



# Memorandum

**Meeting Details:** August 27, 2025 – Board of Commissioners Regular Workshop Meeting  
**Prepared For:** Honorable Mayor Brooks and the Board of Commissioners  
**Staff Contact:** Community Development Department  
**Subject:** Referencing Current Codes & Removing Outdated Publications

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## **Background & Discussion:**

The City's Code of Ordinances currently references specific editions of the Florida Building Code, NFPA Fire and Life Safety Codes, the International Property Maintenance Code, and the National Electrical Code. Each time these codes are updated, the ordinance must also be amended to replace outdated year or edition references. To streamline administration and maintain consistency with state law, staff recommends revising the language to reference these codes "as adopted and amended" by the State of Florida or the applicable standards organization. This approach ensures future code updates are automatically incorporated without requiring repeated ordinance changes.

Forthcoming, staff will also be proposing revisions to Sec. 86-77 (Application for Certificate of Occupancy) to clarify requirements for FEMA elevation certificates, floodproofing certifications, and contractor information. These updates align the City's requirements with current FEMA and Florida Building Code standards, while reducing ambiguity in the application process. Section 86-77 is part of the land development regulations and as such will require further research and discussion with the LPA.

## **Fiscal Impact:**

No fiscal impact anticipated.

## **Recommendation(s):**

City staff recommends moving forward with bringing the proposed amendments to chapter 14 to the next BOC Regular Meeting, and bringing the proposed amendments to section 86-77 to planning commission.

## **Attachments/Corresponding Documents:**

- Chapters 14 with strikethrough
- Sec. 86-77 as it currently exists