



PLANNING DEPARTMENT

LAND USE & ZONING

Planning Department



WHO'S ON FIRST? THE PLAYERS AND THEIR ROLES IN THE DEVELOPMENT PROCESS:

- BOARDS (Historic, Planning Board, BZA)
- TOWN COUNCIL (Decisions and Appeals)
- STAFF (Planning, Public Works, Clerk)
- LEGAL (Town Attorney, Opposing Counsel)
- THE DEVELOPMENT PROCESS (consistency, site plan review, plat, impacts, capacity, etc.)

Boards



- Historic Preservation
- Board of Zoning Adjustment
- Planning Board



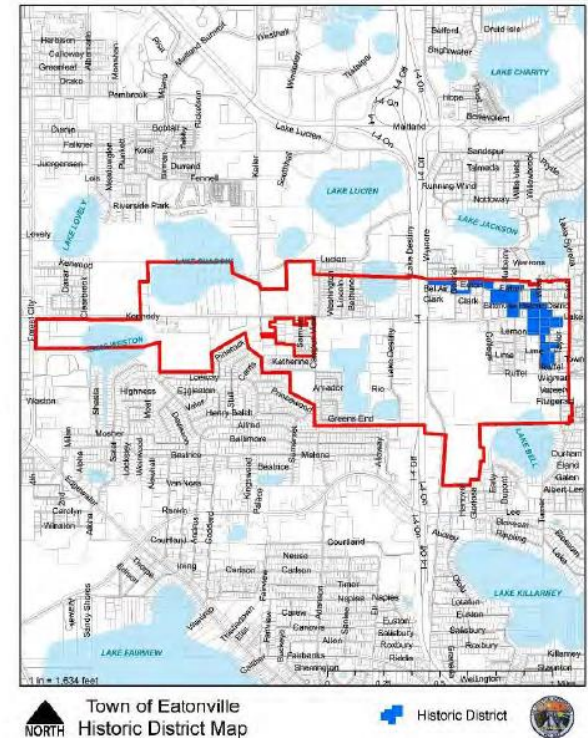
Historic Preservation Board

- Who can be board members?
 - Five members (when possible, be a resident) appointed by town council (additional 2 alternate members)
 - One must be registered architect and another a local historian, if available
 - Real estate/property appraisal
 - Urban planning
 - Engineering or building construction
- How long is a term?
 - 3 years, staggered so that not more than 2 terms expire
- What is a considered a quorum?
 - Not addressed
- What is a favorable vote?
 - Not addressed

Historic Preservation Board



- **Required meetings:** 4 times a year
- **Rules of procedure-** board is to adopt
- **Responsibilities-**complimentary to state historic preservation board office.
 - Nominate buildings/districts
 - Evaluate demolition of buildings in the district
 - Appoint subcommittees





Board of Zoning Adjustment

- Who can be board members?
 - 5 residents, appointed by town council (additional 2 alternate members)
- How long is a term?
 - 3 years, staggered so that not more than 2 terms expire
- What is a considered a quorum?
 - Three members
- What is a favorable vote?
 - Majority of members attending a meeting shall be required to case of favorable vote on any matter.

Board of Zoning Adjustment



- To hear and decide appeals regarding planning director decisions (relevant to the LDC)
- Variance applications
- Appeals from BZA decisions are at the Circuit Court



Planning Board

- Who can be board members?
 - 5 residents, appointed by town council (additional 2 alternate members)
- How long is a term?
 - 3 years, staggered so that not more than 2 terms expire
- What is a considered a quorum?
 - Four members
- What is a favorable vote?
 - Majority of members attending a meeting shall be required to case of favorable vote on any matter.

Planning Board Duties



The duties of the planning board shall be as follows:

1. To act in an **advisory capacity** to the town council on questions relating to zoning, or proposals to **change zoning regulations, rezonings.**
2. To study an **existing comprehensive plan document** make recommendations to the town council for **changes in the existing comprehensive land use element**
3. Plat Review
4. Site Plan Review
5. Special Exception Review

To perform such other duties as may from time to time be assigned to the planning board by the town council. Those duties and responsibilities shall be performed in the same manner and with the same procedures except where changed herein or in future acts of the town council.



Town Council

- Appoint members to relevant boards
- Can direct special studies and assign to specific board
- Final Decision Maker



Staff & Legal

- Town Clerk
- Planning Director
- Public Works Director
- Attorneys

Staff



Town Clerk

- Maintains custody of municipal records, including ordinances, resolutions, contracts and agreements; and promulgates procedures for the orderly management, maintenance, retention and destruction of said records in accordance with state law.
- Post Meeting Notices for various ordinances and meetings, Packet assembly and distribution subject to the Sunshine Law
- Records Requests as provided by State Statute
- Prepares minutes of meetings established by the town.

