

City Commission

AGENDA ITEM REPORT



Meeting: City Commission - 04 Nov 2025
Presenter: Ann Rocke, P.E., Engineering Services
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TITLE

Ordinance No. 2026-02 - Second Reading - Amending Several Sections Of The City Of Largo Comprehensive Development Code To Provide For Administrative Review And Approval For Plat And Replat Submittals And Recordings, To Allow All Properties Citywide To Request A Fence Height Modification, And To Exempt The City Of Largo From The Certified Survey Submittal Requirement When Proposing A Future Land Use Map Amendment Impacting Multiple Properties

SUMMARY:

PREVIOUS CITY ACTIONS:

Approved by the City Commission, first reading, on October 7, 2025, by a vote of 6-0 (SMITH ABSENT).

INFORMATION FROM FIRST READING:

The proposed amendment to the City of Largo Comprehensive Development Code (CDC), Ordinance No. 2026-02, seeks to maintain compliance with state law relating to the platting process, revise eligibility for fence height modifications, and exempt the City of Largo from the certified survey submittal requirement when proposing a Future Land Use Map Amendment affecting multiple properties.

The CDC encompasses the City's land development regulations and maintains compliance with state law requirements. In 2025, Section 177.071, Florida Statutes, was amended to require that all plat and replat submittals be administratively approved. The City desires to designate the City Manager as the administrative official with the authority to approve, approve with conditions, or deny all plat and replat applications submitted to the City.

Subsections 3.2.5, 3.4.6, 3.4.7, 3.6.3, 3.7.8, 4.9.2, and 4.9.3 of the CDC, which provide for administrative review and approval for plat and replat submittals and recordings, are proposed to be amended, and Subsection 3.7.9 is proposed to be added, to designate the City Manager as the administrative authority to review and approve plat and replat submittals and recordings.

Through this amendment, staff are also proposing to revise the applicability of the provisions in CDC Section 3.5.2 to allow all properties citywide to request an administrative fence height modification. Additionally, staff are seeking to update CDC Section 4.5.4 to exempt the City of Largo from the certified survey submittal requirement when proposing a Future Land Use Map Amendment that involves multiple properties.

CITY ATTORNEY REVIEWED:

Yes

CONSISTENT WITH:

Comprehensive Plan

POTENTIAL MOTION / DIRECTION REQUESTED:

I MOVE TO ADOPT/DENY ORDINANCE NO. 2026-02 ON SECOND AND FINAL READING.

ATTACHMENTS:

[Ordinance No. 2026-02](#)

[Business Impact Estimate](#)

ORDINANCE NO. 2026-02

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA AMENDING THE CITY OF LARGO COMPREHENSIVE DEVELOPMENT CODE BY AMENDING SUBSECTIONS 3.2.5, 3.4.6, 3.4.7, 3.6.3, 3.7.8, AND 4.1.2 TO PROVIDE FOR ADMINISTRATIVE REVIEW AND APPROVAL FOR PLAT AND REPLAT SUBMITTALS AND RECORDINGS; BY AMENDING SUBSECTION 3.5.2 TO REVISE ELIGIBILITY FOR FENCE HEIGHT MODIFICATIONS; BY CREATING SUBSECTION 3.7.9 TO DESIGNATE THE CITY MANAGER AS THE ADMINISTRATIVE AUTHORITY EMPOWERED WITH THE REVIEW AND APPROVAL OF PLAT AND REPLAT SUBMITTALS AND RECORDINGS; BY AMENDING SUBSECTION 4.5.4 TO EXEMPT THE CITY OF LARGO AND OTHER GOVERNMENTAL ENTITIES FROM THE REQUIREMENT TO SUBMIT A CERTIFIED SURVEY FOR PROPOSED FUTURE LAND USE MAP AMENDMENT APPLICATIONS THAT ENCOMPASS MULTIPLE PROPERTIES; BY AMENDING SECTION 4.9 TO UPDATE THE FINAL PLAT REQUIREMENTS AND ADMINISTRATIVE REVIEW AND APPROVAL PROCEDURES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, this ordinance is adopted pursuant to the policy and authority provided by Part II of Chapter 163, Florida Statutes; and

