



# CITIZEN'S GUIDE TO GROWTH AND DEVELOPMENT

Verify the jurisdiction you reside in at <https://vcpa.vcgov.org/searches.html>

Search your address and look at "Millage Group"

## DAYTONA BEACH



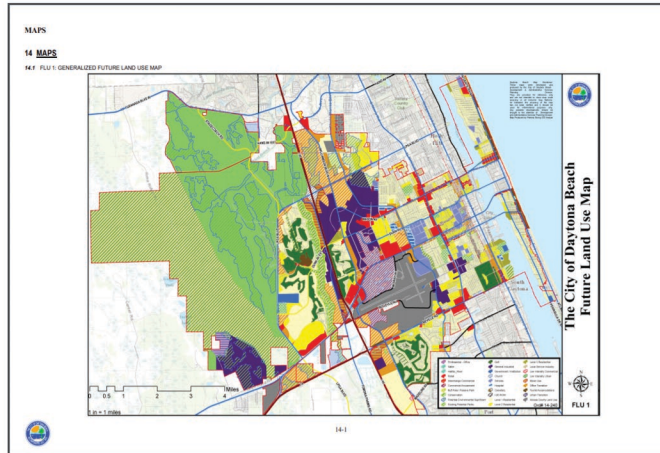
Since 1985, all cities and counties are mandated by state legislation to maintain and update a Comprehensive Plan.

**Comprehensive Plans** are written plans that local governments have for long-range planning. The plans examine everything from future land use to transportation to conservation and more. These various topics are called "elements" and they aim to handle the projected growth coming to our area.

Go to [www.codb.us/272/Comprehensive-Plan](http://www.codb.us/272/Comprehensive-Plan)

Go to [www.codb.us/DocumentCenter/View/12302/Comp-Plan-thru-Ord-18-380?bidId=](http://www.codb.us/DocumentCenter/View/12302/Comp-Plan-thru-Ord-18-380?bidId=) (Go to 14-1)

**DID YOU KNOW?** In Volusia County, there exists an additional advisory board called the Volusia Growth Management Commission (VGMC). VGMC has the power and the duty to determine the forum for the several local governments in the county to cooperate with each other and any amendments to comprehensive plans must be submitted for review to VGMC to ensure they are consistent with each other.



Identify Where Growth and New Development Will Occur

View the **Future Land Use Element**, specifically the **FLU Map**

**The Difference Between Future Land Use and Zoning:** Future Land Use (FLU) shows the local government's intended plan for the land or property based on projected growth. FLU shows a broad range of allowable uses including commercial, residential, industrial. It also sets the maximum level of development that is allowed on each parcel. The City's Zoning Code (also known as the Land Development Code or LDC) implements and must be consistent with the Comprehensive Plan and provides additional regulatory detail. In many respects the relationship of the Comprehensive Plan to the LDC is comparable to the relationship of the Florida Constitution to the Florida Statutes.

### AMENDMENTS TO THE COMPREHENSIVE PLAN

Amendments to the Comprehensive Plan are needed to keep the plan current, as a dynamic, living document. Changes can be required based upon: (1) changes in state law; (2) changes in text policies; (3) property owner-initiated requests based on development pattern changes, or (4) annexation of property that require a city land use.

Changes occur in a public hearing format that is advertised through local newspaper advertisements, email notice to all people registered to receive City information on public hearings, mailed notices to residents within 300 feet of the development and website postings (see page 2 and page 3).

The City of Daytona Beach requires all applicants requesting an Amendment to the Comprehensive Plan to hold a Neighborhood Meeting with surrounding property owners at least three weeks prior to an application being presented to the Planning Board.

Updated August 2020

Go to [www.volusia.org/government/county-council/advisory-boards/volusia-growth-management-commission.stml](http://www.volusia.org/government/county-council/advisory-boards/volusia-growth-management-commission.stml)



# HOW DO DEVELOPMENTS GET APPROVED?

## 1

**Developer meets with the City's Technical Review Team (TRT) which is comprised of staff members from various City Departments**

Developer submits project application (and other required documents) to TRT for review



**Developer must hold Neighborhood Meeting\* as required and must resubmit applications and respond to all TRT comments generated during the review**

*\*when application is Site-Specific Zoning District Map Amendment; Historic Overlay Zoning District Map Amendment; Planned Development; Special Use Permit; Public or Semipublic Use Permit; or, Comprehensive Plan Amendment.*

**After all TRT comments are resolved, the application goes to the Planning Board\* for review**

## 2



Large Scale Comprehensive Plan Amendments require legal ads be placed 10 days prior to Planning Board meeting by City Staff

Site plans with greater than 20,000 square feet of building area require Planning Board approval. All other site plan applications are approved by staff.

