

ORDINANCE NO. 2026-2346
CITY OF LAKE CITY, FLORIDA

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE TEXT OF THE CITY OF LAKE CITY LAND DEVELOPMENT REGULATIONS, AS AMENDED, PURSUANT TO AN APPLICATION, LDR 25-02, BY THE GROWTH MANAGEMENT DEPARTMENT OF LAKE CITY, FLORIDA; PROVIDING FOR AMENDING SECTION 2.1 ENTITLED DEFINITIONS, GENERAL BY ADDING A DEFINITION FOR ADMINISTRATIVE APPROVAL PROCESS AND DEVELOPMENT REVIEW STAFF; PROVIDING FOR AMENDING ARTICLE 3 ENTITLED ADMINISTRATIVE MECHANISMS BY ADDING SECTION 3.3 ENTITLED ADMINISTRATIVE APPROVAL; PROVIDING FOR AMENDING SECTION 13.11 ENTITLED SITE AND DEVELOPMENT PLAN APPROVAL BY ADDING SECTION 13.11.5 ENTITLED MINOR SITE AND DEVELOPMENT PLAN APPROVAL; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE

17 **WHEREAS**, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City
18 of Lake City, Florida, (the “City Council”), to prepare, adopt and enforce land development
19 regulations; and

20 **WHEREAS**, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community
21 Planning Act, requires the City Council to prepare and adopt regulations concerning the use of
22 land and water to implement the comprehensive plan; and

23 **WHEREAS**, an application for an amendment, as described below, has been filed with the city;

24 **WHEREAS**, the Planning and Zoning Board of City of Lake City, Florida, (the "Board"), has been
25 designated as the Local Planning Agency of the City of Lake City, Florida, (the "LPA"); and

26 **WHEREAS**, pursuant to Section 163.3174, Florida Statutes, as amended, and the Land
27 Development Regulations, the Board, serving also as the LPA, held the required public hearing,
28 with public notice having been provided, on said application for an amendment, as described
29 below, and at said public hearing, the Board, serving also as the LPA, reviewed and considered all
30 comments received during said public hearing concerning said application for an amendment, as
31 described below, and recommended to the City Council approval of said application for an
32 amendment, as described below; and

33 **WHEREAS**, pursuant to Section 166.041, Florida Statutes, as amended, the City Council held the
34 required public hearings, with public notice having been provided, on said application for an
35 amendment, as described below, and at said public hearings, the City Council reviewed and
36 considered all comments received during said public hearings, including the recommendation of
37 the Board, serving also as the LPA, of said application for an amendment, as described below;
38 and

39 **WHEREAS**, the City Council has determined and found that a need and justification exist for the
40 approval of said application for an amendment, as described below; and

41 **WHEREAS**, the City Council has determined and found that approval of said application for an
42 amendment, as described below, is consistent with the purposes and objectives of the
43 comprehensive planning program and the Comprehensive Plan; and

44 **WHEREAS**, the City Council has determined and found that approval of said application for an
45 amendment, as described below, will further the purposes of the Land Development Regulations
46 and other ordinances, regulations and actions designed to implement the Comprehensive Plan;
47 and

48 **WHEREAS**, the City Council has determined and found that approval of said application for an
49 amendment, as described below, would promote the public health, safety, morals, order,
50 comfort, convenience, appearance, prosperity or general welfare; now therefore

51 **BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:**

52 1. Pursuant to an application, LDR 25-02, by the Growth Management Department of Lake City,
53 Florida, to amend the text of the Land Development Regulations, Section 2.1 entitled
54 Definitions, General is hereby amended to add the following definitions to read, as follows:

55 **Administrative Approval Process.** **Administrative Approval Process is a process**
56 **for minor site and development plans and affordable housing initiatives as**
57 **defined by Florida Statutes where the Land Development Regulations**
58 **Administrator reviews and approves application without having to be heard in a**
59 **public hearing. The applications reviewed and approved by this process shall be**
60 **reviewed by the Development Review Staff and approved, approved with**
61 **conditions, or denied by the Land Development Regulations Administrator.**

62 **Development Review Staff.** **The Development Review Staff shall consist of the**
63 **following City staff and outside agencies or their designee; Land Development**
64 **Regulations Administrator, Director of Distribution and Collections, Director of**
65 **Gas, Director of Public Works, Director of Waste Water, Director of Water**
66 **Treatment, Utilities Coordinator, Police Chief, Fire Chief, School Board, County**

67 **Engineer, Suwannee River Water Management District, and Florida Department**
68 **of Transportation.**

69 2. Pursuant to an application, LDR 25-02, by the Growth Management Department of the City
70 of Lake City, Florida, to amend the text of the Land Development Regulations, Section 3.3
71 entitled Administrative Approval is hereby added to read, as follows:

72 **SECTION 3.3 ADMINISTRATIVE APPROVAL**

73 **3.3.1 Administrative Approval Process- The administrative approval process**
74 **shall be used for affordable housing initiatives under Florida Statutes or**
75 **minor site and development plans.**

76 **3.3.1.1 Submittal Requirements-Minor Site and Development Plans and**
77 **Affordable Housing Initiatives: All submittals shall follow the**
78 **requirements set forth in Section 13.11 of these land**
79 **development regulations for site and development plan**
80 **approvals.**

