTS OF THIS CODE. BASED ON THE DETERMINATION FROM EVALUATING THE ABOVE FACTORS, THE PLANNING AND DEVELOPMENT REVIEW BOARD SHALL EITHER: (1) ISSUE A FINAL DEVELOPMENT ORDER COMPLYING WITH SECTION 27-87 OF THIS CODE WITH OR WITHOUT CONDITIONS; OR (2) REFUSE TO ISSUE A FINAL DEVELOPMENT ORDER IF IT IS NOT POSSIBLE FOR THE PROPOSED DEVELOPMENT, EVEN WITH REASONABLE MODIFICATIONS, TO MEET THE REQUIREMENTS OF THIS CODE.**

SECTION 27-88. REQUIRED AND OPTIONAL CONTENTS OF FINAL DEVELOPMENT ORDERS.

Consensus: **STRIKE "PLANNING AND DEVELOPMENT REVIEW BOARD" AND ADD "CITY STAFF".**

DIVISION 3. PLATTING REQUIRMENTS

SECTION 27-101.1 (b) (5)

Consensus: **TO LEAVE (b) (5) AS IS.**

SECTION 27-102. PROCEDURES FOR PLATTING

Consensus: **STRIKE "IN DUPLICATE" AND ADD "TEN COPIES" AND STRIKE "HOWEVER, NO FINAL DEVELOPMENT PLAN APPROVALS OR ORDERS SHALL BE ISSUED UNTIL THE PLATTING PROCESS HAS BEEN COMPLETED, FIRST AND FOREMOST" TO (a).**

Consensus: **STRIKE "ONE" AND ADD "COPIES" TO (b).**

DIVISION 4. MINOR REPLAT REQUIREMENTS: NO CHANGES

DIVISION 5. GUARANTEES AND SURETIES.

SECTION 27-116. MAINTENANCE OF IMPROVEMENTS.

Consensus: **AND "FINAL" BETWEEN APPROVED AND DEVELOPMENT PLAN IN (b) (1).**

DIVISION 6. ENFORCEMENT OF DEVELOPMENT PERMITS AND ORDERS: NO CHANGES

DIVISION 7. REVIEW OF ADMINISTRATIVE AND LEGISLATIVE DECISIONS.

SECTION 27-133. REVIEW OF ADMINISTRATIVE DECISIONS.

Consensus: **ADD "COMMERCIAL" AS THE FIRST WORD IN THE LAST SENTENCE BEFORE "LAND USE" IN (a)**

DIVISION 8. VARIANCES

SECTION 27-144. NOTICE REQUIREMENTS.

Consensus: **FOR THE CONSULTANT TO REVIEW REMEDY NOTICES REQUIREMENTS AND DISCUSS THIS SECTION BEFORE ANY CHANGES WERE MADE.**

DIVISION 9. SPECIAL EXCEPTIONS: NO CHANGES

DIVISION 10. AMENDING THIS CODE: NO CHANGES

DIVISION 11. AMENDING THE COMPREHENSIVE PLAN: NO CHANGES

Adjournment

There being no further business, the meeting adjourned at 10:41 p.m.

Richard A. Brown, Mayor

ATTEST:

Lisa Volpe, CMC, City Clerk

Approved: _____