*\*If within a Redevelopment Area, an application for a Site-Specific Zoning District Map Amendment; Historic Overlay Zoning District Map Amendment; Planned Development; or Special Use Permit must be reviewed by the applicable Redevelopment Board*

## 3

**After Planning Board review and recommendation, the item goes before City Commission for First Reading**



Large Scale Comprehensive Plan Amendments require legal ads be placed 7 days prior to the City Commission meeting by City Staff

**If application passes First Reading, it goes before City Commission for Second Reading**

## 4



City Staff must advertise project 10 days prior to City Commission meeting

The applicant is required to provide mail notice of the Commission meeting at least 15 days prior to the meeting

The applicant is required to post the property subject to the application request at least 10 days prior to the City Commission meeting

## 5

**If approved, an ordinance outlining the project will go to City Clerk to be recorded**



Development Activity is updated on an interactive map

<https://codb.maps.arcgis.com/apps/opsdashboard/index.html#/7de464251f5b44738592535f9cd7ccea6>

*\*Applicant responsible for recording cost of ordinance*

ADDITIONAL PUBLIC ACCESS



Sign up for NOTIFY ME [www.codb.us/list.aspx](http://www.codb.us/list.aspx)

# HOW DO I GET INVOLVED? IN DECISIONS?

## TRT

For additional information regarding the TRT process or to schedule a pre-application meeting, please contact: Hannah Ward, Planner at 386-671-8123 or [wardhannah@codb.us](mailto:wardhannah@codb.us)

## PLANNING BOARD

Fourth Thursday of each month  
Start time 6:00 pm  
Commission Chambers  
301 S. Ridgewood Avenue, Daytona Beach, FL 32114

## CITY COMMISSION

First and Third Wednesday of each month  
Start time 6:00 pm  
Commission Chambers  
301 S. Ridgewood Avenue  
Daytona Beach, FL 32114



Derrick Henry, Mayor of the City of Daytona Beach  
(386) 671-8007  
[henryderrick@codb.us](mailto:henryderrick@codb.us)



Ruth Trager, City Commissioner, Zone One  
(386) 671-8001  
[tragerruth@codb.us](mailto:tragerruth@codb.us)



Aaron Delgado, City Commissioner, Zone Two  
(386) 671-8002  
[DelgadoAaron@codb.us](mailto:DelgadoAaron@codb.us)



Quanita May, City Commissioner, Zone Three  
(386) 671-8003  
[mayquanita@codb.us](mailto:mayquanita@codb.us)



Stacy Cantu, City Commissioner, Zone Four  
(386) 671-8004  
[cantustacy@codb.us](mailto:cantustacy@codb.us)



Dannette Henry, City Commissioner, Zone Five  
(386) 671-8005  
[henrydannette@codb.us](mailto:henrydannette@codb.us)



Paula R. Reed, City Commissioner, Zone Six  
(386) 671-8006  
[reedpaula@codb.us](mailto:reedpaula@codb.us)

## MAKING A PUBLIC COMMENT

(DURING COVID-19 EMERGENCY PROCEDURES)

Identify the date that project application goes before Planning Board or City Commission and submit request to make public comment by one of the following:



### ONLINE FORM

[www.codb.us/forms.aspx?fid=350](http://www.codb.us/forms.aspx?fid=350)

All Public Comment Forms completed and properly transmitted before 5 p.m. on the day prior to the public meeting will be provided to City Commission or Board members, as applicable, for their review and consideration prior to the public meeting. Any Public Comment Forms submitted after 5 p.m. on the day prior to the meeting will be provided to Commission or Board after the public meeting. All Public Comment Forms will be included in the official meeting records and retained by the City Clerk or the Board Secretary as a public record. The City Commission and City Boards will not be taking general public comment on matters that are not on the agenda or will not be voted upon at the public meeting.



### LIVE COMMENT

Due to COVID-19, comments will be telephonic

Although persons are strongly encouraged to submit online Public Comment Forms during this State of Emergency, the City Hall lobby will be equipped with a lectern and microphone for public comment, and an audio/video feed to the Commission Chambers. The public will not be permitted within the Commission Chambers.

View Live or Archived Meetings

[www.codb.us/618/DBTV](http://www.codb.us/618/DBTV)

Still have questions?

Contact [E.comments@codb.us](mailto:E.comments@codb.us) or  
P. 386-671-8023