WHEREAS, the City of Largo has adopted the Comprehensive Development Code (CDC) which encompasses all of the City's land development regulations; and

WHEREAS, section 177.071, Florida Statutes, was amended to require that all plats and replat submittals be administratively approved; and

WHEREAS, the City of Largo desires to maintain compliance with state law requirements by designating the Engineering Services Department as the administrative authority responsible for receiving and reviewing all plat and replat applications; and

WHEREAS, the City of Largo further desires to designate the City Manager as the administrative official with the authority to approve, approve with conditions, or deny all plat and replat applications submitted to the City; and

WHEREAS, the City Commission finds it necessary to amend the CDC to maintain compliance with Section 177.071, Florida Statutes, by requiring that the Engineering Services Department provide written notice within seven (7) business days of receiving a preliminary or final plat or replat submittal, acknowledging receipt and identifying any missing documents or information needed to process the application; and

WHEREAS, the City Commission further finds it necessary to require that all plat and replat applications be approved, approved with conditions, or denied by the City Manager after receipt of a complete application, unless an extension is requested by the applicant in accordance with Section 177.071, Florida Statutes; and

WHEREAS, the City Commission finds it necessary to amend the CDC to revise the eligibility criteria for fence height modifications to clarify intent; and

WHEREAS, the City Commission finds it necessary to amend the CDC to exempt the City of Largo and other governmental entities from the requirement to submit a certified survey when proposing a Future Land Use Map Amendment that encompasses multiple properties, provided the boundaries can be accurately described or depicted by other legal means, in order to reduce unnecessary administrative burden and streamline the amendment process; and

WHEREAS, the City Commission finds that these amendments promote administrative efficiency, consistency, and compliance with state law while protecting the health, safety, and welfare of the citizens of Largo.

NOW, THEREFORE, THE CITY OF LARGO CITY COMMISSION HEREBY ORDAINS:

SECTION 1. That the above recitals are true and correct and are hereby incorporated by reference as the findings of the City Commission.

SECTION 2. That Section 3.2.5 of the Comprehensive Development Code is amended to read as follows:

3.2.5 - Level V: City Commission Review (Non-Regular Process)

Level V review encompasses ~~recordings of plats and replats,~~ the dedication of right-of-way or easements, the vacation of right-of-way or easements, and vested rights determinations. These issues do not require DRC review, but do require City Commission approval. Planning Board review is not typical and is only required at the discretion of the DCO.

Figure 3-1: Tiered Development Review Process				
Level I Small Scale Review	Level II Full Scale Review	Level III Planning Board Review	Level IV City Commission Review	Level V Non-Regular Process
1. Staff review for compliance with Code	1. Preliminary site plan review by Development Review Committee	1. Preliminary site plan review by staff	1. Preliminary site plan review by Development Review Committee	
2. Development Permit review	2. Neighborhood Information Meeting (if applicable)	2. Planning Board Public Hearing	2. Planning Board Public Hearing	Plats, Vacation or Dedication of Right-of-Way, vested Rights
	3. Final site plan review (design, compatibility, & concurrency)	3. Neighborhood Information Meeting (if applicable)	3. City Commission Public Hearing	1. Staff Review

	4. Development Order issued	4. Final Site plan review (design, compatibility, & concurrency)	4. Neighborhood Information Meeting (if applicable)	2. City Commission Review & Action
	5. Development Permit Review	5. Development Order issued	5. Final site plan review (if applicable)	
		6. Development Permit Review	6. Development Order Issued (if applicable)	Planning Board Appeals
			7. Development Permit Review (if applicable)	City Commission Public Hearing

