City of Atlantic Beach

Final Agenda

Regular City Commission Meeting

Monday, July 14, 2025 - 6:00 p.m.
Commission Chamber
City Hall, 800 Seminole Road
Atlantic Beach, FL 32233

INVOCATION AND PLEDGE TO THE FLAG
CALL TO ORDER

Page(s)

1. APPROVAL OF MINUTES

1.A. Approve minutes of the Regular Commission Meetings held on June 9 and June 23, 2025. — 7 - 81
6-9-25 Regular City Commission Draft Minutes
6-23-25 Regular City Commission Draft Minutes

1.B. Approve minutes of the Board and Committe Training held on June 18, 2025. — 83
6-18-25 Board and Committee Training Draft Minutes

1.C. Approve minutes of the Budget Workshop on June 23, 2025. — 85 - 104
6-23-25 Budget Workshop Draft Minutes

2. COURTESY OF FLOOR TO VISITORS

PUBLIC COMMENT

3. CITY MANAGER REPORTS

3.A. Accept the 90-Day Calendar (July-Sept. 2025) — 105 - 108
90-Day Calendar (July-Sept. 2025)

* 3.B. FY 2025-26 Priorities — 109
FY 2025-26 Priorities

* 3.C. FLC Voting Delegate — 111 - 112
FLC Voting Delegate

* 3.D. Onsite Stormwater — 113
Onsite Stormwater

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None.

6. CONSENT AGENDA

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE CITY COMMISSION AND WILL BE ENACTED BY ONE MOTION IN THE FORM LISTED BELOW. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY. SUPPORTING DOCUMENTATION AND STAFF RECOMMENDATIONS HAVE BEEN PREVIOUSLY SUBMITTED TO THE CITY COMMISSION ON THESE ITEMS.

6.A. Approve Resolution No. 25-56. 115 - 121

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING BID NO. 2425-03 FOR WASTEWATER TREATMENT PLANT CHLORINATION-DECHLORINATION UPGRADES; AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

Resolution No. 25-56

* 6.B. Approve Resolution No. 25-57. 123 - 126

A RESOLUTION ADOPTING THE COASTAL VULNERABILITY ASSESSMENT TO INFORM FUTURE PLANNING AND RESILIENCE EFFORTS; AND PROVIDING AN EFFECTIVE DATE.

Resolution No. 25-57

* 6.C. Approve Resolution No. 25-58. 127 - 130

A RESOLUTION ADOPTING THE FUTURE FLOOD RISK ADAPTATION PLAN TO ENHANCE COMMUNITY RESILIENCE AND INFORM LONG-TERM PLANNING; AND PROVIDING AN EFFECTIVE DATE.

Resolution No. 25-58

7. COMMITTEE REPORTS

None.

8. ACTION ON RESOLUTIONS

* 8.A. **RESOLUTION NO. 25-59** 131 - 155

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE ON BEHALF OF THE CITY OF ATLANTIC BEACH A UTILITY WORK BY HIGHWAY CONTRACTOR AGREEMENT BETWEEN THE FLORIDA DEPARTMENT OF TRANSPORTATION AND THE CITY OF ATLANTIC BEACH FOR UTILITY ADJUSTMENTS REQUIRED TO ACCOMMODATE THE MAYPORT ROAD (STATE ROAD A1A) ROAD DIET PROJECT; AND PROVIDING AN EFFECTIVE DATE.

Resolution No. 25-59

* 8.B. **RESOLUTION NO. 25-60** 157 - 161

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AGREEING TO TERMS OF AN AMENDMENT TO THE INTERLOCAL

AGREEMENT WITH THE CITY OF JACKSONVILLE REGARDING FIRE AND RESCUE SERVICES; PROVIDING FOR REDUCED PAYMENTS; PROVIDING FOR QUARTERLY PAYMENTS; PROVIDING FOR A COMMENCEMENT AND EXPIRATION DATE FOR SAID REDUCED PAYMENTS; PROVIDING FOR THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS TO EFFECUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.
Resolution No. 25-60

* 8.C. **RESOLUTION NO. 25-61** 163 - 169
A RESOLUTION OF THE CITY OF ATLANTIC BEACH AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH PENN CREDIT CORPORATION FOR COLLECTION SERVICES OF PAST-DUE PARKING AND ANIMAL CONTROL CITATIONS; GRANTING THE CITY MANAGER SIGNATORY AUTHORITY; PROVIDING FOR VEHICLE REGISTRATION HOLDS IN ACCORDANCE WITH STATE LAW; AND PROVIDING AN EFFECTIVE DATE.
Resolution No. 25-61

* 8.D. **RESOLUTION NO. 25-62** 171 - 179
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, ESTABLISHING THE PROPOSED MILLAGE RATE, THE CURRENT YEAR ROLLED-BACK RATE, AND THE DATE, TIME AND PLACE FOR THE FIRST AND SECOND PUBLIC HEARINGS TO CONSIDER THE PROPOSED FISCAL YEAR 2025-26 MILLAGE RATE AND BUDGET AS REQUIRED BY LAW; DIRECTING THE CITY MANAGER TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF DUVAL COUNTY PURSUANT TO REQUIREMENTS OF FLORIDA STATUTES AND THE RULES AND REGULATIONS OF THE DEPARTMENT OF REVENUE OF THE STATE OF FLORIDA; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.
Resolution No. 25-62

* 8.E. **RESOLUTION NO. 25-63** 181 - 191
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA APPROVING AN AMENDMENT TO INTERLOCAL AGREEMENT WITH THE CITY OF JACKSONVILLE WHICH PROVIDES FUNDING FOR THE CONSTRUCTION AND REMODELING OF THE ATLANTIC BEACH LIFEGUARD STATION; AUTHORIZING THE MAYOR AND THE CITY MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE
Resolution No. 25-63

9. ACTION ON ORDINANCES

9.A. **ORDINANCE NO. 90-25-254, Public Hearing and Final Reading** 193 - 234
AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE 2045 COMPREHENSIVE PLAN TO CHANGE THE DESIGNATION OF THOSE LANDS DESCRIBED IN ATTACHED EXHIBIT A FROM RESIDENTIAL MEDIUM (RM) TO

COMMERCIAL (CM); PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
Ordinance No. 90-25-254

9.B. **ORDINANCE NO. 90-25-255, Public Hearing and Final Reading** 235 - 276
AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, REZONING THOSE LANDS DESCRIBED IN ATTACHED EXHIBIT A FROM RESIDENTIAL, GENERAL, TWO- FAMILY (RG), TO COMMERCIAL, GENERAL (CG); PROVIDING FINDINGS OF FACT; REQUIRING RECORDATION; AND PROVIDING AN EFFECTIVE DATE.
Ordinance No. 90-25-255

9.C. **ORDINANCE NO. 90-25-256, Public Hearing and First Reading** 277 - 289
AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, HEREBY AMENDING THE LAND DEVELOPMENT REGULATIONS AS ADOPTED BY ORDINANCE NUMBER 90-24-253; THIS ORDINANCE SPECIFICALLY AMENDING SECTION 24-113(c), LIGHT INDUSTRIAL AND WAREHOUSING DISTRICTS, PROVIDING FOR RECORDATION AND PROVIDING AN EFFECTIVE DATE.
Ordinance No. 90-25-256

10. MISCELLANEOUS BUSINESS

None.

11. CITY ATTORNEY/CITY CLERK REPORTS AND/OR REQUESTS

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER

13. ADJOURNMENT

This meeting will be live-streamed and videotaped. The video recording will be posted within four business days on the City's website. To access live or recorded videos, visit www.coab.us/live.

If any person decides to appeal any decision made by the City Commission with respect to any matter considered at any meeting, such person may need a record of the proceedings, and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record shall include the testimony and evidence upon which the appeal is to be based.

Any person wishing to speak to the City Commission on any matter at this meeting should submit a request to the City Clerk prior to the meeting. For your convenience, forms for this purpose are available at the entrance to the Commission Chamber.

Every effort is made to indicate what action the City Commission is expected to take on each agenda item. However, the City Commission may act upon any agenda subject, regardless of

how the matter is stated on the agenda.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (904) 247-5821 or at City Hall, 800 Seminole Road, Atlantic Beach, FL 32233, no later than 5:00 PM on the Thursday prior to the meeting.

MINUTES
Regular City Commission Meeting
Monday, June 9, 2025 - 6:00 PM
Commission Chamber
City Hall, 800 Seminole Road
Atlantic Beach, FL 32233

INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER:

Following the Pledge of Allegiance, Mayor Ford called the meeting to order at 6:00 PM. Commissioners stated their name, seat, and district for voice recognition.

ATTENDANCE:

Present:	Curtis Ford, Mayor - Seat 1 (At Large) Candace Kelly, Commissioner - Seat 4 (District 1306) Jessica Ring, Commissioner - Seat 5 (District 1312) Thomas Grant, Commissioner - Seat 3 (District 1307)
Absent:	Bruce Bole, Commissioner - Seat 2 (District 1308)
Also Present:	William B. Killingsworth, City Manager (CM) Jason Gabriel, City Attorney (CA) Donna Bartle, City Clerk (CC) Kevin Hogencamp, Deputy City Manager (DCM) Ladayija Nichols, Deputy City Clerk (DCC) Rick Carper, Interim Public Works Director (PWD) Victor Gualillo, Police Chief (PC)

1 APPROVAL OF MINUTES

1A. Approve minutes of the Commission Workshop held on May 27, 2025.

The Commission approved the minutes as submitted.

1B. Approve minutes of the Regular Commission Meeting held on May 27, 2025.

The Commission approved the minutes as submitted.

2. COURTESY OF FLOOR TO VISITORS

2.A. James Payton 35 Year Anniversary Recognition

Mayor Ford recognized James Payton for 35 years of service. PWD Carper spoke highly of James and presented him with a certificate and pin (which is attached hereto and made part of this official record as **Attachment A**). Photos were shown during the meeting (which is attached hereto and made part of this official record as **Attachment B**).

DRAFT

6-9-25 Attachment A
6-9-25 Attachment B

PUBLIC COMMENT

The following speakers provided their comments:

Elliot Zisser
Penny Rauckis
Michael Hoffman
Andy Pitler

3. CITY MANAGER REPORTS

3.A. Accept the 90-Day Calendar (June-Aug. 2025)

There was a ***CONSENSUS*** to accept the 90-Day Calendar.

3.B. Police - Fleet Management Plan

Lt. Peck presented a slide show (which is attached hereto and made part of this official record as **Attachment C**) and answered questions from the Commission.

The CM was directed to prepare more detailed cost projections for implementing the recommended plan.

6-9-25 Attachment C

3.C. Memo to Commission from the Community Development Board (CDB)

CM Killingsworth presented as detailed in the agenda packet and answered questions from the Commission. Kirk Hansen, CDB Chair, answered questions from the Commission.

MOTION: To direct the CM to prepare an ordinance eliminating the on-site stormwater requirement in Section 24-89.

Motion: Jessica Ring
Second: Thomas Grant

Curtis Ford	***For***
Candace Kelly	***Against***
Jessica Ring (Moved By)	***For***
Thomas Grant (Seconded By)	***For***

Motion passed 3 to 1.

MOTION: To direct the CM to prepare an ordinance to permit shared parking on single parcels.

DRAFT

Motion: ***Jessica Ring***
Second: ***Candace Kelly***

Curtis Ford	***For***
Candace Kelly (Seconded By)	***For***
Jessica Ring (Moved By)	***For***
Thomas Grant	***For***

Motion passed 4 to 0.

3.D. Tree City USA/Call Before You Cut Education

DCM Hogencamp presented on promoting Tree City USA and the 'Call Before You Cut' campaign, outlining current efforts and new measures, including enhanced social media use, stakeholder partnerships, and aligning messaging with the 'Call 811 Before You Dig' campaign.

3.E. City Commission Salary Review

CM Killingsworth presented (which is attached hereto and made part of this official record as **Attachment D**)

The Commission reached ***CONSENSUS*** to direct the CM to prepare an ordinance with the proposed changes detailed in Attachment D, to be reviewed every 5 years.

6-9-25 Attachment D

3.F. Police Department Report

PC Gualillo clarified that the reported rise in crime was due to updated population figures, not an actual increase, and outlined how the department analyzes trends and implements targeted strategies.

3.G. Marsh Oaks Community Center Next Steps

CM Killingsworth presented a proposed floor plan for the Marsh Oaks Community Center renovation (which is attached hereto and made part of this official record as **Attachment E**).

The Commission reached ***CONSENSUS*** to move forward with the proposed layout. They also directed the CM to prepare a resolution naming it the "Marsh Oaks Community Center."

Commissioner Ring inquired about the possibility of incorporating streaming technology and equipment at the center to facilitate recording and sharing events or meetings.

6-9-25 Attachment E

Additional Updates from the City Manager

DRAFT

- Announced plans to allow league play at the tennis courts, charging the pavilion rate unless otherwise directed.
- Sought direction on whether to issue an RFP for management of the farmer's market. The Commission ***agreed*** to allow staff to an issue RFP.
- Presented a request from Neptune Beach (which is attached hereto and made part of this official record as **Attachment F**) and answered questions from the Commission. The Commission ***directed*** him to study the City's capacity to provide this service and potential terms and conditions.

6-9-25 Attachment F

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

Commissioner Kelly

- Reported on observing the active shooter course at Mayport Middle School. Mayor Ford expressed pride in attending and thanked PC Gualillo.

Commissioner Ring

- Spoke positively about the first CM's monthly newsletter and suggested including a photo of him and his dog, Milo.

Mayor Ford

- Wished Commissioner Kelly a happy birthday in advance.

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None.

6. CONSENT AGENDA

6.A. Approve Resolution No. 25-42

A RESOLUTION OF THE CITY OF ATLANTIC BEACH AUTHORIZING THE CITY TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) PURSUANT TO SECTION 287(g) OF THE IMMIGRATION AND NATIONALITY ACT; AUTHORIZING ATLANTIC BEACH POLICE DEPARTMENT STAFF TO PARTICIPATE IN AND MANAGE IMPLEMENTATION OF THE PROGRAM; AUTHORIZING THE MAYOR, CITY MANAGER, AND CITY ATTORNEY TO EXECUTE CONTRACTS AND DOCUMENTS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

6.B. Approve Resolution No. 25-45

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE PUBLIC UTILITIES DEPARTMENT TO DISPOSE OF TRUCK P46 AS A TRADE IN VEHICLE, AND PURCHASE A NEW TRUCK; AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

6.C. Approve Resolution No. 25-46

DRAFT

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING BID NO. 2425-02 FOR WATER PLANT #3 EXTERIOR PAINTING OF GROUND STORAGE TANKS; AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

6.D. Approve Resolution No. 25-47

A RESOLUTION ADOPTING THE CITY OF ATLANTIC BEACH COMPREHENSIVE SAFETY ACTION PLAN WITH THE GOAL OF ELIMINATING TRAFFIC DEATHS AND SERIOUS INJURIES ON ROADS WITHIN CITY OF ATLANTIC BEACH; AND PROVIDING AN EFFECTIVE DATE.

6.E. Approve Resolution No. 25-49

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING THE PLAZA SIDEWALK PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

6.F. Approve Resolution No. 25-50

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING THE THERMOPLASTIC CROSSWALK PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

Commissioner Kelly requested to pull items 42 and 50 (6A and 6F) for separate consideration.

MOTION: Approve all items in the consent agenda minus 42 and 50 (6B, 6C, 6D, and 6E as written).

Motion: Thomas Grant
Second: Candace Kelly

Curtis Ford	***For***
Candace Kelly (Seconded By)	***For***
Jessica Ring	***For***
Thomas Grant (Moved By)	***For***

Motion passed 4 to 0.

MOTION: Approve Resolution No. 25-42.

DRAFT

Motion: ***Jessica Ring***
Second: ***Thomas Grant***

Curtis Ford	***For***
Candace Kelly	***Against***
Jessica Ring (Moved By)	***For***
Thomas Grant (Seconded By)	***For***

Motion passed 3 to 1.

MOTION: Approve Resolution No. 25-50.

Motion: ***Candace Kelly***
Second: ***Thomas Grant***

Curtis Ford	***For***
Candace Kelly (Moved By)	***For***
Jessica Ring	***For***
Thomas Grant (Seconded By)	***For***

Motion passed 4 to 0.

7. COMMITTEE REPORTS

7.A. Environmental Stewardship Committee (ESC)

Todd Miner, ESC Member presented a slide show (which is attached hereto and made part of this official record as **Attachment G**) and answered questions from the Commission. There was discussion about incentives for tree preservation, conducting a canopy survey, and potentially allowing city-funded trees to be planted in residential backyards.

6-9-25 Attachment G

8. ACTION ON RESOLUTIONS

8.A. RESOLUTION NO. 25-48

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING PHASE 2 AND 3 OF THE HOWELL PARK RESTORATION PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CHANGE ORDER AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Adopt Resolution No. 25-48

Motion: ***Thomas Grant***
Second: ***Jessica Ring***

DRAFT

Curtis Ford	***For***
Candace Kelly	***For***
Jessica Ring (Seconded By)	***For***
Thomas Grant (Moved By)	***For***

Motion passed 4 to 0.

9. ACTION ON ORDINANCES
None.

10. MISCELLANEOUS BUSINESS
None.

11. CITY ATTORNEY/CITY CLERK REPORTS AND/OR REQUESTS
None.

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER
Commissioner Grant

- Noted that the ICE agreement (Resolution 25-42) allows either party to terminate it at any time if unintended consequences arise.

13. ADJOURNMENT
The meeting adjourned at 8:32 PM.

Attest:

_____ _____
Donna L. Bartle, City Clerk Curtis Ford, Mayor

Date Approved:_____

DRAFT


35
YEARS OF SERVICE
with gratitude, we thank
James Payton
for his dedicated service to the City of Atlantic Beach
CURTIS FORD
Mayor
WILLIAM B. KILLINGSWORTH
City Manager

Congratulations
& Thank You!
JAMES PAYTON
Streets & Stormwater
Maintenance II
35 YEARS OF
SERVICE
Recycle Empty Bottles and Cans



Attachment B to 6-9-25 Minutes

Attachment C to
6-9-25 Minutes

Atlantic Beach Police

Fleet Management Study and Recommendations



Analysis was conducted in July of 2024

3 studies we identified:

- Town of Bernardston – U Mass
- State of Tennessee – Municipal Technical Advisory Service
- State of Florida – Mercury Associates, Inc.

Some common criteria:

- Mileage (industry standard 80,000 for pursuit vehicles)
- Age (industry standard 8 years for pursuit vehicles)
- Repair Cost
- Condition

Attachment C to
6-9-25 Minutes

Town of Bernardston – U Mass
8 years/80,000 miles

Uses 18 parameters in 5 major categories:

1. Condition
   a) Age
   b) Mileage
   c) Storage Condition
   d) Vehicle Cleaning
   e) Degree of Corrosion

2. Utilization of Equipment
   a) Nature of Work
   b) Skill to Operate
   c) Mandated by State/Fed Regulations

3. Impact on Operations
   a) Alternative Plan to Achieve Mission
   b) Frequency of Use
   c) Reliability
   d) Environmental Impact

4. Return on Investment (ROI)
   a) Historical Repair Cost Trend
   b) Projected Future Repair Cost
   c) Deprecation
   d) Annualized Cost-to-Own

5. Obsolescence
   a) Evolution of Technology
   b) Availability of Repair Parts

State of Tennessee – Municipal Technical Advisory Service
6 years/100,000 miles

Uses 4 criteria:

1. Vehicle Age
2. Vehicle Mileage
3. Annual Maintenance Cost
4. Vehicle Use

State of Florida – Mercury Associates, Inc.
8 years/80,000 miles (Drop Dead)

Uses 8 criteria:

1. Age in Years
2. Life Odometer divided by Drop-dead Miles
3. Using Condition for last 12 months, for each month
4. Divide Days Down (within past 12 months) by 232
5. Divide Lifetime Maintenance Cost into Acquisition Cost
6. Last 12 Months Maintenance Cost Compared to Percentage of Acquisition Cost
7. Excessive Cost Per Mile (Using Life Cost Per Mile)
8. Totaled Status of Vehicle (If Determined to be Totaled)

Attachment C to
6-9-25 Minutes

Number of Vehicles Meeting Criteria for Replacement by Study

Town of Bernardston – U Mass = 2 for replacement with possibly 11 more within 1 year.

State of Tennessee – Municipal Technical Advisory Service = 13 for replacement with possibly 7 more within 1 year.

State of Florida – Mercury Associates, Inc. = 3 for replacement with possibly 6 more within a year.

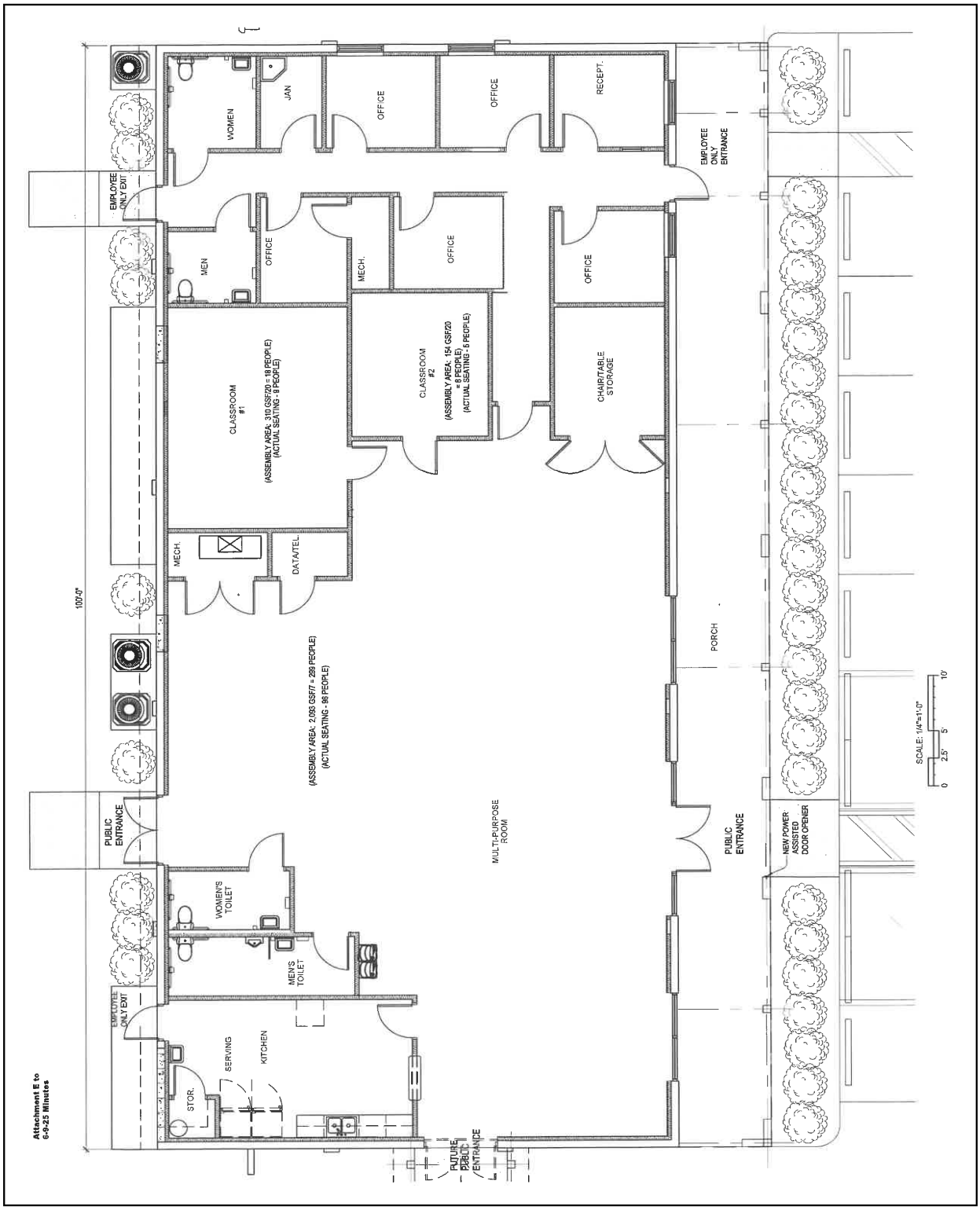
The Police Department has selected the State of Florida program based on the following benefits

- Used by our state to manage their fleet, in line with local best practices
- Same area of the country
  - Same operational environment (heat and humidity)
  - Vehicles purchased from the same contracts (pricing)
- Our fleet maintenance company is on board and can supply the data needed
- Program is easy to manage yet still looks at multiple criteria for a more thorough evaluation

Commission Pay

City	Population	Commissioner Salary	Mayor Salary
Neptune Beach	6984	$4,800	$7,800
Jacksonville Beach	23447	$12,960	$17,760
Fernandina Beach	13052	$18,000	$18,000
St. Augustine	14329	$12,000	$16,000
St. Augustine Beach	6803	$6,000	$7,200
Sum	*64,615*	*$53,760*	*$66,760*
Atlantic Beach	13513	$7,249	$11,911
Atlantic Beach (Proposed)	**13513**	**$11,243**	**$13,962**




WOMEN
JAN
OFFICE
OFFICE
RECEPT.
EMPLOYEE ONLY ENTRANCE
EMPLOYEE ONLY EXIT
MEN
OFFICE
MECH.
OFFICE
OFFICE
CLASSROOM #1
(ASSEMBLY AREA: 310 GSF/20 = 16 PEOPLE)
(ACTUAL SEATING - 13 PEOPLE)
CLASSROOM #2
(ASSEMBLY AREA: 154 GSF/20 = 8 PEOPLE)
(ACTUAL SEATING - 5 PEOPLE)
CHAIR/TABLE STORAGE
MECH.
DATA/TEL
(ASSEMBLY AREA: 2,093 GSF/7 = 299 PEOPLE)
(ACTUAL SEATING - 86 PEOPLE)
PORCH
100'-0"
PUBLIC ENTRANCE
WOMEN'S TOILET
MEN'S TOILET
MULTI-PURPOSE ROOM
PUBLIC ENTRANCE
NEW POWER ASSISTED DOOR OPENER
EMERGENCY EXIT ONLY
SERVING
KITCHEN
STOR.
FUTURE PUBLIC ENTRANCE
SCALE: 1/4"=1'-0"
0
2.5'
5'
10'
Attachment E to
6-9-25 Minutes

Attachment F to
6-9-25 Minutes

City of
Neptune Beach

Mayor Cori Bylund

June 3, 2025

The Honorable Curtis Ford, Mayor
City of Atlantic Beach
800 Seminole Road
Atlantic Beach, FL 32266

Re: Fire Flow Protection

Dear Mayor Ford,

The City of Neptune Beach respectfully requests that the City of Atlantic Beach serve the 500 Atlantic Boulevard proposed development, as well as 572 Atlantic Boulevard, with fire flow protection.

The City of Neptune Beach has sufficient potable water and wastewater capacities, however, to serve the development as currently envisioned.

I appreciate your consideration and look forward to your timely response.

Sincerely,

Mayor Corrine Bylund
City of Neptune Beach

cc: Richard Pike, City Manager, City of Neptune Beach
Deryle Calhoun, Director of Public Works, City of Neptune Beach

116 First Street • Neptune Beach, Florida 32266-6140
(904) 270-2400

Attachment G to
6-9-25 Minutes

Environmental Stewardship Committee (ESC) Report to City Commission

Monday, June 9, 2025

Presented by Todd Miner, ESC Member

AGENDA

UPDATES

- 2024-2025 Priorities
- Metrics

MOVING FORWARD

- Structure & Schedule
- Improving Communications

QUESTIONS & CLARIFICATIONS

- ESC's Purpose #2
- Commission's 2025-2026 Priority
- Tree Mitigation Fund Plan
- Further Priorities Alignment

Attachment G to
6-9-25 Minutes

2024-2025 Priorities

Update

2024-2025 Priorities Update

MARITIME FOREST

- Plant 100 trees
- Educate about Ch23 and benefits of trees
- Update and strengthen policies and ordinances negatively affecting trees annually
- Expand data and understanding of tree canopy

PARKS & OPEN SPACES

- Develop and enhance connectivity and walkability
- Improve experience of parks & open spaces
- Update and implement Parks Master Plan
- Expand and convert Baker Center (or one/all community centers) into Resilience Hubs
- Educate the community

BEAUTIFICATION

- Start at least three projects
- Update/pass one policy improving public/private spaces
- Outreach and educate about public and private beautification efforts
- Explore ways Mayport Road can be sustainable & attractive

ENVIRONMENTAL STEWARDSHIP

- One action in each CAP focus area & plan for 2027 LEED recertification
- Update/pass one policy and/or improve one internal city practice through staff coordination
- Find funding
- Educate the community on environmental stewardship, sustainability and resilience actions and strategies

ESC ORGANIZATIONAL EXCELLENCE

- Expand outreach through improved COAB website
- Increase effectiveness, productivity, and satisfaction of ESC meetings.
- Improve internal processes
- Improve best practice of annual self-evaluation
- Increase the number of ESC volunteers/SMEs

In Progress
Completed
Blocked

Impact Metrics

Update

CITY OF AB EARTH DAY BOOTH

ESC's impact report from 4/27/25 event

EVENT IMPACT

46	Free tree sign-ups
150+	Monarch butterfly seed packets distributed
1	Beautiful craft butterfly garden created
12	Hours of donated volunteer time
4	Sign-ups to volunteer
$290	In donations for crafts & incentive drawing

MAY SPEAKER EVENT: How to Landscape for Birds

Impact

- 33 registrations
  - 12 pre-event speaker questions submitted
  - 26 attendees (19 livestream viewers; 7 in person)
  - 5 post event requests so far for the recording and slides
- Offer from speaker to help ESC set up "Elder Campaign" in iNaturalist app and train volunteers

Hours Involved – 8 hours & 40 minutes total (7.5 hours ESC volunteer time; 40 minutes staff time)

- Event preparation (4 hrs ESC; 40 min staff)
- Event implementation (2 hrs ESC; 10 min staff)
- Event close out & reconciliation (1.5 hrs ESC)

Cost

- $40 donated to pay teenager to edit presentation recording for wider scale education

Lessons Learned

Worked well

- Kevin H promoting event in city newsletter 1-2 days before event
- Direct invite by email

What could be improved

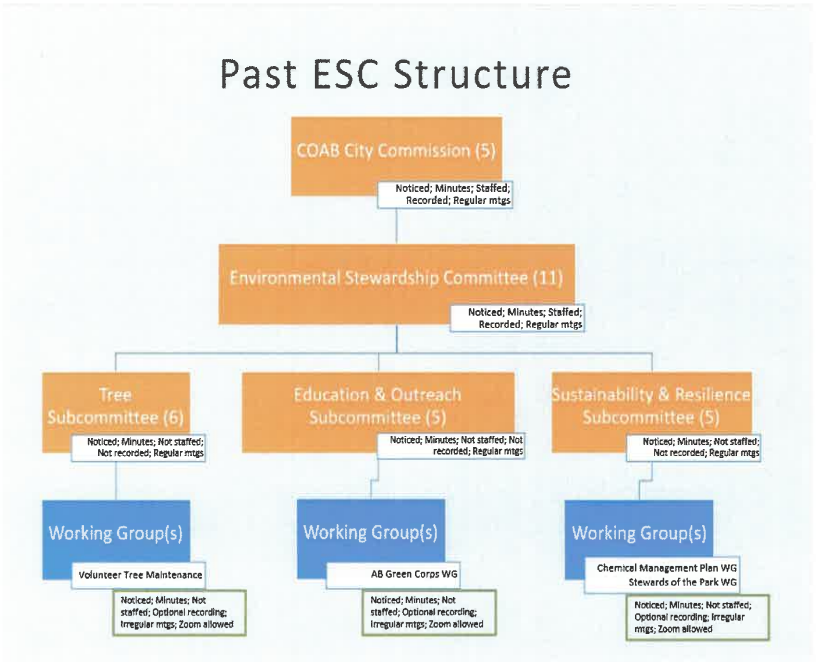
- Having speaker virtual does not work very well especially when livestream attendees can't ask questions directly (no two way interaction)
- There were sound issues

Structure & Schedule

Moving Forward

Attachment G to
6-9-25 Minutes

**Attachment G to
6-9-25 Minutes**





Improving Communications

Moving Forward

Initial Suggestions to Improve Communications

ESC & Staff

Staff

- CM attends 1 meeting per quarter
- Staff acknowledges receipt of ESC emails and estimated time of formal response especially on motions
- Follows up on questions raised in ESC reports to Commission
- Sends livestream attendance data automatically post event

ESC

- Summary email after every meeting to confirm "same page"
- Continue to improve its processes and make meetings more efficient (e.g., motions only agendas)
- Copies of successful ESC motions shared with Commission and relevant staff

ESC & Commission

Commission

- Keep sharing direct ideas like CM Grant did on 5/27/25
- Each Commissioner attends two ESC meetings a year
- Commission makes suggestions beforehand of what they would like to hear in quarterly ESC committee reports
- Commission provides feedback on committee quarterly reports and staff follows up on action items/requests

ESC

- Provides monthly summary report via email
- Provides quarterly ESC presentation to Commission

ESC & Community

Staff

- Review monthly Neighborhood Dept newsletter and distribute
- Be proactive in asking and thinking about ESC's education, outreach, and awareness nee ds and goals
- Work with ESC on an internal message dissemination calendar with deadlines
- Work with ESC to build one useful external public facing space on website with useful AB info for citizens (e.g., what can I recycle), environmental stewardship efforts, volunteer opportunities, etc.

ESC

- Provides content for Neighborhood Dept newsletter that has been approved by full ESC

**Attachment G to
6-9-25 Minutes**

THANK YOU

ESC's Purpose #2

Questions & Clarifications

ESC's Purpose #2

To act as a motivating and coordinating body to encourage joint public and private participation in promoting these purposes.

What does "act as a motivating and coordinating body" mean to Commission and what tools (e.g., Neighborhood Dept newsletter, email focus group, surveys) and activities (e.g., events, community workshops) are ESC allowed to use to fulfill this second purpose?

For past 8 years, ESC (and staff) has interpreted this as performing education and outreach through educational and inspiring events, materials (e.g., how to conserve energy & water), distribution of information via newsletter, email, and social media, surveys and polls, and community input workshops.

Commission's 25-26 Priority for ESC

Questions & Clarifications

Commission's 2025-2026 Priority for ESC

Incentivize protection of mature trees

Questions:

- What are your expectations of ESC's time spent on this one priority? Is ESC supposed to spend 80% of its time between Oct 2025 – Sept 2026 on incentivizing protection of mature trees?
- What format and process should ESC use to complete this priority? Submit recommendations by motion all at once or throughout the year to Commission? Should recommendations include estimated cost and anticipated staff support necessary to implement?
- ESC has two incentive programs that may soon be ready to propose to Commission (Heritage Tree Pilot Grant Program & Elders Campaign). Do we need to have them ready in time for 2025-2026 budget consideration if some funds are needed separate from the Tree Mitigation fund (e.g., equipment; dissemination of information and education)?
- Does ESC have permission to work on some other priorities and ongoing work it presented to Commission such as events, education and outreach, and planting more trees? If we have approval to do another awards event, how do we seek a bit more funding for next year?
- ARCC and ESC both had the idea of a quarterly educational film/documentary screening with a local expert panel and partnering together on implementation. To obtain a license to do a community screening is anywhere from $150-$500. If committees have approval to pursue, how would they request funding for licenses?

Tree Mitigation Fund Action & Spending Plan

Questions & Clarifications

Tree Mitigation Fund Action & Spending Plan

May ESC move forward with this action and spending plan?

- Staff would return to Commission with a request for funding from the Tree Mitigation Fund
- ESC would work with staff on implementation starting with mature trees incentivization

Attachment C to 6-9-25 Minutes

PROPOSED 2025-2026 Tree Mitigation Fund Action & Spending Plan

Purpose: Be more strategic and proactive in how we add canopy back to the city.

Fund Balance as of 4/10/2025 $ 340,704

Proposed spending plan amount $ 169,500

Color Key: in progress; Completed

DIRECTION OF FUNDS	CATEGORY	% OF FUND BUDGETED	% IN ACTUAL DOLLARS	ACTUAL SPENT
DIRECT TREE REPLACEMENT (60%)	City street plantings in public right of ways	18%	$ 30,000	
	City park replacement plantings	6%	$ 10,000	
	Unplanned city-directed plantings	6%	$ 10,000	
	City entrance Atlantic Blvd & Seminole ($15k approved)	9%	$ 15,000	$ 18,000
	City entrance for Mayport Road (by Arby's) - $7k approved	4%	$ 7,000	$ 7,000
	Mayport Road Greenway set-aside	12%	$ 20,000	
	Dutton Island assessment and pilot to replant losses	0%	$ -	
	Edible Orchard	9%	$ 15,000	
	City Free Front Yard Plantings (Spring/March)	6%	$ 10,000	
	City Free Front Yard Planting (Fall/November)	6%	$ 10,000	
	January Arbor Day Tree Giveaways	1%	$ 2,500	$ 2,625
	Tricks, Treats & Trees October Tree Giveaway	1%	$ 2,500	
	SUBTOTAL:	78%	$ 132,000	$ 27,625
MATURE TREE PROTECTION & CANOPY HEALTH DATA (20%)	Heritage Tree Preservation	6%	$ 10,000	
	Elders Campaign	6%	$ 10,000	
	Canopy Health Data & State of the Trees	6%	$ 10,000	
	SUBTOTAL:	18%	$ 30,000	$ -
COMMUNITY LEARNING GARDENS & EDUCATION (15%)	Learning Gardens	0%	$ -	
	Education & Outreach	4%	$ 7,500	
	SUBTOTAL:	4%	$ 7,500	$ -
RESERVE (5%)	Reserve	0%	$ -	
	SUBTOTAL:	0%	$ -	$ -
	TOTAL:	100%	$ 169,500	$ 55,250

Further Priorities Alignment

Questions & Clarifications

Suggestions for Further Priorities Alignment

- Thrilled about annual workshop with Commission – Thank you!
- Commission to refine City's strategic plan themes and include to **"protect functional beauty of our beach, our marsh, and our tree canopy."**
- Commission to provide guidance to ESC before priority setting on:
  - Total number of priorities ESC should propose each year
  - High level bucket topics to align with ESC priorities (e.g., resilience)
- Clarification of language, definitions and expectations
  - Definition of Priority -- Priority should only be an action that "must be taken immediately or die in next 12 months" or can an ESC priority be "one block in the building of a cathedral" (one step working towards 2050 goals)?
  - Funding & Staff Resources -- ESC should only propose priorities that take money from the general fund and significant staff resources which tends to then only ever focus on trees and not our other three focus areas (parks and open spaces, beautification, and environmental stewardship) or can it propose multi-year investment priority(ies)
  - Priority vs Ongoing Work – ESC is to focus on Commission's priority(ies) for ESC and make sure it gets completed within the year and can work on ongoing work (e.g., maintaining Tree City USA status, semi-annual tree permitting report, serving as a motivating and coordinating body) as capacity and time allows. ESC is to report out on its progress on its priorities during its quarterly Commission reports. Is this an accurate understanding?

