



**TOWN LAKE OF PARK
PLANNING & ZONING BOARD
STAFF REPORT**

**MEETING DATE: September 14, 2026
PZ-26-11**

Item: Development Processing Ordinance Updates

SUMMARY OF ITEM:

Updates to the Town's development procedures are required to comply with changes to state law. The proposed amendments will implement these changes, specific to FSS 166.033, which generally modify review timelines and timelines for approval of quasi-judicial applications by the Town Commission and approval of non-quasi-judicial projects.

Background:

The Community Development Department is requesting that the Town Commission consider Ordinance 09-2026 that would amend the Town's development procedures to be in compliance with state Law. In accordance with state law, the proposed amendments, upon approval, would modify review timelines and procedures for quasi-judicial and non-quasi-judicial development applications.

Proposed Amendment:

- Sufficiency review and comments are provided by the Town within 5 business days of receipt of application.
- Additional information requests are provided within 30 days of receipt of application.
- Quasi-judicial applications are brought before Commission within 180 days of being deemed complete.
- Non-quasi-judicial applications are approved, approved with conditions, or denied within 120 days of being deemed complete.
- Procedures for requests for additional information.
- Refund procedures.

The proposed amendments are anticipated to condense the development approval process and may result in more requests for approval with conditions or denial if applicants fail to comply with the comments provided by Town reviewers within the allotted development timeframes.

PART II: STAFF RECOMMENDATION

Staff recommends the Planning and Zoning Board move to "APPROVE" Ordinance 09-26