



**TOWN LAKE OF PARK
TOWN COMMISSION
STAFF REPORT**

MEETING DATE: September 16, 2026

Item: Development Processing Ordinance Updates

SUMMARY OF ITEM:

Updates to the Town's development procedures are required to comply with changes to state law (SB 1080 and FSS 166.033). 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.

Note: The proposed Ordinance was expected to be considered by the Town's Planning and Zoning Board during their meeting on September 14, 2026 however this meeting was cancelled since a quorum could not be established. The item is now expected to be considered by the Board during their meeting on Monday, October 5, 2026, and any comments/recommended changes to the proposed Ordinance will be provided to the Town Commission prior to considering the Ordinance on 2nd Reading (so as to not postpone this agenda item).

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 Amendments, in part:

- Town staff must complete a sufficiency review of an application for development permits and orders and provide comments within 5 business days of receipt of application (to determine completeness)
- If an application for development permits and orders is determined to be incomplete, the Town maintains 30 days to request additional information from the applicant regarding the proposed project. The applicant is then required to provide the requested information within 30 days of the Town's request
- Once the application for development permits and orders has been deemed complete, Town staff will then be required to review the proposed project to ensure that it is compliant with all applicable codes. During this process, the Town may request additional information from the applicant that will be required to be submitted to the Town within 30 days. If the information is not received and/or the Town and the applicant do not agree to an extension of time, the proposed application shall be deemed withdrawn
- Applications (that have been deemed complete and have been reviewed to ensure compliance with all applicable codes) that require action by the Town Commission and/or Town Boards/Committees (i.e., quasi-judicial or public hearing) must be either Approved, Approved with Conditions or Denied within 180 days from the date the application is deemed complete
- Applications (that have been deemed complete and have been reviewed to ensure compliance with all applicable codes) that do not require action by the Town Commission and/or Town Boards/Committees (Administrative determination only) must be either Approved, Approved with Conditions or Denied within 120 days from the date the application is deemed complete
- The review timeframes shall restart when a substantive change (15% or more increase in proposed density, intensity or square footage) to the application is requested
- Provides various refund options if the prescribed development review timeframes are not met the Town. If the applicant does not meet the timeframes outlined, no refund is required by the Town

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 Town Commission move to “APPROVE” Ordinance 09-2026 on first reading.