81 **3.3.1.2 Review Process- The review process shall consist of the following**
82 **steps: Completeness review, review by the Development**
83 **Review Staff.**

84 a. **Completeness Review- The Land Development**
85 **Regulations Administrator shall review the application**
86 **to ensure the application is complete. If the application**
87 **is deemed insufficient, then the Land Development**
88 **Regulations Administrator shall notify the applicant of**
89 **all insufficiencies in writing. If the application is deemed**
90 **complete by the Land Development Regulations**
91 **Administrator, then the Land Development Regulations**
92 **Administrator shall forward the application to the**
93 **Development Review Staff.**

94 b. **Review by the Development Review Staff- The Land**
95 **Development Regulations Administrator shall forward**
96 **the application and all supporting documents to**
97 **Development Review Staff for review. The**
98 **Development Review Staff shall review the application**
99 **within the time frames as stated in Section 166.033,**
100 **Florida Statutes, as amended, and notify the applicant in**
101 **writing of any concurrency issues or any other concerns**

102 found by the reviewing staff. Once the applicant has
103 corrected all concurrency issues and has addressed all
104 concerns of the reviewing staff, the Land Development
105 Regulations Administrator shall approve, approve with
106 conditions, or deny the application.

107 3. Pursuant to an application, LDR 25-02, by the Growth Management Department of the City
108 of Lake City, Florida, to amend the text of the Land Development Regulations, Section 13.11.5
109 entitled Site and Development Approval, Minor Site and Development Plan Approval is
110 hereby added to read, as follows:

SECTION 13.11 SITE AND DEVELOPMENT PLAN APPROVAL

13.11.5 Minor Site and Development Plan Approval. Any development that requires site and development plan approval which meets the following criteria shall be subject to minor site and development review in accordance with this section:

- a. The proposed development does not exceed seven thousand five hundred (7,500) square feet of new or additional gross floor area; and
- b. The proposed development does not exceed twenty thousand (20,000) square feet of new or additional impervious area.

Procedure: The Land Development Regulations Administrator shall have the authority to approve minor site and development plans. No building permit shall be issued for any development that requires minor site and development plan review until the Land Development Regulations Administrator has approved such plan. Minor site and development plan submittals shall be required to have the same contents as established in Section 13.11.1 of these land development regulations. The Land Development Regulations Administrator shall not approve any minor site and development plan until such plan has been found to be in compliance with the requirements of these land development regulations.

Action of Minor Site and Development Plan: Minor site and development plans reviews shall consist of a completeness review of the application and review by the Development Review Staff. Once the Development Review Staff has reviewed the submittal and applicant has addressed all concerns of the Development

137 Review Staff, then the Land Development Regulations
138 Administrator shall approve, approve with conditions, or deny the
139 submittal. A denial by the Land Development Regulations
140 Administrator shall be in writing stating the reason for the denial
141 and the date of the denial.

142 In reaching a decision as to whether or not a minor site and
143 development plan as submitted be approved the Land
144 Development Regulations Administrator shall be guided in its
145 decision to approve, approve with conditions, or to deny by the
146 standards set forth in Section 13.11.3.1-11 of these land
147 development regulations.

148 Issuance of building permits and minor changes- Issuance of a
149 building permit and minor changes shall be in accordance with
150 Section 13.11.4 of these land development regulations.

151 All developments approved through the administrative approval
152 process shall expire twelve (12) months from the date of approval
153 unless a building permit has been applied for or issued for at least
154 one (1) building in the development prior to the expiration date.
155 For minor site and development plans approved for development
156 without a building (i.e. impervious area}, the minor site and
157 development plan approval shall expire twelve (12) months from
158 the date of approval unless site construction has begun prior to the
159 expiration date. Applicant may request one (1) twelve (12)-month
160 extension in writing stating why the extension is necessary. The
161 Land Development Regulations Administrator may grant an
162 extension if the project still has adequate concurrency capacity as
163 determined upon original submittal.

164 Appeals- Appeals to the decision of the Land Development
165 Regulations Administrator shall be in accordance with Article 12 of
166 these land development regulations.

- 167 4. Severability. If any provision or portion of this Ordinance is declared by any court of
168 competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining
169 provisions and portions of this ordinance shall remain in full force and effect.
- 170 5. Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the
171 extent of such conflict.

172 6. Codifier. All text shown in ~~bold and strike through~~ is to be deleted. All text shown in **bold and underline** is adopted.

174 7. Effective Date. This Ordinance shall become effective upon adoption.

175 8. Authority. This Ordinance is adopted pursuant to the authority granted by Section 166.021,
176 Florida Statutes, as amended, and Sections 163.3161, through 163.3248, Florida Statutes, as
177 amended.

178 **PASSED UPON FIRST READING** on the _____ day of _____ 2026.

179 **APPROVED AND ADOPTED UPON SECOND AND FINAL READING**, in regular session with a
180 quorum present and voting, by the City Council this _____ day of _____ 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,
FLORIDA

Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL
OF THE CITY OF LAKE CITY, FLORIDA:

Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Clay Martin, City Attorney