Level I Projects:	Level II Projects:	Level III Projects:	Level IV Projects:	Level V Projects:
• Building additions or alterations up to 25% of GFA (small structures or 10% of GFA (large structures • Accessory buildings (except for Accessory Dwelling Units) • Small scale site improvements • Developments of 2 to 4 total dwelling units (excluding Townhome (small))	• New Construction • Building alterations over the small scale GFA limits • Site improvements larger than those allowed under Level I • Developments of 5 or more total dwelling units • Townhome (small) developments	• Conditional use requests • Hardship relief request • Appeal of administrative decisions • Alternate Master Signage Plan Bonus Height and Area	• DRIs • TDRs • Comprehensive Plan FLUM Amendment • Development Agreements	• Recordings of Plats and Replats • Vested Rights • Vacation/ Dedication of Right-of-Way/ Easements

SECTION 3. That Section 3.4.6 of the Comprehensive Development Code is amended to read as follows:

3.4.6 - Level II, City Commission Review

Not required, ~~except for platting.~~

SECTION 4. That Section 3.4.7 of the Comprehensive Development Code is amended as follows:

3.4.7 - Level II, Development Review Sequence

J. Submittal of final plat - Preliminary plat review and approval is a prerequisite for final plat approval. The final plat shall be approved for recording and scheduled for City Commission approval prior to the issuance of a DCO. See Section 3.7.8B for a listing of plat waiver requirements

SECTION 5. That Section 3.5.2 of the Comprehensive Development Code is amended to read as follows:

3.5.2 – Applicability

C. Fence Height - Up to two (2) feet above the maximum fence height permitted by Section 16.3 in association with a fence height request, pillar and post height may be modified by a corresponding amount, provided the pillars or posts are not less than eight (8) feet apart. This provision applies to all properties citywide. ~~multi-family (four or more dwelling units), non-residential, and subdivisions as a whole.~~

SECTION 6. That Section 3.6.3 of the Comprehensive Development Code is amended to read as follows:

3.6.3 - Required Submissions

J. Platting - The project site must be platted in accordance with the parcel dimensions established in the approved phased development plan. The plat for the project site shall be approved by the City Manager ~~Commission~~ and recorded prior to the issuance the Certificate of Occupancy for the first phase of development; and

SECTION 7. That Section 3.7.8 of the Comprehensive Development Code is amended to read as follows:

3.7.8 - Final Plat Requirements

A. Application requirements for final plat - The developer shall coordinate the construction of all improvements with the City Engineer. The required improvements must be completed in accordance with the DO. The final plat, along with the required records data and as-built drawings, shall be submitted to the City Engineer for review and approval. The final plat must be signed and sealed by a registered land surveyor in accordance with Chapter 177, F.S.

(1) *Final plat* - The final plat shall be drawn to a maximum scale of one inch equals one hundred feet (1" = 100'), represented graphically, and shall include the following information:

h. *Signature blocks for officials* - The signatures of the City Manager ~~Mayor and the City Clerk~~ shall be affixed to all approved final plats within signature blocks provided for this purpose. The Pinellas County Clerk's signature block must conform to current County requirements;

SECTION 8. That Section 3.7.9 of the Comprehensive Development Code is created:

3.7.9 - Final Plat Procedure

A. The Engineering Services Department is designated as the administrative authority responsible for receiving and reviewing all preliminary and final plat and replat applications, and the City Manager is designated as the administrative official with the authority to approve, approve with conditions, or deny all preliminary and final plat and replat applications in accordance with this Code and Chapter 177, Florida Statutes.

B. Within seven (7) business days after receipt of a final or preliminary plat or replat application, the Engineering Services Department shall provide written notice to the applicant acknowledging receipt of the plat or replat submittal. The written notice shall identify any documents or information missing from the application that are necessary to process the plat or replat for approval. The written notice will also include the final plat application requirements, and the applicable timeframes for review, approval, and processing of the plat or replat submittal.

C. Unless the applicant requests an extension of time, the City Manager shall approve, approve with conditions, or deny all plat or replat applications in accordance with Section 177.071, Florida Statutes. If the City Manager does not approve the plat or replat, it must notify the applicant in writing of the reasons for declining to approve the submittal. The written notice must identify all areas of noncompliance and include specific code citations to each requirement the plat or replat submittal fails to meet.

SECTION 9. That Section 4.1.2 of the Comprehensive Development Code is amended to read as follows:

4.1.2 - Quasi-Judicial Actions, in General

(2) Level V City Commission review - In the following Level V reviews, the City Commission acts as a quasi-judicial body, taking action after staff review but without a recommendation from the Planning Board. Level V issues typically include, but are not limited to, the following types of development-related requests:

~~a. Recordings of plats and replats (Section 4.9);~~

~~b. a.~~ Vacation/dedication of right-of-way or easements (Section 4.10); and

~~c. b.~~ Determination of vested rights (Section 4.11).

SECTION 10. That Section 4.5.4 of the Comprehensive Development Code is amended to read as follows:

4.5.4 – Procedure

A. *Application requirements* - All of the items included under this Section must be submitted before an application is considered complete and formally accepted. The applicant shall submit as many copies of each item as required on the City's application form. Failure to provide any of the following items, or the requested number of copies, shall cause the application to be deemed incomplete.

(4) A certified survey that includes natural resources, soils, topography, flood hazards, existing land use(s), and the future land use categories of the site and surrounding properties. Proposed Future Land Use Map amendment applications initiated by the City of Largo or another governmental agency, which would cover multiple properties, shall be exempt from this requirement provided that the boundaries can be accurately described or depicted by other legal means;

SECTION 11. That Section 4.9 of the Comprehensive Development Code is amended to read as follows:

4.9.2 - Review Criteria for the Recording of Plats

All final plats must contain all information as specified in Section ~~3.9.8~~ 3.7.8 of this CDC.

4.9.3 - Procedure

A. *Application requirements* - All of the items included under Section ~~3.9.8~~ 3.7.8 must be submitted before an application is considered complete and formally accepted. The applicant shall submit as many copies of each item as required on the City's application form.

Failure to provide any of the following items or the requested number of copies shall cause the application to be deemed incomplete.

B. ~~*Meeting Recording requirements*~~ - Upon administrative review and approval, ~~the DCO shall schedule the plat or replat as an item for approval before the City Commission, and notice of the meeting shall be provided in accordance with the standards provided in Section 4.1.2.F of this CDC. The plat shall be submitted to the City Commission for approval and acceptance of dedication. The~~ the plat shall thereafter be filed and recorded in the office of the Clerk of the Circuit Court. In the event the developer constructs and completes the required improvements prior to the recording of the final plat, the City shall have the right of entry upon the property for the purpose of reviewing the construction.

Section 12. That this ordinance shall take effect immediately upon its final passage and adoption.

Section 13. That it is the intention of the Largo City Commission that each provision hereof be considered severable, and, if any section, subsection, sentence, clause, or provision of this ordinance is held invalid, the remainder of the ordinance shall not be affected.

APPROVED ON FIRST READING _____

PASSED AND ADOPTED ON
SECOND AND FINAL READING _____

CITY OF LARGO, FLORIDA

Louis ("Woody") L. Brown, Mayor

REVIEWED AND APPROVED:

 for

Alan S. Zimmet, City Attorney

ATTEST:

Diane Bruner, City Clerk

City of Largo

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:

ORDINANCE NO. 2026-02 - AN ORDINANCE OF THE CITY OF LARGO, FLORIDA AMENDING THE CITY OF LARGO COMPREHENSIVE DEVELOPMENT CODE BY AMENDING SUBSECTIONS 3.2.5, 3.4.6, 3.4.7, 3.6.3, 3.7.8, AND 4.1.2 TO PROVIDE FOR ADMINISTRATIVE REVIEW AND APPROVAL FOR PLAT AND REPLAT SUBMITTALS AND RECORDINGS; BY AMENDING SUBSECTION 3.5.2 TO REVISE ELIGIBILITY FOR FENCE HEIGHT MODIFICATIONS; BY CREATING SUBSECTION 3.7.9 TO DESIGNATE THE CITY MANAGER AS THE ADMINISTRATIVE AUTHORITY EMPOWERED WITH THE REVIEW AND APPROVAL OF PLAT AND REPLAT SUBMITTALS AND RECORDINGS; BY AMENDING SUBSECTION 4.5.4 TO EXEMPT THE CITY OF LARGO AND OTHER GOVERNMENTAL ENTITIES FROM THE REQUIREMENT TO SUBMIT A CERTIFIED SURVEY FOR PROPOSED FUTURE LAND USE MAP AMENDMENT APPLICATIONS THAT ENCOMPASS MULTIPLE PROPERTIES; BY AMENDING SECTION 4.9 TO UPDATE THE FINAL PLAT REQUIREMENTS AND ADMINISTRATIVE REVIEW AND APPROVAL PROCEDURES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes.

Question 1. Does the proposed ordinance meet one or more of the exceptions listed below? If so, then please check the applicable exception below and move to Question 2. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by section 166.041(4), Florida Statutes, for the proposed ordinance. If there is no applicable exception, proceed with completing the business impact estimate at Question 3.

- ☐ The proposed ordinance is required for compliance with federal or state law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any federal, state, local, or private grant or other financial assistance accepted by the municipal government;

- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The proposed ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - a. Development orders and development permits, as those terms are defined in section 163.3164, Florida Statutes, and development agreements, as authorized by the Florida Local Government Development Agreement Act under sections 163.3220-163.3243, Florida Statutes;
 - b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the City;
 - c. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - d. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - e. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

Question 2. Based on the exception you selected above and in accordance with the provisions of the controlling law, please provide an explanation below of why the ordinance meets the exception(s).

Not applicable.

Question 3. If there is no applicable exception, proceed with completing the below Business Impact Estimate. In accordance, the City hereby publishes the following information:

A. Summary of the proposed ordinance (must include a statement of the public purpose to be served by the proposed ordinance, such as serving the public health, safety, morals and welfare of the City):

Ordinance No. 2026-02 seeks to update the City of Largo Comprehensive Development Code (CDC) to maintain compliance with Section 177.071, Florida Statutes. In accordance with the statute's amendment all plat and replat submittals must be administratively approved. To maintain compliance with state requirements the City of Largo seeks to designate the Engineering Services Department as the administrative authority responsible for receiving and reviewing all plat and replat applications. Complete applications will be transmitted by the Engineering Services Department to the City Manager who will approve, approve with conditions, or deny the application.

The ordinance also proposes revisions to the eligibility criteria for fence height modifications to clarify that the provision applies to all properties within City boundaries.

Lastly, staff are seeking to exempt governmental entities, including the City of Largo, from the requirement to submit a certified survey when proposing a Future Land Use Map Amendment encompassing multiple properties, provided the boundaries can be accurately described or depicted by other legal means, in order to reduce unnecessary administrative burdens and streamline the amendment process.

B. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, including the following, if any:

(1) An estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted;

None

(2) Identification of any new charge or fee on businesses subject to the proposed ordinance, or for which businesses will be financially responsible; and

None

(3) An estimate of the City's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs.

None

(4) Any other direct economic impacts of the proposed ordinance on private, for-profit businesses in the City that are not covered by (1), (2), or (3):

None

C. Good faith estimate of the number of businesses likely to be impacted by the ordinance:

None

D. Additional information the governing body deems useful (what steps did the City take to answer A, B, and C?):

N/A

Reviewed and Approved:

 for

City Attorney's Office