Discussion

- Any questions on update about 2024-2025 priorities, metrics, or ESC structure and schedule?
- Thoughts on suggestions for improving communications?
- Clarification of what "motivating and coordinating body" means to Commission and what tools and activities can ESC use moving forward?
- Clarification on expectations and format for incentivizing protection of mature trees
- Approval to move forward with Tree Mitigation Fund Action & Spending Plan?
- Thoughts on refining priorities alignment a bit more?
- Direction to move forward with proposed steps for LEED for Cities recertification and 2050 goals community action plan.

MINUTES
Regular City Commission Meeting
Monday, June 23, 2025 - 6:00 PM
Commission Chamber
City Hall, 800 Seminole Road
Atlantic Beach, FL 32233

INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER:

Following the Pledge of Allegiance, Mayor Ford called the meeting to order at 6:02 PM. CC Bartle called the roll.

ATTENDANCE:

Present:
Curtis Ford, Mayor - Seat 1 (At Large)
Bruce Bole, Commissioner - Seat 2 (District 1308)
Candace Kelly, Commissioner - Seat 4 (District 1306)
Jessica Ring, Commissioner - Seat 5 (District 1312)
Thomas Grant, Commissioner - Seat 3 (District 1307)

Also Present:
William B. Killingsworth, City Manager (CM)
Jason Gabriel, City Attorney (CA)
Donna Bartle, City Clerk (CC)
Kevin Hogencamp, Deputy City Manager (DCM)
Ladayija Nichols, Deputy City Clerk (DCC)
Amanda Askew, Neighborhoods Department Dir. (NDD)

1 APPROVAL OF MINUTES

1A. Approve minutes of the Commission Priority-Setting Meeting held on May 12, 2025.

The Commission approved the minutes as submitted.

1B. Approve minutes of the Budget Workshop held on June 9, 2025.

The Commission approved the minutes as submitted.

1C. Approve minutes of the City Commission Workshop held on June 16, 2025.

The Commission approved the minutes as submitted.

2. COURTESY OF FLOOR TO VISITORS

PUBLIC COMMENT

The following speakers provided their comments:

DRAFT

Stephen Fouraker
Rick Carper
Mitch Reeves
Sarah Boren
Nancy Staats
Carolyn Zisser
Brinkley Harrell
Susanne Barker
Albert Kerber
Amy Palmer

3. CITY MANAGER REPORTS

3.A. Accept the 90-Day Calendar (June - Aug. 2025)

There was a ***CONSENSUS*** to accept the 90-Day Calendar.

3.B. Proposed Marsh Oaks Community Center Naming

CM Killingsworth reported that the proposed naming will be presented at the next ARCC meeting, followed by a resolution for Commission approval.

3.C. Proposed On-Site Stormwater Management Code Change

CM Killingsworth reported as detailed in the agenda packet and answered questions from the Commission.

There was a ***CONSENSUS*** to have the CM work with staff to explore potential immediate relief options—such as requiring storage only for new impervious areas or exempting properties with less than 35% coverage—while continuing to pursue the full stormwater study. The CM was also asked to determine the cost of a study that would include all the information needed to support informed decision making and to budget accordingly.

3.D. Proposed Parking Code Change

NDD Askew explained as detailed in the agenda packet and answered questions.

Discussion ensued on this item coming back as an ordinancne.

MOTION: Approve the proposal for shared parking on single parcels which is Section 24-161 code change

Motion: Jessica Ring
Second: Thomas Grant

It was clarified that the motion includes changing the off-site to match.

DRAFT

Curtis Ford	***For***
Bruce Bole	***For***
Candace Kelly	***For***
Jessica Ring (Moved By)	***For***
Thomas Grant (Seconded By)	***For***

Motion passed 5 to 0.

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

Commissioner Bole

- Requested information on recurring maintenance costs for capital improvement projects, emphasizing the importance of transparency in assessing long-term financial impacts.
- Addressed concerns about voting bias, mentioning that his record reflects decisions made independently of personal residence, noting his district includes a broad area from the ocean to the Intracoastal.

Commissioner Grant

- Requested recognition of the Atlantic Beach 12U Breakers All-Star Baseball Team for qualifying for a national tournament in Cooperstown, NY, and expressed support for celebrating local youth achievements.

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None.

6. CONSENT AGENDA

6.A. Approve Resolution No. 25-51.

A RESOLUTION OF THE CITY OF ATLANTIC BEACH AUTHORIZING THE CITY TO ENTER INTO THE FISCAL YEAR 2024 JUSTICE ASSISTANCE GRANT COUNTYWIDE PROGRAM; AUTHORIZING ATLANTIC BEACH POLICE DEPARTMENT STAFF TO APPLY FOR AND MANAGE THE GRANT PROCESS; AUTHORIZING THE MAYOR, CITY MANAGER AND CITY ATTORNEY TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

6.B. Approve Resolution No. 25-53.

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING BID 2425-05 SHERMAN CREEK DITCH MAINTENANCE PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve Resolution No. 25-51 and 25-53 (Consent Agenda Items 6A and 6B as written).

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Motion: ***Bruce Bole***
Second: ***Candace Kelly***

Curtis Ford	***For***
Bruce Bole (Moved By)	***For***
Candace Kelly (Seconded By)	***For***
Jessica Ring	***For***
Thomas Grant	***For***

Motion passed 5 to 0.

7. COMMITTEE REPORTS

None.

8. ACTION ON RESOLUTIONS

8.A. RESOLUTION NO. 25-54

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING BID NO. 2425-01 FOR WATER PLANT #1 EXTERIOR PAINTING OF GROUND STORAGE TANKS; AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve Resolution No. 25-54.

Motion: ***Bruce Bole***
Second: ***Candace Kelly***

Curtis Ford	***For***
Bruce Bole (Moved By)	***For***
Candace Kelly (Seconded By)	***For***
Jessica Ring	***For***
Thomas Grant	***For***

Motion passed 5 to 0.

9. ACTION ON ORDINANCES

9.A. ORDINANCE NO. 90-25-254, Public Hearing and First Reading

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE 2045 COMPREHENSIVE PLAN TO CHANGE THE DESIGNATION OF THOSE LANDS DESCRIBED IN ATTACHED EXHIBIT A FROM RESIDENTIAL MEDIUM (RM) TO COMMERCIAL (CM); PROVIDING FOR

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CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

NDD Askew presented Items 9A and 9B using a PowerPoint (which is attached hereto and made part of this official record as **Attachment A**) and responded to questions from the Commission.

6-23-25 Attachment A
6-23-25 Attachment B

9.B. ORDINANCE NO. 90-25-255, Public Hearing and First Reading
AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, REZONING THOSE LANDS DESCRIBED IN ATTACHED EXHIBIT A FROM RESIDENTIAL, GENERAL, TWO- FAMILY (RG), TO COMMERCIAL, GENERAL (CG); PROVIDING FINDINGS OF FACT; REQUIRING RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

The public hearing was opened for Agenda Items 9A and 9B. There were no speakers and the public hearing was closed.

CA Gabriel asked Commissioners to disclose any ex parte communications. Commissioners Ring, Grant, Mayor Ford, and Commissioner Kelly reported having such communications.

Randall Whitfield and attorney Michael Traynor presented the proposed project for Agenda Items 9A and 9B using distributed photos (which is attached hereto and made part of this official record as **Attachment B**) and answered questions from the Commission.

MOTION: Adopt Ordinance No. 90-95-254 on first reading.

Motion: Jessica Ring
Second: Thomas Grant

Curtis Ford	***For***
Bruce Bole	***For***
Candace Kelly	***Against***
Jessica Ring (Moved By)	***For***
Thomas Grant (Seconded By)	***For***

Motion passed 4 to 1.

MOTION: Adopt Ordinance No. 90-95-255 on first reading.

Motion: Jessica Ring
Second: Thomas Grant

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Curtis Ford	***For***
Bruce Bole	***For***
Candace Kelly	***Against***
Jessica Ring (Moved By)	***For***
Thomas Grant (Seconded By)	***For***

Motion passed 4 to 1.

10. MISCELLANEOUS BUSINESS

None.

11. CITY ATTORNEY/CITY CLERK REPORTS AND/OR REQUESTS

CC Bartle

- Noted that the next meeting would take place in three weeks instead of the usual two and that she would be absent.

CA Gabriel

- Reminded everyone of the July 1, 2025, Form 1 filing deadline.

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER

CM Killingsworth

- Informed the Commission that an ordinance permitting batting cages in industrial zones would be presented for first reading at an upcoming meeting. He noted that the Community Development Board's 3–3 vote resulted in a recommendation of denial.

Mayor Ford

- Emphasized the importance of maintaining respectful dialogue and avoiding partisan divisions within the City's nonpartisan government structure.

13. ADJOURNMENT

The meeting adjourned at 8:32 PM.

Attest:

_____ _____

Donna L. Bartle, City Clerk Curtis Ford, Mayor

Date Approved:_____

DRAFT

COMP25-0001 & REZN25-0001 & 310 Mayport Road

Request is for a Future Land Use Map (FLUM) amendment to change the future land use map designation of the western 70 feet of 310 Mayport Road (RE# 170736-0000) FROM Residential Low Medium (RM) TO Commercial (CM). Also, a request for a rezoning of the same portion of 310 Mayport Road (RE# 170736-0000) FROM Residential, General, Two-Family (RG) TO Commercial General (CG).

- 310 Mayport – west 70 feet
- FLUM RM to CM
- Zoning RG to CG

- 310 Mayport – east 345 feet
- FLUM is CM
- Zoning is CG

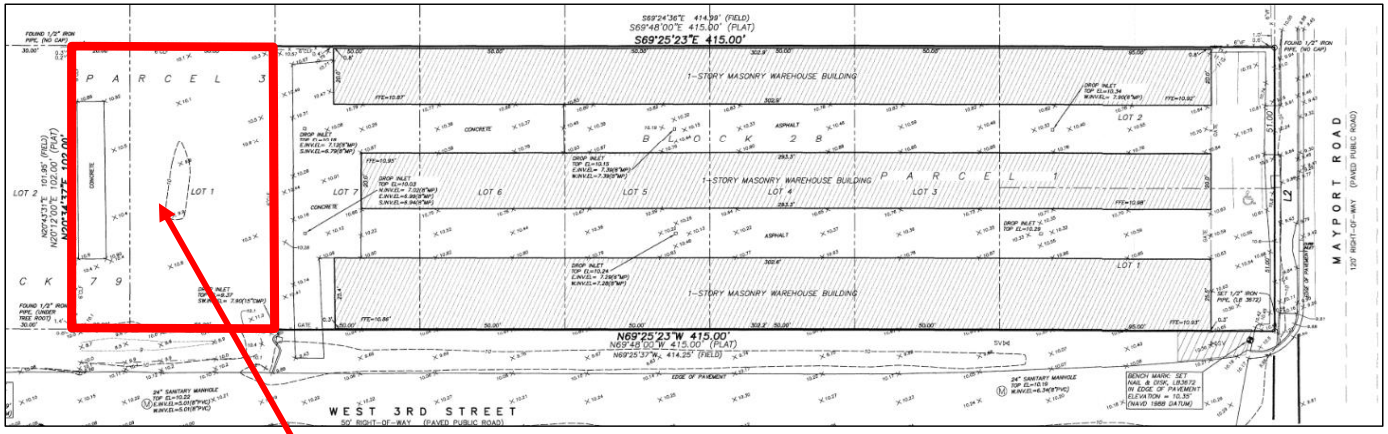
Property owner received Commission approval in 2023 to tear down the existing mini-storage and construct a new, 3-story, 78,351 gross square foot mini-storage building.



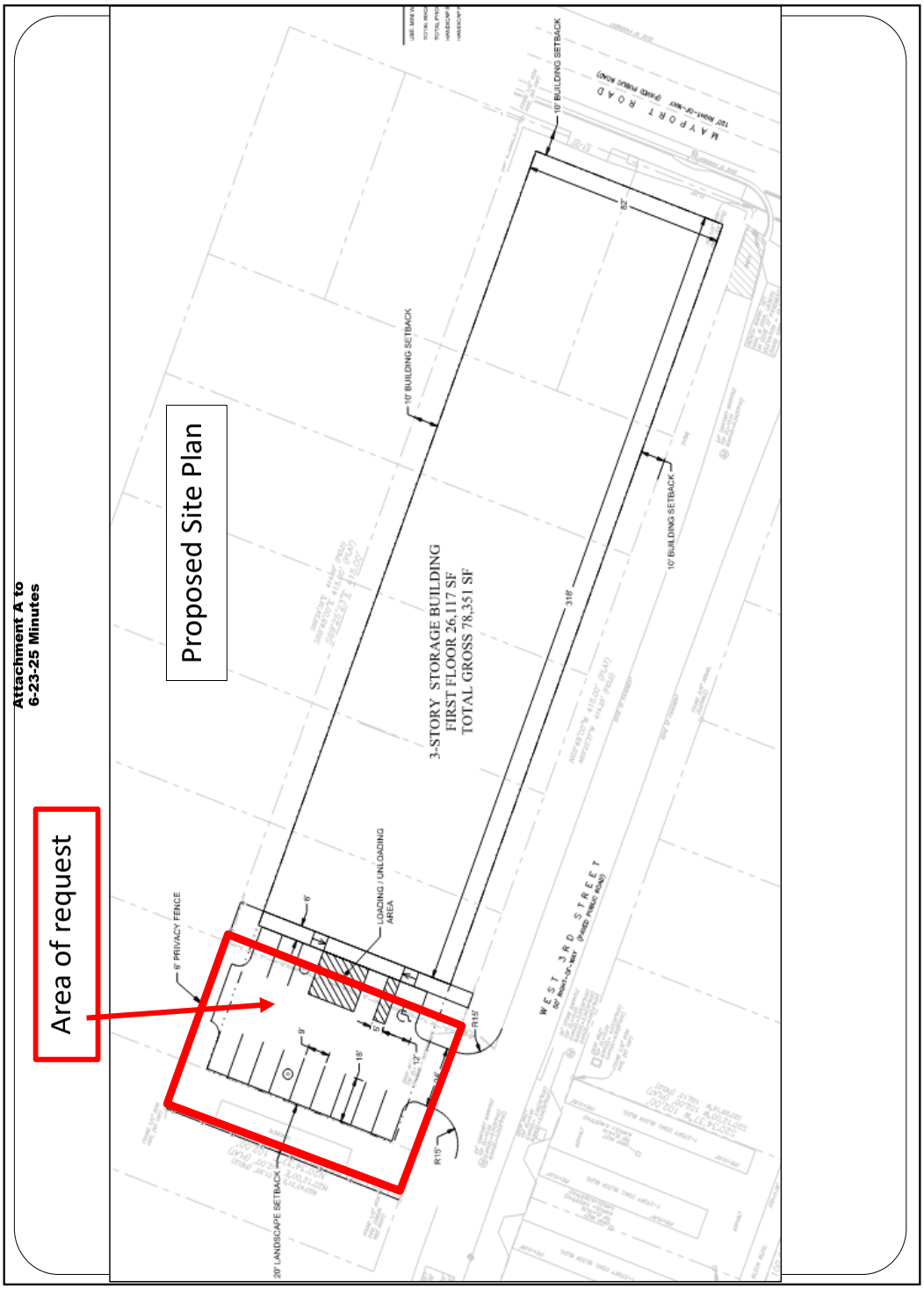
Applicant is requesting a Future Land Use Amendment and to rezone the west 70 feet of 310 Mayport Road to construct a parking lot as part of the mini-storage development



Existing Survey

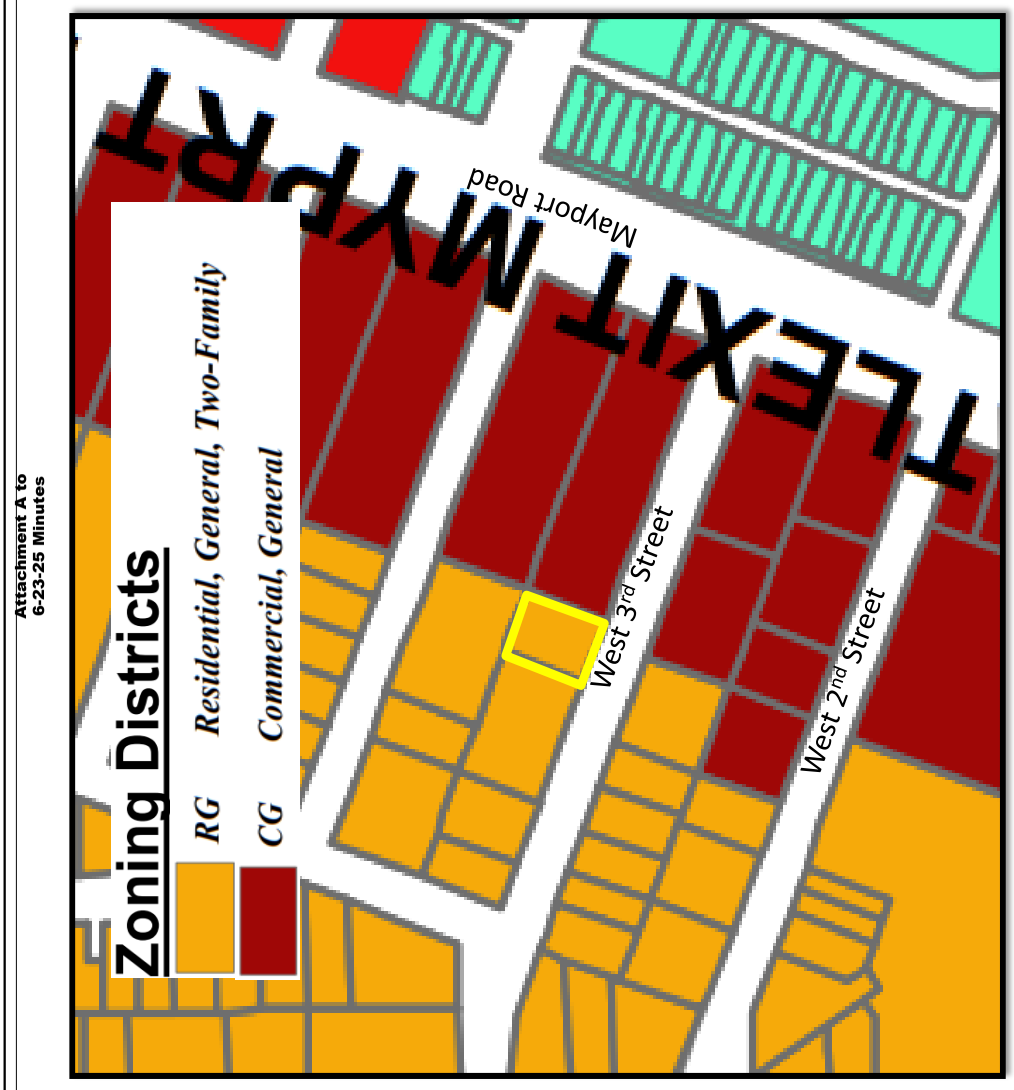


Area of request


Attachment A to
6-23-25 Minutes
Proposed Site Plan
Area of request
3-STORY STORAGE BUILDING
FIRST FLOOR 26,117 SF
TOTAL GROSS 78,351 SF
10' BUILDING SETBACK
10' BUILDING SETBACK
10' BUILDING SETBACK
20' LANDSCAPE SETBACK
6' PRIVACY FENCE
LOADING / UNLOADING AREA
MAYPORT ROAD
WEST 3RD STREET


Attachment A to
6-23-25 Minutes
Future Land Use Designations
Commercial (CM)
Residential Medium Density (RM)
Up to fourteen (14) dwelling units per acre
Residential High Density (RH)
Up to twenty (20) dwelling units per acre
Mayport Road
West 3rd Street
West 2nd Street

Attachment A to
6-23-25 Minutes




Commercial Zoning and FLUM
Residential Zoning and FLUM
Attachment A to
6-23-25 Minutes
MAYPORT RD
ATLEXIT MAYPORT RP
4TH ST W
3RD ST W
2ND ST W
ORCHID
0
390
310
770
52
41
61
63
71
75
79
74
84
85
90
92
87
97
94
96
98
93
95
89
88
464
370
103
157
156

ANALYSIS & REVIEW

Per Section 24-62(C)(2) of the Land Development Code, the Community Development Board shall "indicate the relationship of the proposed rezoning to the Comprehensive Plan for the City and provide a finding that the requested change in zoning is consistent with the Comprehensive Plan".

Policy A.1.5.6 Commercial and light industrial development shall be located and designed so as to minimize adverse effects on residential areas, traffic facilities and aesthetic character of the City.

Policy A.1.10.4 The City shall actively support the appropriate redevelopment and infill development of the Mayport Road corridor. Retail and service uses that sustain neighborhoods, and encourage a more aesthetically pleasing and pedestrian friendly environment shall be encouraged. New development along Mayport Road shall be in compliance with the Commercial Corridor Development Standards as set forth within the Land Development Regulations

Policy A.1.11.1 (b) Commercial – The Commercial land use category is intended to provide appropriate locations for neighborhood and community businesses providing services and retail sales for the City and the closely surrounding communities. Government, civic, religious, cultural and institutional uses, may also be located within this category. Permitted uses within the Commercial category, along with uses that may be allowed by special exception, shall be limited to the following and as more specifically described within the Land Development Regulations and when located within the respective Zoning District classifications, which are intended to provide a decreasing level of use intensity due to proximity to residential uses.

General Commercial. These areas shall include those businesses that provide retail goods and services, which serve the routine and daily needs of residents, including banks and professional services, grocery and convenience stores, restaurants, accredited public and private schools and child care, but not including manufacturing, warehousing, storage or high intensity commercial activities of a regional nature, or uses that have the potential for negative impact to surrounding properties due to excessive noise, light or extremely late hours of operation. Residential uses, not exceeding the Medium Density category shall also be permitted, when in conjunction with, or adjacent to commercial development and redevelopment, provided that such residential development shall not be permitted within the Coastal High Hazard Area.

Policy A.1.3.1 of the Comprehensive Plan states that the City shall find that each of the following conditions are demonstrated by the applicant seeking said amendment.

- a) There are adequate public facilities available to the proposed development.
- b) The proposed commercial or industrial development shall not have adverse impacts to surrounding neighborhoods, other properties, the natural environment, the aesthetic qualities of the City and shall not impair or degrade scenic natural views.
- c) There is a demonstrated deficiency of commercial or industrial lands within the City to serve the needs of residents of the City for such uses.

Policy A.1.13.4 states that applications to amend the Comprehensive Plan shall be reviewed and evaluated based upon the following factors:

(a) Consistency with the Goals, Objectives and Policies of this Plan;

(b) Consistency with the State Comprehensive Plan and the Northeast Florida Strategic Regional Policy Plan;

(c) Consistency with other adopted policies and plans of the City, the County, the State or other agencies having regulatory authority over the City;

(d) The potential for adverse impacts to Environmentally Sensitive Areas, the natural environment or the aesthetic quality of the City,

(e) The potential to cause deficiencies in adopted levels of service or to adversely impact available water supplies, public facilities, infrastructure and services.

CHAPTER 24, SECTION 24-68 (Land Development Regulations) states that applications to amend the comprehensive Plan shall be reviewed and evaluated based upon the following factors:

(1) Consistency with the goals, objectives and policies of the comprehensive plan;

(2) Consistency with the state comprehensive plan and the northeast Florida strategic regional policy plan;

(3) Consistency with other adopted policies and plans of the city, the county, the state or other agencies having regulatory authority over the city;

(4) The potential for adverse impacts to environmentally sensitive lands, the natural environment or the aesthetic quality of the city;

(5) The potential to cause deficiencies in adopted levels of service or to adversely impact available water supplies, public facilities, infrastructure and services;

(6) Other professional planning principles, standards, information and more detailed plans and studies considered relevant; and

(7) Written comments, evidence and testimony of the public.

Community Development Board

The Community Development Board (CDB) heard this agenda item at the May 20, 2025 regular meeting and voted 4-3 **not** to recommend approval of the FLUM and rezoning request based on the request not being consistent with the Comprehensive Plan. The CDB expressed concerns that the industrial uses would be close to residential properties and have adverse impacts to the surrounding neighborhood.

Grounds for Decision

FLUM

Future Land Use Map should be reviewed for consistency with the Comprehensive Plan. The Comprehensive Plan discourages amendments to increase density within environmentally sensitive areas, coastal high hazard areas (CHHA), or areas vulnerable to flooding. This property does not contain environmentally sensitive areas, is not within the CHHA, and is not vulnerable to flooding.

REZONING

Per Section 24-62(C)(2) of the Land Development Code, the Community Development Board shall "indicate the relationship of the proposed rezoning to the Comprehensive Plan for the City and provide a finding that the requested change in zoning is consistent with the Comprehensive Plan".

Grounds for Decision

- Motion to recommend **approval or approval with conditions** finds that the requested zoning map and FLUM amendments **ARE** consistent with the Comprehensive plan

--OR--

- Motion to recommend **denial** finds that the requested zoning map and FLUM amendments are **NOT** consistent with the Comprehensive Plan

Attachment B to
6-23-25 Minutes

Handout: R. Whitfield
Item 9A + 9B 6/23/25



**Attachment B to
6-23-25 Minutes**

CONCEPTUAL

5

**Attachment B to
6-23-25 Minutes**

CONCEPTUAL

6

MINUTES
Board and Committee Training
Wednesday, June 18, 2025 - 5:00 PM
Commission Chamber

ATTENDANCE:

Members Present:
Donald Galli, G-PBOT Member
Amy Franqui, ESC Member
Christina Kelcourse, ESC Member
Jeannie Gracy, ESC Member
Amy Palmer, ESC Member
Brinkley Harrell, G-PBOT Alternate Member
Bruce Andrews, ESC Member
Daniele Giovannucci, ESC Member
Kirk Hansen, CDB Chair
Sarah Boren, ESC Chair

Staff Present:
Jason Gabriel, City Attorney (CA)
Donna Bartle, City Clerk (CC)
Ladayija Nichols, Deputy City Clerk (DCC)
Jordan Leslie, Recreation Manager

CALL TO ORDER
CA Gabriel began the training at 5:00 PM.

1 TRAINING: PUBLIC RECORDS, SUNSHINE LAW, AND ETHICS

A. Presentation by Jason R. Gabriel, City Attorney

CA Gabriel provided training as detailed in the agenda packet and responded to questions from attendees.

ADJOURNMENT
The meeting adjourned at 6:00 PM.

Attest:

Donna L. Bartle, City Clerk

Curtis Ford, Mayor

Date Approved:_____

DRAFT

MINUTES
Budget Workshop Meeting
Monday, June 23, 2025 - 5:00 PM
City Hall, Commission Chamber
800 Seminole Road, FL 32233

ATTENDANCE:

Present:
Curtis Ford, Mayor - Seat 1 (At Large)
Bruce Bole, Commissioner - Seat 2 (District 1308)
Thomas Grant, Commissioner - Seat 3 (District 1307)
Candace Kelly, Commissioner - Seat 4 (District 1306)
Jessica Ring, Commissioner - Seat 5 (District 1312)

Also Present:
William B. Killingsworth, City Manager (CM)
Kevin Hogencamp, Deputy City Manager (DCM)
Donna Bartle, City Clerk (CC)
Ladayija Nichols, Deputy City Clerk (DCC)

CALL TO ORDER
Mayor Ford called the meeting to order at 5:02 PM.

1. PUBLIC COMMENT
The following speaker provided their comments:
Mitchell Reeves

2. TOPICS

A.
- **Budget Workshop #2 Presentation**
- **Question Follow-up from Workshop #1**
- **Neighborhoods Department**

CM Killingsworth presented as outlined in a PowerPoint presentation and referenced a handout provided to the commissioners (which are attached hereto and made part of this Official Record as **Attachments A and B**). He responded to questions from the commission, with some requiring follow-up.

6-23-25 Budget Workshop Attachment A
6-23-25 Budget Workshop Attachment B

ADJOURNMENT
Meeting Adjourned at 5:52 PM

Attest:

DRAFT

Donna L. Bartle, City Clerk

Curtis Ford, Mayor

Date Approved:_____

DRAFT

City of Atlantic Beach

Proposed FY2025-26 Annual Operating Budget

Budget Workshop 2

June 23, 2025

Agenda

June 23, 2025
Neighborhoods

July 14, 2025
Public Works

July 28, 2025
Public Safety

August 11, 2025
Public Utilities

August 25, 2025
Additional Date If Needed

Follow-Up Questions

- Replace KVM $5,000 (IT) – Keyboard Video Monitors are located in each of our four server rooms allowing connection to all servers using a single monitor for troubleshooting.
- Septic to Sewer 14 Properties in Marsh Oaks $375,000 (Sewer) – See grant slide.
- Septic to sewer hook-up cost? It depends.
- CAT SKID STEER with Attachments $70,000 – A multiuse tool that can be used to move dirt, lift material – grapple for downed trees, etc. This would replace a 2008 CAT S185 SKID STEER.
- Public Records/Lien Letter Revenue averages $4,700 annually
- Beaches Town Center Maintenance $65,000 budgeted in FY25

Follow-Up Questions

- Town Center Maintenance $65,222 Budgeted in FY25
  - Holiday Lighting $17,500
  - Palm Tree Trimming $23,022
  - Replacement of Damaged Trees $5,600
  - Brick/Concrete Repairs $2,500
  - Striping and Pavement Markings $5,000
  - Utilities $8,000
  - Irrigation Repairs $3,000
  - Electric $600

Grants

Grant Program	Potential Project(s)	Request Amount	Required Match
HMGP Watershed Planning Program	Stormwater Master Plan Update	300,000	100,000
FY26CJS NOAA CZMA Dune Walkover Infrastructure	Construct six dune walkovers	1,080,000	NA
FDEM HMGP - Hurricane Helene (DR-4828) and/or Hurricane Milton (DR-4834)	1) Palm Ave Lift Station Flood Protection - Convert the existing lift station to a submersible station with a watertight hatch and relocate all electrical equipment to an elevation above the predicted 2044 BFE 2) Dora Drive Flood Mitigation Pond - Construct a pond providing stormwater runoff storage to help relieve flooding in the Francis Ave area. HMGP application would be for Phase I design.	$1.5 million (48 months)	25% - $375,000
FDEP Water Quality Implementation Grants	Begonia Street Septic to Sewer Conversion project	$500,000.00	$100,000.00
Nonpoint Source Management Grants (Section 319)	Begonia Street Septic to Sewer Conversion project	TBD	TBD
Resilient Florida Infrastructure	Vulnerable Lift Station Protection Phase I - Resubmit?	$1,217,019	$1,217,019

Neighborhoods

The Neighborhoods Department consists of these divisions: Planning, Building Code, Recreation, and Parks Maintenance. The departmental goal is to enhance the quality of life for all residents by fostering vibrant, safe, and sustainable communities. Through collaborative planning, responsible building practices, enriching recreational opportunities, and the preservation and activation of parks and natural spaces, we serve with a deep commitment to environmental stewardship and exceptional customer service. Our work empowers neighborhoods to thrive today while protecting resources for generations to come.

Total Expenditures by Division

	2025	2026	%Change
• Planning & Zoning	620,046	759,678	22.52
• Building Code	643,657	670,319	4.14
• Recreation	531,443	617,785	16.25
• Parks Maintenance	1,356,141	2,191,721	61.61
Total	**3,151,287**	**4,239,503**	**34.53%**

Planning and Zoning Resource Allocation

	2025	2026	% Change
• Personnel Services	419,272	356,528	(14.96)
• Operating Expenses	195,275	400,650	105.17
• Capital Outlay	5,500	2,500	(54.55)
Total Expenses	**$620,046**	**$759,678**	**22.52%**

- Decrease in Salaries and Salary Allocation
- Increase in Repair and Maintenance
- Increase in Grant Match
- Increase in Printing and Publishing
- Increase in Memberships
- Increase in Gasoline
- Decrease in Computer Equipment for Code Enforcement

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Building Code Resource Allocation

	2025	2026	% Change
• Personnel Services	482,204	498,265	3.33
• Operating Expenses	130,453	150,054	15.03
• Capital Outlay	31,000	22,000	(29.03)
Total Expenses	**$643,657**	**$670,319**	**4.14%**

- Added Building Official Position
- Increase in Overtime
- Increase in Repair and Maintenance
- Increase in Training
- Decrease in Computer Equipment

Cultural Arts and Recreation Resource Allocation

	2025	2026	% Change
• Personnel Services	255,955	294,520	15.07
• Operating Expenses	194,488	242,265	24.57
• Aid to Other Agencies	81,000	81,000	0.00
Total Expenses	**$531,443**	**$617,785**	**16.25%**

- Increase in Salary Allocation, particularly part-time admin to fulltime, and increase in overtime
- Increase in Professional Services
- Increase in Travel Per Diem
- Increase in Office Supplies
- Increase in Operating Supplies
- Increase in Training

Parks Maintenance Resource Allocation

	2025	2026	% Change
• Personnel Services	527,909	695,271	31.70
• Operating Expenses	686,032	987,450	43.94
• Capital Outlay	142,200	509,000	257.95
Total Expenses	**$1,356,141**	**$2,191,721**	**61.61%**

- Added Parks Environmental Stewardship Maintenance Manager Position and Administrative Assistant Position
- Increase in Other Contractual Services
- Increase in Communications
- Increase in Repair and Maintenance
- Increase in Operating Supplies
- Increase in Training
- Increase in Infrastructure
- Increase in Machinery & Equipment
- Increase in Motor Vehicles

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Included Capital

- Dutton Island Park Dog Friendly Amenities – Waste bags, Fountain, Etc. $3,500
- Dutton Island Park Trash Bins at Entrances $2,500
- Upgrade Playground Equipment – Citywide $180,000
- Two New Covered Picnic Tables at Donner Splash Pad $10,000
- Tennis and Basketball Courts Surfaces $100,000
- Bull Park Bike Racks, Berm, Etc. $5,000
- Tide Views Preserve Kayak Launch Replacement $40,000
- Dutton Trailhead Wayfinding $15,000
- Ride-On Spreader For Ballfields $5,000
- Upgrade Park Equipment $10,000
- Upgrade Playground Equipment at Ashby Park $45,000
- New Trucks To Replace #59 or #P3 $90,000

Neighborhoods Enhancements

- Jordan Park Entrance Sign and Enhancements $15,000
- Improve Dudley Entrance at Donner Park $15,000
- Dutton Install of Surface Edging $20,000
- Fairway Villas Xeriscaping $10,000
- Fairway Villas Sign and Entrance Feature $3,000
- Johansen Park Educational Signage for Trees $8,000
- Johansen Park Other Signage $10,000

Commission Enhancements

- Donner Park Baseball Field Upgrade (Neighborhoods)
- Dog Park Upgrades (Neighborhoods) $10,000

Attachment B to 6-23-25
Budget Workshop Minutes

Planning Zoning

ACCOUNT ID	Division Name	Description	FY2025 Budget	FY2026 Budget Requests	% Change
001-1005-515-12-00	Planning & Zoning	SALARIES	$228,005	$177,394	-22.20%
001-1005-515-14-00	Planning & Zoning	OVERTIME	$100	$100	0.00%
001-1005-515-15-00	Planning & Zoning	SPECIAL PAY	$9,048	$4,546	-49.76%
001-1005-515-21-00	Planning & Zoning	F.I.C.A.	$17,442	$13,571	-22.20%
001-1005-515-22-02	Planning & Zoning	CITY CONTRIBUTION TO 457	$0	$0	#DIV/0!
001-1005-515-22-04	Planning & Zoning	BENEFIT GROUP-GENERAL	$0	$0	#DIV/0!
001-1005-515-22-05	Planning & Zoning	401 GENL DEF CONTR MATCH	$15,889	$14,515	-8.65%
001-1005-515-22-08	Planning & Zoning	UNFUNDED LIABILITY-GEPP	$3,631	$3,193	-12.07%
001-1005-515-23-01	Planning & Zoning	HEALTH	$39,089	$42,997	10.00%
001-1005-515-23-02	Planning & Zoning	LIFE	$435	$478	10.00%
001-1005-515-24-00	Planning & Zoning	WORKERS' COMPENSATION	$5,031	$5,534	10.00%
001-1005-515-25-00	Planning & Zoning	REEMPLOYMENT COMPENSATION	$0	$0	#DIV/0!
001-1005-515-31-00	Planning & Zoning	PROFESSIONAL SERVICES	$10,000	$10,000	0.00%
001-1005-515-34-00	Planning & Zoning	OTHER CONTRACTUAL SERVICE	$105,000	$305,000	190.48%
001-1005-515-41-00	Planning & Zoning	COMMUNICATIONS	$3,000	$3,000	0.00%
001-1005-515-44-00	Planning & Zoning	RENTALS & LEASES	$2,400	$0	-100.00%
001-1005-515-46-00	Planning & Zoning	REPAIR & MAINTENANCE	$7,650	$12,500	63.40%
001-1005-515-47-00	Planning & Zoning	PRINTING & PUBLISHING	$10,500	$12,500	19.05%
001-1005-515-51-00	Planning & Zoning	OFFICE SUPPLIES	$2,100	$2,100	0.00%
001-1005-515-52-00	Planning & Zoning	OPERATING SUPPLIES	$5,500	$5,500	0.00%
001-1005-515-52-01	Planning & Zoning	GASOLINE	$350	$350	0.00%
001-1005-515-54-00	Planning & Zoning	BOOK,SUBSCRIP,MEMBERSHIPS	$1,500	$2,100	40.00%
001-1005-515-55-00	Planning & Zoning	TRAINING	$8,000	$8,000	0.00%
001-1005-515-64-02	Planning & Zoning	COMPUTER EQUIPMENT	$1,500	$1,500	0.00%
001-1006-524-12-00	Code Enforcement	SALARIES	$67,442	$62,130	-7.88%
001-1006-524-14-00	Code Enforcement	OVERTIME	$500	$0	-100.00%
001-1006-524-15-00	Code Enforcement	SPECIAL PAY	$3,372	$3,107	-7.88%
001-1006-524-21-00	Code Enforcement	F.I.C.A.	$5,160	$4,753	-7.89%
001-1006-524-22-04	Code Enforcement	BENEFIT GROUP-GENERAL	$0	$0	#DIV/0!
001-1006-524-22-05	Code Enforcement	401 GENL DEF CONTR MATCH	$4,050	$3,728	-7.96%
001-1006-524-22-08	Code Enforcement	UNFUNDED LIABILITY-GEPP	$7,263	$6,386	-12.07%
001-1006-524-23-01	Code Enforcement	HEALTH	$11,289	$12,418	10.00%
001-1006-524-23-02	Code Enforcement	LIFE	$167	$183	10.00%
001-1006-524-24-00	Code Enforcement	WORKERS' COMPENSATION	$1,359	$1,495	10.00%
001-1006-524-25-00	Code Enforcement	REEMPLOYMENT COMPENSATION	$0	$0	#DIV/0!
001-1006-524-31-00	Code Enforcement	PROFESSIONAL SERVICES	$0	$0	#DIV/0!
001-1006-524-34-00	Code Enforcement	CONTRACTUAL SERVICES	$32,000	$32,000	0.00%
001-1006-524-41-00	Code Enforcement	COMMUNICATIONS	$1,500	$1,500	0.00%
001-1006-524-51-00	Code Enforcement	OFFICE SUPPLIES	$400	$500	25.00%
001-1006-524-52-00	Code Enforcement	OPERATING SUPPLIES	$1,950	$2,000	2.56%
001-1006-524-52-01	Code Enforcement	GASOLINE	$350	$600	71.43%
001-1006-524-54-00	Code Enforcement	BOOK,SUBSCRIP,MEMBERSHIPS	$75	$0	-100.00%
001-1006-524-55-00	Code Enforcement	TRAINING	$3,000	$3,000	0.00%
001-1006-524-64-02	Code Enforcement	COMPUTER EQUIPMENT	$4,000	$1,000	-75.00%
Total			**$620,046**	**$759,678**	**22.52%**

Attachment B to 6-23-25
Budget Workshop Minutes

Building Code Enforcement

ACCOUNT ID	Description	FY2025 Budget	FY2026 Budget Requests	% Change
455-1008-524-12-00	SALARIES	$358,569	$363,155	1.28%
455-1008-524-12-99	STATE OF EMERGENCY	$0	$0	#DIV/0!
455-1008-524-14-00	OVERTIME	$1,000	$2,370	137.00%
455-1008-524-14-99	STATE OF EMERGENCY	$0	$0	#DIV/0!
455-1008-524-15-00	SPECIAL PAY	$4,871	$3,502	-28.12%
455-1008-524-16-00	COMPENSATED ANNUAL LEAVE	$0	$0	#DIV/0!
455-1008-524-21-00	F.I.C.A.	$23,149	$27,781	20.01%
455-1008-524-22-00	PENSION RELATED EXPESNE	$0	$0	#DIV/0!
455-1008-524-22-01	GEPP	$0	$0	#DIV/0!
455-1008-524-22-04	BENEFIT GROUP-GENERAL	$0	$0	#DIV/0!
455-1008-524-22-05	401 GENL DEF CONTR MATCH	$9,831	$11,400	15.96%
455-1008-524-22-08	UNFUNDED LIABILITY-GEPP	$14,526	$12,773	-12.07%
455-1008-524-22-99	AUDIT PENSION EXP	$0	$0	#DIV/0!
455-1008-524-23-01	HEALTH	$63,391	$69,731	10.00%
455-1008-524-23-02	LIFE	$660	$726	10.00%
455-1008-524-23-04	OPEB ACCRUAL	$0	$0	#DIV/0!
455-1008-524-24-00	WORKERS' COMPENSATION	$6,207	$6,827	10.00%
455-1008-524-26-00	OTH POSTEMPLOY BENE(OPEB)	$0	$0	#DIV/0!
455-1008-524-31-00	PROFESSIONAL SERVICES	$0	$0	#DIV/0!
455-1008-524-34-00	CONTRACTUAL SERVICES	$85,000	$85,000	0.00%
455-1008-524-41-00	COMMUNICATIONS	$4,500	$5,000	11.11%
455-1008-524-42-00	TRANSP.,POSTAGE,MESSENGR.	$500	$500	0.00%
455-1008-524-44-00	RENTALS AND LEASES	$4,800	$4,800	0.00%
455-1008-524-45-00	INSURANCE	$6,867	$7,554	10.00%
455-1008-524-46-00	REPAIR & MAINTENANCE	$7,500	$25,000	233.33%
455-1008-524-46-01	FIRST VEHICLES/EQUIPMENT	$3,500	$3,500	0.00%
455-1008-524-47-00	PRINTING & PUBLISHING	$1,000	$1,000	0.00%
455-1008-524-51-00	OFFICE SUPPLIES	$500	$700	40.00%
455-1008-524-52-00	OPERATING SUPPLIES	$6,000	$6,000	0.00%
455-1008-524-52-01	GASOLINE	$2,010	$1,000	-50.25%
455-1008-524-54-00	BOOK,SUBSCRIP,MEMBERSHIPS	$3,876	$4,000	3.21%
455-1008-524-55-00	TRAINING	$4,400	$6,000	36.36%
455-1008-524-64-00	MACHINERY & EQUIPMENT	$0	$0	#DIV/0!
455-1008-524-64-02	COMPUTER EQUIPMENT	$31,000	$22,000	-29.03%
Total		**$643,657**	**$670,319**	**4.14%**

Attachment B to 6-23-25
Budget Workshop Minutes

Cultural Arts Recreation

ACCOUNT ID	Division Name	Description	FY2025 Budget	FY2026 Budget Requests	% Change
001-6010-572-12-00	Rec Programs/Specl Events	SALARY	$184,277	$223,747	21.42%
001-6010-572-14-00	Rec Programs/Specl Events	OVERTIME	$5,000	$8,000	60.00%
001-6010-572-15-00	Rec Programs/Specl Events	SPECIAL PAY	$5,000	$4,345	-13.11%
001-6010-572-21-00	Rec Programs/Specl Events	F.I.C.A.	$14,097	$17,117	21.42%
001-6010-572-22-04	Rec Programs/Specl Events	BENEFIT GROUP-GENERAL	$0	$0	#DIV/0!
001-6010-572-22-05	Rec Programs/Specl Events	401 GENL DEF CONTR MATCH	$12,855	$12,855	0.00%
001-6010-572-22-08	Rec Programs/Specl Events	UNFUNDED LIABILITY-GEPP	$17,565	$9,580	-45.46%
001-6010-572-23-01	Rec Programs/Specl Events	HEALTH	$10,894	$11,984	10.00%
001-6010-572-23-02	Rec Programs/Specl Events	LIFE	$516	$568	10.00%
001-6010-572-24-00	Rec Programs/Specl Events	WORKERS' COMPENSATION	$5,750	$6,325	10.00%
001-6010-572-25-00	Rec Programs/Specl Events	REEMPLOYMENT COMPENSATION	$0	$0	#DIV/0!
001-6010-572-31-00	Rec Programs/Specl Events	PROFESSIONAL SERVICES	$200	$500	150.00%
001-6010-572-34-00	Rec Programs/Specl Events	OTHER CONTRACTUAL SERVS.	$44,000	$41,000	-6.82%
001-6010-572-40-00	Rec Programs/Specl Events	TRAVEL AND PER DIEM	$300	$1,000	233.33%
001-6010-572-41-00	Rec Programs/Specl Events	COMMUNICATIONS	$11,000	$11,000	0.00%
001-6010-572-42-00	Rec Programs/Specl Events	FREIGHT,POSTAGE,EXPR MAIL	$150	$150	0.00%
001-6010-572-43-00	Rec Programs/Specl Events	UTILITIES	$12,000	$12,000	0.00%
001-6010-572-43-01	Rec Programs/Specl Events	CITY PROVIDED	$9,000	$9,000	0.00%
001-6010-572-46-00	Rec Programs/Specl Events	REPAIR & MAINTENANCE	$11,368	$12,100	6.44%
001-6010-572-46-01	Rec Programs/Specl Events	FIRST VEHICLES/EQUIPMENT	$6,000	$0	-100.00%
001-6010-572-47-00	Rec Programs/Specl Events	PRINTING AND PUBLISHING	$5,000	$5,000	0.00%
001-6010-572-49-01	Rec Programs/Specl Events	CULTURAL ARTS	$62,300	$51,000	-18.14%
001-6010-572-51-00	Rec Programs/Specl Events	OFFICE SUPPLIES	$1,625	$2,625	61.54%
001-6010-572-52-00	Rec Programs/Specl Events	OPERATING SUPPLIES	$25,800	$87,900	240.70%
001-6010-572-52-01	Rec Programs/Specl Events	GASOLINE	$500	$500	0.00%
001-6010-572-54-00	Rec Programs/Specl Events	BOOK,SUBSCRIP,MEMBERSHIPS	$745	$1,490	100.00%
001-6010-572-55-00	Rec Programs/Specl Events	TRAINING	$4,500	$7,000	55.56%
001-6010-572-81-01	Rec Programs/Specl Events	CULTURAL ARTS / SCHOOLS	$6,000	$6,000	0.00%
001-6010-572-82-00	Rec Programs/Specl Events	AIDS TO PRIVATE ORGANIZAT	$75,000	$75,000	0.00%
Total			**$531,443**	**$617,785**	**16.25%**

Attachment B to 6-23-25
Budget Workshop Minutes

Parks Maintenance

ACCOUNT ID	Division Name	Description	FY2025 Budget	FY2026 Budget Requests	% Change
001-6020-572-12-00	Maintenance	SALARY	$302,706.00	$440,783	45.61%
001-6020-572-14-00	Maintenance	OVERTIME	$52,447.50	$73,000	39.19%
001-6020-572-15-00	Maintenance	SPECIAL PAY	$20,000.00	$900	-95.50%
001-6020-572-21-00	Maintenance	F.I.C.A.	$26,219.85	$39,373	50.17%
001-6020-572-22-04	Maintenance	BENEFIT GROUP-GENERAL	$13,783.88	$15,633	13.42%
001-6020-572-22-05	Maintenance	401 GENL DEF CONTR MATCH	$6,405.00	$10,294	60.71%
001-6020-572-22-08	Maintenance	UNFUNDED LIABILITY-GEPP	$7,262.97	$6,386	-12.07%
001-6020-572-23-01	Maintenance	HEALTH	$81,960.50	$90,157	10.00%
001-6020-572-23-02	Maintenance	LIFE	$910.80	$911	0.00%
001-6020-572-24-00	Maintenance	WORKERS' COMPENSATION	$16,212.70	$17,834	10.00%
001-6020-572-25-00	Maintenance	REEMPLOYMENT COMPENSATION	$0.00	$0	#DIV/0!
001-6020-572-31-00	Maintenance	PROFESSIONAL SERVICES	$10,000	$10,000	0.00%
001-6020-572-34-00	Maintenance	OTHER CONTRACTUAL SERVS.	$223,182	$244,000	9.33%
001-6020-572-40-00	Maintenance	TRAVEL AND PER DIEM	$500	$500	0.00%
001-6020-572-41-00	Maintenance	COMMUNICATIONS	$3,500	$4,400	25.71%
001-6020-572-42-00	Maintenance	FREIGHT,POSTAGE,EXPR MAIL	$50	$50	0.00%
001-6020-572-43-00	Maintenance	UTILITIES	$20,000	$10,000	-50.00%
001-6020-572-43-01	Maintenance	CITY PROVIDED	$42,000	$22,000	-47.62%
001-6020-572-44-00	Maintenance	RENTALS AND LEASES	$6,500	$6,500	0.00%
001-6020-572-46-00	Maintenance	REPAIR & MAINTENANCE	$172,900	$453,900	162.52%
001-6020-572-47-00	Maintenance	PRINTING AND PUBLISHING	$1,000	$1,000	0.00%
001-6020-572-51-00	Maintenance	OFFICE SUPPLIES	$200	$500	150.00%
001-6020-572-52-00	Maintenance	OPERATING SUPPLIES	$187,500	$221,350	18.05%
001-6020-572-52-01	Maintenance	GASOLINE	$15,000	$7,500	-50.00%
001-6020-572-52-02	Maintenance	DIESEL	$500	$250	-50.00%
001-6020-572-54-00	Maintenance	BOOK,SUBSCRIP,MEMBERSHIPS	$200	$500	150.00%
001-6020-572-55-00	Maintenance	TRAINING	$3,000	$5,000	66.67%
001-6020-572-63-00	Maintenance	INFRASTRUCTURE	$138,200	$359,000	159.77%
001-6020-572-64-00	Maintenance	MACHINERY & EQUIPMENT	$4,000	$60,000	1400.00%
001-6020-572-64-01	Maintenance	MOTOR VEHICLES	$0	$90,000	#DIV/0!
Total			**$1,356,141**	**$2,191,721**	**61.61%**

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: 90-Day Calendar for the City Commission

SUBMITTED BY: Adrianna Walsh, Executive Assistant to the City Manager

TODAY'S DATE: July 2, 2025

MEETING DATE: July 14, 2025

BACKGROUND: The rolling 90-day calendar is routinely revised based on input from City staff and the Commission, and is included in each agenda for consideration by consensus.

Please note that the 2025 town hall meetings have been scheduled for:

- Saturday, July 19 at Gail Baker Community Center
- Saturday, October 18 at the Adele Grage Cultural Center

Please note that the Budget Workshops for FY 2025-26 have been scheduled for 5 p.m. on:

- Monday, July 14
- Monday, July 28
- Monday, August 11
- Monday, August 25

BUDGET: None

RECOMMENDATION: Accept the 90-Day Calendar for July 2025-September 2025 by consensus

ATTACHMENT(S): City Commission 90-Day Calendar (July 2025-September 2025)

REVIEWED BY CITY MANAGER:

CITY COMMISSION

July 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 July 4th Holiday City Offices Closed	5
6 Farmers Market 10 am-2 pm (Russell Park)	7	8	9 Environmental Stewardship Cmte. 6 pm	10 Code Enforcement Special Magistrate 2 pm	11 Apex Theatre – The 39 Steps 7pm (Gulliford Hall)	12 Apex Theatre – The 39 Steps 2 pm and 7 pm (Gulliford Hall)
13 Farmers Market 10 am-2 pm (Russell Park) Apex Theatre -- The 39 Steps 2pm (Gulliford Hall) Songwriters Concert 6 pm (Gulliford Hall)	14 Budget Workshop 5 pm City Commission 6:00 pm (Invoc-Grant)	15 Community Development Board 6 pm	16 Environmental Stewardship Cmte. 6 pm	17	18	19 Town Hall Meeting 10 am Gail Baker Community Center
20 Farmers Market 10 am-2 pm (Russell Park)	21	22 Arts, Recreation, Culture Committee 6 pm	23	24	25	26
27 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6 pm (Bull Park)	28 Budget Workshop 5pm City Commission 6:00 pm (Invoc-Kelly)	29 Board Member Review Committee 6 pm	30	31	**Youth Tennis Camp** The City of Atlantic Beach is excited to offer a three-week youth tennis camp for ages 6-14 beginning July 14. Registration is weekly, and you may register for one, two, or all three weeks. Visit www.coab.us/tennis for more information.	

CITY COMMISSION

August 2025

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	4	5	6	7 Environmental Speaker Series 6 pm (Chamber)	8	9
10 Farmers Market 10 am-2 pm (Russell Park)	11 Budget Workshop 5 pm City Commission 6:00 pm (Invoc-Ring)	12	13 Environmental Stewardship Cmte. 6 pm	14 Pension Boards 6 pm	15	16 Movie in the Park – Wild Robot Sunset (Johansen Park)
17 Farmers Market 10 am-2 pm (Russell Park)	18	19 Community Development Board 6 pm	20 Environmental Stewardship Cmte. 6 pm	21 Employee Appreciation City Offices Closed 11:30am – 1:30 pm	22 Blood Drive Noon-5 pm	23
24 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6 pm (Bull Park)	25 Budget Workshop 5 pm City Commission 6:00 pm (Invoc-Ford)	26	27 Arts, Recreation, Culture Committee 6 pm	28	29	30
31 Farmers Market 10 am-2 pm (Russell Park)						

CITY COMMISSION

September 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Labor Day Holiday City Offices Closed	2	3 Code Enforcement Special Magistrate 2 pm Environmental Speaker Series 6 pm	4	5	6
7 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	8 City Commission 6:00 pm (Invoc-Bole)	9 Arts, Recreation, Culture Committee 6 pm	10 Environmental Stewardship Cmte. 6 pm	11	12	13
14 Farmers Market 10 am-2 pm (Russell Park)	15	16 Community Development Board 6 pm	17 Environmental Stewardship Cmte. 6 pm	18	19 Fall Paint Night – Registration Required 6 pm Adele Grage	20 Fall Festival (Donner Park) 10 am-1 pm
21 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6 pm (Bull Park)	22 City Commission 6:00 pm (Invoc-Grant)	23	24	25	26	27
28 Farmers Market 10 am-2 pm (Russell Park)	29	30				

FY 2025/2026 Strategic Priorities Summary

- **Create a strong sense of belonging and safety.**
    - The Arts, Recreation, and Culture Committee working with the Director of Neighborhoods will update the recreation website to improve functionality.
    - The Deputy City Manager will conduct an ongoing customer satisfaction survey.
- **Preserve community character.**
    - The Environmental Stewardship Committee working with the Director of Neighborhoods will introduce incentives for the protection of mature trees.
- **Connect our neighborhoods and businesses.**
    - The Public Works Director will create a stormwater conveyance maintenance plan.
- **Promote a socially linked community through green spaces, active lifestyles, parks, and programming.**
    - The Neighborhoods Director will enhance the lighting and dugouts at Donner Park's baseball field.
    - The Neighborhoods Director will upgrade the dog parks with additional features such as turf, agility and obstacle courses.
- **Maintain a strong financial condition suitable for implementing the city's vision.**
    - The Risk Management Officer will continue to reduce the city's liability.
    - The City Manager will negotiate changes to the interlocal agreement with COJ.
    - The Public Utilities Director will migrate to AMI water metering for residential customers.
    - The Public Utilities Director will procure and implement a Public Utilities and Public Works asset management system.

FLC
FLORIDA LEAGUE OF CITIES

To: Key Official

From: Eryn Russell, Florida League of Cities

Date: June 17, 2025

Subject: 2025 Annual Conference Voting Delegate Information

The Florida League of Cities Annual Conference will be held at the Signia by Hilton Orlando Bonnet Creek in Orlando, Florida, from August 14-16, 2025. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

We ask that each member municipality sending delegates to the Annual Conference **designate <u>one</u> elected official to serve as its Voting Delegate** and cast the municipality's votes at the Annual Business Meeting which will be held on **Saturday, August 16, 2025**. The Voting Delegate designated by each municipality will vote on all official business matters brought before the League membership and requiring a vote during the Business Meeting. Matters such as the election of League leadership, adoption of resolutions and any other official business matters affecting the League may be voted on during the Business Meeting.

In accordance with the League's by-laws, the number of votes allocated to each municipality is determined based upon population. The League will use the latest Florida Estimates of Population as published by the University of Florida, Bureau of Economic and Business Research.

Annual Conference registration materials were sent to each municipality via the League's e-newsletter and are available online at *flcities.com*.

If you have any questions about voting delegates, please email *erussell@flcities.com*. **Voting delegate forms must be received by the League no later than July 31, 2025.**

Attachments: Form Designating Voting Delegate

LOCAL VOICES MAKING LOCAL CHOICES

301 S. Bronough Street, Suite 300
Tallahassee, Florida 32301

P.O. Box 1757
Tallahassee, Florida 32302-1757

Phone: 850.222.9684
Fax: 850.222.3806

flcities.com

2025 Annual Conference
Florida League of Cities, Inc.
August 14-16, 2025
Orlando, Florida

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of its elected officials to cast the municipality's votes at the Annual Business Meeting. League By-Laws require each municipality to select one person to serve as the municipality's Voting Delegate.

Municipalities do not need to adopt a resolution to designate a voting delegate. Instead, please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2025.**

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Delegate Email: _____

Municipality of: _____

AUTHORIZED BY:

_____
Name

_____
Title

Return this form to:
Eryn Russell
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Email: *erussell@flcities.com*

Sec. 24-89. - Stormwater, drainage, storage and treatment requirements.

Onsite storage. Except as provided for herein, an applicant shall be required to provide onsite storage of stormwater in accordance with this section as follows:

Projects which increase the impervious surface on the development parcel to over 35% impervious ~~by more than four hundred (400) square feet~~ shall provide onsite storage of stormwater for the increase in the impervious surface area only. ~~The four hundred (400) square feet of impervious surface area shall be calculated cumulatively from the adoption date of this ordinance.~~ Projects including total reconstruction or major redevelopment shall provide onsite storage for the entire impervious surface area of the proposed project.

Any modification or replacement of driveway and sidewalk areas only on a developed lot shall not be required to provide onsite storage improvements provided the modification or replacement does not alter the footprint of the existing driveway or sidewalk area.

Applicants shall provide documentations and calculations to demonstrate compliance with submittal of applications for construction.

Projects permitted by the St. Johns River Water Management District (SJRWMD), which have an in-compliance existing retention or detention areas that collect and control stormwater are exempt for further onsite storage requirements; provided, however, a copy of the engineer's certification of as- built construction to the SJRWMD must be submitted to the city before building permits for individual lot construction may be issued.

When onsite storage is required, an as-built survey, signed and sealed by a licensed Florida surveyor, documenting proper construction and required volume of the storage system, must be submitted to and approved by the director of public works prior to permit closeout or issuance of a certificate of occupancy. For an under-ground system, a notarized letter from the general contractor, along with as-built plans and construction photographs will be sufficient to document proper construction.

In addition, a declaration of restrictive covenant, in recordable form and approved by the city, identifying and describing the required on-site storage improvements to be maintained, shall be executed and recorded in the public records of Duval County, Florida, by the owner of the development parcel and shall be binding on successors and assigns, prior to permit closeouts or issuance of a certificate of occupancy.

Volume calculations for any projects that require onsite storage shall be based on the following calculation:

V = CAR/12, where

V = volume of storage in cubic feet, A = total impervious area,

R = 25-year and 24-hour rainfall depth (9.3 inches) over the lot area, and

C = runoff coefficient, which is the difference between impervious area (C=1.0) and undeveloped conditions (C=0.08).

This volume must be stored at least one (1) foot above the wet season water table and below the overflow point to offsite (in many cases this may be the adjacent road elevation). As an option, and as approved by the director of public works, an applicant may implement, at the applicant's cost, offsite storage and necessary conveyance to control existing flood stages offsite, provided documentation showing appropriate authorization for the off-site use and meeting the requirements of this section is submitted and approved by the city.

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CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-56 Awarding Bid 2425-03; WWTP Chlorination-Dechlorination Upgrades

SUBMITTED BY: Troy Stephens, Public Utilities Director

TODAY'S DATE: July 2, 2025

MEETING DATE: July 14, 2025

BACKGROUND: A Bid Opening was held on June 18, 2025 for Bid 2425-03; Wastewater Treatment Plant Chlorination-Dechlorination Upgrades. The project consists of furnishing all labor, materials and equipment necessary for constructing new metal building, including HVAC systems, electrical and control conduit, lightning protection devices, installing new hypochlorite and bisulfite systems, tanks and piping, SCADA systems connections, and site restoration.

Seven bids were received as follows:

Bidder	Total Bid
C & B Civil Construction	$1,657,000
Hager Construction	$2,096,581.80
PBM Constructors	$1,290,000
Petticoat Schmitt	$1,931,200
Razorback	$1,793,069
Sawcross, Inc.	$1,410,000
SGS Contracting	$1,359,700

The low bidder, PBM Constructors, provided all required documentation in their bid submittal.

BUDGET: The funds for this project have been modified by reallocating $340,000 from the Lift Station Inflow & Infiltration Project PU2305 to the Public Utilities Treatment account 410-5508-535-6300 for Project PU2325, bringing the total budget amount for this project to $1,290,000.

RECOMMENDATION: Approve Resolution 25-56 for Project PU2325 in the amount of $1,290,000

ATTACHMENT(S):
1. Resolution 25-56
2. Bid 2425-03 Tabulation & Analysis
3. Pictures of the WWTP Chlorine Storage & Area

REVIEWED BY CITY MANAGER:

ts

RESOLUTION NO. 25-56

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING BID NO. 2425-03 FOR WASTEWATER TREATMENT PLANT CHLORINATION-DECHLORINATION UPGRADES; AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 18, 2025, seven bids were received and opened for City Bid No. 2425-03, Wastewater Treatment Plant Chlorination-Dechlorination Upgrades; and

WHEREAS, the project consists of furnishing all labor, materials, and equipment for constructing new metal building, including HVAC systems, electrical and control conduit, lightning protection devices, installing new hypochlorite and bisulfite systems, tanks and piping, SCADA systems connections, and site restoration; and

WHEREAS, the lowest bidder, PBM Constructors, provided all of the required documents in its bid submittal; and

WHEREAS, a budget modification was submitted to reallocate funds for this project from the sewer collections account 410-5506-535-6300, Project No. PU2305 in the amount of $340,000, into the sewer treatment account 410-5508-535-6300, Project PU2325, to bring the total account balance to $1,290,000; and

NOW THEREFORE, be it resolved by the City Commission of the City of Atlantic Beach as follows:

Section 1. The City Commission hereby authorizes awarding Bid No. 2425-03 to PBM Constructors in the amount of $1,290,000 to perform the work for said bid in accordance with the bid specifications.

Section 2. The City Commission hereby appropriates funds from the City's Public Utilities Fund 410-5508-535-6300 in Project PU2325 for this purpose.

Section 3. The City Commission hereby authorizes the City Manager to execute contracts and purchase orders in accordance with and as necessary to effectuate the provisions of this Resolution.

Section 5. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this 14th day of July, 2025.

Attest:

Donna L. Bartle, City Clerk

Curtis Ford, Mayor

Approved as to form and correctness:

Jason R. Gabriel, City Attorney

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CITY OF ATLANTIC BEACH

JUNE 18, 2025

BID 2425-03

WASTEWATER TREATMENT PLANT CHLORINATION/DECHLORINATION UPGRADES

Project PU2325

Name of Respondent	C&B Civil Construction	Hager Construction	PBM Constructors	Petticoat Schmitt	Razorback	Sawcross, Inc.	SGS Contracting
Total Lump Sum (Includes 10% Contingency)	$1,657,000	$2,096,581.80	$1,290,000	$1,931,200	$1,793,069	$1,410,000	$1,359,700

ts

Current Gas Feed System



Chlorine Tanks



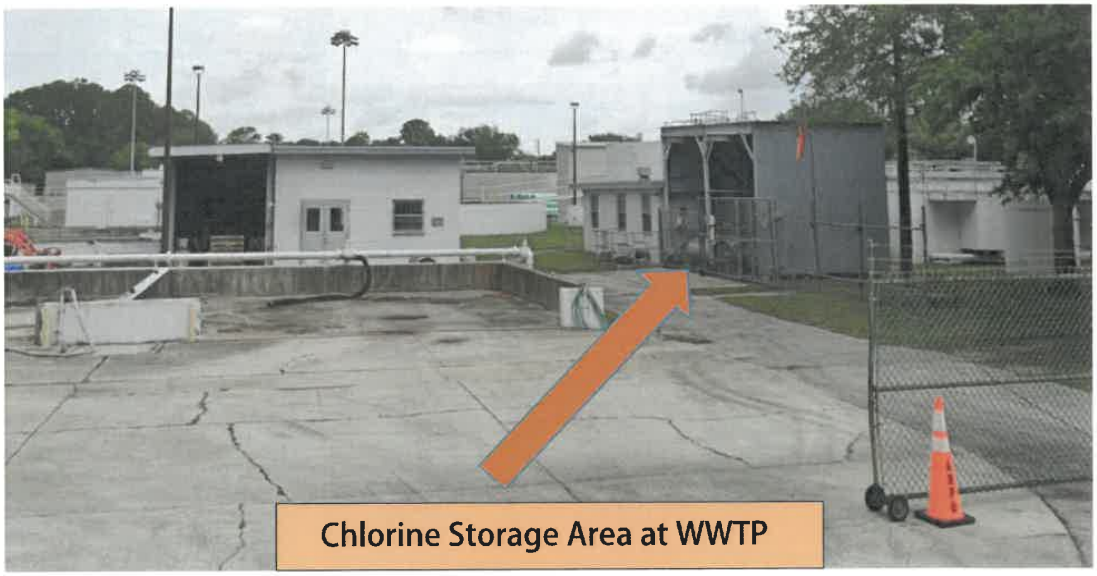


Sulfur Dioxide Tanks

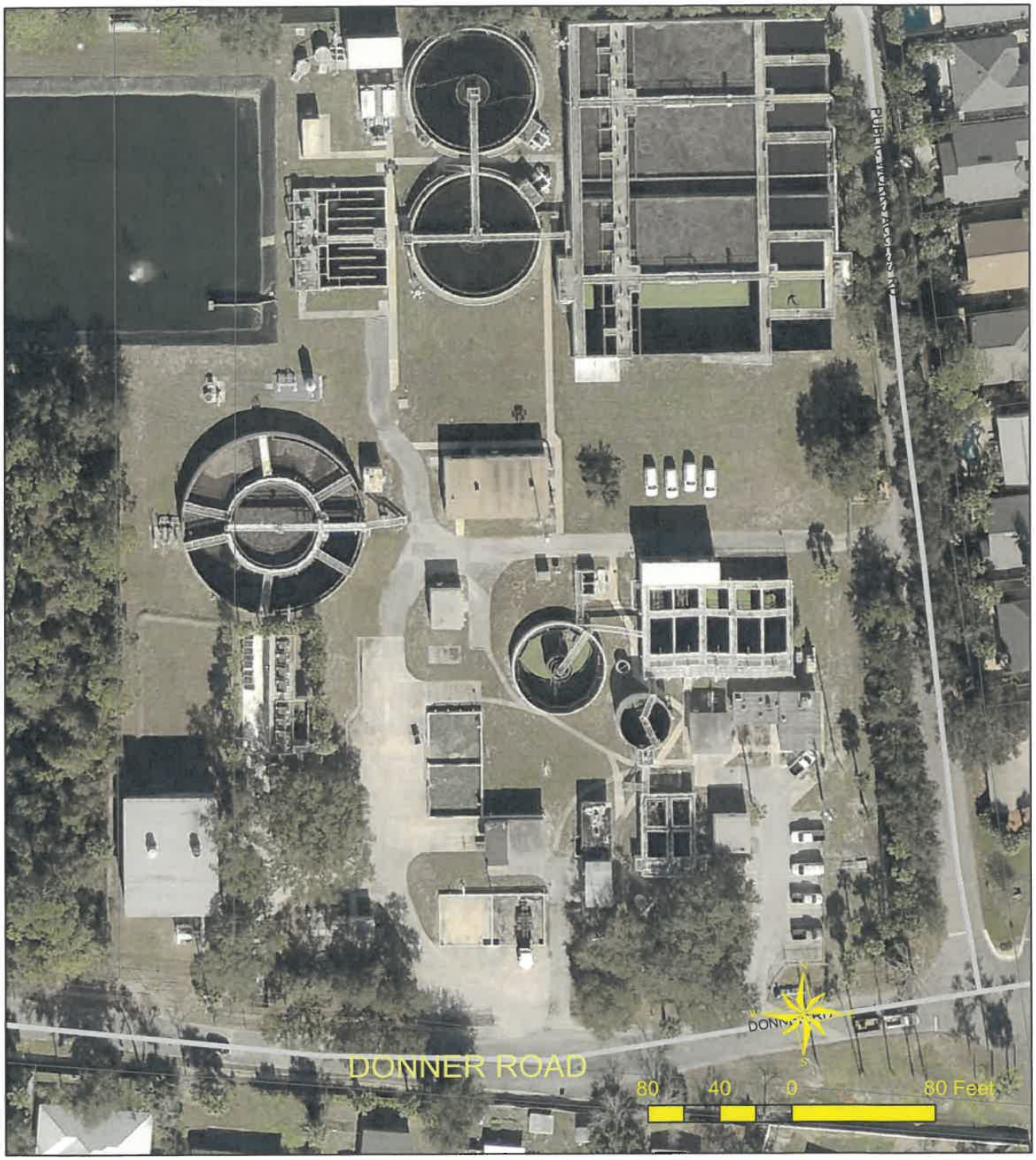
Liquid Chlorine Feed System



Sodium Hypochlorite Tanks



Chlorine Storage Area at WWTP


DONNER ROAD
80
40
0
80 Feet

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-57 (Coastal Vulnerability Assessment Update) and Resolution No. 25-58 (Future Flood Risk Adaptation Plan and Marsh Baseline Study)

SUBMITTED BY: Amanda Askew, Neighborhoods Department Director

TODAY'S DATE: July 7, 2025

MEETING DATE: July 14, 2025

BACKGROUND: Coastal communities throughout Florida are increasingly facing the impacts of sea-level rise (SLR), stronger coastal storms, and more intense precipitation events. As sea levels continue to rise at an accelerating pace, coastal areas are expected to experience more frequent and deeper flooding, which may result in higher flood insurance premiums, declining property values, and increased damage to structures and infrastructure.

The City of Atlantic Beach, a low-lying coastal community bounded by the Atlantic Ocean to the east and the Intracoastal Waterway to the west, is particularly vulnerable to storm surge, rainfall-induced flooding, nuisance (sunny day) flooding, and long-term effects of SLR.

In response to these risks, the City completed a Coastal Vulnerability Assessment in 2019, which was updated in 2021 to include utility service areas north of the City within the City of Jacksonville. This assessment informed the development of the City's Phase 1 Adaptation Plan. Since that time, state regulations—including Florida Statute 380.093—have established more consistent standards for Vulnerability Assessments, while advancements in modeling tools have improved risk projections. Consequently, an update to both the Vulnerability Assessment and Adaptation Plan is now warranted.

This update has been largely funded—94%—through grants from the Florida Department of Environmental Protection's (FDEP) Resilient Florida Grant Program and the Community Development Block Grant Mitigation Program administered by the Florida Department of Commerce.

The City retained Jones Edmunds to lead the update in alignment with FDEP guidance and statutory requirements under Section 380.093, F.S. The updated assessment includes identification of critical assets and flood modeling scenarios—nuisance, rainfall, and storm surge—for the years 2050 and 2080. These projections were used to evaluate risks to properties, structures, and infrastructure and to highlight key focus areas across the City.

The Coastal Vulnerability Assessment is a foundational step in the City's climate resilience strategy. It informs the development of this Future Flood Risk Adaptation Plan, satisfies state requirements for designating Adaptation Action Areas (AAAs), and supports compliance with Florida's "Peril of Flood" legislation.

The Future Flood Risk Adaptation Plan outlines strategic goals and actions to reduce the City's exposure to future flooding. Adaptation is a dynamic, ongoing process that requires continuous assessment, engagement, and implementation. According to the National Oceanic and Atmospheric Administration (NOAA), the goal of an adaptation plan is to ensure coastal communities are equipped, organized, and proactive in addressing the challenges posed by SLR and climate change.

This plan includes general adaptation strategies for vulnerable areas of Atlantic Beach, as well as a recommended implementation schedule. Future versions of the plan will be informed by community feedback and updated data, with refinements to strategies and implementation timelines as needed.

The City has actively engaged the public throughout the planning process. A community input meeting for the Vulnerability Assessment was held on February 20th, followed by discussions of preliminary findings with the Environmental Stewardship Committee on March 12th and June 11th. City staff also presented the findings to the City Commission on June 16th, and an additional public meeting to review the proposed updates to the Vulnerability Assessment and Adaptation Plan was held on June 25th.

Following the July 14th Commission meeting, staff will finalize the Plan updates and submit it to FDEP for official acceptance.

In addition to updating its climate resilience plans, the City contracted Jones Edmunds to conduct a baseline aerial survey of the saltmarsh along the Atlantic Intracoastal Waterway within City limits. These surveys provide valuable data on the health and spatial extent of coastal vegetated habitats, which are key indicators of ecosystem resilience in the face of SLR. To support long-term environmental monitoring, the City plans to repeat the aerial surveys every 5 to 10 years.

BUDGET: None

RECOMMENDATION: Commission review and approve Resolution No. 25-57 and Resolution No. 25-58

ATTACHMENTS: Resolution No. 25-57
Resolution No. 25-58

LINKS: Coastal Vulnerability Assessment Update (Exhibit A to Resolution No. 25-57)
Future Flood Risk Adaptation Plan (Exhibit A to Resolution No. 25-58)
Marsh Baseline Survey Report

REVIEWED BY CITY MANAGER:

RESOLUTION NO. 25-57

A RESOLUTION ADOPTING THE COASTAL VULNERABILITY ASSESSMENT TO INFORM FUTURE PLANNING AND RESILIENCE EFFORTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach recognizes the increasing risks posed by sea level rise, storm surge, coastal erosion, and other climate related hazards affecting its coastal areas; and

WHEREAS, the State of Florida, through Section 380.093, Florida Statutes ("F.S."), established the Resilient Florida Program to support local governments in assessing vulnerabilities and planning for sea level rise, flooding, and other climate-related hazards; and

WHEREAS, Section 380.093, F.S., requires local governments to conduct vulnerability assessments to identify and prioritize areas, infrastructure, and critical assets at risk from flooding and sea level rise, using best available science and data; and

WHEREAS, the Coastal Vulnerability Assessment meets the statutory requirements of Section 380.093, F.S., including the assessment of critical infrastructure, community assets, flood exposure, and the integration of sea level rise projections consistent with state guidance; and

WHEREAS, the Assessment was developed in collaboration with technical experts, community stakeholders, and agency partners, and aligns with the planning standards outlined in the Florida Department of Environmental Protection's guidance for vulnerability assessments; and

WHEREAS, adopting the Assessment positions the City to apply for and utilize funding from the Resilient Florida Grant Program and to advance its coastal resilience, hazard mitigation, and comprehensive planning goals;

NOW THEREFORE, be it resolved that:

SECTION 1. The City Commission of the City of Atlantic Beach hereby adopts the Coastal Vulnerability Assessment (attached as Exhibit A) as a foundational document for resilience planning and compliance with Section 380.093, F.S. This assessment shall be used to inform updated to the 2045 Comprehensive Plan, Land Development Regulations, Capital Improvements Plan, and emergency preparedness and response plans. The City shall periodically review and update the Plan to reflect new data, projections, and community priorities, and to ensure continued compliance with Section 380.093, Florida Statutes. The adoption of this assessment qualifies the City for continued participation in the Resilient Florida Program and future state resilience funding opportunities.

SECTION 2. This Resolution shall take effect immediately upon the adoption date below.

ADOPTED by the City of Atlantic Beach on this 14th day of July 2025.

ATTEST:

_____
Donna L. Bartle, City Clerk

_____
Curtis Ford, Mayor

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

RESOLUTION NO. 25-58

A RESOLUTION ADOPTING THE FUTURE FLOOD RISK ADAPTATION PLAN TO ENHANCE COMMUNITY RESILIENCE AND INFORM LONG-TERM PLANNING; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach is experiencing increased flood risks due to sea level rise, more intense rainfall events, tidal flooding, and storm surge, which threaten infrastructure, natural systems, and public safety; and

WHEREAS, the State of Florida, through Section 380.093, Florida Statutes, requires and supports the development of data-driven strategies for reducing vulnerability to flooding and sea level rise through the Resilient Florida Program; and

WHEREAS, the Future Flood Risk Adaptation Plan Title provides a comprehensive assessment of projected future flood risks, identifies vulnerable assets, and recommends adaptive strategies to improve the resilience of the City's infrastructure, natural systems, and built environment; and

WHEREAS, the Plan was developed in coordination with stakeholders, technical experts, and the community and reflects the best available science, including sea level rise projections, flood models, and asset exposure analysis; and

WHEREAS, the Future Flood Risk Adaptation Plan aligns with and supports the Coastal Vulnerability Assessment and other resilience-related initiatives undertaken by [Jurisdiction], and serves as a critical tool to guide capital improvements, land use decisions, emergency preparedness, and policy development; and

WHEREAS, approval of this Plan positions the City to access funding through the Resilient Florida Grant Program and other state and federal resources for resilience planning and infrastructure adaptation;

NOW THEREFORE, be it resolved that:

SECTION 1. The City Commission of the City of Atlantic Beach hereby adopts the Future Flood Risk Adaptation Plan (attached as Exhibit A) as a strategic framework for addressing future flood hazards and enhancing the community's climate resilience. This assessment shall be used to inform updates to the 2045 Comprehensive Plan, Land Development Regulations, Capital Improvements Plan, and emergency preparedness and response plans. The City shall periodically review and update the Plan to reflect new data, projections, and community priorities, and to ensure continued compliance with Section 380.093, Florida Statutes. The adoption of this assessment qualifies the City for continued participation in the Resilient Florida Program and future state resilience funding opportunities.

SECTION 2. This Resolution shall take effect immediately upon the adoption date below.

ADOPTED by the City of Atlantic Beach on this 14th day of July 2025.

ATTEST:

_____
Donna L. Bartle, City Clerk

_____
Curtis Ford, Mayor

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-57 (Coastal Vulnerability Assessment Update) and Resolution No. 25-58 (Future Flood Risk Adaptation Plan and Marsh Baseline Study)

SUBMITTED BY: Amanda Askew, Neighborhoods Department Director

TODAY'S DATE: July 7, 2025

MEETING DATE: July 14, 2025

BACKGROUND: Coastal communities throughout Florida are increasingly facing the impacts of sea-level rise (SLR), stronger coastal storms, and more intense precipitation events. As sea levels continue to rise at an accelerating pace, coastal areas are expected to experience more frequent and deeper flooding, which may result in higher flood insurance premiums, declining property values, and increased damage to structures and infrastructure.

The City of Atlantic Beach, a low-lying coastal community bounded by the Atlantic Ocean to the east and the Intracoastal Waterway to the west, is particularly vulnerable to storm surge, rainfall-induced flooding, nuisance (sunny day) flooding, and long-term effects of SLR.

In response to these risks, the City completed a Coastal Vulnerability Assessment in 2019, which was updated in 2021 to include utility service areas north of the City within the City of Jacksonville. This assessment informed the development of the City's Phase 1 Adaptation Plan. Since that time, state regulations—including Florida Statute 380.093—have established more consistent standards for Vulnerability Assessments, while advancements in modeling tools have improved risk projections. Consequently, an update to both the Vulnerability Assessment and Adaptation Plan is now warranted.

This update has been largely funded—94%—through grants from the Florida Department of Environmental Protection's (FDEP) Resilient Florida Grant Program and the Community Development Block Grant Mitigation Program administered by the Florida Department of Commerce.

The City retained Jones Edmunds to lead the update in alignment with FDEP guidance and statutory requirements under Section 380.093, F.S. The updated assessment includes identification of critical assets and flood modeling scenarios—nuisance, rainfall, and storm surge—for the years 2050 and 2080. These projections were used to evaluate risks to properties, structures, and infrastructure and to highlight key focus areas across the City.

The Coastal Vulnerability Assessment is a foundational step in the City's climate resilience strategy. It informs the development of this Future Flood Risk Adaptation Plan, satisfies state requirements for designating Adaptation Action Areas (AAAs), and supports compliance with Florida's "Peril of Flood" legislation.

The Future Flood Risk Adaptation Plan outlines strategic goals and actions to reduce the City's exposure to future flooding. Adaptation is a dynamic, ongoing process that requires continuous assessment, engagement, and implementation. According to the National Oceanic and Atmospheric Administration (NOAA), the goal of an adaptation plan is to ensure coastal communities are equipped, organized, and proactive in addressing the challenges posed by SLR and climate change.

This plan includes general adaptation strategies for vulnerable areas of Atlantic Beach, as well as a recommended implementation schedule. Future versions of the plan will be informed by community feedback and updated data, with refinements to strategies and implementation timelines as needed.

The City has actively engaged the public throughout the planning process. A community input meeting for the Vulnerability Assessment was held on February 20th, followed by discussions of preliminary findings with the Environmental Stewardship Committee on March 12th and June 11th. City staff also presented the findings to the City Commission on June 16th, and an additional public meeting to review the proposed updates to the Vulnerability Assessment and Adaptation Plan was held on June 25th.

Following the July 14th Commission meeting, staff will finalize the Plan updates and submit it to FDEP for official acceptance.

In addition to updating its climate resilience plans, the City contracted Jones Edmunds to conduct a baseline aerial survey of the saltmarsh along the Atlantic Intracoastal Waterway within City limits. These surveys provide valuable data on the health and spatial extent of coastal vegetated habitats, which are key indicators of ecosystem resilience in the face of SLR. To support long-term environmental monitoring, the City plans to repeat the aerial surveys every 5 to 10 years.

BUDGET: None

RECOMMENDATION: Commission review and approve Resolution No. 25-57 and Resolution No. 25-58

ATTACHMENTS: Resolution No. 25-57
Resolution No. 25-58

LINKS: Coastal Vulnerability Assessment Update (Exhibit A to Resolution No. 25-57)
Future Flood Risk Adaptation Plan (Exhibit A to Resolution No. 25-58)
Marsh Baseline Survey Report

REVIEWED BY CITY MANAGER:

RESOLUTION NO. 25-57

A RESOLUTION ADOPTING THE COASTAL VULNERABILITY ASSESSMENT TO INFORM FUTURE PLANNING AND RESILIENCE EFFORTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach recognizes the increasing risks posed by sea level rise, storm surge, coastal erosion, and other climate related hazards affecting its coastal areas; and

WHEREAS, the State of Florida, through Section 380.093, Florida Statutes ("F.S."), established the Resilient Florida Program to support local governments in assessing vulnerabilities and planning for sea level rise, flooding, and other climate-related hazards; and

WHEREAS, Section 380.093, F.S., requires local governments to conduct vulnerability assessments to identify and prioritize areas, infrastructure, and critical assets at risk from flooding and sea level rise, using best available science and data; and

WHEREAS, the Coastal Vulnerability Assessment meets the statutory requirements of Section 380.093, F.S., including the assessment of critical infrastructure, community assets, flood exposure, and the integration of sea level rise projections consistent with state guidance; and

WHEREAS, the Assessment was developed in collaboration with technical experts, community stakeholders, and agency partners, and aligns with the planning standards outlined in the Florida Department of Environmental Protection's guidance for vulnerability assessments; and

WHEREAS, adopting the Assessment positions the City to apply for and utilize funding from the Resilient Florida Grant Program and to advance its coastal resilience, hazard mitigation, and comprehensive planning goals;

NOW THEREFORE, be it resolved that:

SECTION 1. The City Commission of the City of Atlantic Beach hereby adopts the Coastal Vulnerability Assessment (attached as Exhibit A) as a foundational document for resilience planning and compliance with Section 380.093, F.S. This assessment shall be used to inform updated to the 2045 Comprehensive Plan, Land Development Regulations, Capital Improvements Plan, and emergency preparedness and response plans. The City shall periodically review and update the Plan to reflect new data, projections, and community priorities, and to ensure continued compliance with Section 380.093, Florida Statutes. The adoption of this assessment qualifies the City for continued participation in the Resilient Florida Program and future state resilience funding opportunities.

SECTION 2. This Resolution shall take effect immediately upon the adoption date below.

ADOPTED by the City of Atlantic Beach on this 14th day of July 2025.

ATTEST:

_____
Donna L. Bartle, City Clerk

_____
Curtis Ford, Mayor

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

RESOLUTION NO. 25-58

A RESOLUTION ADOPTING THE FUTURE FLOOD RISK ADAPTATION PLAN TO ENHANCE COMMUNITY RESILIENCE AND INFORM LONG-TERM PLANNING; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach is experiencing increased flood risks due to sea level rise, more intense rainfall events, tidal flooding, and storm surge, which threaten infrastructure, natural systems, and public safety; and

WHEREAS, the State of Florida, through Section 380.093, Florida Statutes, requires and supports the development of data-driven strategies for reducing vulnerability to flooding and sea level rise through the Resilient Florida Program; and

WHEREAS, the Future Flood Risk Adaptation Plan Title provides a comprehensive assessment of projected future flood risks, identifies vulnerable assets, and recommends adaptive strategies to improve the resilience of the City's infrastructure, natural systems, and built environment; and

WHEREAS, the Plan was developed in coordination with stakeholders, technical experts, and the community and reflects the best available science, including sea level rise projections, flood models, and asset exposure analysis; and

WHEREAS, the Future Flood Risk Adaptation Plan aligns with and supports the Coastal Vulnerability Assessment and other resilience-related initiatives undertaken by [Jurisdiction], and serves as a critical tool to guide capital improvements, land use decisions, emergency preparedness, and policy development; and

WHEREAS, approval of this Plan positions the City to access funding through the Resilient Florida Grant Program and other state and federal resources for resilience planning and infrastructure adaptation;

NOW THEREFORE, be it resolved that:

SECTION 1. The City Commission of the City of Atlantic Beach hereby adopts the Future Flood Risk Adaptation Plan (attached as Exhibit A) as a strategic framework for addressing future flood hazards and enhancing the community's climate resilience. This assessment shall be used to inform updates to the 2045 Comprehensive Plan, Land Development Regulations, Capital Improvements Plan, and emergency preparedness and response plans. The City shall periodically review and update the Plan to reflect new data, projections, and community priorities, and to ensure continued compliance with Section 380.093, Florida Statutes. The adoption of this assessment qualifies the City for continued participation in the Resilient Florida Program and future state resilience funding opportunities.

SECTION 2. This Resolution shall take effect immediately upon the adoption date below.

ADOPTED by the City of Atlantic Beach on this 14th day of July 2025.

ATTEST:

_____
Donna L. Bartle, City Clerk

_____
Curtis Ford, Mayor

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-59 authorizing the City Manager to approve and execute on behalf of the City of Atlantic Beach a Utility Work by Highway Contractor agreement between the Florida Department of Transportation and the City of Atlantic Beach for utility adjustments required to accommodate the Mayport Road (State Road A1A) Road Diet project.

SUBMITTED BY: Steve Swann, PE, City Engineer

TODAY'S DATE: July 3, 2025

MEETING DATE: July 14, 2025

BACKGROUND: The Florida Department of Transportation (FDOT) soon willinitiate construction of the Mayport Road (State Road A1A) Road Diet project that will reduce the roadway to four lanes from Dutton Island Road to Atlantic Boulevard and construct a 10-foot-wide multiuse path. The City of Atlantic Beach has water and sewer infrastructure in the FDOT right-of-way in the project area and construction of this project will result in numerous minor utility conflicts. Construction is scheduled for Fiscal Year 2025-26.

The Mayport Road right-of-way is owned by FDOT and the City is obligated, as the Utility/Agency Owner, to move its utility infrastructure or otherwise accommodate construction where there is a conflict. For this project, almost all of the utility conflicts relate to manhole covers and valve covers that need to be adjusted to match proposed pavement heights.

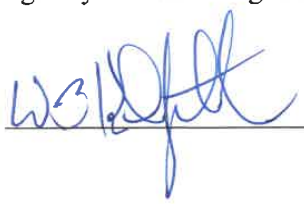
With respect to coordination and cost, it is most efficient to request that the FDOT's selected highway contractor make the required adjustments during construction. The City could opt to hire a contractor directly to make these changes. However, this option will likely be more expensive due to the extensive coordination required with the FDOT's contractor to make the required utility adjustments at the right time in the project.

For the City to utilize the FDOT's highway contractor to make the utility adjustments, the City must execute Utility Work by Highway Contractor Agreements with the FDOT. The FDOT determined that the required utility accommodation work will cost $80,190. Based on our experience and recent project costs, this appears to be a reasonable request for the amount of work that is required. The Utility Work by Highway Contractor Agreements that detail the costs are attached. With Commission's approval (Resolution 25-41), the City Manager previously executed a delegation and special power of attorney document to expedite negotiation of the Utility Work by Highway Contractor Agreements.

BUDGET: Public Utilities must budget for $80,190 in Fiscal Year 2025-26 to fund the utility accommodation work associated with this project.

RECOMMENDATION: Adopt Resolution No. 25-59

ATTACHMENTS: Resolution 25-59
Utility Work Schedule
Worksheets for Lump Sum Agreement
Utility Work by Highway Contractor Agreements

REVIEWED BY CITY MANAGER: 

RESOLUTION NO. 25-59

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE ON BEHALF OF THE CITY OF ATLANTIC BEACH A UTILITY WORK BY HIGHWAY CONTRACTOR AGREEMENT BETWEEN THE FLORIDA DEPARTMENT OF TRANSPORTATION AND THE CITY OF ATLANTIC BEACH FOR UTILITY ADJUSTMENTS REQUIRED TO ACCOMMODATE THE MAYPORT ROAD (STATE ROAD A1A) ROAD DIET PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Florida Department of Transportation will be initiating construction of the Mayport Road (State Road A1A) Road Diet project in late 2025 that will reduce Mayport Road from six lanes to four lanes and add a multiuse path between Atlantic Boulevard and Dutton Island Road; and

WHEREAS, the City of Atlantic Beach has water and sewer utility infrastructure in the project area that interferes with the proposed project; and

WHEREAS, the City of Atlantic Beach, as the Utility Agency/Owner, is responsible for moving its utility infrastructure or otherwise accommodating its construction where there is a conflict within right-of-way owned by the Florida Department of Transportation; and

WHEREAS, it is in the best interest of the City of Atlantic Beach to authorize the Florida Department of Transportation's highway contractor for the Mayport Road (State Road A1A) Road Diet project to rectify any utility conflicts; and

WHEREAS, the Florida Department of Transportation determined that the required utility accommodation work will cost $80,190.

NOW THEREFORE, be it resolved by the City Commission of the City of Atlantic Beach as follows:

SECTION 1. The City Commission hereby authorizes the City Manager to execute Utility Work by Highway Contractor Agreements with the Florida Department of Transportation for the Mayport Road (State Road A1A) Road Diet project not to exceed a total fee of $80,190.

SECTION 2. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this 14th day of July 2025.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

WORKSHEET FOR LUMP SUM AGREEMENT FOR ALL DISTRICT 2 as of 04/30/24.

FPID: 443502-1 **UAO: City of Atlantic Beach (water & sewer)**

NOTE: This worksheet is intended for calculating the lump sum agreement amount only and is not intended to be an attachment or appendix to the Lump Sum Utility Agreement. The below notes are for informational purposes to the Utility Coordinator only.

PAVEMENT	EACH	QUANTITY	TOTAL AMOUNT
QUANTITY 425-5-1 MANHOLE	$1,900.00	16	$30,400.00
QUANTITY 425-6 VALVE	$1,400.00	22	$30,800.00
QUANTITY 425-6-1 METER BOX	$1,400.00		$0.00

SIDEWALK/ ADA/ RAMPS	EACH	QUANTITY	TOTAL AMOUNT
QUANTITY 425-5-1 MANHOLE	$950.00		$0.00
QUANTITY 425-6 VALVE	$700.00		$0.00
QUANTITY 425-6-1 METER BOX	$700.00		$0.00
			$61,200.00

+10% STATUE REQUIREMENTS	$6,120.00

GRAND TOTAL	**$67,320.00**

NOTES: Final Total for the UWHCA Agreement 06/10/2025
If there is only one adjustment you will need to add an additional 50%
USE ½ PRICE FOR MANHOLES OR VALVES IN SIDEWALK/ADA RAMPS/DITCHWORK (ONLY 1 ADJUSTMENT IS NEEDED).
IF FDOT CONTRACTOR IS TO PERFORM ADJUSTMENTS INCLUDE THE FOLLOWING NOTE IN SECTION B OF THE UTILITY WORK SCHEDULE: FDOT CONTRACTOR SHALL ADJUST MANHOLES/VALVES/WATER METERS AS NOTED IN ROADWAY PLANS.
IF UAO IS PERFORMING ADJUSTMENTS EACH LOCATION NEEDS TO BE IDENTIFIED IN THE UTILITY WORK SCHEDULE

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

UTILITY WORK BY HIGHWAY CONTRACTOR AGREEMENT

(LUMP SUM)

Form No. 710-010-57
UTILITIES
07/14

3,

Financial Project ID: 443502-1-52-01	Federal Project ID: D225-051-B
Financial Project ID:	
Financial Project ID:	
Financial Project ID:	
County: St. Johns	**State Road No.: 101**
District Document No: 1	
Utility Agency/Owner (UAO): City of Atlantic Beach (water & sewer)	

THIS AGREEMENT, entered into this_____day of_____, year of_____, by and between the **STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**, hereinafter referred to as the "**FDOT**," and **JEA Water & Sewer** , hereinafter referred to as the "**UAO**";

WITNESSETH:

WHEREAS, the **UAO** owns certain utility facilities which are located on the public road or publicly owned rail corridor identified below, hereinafter referred to as the "Facilities" (said term shall be deemed to include utility facilities as the same may be relocated, adjusted, or placed out of service); and

WHEREAS, the **FDOT**, is currently engaging in a project which involves constructing, reconstructing, or otherwise changing a public road and other improvements located on a public road or publicly owned rail corridor identified as 443502-1-52-01, State Road No. 101, hereinafter referred to as the "Project"; and

WHEREAS, the Project requires minor modifications to the Facilities or the **FDOT's** design more particularly described in Exhibit A attached hereto and by this reference made a part hereof, hereinafter referred to as "Utility Work," and full plans and technical specifications for the Utility Work are not required; and

WHEREAS, the **FDOT** will perform the Utility Work as part of the Project; and

WHEREAS, the **UAO**, pursuant to the terms and conditions hereof, will bear certain costs associated with the Utility Work; and

WHEREAS, the **FDOT** and the **UAO** desire to enter into an agreement which establishes the terms and conditions applicable to the Utility Work;

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, the **FDOT** and the **UAO** hereby agree as follows:

1. Performance of Utility Work

a. The **FDOT** will include the Utility Work in its plans and specifications for the Project and will include the Utility Work as part of the **FDOT's** construction of the Project. The preparation of the plans and specifications and the construction of the Project will be performed in such manner as the **FDOT**, in its discretion, deemed appropriate.

b. All location, protection, relocation, adjustment, or removal of the **UAO's** Facilities which is not listed in Exhibit A shall be performed pursuant to a separate agreement.

2. Cost of Utility Work

a. The **UAO** will, at least Thirty (30) calendar days prior to the date on which the **FDOT** advertises the Project for bids, pay the **FDOT** the amount of $67,320.00 for the cost of the Utility Work. Said amount will be deposited into the State Transportation Trust Fund.

b. The **FDOT** and the **UAO** acknowledge and agree that the amount stated above includes an additional ten percent (10%) to cover the **UAO's** obligation for the cost of the Utility Work as set forth in Section 337.403(1)(b), Florida Statutes.

c. Except for costs associated with any changes or additions to the Utility Work, the **FDOT** and the **UAO** agree that the deposit shall be an asset of the **FDOT** and that it constitutes a full and final lump sum payment for the cost of the Utility Work, without any requirement for a subsequent accounting for the use of the deposit.

d. Pursuant to Section 337.403(1)(b), Florida Statutes, no changes or additions to the Utility Work will be made during the construction of the Project unless the **UAO** has made an additional deposit to cover the cost of the changes or additions. To the extent that the amount stated in Subparagraph 2.a. above exceeds the amount of the **FDOT contractor's** bid that applies to the Utility Work, such excess may be applied to cover the cost of the changes or additions. All changes or additions shall be subject to the limitations on supplemental agreements and change orders contained in Section 337.11(8), Florida Statutes.

3. Default

a. In the event that the **UAO** breaches any provision of this Agreement, then in addition to any other remedies which are otherwise provided for in this Agreement, the **FDOT** may exercise one or more of the following options, provided that at no time shall the **FDOT** be entitled to receive double recovery of damages:

(1) Terminate this Agreement if the breach is material and has not been cured within 60 days from written notice thereof from the **FDOT.**

(2) Pursue a claim for damages suffered by the **FDOT**.

(3) Suspend the issuance of further permits to the **UAO** for the placement of Facilities on **FDOT** property if the breach is material and has not been cured within 60 days from written notice thereof from **FDOT** until such time as the breach is cured.

(4) Pursue any other remedies legally available.

(5) Perform any work with its own forces or through contractors and seek repayment for the cost thereof under Section 337.403(3), Florida Statutes.

b. In the event that the **FDOT** breaches any provision of this Agreement, then in addition to any other remedies which are otherwise provided for in the Agreement, the **UAO** may exercise one or more of the following options:

(1) Terminate this Agreement if the breach is material and has not been cured within 60 days from written notice thereof from the **UAO**.

(2) Pursue any other remedies legally available.

c. Termination of this Agreement shall not relieve either party from any obligations it has pursuant to other agreements between the parties and from any statutory obligations that either party may have with regard to the subject matter hereof.

4. Indemnification

FOR GOVERNMENT-OWNED UTILITIES:

To the extent provided by law, the **UAO** shall indemnify, defend, and hold harmless the **FDOT** and all of its

officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any acts, action, error, neglect, or omission by the **UAO**, its agents, employees, or contractors during the performance of the Agreement, whether direct or indirect, and whether to any person or property to which **FDOT** or said parties may be subject, except that neither the **UAO**, its agents, employees, or contractors will be liable under this section for damages arising out of the injury or damage to persons or property directly caused by or resulting from the negligence of the **FDOT** or any of its officers, agents, or employees during the performance of this Agreement.

When the **FDOT** receives a notice of claim for damages that may have been caused by the **UAO** in the performance of services required under this Agreement, the **FDOT** will immediately forward the claim to the **UAO**. The **UAO** and the **FDOT** will evaluate the claim and report their findings to each other within fourteen (14) working days and will jointly discuss options in defending the claim. After reviewing the claim, the **FDOT** will determine whether to require the participation of the **UAO** in the defense of the claim or to require the **UAO** to defend the **FDOT** in such claim as described in this section. The **FDOT's** failure to notify the **UAO** of a claim shall not release the **UAO** from any of the requirements of this section. The **FDOT** and the **UAO** will pay their own costs for the evaluation, settlement negotiations, and trial, if any. However, if only one party participates in the defense of the claim at trial, that party is responsible for all costs.

FOR NON-GOVERNMENT-OWNED UTILITIES:

The **UAO** shall indemnify, defend, and hold harmless the **FDOT** and all of its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any acts, action, error, neglect, or omission by the **UAO**, its agents, employees, or contractors during the performance of the Agreement, whether direct or indirect, and whether to any person or property to which **FDOT** or said parties may be subject, except that neither the **UAO**, its agents, employees, or contractors will be liable under this section for damages arising out of the injury or damage to persons or property directly caused by or resulting from the negligence of the **FDOT** or any of its officers, agents, or employees during the performance of this Agreement.

The **UAO's** obligation to indemnify, defend, and pay for the defense or at the **FDOT's** option, to participate and associate with the **FDOT** in the defense and trial of any damage claim or suit and any related settlement negotiations, shall arise within fourteen (14) days of receipt by the **UAO** of the **FDOT's** notice of claim for indemnification to the **UAO**. The notice of claim for indemnification shall be served by certified mail. The **UAO's** obligation to defend and indemnify within fourteen (14) days of such notice shall not be excused because of the **UAO's** inability to evaluate liability or because the **UAO** evaluates liability and determines the **UAO** is not liable or determines the **FDOT** is solely negligent. Only a final adjudication or judgment finding the **FDOT** solely negligent shall excuse performance of this provision by the **UAO**. The **UAO** shall pay all costs and fees related to this obligation and its enforcement by the **FDOT**. The **FDOT's** delay in notifying the **UAO** of a claim shall not release **UAO** of the above duty to defend.

5. Force Majeure

Neither the **UAO** nor the **FDOT** shall be liable to the other for any failure to perform under this Agreement to the extent such performance is prevented by an act of God, war, riots, natural catastrophe, or other event beyond the control of the non-performing party and which could not have been avoided or overcome by the exercise of due diligence; provided that the party claiming the excuse from performance has (a) promptly notified the other party of the occurrence and its estimate duration, (b) promptly remedied or mitigated the effect of the occurrence to the extent possible, and (c) resumed performance as soon as possible.

6. Miscellaneous

a. To the Facilities shall at all times remain the property of and be properly protected and maintained by the **UAO** in accordance with the then current Utility Accommodation Manual and the current utility permit for the Facilities.

b. Pursuant to Section 287.058, Florida Statutes, the **FDOT** may unilaterally cancel this Agreement for

refusal by the **UAO** to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the **UAO** in conjunction with this Agreement.

c. This Agreement constitutes the complete and final expression of the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, or negotiations with respect thereto, except that the parties understand and agree that the **FDOT** has manuals and written policies and procedures which shall be applicable at the time of the Project and the relocation of the Facilities and except that the **UAO** and the **FDOT** may have entered into other agreements for work not included in Exhibit A for Facilities located within the limits of the Project. Copies of **FDOT** manuals, policies, and procedures will be provided to the **UAO** upon request.

d. This Agreement shall be governed by the laws of the State of Florida. Any provision here of found to be unlawful or unenforceable shall be severable and shall not affect the validity of the remaining portions hereof.

e. Time is of essence in the performance of all obligations under this Agreement.

f. All notices required pursuant to the terms hereof may be sent by first class United States Mail, facsimile transmission, hand delivery, or express mail and shall be deemed to have been received by the end of five business days from the proper sending thereof unless proof of prior actual receipt is provided. The **UAO** shall have a continuing obligation to notify each District of the **FDOT** of the appropriate persons for notices to be sent pursuant to this Agreement. Unless otherwise notified in writing, notices shall be sent to the following addresses:

If to the **UAO**:

Steve Swann
City of Atlantic Beach
800 Seminole Road
Atlantic Beach, FL 32233

If to the **FDOT**:

Todd Hunt
Florida Department of Transportation
1109 S. Marion Ave. - MS 2024
Lake City, FL 32025

7. Certification

This document is a printout of an **FDOT** form maintained in an electronic format and all revisions thereto by the **UAO** in the form of additions, deletions, or substitutions are reflected only in an Appendix entitled Changes to Form Document and no change is made in the text of the document itself. Hand notations on affected portions of this document may refer to changes reflected in the above-named Appendix but are for reference purposes only and do not change the terms of the document. By signing this document, the **UAO** hereby represents that no change has been made to the text of this document except through the terms of the appendix entitled Changes to Form Document."

You MUST signify by selecting or checking which of the following applies:

☒ No changes have been made to this Form Document and no Appendix entitled "Changes to Form Document" is attached.
☐ No changes have been made to this Form Document, but changes are included on the attached Appendix entitled "Changes to Form Document."

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

UTILITY WORK BY HIGHWAY CONTRACTOR AGREEMENT

(LUMP SUM)

Form No. 710-010-57
UTILITIES
07/14

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the day and year first written.

UTILITY: City of Atlantic Beach – (water & sewer)

BY: (Signature)_____ **DATE:** _____

(Typed Name:) William B. Killingsworth)

(Typed Title:) City Manager_____

Recommend Approval by the District Utility Office

BY: (Signature)_____ **DATE:** _____

FDOT Legal review

BY: (Signature)_____ **DATE:** _____

District Counsel

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

BY: (Signature)_____ **DATE:** _____

(Typed Name: Robert L. Parks)

(Typed Title: Director of Transportation Development)

FEDERAL HIGHWAY ADMINISTRATION (if applicable)

BY:_____ **DATE:** ___

(Typed Name:_____)

(Typed Title:_____)

WORKSHEET FOR LUMP SUM AGREEMENT FOR ALL DISTRICT 2 as of 04/30/24.

FPID: 445428-1 **UAO: City of Atlantic Beach (water & sewer)**

NOTE: This worksheet is intended for calculating the lump sum agreement amount only and is not intended to be an attachment or appendix to the Lump Sum Utility Agreement. The below notes are for informational purposes to the Utility Coordinator only.

PAVEMENT	EACH	QUANTITY	TOTAL AMOUNT
QUANTITY 425-5-1 MANHOLE	$1,900.00	1	$1,900.00
QUANTITY 425-6 VALVE	$1,400.00	7	$9,800.00
QUANTITY 425-6-1 METER BOX	$1,400.00		$0.00

SIDEWALK/ ADA/ RAMPS	EACH	QUANTITY	TOTAL AMOUNT
QUANTITY 425-5-1 MANHOLE	$950.00		$0.00
QUANTITY 425-6 VALVE	$700.00		$0.00
QUANTITY 425-6-1 METER BOX	$700.00		$0.00
			$11,700.00

+10% STATUE REQUIREMENTS	$1,170.00
GRAND TOTAL	**$12,870.00**

NOTES: Final Total for the UWHCA Agreement 06/10/2025
If there is only one adjustment you will need to add an additional 50%
USE ½ PRICE FOR MANHOLES OR VALVES IN SIDEWALK/ADA RAMPS/DITCHWORK (ONLY 1 ADJUSTMENT IS NEEDED).
IF FDOT CONTRACTOR IS TO PERFORM ADJUSTMENTS INCLUDE THE FOLLOWING NOTE IN SECTION B OF THE UTILITY WORK SCHEDULE: FDOT CONTRACTOR SHALL ADJUST MANHOLES/VALVES/WATER METERS AS NOTED IN ROADWAY PLANS.
IF UAO IS PERFORMING ADJUSTMENTS EACH LOCATION NEEDS TO BE IDENTIFIED IN THE UTILITY WORK SCHEDULE

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

UTILITY WORK BY HIGHWAY CONTRACTOR AGREEMENT

(LUMP SUM)

Form No. 710-010-57
UTILITIES
07/14

3,

Financial Project ID: 445428-1-52-01	**Federal Project ID: D225-051-B**
Financial Project ID:	
Financial Project ID:	
Financial Project ID:	
County: St. Johns	**State Road No.: 101**
District Document No: 1	
Utility Agency/Owner (UAO): City of Atlantic Beach (water & sewer)	

THIS AGREEMENT, entered into this_____day of_____, year of_____, by and between the **STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**, hereinafter referred to as the "**FDOT**," and **JEA Water & Sewer** , hereinafter referred to as the "**UAO**";

WITNESSETH:

WHEREAS, the **UAO** owns certain utility facilities which are located on the public road or publicly owned rail corridor identified below, hereinafter referred to as the "Facilities" (said term shall be deemed to include utility facilities as the same may be relocated, adjusted, or placed out of service); and

WHEREAS, the **FDOT**, is currently engaging in a project which involves constructing, reconstructing, or otherwise changing a public road and other improvements located on a public road or publicly owned rail corridor identified as 445428-1-52-01, State Road No. 101, hereinafter referred to as the "Project"; and

WHEREAS, the Project requires minor modifications to the Facilities or the **FDOT's** design more particularly described in Exhibit A attached hereto and by this reference made a part hereof, hereinafter referred to as "Utility Work," and full plans and technical specifications for the Utility Work are not required; and

WHEREAS, the **FDOT** will perform the Utility Work as part of the Project; and

WHEREAS, the **UAO**, pursuant to the terms and conditions hereof, will bear certain costs associated with the Utility Work; and

WHEREAS, the **FDOT** and the **UAO** desire to enter into an agreement which establishes the terms and conditions applicable to the Utility Work;

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, the **FDOT** and the **UAO** hereby agree as follows:

1. Performance of Utility Work

a. The **FDOT** will include the Utility Work in its plans and specifications for the Project and will include the Utility Work as part of the **FDOT's** construction of the Project. The preparation of the plans and specifications and the construction of the Project will be performed in such manner as the **FDOT**, in its discretion, deemed appropriate.

b. All location, protection, relocation, adjustment, or removal of the **UAO's** Facilities which is not listed in Exhibit A shall be performed pursuant to a separate agreement.

2. Cost of Utility Work

a. The **UAO** will, at least Thirty (30) calendar days prior to the date on which the **FDOT** advertises the Project for bids, pay the **FDOT** the amount of $12,870.00 for the cost of the Utility Work. Said amount will be deposited into the State Transportation Trust Fund.

b. The **FDOT** and the **UAO** acknowledge and agree that the amount stated above includes an additional ten percent (10%) to cover the **UAO's** obligation for the cost of the Utility Work as set forth in Section 337.403(1)(b), Florida Statutes.

c. Except for costs associated with any changes or additions to the Utility Work, the **FDOT** and the **UAO** agree that the deposit shall be an asset of the **FDOT** and that it constitutes a full and final lump sum payment for the cost of the Utility Work, without any requirement for a subsequent accounting for the use of the deposit.

d. Pursuant to Section 337.403(1)(b), Florida Statutes, no changes or additions to the Utility Work will be made during the construction of the Project unless the **UAO** has made an additional deposit to cover the cost of the changes or additions. To the extent that the amount stated in Subparagraph 2.a. above exceeds the amount of the **FDOT contractor's** bid that applies to the Utility Work, such excess may be applied to cover the cost of the changes or additions. All changes or additions shall be subject to the limitations on supplemental agreements and change orders contained in Section 337.11(8), Florida Statutes.

3. Default

a. In the event that the **UAO** breaches any provision of this Agreement, then in addition to any other remedies which are otherwise provided for in this Agreement, the **FDOT** may exercise one or more of the following options, provided that at no time shall the **FDOT** be entitled to receive double recovery of damages:

(1) Terminate this Agreement if the breach is material and has not been cured within 60 days from written notice thereof from the **FDOT.**

(2) Pursue a claim for damages suffered by the **FDOT**.

(3) Suspend the issuance of further permits to the **UAO** for the placement of Facilities on **FDOT** property if the breach is material and has not been cured within 60 days from written notice thereof from **FDOT** until such time as the breach is cured.

(4) Pursue any other remedies legally available.

(5) Perform any work with its own forces or through contractors and seek repayment for the cost thereof under Section 337.403(3), Florida Statutes.

b. In the event that the **FDOT** breaches any provision of this Agreement, then in addition to any other remedies which are otherwise provided for in the Agreement, the **UAO** may exercise one or more of the following options:

(1) Terminate this Agreement if the breach is material and has not been cured within 60 days from written notice thereof from the **UAO**.

(2) Pursue any other remedies legally available.

c. Termination of this Agreement shall not relieve either party from any obligations it has pursuant to other agreements between the parties and from any statutory obligations that either party may have with regard to the subject matter hereof.

4. Indemnification

FOR GOVERNMENT-OWNED UTILITIES:

To the extent provided by law, the **UAO** shall indemnify, defend, and hold harmless the **FDOT** and all of its

officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any acts, action, error, neglect, or omission by the **UAO**, its agents, employees, or contractors during the performance of the Agreement, whether direct or indirect, and whether to any person or property to which **FDOT** or said parties may be subject, except that neither the **UAO**, its agents, employees, or contractors will be liable under this section for damages arising out of the injury or damage to persons or property directly caused by or resulting from the negligence of the **FDOT** or any of its officers, agents, or employees during the performance of this Agreement.

When the **FDOT** receives a notice of claim for damages that may have been caused by the **UAO** in the performance of services required under this Agreement, the **FDOT** will immediately forward the claim to the **UAO**. The **UAO** and the **FDOT** will evaluate the claim and report their findings to each other within fourteen (14) working days and will jointly discuss options in defending the claim. After reviewing the claim, the **FDOT** will determine whether to require the participation of the **UAO** in the defense of the claim or to require the **UAO** to defend the **FDOT** in such claim as described in this section. The **FDOT's** failure to notify the **UAO** of a claim shall not release the **UAO** from any of the requirements of this section. The **FDOT** and the **UAO** will pay their own costs for the evaluation, settlement negotiations, and trial, if any. However, if only one party participates in the defense of the claim at trial, that party is responsible for all costs.

FOR NON-GOVERNMENT-OWNED UTILITIES:

The **UAO** shall indemnify, defend, and hold harmless the **FDOT** and all of its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any acts, action, error, neglect, or omission by the **UAO**, its agents, employees, or contractors during the performance of the Agreement, whether direct or indirect, and whether to any person or property to which **FDOT** or said parties may be subject, except that neither the **UAO**, its agents, employees, or contractors will be liable under this section for damages arising out of the injury or damage to persons or property directly caused by or resulting from the negligence of the **FDOT** or any of its officers, agents, or employees during the performance of this Agreement.

The **UAO's** obligation to indemnify, defend, and pay for the defense or at the **FDOT's** option, to participate and associate with the **FDOT** in the defense and trial of any damage claim or suit and any related settlement negotiations, shall arise within fourteen (14) days of receipt by the **UAO** of the **FDOT's** notice of claim for indemnification to the **UAO**. The notice of claim for indemnification shall be served by certified mail. The **UAO's** obligation to defend and indemnify within fourteen (14) days of such notice shall not be excused because of the **UAO's** inability to evaluate liability or because the **UAO** evaluates liability and determines the **UAO** is not liable or determines the **FDOT** is solely negligent. Only a final adjudication or judgment finding the **FDOT** solely negligent shall excuse performance of this provision by the **UAO**. The **UAO** shall pay all costs and fees related to this obligation and its enforcement by the **FDOT**. The **FDOT's** delay in notifying the **UAO** of a claim shall not release **UAO** of the above duty to defend.

5. Force Majeure

Neither the **UAO** nor the **FDOT** shall be liable to the other for any failure to perform under this Agreement to the extent such performance is prevented by an act of God, war, riots, natural catastrophe, or other event beyond the control of the non-performing party and which could not have been avoided or overcome by the exercise of due diligence; provided that the party claiming the excuse from performance has (a) promptly notified the other party of the occurrence and its estimate duration, (b) promptly remedied or mitigated the effect of the occurrence to the extent possible, and (c) resumed performance as soon as possible.

6. Miscellaneous

a. To the Facilities shall at all times remain the property of and be properly protected and maintained by the **UAO** in accordance with the then current Utility Accommodation Manual and the current utility permit for the Facilities.

b. Pursuant to Section 287.058, Florida Statutes, the **FDOT** may unilaterally cancel this Agreement for

refusal by the **UAO** to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the **UAO** in conjunction with this Agreement.

c. This Agreement constitutes the complete and final expression of the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, or negotiations with respect thereto, except that the parties understand and agree that the **FDOT** has manuals and written policies and procedures which shall be applicable at the time of the Project and the relocation of the Facilities and except that the **UAO** and the **FDOT** may have entered into other agreements for work not included in Exhibit A for Facilities located within the limits of the Project. Copies of **FDOT** manuals, policies, and procedures will be provided to the **UAO** upon request.

d. This Agreement shall be governed by the laws of the State of Florida. Any provision here of found to be unlawful or unenforceable shall be severable and shall not affect the validity of the remaining portions hereof.

e. Time is of essence in the performance of all obligations under this Agreement.

f. All notices required pursuant to the terms hereof may be sent by first class United States Mail, facsimile transmission, hand delivery, or express mail and shall be deemed to have been received by the end of five business days from the proper sending thereof unless proof of prior actual receipt is provided. The **UAO** shall have a continuing obligation to notify each District of the **FDOT** of the appropriate persons for notices to be sent pursuant to this Agreement. Unless otherwise notified in writing, notices shall be sent to the following addresses:

If to the **UAO**:

Steve Swann
City of Atlantic Beach
800 Seminole Road
Atlantic Beach, FL 32233

If to the **FDOT**:

Todd Hunt
Florida Department of Transportation
1109 S. Marion Ave. - MS 2024
Lake City, FL 32025

7. Certification

This document is a printout of an **FDOT** form maintained in an electronic format and all revisions thereto by the **UAO** in the form of additions, deletions, or substitutions are reflected only in an Appendix entitled Changes to Form Document and no change is made in the text of the document itself. Hand notations on affected portions of this document may refer to changes reflected in the above-named Appendix but are for reference purposes only and do not change the terms of the document. By signing this document, the **UAO** hereby represents that no change has been made to the text of this document except through the terms of the appendix entitled Changes to Form Document."

You MUST signify by selecting or checking which of the following applies:

☒ No changes have been made to this Form Document and no Appendix entitled "Changes to Form Document" is attached.
☐ No changes have been made to this Form Document, but changes are included on the attached Appendix entitled "Changes to Form Document."

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

UTILITY WORK BY HIGHWAY CONTRACTOR AGREEMENT

(LUMP SUM)

Form No. 710-010-57
UTILITIES
07/14

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the day and year first written.

UTILITY: City of Atlantic Beach – (Water & Sewer)

BY: (Signature)_____ **DATE:** _____

(Typed Name: William B. Killingsworth)

(Typed Title:) __City Manager_____

Recommend Approval by the District Utility Office

BY: (Signature)_____ **DATE:** _____

FDOT Legal review

BY: (Signature)_____ **DATE:** _____

District Counsel

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

BY: (Signature)_____ **DATE:** _____

(Typed Name: Robert L. Parks)

(Typed Title: Director of Transportation Development)

FEDERAL HIGHWAY ADMINISTRATION (if applicable)

BY:_____**DATE:** ___

(Typed Name:_____)

(Typed Title:_____)

WORKSHEET FOR LUMP SUM AGREEMENT FOR ALL DISTRICT 2 as of 04/30/24.

FPID: 445428-1 **UAO: City of Atlantic Beach (water & sewer)**

NOTE: This worksheet is intended for calculating the lump sum agreement amount only and is not intended to be an attachment or appendix to the Lump Sum Utility Agreement. The below notes are for informational purposes to the Utility Coordinator only.

PAVEMENT	EACH	QUANTITY	TOTAL AMOUNT
QUANTITY 425-5-1 MANHOLE	$1,900.00	1	$1,900.00
QUANTITY 425-6 VALVE	$1,400.00	7	$9,800.00
QUANTITY 425-6-1 METER BOX	$1,400.00		$0.00

SIDEWALK/ ADA/ RAMPS	EACH	QUANTITY	TOTAL AMOUNT
QUANTITY 425-5-1 MANHOLE	$950.00		$0.00
QUANTITY 425-6 VALVE	$700.00		$0.00
QUANTITY 425-6-1 METER BOX	$700.00		$0.00
			$11,700.00

+10% STATUE REQUIREMENTS	$1,170.00
GRAND TOTAL	**$12,870.00**

NOTES: Final Total for the UWHCA Agreement 06/10/2025
If there is only one adjustment you will need to add an additional 50%
USE ½ PRICE FOR MANHOLES OR VALVES IN SIDEWALK/ADA RAMPS/DITCHWORK (ONLY 1 ADJUSTMENT IS NEEDED).
IF FDOT CONTRACTOR IS TO PERFORM ADJUSTMENTS INCLUDE THE FOLLOWING NOTE IN SECTION B OF THE UTILITY WORK SCHEDULE: FDOT CONTRACTOR SHALL ADJUST MANHOLES/VALVES/WATER METERS AS NOTED IN ROADWAY PLANS.
IF UAO IS PERFORMING ADJUSTMENTS EACH LOCATION NEEDS TO BE IDENTIFIED IN THE UTILITY WORK SCHEDULE

WORKSHEET FOR LUMP SUM AGREEMENT FOR ALL DISTRICT 2 as of 04/30/24.

FPID: 443502-1 **UAO: City of Atlantic Beach (water & sewer)**

NOTE: This worksheet is intended for calculating the lump sum agreement amount only and is not intended to be an attachment or appendix to the Lump Sum Utility Agreement. The below notes are for informational purposes to the Utility Coordinator only.

PAVEMENT	EACH	QUANTITY	TOTAL AMOUNT
QUANTITY 425-5-1 MANHOLE	$1,900.00	16	$30,400.00
QUANTITY 425-6 VALVE	$1,400.00	22	$30,800.00
QUANTITY 425-6-1 METER BOX	$1,400.00		$0.00

SIDEWALK/ ADA/ RAMPS	EACH	QUANTITY	TOTAL AMOUNT
QUANTITY 425-5-1 MANHOLE	$950.00		$0.00
QUANTITY 425-6 VALVE	$700.00		$0.00
QUANTITY 425-6-1 METER BOX	$700.00		$0.00
			$61,200.00
+10% STATUE REQUIREMENTS			$6,120.00
GRAND TOTAL			**$67,320.00**

NOTES: Final Total for the UWHCA Agreement 06/10/2025
If there is only one adjustment you will need to add an additional 50%
USE ½ PRICE FOR MANHOLES OR VALVES IN SIDEWALK/ADA RAMPS/DITCHWORK (ONLY 1 ADJUSTMENT IS NEEDED).
IF FDOT CONTRACTOR IS TO PERFORM ADJUSTMENTS INCLUDE THE FOLLOWING NOTE IN SECTION B OF THE UTILITY WORK SCHEDULE: FDOT CONTRACTOR SHALL ADJUST MANHOLES/VALVES/WATER METERS AS NOTED IN ROADWAY PLANS.
IF UAO IS PERFORMING ADJUSTMENTS EACH LOCATION NEEDS TO BE IDENTIFIED IN THE UTILITY WORK SCHEDULE

FLORIDA DEPARTMENT OF TRANSPORTATION

UTILITY WORK SCHEDULE

Pursuant to Section 337.403 F.S., the UAO and FDOT agree to the UAO's need for relocation or adjustment to its utilities and FDOT's need for a schedule for the UAO to effect the relocation or adjustment. This utility work schedule is based on FDOT plans dated in the project information box below. Any deviation by FDOT or its contractor from these plans, may void this utility work schedule. Upon notification by FDOT of a change to these plans, the UAO may negotiate a new utility work schedule. The UAO agrees to notify FDOT and the contractor in writing prior to starting, stopping, resuming, and completing work in accordance with this utility work schedule. The UAO shall obtain a utility permit and comply with requirements of the 2017 Utility Accommodation Manual (UAM) for all work done under this utility work schedule. The UAO is not responsible for events beyond the control of the UAO that could not be reasonably anticipated by the UAO and which could not be avoided by the UAO with exercise of due diligence at the time of the occurrence.

FDOT PROJECT INFORMATION

Financial Project ID: 443502-1-52-01 & 445428-1-52-01	Federal Project ID: D225-051-B
State Road Number: 101	County: Duval
FDOT Plans Dated: March 3, 2025 (90%)	District Document No.: 1

UTILITY AGENCY/OWNER (UAO)

Utility Company: City of Atlantic Beach		
UAO Project Rep: Steve Swann	Phone: 904-247-5874	E-mail: sswann@coab.us
UAO Field Rep: Emanuel Brown	Phone: 904-247-5886	E-mail: ebrown@coab.us

UTILITY SIGNATURE

I have reviewed the FDOT plans referenced above and submit this utility work schedule in compliance with UAM Section 5 and agree to be bound by the terms of this utility work schedule.

UAO Rep. Stephen C Swann Digitally signed by Stephen C Swann Date: 2025.06.02 16:44:48 -04'00' Date 6 / 2 / 2025

Name Steve Swann

Title City Engineer

ENGINEER OF RECORD SIGNATURE

I attest this utility work schedule is compatible with the FDOT plans referenced above.

EOR. _____ Date __ / __ / ____

Name _____

Title _____

APPROVAL BY DISTRICT UTILITIES

This utility work schedule is complete and acceptable to FDOT.

FDOT Rep. _____ Date __ / __ / ____

Name Todd Hunt

Title D2 Utilities Administrator

SECTION A: SUMMARY OF UTILITY WORK

The below days are the total numbers of days shown for all activities in Section C of this utility work schedule. The breakdown of how these days are to be incorporated into the FDOT project and the dependence of these days upon the completion of other activities by the UAO or others is shown in Section C.

Days prior to FDOT project construction: 0 Days during FDOT project construction: _____

FLORIDA DEPARTMENT OF TRANSPORTATION
UTILITY WORK SCHEDULE

Financial Project ID: 443502-1-52-01 & 445428-1-52-01
Utility Company: City of Atlantic Beach
FDOT Plans Dated: March 3, 2025 (90%)

SECTION B: UAO SPECIAL CONDITIONS/CONSTRAINTS

DURING CONSTRUCTION:

1. City of Atlantic Beach (COAB) request the FDOT Contact (Name of Contact and Phone number) 72 hrs in advance of starting any work related to (S-126) and allow personnel to make all necessary adjustments to the Saintary Sewer facility.

2. City of Atlantic Beach Beach request the FDOT Contractor meet with COAB personnel in the field after survey stakes for S-126 have been placed. allowing COAB to coordinate their necessary adjustments prior to the Contractor starting work in that location. Contact (Emanuel Brown, 904-247-5886) once the survey stakes are in place.

Definitions:
Locating: The use of test holes by vacuum excavation or comparable non-destructive equipment at critical point along a subsurface utility facility's path thus exposing the underground facility and allowing the precise measurements of the depth and horizontal position to be made.

Designating: Utilizing electromagnetic, magnetic, sonic, and other energy fields for determining the existence and approximate horizontal location of underground utility facilities. Underground facilities will be marked by stakes, flags, paint or other suitable materials in varying combinations dependent upon surface conditions using American Public Works Association Utility Location Coordination Council Color Codes.

Protect: Shall include, but not be limited to, permittee's use of an onsite representative during active construction operations. During excavation operations. Representative may be required to physically expose underground facilities, provide any necessary support to the Facilities, and/or cover aerial facilities as deemed necessary to aid construction.

FLORIDA DEPARTMENT OF TRANSPORTATION
UTILITY WORK SCHEDULE

Financial Project ID: 443502-1-52-01 & 445428-1-52-01
Utility Company: City of Atlantic Beach
FDOT Plans Dated: March 3, 2025 (90%)

SECTION C: UAO's WORK ACTIVITIES

Act. No.	Utility Facility (type, size, material, status)	From Station/ Offset	To Station/ Offset	Utility Work Activity Description	Dependent Activity	TCP Phase	Consecutive Calendar Days Prior to Const.	Consecutive Calendar Days During Const.
1				ENGINEERING (DESIGN)				
2				PERMITTING				
3				MATERIAL PROCUREMENT				
				443502-1-52-01				
4	Sewer Line-Manhole	13+50 Rt	55.22	FDOT Contractor to adjust per phase 52 plans	Adjust for Shared use path	All	0	0
5	Sewer Line-Manhole	15+53 Rt	55.13	FDOT Contractor to adjust per phase 52 plans	Adjust for Shared use path	All	0	0
6	Sewer Line-Manhole	18+17 Rt	54.87	FDOT Contractor to adjust per phase 52 plans	Adjust for Shared use path	All	0	0
7	Sewer Line -Manhole	20+72 Rt	54.87	FDOT Contractor to adjust per phase 52 plans	Adjust for Shared use path	All	0	0
8	Sewer Line -Manhole	21+57 Rt	64.54	FDOT Contractor to adjust per phase 52 plans	Adjust for Shared use path	All	0	0
9	Sewer Line-Manhole	23+24 Rt	54.06	FDOT Contractor to adjust per phase 52 plans	Adjust for Shared use path	All	0	0
10	Sewer Line-Manhole	23+79 Rt	54.73	FDOT Contractor to adjust per phase 52 plans	Adjust for Shared use path	All	0	0

FLORIDA DEPARTMENT OF TRANSPORTATION
UTILITY WORK SCHEDULE

Financial Project ID: 443502-1-52-01 & 445428-1-52-01
Utility Company: City of Atlantic Beach
FDOT Plans Dated: March 3, 2025 (90%)

SECTION C: UAO's WORK ACTIVITIES

Act. No.	Utility Facility (type, size, material, status)	From Station/ Offset	To Station/ Offset	Utility Work Activity Description	Dependent Activity	TCP Phase	Consecutive Calendar Days Prior to Const.	Consecutive Calendar Days During Const.
11	Sewer Line -Manhole	25+79 Rt	55.27	FDOT Contractor to adjust per phase 52 plans	Adjust for Shared use path	All	0	0
12	Sewer Line -Manhole	64+38 Rt	43.21	FDOT Contractor to adjust per phase 52 plans	Adjust for Shared use path	All	0	0
13	Sewer Line-Manhole	66+76 Rt	45.68	FDOT Contractor to adjust per phase 52 plans	Adjust for Shared use path	All	0	0
14	Water Line-valve	11+66 Rt	57.15	FDOT Contractor to adjust per phase 52 plans	Adjust for Shared use path	All	0	0
15	Water Line-valve	43+03 Rt	47.47	FDOT Contractor to adjust per phase 52 plans	Adjust for Shared use path	All	0	0
16	Water line – Valve	43+80 Lt	64.45	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
17	Water line – Valve	43+85 Lt	54.34	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
18	Water line – Valve	48+65 Lt	50.90	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
19	Water Line – Valve	52+91 Lt	42.87	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
20	Water Line - Valve	61+38 Lt	51.52	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0

FLORIDA DEPARTMENT OF TRANSPORTATION

UTILITY WORK SCHEDULE

Financial Project ID: 443502-1-52-01 & 445428-1-52-01
Utility Company: City of Atlantic Beach
FDOT Plans Dated: March 3, 2025 (90%)

SECTION C: UAO's WORK ACTIVITIES

Act. No.	Utility Facility (type, size, material, status)	From Station/ Offset	To Station/ Offset	Utility Work Activity Description	Dependent Activity	TCP Phase	Consecutive Calendar Days Prior to Const.	Consecutive Calendar Days During Const.
21	Water line – Valve	64+19 Lt	50.11	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
22	Sanitary Sewer - Manhole	66+82 Lt	54.34	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
23	Water Line – Valve	66+93 Lt	48.32	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
24	Water Line - Valve	69+81 Lt	51.89	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
25	Water Line – Valve	21+19 Lt	59.31	FDOT Contractor to adjust per phase 52 plans	Driveway Construction	All	0	0
26	Sanitary Sewer – Manhole	21+57 Rt	54.69	FDOT Contractor to adjust per phase 52 plans	Driveway Construction	All	0	0
27	Sanitary Sewer – Manhole	21+58 Rt	64.54	FDOT Contractor to adjust per phase 52 plans	Driveway Construction	All	0	0
28	Sanitary Sewer – Manhole	23+79 Rt	54.73	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
29	Sanitary Sewer – Manhole	29+22 Rt	54.73	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
30	Water Line – Valve	29+55 Rt	59.59	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0

FLORIDA DEPARTMENT OF TRANSPORTATION
UTILITY WORK SCHEDULE

Financial Project ID: 443502-1-52-01 & 445428-1-52-01
Utility Company: City of Atlantic Beach
FDOT Plans Dated: March 3, 2025 (90%)

SECTION C: UAO's WORK ACTIVITIES

Act. No.	Utility Facility (type, size, material, status)	From Station/ Offset	To Station/ Offset	Utility Work Activity Description	Dependent Activity	TCP Phase	Consecutive Calendar Days Prior to Const.	Consecutive Calendar Days During Const.
31	Water Line – Valve	43+92 Rt	48.56	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
32	Water Line – Valves (4)	53+02 Rt	50.82	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
33	Water Line – Valve	58+32 Rt	51.02	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
34	Sanitary Sewer – Manhole	61+11 Rt	44.41	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
35	Water Line – Valve	61+26 Rt	49.06	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
36	Water Line – Valve (2)	68+53 Rt	44.34	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
37	Water Line – Valve	2+50 Lt	18.98	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
38	Sanitary Sewer	43+09 Rt		Sanitary Sewer Facility to be adjusted	Before FDOT Contractor starts DBI Type D (S-126) work contact COAB staff per Section B Notes # 1&2	All	0	5
				445428-1-52-01				

FLORIDA DEPARTMENT OF TRANSPORTATION

UTILITY WORK SCHEDULE

Financial Project ID: 443502-1-52-01 & 445428-1-52-01
Utility Company: City of Atlantic Beach
FDOT Plans Dated: March 3, 2025 (90%)

SECTION C: UAO's WORK ACTIVITIES

Act. No.	Utility Facility (type, size, material, status)	From Station/ Offset	To Station/ Offset	Utility Work Activity Description	Dependent Activity	TCP Phase	Consecutive Calendar Days Prior to Const.	Consecutive Calendar Days During Const.
39	Sanitary Sewer-Manhole	15+65 Lt	65.76	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
40	Water line - Valve	18+49 Lt	30.96	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
41	Water Line – Valve	20+92 Lt	32.09	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
42	Water line - Valve	21+05 Lt	59.17	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
43	Water Line - Valve	23+57 Lt	43.40	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0
44	Water Line – Valves (3)	24+26 Lt	44.41	FDOT Contractor to adjust per phase 52 plans	Milling & Resurfacing	All	0	0

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-60 agreeing to terms of an amendment to the Interlocal Agreement with the City of Jacksonville regarding fire and rescue services; and providing for reducing payments from $1.5 million annually to $750,000 annually through May 31, 2026.

SUBMITTED BY: William B. Killingsworth, City Manager

TODAY'S DATE: July 8, 2025

MEETING DATE: July 14, 2025

BACKGROUND: The City of Atlantic Beach and the City of Jacksonville have engaged in discussions regarding the financial terms of the Interlocal Agreement and deem it mutually beneficial to adjust the payment structure under the current agreement from $1.5 million annually to $750,000 annually.

This amended agreement would be effective for the period of June 1, 2025, through May 31, 2026. Meanwhile, the parties intend to diligently complete the process of reviewing and evaluating the Interlocal Agreement. This review is to consider a third-party evaluation of the local governmental arrangement and the local and state laws that govern it, with the objective of considering terms for a formal amendment to the existing Interlocal Agreement or a new Interlocal Agreement.

BUDGET: This agreement would result in a savings to Atlantic Beach taxpayers of $750,000 over a one-year period.

RECOMMENDATION: The City Commission adopt Resolution No. 25-60.

ATTACHMENTS:
1. Resolution No. 25-60
2. June 16, 2025, correspondence from Mayor Ford to Jacksonville Mayor Donna Deegan, further executed by Mayor Deegan acknowledging and agreeing to the terms outlined in Resolution No. 25-60

REVIEWED BY CITY MANAGER: 

RESOLUTION NO. 25-60

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AGREEING TO TERMS OF AN AMENDMENT TO THE INTERLOCAL AGREEMENT WITH THE CITY OF JACKSONVILLE REGARDING FIRE AND RESCUE SERVICES; PROVIDING FOR REDUCED PAYMENTS; PROVIDING FOR QUARTERLY PAYMENTS; PROVIDING FOR A COMMENCEMENT AND EXPIRATION DATE FOR SAID REDUCED PAYMENTS; PROVIDING FOR THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS TO EFFECUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach (hereinafter "City") and the City of Jacksonville (hereinafter "Jacksonville") are parties to an Interlocal Agreement for Fire and Rescue Services; and

WHEREAS, the City and Jacksonville have engaged in discussions regarding the financial terms of the existing Interlocal Agreement; and

WHEREAS, it is mutually beneficial to adjust the payment structure under the current agreement for a defined period to facilitate a comprehensive review and evaluation of the Interlocal Agreement; and

WHEREAS, the City Commission of the City of Atlantic Beach finds that agreeing to the proposed terms is in the best interest of its citizens and promotes intergovernmental cooperation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AS FOLLOWS:

SECTION 1. Agreement to Amended Terms. City Commission of the City of Atlantic Beach hereby agrees to the following amended terms regarding payments due to the City of Jacksonville under the existing Fire and Rescue Services Contract:

a. Reduced Annual Payment: The annual payment due to the City of Jacksonville shall be reduced to SEVEN HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS ($750,000.00).
b. Payment Schedule: Said annual payment shall be payable in quarterly installments.
c. Commencement and Expiration: These reduced payments shall be effective on June 1, 2025, and shall continue through the remaining second year of the current agreement, which expires on May 31, 2026.

SECTION 2. Intent of the Parties. It is understood and agreed by both the City of Atlantic Beach and the City of Jacksonville that during the period from June 1, 2025, through May 31, 2026, the parties intend to diligently complete the process of reviewing and evaluating the Interlocal Agreement. This review shall consider a third-party evaluation of the local governmental

arrangement and the local and state laws that govern it, with the objective of considering terms for a formal amendment to the existing Interlocal Agreement or a new Interlocal Agreement.

SECTION 3. Authorization. The City Manager is hereby authorized and directed to take all necessary actions to implement the terms of this Resolution, including, but not limited to, executing contracts, purchase orders, and necessary amendments or addendums to the Interlocal Agreement consistent with the terms herein.

SECTION 4. Effective Date. This Resolution shall become effective immediately upon its adoption by the City Commission.

PASSED AND ADOPTED by the City of Atlantic Beach, this 14th day of July 2025.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

CITY OF ATLANTIC BEACH
OFFICE OF THE MAYOR
Curtis Ford, Mayor
800 Seminole Road
Atlantic Beach, Florida 32233
www.coab.us
(904) 891-2116/cford@coab.us

June 16, 2025

VIA E-MAIL AND US MAIL
Mayor Donna Deegan
City of Jacksonville
City Hall at St. James Building
117 W. Duval St. Suite 400
Jacksonville, FL 32202

Re: Agreement between the City of Atlantic Beach, Florida ("COAB") and City of Jacksonville, Florida ("COJ") dated September 3, 2024 regarding fire and rescue services offered by Jacksonville Fire and Rescue Department ("JFRD")("the Fire and Rescue Services Contract" or "Agreement")

Dear Mayor Deegan:

First, I'd like to thank you for meeting with me earlier this month to discuss the above referenced Fire and Rescue Services Contract. I appreciate your support of the joint initiative between COJ and COAB to have a third party review our overall historic Interlocal Agreement (which was first entered into in 1982 with an amendment in 1995) (together, the "Interlocal Agreement") so as to assess, among other things, COJ's county-wide service responsibilities with respect to COAB, including fire and rescue services.

In the meantime, as discussed with you and your Chief of Staff, Mr. Mike Weinstein on June 2, 2025, we agreed to reduce the payments due to COJ, under the Fire and Rescue Services Contract, to $750,000 annually, payable in quarterly payments, under Section 13 of the Agreement, commencing on June 1, 2025, through the remaining second year of the Agreement, which expires on May 31, 2026. During this time period it is understood that COJ and COAB intend to complete the process of reviewing and evaluating the overall Interlocal Agreement between the parties and consider the terms of an amendment or a new Interlocal Agreement that takes into account the third party evaluation of the local governmental arrangement and the local and state laws that govern it.

If these terms and the above understanding are agreeable to you, please kindly sign below to acknowledge this agreement and upon my receipt I will take this to the COAB Commission for their consideration and ratification.

On behalf of the City of Atlantic Beach thank you for the warm and open discussion about the needs of our community.

Sincerely,

Curtis Ford, Mayor of the City of Atlantic Beach

Acknowledged and Agreed to:

Donna Deegan, City of Jacksonville, Mayor

RECEIVED

JUN 23 2025

OFFICE OF THE MAYOR

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-61 authorizing the City Manager to execute a contract with Penn Credit Corporation for the collection of past-due parking and animal control citations.

SUBMITTED BY: Victor Gualillo, Chief of Police

TODAY'S DATE: July 8, 2025

MEETING DATE: July 14, 2025

BACKGROUND: The City of Atlantic Beach routinely issues citations for parking violations and animal control infractions. Many of these citations remain unpaid despite repeated notices of delinquency. This reduces the effectiveness of the City's enforcement program stemming from a public perception that ignoring Atlantic Beach civil infraction fines is acceptable. To address this challenge, the City desires to enter into a contract with Penn Credit Corporation (PCC), a licensed and accredited collection agency. The City will attempt to contact the recipient of an unpaid civil infraction with at least one letter of notice. Under the proposed agreement, PCC will act as the City's authorized agent to pursue collection of these unpaid debts, in compliance with the Fair Debt Collection Practices Act and other relevant consumer protection laws.

Penn Credit Corporation will apply a contingency-based commission fee to collections. For fines less than $250, a flat fee of $25 will be assessed. For fines of $250 or more, a commission of 15% of the total fine amount will be assessed. This fee will be added to the violator's total amount due and collected, accordingly. As part of its services, PCC will work with the Florida Department of Highway Safety and Motor Vehicles (DHSMV) to place holds on vehicle registrations for violators who accumulate three or more unpaid parking citations or unpaid Handicapped parking violations.

PCC will provide monthly performance reports to the City, including recovery rates and resolution metrics. All payments will be reported to the City, and the contract may be terminated by either party with sixty (60) days' written notice. The Atlantic Beach Police Department will manage the coordination of these accounts in cooperation with Penn Credit Corporation to ensure proper oversight, compliance, and resolution tracking.

BUDGET: Collection costs will be borne by the violators.

RECOMMENDATION: Adopt Resolution No. 25-61.

ATTACHMENTS:
1. Resolution No. 25-61
2. Contract with Penn Credit Corporation

REVIEWED BY CITY MANAGER:



RESOLUTION NO. 25-61

A RESOLUTION OF THE CITY OF ATLANTIC BEACH AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH PENN CREDIT CORPORATION FOR COLLECTION SERVICES OF PAST-DUE PARKING AND ANIMAL CONTROL CITATIONS; GRANTING THE CITY MANAGER SIGNATORY AUTHORITY; PROVIDING FOR VEHICLE REGISTRATION HOLDS IN ACCORDANCE WITH STATE LAW; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach issues citations for parking and animal control violations, and a portion of these citations remain unpaid, hindering the City's enforcement capabilities and efficacy; and

WHEREAS, Penn Credit Corporation ("PCC") is a duly licensed and experienced debt collection agency with the capacity to collect past-due fines on a contingency basis and in compliance with applicable federal and state consumer protection laws; and

WHEREAS, the City and PCC desire to enter into a contract whereby PCC shall collect unpaid citations, including but not limited to parking and animal control citations, and assess a fee as defined by contract to be borne by the violator; and

WHEREAS, under the contract, PCC will work with the Florida Department of Highway Safety and Motor Vehicles (DHSMV) to place a registration hold on violators' vehicles after three or more parking citations or a handicapped parking citation have been issued and remain unpaid, as permitted by law; and

WHEREAS, this partnership will enhance enforcement capabilities and promote compliance while minimizing city staff time and administrative burden.

NOW THEREFORE, be it resolved by the City Commission of the City of Atlantic Beach as follows:

Section 1. The City Commission hereby authorizes the City Manager to execute the Contract with Penn Credit Corporation for the collection of unpaid parking and animal control citations.

Section 2. The City Commission grants the City Manager signatory authority to execute the Contract and any related documents necessary to implement the intent and terms of this resolution.

Section 3. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this 14th day of July 2025.

Attest:

_____
Donna L. Bartle, City Clerk

_____
Curtis Ford, Mayor

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

CONTRACT

This **CONTRACT** is being entered into as of _____, 2025 between **Penn Credit Corporation**, (hereinafter referred to as **PCC**), and the **City of Atlantic Beach, Florida** (hereinafter referred to as **CLIENT**).

PCC and **CLIENT** therefore agree that the following shall constitute the service conditions between **PCC** and **CLIENT** applicable to this engagement:

1. **Relationship of Parties:** It is clearly understood that each party to this Contract will act in its individual capacity and not as an employee, partner, joint venture, or associate of the other party. An employee of one party shall not be an employee or agency of the other party for any reason whatsoever.

2. **Agent Relations:** The **CLIENT** agrees to employ **PCC** to investigate, communicate, and to take any and all reasonable and legal collection steps. All collection steps taken by **PCC** in the settlement and collection of assigned accounts will be in accordance with federal and state consumer protection laws, including the applicable terms of the Fair Debt Collection Practices Act and procedures of ACA International, of which **PCC** shall remain a member in good standing.

3. **Right of Endorsement:** The **CLIENT** grants and conveys to **PCC** the right of endorsement in clearing drafts, checks and notes for collection applicable to this Contract.

4. **Releases and Return of Accounts: PCC** agrees to release and return specified accounts assigned and in process of collection within thirty (30) days of the receipt of a written request from the **CLIENT** or by any other date specified herein. Those accounts on which payment has been made within ninety (90) days prior to the written notice or is anticipated to have additional payments within one hundred eighty (180) days will remain with **PCC** for collection. All accounts returned will include collection status, efforts made and the current balance of each account.

5. **Payment to Client (Member Payments):** The **CLIENT** agrees to promptly report all payments, bankruptcy notices, and any and all communications from the debtor and/or third party corresponding to all accounts placed.

6. **Accountings: PCC** agrees to report and pay to the **CLIENT,** net proceeds of all collections after the commission fee has been subtracted on a monthly basis; and the **CLIENT** will remit to **PCC** any proceeds due based on its collection efforts within thirty (30) days of billing. The **CLIENT** will be charged full commissions on any payments received by either **PCC** or **CLIENT** on/after the date accounts are placed with **PCC.** Said payment and reports will be submitted by **PCC** to **CLIENT** no later than the 20th day following the end of the calendar month.

    - **PCC** will include in its monthly accounting reports key performance indicators (KPIs) such as:
        i. Recovery rates (percentage of fines collected vs. total assigned)
        ii. Average resolution time per account
        iii. Skip tracing and outreach success rates
    - The **CLIENT** reserves the right to conduct audits of **PCC's** compliance with all applicable laws and contract terms, including the Fair Debt Collection Practices Act, on an annual or as-needed basis.

7. **Confidential Information:** Both Parties **("Discloser")** will be supplying to the other (the "**Recipient**"), directly and/or indirectly, confidential information as relates to the method of its operations, which is proprietary to and solely owned by the respective party. Both parties agree during the term of the Contract

and thereafter for the indefinite future, that the Recipient will not, without the express written consent of discloser**,** utilize or disclose any such information to any third party, except as necessary to fulfill the terms of this Contract.

As the service provider, **PCC** understands and acknowledges its responsibility for the security of cardholder data that it receives and processes during the performance of this contract; all applicable PCI-DSS requirements will be maintained by **PCC**. **PCC** shall implement industry-standard data protection measures, including encryption, secure storage, and data access controls, to safeguard all personal and sensitive information provided by the **CLIENT**. **PCC** shall comply with state and federal data security standards.

8. **FTC Red Flag Rules: PCC** shall maintain an Identity Theft Prevention Program in accordance with 16 C.F.R. Part 681 FTC Red Flag Rules throughout the life of the contract.

9. **Indemnification:**

   A. **PCC** shall defend, hold harmless and indemnify **CLIENT**, its affiliates, shareholders, officers and employees against any and all liabilities, claims, damages, costs, judgments and expenses, including attorney fees, sought or asserted against **CLIENT**, its affiliates, shareholders, officers and employees of **CLIENT** arising out of the collection activities of **PCC** if such liabilities, claims, damages, costs, judgments or expenses are based or alleged to be based, in whole or in part, upon any of the following:

      i. Any negligent actions by **PCC**, its officers, employees or contractors

   B. The obligations of **CLIENT** and **PCC** under this Section 9 shall be continuing obligations of **CLIENT** and **PCC**, as the case may be, and shall specifically survive the termination of this Contract or any other Contract between **CLIENT** and **PCC**.

10. **Term of Contract:** This Contract is continuing and will remain in effect until terminated by either party. Under such circumstances, the terminating party shall provide the other party sixty (60) days written notice, unless the parties shall mutually agree to terminate the Contract, at which time the Contract may be terminated immediately. **PCC** will be entitled to compensation on collections which occur for up to sixty (60) days after the termination date.

    Any disputes or complaints from residents regarding debt collection activities shall be promptly investigated by **PCC**. **PCC** shall provide a detailed resolution report to the **CLIENT** within five business days of the complaint's receipt. Unresolved disputes shall be escalated to the **CLIENT** for final review.

    Upon termination of this contract, **PCC** will provide a detailed report on all unresolved accounts, including the status of collection efforts, and return all associated account data to the **CLIENT** within thirty (30) days.

11. **Contingency Commission Fees:** The contingency commission fees for this Contract shall be:
    - **$25.00** flat fee will be added to the total amount owed for debts placed with a balance less than $250. For example, a $100.00 debt placed for collection would have $25.00 added and the total amount due will be $125.00;
    - **15.0%** fee which shall be added to the total amount owed for debts placed with a balance equal to or greater than $250.00. For example, a $300.00 debt balance becomes $345.00 when assigned to **PCC**; upon collection in full, $300.00 will be due the **CLIENT** and **PCC** will be entitled to a $45.00 fee. For partial payments, a pro-rated percentage of 13.04% will be utilized for accounting purposes, 45.0 divided by 375.0 equals 13.04%; for example, the balance including the fee is $345.00, 2 partial payments of $172.50 are made, **PCC** will charge 13.04% on each payment for commissions fees of $22.50 and $22.50 which equals $45.00 total.

12. **Assignment and Subleasing: PCC** shall not have the right to assign this Contract or sell, transfer or sublet any portion thereof without the express written consent of **CLIENT;** said consent of the **CLIENT** however shall not release or discharge **PCC** from any obligations hereunder.

13. **Effect of Partial Invalidity:** The invalidity of any part of this Contract will not and shall not be deemed to affect the validity of any other part. In the event that any provision of this is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

14. **Waiver:** Waiver by **CLIENT** of any breach of any covenant or duty of **PCC** under this Contract is not a waiver of a breach of any other covenant or duty of **PCC**, or of any subsequent breach of the same covenant or duty. Any waiver by **CLIENT** must be in writing to constitute a waiver.

15. **Jurisdiction:** This Contract shall be governed by the laws of the State of Florida, and the sole and exclusive venue for any disputes arising out of this Contract shall be any state court located within Duval County, Florida, or federal court located within the same venue.

16. **Miscellaneous:**

    a. This Contract and each and every one of the terms and provisions thereof shall be for the benefit of and be binding upon the parties hereto and each of them and their respective heirs, executors, administrators, grantees, successors and assigns.

    b. This Contract contains the entire understanding between the parties hereto and supersedes any and all prior contracts, undertakings and arrangements between the parties relating to the subject matter hereof. All amendments, changes, modifications or alterations of the terms and conditions hereof shall be in writing and signed by all parties hereto.

    c. The captions of the Contract are used for convenience of reference only and shall have no significance in construing the text of the Contract.

    d. **PCC** will provide the **CLIENT** with monthly reports that include performance metrics such as collection rates, skip tracing success rates, and account resolution percentages to assess program efficiency.

    e. The **CLIENT** shall designate a Liaison to oversee communication with **PCC**, review monthly reports, and ensure compliance with contract terms. **PCC** will notify the Liaison upon identifying bankrupt or deceased accounts.

17. **Notices:** All notices provided for in this Contract shall be made in writing and shall be transmitted to the proper Authorized Representative and address shown below, unless advance written notice is provided to the other party notifying them that either the name of their designated Authorized Representative and/or his/her address has been changed. Proper notice shall be deemed given when it is either:

    a. Hand delivered to the Authorized Representative to whom the notice is addressed and a signed receipt is given, or
    b. Mailed by United States Post Office Registered Mail, Return Receipt Requested, with postage prepaid to the Authorized Representative at the address shown below:

PCC:	**Client:**
Thomas Foley, Jr., CEO	David Cameron, Commander
Penn Credit Corporation	Atlantic Beach Police Department
2800 Commerce Drive	850 Seminole Rd
Harrisburg, PA 17110	Atlantic Beach, FL 32233

18. Public Records:

(a) **IF PCC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO PCC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT DONNA BARTLE, THE CITY CLERK AND THE CUSTODIAN OF PUBLIC RECORDS AT (904) 247-5809, DBARTLE@COAB.US, 800 SEMINOLE ROAD, ATLANTIC BEACH, FLORIDA 32233.**

(b) PCC shall comply with Chapter 119, Florida Statutes, in regards to public records laws, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.

2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if PCC does not transfer the records to the public agency.

4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of PCC or keep and maintain public records required by the public agency to perform the service. If PCC transfers all public records to the public agency upon completion of the contract, PCC shall destroy any duplicate public records that are exempt or confidential and exempt for public records disclosure requirements. If PCC keeps and maintains public records upon completion of the contract, PCC shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

(c) Failure to provide the public records to the public agency within a reasonable time may subject PCC to penalties under s. 119.10 and s. 119.0701(4), Florida Statutes.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

19. **Mutual Agreement:** In witness whereof, the respective parties hereto and their Authorized Representatives have mutually agreed to the provisions of this Contract as indicated below:

For: Penn Credit Corporation

Authorized Representative, Title: Thomas Foley, Jr., CEO

_____ _____

Signature **Date**

For: City of Atlantic Beach, FL

Authorized Representative, Title: _____

_____ _____

Signature **Date**

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-62 establishing the proposed millage rate; acknowledging the current year rolled-back rate; and setting the date, time and place for the first and second public hearings to consider the proposed Fiscal Year 2025-26 millage rate and budget.

SUBMITTED BY: Brittany Percell, Director of Finance

TODAY'S DATE: July 9, 2025

MEETING DATE: July 14, 2025

BACKGROUND: On June 24, 2025, the Property Appraiser of Duval County served upon the City of Atlantic Beach a "Certification of Taxable Value" certifying to the City of Atlantic Beach its 2025 taxable value. The provisions of Florida Statutes Section 200.065 require that within 35 days of service of the Certification of Taxable Value upon a municipality, said municipality shall be required to furnish to the Property Appraiser the proposed millage rate, the current year rolled-back rate, and the date, time and place at which a first public hearing will be held to consider the proposed millage and tentative budget.

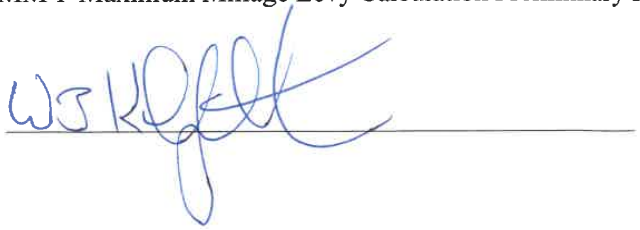
Resolution No. 25-62:

- Establishes a proposed millage rate of 2.8410 mills, which is $2.8410 per $1,000 of assessed property, within the City of Atlantic Beach, to fund the General Fund Operating Budget.
- Acknowledges the current year rolled back rate, computed pursuant to Section 200.065 F.S., is 2.6312 mills, which is $2.6312 per $1,000 of assessed property, within the City of Atlantic Beach.
- Sets the City Commission's 6:00 p.m. September 8 and September 22, 2025, meetings in the Commission Chamber of City Hall, 800 Seminole Road, Atlantic Beach, Florida 32233, as the dates, time and place for the first and second Public Hearings, respectively, to consider the proposed Fiscal Year 2025-26 millage rate and budget.
- Authorizes the City Manager to execute and submit DR-420 Certification of Taxable Value, and DR-420MM-P Maximum Millage Levy Calculation Preliminary Disclosure to the Duval County Property Appraiser's Office.

BUDGET: None

RECOMMENDATION: Approve Resolution No. 25-62

ATTACHMENTS:
1. Resolution No. 25-62
2. DR-420 Certification of Taxable Value Form
3. DR-420MM-P Maximum Millage Levy Calculation Preliminary Disclosure Form

REVIEWED BY CITY MANAGER: 

RESOLUTION NO. 25-62

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, ESTABLISHING THE PROPOSED MILLAGE RATE, THE CURRENT YEAR ROLLED-BACK RATE, AND THE DATE, TIME AND PLACE FOR THE FIRST AND SECOND PUBLIC HEARINGS TO CONSIDER THE PROPOSED FISCAL YEAR 2025-26 MILLAGE RATE AND BUDGET AS REQUIRED BY LAW; DIRECTING THE CITY MANAGER TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF DUVAL COUNTY PURSUANT TO REQUIREMENTS OF FLORIDA STATUTES AND THE RULES AND REGULATIONS OF THE DEPARTMENT OF REVENUE OF THE STATE OF FLORIDA; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 24, 2025, the Property Appraiser of Duval County, Florida, served upon the City of Atlantic Beach, a "Certification of Taxable Value" certifying to the City of Atlantic Beach its 2025 taxable value; and

WHEREAS, the provisions of Florida Statutes Section 200.065 require that within thirty-five (35) days of service of the Certification of Taxable Value upon a municipality, said municipality shall be required to furnish to the Property Appraiser the proposed millage rate, the current year rolled-back rate, and the date, time and place at which a first public hearing will be held to consider the proposed millage and tentative budget; and

WHEREAS, the City Commission of the City of Atlantic Beach has reviewed figures supplied by Property Appraiser of Duval County, conferred at a meeting, and desires to announce the dates of the first and second public hearings to the Property Appraiser of Duval County.

NOW, THEREFORE, be it resolved by the City Commission of the City of Atlantic Beach as follows:

Section 1. The City Commission hereby establishes a proposed millage rate of 2.8410 mills, which is $2.8410 per $1,000 of assessed property, within the City of Atlantic Beach, to fund the General Fund Operating Budget.

Section 2. The current year rolled back rate, computed pursuant to Section 200.065 F.S., is 2.6312 mills, which is $2.6312 per $1,000 of assessed property, within the City of Atlantic Beach.

Section 3. The City Commission hereby sets its 6:00 p.m. September 8 and September 22, 2025, meetings in the Commission Chamber of City Hall, 800 Seminole Road, Atlantic Beach, Florida 32233, as the dates, time and place for the first and second Public Hearings, respectively, to consider the proposed Fiscal Year 2025-26 millage rate and budget.

Section 4. The City Manager of the City of Atlantic Beach, Florida, is hereby authorized to execute and submit DR-420 Certification of Taxable Value, and DR-420MM-P Maximum Millage Levy Calculation Preliminary Disclosure to the Duval County Property Appraiser's Office.

Section 5. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. This Resolution shall become effective upon passage and adoption.

PASSED AND ADOPTED by the City Commission of the City of Atlantic Beach, this 14th day of July, 2025.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

FLORIDA

CERTIFICATION OF TAXABLE VALUE

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2025	County : Duval
Principal Authority : Town of Atlantic Beach	Taxing Authority : Town of Atlantic Beach - Operating

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	$ 3,123,596,945			(1)
2.	Current year taxable value of personal property for operating purposes	$ 48,548,345			(2)
3.	Current year taxable value of centrally assessed property for operating purposes	$ 0			(3)
4.	Current year gross taxable value for operating purposes *(Line 1 plus Line 2 plus Line 3)*	$ 3,172,145,290			(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	$ 26,842,290			(5)
6.	Current year adjusted taxable value *(Line 4 minus Line 5)*	$ 3,145,303,000			(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	$ 2,913,053,436			(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	☐ YES	☑ NO	Number 0	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, *Certification of Voted Debt Millage* forms attached. If none, enter 0	☐ YES	☑ NO	Number 0	(9)

SIGN HERE	**Property Appraiser Certification**	I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser: Electronically Certified by Property Appraiser	Date : 6/24/2025 3:50:00 PM

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy *(If prior year millage was adjusted then use adjusted millage from Form DR-422)*	2.8410 per $1,000	(10)
11.	Prior year ad valorem proceeds *(Line 7 multiplied by Line 10, divided by 1,000)*	$ 8,275,985	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value *(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)*	$ -0-	(12)
13.	Adjusted prior year ad valorem proceeds *(Line 11 minus Line 12)*	$ 8,275,985	(13)
14.	Dedicated increment value, if any *(Sum of either Line 6b or Line 7e for all DR-420TIF forms)*	$ -0-	(14)
15.	Adjusted current year taxable value *(Line 6 minus Line 14)*	$ 3,145,303,000	(15)
16.	Current year rolled-back rate *(Line 13 divided by Line 15, multiplied by 1,000)*	2.6312 per $1000	(16)
17.	Current year proposed operating millage rate	per $1000	(17)
18.	Total taxes to be levied at proposed millage rate *(Line 17 multiplied by Line 4, divided by 1,000)*	$	(18)

Continued on page 2

19.	TYPE of principal authority (check one)	☐ County	☐ Independent Special District	(19)
		☑ Municipality	☐ Water Management District	
20.	Applicable taxing authority (check one)	☑ Principal Authority	☐ Dependent Special District	(20)
		☐ MSTU	☐ Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	☐ Yes	☑ No	(21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs STOP **STOP HERE - SIGN AND SUBMIT**

22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. *(The sum of Line 13 from all DR-420 forms)*	$ 8,275,985	(22)
23.	Current year aggregate rolled-back rate *(Line 22 divided by Line 15, multiplied by 1,000)*	2.6312 per $1,000	(23)
24.	Current year aggregate rolled-back taxes *(Line 4 multiplied by Line 23, divided by 1,000)*	$ 8,346,549	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. *(The sum of Line 18 from all DR-420 forms)*	$ -0-	(25)
26.	Current year proposed aggregate millage rate *(Line 25 divided by Line 4, multiplied by 1,000)*	-0- per $1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate *(Line 26 divided by Line 23, minus 1, multiplied by 100)*	-100.00 %	(27)

First public budget hearing	Date :	Time :	Place :

SIGN HERE

Taxing Authority Certification	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
Signature of Chief Administrative Officer :		Date :
Title :	Contact Name and Contact Title :	
Mailing Address :	Physical Address :	
City, State, Zip :	Phone Number :	Fax Number :

Instructions on page 3

CERTIFICATION OF TAXABLE VALUE
INSTRUCTIONS

"Principal Authority" is a county, municipality, or independent special district (including water management districts).

"Taxing Authority" is the entity levying the millage. This includes the principal authority, any special district dependent to the principal authority, any county municipal service taxing unit (MSTU), and water management district basins.

Each taxing authority must submit to their property appraiser a DR-420 and the following forms, as applicable:

- DR-420TIF, Tax Increment Adjustment Worksheet
- DR-420DEBT, Certification of Voted Debt Millage
- DR-420MM-P, Maximum Millage Levy Calculation - Preliminary Disclosure

Section I: Property Appraiser

Use this DR-420 form for all taxing authorities except school districts. Complete Section I, Lines 1 through 9, for each county, municipality, independent special district, dependent special district, MSTU, and multicounty taxing authority. Enter only taxable values that apply to the taxing authority indicated. Use a separate form for the principal authority and each dependent district, MSTU and water management district basin.

Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387 (2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check "Yes" if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s.12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check "Yes" if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and the accompanying forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. "Dependent special district" (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district's governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

"Independent special district" (ss. 200.001(8)(e) and 189.403 (3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

"Non-voted millage" is any millage not defined as a "voted millage" in s. 200.001(8)(f), F.S.

Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

Line 24

Include only those levies derived from millage rates.

All TRIM forms for taxing authorities are available on our website at
http://floridarevenue.com/property/Pages/TRIM.aspx

FLORIDA Department of Revenue

MAXIMUM MILLAGE LEVY CALCULATION
PRELIMINARY DISCLOSURE
For municipal governments, counties, and special districts

DR-420MM-P
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2025	County : Duval
Principal Authority : Town of Atlantic Beach	Taxing Authority : Town of Atlantic Beach - Operating

1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	☐ Yes	☑ No	(1)

IF YES, STOP *STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.*

2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	2.6312 per $1,000	(2)
3.	Prior year maximum millage rate with a majority vote from *2023* Form DR-420MM, Line 13	2.8392 per $1,000	(3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	2.8410 per $1,000	(4)

If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.

Adjust rolled-back rate based on prior year majority-vote maximum millage rate

5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	$	(5)
6.	Prior year maximum ad valorem proceeds with majority vote *(Line 3 multiplied by Line 5 divided by 1,000)*	$	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	$	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote *(Line 6 minus Line 7)*	$	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	$	(9)
10.	Adjusted current year rolled-back rate *(Line 8 divided by Line 9, multiplied by 1,000)*	per $1,000	(10)

Calculate maximum millage levy

11.	Rolled-back rate to be used for maximum millage levy calculation *(Enter Line 10 if adjusted or else enter Line 2)*	2.6312 per $1,000	(11)
12.	Adjustment for change in per capita Florida personal income *(See Line 12 Instructions)*	1.0451	(12)
13.	Majority vote maximum millage rate allowed *(Line 11 multiplied by Line 12)*	2.7499 per $1,000	(13)
14.	Two-thirds vote maximum millage rate allowed *(Multiply Line 13 by 1.10)*	3.0249 per $1,000	(14)
15.	Current year adopted millage rate	per $1,000	(15)
16.	**Minimum vote required to levy adopted millage:** (Check one)		(16)

☐ a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. ***Enter Line 13 on Line 17.***

☐ b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to adopted rate. ***Enter Line 15 on Line 17.***

☐ c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the adopted rate. ***Enter Line 15 on Line 17.***

☐ d. Referendum: The maximum millage rate is equal to the adopted rate. ***Enter Line 15 on Line 17.***

17.	The selection on Line 16 allows a maximum millage rate of *(Enter rate indicated by choice on Line 16).*	per $1,000	(17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	$ 3,172,145,290	(18)

Continued on page 2

Taxing Authority : Town of Atlantic Beach - Operating			DR-420MM-P R. 5/12 Page 2
19.	Current year adopted taxes *(Line 15 multiplied by Line 18, divided by 1,000).*	$	(19)
20.	Total taxes levied at the maximum millage rate *(Line 17 multiplied by Line 18, divided by 1,000).*	$	(20)
	DEPENDENT SPECIAL DISTRICTS AND MSTUs STOP ***STOP HERE. SIGN AND SUBMIT.***		
21.	Enter the current year adopted taxes of all dependent special districts & MSTUs levying a millage . *(The sum of all Lines 19 from each district's Form DR-420MM-P)*	$ 0	(21)
22.	Total current year adopted taxes *(Line 19 plus Line 21).*	$ 0	(22)
	Total Maximum Taxes		
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage *(The sum of all Lines 20 from each district's Form DR-420MM-P).*	$ 0	(23)
24.	Total taxes at maximum millage rate *(Line 20 plus Line 23).*	$ 0	(24)
	Total Maximum Versus Total Taxes Levied		
25.	Are total current year adopted taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	☑ YES ☐ NO	(25)

SIGN HERE			
	Taxing Authority Certification	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :	Date :	
	Title :	Contact Name and Contact Title :	
	Mailing Address :	Physical Address :	
	City, State, Zip :	Phone Number :	Fax Number :

Complete and submit this form to the Department of Revenue with the completed DR-487, Certification of Compliance, within 30 days of the final hearing.

Instructions on page 3

MAXIMUM MILLAGE LEVY CALCULATION
PRELIMINARY DISCLOSURE
INSTRUCTIONS

General Instructions

Each of the following taxing authorities must complete a DR-420MM-P.

- County
- Municipality
- Special district dependent to a county or municipality
- County MSTU
- Independent special district, including water management districts
- Water management district basin

Voting requirements for millages adopted by a two-thirds or a unanimous vote are based on the full membership of the governing body, not on the number of members present at the time of the vote.

This form calculates the maximum tax levy for 2024 allowed under s. 200.065(5), F.S. Counties and municipalities, including dependent special districts and MSTUs, which adopt a tax levy at the final hearing higher than allowed under s. 200.065, F.S., may be subject to the loss of their half-cent sales tax distribution.

DR-420MM-P shows the preliminary maximum millages and taxes levied based on your proposed adoption vote. Each taxing authority must complete, sign, and submit this form to their property appraiser with their completed DR-420, Certification of Taxable Value.

The vote at the final hearing and the resulting maximum may change. After the final hearing, each taxing authority will file a final Form DR-420MM, Maximum Millage Levy Calculation Final Disclosure, with Form DR-487, Certification of Compliance, with the Department of Revenue.

Specific tax year references in this form are updated each year by the Department.

Line Instructions

Lines 5-10

Only taxing authorities that levied a 2023 millage rate less than their maximum majority vote rate must complete these lines. The adjusted rolled-back rate on Line 10 is the rate that would have been levied if the maximum vote rate for 2022 had been adopted. If these lines are completed, enter the adjusted rate on Line 11.

Line 12

This line is entered by the Department of Revenue. The same adjustment factor is used statewide by all taxing authorities. It is based on the change in per capita Florida personal income (s. 200.001(8)(i), F.S.), which Florida Law requires the Office of Economic and Demographic Research to report each year.

Lines 13 and 14

Millage rates are the maximum that could be levied with a majority or two-thirds vote of the full membership of the governing body. With a unanimous vote of the full membership (three-fourths vote of the full membership if the governing body has nine or more members) or a referendum, the maximum millage rate that can be levied is the taxing authority's statutory or constitutional cap.

Line 16

Check the box for the minimum vote necessary at the final hearing to levy your adopted millage rate.

Line 17

Enter the millage rate indicated by the box checked in Line 16. If the proposed millage rate is equal to or less than the majority vote maximum millage rate, enter the majority vote maximum. If a two-thirds vote, a unanimous vote, or a referendum is required, enter the proposed millage rate. For a millage requiring more than a majority vote, the proposed millage rate must be entered on Line 17, rather than the maximum rate, so that the comparisons on Lines 21 through 25 are accurate.

All TRIM forms for taxing authorities are available on our website at
http://floridarevenue.com/property/Pages/Forms.aspx

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: **RESOLUTION NO. 25-63**

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA APPROVING AN AMENDMENT TO INTERLOCAL AGREEMENT WITH THE CITY OF JACKSONVILLE WHICH PROVIDES FUNDING FOR THE CONSTRUCTION AND REMODELING OF THE ATLANTIC BEACH LIFEGUARD STATION; AUTHORIZING THE MAYOR AND THE CITY MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE

SUBMITTED BY: Brittany Percell, Director of Finance BP

TODAY'S DATE: July 9, 2025

MEETING DATE: July 14, 2025

BACKGROUND: The agreement between the City of Jacksonville has been amended providing the City of Atlantic Beach with additional funds in the amount of $152,362, pursuant to City of Jacksonville Ordinance 2025-98-E, to an amount not exceeding $714,862 for the construction and remodeling of the Atlantic Beach Lifeguard Station located at 1 Ahern Street.

Staff recommend that the Commission grants authorization for the Mayor and City Manager execute the Interlocal Agreement from the City of Jacksonville.

RECOMMENDATION: Approve Resolution No. 25-63

ATTACHMENT(S): Resolution No. 25-63
Amended Interlocal Agreement

REVIEWED BY CITY MANAGER: WBK

RESOLUTION NO. 25-63

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA APPROVING AN AMENDMENT TO INTERLOCAL AGREEMENT WITH THE CITY OF JACKSONVILLE WHICH PROVIDES FUNDING FOR THE CONSTRUCTION AND REMODELING OF THE ATLANTIC BEACH LIFEGUARD STATION; AUTHORIZING THE MAYOR AND THE CITY MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Atlantic Beach Lifeguard Station located at 1 Ahern Street was in need of construction and remodeling; and

WHEREAS, on June 15, 2022 the City of Atlantic Beach and City of Jacksonville entered into an agreement for the project; and

WHEREAS, the City of Jacksonville agreed to provide City of Atlantic Beach funding in the amount of $562,500; and

WHEREAS, the Agreement should be amended by providing City of Atlantic Beach additional funds in the amount of $152,362 pursuant to City of Jacksonville Ordinance 2025-98-E, thereby increasing the funding amount by $152,362 to an amount not exceeding $714,862, with all other provisions, terms, and conditions of the said Agreement remaining unchanged.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Atlantic Beach, Florida, that

1. The City Commission authorizes the Mayor and the City Manager to execute the amendment to the interlocal agreement with the City of Jacksonville.

2. This resolution shall take effect immediately upon its passage and adoption by the City Commission of the City of Atlantic Beach, Florida.

ADOPTED by the City Commission of the City of Atlantic Beach, Florida on the 14th day of July 2025.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

FIRST AMENDMENT TO INTERLOCAL AGREEMENT
BETWEEN
CITY OF JACKSONVILLE, FLORIDA
AND
CITY OF ATLANTIC BEACH, FLORIDA
FOR
CONSTRUCTION AND REMODELING
OF
ATLANTIC BEACH LIFEGUARD STATION

THIS FIRST AMENDMENT to Interlocal Agreement for construction and remodeling of the Atlantic Beach Lifeguard Station (hereinafter the "Project") is made and entered into this ____ day of_____, 2025, by and between **CITY OF JACKSONVILLE, FLORIDA**, a consolidated municipal corporation and political subdivision existing under the Constitution and laws of the State of Florida (hereinafter "Jacksonville"), and **CITY OF ATLANTIC BEACH, FLORIDA**, a municipal corporation within the General Services District (hereinafter "Atlantic Beach").

RECITALS:

WHEREAS, on June 15, 2022, Jacksonville and Atlantic Beach made and entered into City of Jacksonville Contract No. 71536-22 (hereinafter the "Agreement") for the Project; and

WHEREAS, said Agreement has not been amended previously; and

WHEREAS, said Agreement should be amended by providing to Atlantic Beach additional funds in the amount of $152,362.00 pursuant to Ordinance 2025-98-E, thereby increasing the maximum indebtedness by $152,362.00 to an amount not to exceed $714,862.00, with all other provisions, terms, and conditions of said Agreement remaining unchanged; now therefore

IN CONSIDERATION of the mutual promises and covenants herein contained and of other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree to amend said Agreement as follows:

1. The above-stated recitals are accurate, true, and correct and are incorporated herein and are made a part hereof by this reference.

2. Section 2 of said Agreement is amended by providing additional funds in the amount of $152,362.00 pursuant to Ordinance 2025-98-E, thereby increasing the maximum indebtedness by $152,362.00 to an amount not to exceed $714,862.00, and as amended shall read as follows:

> "2. Jacksonville shall provide funding for the construction and remodeling of the Atlantic Beach Lifeguard Station at 1 Ahern Street in Atlantic Beach in an amount not to exceed $714,862.00. This Agreement shall not increase the financial liability of Jacksonville beyond the funds appropriated in Ordinance 2021-504-E."

3. Section 7 of said Agreement is amended by providing additional funds in the amount of $152,362.00 pursuant to Ordinance 2025-98-E, thereby increasing the maximum indebtedness by $152,362.00 to an amount not to exceed $714,862.00, and as amended shall read as follows:

"7. The maximum indebtedness of Jacksonville for all services to be performed on the Project pursuant to this Agreement shall not exceed the sum of SEVEN HUNDRED FOURTEEN THOUSAND EIGHT HUNDRED SIXTY-TWO AND 00/100 DOLLARS ($714,862.00)."

SAVE AND EXCEPT as expressly amended in and by this instrument, the provisions, terms, and conditions of said Agreement shall remain unchanged and shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this First Amendment on the day and year first above written.

ATTEST:

By:_____
James R. McCain, Jr.
Corporation Secretary

CITY OF JACKSONVILLE

By:_____
Donna Deegan
Mayor

Form Approved:

_____
Office of General Counsel

ATTEST:

By:_____
Donna L. Bartle, City Clerk
800 Seminole Road
Atlantic Beach, FL 32233

CITY OF ATLANTIC BEACH

By:_____
Curtis Ford, Mayor
800 Seminole Road
Atlantic Beach, FL 32233

By:_____
William B. Killingsworth, City Manager
800 Seminole Road
Atlantic Beach, Florida 32233

Encumbrance and funding information for internal City use:

1Cloud Account for Certification of Funds	Amount
00111.153001.549532.00000000.00000.0000000	$152,362.00

MAXIMUM INDEBTEDNESS: $714,862.00

The above-stated amount is the maximum fixed monetary amount of the foregoing Contract. In accordance with Section 24.103(e), *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing Contract.

_____
Director of Finance
City Contract No. 71536-22, 1st Amendment

Introduced by Council Member Diamond and Co-Sponsored by Council Members Arias and Miller:

ORDINANCE 2025-98-E

AN ORDINANCE APPROPRIATING $152,362 FROM A GENERAL FUND OPERATING SPECIAL COUNCIL CONTINGENCY ACCOUNT TO THE ATLANTIC BCH LIFEGUARD - BCH CAPITAL OUTLAY - OTHER CONSTRUCTION COSTS ACCOUNT TO PROVIDE ADDITIONAL FUNDING FOR THE CONSTRUCTION AND REMODEL OF THE ATLANTIC BEACH LIFEGUARD STATION LOCATED AT 1 AHERN STREET IN ATLANTIC BEACH (THE "PROJECT"); PROVIDING FOR CARRYOVER OF FUNDS APPROPRIATED HEREIN IN ADDITION TO ANY REMAINING UNEXPENDED FUNDS ORIGINALLY APPROPRIATED BY ORDINANCE 2021-504-E FOR THE PROJECT TO FISCAL YEAR 2025-2026; APPROVING, AND AUTHORIZING THE MAYOR, OR HER DESIGNEE, AND THE CORPORATION SECRETARY TO EXECUTE AND DELIVER ON BEHALF OF THE CITY AN AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF JACKSONVILLE AND THE CITY OF ATLANTIC BEACH ORIGINALLY AUTHORIZED BY ORDINANCE 2021-504-E FOR THE PROJECT; PROVIDING FOR CONTINUED OVERSIGHT BY THE PUBLIC WORKS DEPARTMENT; PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED by the Council of the City of Jacksonville:

Section 1. Appropriation. For the 2024-2025 fiscal year, within the City's budget, there is hereby appropriated the indicated sum(s) from the account(s) listed in subsection (a) to the account(s)

listed in subsection (b):

(The account information is attached hereto as **Exhibit 1** and incorporated herein by this reference)

(a) Appropriated from:

See **Exhibit 1** $152,362

(b) Appropriated to:

See **Exhibit 1** $152,362

(c) Explanation of Appropriation:

The funding above is an appropriation of $152,362 from a General Fund Operating Special Council Contingency account to the Atlantic Bch Lifeguard - Bch Capital Outlay - Other Construction Costs account to provide funding for the construction and remodel of the Atlantic Beach Lifeguard Station located at 1 Ahern Street in Atlantic Beach.

Section 2. Purpose. The purpose of the appropriation in Section 1 is to provide additional funding from the City of Jacksonville to the City of Atlantic Beach for the construction and remodel of the Lifeguard Station located in Atlantic Beach (the "Project"). The City previously appropriated $562,500 for the Project and authorized execution of an agreement with the City of Atlantic Beach setting forth the terms and conditions for use of the City funds pursuant to Ordinance 2021-504-E. Subsequent to that initial appropriation, the City of Atlantic Beach determined the costs of the Project exceeded the original estimated amount, and has requested additional financial support from the City of Jacksonville to aid in completion of the Project.

Section 3. Carryover. The funds appropriated herein and any funds originally appropriated by Ordinance 2021-504-E for the Project and remaining unexpended shall not lapse but shall carryover to fiscal year 2025-2026.

Section 4. Approval and Authorization to Execute Amendment

to Agreement. The Mayor, or her designee, and the Corporation Secretary are hereby authorized to execute and deliver on behalf of the City an amendment to the agreement between the City of Jacksonville and the City of Atlantic Beach originally authorized by Ordinance 2021-504-E to increase the maximum indebtedness of said agreement by $152,362 and to extend the term of the agreement to September 30, 2026, and all other contracts and documents, including extensions, renewals and amendments to the agreement, and to otherwise take all action necessary to effectuate the intent of this Ordinance, subject to appropriate legal review and approval by the General Counsel, or his or her designee, and the City's Risk Management Division for appropriate insurance and indemnification requirements in accordance with Section 128.601, *Ordinance Code*.

Section 5. Oversight Department. The Public Works Department shall continue to oversee the project management of the agreement with the City of Atlantic Beach as described herein.

Section 6. Effective Date. This Ordinance shall become effective upon signature by the Mayor or upon becoming effective without the Mayor's signature.

Form Approved:

/s/ Mary E. Staffopoulos
Office of General Counsel
Legislation Prepared By: Mary E. Staffopoulos
GC-#1677319-v1-2025-98-E.docx

City of Jacksonville, Florida
Request for Budget Transfer Form

Public Works	13
Department or Area Responsible for Contract / Compliance / Oversight	Council District(s)

Reversion of Funds: (if applicable) 00111-195001-599100-000000-00000906
Fund / Center / Account / Project * / Activity / Interfund / Future

FY 2025/26
Fiscal Yr(s) of carry over (all-years funds do not require a carryover)

Section of Code Being Waived (if applicable): _____

CIP (yes or no): No

Justification for Waiver

Justification for / Description of Transfer:

Appropriates $152,362 from the Special Council Contingency for the 2024/25 Council Strategic Plan to the Atlantic Beach Lifeguard Station Capital Outlay account to assist Atlantic Beach in building a lifeguard station.

Net Amount Appropriated and/or Transferred: $152,362.00

* This element of the account string is titled project but it houses both projects and grants.

CITY COUNCIL

Requesting Council Member: CM Diamond — CM's District: CD 13

Requesting Council Member: _____ — CM's District: _____

Prepared By: _____ — Ordinance: _____

OFFICE OF THE MAYOR

☐ BUDGET ORDINANCE ☐ TRANSFER DIRECTIVE

TD / BT Number: _____

	Date Rec'd.	Date Fwd.	Approved	Disapproved
Department Head				
Mayor's Office				
Accounting Division				
Budget Division				

Date of Action By Mayor: _____ Approved: _____

Division Chief: _____ Date Initiated: _____

Prepared By: _____ Phone Number: _____

Initiated / Requested By (if other than Department): _____

Exhibit 1
Page 1 of 2

Budget Transfer Line Item Detail

* This element of the account string is titled project but it houses both projects and grants.

Budget Office approval does not confirm: 1) whether or not a grant requires a new 1Cloud grant number 2) the availability of prior-year revenue 3) the available fund balance in a non-all-years fund 4) the use of fund balance appropriations in all-years funds.

_____ Budget Officer Initials

TRANSFER FROM: (Revenue line items in this area are being appropriated and expense line items are being de-appropriated.)

Total: $152,362.00

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Account Title	Amount	Accounting Codes						
					Fund	Center	Account	Project *	Activity	Interfund	Future
Exp	General Fund Operating	Special Council Reserve-Activity	Contingency	$152,362.00	00111	195001	599100	000000	00000906	00000	0000000

TRANSFER TO: (Revenue line items in this area are being de-appropriated and expense line items are being appropriated.)

Total: $152,362.00

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Account Title	Amount	Accounting Codes						
					Fund	Center	Account	Project *	Activity	Interfund	Future
Exp	General Fund Operating	Atlantic Bch Lifeguard-Bch Capital Outlay	Other Construction Costs	$152,362.00	00111	194002	565050	000000	00001610	00000	0000000

Exhibit 1
Page 2 of 2

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: **Ordinance No. 90-25-254 (COMP25-0001) and Ordinance No. 90-25-255 (REZN25-0001) – SECOND READING.** *Request is for a Future Land Use Map (FLUM) amendment to change the future land use map designation of the western 70 feet of 310 Mayport Road (RE# 170736-0000) FROM Residential Low Medium (RM) TO Commercial (CM). Also, a request for a rezoning of the same portion of 310 Mayport Road (RE# 170736-0000) FROM Residential, General, Two-Family (RG) TO Commercial General (CG).*

SUBMITTED BY: Amanda Askew, Neighborhoods Department Director

TODAY'S DATE: July 1, 2025

MEETING DATE: July 14, 2025

BACKGROUND: The Commission considered this request on June 23rd and approved it on first reading. It is now being presented for second reading and final approval.

The applicant is requesting to amend the Future Land Use Map (FLUM) designation from **Residential Medium Density (RM) to Commercial General (CG)** and rezone from **Residential, General, Two-family (RG) to Commercial (CM)** for the westerly 70 feet of 310 Mayport Road. This property is located near the northwest corner of Mayport Road and Third Street.



The subject property is currently vacant and immediately adjacent to the existing mini-storage

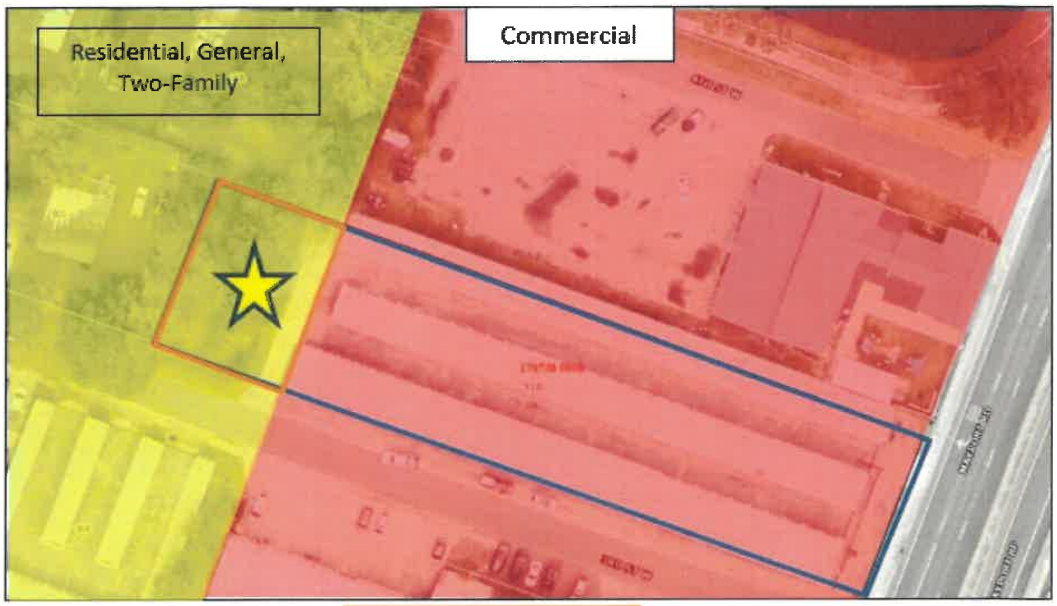
units at 310 Mayport Road.

CONSIDERATIONS

The building adjacent to the subject property is operated by Atlantic Self Storage and occupies a large portion to the eastern side of the property. The subject property requesting the FLUM and rezoning is a small, wooded area to the west of the buildings.

In 2023, the property owner received Commission approval to tear down and re-construct the existing mini-storage business with a 3-story, 78,351 gross square foot building. This would include access and on-site parking located on the western side of the property. To complete this project, the applicant is requesting Future Land Use map and zoning map amendments to include the vacant parcel into this project.

The majority of 310 Mayport Road is already zoned for commercial development. This request only applies to the western 70 feet of the property that has residential zoning and future land use designation as residential medium density.



Zoning Districts



The properties located to the north, west, and south of the subject property share the same Future Land Use Map (FLUM) designation—Residential Medium—as well as the same zoning district designation of Residential, General, Two-Family. However, the existing land uses differ. The properties to the north and west are developed for residential use, while the property to the south is currently developed as a mini-storage facility. This southern property is considered a legal non-conforming use under the current FLUM and zoning designations.

ANALYSIS OF COMPREHENSIVE PLAN

The following policies are applicable to the subject area from the comprehensive plan:



Policy A.1.5.6 Commercial and light industrial development shall be located and designed so as to minimize adverse effects on residential areas, traffic facilities and aesthetic character of the City. **Policy A.1.10.4** The City shall actively support the appropriate redevelopment and infill development of the Mayport Road corridor. Retail and service uses that sustain neighborhoods, and encourage a more aesthetically pleasing and pedestrian friendly environment shall be encouraged. New development along Mayport

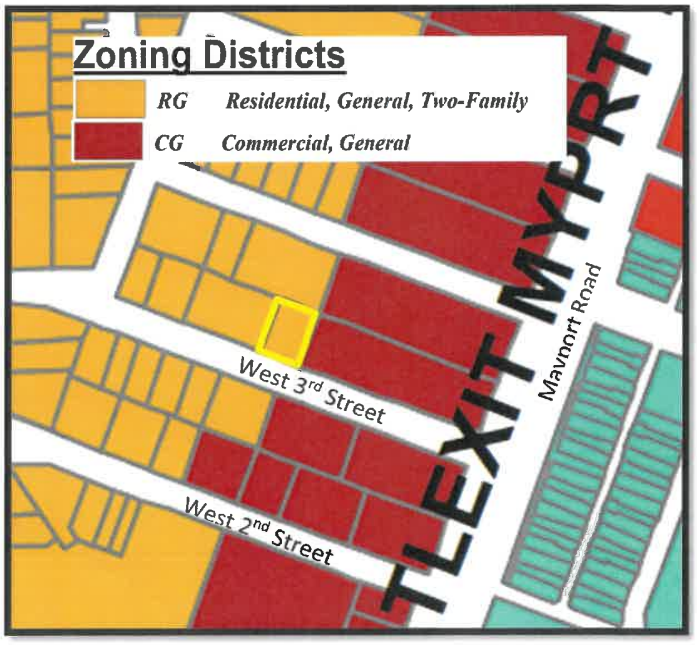
Road shall be in compliance with the Commercial Corridor Development Standards as set forth within the Land Development Regulations.

Policy A.1.10.5 Along the Mayport Road corridor, the continuation and proliferation of light industrial uses, automotive sales and repair businesses and other more intensive commercial business activities shall be discouraged in favor of those businesses and uses that provide neighborhood serving retail products and services that generate daily activity and interaction between residents of the surrounding neighborhoods such as banks, drugstores, restaurants, churches, child care centers, grocery stores and similar businesses and uses.

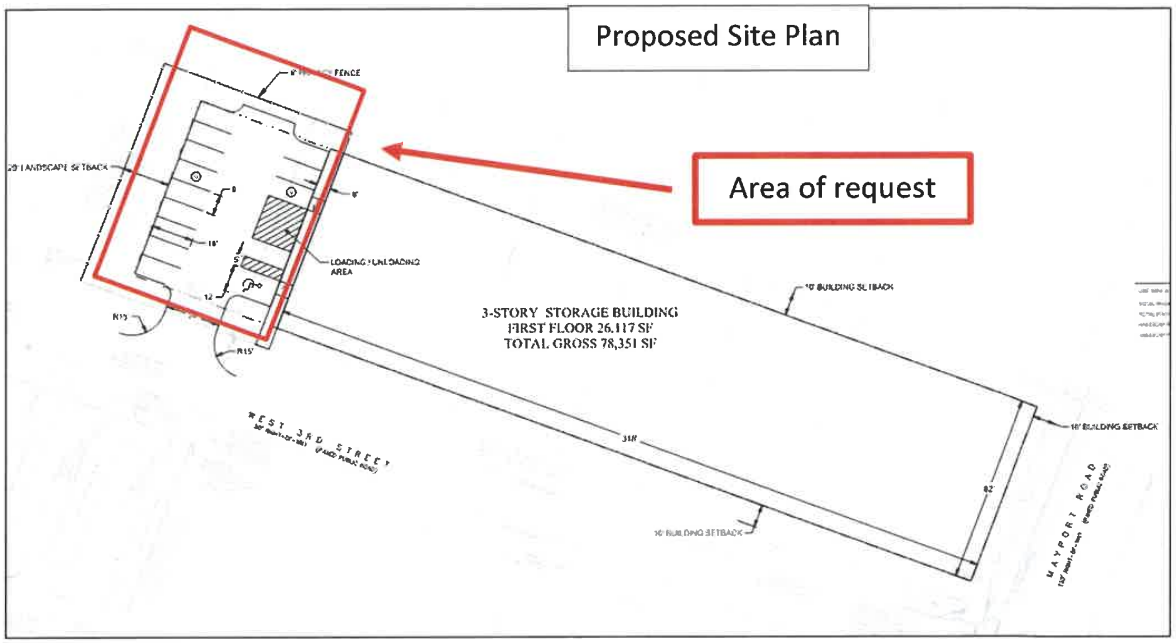
Policy A.1.11.1 (Appropriate Land Use Patterns) (b) Commercial – The Commercial land use category is intended to provide appropriate locations for neighborhood and community businesses providing services and retail sales for the City and the closely surrounding communities. Government, civic, religious, cultural and institutional uses, may also be located within this category. Permitted uses within the Commercial category, along with uses that may be allowed by special exception, shall be limited to the following and as more specifically described within the Land Development Regulations and when located within the respective Zoning District classifications, which are intended to provide a decreasing level of use intensity due to proximity to residential uses.

Policy A1.11.11 (f) Light Industrial – The Light Industrial category shall be limited to light manufacturing and production, storage, warehousing and distribution uses as further controlled by the Land Development Regulations. Light industrial uses may have outdoor storage and business related activity, but such uses shall not include processes that create negative effects to surrounding properties due to noise, heat, fumes, debris, chemicals or hazardous materials. – **Note, the request is not for Light Industrial FLUM/rezoning.**

General Commercial. These areas shall include those businesses that provide retail goods and services, which serve the routine and daily needs of residents, including banks and professional services, grocery and convenience stores, restaurants, accredited public and private schools and child care, but not including manufacturing, warehousing, storage or high intensity commercial activities of a regional nature, or uses that have the potential for negative impact to surrounding properties due to excessive noise, light or extremely late hours of operation. Residential uses, not exceeding the Medium Density category shall also be permitted, when in conjunction with, or adjacent to commercial development and redevelopment,



provided that such residential development shall not be permitted within the Coastal High Hazard Area.



Traffic: The property would be eligible to have vehicular access via Mayport Road or Third Street. However, the current proposed plan has access via Third Street.

REVIEW CRITIERA

In considering a FLUM amendment application **Policy A.1.3.1** from the Comprehensive plan states "Additional commercial or industrial development shall be permitted only on those lands that are zoned to permit such development as of the adoption date of this Plan amendment, or following adoption of an amendment to the Future Land Use Map (FLUM). In considering any such application for a FLUM amendment, the City shall find that each of the following conditions are demonstrated by the applicant seeking said amendment.

(a) There are adequate public facilities available to serve the proposed development.

(b) The proposed commercial or industrial development shall not have adverse impacts to surrounding neighborhoods, other properties, the natural environment, the aesthetic qualities of the City and shall not impair or degrade scenic natural views.

(c) There is a demonstrated deficiency of commercial or industrial lands within the City to serve the needs of residents of the City for such uses.

Policy A.1.13.4 from the comprehensive plan states that applications to amend the Comprehensive Plan shall be reviewed and evaluated based upon the following factors:

(a) Consistency with the Goals, Objectives and Policies of this Plan;

(b) Consistency with the State Comprehensive Plan and the Northeast Florida Strategic Regional Policy Plan;

(c) Consistency with other adopted policies and plans of the City, the County, the State or other agencies having regulatory authority over the City;

(d) The potential for adverse impacts to Environmentally Sensitive Areas, the natural environment or the aesthetic quality of the City,

(e) The potential to cause deficiencies in adopted levels of service or to adversely impact available water supplies, public facilities, infrastructure and services.

CHAPTER 24, SECTION 24-68 (Land Development Regulations) states that applications to amend the comprehensive Plan shall be reviewed and evaluated based upon the following factors:

(1) Consistency with the goals, objectives and policies of the comprehensive plan;
(2) Consistency with the state comprehensive plan and the northeast Florida strategic regional policy plan;
(3) Consistency with other adopted policies and plans of the city, the county, the state or other agencies having regulatory authority over the city;
(4) The potential for adverse impacts to environmentally sensitive lands, the natural environment or the aesthetic quality of the city;
(5) The potential to cause deficiencies in adopted levels of service or to adversely impact available water supplies, public facilities, infrastructure and services;
(6) Other professional planning principles, standards, information and more detailed plans and studies considered relevant; and
(7) Written comments, evidence and testimony of the public.

The Community Development Board (CDB) heard this agenda item at the May 20, 2025 regular meeting and voted 4-3 **not** to recommend approval of the FLUM and rezoning request based on the request not being consistent with the Comprehensive Plan. The CDB expressed concerns that the industrial uses would be close to residential properties and have adverse impacts to the surrounding neighborhood.

Commission approved the request on first read on June 23rd.

BUDGET: None

RECOMMENDATION: Commission review and vote on Ordinance No. 90-25-254 (COMP25-0001) and Ordinance No. 90-25-22 (REZN25-0001)

ATTACHMENT(S):
Ordinance No. 90-25-254
Ordinance No. 90-24-255
Application from applicant
Community Development Board Minutes

REVIEWED BY CITY MANAGER:

ORDINANCE NO. 90-25-254

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE 2045 COMPREHENSIVE PLAN TO CHANGE THE DESIGNATION OF THOSE LANDS DESCRIBED IN ATTACHED EXHIBIT A FROM RESIDENTIAL MEDIUM (RM) TO COMMERCIAL (CM); PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Atlantic Beach, Florida hereby finds that the change in Future Land Use Map designation enacted by this Ordinance shall provide for orderly growth; encourage the appropriate use of land; protect and conserve the value of property; prevent the overcrowding of land; promote, protect and improve the health, safety, comfort, good order, appearance, convenience, and general welfare of the public; and implement the goals and objectives of the Comprehensive Plan; and

WHEREAS, the lands subject to this change in Future Land Use Map designation were developed in the 1940s through the 1970s and included commercial uses prior to the City's adoption of the first Comprehensive Plan and associated Future Land Use Map; and

WHEREAS, the Community Development Board held a duly noticed public hearing on May 20, 2025, to consider this Ordinance, did not find to be consistent with the City's Comprehensive Plan and voted not to recommend that the City Commission approve this Ordinance; and

WHEREAS, the City Commission considered this Ordinance after proper public notice and comments from staff and the public.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Findings of Fact. The above recitals are hereby incorporated as Findings of Fact in support of this Ordinance, and the City Commission finds as follows:

a. This change in future land use map designation has been fully considered after public hearings with legal notice duly published as required by law and has met the procedural requirements as set forth in Sections 24-51, 24-62 and the Land Development Regulations.
b. The proposed Future Land Use Map amendment to Commercial (CM) is consistent the goals, policies and objectives of the City's adopted Comprehensive Plan.
c. All development within lands subject to this change in future land use map designation to Commercial (CM) and any future development shall be consistent with the zoning, subdivision, Land Development Regulations and other applicable provisions of the Atlantic Beach Code of Ordinances prior to issuance of local permits authorizing construction or site alteration.
d. The future land use map designation of Commercial (CM) is consistent and compatible

with the surrounding development and future land use map designation to allow commercial uses.

SECTION 2. Affected Properties. Pursuant to this change in Future Land Use Map designation procedure, the Future Land Use Map designation of those certain lands within the City of Atlantic Beach, as more particularly described in Exhibit A, attached hereto and made a part hereof, are hereby reclassified from Residential Medium (RM) to Commercial (CM).

SECTION 3. Future Land Use Map Revised. The Director of Planning and Community Development is hereby directed to revise the official Future Land Use Map of the City of Atlantic Beach to reflect the change in Future Land Use designation for those properties described in Exhibit A from Residential Medium (RM) to Commercial (CM) and to submit documentation to the Florida Department of Economic Opportunity as required by Section 163.3187, Florida Statutes.

SECTION 4. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 5. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 6. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first reading this 23rd day of June, 2025

PASSED by the City Commission on second and final reading this ___ day of ____ , 2025.

CITY OF ATLANTIC BEACH

Attest

_____
Curtis Ford, Mayor

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

Exhibit A

The lands subject to this Ordinance No. 90-25-254 changing their Future Land Use designation form Residential Medium (RM) to Commercial (CM) shall be those described below. All Book and Page information can be found in the current public records of Duval County, Florida.

Address	RE Number	Legal Description
310 Mayport Road	170736-0000	LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.

ORDINANCE NO. 90-25-255

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, REZONING THOSE LANDS DESCRIBED IN ATTACHED EXHIBIT A FROM RESIDENTIAL, GENERAL, TWO- FAMILY (RG), TO COMMERCIAL, GENERAL (CG); PROVIDING FINDINGS OF FACT; REQUIRING RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Atlantic Beach, Florida hereby finds that the change in zoning classification enacted by this Ordinance shall provide for orderly growth; encourage the appropriate use of land; protect and conserve the value of property; prevent the overcrowding of land; promote, protect and improve the health, safety, comfort, good order, appearance, convenience, and general welfare of the public; and implement the goals and objectives of the Comprehensive Plan; and

WHEREAS, the lands subject to this change in zoning classification were largely developed in 1975 prior to significant changes to the Land Development Regulations and the Official Zoning Map; and

WHEREAS, the Community Development Board held a duly noticed public hearing on May 20, 2025, to consider this rezoning request and did not find it to be consistent with the City's Comprehensive Plan and voted not to recommend that the City Commission approve this rezoning request; and

WHEREAS, the City Commission considered this Ordinance after proper public notice and comments from staff and the public.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Findings of Fact. The above recitals are hereby incorporated as Findings of Fact in support of this Ordinance, and the City Commission finds as follows:

a. This change in zoning district classification has been fully considered after public hearings with legal notice duly published as required by law and has met the procedural requirements as set forth in Sections 24-51, 24-62 and the Land Development Regulations.
b. The proposed rezoning to Commercial, General (CG) is consistent with the proposed Future Land Use Map Commercial (CM) designation and the goals, policies and objectives of the City's adopted Comprehensive Plan.
c. All development within lands subject to this rezoning to Commercial, General (CG) and any future development shall be consistent with the zoning, subdivision, Land Development Regulations and other applicable provisions of the Atlantic Beach Code of Ordinances prior to issuance of local permits authorizing construction or site alteration.

d. The zoning district classification of Commercial, General (CG) is consistent and compatible with the surrounding development and zoning districts in that the adjoining properties.

SECTION 2. Affected Properties. Pursuant to this change in zoning district designation procedure, the zoning district classification of those certain lands within the City of Atlantic Beach, as more particularly described in Exhibit A, attached hereto and made a part hereof, are hereby reclassified as Commercial, General (CG) from Residential, General, Two-Family (RG). This reclassification does not grant authority for any specific uses on said lands. Any proposed use on said lands shall be reviewed and approved in accordance with the provisions of Chapter 24, Land Development Regulations.

SECTION 3. Zoning Map Revised. The Neighborhood Department Director is hereby directed to revise the official Zoning Map of the City of Atlantic Beach to reflect the change in zoning classification for those properties described in Exhibit A from Residential, Single-Family (RS-2), to Commercial, General (CG).

SECTION 4. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or anyof its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 5. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 6. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first reading this 23rd day of June, 2025.

PASSED by the City Commission on second and final reading this_____day of _____, 2025.

CITY OF ATLANTIC BEACH

_____
Curtis Ford, Mayor

Attest:

_____
Donna Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Garbiel, City Attorney

Exhibit A

The lands subject to this Ordinance No. 90-25-255 changing their zoning district designation from Residential, General, Two-Family (RG) to Commercial, General (CG) shall be those described on the attached survey.

Address	RE Number	Legal Description
310 Mayport Road	170736-0000	LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.

REZONING APPLICATION

City of Atlantic Beach
Community Development Department
800 Seminole Road Atlantic Beach, FL 32233
(P) 904-247-5800

FOR INTERNAL OFFICE USE ONLY
PERMIT# REZN25-0001

☐ $1,000.00 Text Amendment *(plus advertising costs)*

☐ $1,000.00 Zoning Map Amendment *(plus advertising costs)*

**Please submit form in person or to buildng-dept@coab.us

APPLICANT INFORMATION

NAME Randall Whitfield (Owner's Authorization Attached). EMAIL randalljax@yahoo.com/mtraynor@orrcook.com

ADDRESS c/o J. Michael Traynor, ORR|COOK 818 A1A N. Ste 302 PHONE # 904-358-8300

CITY Ponte Vedra Beach STATE Fl ZIP CODE 32082 CELL # 904-607-7070/904-825-8560

SITE INFORMATION

ADDRESS 310 Mayport Road (Only Parcel 3 on Deed and Survey of Lot Attached).

SUBDIVISION Section H BLOCK 79 LOT 1&20'Lot2

RE# 170736-0000 (Only Back Section) LOT/PARCEL SIZE .22Acres ZONING CODE RG

COMPREHENSIVE PLAN FUTURE LAND USE DESIGNATION RM

REQUESTED PROVISIONS FROM WHICH WAIVER IS SOUGHT A REQUEST FOR REZONING THE RESIDENTIAL (RG) PART OF THIS 310 MAYPORT ROAD PARCEL # 170736-0000 TO COMMERCIAL GENERAL TO ALLOW FOR A PARKING AREA BEHIND THE PLANNED BUILDING. (SEE STATEMENT AND PHOTOS OF CURRENT SITE CONFIGURATION AND DESIGNS OF PLANNED SITE DEVELOPMENT.

PROVIDE ALL OF THE FOLLOWING INFORMATION:

1. The names and addresses of all owners of the subject property.
2. The existing and proposed zoning district of the subject property. (Requested Action)
3. A statement of special reasons and justification to support the rezoning as requested.
4. The signature of each owner of the lands sought to be rezoned.

"In lieu of signed, sworn and notarized signatures of the property owner, agent and/or contractor, and under penalties of perjury, I declare that I have read and examined the foregoing application and that the facts stated in it are true and correct."

Randall Whitfield — SIGNATURE OF APPLICANT

Randall Whitfield — PRINT OR TYPE NAME OF APPLICANT

4/11/25 — DATE

REZONING APPLICATION 01.29.2025

OWNER'S STATEMENT

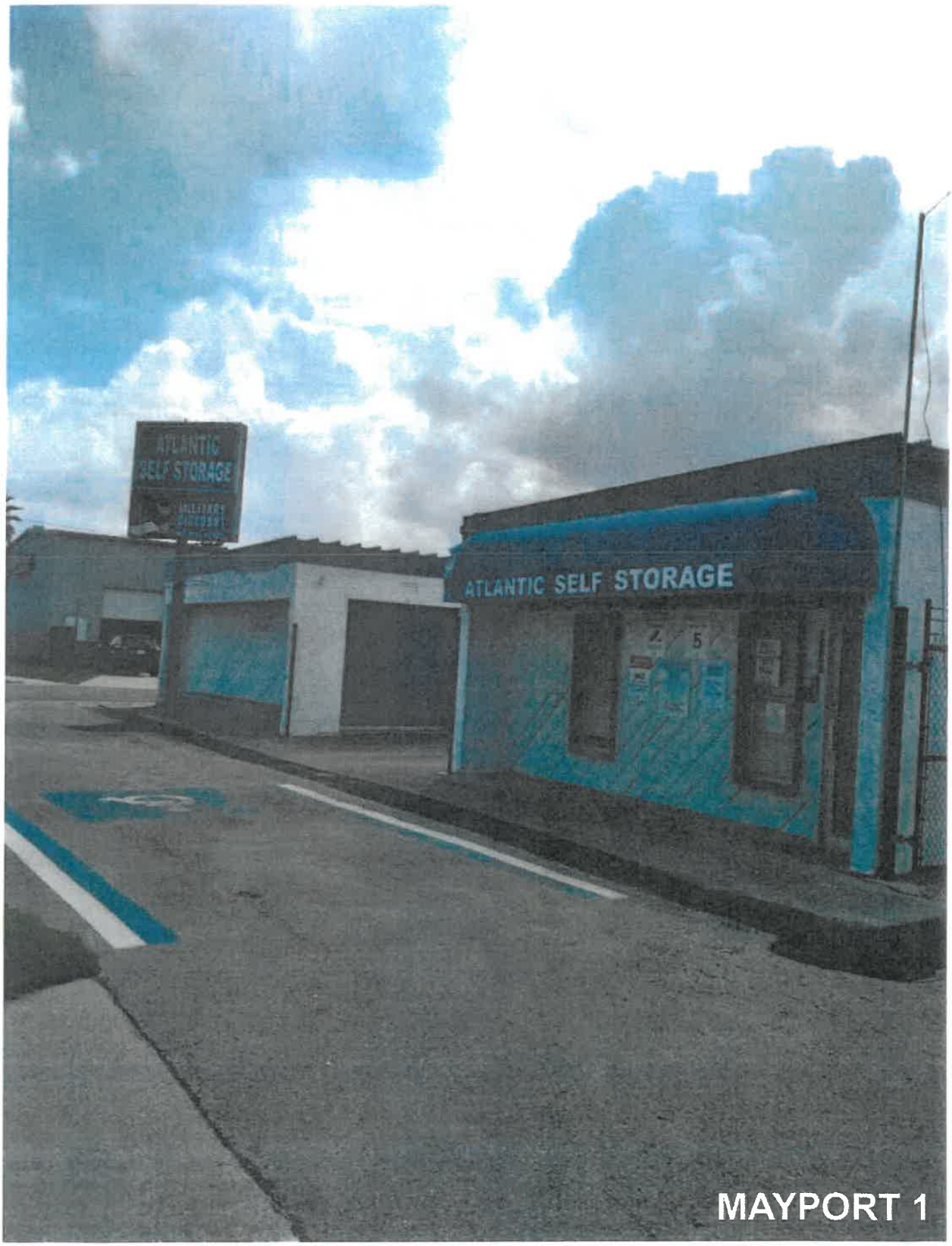
This is a request for both a Rezoning of that part of the 310 Mayport Road parcel # 170736-0000 that has a current Residential General (RG) classification Commercial (CG) and at the same time for a Future Land Use Map (FLUM) Amendment to change the current FLUM designation of the Residential Medium Density (RM) for that part of this 310 Mayport Road parcel # 170736-0000 to Commercial.

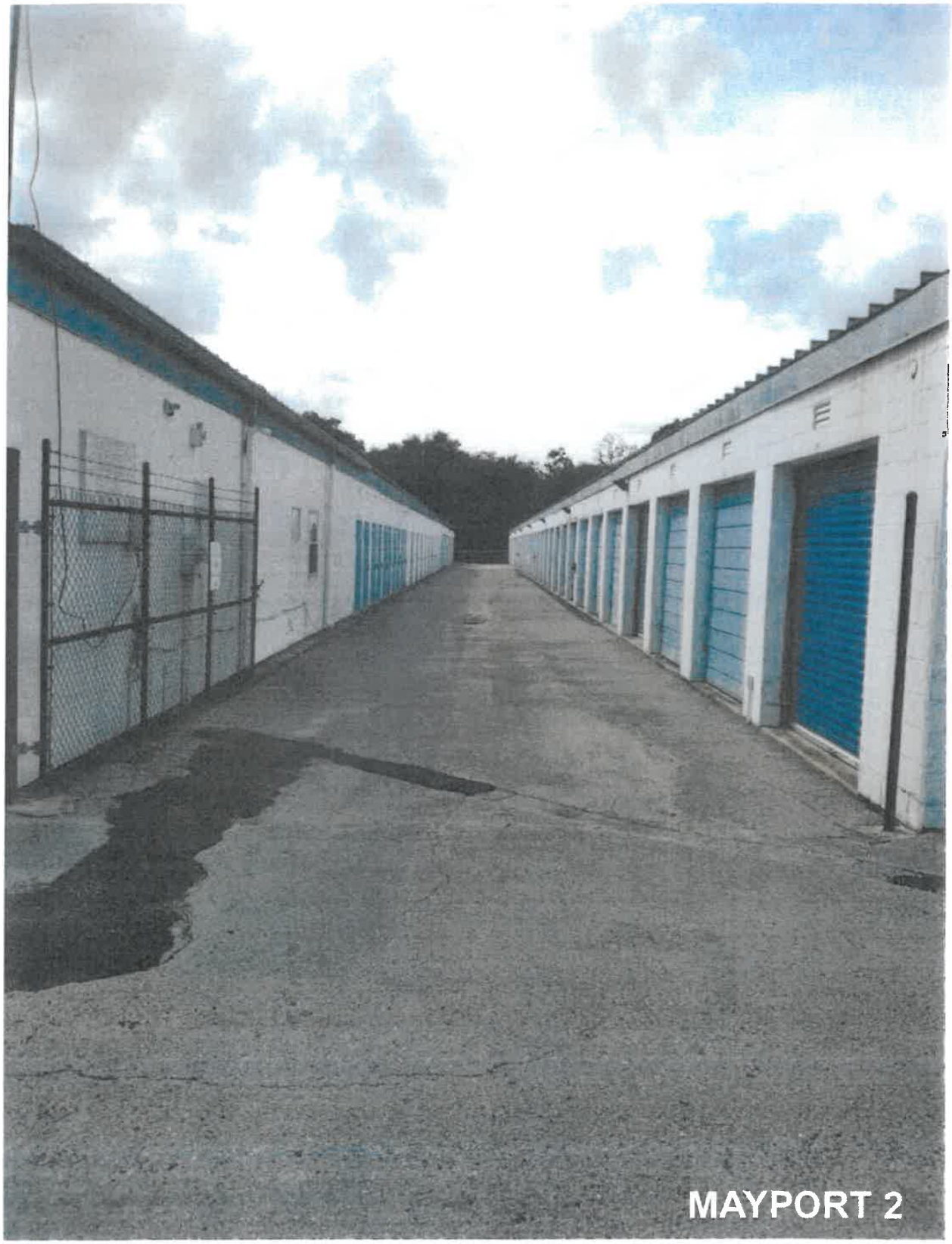
Only a small section of this 310 Mayport Road parcel is zoned RG while the majority is already zoned CG. Likewise, only a small part of this 310 Mayport Road parcel is designated on the FLUM as RM. The majority of the parcel is already designated CM.

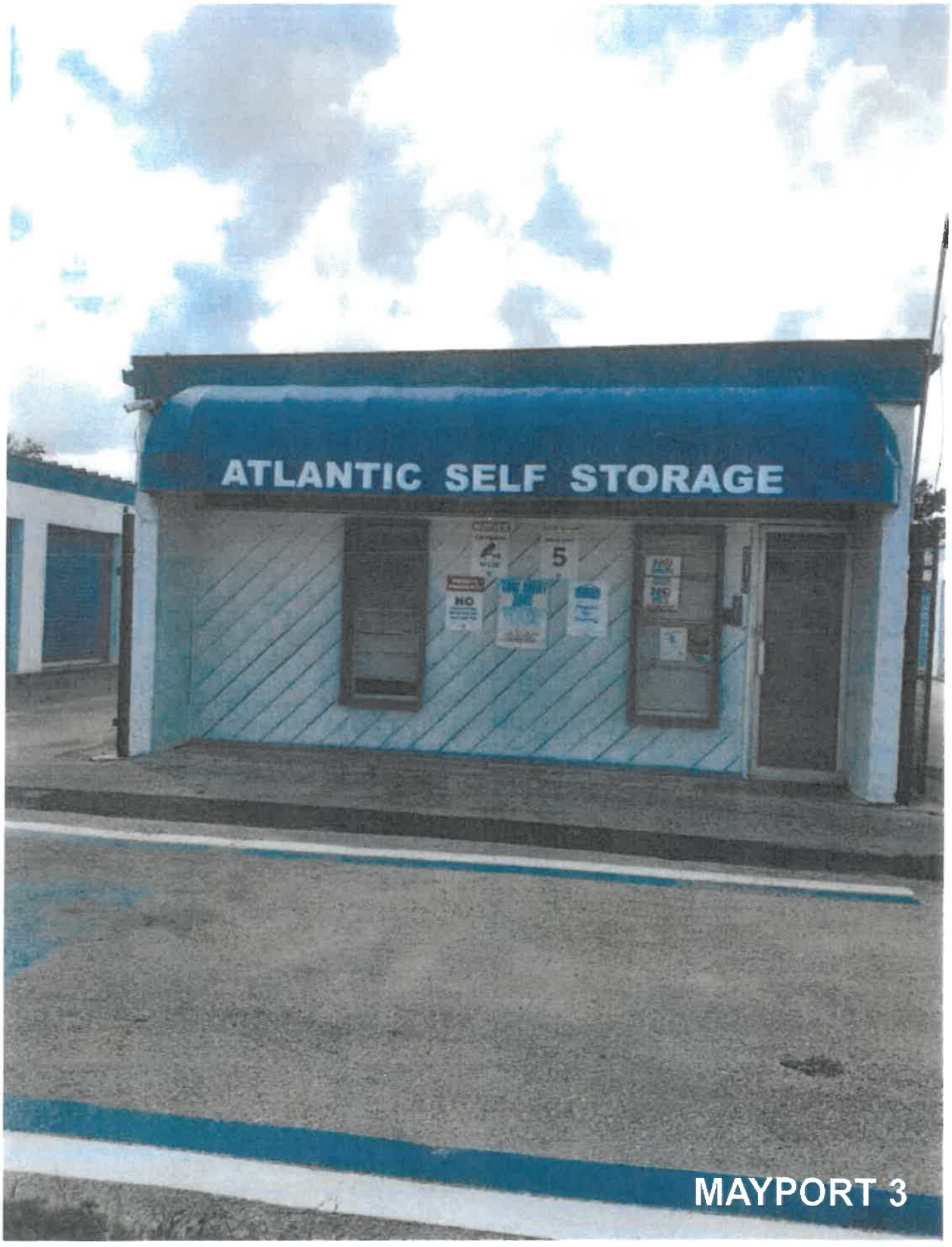
In coordination with the modernization of this property, the owner would like this remaining part of the parcel to have the same FLUM designation and same Zoning classification as the rest. In doing so, this section would provide a limited parking area for the building's customers. By converting this currently vacant space to limited parking, the owner will be able to remove current direct access from Mayport Road and eliminate all current entrances along the entire south side of the property on 3 RD Street West.

In the new design, the entire front along Mayport Road and the entire south side of the building along 3rd Street West will be landscaped. Additionally, entrance to the building will be limited to a single area on 3rd Street West at the rear of the new building. This site configuration will result in a safer and more attractive entrance to the property than currently exists.

Photos of the property showing its current building configuration with its front and side access are included as photos labeled Mayport 1 through 6. Conceptual design images of the planned property development are attached and labeled as Conceptual Designs 1 through 5. These show the intended landscaped areas along the Mayport Road and 3 Rd Street West sides of the building as well as the landscaped and buffered parking area in the rear of the building. This limited parking area is the only intended use for that part of the parcel for which Flum redesignation and Rezoning classification is being requested.


ATLANTIC
SELF STORAGE
ATLANTIC SELF STORAGE
MAYPORT 1


MAYPORT 2


ATLANTIC SELF STORAGE
5
MAYPORT 3


MAYPORT 4


MAYPORT 5


MAYPORT 6



CONCEPTUAL | AERIAL VIEW FROM SOUTHEAST

ASH PROPERTIES

CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025

1



CONCEPTUAL | SOUTHEAST CORNER

ASH PROPERTIES

CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025

(2)



CONCEPTUAL | SOUTHEAST CORNER

ASH PROPERTIES

CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025

(3)



CONCEPTUAL | WEST ELEVATION OFFICE + LOADING

ASH PROPERTIES

CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025

4



CONCEPTUAL | AERIAL VIEW FROM SOUTHWEST

ASH PROPERTIES

CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025

(5)

Doc # 2008018285, OR BK 14356 Page 1174, Number Pages: 3, Filed & Recorded 01/24/2008 at 09:14 AM, JIM FULLER CLERK CIRCUIT COURT DUVAL COUNTY RECORDING $27.00 DEED DOC ST $0.70

Prepared by and Return to:
Michael N. Schneider, Esq
Ansbacher & Schneider, P.A.
5150 Belfort Road South, Building 100
Jacksonville, FL 32256

SPECIAL WARRANTY DEED

1. **IDENTIFICATION OF GRANTOR**

Grantor's name and address is: Mike Ashourian and
Elaine Ashourian, his wife
7880 Gate Parkway, Suite 300
Jacksonville, Florida 32256

The word "I" or "me" as hereafter used means the Grantor.

2. **IDENTIFICATION OF GRANTEE**

Grantee's name and address is: Beaches 310, L.L.C.
a Florida limited liability company,
7880 Gate Parkway, Suite 300
Jacksonville, Florida 32256

Grantee's tax identification number is: _____

The word "you" as hereafter used means the Grantee.

3. **MEANINGS OF TERMS**

The terms "I," "me," or "you" shall be non-gender specific ((i) masculine, (ii) feminine, or (iii) neuter, such as corporations, partnerships or trusts), singular or plural, as the context permits or requires, and include heirs, personal representatives, successors or assigns where applicable and permitted.

4. **DESCRIPTION OF REAL PROPERTY CONVEYED**

Property hereby conveyed (the "Real Property") is legally described in Exhibit A attached hereto, together with all tenements (property capable of being held with unconditional power of disposition), hereditaments (inheritable interest in property), easements (right to use land of another) and appurtenances (right used with land for its benefit) belonging to or benefiting such property.

The Real Property is a portion of the property identified by the Property Appraiser's Parcel Identification Number 170736 0000.

5. CONSIDERATION

Good and valuable consideration plus the sum of Ten Dollars ($10.00) received by me from you.

6. CONVEYANCE OF REAL PROPERTY

For the consideration described in Paragraph 5, I have granted, bargained and sold to you the Real Property to have and to hold in fee simple (estate in property unlimited as to duration, disposition and descendability) forever.

7. SPECIAL WARRANTY

I do hereby warrant title to the Real Property and will defend the same against the lawful claims of all persons claiming by, through or under me, except for covenants, reservations, restrictions and easements of record, if any, and taxes subsequent to December 31, 2007.

8. EXECUTION

I have executed this instrument effective the 1st day of January, 2008.

Signed, sealed and delivered
in the presence of:

Witness Signature

Michael N. Schneider
Witness Printed Name

Janice M. Beck
Witness Signature

Janice M. Beck
Witness Printed Name

Mike Ashourian (Seal)

Elaine Ashourian (Seal)
Elaine Ashourian

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 21st day of January, 2008, by Mike Ashourian and Elaine Ashourian, his wife, who are personally known to me.

Janice M. Beck
Notary Public - State of Florida

JANICE M. BECK
MY COMMISSION # DD 724210
EXPIRES: November 16, 2011
Bonded Thru Notary Public Underwriters

EXHIBIT A

PARCEL 1: LOTS 1,2,3,4,5,6 AND 7, BLOCK 28, SECTION "H", ATLANTIC BEACH, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN ROAD RIGHT OF WAY.

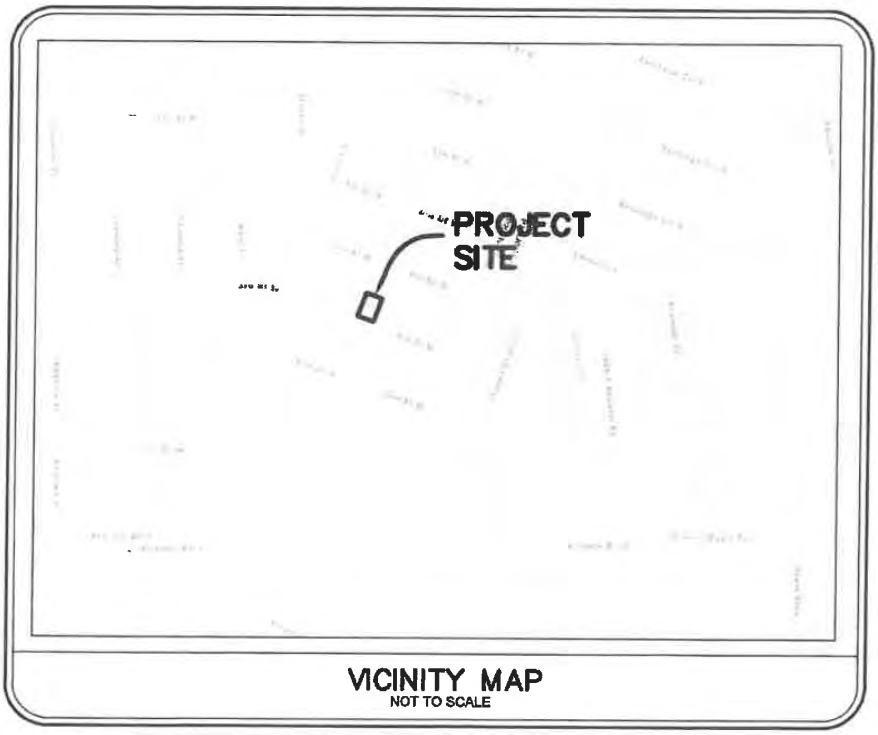
PARCEL 2: LOTS 1 AND 2, BLOCK 80, SECTION "H", ATLANTIC BEACH, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN ROAD RIGHT OF WAY.

PARCEL 3: LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN ROAD RIGHT OF WAY.

10.50

MAP OF

LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.



VICINITY MAP
NOT TO SCALE

CERTIFIED TO:
ASH PROPERTIES, INC.

JASON D. BOATWRIGHT License Number 7292 STATE OF FLORIDA Professional Surveyor and Mapper

GENERAL NOTES
1. THIS IS A MAP ONLY, NOT A BOUNDARY SURVEY.
2. BEARING ARE BASED ON THE NORTHERLY RIGHT-OF-WAY LINE OF WEST 3rd STREET, BEING NORTH 69°48'00" WEST, AS PER PLAT.
3. SEE SHEET 2 OF 2 FOR MAP TO ACCOMPANY DESCRIPTION.

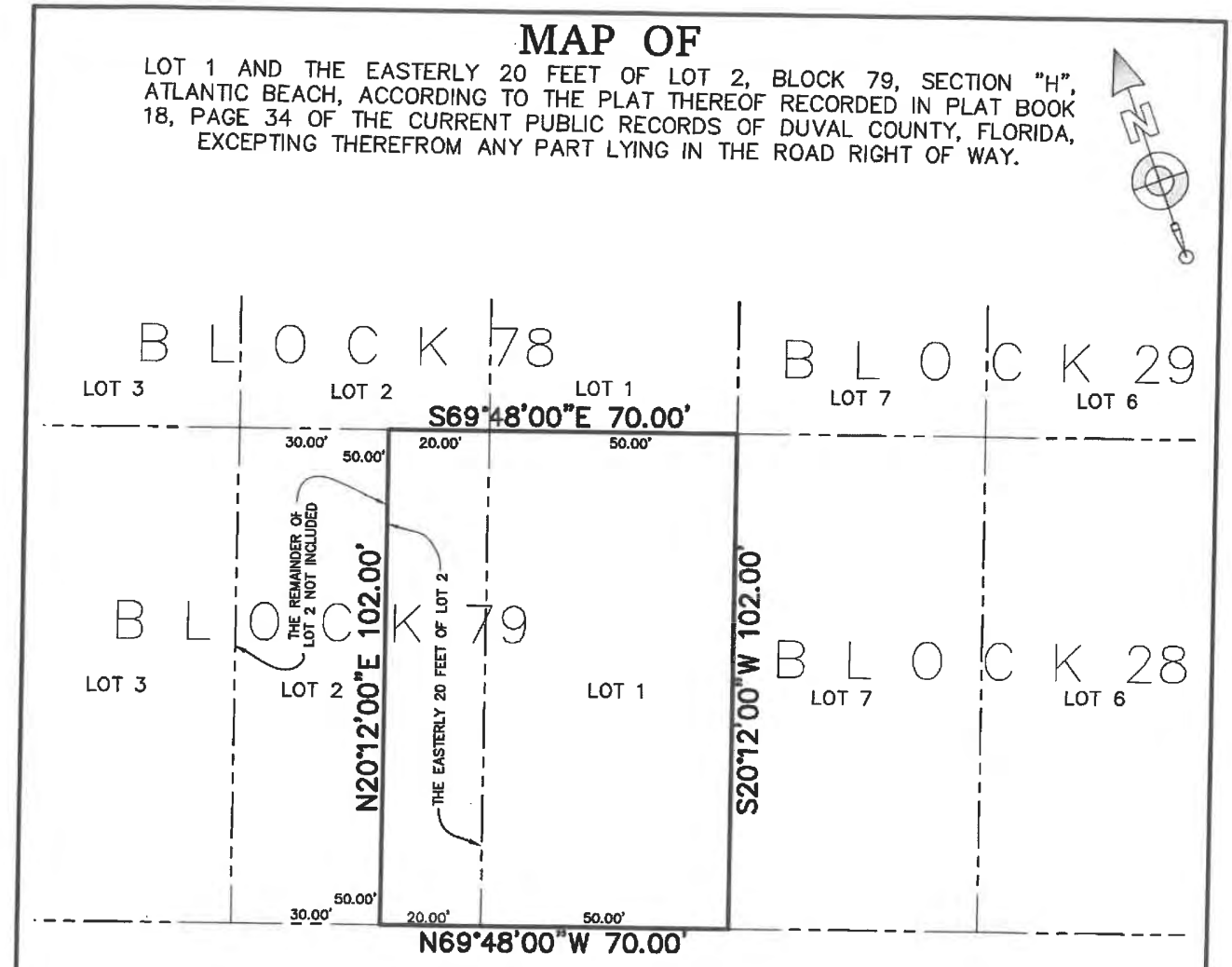
FILE: 2025-0034	DATE: JANUARY 20, 2025
DRAWN BY: RLR	SHEET 1 OF 2
SCALE: 1" = N.A.	

