

City of Port St. Lucie

Chapter 156- Subdivision Regulations – Section 156.038 Preliminary Plat Approval Process (P23-041)



Request:

Staff is proposing a text amendment to shorten and streamline the time it takes for projects to receive a preliminary plat approval for major plats (3 or more lots or tracts) that are not located within an MPUD in an NCD future land use area.



Subdivision Plats are divided into preliminary and final.

Preliminary Plats

- Grants the applicant a three-year period to submit for final approval
- Does not require recording
- Does not trigger a certificate of concurrency
- Does not permit vertical construction
- Typically allows for general terms and conditions for the provision of infrastructure

Final Plats

- Requires recordation and its accompanying legal documentation, and final technical submittals and engineering drawings
- Triggers the issuance of a certificate of concurrency
- Permits vertical construction



Preliminary Plat Approval Process

- All Minor preliminary plats (2 lots or tracts) and Major preliminary plats (3 or more lots or tracts) located within an MPUD and the NCD future land use area are reviewed by SPRC, who makes a recommendation to the City Council.
- Major preliminary plats not located within an MPUD and the NCD future land use area are reviewed by the SPRC, who makes a recommendation to the P&Z Board. The P&Z Board then makes a recommendation to the City Council.



- The Planning and Zoning Board reviewed four (4) preliminary plats from May 2022 to April 2023.
- The plats were on the consent agenda and there was no discussion.



Effect of Modifications to Preliminary Plat Approval Processes

- Will accelerate and streamline the development review process for major preliminary plat not located with an MPUD and the NCD future land use area.
- Shorten the approval time, by three (3) to four (4) weeks provided all technical comments by the SPRC are addressed.
- Does not change or alter any existing technical regulations.

Section 156.038 – Exhibit A – Text Change

Sec. 156.038. - Preliminary Plat.

(A) The applicant seeking preliminary subdivision plat approval shall submit the items stipulated in sections [156.055](#) through [156.059](#) at least twenty-one (21) days prior to the next regularly scheduled meeting of the Site Plan Review Committee. This is the **most important technical standards compliance** stage of the subdivision review process.

(B) The purpose of the preliminary plat is to permit a complete and accurate presentation of technical data and engineering drawings in such a manner as to allow complete review, evaluation and approval of the proposed development and its impact upon both the site and the surrounding areas. The applicant or representatives will be notified of the meeting and are urged to attend.

(C) The application for preliminary plat approval shall be declared complete within a 45-day period from the date of its submission according to the provisions of subsection [156.037\(C\)](#).

(D) The applicant shall be charged reasonable fees for preliminary plat approval.

(E) If significant problems with the design layout or physical properties with the site are indicated, the Site Plan Review Committee may require that the applicant provide additional information as it deems necessary before making a decision on the preliminary plat.

Section 156.038 – Exhibit A – Text Change

Sec. 156.038. - Preliminary Plat. (continued)

(F) ~~The Site Plan Review Committee shall recommend to the Planning and Zoning Board approval, approval with conditions and/or changes, or disapproval of preliminary plats for major subdivisions.~~ The Site Plan Review Committee shall recommend to the City Council approval, approval with conditions and/or changes, or disapproval of preliminary plats for major and minor subdivisions and subdivisions in planned unit developments (PUD) with a New Community Development future land use designation.

(G) ~~At its next regularly scheduled meeting and public hearing, the Planning and Zoning Board shall consider all preliminary plat submittals for major subdivisions and the recommendation of the Site Plan Review Committee. The Planning and Zoning Board shall recommend to the City Council, approval, approval with conditions and/or changes, or disapproval of the preliminary plat.~~

(H) ~~Within thirty (30) days, t~~The City Council shall consider all submittals along with the recommendations of the Planning and Zoning Board and/or the Site Plan Review Committee. The City Council shall approve, approve with conditions and/or changes, or disapprove the preliminary plat.

Planning & Zoning Board Recommendation:

The Planning and Zoning Board recommended approval of the proposed text amendment at their May 2, 2023 meeting.