Certification available for Clerks

- Certified Municipal Clerk (CMC) program
- Master Municipal Clerk (MMC) Program

Staff



Planning Director

- **Interprets** the Code and the Comprehensive Plan
- Analyze, research and provide evidence to support the planning inquiries.
- **Implements** the Comprehensive Plan and the Land Development Code.
- Reviews development's against the town's policies, they DO NOT create standards, policies, or reviews outside of the adopted policies for project review.
- Update, revise and add additional policies, standards as directed by the Town Council/Planning Board/BZA.

Certifications for Planners:

- American Institute of Certified planners

Staff



Public Works Director

Responsible for all infrastructure of the Town

- Water
- Sewer
- Roads

Certifications available- Professional engineer, Public Workshop or APWA (American public works association)



Legal- Town Attorney /Applicant Attorney

- Attorneys
 - Roles for **Town** Attorney:
 - Advises the town on legal ramifications, options and potential issues as it relates to the LAW and the Town's charter and LDC
 - Provides Legal Advice to the Planning Director (when asked for an opinion)
 - Answer's questions and/or interpretation of the Code
 - Roles for **Applicant's** Attorney:
 - Represent the land owner, they do not provide testimony
 - Provide experts as part of the team (planners, architects, engineer)

Certifications: Board Certified- City, county & Local Government
Law Certified

Staff Reports

- Review applications for consistency with the Town's policies (Comprehensive Plan and Land Development Code)
- Prepare analysis and review on applicant's requests
- Provide a summary of the review, supporting documentation and recommendations for the item
- Present findings during the planning board meeting and Town Council



Town Council
Staff Report

Town of Eatonville

APPLICATION INFORMATION

APPLICATION NUMBER: #DEV2022.06
OWNER: XWAY Inc, a Florida Corporation
APPLICANT: Logan Opsahl and Lowndes Law Firm
PREPARED BY: Tara Salmieri, AICP Town Planner
MEETING DATE:

| | |
|--|--|
| REQUEST: | A request to change the zoning classification from I-1 Industrial to C-1 Commercial for office and accessory uses. |
| LOCATION: | 200 S. Lake Destiny, Parcel ID 35-21-29-3854-00-0070 |
| ACREAGE: | 3.7 +/- Acres |
| EXISTING ZONING | I-1 |
| FUTURE LAND USE | Commercial |
| SURROUNDING ZONING and FUTURE LAND DESIGNATIONS: | North – Commercial/ C-1 South – Industrial/ I-1 East – Industrial/I-1 West – Commercial/C-3 |

STAFF EVALUATION AND FINDINGS

1. PROPOSAL



The proposal, from the application, is to rezone 3.7 +/- acres from I-1 Zoning to C-1 Zoning. The property is located on Lake Destiny with Kennedy roadway frontage.



Recommendation(s):

1. Recommendation of denial
2. Recommendation of approval
3. Recommendation of approval with conditions
4. Recommendation of approval in part, with or without conditions, and denial in part.

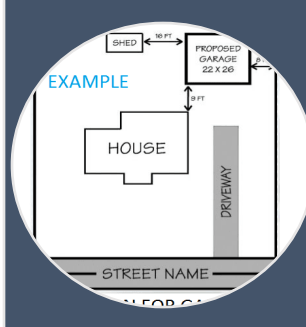
Process for Development



**Development
Agreements**



Plat



Site Plan



**Building
Permit(s)**



**Development
begins**





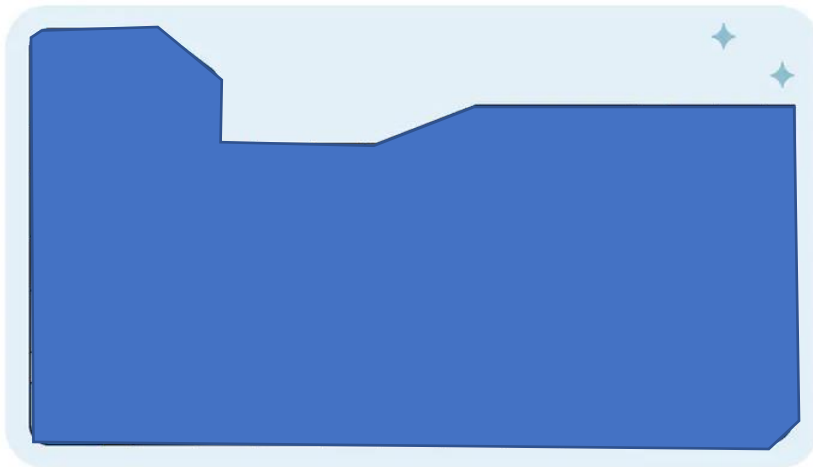
Development Agreements

A local government may enter into development agreements with landowners or developers for the provision of infrastructure or other actions of public benefit related to a land development. These agreements are typically associated with large scale development and are created during the development review process.

