

RESOLUTION NUMBER 25-58

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, DESIGNATING AN ADMINISTRATIVE AUTHORITY FOR THE REVIEW AND FINAL ADMINISTRATIVE APPROVAL OF FINAL PLATS AND REPLATS PURSUANT TO CHAPTER 2025-164, LAWS OF FLORIDA (SB 784); INCORPORATING THE STATUTORY DEFINITION OF “ADMINISTRATIVE AUTHORITY”; DELEGATING SUCH AUTHORITY TO THE DEVELOPMENT SERVICES DIRECTOR OR OTHER ELIGIBLE DESIGNEE AS DETERMINED BY THE CITY MANAGER; ESTABLISHING REVIEW PROCEDURES AND APPEAL RIGHTS; DIRECTING STAFF TO PREPARE CONFORMING AMENDMENTS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the Florida Legislature adopted Senate Bill 784 during the 2025 Regular Session, which was approved by the Governor on June 20, 2025, and enrolled as Chapter 2025-164, Laws of Florida (hereinafter “SB 784”); and

WHEREAS, SB 784 amends Sections 177.071 and 177.111, Florida Statutes, to require that qualifying final plats and replats be administratively reviewed and approved by a local government designee, thereby streamlining subdivision approvals and eliminating redundant public hearings; and

WHEREAS, Section 177.071(1)(b), Florida Statutes, now defines “administrative authority” as “a department, division, or other agency of the county or municipality...and, for purposes of issuing a final administrative approval of a plat or replat, also includes an administrative officer or employee designated by the governing body of a county or municipality, including but not limited to a city manager or other high-ranking department director with direct or indirect oversight responsibility for land development”; and

WHEREAS, SB 784 became effective on July 1, 2025, and mandates that each county or municipality designate an administrative authority empowered to receive, review, and process final plat or replat submittals, and to issue final administrative decisions within the statutory time frames; and

WHEREAS, the City Commission finds that delegating this ministerial function to the administrative level will promote efficiency, predictability, and accountability in the subdivision review process while preserving the Commission’s appellate oversight; and

WHEREAS, the City Commission further finds it necessary to amend the City’s Land Development Regulations (“LDR”) to ensure consistency with SB 784 and the designations herein; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA:

SECTION 1. Findings. The foregoing recitals are adopted as the legislative findings of the City Commission.

SECTION 2. Designation of Administrative Authority. Pursuant to SB 784 and §§ 177.071 and 177.111, Florida Statutes, the Development Services Department, acting through its Director or other eligible designee as determined in writing by the City Manager, is hereby designated as the City's administrative authority for the receipt, review, and final administrative approval of all final plat and replat submittals. Any designee must meet the professional qualifications for high-ranking department or division directors outlined in § 177.071(1)(b), Florida Statutes, and the City's personnel policies.

SECTION 3. Standards and Procedures for Final Plats and Replats.

- A. Completeness Review.** Within seven (7) business days of receipt, the administrative authority shall determine whether the submittal is complete pursuant to the adopted checklist.
- B. Substantive Review.** The administrative authority shall circulate the submittal to the Development Review Committee, utilities, and public-safety departments as necessary.
- C. Decision Deadline.** A written decision approving, approving with conditions, or denying the submittal shall be issued within the timeframe identified in the initial written notice to the applicant, in accordance with § 177.071(3), Florida Statutes.
- D. Extension Prohibition.** The administrative authority, or any employee or agent of the City, shall not request or require the applicant to submit a written extension of time.
- E. Written Conditions.** Any conditions of approval shall be stated with specificity and shall cite the applicable statute, ordinance, or technical standard. If the administrative authority declines to approve the plat or replat, the written notice shall identify each area of non-compliance and include specific citations to the applicable requirements, as required by § 177.071(3), Florida Statutes.

SECTION 4. Appeals. An applicant aggrieved by the administrative authority's final decision may file an appeal to the City Commission within fifteen (15) calendar days of the decision. The Commission shall hear the appeal at a noticed public meeting and issue a final decision within forty-five (45) days from the date the City Commission hears the appeal, unless extended by mutual consent.

SECTION 5. Implementation; LDR Amendments. City staff and the Office of the City Attorney are directed to prepare conforming LDR amendments and present them to the Local Planning Agency (LPA) for recommendation to the City Commission no later than

October 31, 2025. The Development Services Director is authorized to adopt administrative guidelines, forms, and checklists to implement this Resolution.

SECTION 6. Conflicts. All resolutions or parts thereof in conflict with this Resolution are hereby repealed to the extent of such conflict.

SECTION 7. Severability. If any section, subsection, sentence, clause, or phrase of this Resolution is held invalid, the remainder shall remain in full force and effect.

SECTION 8. Effective Date. This Resolution shall take effect immediately upon its adoption.

DONE AND RESOLVED, in Regular Session of the City Commission of the City of Eustis, Florida, this 17th day of July, 2025.

**CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA**

Willie L. Hawkins
Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by means of physical presence, this 17th day of July 2025 by Willie L. Hawkins, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

Notary Public - State of Florida
My Commission Expires:
Notary Serial Number:

CITY ATTORNEY'S OFFICE

This document is approved as to form and legal content for reliance and use by the Eustis City Commission.

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 25-58 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk