

## M E M O R A N D U M

**DATE:** October 28, 2016

**TO:** Planning and Zoning Board

**FROM:** Alaina Ray, AICP  
Director – Planning, Zoning and Building Department

**SUBJECT:** Proposed Ordinance 2016-34: Amending Chapter 157, Subdivisions,  
Section 157.32, Lot Line Adjustments

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Chapter 157 of the Town's Land Development Code regulates the subdivision of land within the Town. Florida Statutes Chapter 177 regulates the subdivision of lands within local jurisdictional boundaries. Currently, the Town's existing Subdivision regulations conflict with Florida Statutes in two instances.

First, Section 157.03, Definitions, of the Town's Land Development Code conflicts with Section 177.071 of Florida Statutes. Florida Law defines a "subdivision" as: "...the division of land into three or more lots, parcels, tracts, tiers, blocks, sites, units, or any other division of land;"

Town Code Section 157.03(B), however, defines a subdivision as: "all divisions of a tract or parcel of land into two or more lots for the purposes of building development or recording a plat thereof in the public records of Manatee or Sarasota Counties."

Also, Florida Statutes 177.071 states that plats are for the recording of subdivisions, which by State Law is the division of land into three or more lots, parcels, tracts, etc.

Staff recommends that the definition of "subdivision" in Town Code be revised to conform to the definition contained within Florida Statutes 177.071.

Second, Town Code Section 157.32 allows approval of lot line adjustments to be performed administratively when the revision results in two conforming lots, as stated below:

**157.32 Lot Line Adjustments.** Notwithstanding anything within this Chapter to the contrary, the Planning, Zoning, and Building Director may administratively approve lot line modifications between two existing lots of record when the lot line modifications result in two conforming lots. The plat that reflects the lot line modifications shall be in substantial compliance with the requirements of this Chapter and Florida law except that the Planning, Zoning, and Building Director shall execute the plat instead of the Mayor and no public hearing shall be required.

Section 157.32 specifically states that the lot line adjustment shall be made via a plat and that the plat shall be approved by the Planning, Zoning and Building Director, rather than the governing body (Town Commission). However, pursuant to Florida Statutes 177.071, the governing body of a jurisdiction has sole authority to approve subdivision

plats and this authority cannot be delegated to another body or administrative personnel.

The commonly accepted method in most jurisdictions for processing minor lot line adjustments, lot consolidations, or lot splits is an administrative staff-level approval utilizing a survey and affidavit that is then filed with the appropriate County Clerk. This method is acceptable under Florida Statutes, when it results in the creation of less than three (3) lots and is recorded through a method other than a plat. Based on research into the adoption of Section 157.32 through Ordinance 2008-25 on December 1, 2008, it appears the intent was to adopt a similar administrative approval process. However, specifying the use of a plat in Section 157.32 is in conflict with Florida Statutes regarding approval of plats.

Pursuant to Florida Law, the reconfiguration of lots must be approved if it meets the applicable subdivision and zoning regulations. Administrative approval of minor lot line adjustments, lot consolidations, and lot splits, when any division of land results in the creation of less than three (3) lots, is consistent with Florida Statutes and common jurisdictional practices.

Staff is currently reviewing pending applications from property owners who have requested minor lot reconfigurations that would qualify for administrative approval under proposed Ordinance 2016-34. For example, one property owner owns three (3) abutting lots and has requested to consolidate the lots into two (2) lots that would conform to all subdivision and zoning regulations. This property owner has secured a prospective purchaser for one of the reconfigured lots, but cannot complete the sale until the new lot configuration has been approved by the Town and recorded by the County Clerk. Under the Town's current subdivision regulations, the process for this lot consolidation could take up to four (4) months to complete due to public hearing requirements, and is also contrary to applicable State Law. In contrast, an administrative approval process would take approximately two (2) weeks.

Recommended Action: Hold Public Hearing on proposed Ordinance 2016-34 and provide recommendation to the Town Commission.

## ORDINANCE 2016-34

**AN ORDINANCE OF THE TOWN OF LONGBOAT KEY, FLORIDA, AMENDING CHAPTER 157, SUBDIVISION REGULATIONS; AMENDING SECTION 157.03, DEFINITIONS; AMENDING SECTION 157.32, LOT LINE ADJUSTMENTS, REPLACING REFERENCE TO “LOT LINE ADJUSTMENTS” WITH “BOUNDARY ADJUSTMENT, LOT SPLIT, OR LOT CONSOLIDATION;” REMOVING REFERENCE TO “PLAT;” PROVIDING CLARIFICATION FOR APPLICABILITY; PROVIDING FOR AN ADMINISTRATIVE APPROVAL PROCESS OF APPLICATIONS; PROVIDING FOR RECORDING IN PUBLIC RECORDS; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 177 of the Florida Statutes establishes regulations controlling the subdivision and platting of lands within local jurisdictions; and

**WHEREAS**, Section 177.071 of the Florida Statutes defines a subdivision as the division of land into three (3) or more lots, parcels, tracts, tiers, blocks, sites, units, or any other division of land; and includes establishment of new streets and alleys, additions, and resubdivisions; and, when appropriate to the context, relates to the process of subdividing or to the lands or area subdivided; and

**WHEREAS**, the definition of subdivision in the Town’s Land Development Code differs from the definition found in Chapter 177 of the Florida Statutes; and

**WHEREAS**, Section 177.071 of the Florida Statutes, also provides that before a plat is offered for recording, it must be approved by the appropriate governing body, and evidence of such approval must be placed on the plat; and

**WHEREAS**, on December 1, 2008, the Town Commission adopted Ordinance 2008-25, which provided for an administrative approval process for lot line modifications between two existing lots that result in two (2) conforming lots; and

**WHEREAS**, Ordinance 2008-25 specified that the Planning, Zoning and Building Director would have authority to administratively approve such lot line modifications through a plat approval process, rather than the Town Commission; and

**WHEREAS**, the Town Commission is the governing body with authority to approve plats and cannot delegate that authority to another body or administrative personnel; and

**WHEREAS**, certain minor lot modifications are permissible through an administrative process when the modifications result in two (2) or fewer lots, since such modifications do not constitute a subdivision under applicable State Law; and

**WHEREAS**, the appropriate method for processing these minor lot modifications is by recording of a survey and affidavit, rather than by subdivision plat approval; and

**WHEREAS**, the Town wishes to amend Section 157.03, Definitions, and Section 157.32, Lot Line Adjustments, to comply with applicable Florida law and provide an appropriate process for administrative approval of certain minor lot modifications for abutting lots, when the modifications result in two (2) or fewer conforming lots; and

**WHEREAS**, at a duly noticed public hearing on \_\_\_\_\_, 2016, the Planning and Zoning Board recommended that the Town Commission approve Ordinance 2016-34; and

**WHEREAS**, after due public notice, the Town Commission held a workshop on \_\_\_\_\_, 201\_, and considered the recommendations of the Town's Planning and Zoning Board; and

**WHEREAS**, on \_\_\_\_\_, 201\_, the Town Commission held a duly noticed initial public hearing on the proposed Subdivision Code amendments; and

**WHEREAS**, on \_\_\_\_\_, 201\_, the Town Commission conducted a duly noticed public hearing on the proposed Subdivision Code amendments and the Town Commission approved the amendments.

**WHEREAS**, this amendment to the subdivision regulations of the Code for the Town of Longboat Key, Florida, as provided herein, is consistent with the Town's Comprehensive Plan and applicable State Law.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN OF LONGBOAT KEY, FLORIDA, THAT:**

**SECTION1.** The Whereas clauses above are ratified and approved as true and correct.

**SECTION2.** Chapter 157 Subdivision Regulations, Section 157.03, Definitions, is hereby amended as follows is hereby amended as follows:

157.03 Definitions.

"*Subdivision.*" Includes all divisions of a tract or parcel of land into ~~two~~ three (3) or more lots or parcels for the purposes of building development or recording a plat thereof in the public records of Manatee or Sarasota Counties. Included is any subdivision of land involving the dedication of a new street, alley, or any other public right-of-way or a change

in existing streets, ~~or alleys, or any other public rights-of-way,~~ or any division of land that results in three (3) or more lots or parcels. However, public acquisition of land for streets, alleys, public rights-of-way, or highway purposes shall not be deemed a subdivision. "Subdivision" includes resubdivision of an existing plat and when appropriate to the context shall relate to the process of subdividing.

SECTION 3. Chapter 157 Subdivision Regulations, Section 157.32, Lot Line Adjustments, is hereby amended as follows:

157.32 Lot Line Boundary Adjustments, Lot Split, or Lot Consolidation.

~~Notwithstanding anything within this chapter to the contrary, the planning, zoning and building director may administratively approve lot line modifications between two existing lots of record when the lot line modifications result in two conforming lots. The plat that reflects the lot line modifications shall be in substantial compliance with the requirements of this chapter and Florida law except that the planning, zoning and building director shall execute the plat instead of the mayor and no public hearing shall be required.~~

The intent of this section is to provide an administrative process by which abutting lots may make minor boundary adjustments, for the division of one (1) existing lot into a maximum of two (2) legally conforming lots, and for consolidation of multiple existing abutting lots into a maximum of two (2) legally conforming lots.

Abutting lots or portions thereof may be consolidated in accordance with this Section so long as doing so will not result in the creation of a new or increased nonconformity. Nothing herein shall be construed to require that adjacent lots be consolidated pursuant to this Section in order to be developed in common.

157.32(A), Approval. The Town Manager or his/her designee may administratively approve boundary adjustments, the division of one (1) existing lot into a maximum of two (2) legally conforming lots, and the consolidation of multiple existing abutting lots into a maximum of two (2) legally conforming lots, when the following conditions are satisfied:

1. Each created or consolidated parcel meets the zoning standards of the property's zoning classification without the necessity of a variance, and in cases of an existing nonconforming lot of record, the adjustment shall not increase the nonconformity of the lot;
2. Each parcel has a net buildable acreage equal to the minimum lot size requirement of the applicable zoning classification;
3. Parcels have the required road frontage;
4. The addition of impervious area will not impact the stormwater system of the area;
5. Easements and access for public services and utilities are provided, if necessary;
6. There are no variances, easements, or other restrictions which would prevent

the boundary adjustment, lot split, or lot consolidation.

157.32(B), Submittal Requirements. The applicant(s) shall be required to submit the following documentation, along with the appropriate fees, to the Planning, Zoning & Building Department for review:

1. A completed application provided by the Town of Longboat Key;
2. Executed joinder and consent to the proposed boundary adjustment, lot split, or lot consolidation from all owners of the lot(s) and mortgage holders, if applicable;
3. Written authorization from all affected abutting property owners;
4. Two signed and sealed boundary surveys showing the parcel(s) or lot(s) to be reconfigured, prepared by a Florida Registered Professional Land Surveyor and shall include the following information:
  - a) Existing legal descriptions, boundary survey, dimensions of the lot(s) and/or parcel(s) to be reconfigured. All existing easements and rights-of-way must be indicated.
  - b) For the new lot(s) and/or parcel(s), legal descriptions and proposed dimensions of the lot and/or parcel.
  - c) The boundary survey shall indicate that its purpose is for a Boundary Adjustment, Lot Split, or Lot Consolidation.
  - d) The boundary survey shall be drawn at a legible scale and shall be bold enough to remain clearly legible after reduction. Additional detail may be required by the Planning, Zoning & Building Department.
5. A written statement of buildings, if any, to be demolished;
6. Any other information as requested by staff.

157.32(C). Recording. Upon administrative approval, a copy of the boundary adjustment application and associated documents, along with the signed and sealed survey, will be recorded by the Town, at the applicant's expense, in the Public Records of the County in which the property is located.

157.32(D). Nothing herein shall constitute the platting or replatting of a subdivision. Any boundary adjustment, lot split, or lot consolidation resulting in the division of land into three (3) or more lots must comply with the subdivision plat process established in this Chapter. Notwithstanding the foregoing, all lots utilizing the administrative approval process described herein must be in compliance with all provisions of this code related to the development of land.

SECTION4 If any section, subsection, sentence, clause or provision of this Ordinance is held invalid, the remainder of the Ordinance shall not be affected.

SECTION5. All ordinances or parts of ordinances in conflict herewith shall be and the same are hereby repealed.

SECTION 6 This Ordinance shall take effect upon second reading in accordance with Law and the Charter of the Town of Longboat Key.

Passed on the first reading and public hearing the \_\_\_\_ day of \_\_\_\_\_,  
201\_. Adopted on the second reading and public hearing the \_\_\_\_ day of  
\_\_\_\_\_, 201\_.

\_\_\_\_\_  
Jack Duncan, Mayor

ATTEST:

\_\_\_\_\_  
Trish Granger, Town Clerk



# Ordinance 2016-34

## Subdivision Regulations

Planning & Zoning Board  
November 15, 2016



# SUBDIVISION REGULATIONS

- Regulations governing the subdivision of land are controlled by:
  - Chapter 177 of the Florida Statutes
  - Chapter 157 of the Town's Land Development Code
- The Town's Subdivision regulations conflict with Florida Statutes in the following instances:
  - Definition of "subdivision"
  - Use of a Plat to approve minor lot modifications that result in the division of land into less than three (3) lots
  - Authority to approve Plats



## SECTION 157.03: DEFINITIONS

- **Florida Statutes 177.01(18):** “Subdivision” means the division of land into three or more lots, parcels, tracts, tiers, blocks, sites, units, or any other division of land;
- **Town Code Section 157.03(B):** “Subdivision.” Includes all divisions of a tract or parcel of land into ~~two~~ three (3) or more lots or parcels for the purposes of building development or recording a plat thereof in the public records of Manatee or Sarasota Counties. (~~Strike~~through text is the existing Town Code/Underline text is the recommended revision)
- Conforms the Town’s definition of “subdivision” with the definition contained in Florida Statutes 177.071



## SECTION 157.32: LOT LINE ADJUSTMENTS

- Section 157.32 adopted in 2008
- Allowed administrative (Staff-level) approval of lot line adjustments (moving, adding, or removing a lot line)
- Specified adjustments would be recorded by **Plat**
- Section 157.32 conflicts with Florida Statutes 177.071 in two ways:
  - Florida Statutes states that Plats can only be approved by the governing body (Town Commission)
  - Florida Statutes states that plats are for recording subdivisions (division of land into three or more lots)



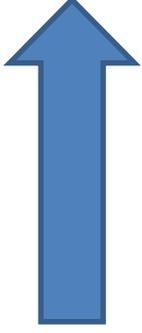
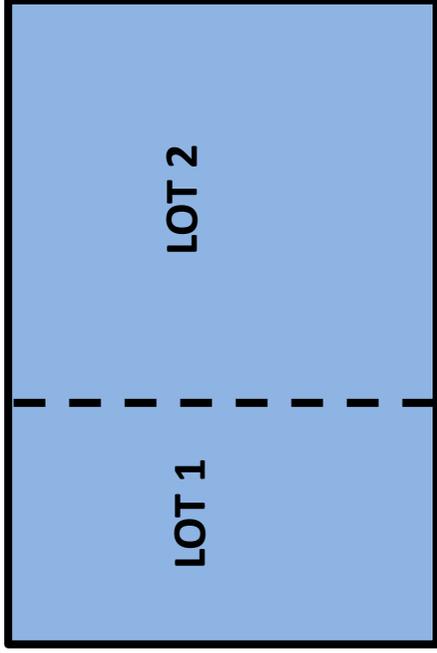
## PROPOSED REVISIONS to 157.32

- Allow administrative (Staff) approval of boundary adjustments, lot consolidation, and lot splits of abutting parcels when the result is the division of land into less than three (3) lots
- All resulting lots must be conforming to Code
- Method of approval and recording is by survey and affidavit from all owners, not Plat
- Complies with Florida Statutes 177.071

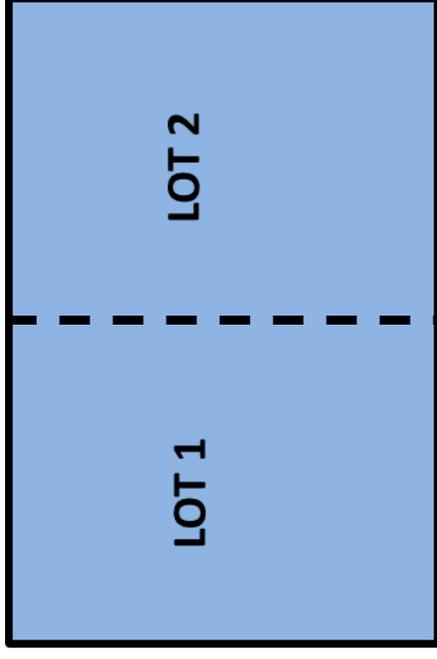


# EXAMPLE: LOT LINE ADJUSTMENT

BEFORE



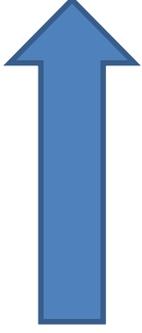
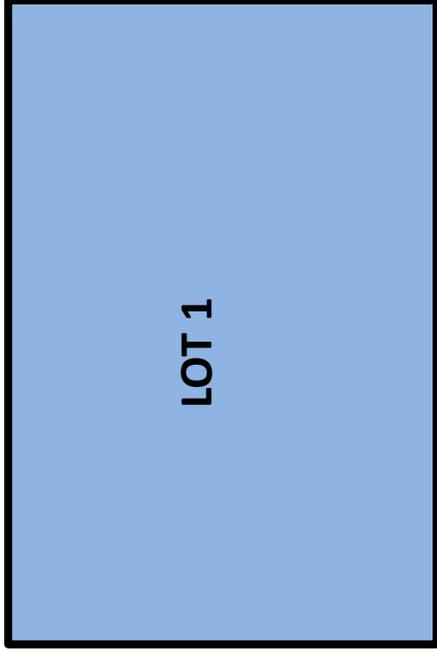
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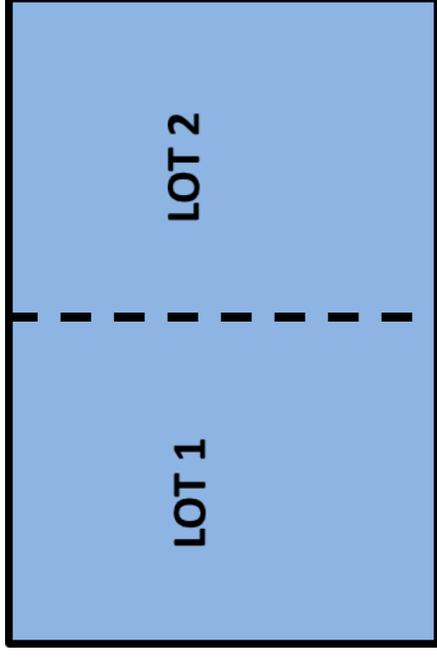


# EXAMPLE: LOT SPLIT

BEFORE



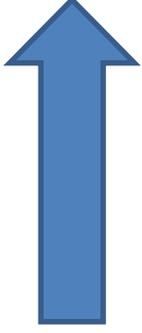
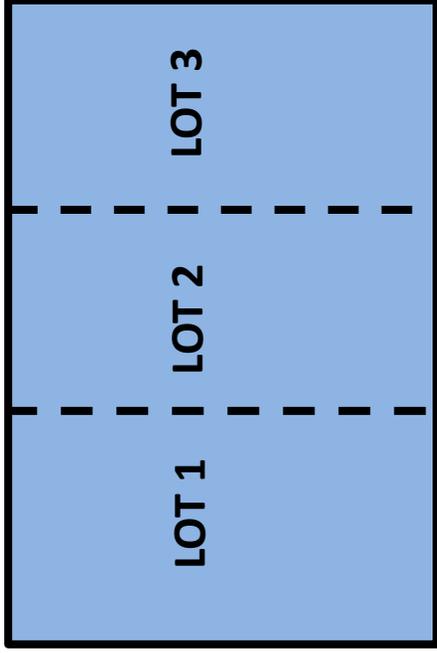
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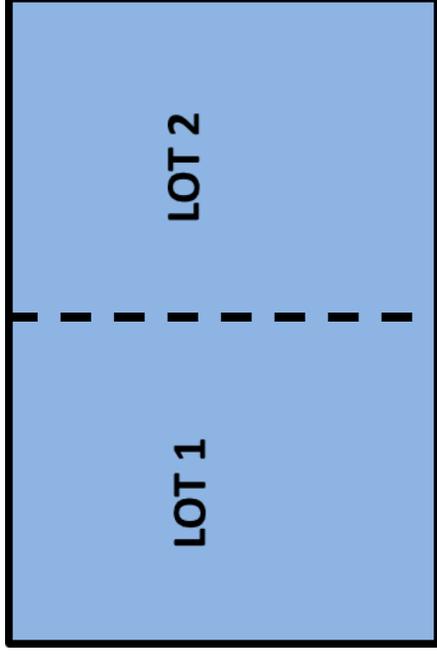


# EXAMPLE: LOT CONSOLIDATION

BEFORE



AFTER





## Recommendation

- Staff recommends that the Planning & Zoning Board recommend approval of Ordinance 2016-34 and forward to the Town Commission for consideration.