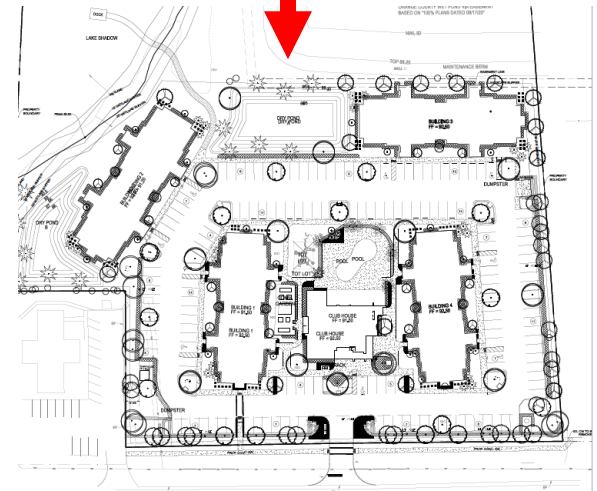
Plat & Site Plan



A **plat** when a landowner divides land into smaller parcels.



Site Plan provides specific details required by the LDC and various agencies (FDEP, OC, FDOT)



Plat Review



- 1- Subdivides Land
- 2- Name the overall area (subdivision name/business park)
- 3- Legal boundaries of parcels
- 4- Identifies roadways, parks
- 5- Provides common areas

Civil Engineer
Review (CPH)

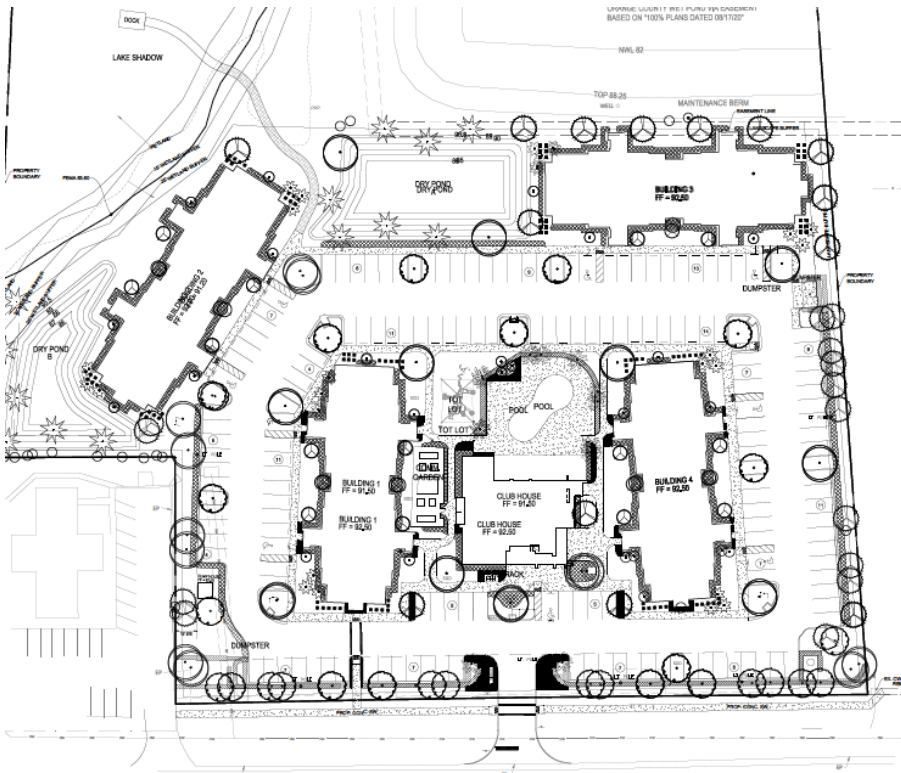
Planning Review
(ensure
LDC/Comp plan
will be met &
DA)

Planning Board

Town Council

Site Plan Review

- Building Foot-prints
- Landscape
- Lighting
- Parking
- Open space/recreation
- Lists variances
- Uses
- Any conditions of approval



Civil Engineer Review (CPH)

- Infrastructure review

Other Agencies

- Health Dept
- Fire
- utilities
- transportation

Planning Review
(ensure LDC/Comp plan will be met & DA)

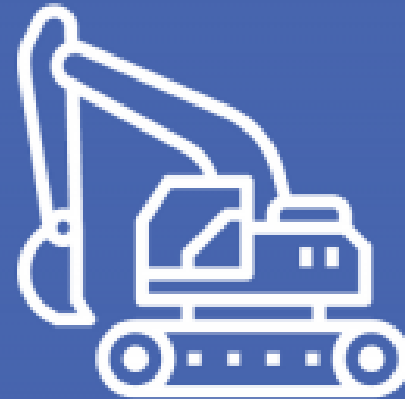
Planning Board

Town Council

Building Permits & Construction



Florida Building Code
(universal); electrical,
plumbing, structural



Construction meetings
Inspections



Questions?

