

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**

WHEREAS, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City of Lake City, Florida, (the "City Council"), to prepare, adopt and enforce land development regulations; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 3.3 ADMINISTRATIVE APPROVAL

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

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

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

a. Completeness Review- The Land Development Regulations Administrator shall review the application to ensure the application is complete. If the application is deemed insufficient, then the Land Development Regulations Administrator shall notify the applicant of all insufficiencies in writing. If the application is deemed complete by the Land Development Regulations Administrator, then the Land Development Regulations Administrator shall forward the application to the Development Review Staff.

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

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

3. Pursuant to an application, LDR 25-02, by the Growth Management Department of the City of Lake City, Florida, to amend the text of the Land Development Regulations, Section 13.11.5 entitled Site and Development Approval, Minor Site and Development Plan Approval is 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

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

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

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

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

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

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

172 6. Codifier. All text shown in ~~bold and strike through~~ is to be deleted. All text shown in **bold**
173 **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