JASON D. BOATWRIGHT, P.S.M.
FLORIDA LICENSED SURVEYOR and MAPPER No. LS 7292
FLORIDA LICENSED SURVEYING & MAPPING BUSINESS No. LB 3672
"NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER."

BOATWRIGHT LAND SURVEYORS, INC.
1500 ROBERTS DRIVE, JACKSONVILLE BEACH, FLORIDA 32250 (PH) 904-241-8550

MAP OF

LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.



SEE SHEET 1 FOR:
SURVEYOR'S CERTIFICATE;
COMPLETE LEGAL DESCRIPTION;
GENERAL SURVEY NOTES;
AND VICINITY MAP.

FILE: 2025-0034
DRAWN BY: RLR
SCALE: 1" = 30'

DATE: JANUARY 20, 2025
SHEET 2 OF 2

BOATWRIGHT LAND SURVEYORS, INC.
1500 ROBERTS DRIVE, JACKSONVILLE BEACH, FLORIDA 32250 (PH) 904-241-8550

OWNER'S AUTHORIZATION

STATE OF FLORIDA

COUNTY OF DUVAL

I, Elaine Ashourian, as managing member of the Owner, Beaches 310 LLC, do hereby authorize and/or appoint Randall Whitfield to represent Beaches 310 LLC, in its Rezoning Application to the City of Atlantic Beach and for Future Land Use Map (FLUM) Amendment for that part of its property located at 310 Mayport which is currently designed as RM on the Future Land Use Map and currently zoned RG and more particularly describes on the survey attached to the Rezoning Application and the Future Land Use (FLUM) Amendment.

Dates this ___ day of April 2025.

BEACHES 310 LLC

By: _____
Elaine Ashourian

Sworn to and subscribed before me by means of ✓ physical presence or ___ online notarization, this 11th day of April 2025 by Elaine Ashourian on behalf of Beaches 310 LLC who, after being first duly sworn, deposes and says that the foregoing is true and correct to the best of her knowledge, information, and belief, and that she subscribed her name hereto in certification thereof.

_____
Signature of Notary Public, State of Florida
Print Name: _____
Commission No.: _____
My Commission Expires: _____

NOTARY PUBLIC STATE OF FLORIDA
TERESA BURKE
Commission # HH 336155
Expires March 23, 2027

Personally known ____

OR

Produced Identification of type: _____

ORDINANCE NO. 90-25-255

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, REZONING THOSE LANDS DESCRIBED IN ATTACHED EXHIBIT A FROM RESIDENTIAL, GENERAL, TWO- FAMILY (RG), TO COMMERCIAL, GENERAL (CG); PROVIDING FINDINGS OF FACT; REQUIRING RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Atlantic Beach, Florida hereby finds that the change in zoning classification enacted by this Ordinance shall provide for orderly growth; encourage the appropriate use of land; protect and conserve the value of property; prevent the overcrowding of land; promote, protect and improve the health, safety, comfort, good order, appearance, convenience, and general welfare of the public; and implement the goals and objectives of the Comprehensive Plan; and

WHEREAS, the lands subject to this change in zoning classification were largely developed in 1975 prior to significant changes to the Land Development Regulations and the Official Zoning Map; and

WHEREAS, the Community Development Board held a duly noticed public hearing on May 20, 2025, to consider this rezoning request and did not find it to be consistent with the City's Comprehensive Plan and voted not to recommend that the City Commission approve this rezoning request; and

WHEREAS, the City Commission considered this Ordinance after proper public notice and comments from staff and the public.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Findings of Fact. The above recitals are hereby incorporated as Findings of Fact in support of this Ordinance, and the City Commission finds as follows:

a. This change in zoning district classification has been fully considered after public hearings with legal notice duly published as required by law and has met the procedural requirements as set forth in Sections 24-51, 24-62 and the Land Development Regulations.
b. The proposed rezoning to Commercial, General (CG) is consistent with the proposed Future Land Use Map Commercial (CM) designation and the goals, policies and objectives of the City's adopted Comprehensive Plan.
c. All development within lands subject to this rezoning to Commercial, General (CG) and any future development shall be consistent with the zoning, subdivision, Land Development Regulations and other applicable provisions of the Atlantic Beach Code of Ordinances prior to issuance of local permits authorizing construction or site alteration.

d. The zoning district classification of Commercial, General (CG) is consistent and compatible with the surrounding development and zoning districts in that the adjoining properties.

SECTION 2. Affected Properties. Pursuant to this change in zoning district designation procedure, the zoning district classification of those certain lands within the City of Atlantic Beach, as more particularly described in Exhibit A, attached hereto and made a part hereof, are hereby reclassified as Commercial, General (CG) from Residential, General, Two-Family (RG). This reclassification does not grant authority for any specific uses on said lands. Any proposed use on said lands shall be reviewed and approved in accordance with the provisions of Chapter 24, Land Development Regulations.

SECTION 3. Zoning Map Revised. The Neighborhood Department Director is hereby directed to revise the official Zoning Map of the City of Atlantic Beach to reflect the change in zoning classification for those properties described in Exhibit A from Residential, Single-Family (RS-2), to Commercial, General (CG).

SECTION 4. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or anyof its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 5. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 6. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first reading this 23rd day of June, 2025.

PASSED by the City Commission on second and final reading this_____day of _____, 2025.

CITY OF ATLANTIC BEACH

_____
Curtis Ford, Mayor

Attest:

_____
Donna Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Garbiel, City Attorney

Exhibit A

The lands subject to this Ordinance No. 90-25-255 changing their zoning district designation from Residential, General, Two-Family (RG) to Commercial, General (CG) shall be those described on the attached survey.

Address	RE Number	Legal Description
310 Mayport Road	170736-0000	LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.

MINUTES
Community Development Board (CDB) Meeting
Tuesday, May 20, 2025 - 6:00 PM
City Hall, Commission Chamber
800 Seminole Road, Atlantic Beach, FL 32233

Present:
Kirk Hansen, Chair
Ellen Golombek, Vice Chair
Jennifer Lagner, Member
Angela Farford, Member
Harold Gear, Member
Richard Arthur, Member
Jeff Haynie, Member

Absent: Gregory (Greg) Beliles, Alternate Member

Also Present:
Amanda Askew, Neighborhoods Department Dir. (NDD)
Abrielle Genest, Principal Planner
Valerie Jones, Recording Clerk
Robert Graham, City Attorney (CA)

1. CALL TO ORDER AND ROLL CALL

Chair Hansen called the meeting to order at 6:00 p.m. Mr. Haynie was late for the meeting and arrived at 6:30 p.m.

2. APPROVAL OF MINUTES

A. Approve minutes of the April 15, 2025 regular meeting of the Community Development Board.

3. OLD BUSINESS

There was no old business.

4. NEW BUSINESS

A. **324 Aquatic Drive ZVAR25-0009 (Michelle Meeker)**

Request for a variance to Section 24-82(b)(1) to exceed the maximum four (4) foot rear yard projection and Section 24-81(c) to allow construction of a covered porch within an easement at 324 Aquatic Drive.

STAFF REPORT: Planner Genest presented the information as explained in the staff report. She also provided a PowerPoint presentation.

APPLICANT REPORT: Michelle Meeker introduced herself as the owner of the property. She said that all she wanted to do was replace it like-for-like. She said she had a representative that was going to speak on her behalf.

Michael Herzberg introduced himself. He referred to a handout that the Board had. Mr. Herzberg said that the screen structure was already there when Ms. Meeker purchased the property in 2018. He pointed out how there were four structures that encroach into the setback and that there isn't any documented permit history for her home. Mr. Herzberg explained how the home has an excessively large front yard setback at 42-feet and only a 1-foot rear yard setback creating an unreasonable limitation on any construction. He said that Ms. Meeker is proposing to tear down an existing unpermitted improvement made by the previous owner and replace it with a newer one. He said in regard to Public Works concerns this would not further create an encroachment into that and there would still be ample room to work in.

Mr. Arthur asked about the side of the house since it looks like it's encroaching into the setback. Mr. Herzberg said it does encroach and would continue to encroach even if the variance isn't granted.

Chair Hansen asked Planner Genest to elaborate on Public Works concerns. Planner Genest said the area has had flooding in the past, so the ditch needs to be maintained so they need access through that easement. She confirmed for Ms. Lagner that the applicant is only replacing what is currently there. Planner Genest also confirmed for Mr. Arthur that the small section that projects out on the survey was in the original plans along with the 8x11 patio according to the survey.

BOARD DISCUSSION: Mr. Gear said he went and looked over the fence and saw the existing encroachment but since the applicant isn't going past that it wouldn't be an issue.

PUBLIC COMMENT: Chair Hansen opened the floor to public comment. There were no public comments. Ms. Lagner agreed.

MOTION: To **APPROVE ZVAR25-0009** based on condition #2 "Surrounding conditions or circumstances impacting the property disparately from nearby properties".

Motion: ***Harold Gear***
Second: ***Jennifer Lagner***

Kirk Hansen	***For***
Ellen Golombek	***For***
Jennifer Lagner (Seconded By)	***For***
Angela Farford	***For***
Harold Gear (Moved By)	***For***
Richard Arthur	***For***

Motion passed 6 to 0.

B. 1025 and 1039 Beach Avenue ZVAR25-0010 and ZVAR25-0011 (Nathan Bussey)
Request for a variance to Section 24-108(e)(3)(a) to reduce the minimum side yard setbacks on each side of the proposed single-family homes at 1025 Beach Avenue and 1039 Beach Avenue.

STAFF REPORT: Director Askew presented the information as explained in the staff report. She also provided a PowerPoint presentation.

Ms. Farford asked if the City had minimum structure width requirements. Director Askew said they did not. She said the applicant had one year after the fire to build back to previous setback and density

APPLICANT REPORT: Nathan Bussey of BuildPath Construction Advisors introduced himself as representing the owners. He said the proposed plan was to build back a structure that was 22 1/2 feet wide with 1,700 square feet per lot on the footprint which would be what is intended for the area and the charm of the neighborhood. Mr. Bussey said that the applicants are restricted by what can be built and still have value to their properties that they've owned for 20 plus years. He said the medium density zoning conflicts with the land use as to what the applicant can build back.

Chair Hansen asked if the owners today are the same owners that were there when there was a fire. Mr. Bussey said yes, they are the same owners.

Mr. Bussey said that it has been listed as one lot assembled together with a large structure with 3 different realtors and hasn't had an offer showing that it isn't what the market wants.

PUBLIC COMMENT: Chair Hansen opened the floor to public comment. He read a letter from Howard Loft who was not in favor of approving this request.

Nathan Gray introduced himself as working on behalf of the owners. He explained that these 2 lots are very standard for ocean front lots between 10th Street and 16th Street which currently have 2- and 3-foot setbacks. Mr. Gray said that regulations have made these parcels effectively unusable. He said it is difficult to tell an owner they can build a 15-foot-wide house that would be less than a builder grade townhome which is 16-foot wide. Mr. Gray said he understands the concerns about fires but there are many homes in neighborhood that have even smaller setbacks.

Terrie Bradshaw of 75 10th Street introduced herself and said the fire did a lot of damage to her home and does not support the approval of this request.

Bill Taylor of 95 10th Street introduced himself. He had questions about the L-shaped lot, could it be built on and would the variance be a normal variance or a 3-foot variance?

Scott Cairns introduced himself and said he and family members own 4 of the townhouses. He said he wants the lots developed and said the standard 5-foot setback would be fine. Mr. Cairns was not opposed to the variance.

Deborah Oken of 1073 Beach Avenue said she has a 100-year-old house on a 30-foot lot, and it touches the boundaries on one side. She said the variance request was a reasonable request.

BOARD DISCUSSION: Ms. Golombek asked Director Askew if they could build townhomes. Director Askew said yes, the zoning district does allow townhomes so they could have a shared wall, but the difficulty is when you have 2 different property owners.

Mr. Arthur asked which lot was 33 feet wide. Director Askew had the applicant return to the podium. Mr. Bussey said that 1025 Beach was the 33 feet wide lot. He said that he didn't think townhomes would be the highest and best thing to build fitting the charm of the neighborhood. Mr. Bussey said that they could use the additional 3 feet on the south setback by the condos.

Mr. Gear said that if the applicants agreed to build townhouses, then they would meet the setbacks. Chair Hansen said that since the applicants had 1 year to apply to build back to what they had before but didn't and the concerns of the neighbors he couldn't support this request. He thought that the owners should get together and figure out a deal between the two of them. Ms. Farford agreed and was concerned about the closeness of the structures. Mr. Arthur said he was leery of suggesting that any applicant can get with their neighbors and come up with a new plan. Chair Hansen said he is just suggesting combination of the lots as a possible solution.

Nathan Gray said that suggesting townhomes to the applicants the Board is forcing them to get into a partnership agreement which is what they are doing right now. He said they have been trying to sell the properties as one for 18 months. Mr. Gray said surrounding properties are selling for $7.5 million and the maximum sale for condos and townhomes would be $1.5 million. He said that what they are suggesting for setbacks is larger than the setbacks were before.

MOTION: To **DENY ZVAR25-0010** due to it not meeting any of the criteria.

Motion: Jennifer Lagner
Second: Angela Farford

Kirk Hansen	***For***
Ellen Golombek	***For***
Jennifer Lagner (Moved By)	***For***
Angela Farford (Seconded By)	***For***
Harold Gear	***For***
Richard Arthur	***For***

Motion passed 6 to 0.

MOTION: To **DENY ZVAR25-0011** due to it not meeting any of the criteria.

Motion: ***Harold Gear***
Second: ***Angela Farford***

Kirk Hansen	***For***
Ellen Golombek	***For***
Jennifer Lagner	***For***
Angela Farford (Seconded By)	***For***
Harold Gear (Moved By)	***For***
Richard Arthur	***For***

Motion passed 6 to 0.

C. 310 Mayport Road COMP25-0001 and REZN25-0001 (Randall Whitfield)
Request is for a Future Land Use Map (FLUM) amendment to change the future land use map designation of the western 70 feet 310 Mayport Road (RE# 170736-0000) FROM Residential Medium Density (RM) TO Commercial (CM). Also, a request for a rezoning of the same property at 310 Mayport Road (RE# 170736-0000) FROM Residential, General, Two-Family (RG) TO Commercial, General (CG).

STAFF REPORT: Director Askew presented the information as explained in the staff report. She also provided a PowerPoint presentation. Director Askew reminded the Board that this would be a recommendation to the City Commission and would go before them at the June 23rd meeting. Mr. Arthur asked that since they have a variance to tear down and build back storage would they have to get approval again on this one lot. Director Askew said that since they are putting parking on this lot they wouldn't have to.

APPLICANT REPORT: Michael Traynor, an attorney with Orr Cook, office at 818 A1A North. He said he was representing Randall Whitfield. Mr. Traynor said they plan to make the access to the property on 3rd Street West instead of Mayport Road making it safer to enter. He said the front would be landscaped making it more attractive.

Mr. Arthur asked why all of this couldn't be done with the existing 415 by 102-foot area that is zoned CG already. Mr. Traynor said that they want to get the entrance off of Mayport Road and put the parking in the rear. He added that it would also put all of the property under the same zoning. A design board was presented showing the landscaping and fencing. In response to a question from Mr. Arthur, Director Askew went over the considerations listed on page 94-95 of the agenda packet. Ms. Golombek said that she liked the idea of eliminating the multiple entrances off of 3rd Street West and only having one.

BOARD DISCUSSION: Ms. Golombek asked if the Board can put conditions on this request. Director Askew said they cannot.

MOTION: To recommend **APPROVAL** of COMP25-0001 and REZN25-0001 to the City Commission.

Motion: Ellen Golombek
Second: Harold Gear

Mr. Haynie said he doesn't see how it is consistent with the Comprehensive Plan and pointed to page 94 of the agenda packet where Director Askew had laid out some of the relevant policies. He said the plan is telling them that there is not a goal of adding commercial property to this area and if commercial property is added the plan is saying it will not be for this use. Chair Hansen said that it is already storage units and that's not going away. Mr. Haynie said he thought it was awkward to add commercial general to that neighborhood on one lot. Mr. Arthur said they could just put the parking on the existing commercial general lots. He said he was concerned about the expansion of a carve out when what they want to do can be done on site. Ms. Lagner said she wasn't in favor of this. Mr. Gear said there is a similar carve out a couple of streets over.

Kirk Hansen	***Against***
Ellen Golombek (Moved By)	***For***
Jennifer Lagner	***Against***
Angela Farford	***For***
Harold Gear (Seconded By)	***For***
Richard Arthur	***Against***
Jeff Haynie	***Against***

Motion failed 3 to 4.

MOTION: To recommend **DENIAL** of COMP25-0001 and REZN25-0001 to the City Commission due to it not being consistent with the Comprehensive Plan.

Motion: Jeff Haynie
Second: Jennifer Lagner

Kirk Hansen	***For***
Ellen Golombek	***Against***
Jennifer Lagner (Seconded By)	***For***
Angela Farford	***Against***
Harold Gear	***Against***
Richard Arthur	***For***
Jeff Haynie (Moved By)	***For***

Motion passed 4 to 3.

5. REPORTS

A. 400 square foot trigger for Stormwater

The Board discussed this topic and decided to have this trigger removed from the Code

MOTION: To recommend the amendment of Section 24-89 to strike paragraph C1.

Motion: ***Harold Gear***
Second: ***Jennifer Lagner***

Director Askew went over the explanation of the paragraph explaining that the trigger for on-site stormwater storage was for the addition of 400 square feet even if you are under the 45% pervious ratio. She said this also applies to new builds. Mr. Arthur said that it doesn't make sense to apply this to lots that are under their 45% pervious ratio. He said it puts burden on the residents and their property rights.

Kirk Hansen	***For***
Ellen Golombek	***Against***
Jennifer Lagner (Seconded By)	***For***
Angela Farford	***For***
Harold Gear (Moved By)	***For***
Richard Arthur	***For***
Jeff Haynie	***For***

Motion passed 6 to 1.

B. Shared Parking

Director Askew explained in detail how the Shared Parking is addressed in the Code. Chair Hansen said it appears there's a quirk in the code because the on-site parking in some cases doesn't count toward the requirement. Director Askew explained that the site Chair Hansen was referring to didn't have enough on-site parking to share. She said you have to have the required parking for your required uses whether you are open from 8-10 a.m. or 24 hours. Chair Hansen said they should be able to have a shared parking agreement with the building they are in. Mr. Gear said there would have to be a legal agreement. Mr. Arthur wondered how Staff would differentiate between when a business is closed and when that space could be counted toward on-site parking. Mr. Haynie suggested they keep the 400 feet requirement since that can be handled with a variance. Ms. Golombek agreed.

MOTION: To recommend to the City Commission that shared parking Section 24-161 be amended to allow for allocation of on-site parking based on hours of operation of shared tenants.

Motion: ***Harold Gear***
Second: ***Jennifer Lagner***

Kirk Hansen	***For***
Ellen Golombek	***For***
Jennifer Lagner (Seconded By)	***For***
Angela Farford	***For***
Harold Gear (Moved By)	***For***
Richard Arthur	***For***
Jeff Haynie	***For***

Motion passed 7 to 0.

6. PUBLIC COMMENT

There were no public comments.

7. ADJOURNMENT

There being no further discussion, Chair Hansen declared the meeting adjourned at 7:45 p.m.

Attest:

Amanda Askew

Kirk Hansen, Chair

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: **Ordinance No. 90-25-254 (COMP25-0001) and Ordinance No. 90-25-255 (REZN25-0001) – SECOND READING.** *Request is for a Future Land Use Map (FLUM) amendment to change the future land use map designation of the western 70 feet of 310 Mayport Road (RE# 170736-0000) FROM Residential Low Medium (RM) TO Commercial (CM). Also, a request for a rezoning of the same portion of 310 Mayport Road (RE# 170736-0000) FROM Residential, General, Two-Family (RG) TO Commercial General (CG).*

SUBMITTED BY: Amanda Askew, Neighborhoods Department Director

TODAY'S DATE: July 1, 2025

MEETING DATE: July 14, 2025

BACKGROUND: The Commission considered this request on June 23rd and approved it on first reading. It is now being presented for second reading and final approval.

The applicant is requesting to amend the Future Land Use Map (FLUM) designation from **Residential Medium Density (RM) to Commercial General (CG)** and rezone from **Residential, General, Two-family (RG) to Commercial (CM)** for the westerly 70 feet of 310 Mayport Road. This property is located near the northwest corner of Mayport Road and Third Street.



The subject property is currently vacant and immediately adjacent to the existing mini-storage

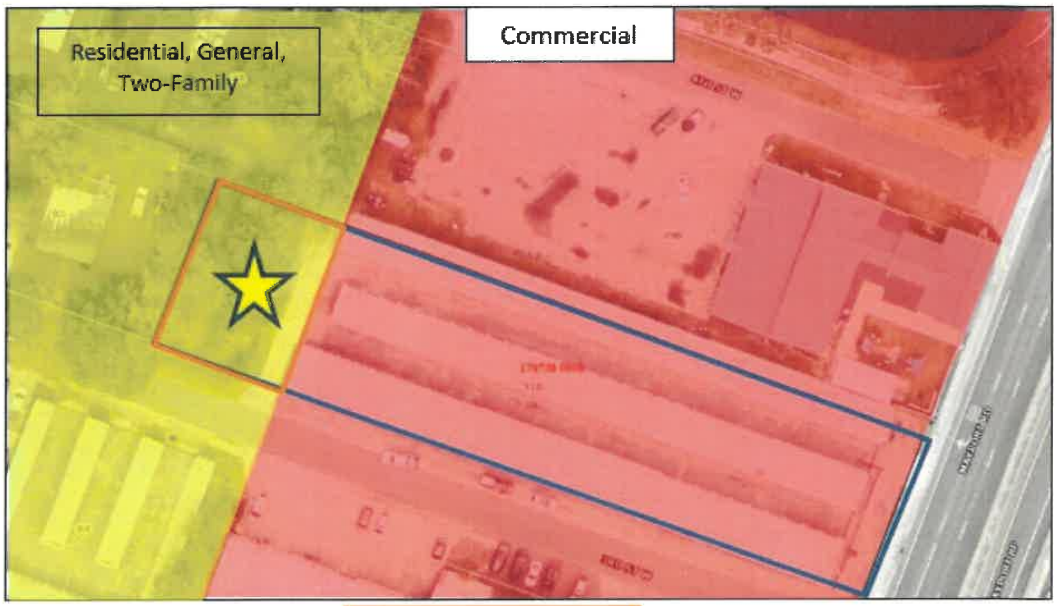
units at 310 Mayport Road.

CONSIDERATIONS

The building adjacent to the subject property is operated by Atlantic Self Storage and occupies a large portion to the eastern side of the property. The subject property requesting the FLUM and rezoning is a small, wooded area to the west of the buildings.

In 2023, the property owner received Commission approval to tear down and re-construct the existing mini-storage business with a 3-story, 78,351 gross square foot building. This would include access and on-site parking located on the western side of the property. To complete this project, the applicant is requesting Future Land Use map and zoning map amendments to include the vacant parcel into this project.

The majority of 310 Mayport Road is already zoned for commercial development. This request only applies to the western 70 feet of the property that has residential zoning and future land use designation as residential medium density.



Zoning Districts



The properties located to the north, west, and south of the subject property share the same Future Land Use Map (FLUM) designation—Residential Medium—as well as the same zoning district designation of Residential, General, Two-Family. However, the existing land uses differ. The properties to the north and west are developed for residential use, while the property to the south is currently developed as a mini-storage facility. This southern property is considered a legal non-conforming use under the current FLUM and zoning designations.

ANALYSIS OF COMPREHENSIVE PLAN

The following policies are applicable to the subject area from the comprehensive plan:



Policy A.1.5.6 Commercial and light industrial development shall be located and designed so as to minimize adverse effects on residential areas, traffic facilities and aesthetic character of the City. **Policy A.1.10.4** The City shall actively support the appropriate redevelopment and infill development of the Mayport Road corridor. Retail and service uses that sustain neighborhoods, and encourage a more aesthetically pleasing and pedestrian friendly environment shall be encouraged. New development along Mayport

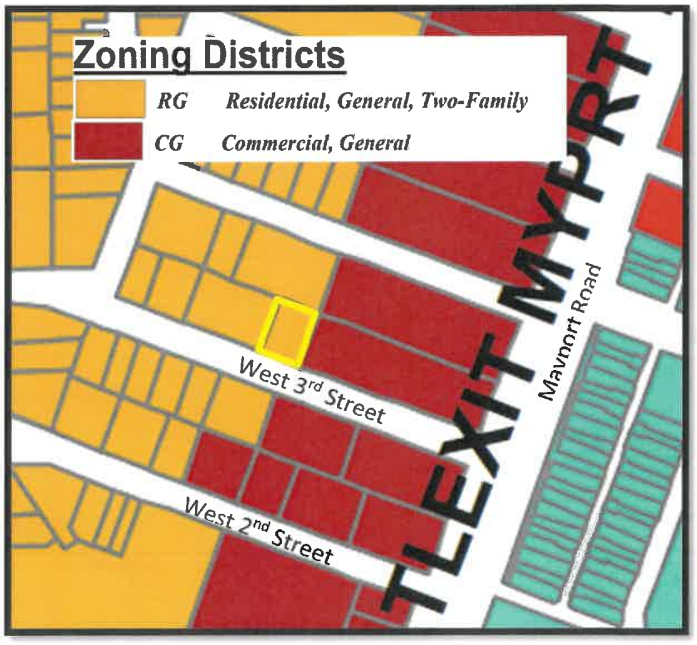
Road shall be in compliance with the Commercial Corridor Development Standards as set forth within the Land Development Regulations.

Policy A.1.10.5 Along the Mayport Road corridor, the continuation and proliferation of light industrial uses, automotive sales and repair businesses and other more intensive commercial business activities shall be discouraged in favor of those businesses and uses that provide neighborhood serving retail products and services that generate daily activity and interaction between residents of the surrounding neighborhoods such as banks, drugstores, restaurants, churches, child care centers, grocery stores and similar businesses and uses.

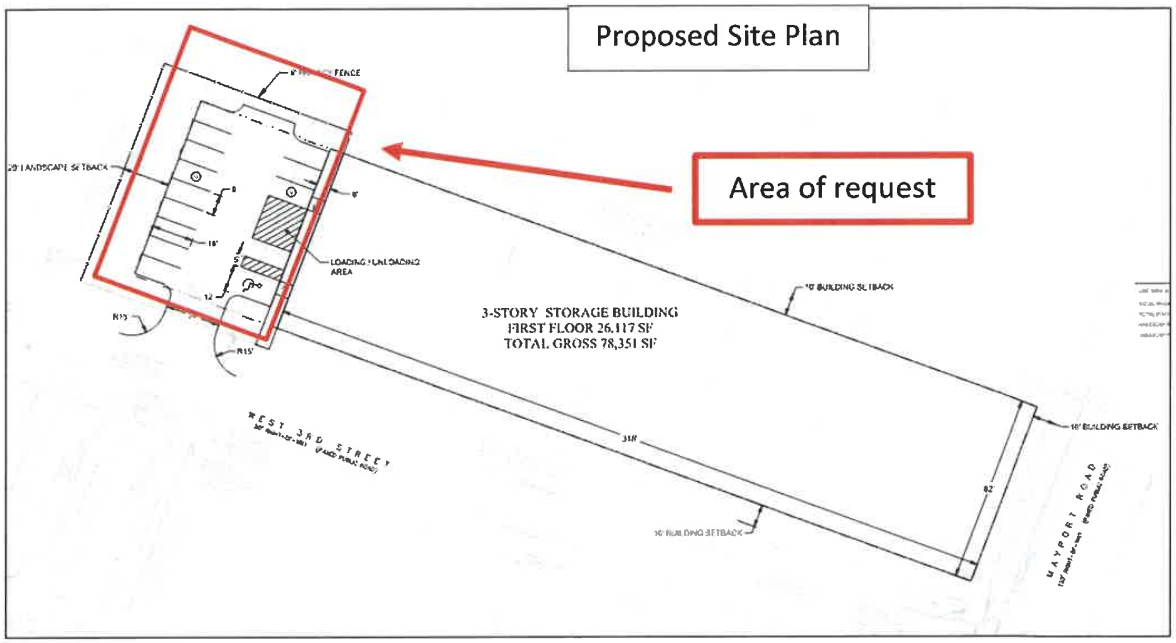
Policy A.1.11.1 (Appropriate Land Use Patterns) (b) Commercial – The Commercial land use category is intended to provide appropriate locations for neighborhood and community businesses providing services and retail sales for the City and the closely surrounding communities. Government, civic, religious, cultural and institutional uses, may also be located within this category. Permitted uses within the Commercial category, along with uses that may be allowed by special exception, shall be limited to the following and as more specifically described within the Land Development Regulations and when located within the respective Zoning District classifications, which are intended to provide a decreasing level of use intensity due to proximity to residential uses.

Policy A1.11.11 (f) Light Industrial – The Light Industrial category shall be limited to light manufacturing and production, storage, warehousing and distribution uses as further controlled by the Land Development Regulations. Light industrial uses may have outdoor storage and business related activity, but such uses shall not include processes that create negative effects to surrounding properties due to noise, heat, fumes, debris, chemicals or hazardous materials. – **Note, the request is not for Light Industrial FLUM/rezoning.**

General Commercial. These areas shall include those businesses that provide retail goods and services, which serve the routine and daily needs of residents, including banks and professional services, grocery and convenience stores, restaurants, accredited public and private schools and child care, but not including manufacturing, warehousing, storage or high intensity commercial activities of a regional nature, or uses that have the potential for negative impact to surrounding properties due to excessive noise, light or extremely late hours of operation. Residential uses, not exceeding the Medium Density category shall also be permitted, when in conjunction with, or adjacent to commercial development and redevelopment,



provided that such residential development shall not be permitted within the Coastal High Hazard Area.



Traffic: The property would be eligible to have vehicular access via Mayport Road or Third Street. However, the current proposed plan has access via Third Street.

REVIEW CRITIERA

In considering a FLUM amendment application **Policy A.1.3.1** from the Comprehensive plan states "Additional commercial or industrial development shall be permitted only on those lands that are zoned to permit such development as of the adoption date of this Plan amendment, or following adoption of an amendment to the Future Land Use Map (FLUM). In considering any such application for a FLUM amendment, the City shall find that each of the following conditions are demonstrated by the applicant seeking said amendment.

(a) There are adequate public facilities available to serve the proposed development.

(b) The proposed commercial or industrial development shall not have adverse impacts to surrounding neighborhoods, other properties, the natural environment, the aesthetic qualities of the City and shall not impair or degrade scenic natural views.

(c) There is a demonstrated deficiency of commercial or industrial lands within the City to serve the needs of residents of the City for such uses.

Policy A.1.13.4 from the comprehensive plan states that applications to amend the Comprehensive Plan shall be reviewed and evaluated based upon the following factors:

(a) Consistency with the Goals, Objectives and Policies of this Plan;

(b) Consistency with the State Comprehensive Plan and the Northeast Florida Strategic Regional Policy Plan;

(c) Consistency with other adopted policies and plans of the City, the County, the State or other agencies having regulatory authority over the City;

(d) The potential for adverse impacts to Environmentally Sensitive Areas, the natural environment or the aesthetic quality of the City,

(e) The potential to cause deficiencies in adopted levels of service or to adversely impact available water supplies, public facilities, infrastructure and services.

CHAPTER 24, SECTION 24-68 (Land Development Regulations) states that applications to amend the comprehensive Plan shall be reviewed and evaluated based upon the following factors:

(1) Consistency with the goals, objectives and policies of the comprehensive plan;
(2) Consistency with the state comprehensive plan and the northeast Florida strategic regional policy plan;
(3) Consistency with other adopted policies and plans of the city, the county, the state or other agencies having regulatory authority over the city;
(4) The potential for adverse impacts to environmentally sensitive lands, the natural environment or the aesthetic quality of the city;
(5) The potential to cause deficiencies in adopted levels of service or to adversely impact available water supplies, public facilities, infrastructure and services;
(6) Other professional planning principles, standards, information and more detailed plans and studies considered relevant; and
(7) Written comments, evidence and testimony of the public.

The Community Development Board (CDB) heard this agenda item at the May 20, 2025 regular meeting and voted 4-3 **not** to recommend approval of the FLUM and rezoning request based on the request not being consistent with the Comprehensive Plan. The CDB expressed concerns that the industrial uses would be close to residential properties and have adverse impacts to the surrounding neighborhood.

Commission approved the request on first read on June 23rd.

BUDGET: None

RECOMMENDATION: Commission review and vote on Ordinance No. 90-25-254 (COMP25-0001) and Ordinance No. 90-25-22 (REZN25-0001)

ATTACHMENT(S):
Ordinance No. 90-25-254
Ordinance No. 90-24-255
Application from applicant
Community Development Board Minutes

REVIEWED BY CITY MANAGER:

ORDINANCE NO. 90-25-254

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE 2045 COMPREHENSIVE PLAN TO CHANGE THE DESIGNATION OF THOSE LANDS DESCRIBED IN ATTACHED EXHIBIT A FROM RESIDENTIAL MEDIUM (RM) TO COMMERCIAL (CM); PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Atlantic Beach, Florida hereby finds that the change in Future Land Use Map designation enacted by this Ordinance shall provide for orderly growth; encourage the appropriate use of land; protect and conserve the value of property; prevent the overcrowding of land; promote, protect and improve the health, safety, comfort, good order, appearance, convenience, and general welfare of the public; and implement the goals and objectives of the Comprehensive Plan; and

WHEREAS, the lands subject to this change in Future Land Use Map designation were developed in the 1940s through the 1970s and included commercial uses prior to the City's adoption of the first Comprehensive Plan and associated Future Land Use Map; and

WHEREAS, the Community Development Board held a duly noticed public hearing on May 20, 2025, to consider this Ordinance, did not find to be consistent with the City's Comprehensive Plan and voted not to recommend that the City Commission approve this Ordinance; and

WHEREAS, the City Commission considered this Ordinance after proper public notice and comments from staff and the public.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Findings of Fact. The above recitals are hereby incorporated as Findings of Fact in support of this Ordinance, and the City Commission finds as follows:

a. This change in future land use map designation has been fully considered after public hearings with legal notice duly published as required by law and has met the procedural requirements as set forth in Sections 24-51, 24-62 and the Land Development Regulations.
b. The proposed Future Land Use Map amendment to Commercial (CM) is consistent the goals, policies and objectives of the City's adopted Comprehensive Plan.
c. All development within lands subject to this change in future land use map designation to Commercial (CM) and any future development shall be consistent with the zoning, subdivision, Land Development Regulations and other applicable provisions of the Atlantic Beach Code of Ordinances prior to issuance of local permits authorizing construction or site alteration.
d. The future land use map designation of Commercial (CM) is consistent and compatible

with the surrounding development and future land use map designation to allow commercial uses.

SECTION 2. Affected Properties. Pursuant to this change in Future Land Use Map designation procedure, the Future Land Use Map designation of those certain lands within the City of Atlantic Beach, as more particularly described in Exhibit A, attached hereto and made a part hereof, are hereby reclassified from Residential Medium (RM) to Commercial (CM).

SECTION 3. Future Land Use Map Revised. The Director of Planning and Community Development is hereby directed to revise the official Future Land Use Map of the City of Atlantic Beach to reflect the change in Future Land Use designation for those properties described in Exhibit A from Residential Medium (RM) to Commercial (CM) and to submit documentation to the Florida Department of Economic Opportunity as required by Section 163.3187, Florida Statutes.

SECTION 4. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 5. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 6. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first reading this 23rd day of June, 2025

PASSED by the City Commission on second and final reading this ___ day of ____ , 2025.

CITY OF ATLANTIC BEACH

Attest

_____
Curtis Ford, Mayor

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

Exhibit A

The lands subject to this Ordinance No. 90-25-254 changing their Future Land Use designation form Residential Medium (RM) to Commercial (CM) shall be those described below. All Book and Page information can be found in the current public records of Duval County, Florida.

Address	RE Number	Legal Description
310 Mayport Road	170736-0000	LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.

ORDINANCE NO. 90-25-255

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, REZONING THOSE LANDS DESCRIBED IN ATTACHED EXHIBIT A FROM RESIDENTIAL, GENERAL, TWO- FAMILY (RG), TO COMMERCIAL, GENERAL (CG); PROVIDING FINDINGS OF FACT; REQUIRING RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Atlantic Beach, Florida hereby finds that the change in zoning classification enacted by this Ordinance shall provide for orderly growth; encourage the appropriate use of land; protect and conserve the value of property; prevent the overcrowding of land; promote, protect and improve the health, safety, comfort, good order, appearance, convenience, and general welfare of the public; and implement the goals and objectives of the Comprehensive Plan; and

WHEREAS, the lands subject to this change in zoning classification were largely developed in 1975 prior to significant changes to the Land Development Regulations and the Official Zoning Map; and

WHEREAS, the Community Development Board held a duly noticed public hearing on May 20, 2025, to consider this rezoning request and did not find it to be consistent with the City's Comprehensive Plan and voted not to recommend that the City Commission approve this rezoning request; and

WHEREAS, the City Commission considered this Ordinance after proper public notice and comments from staff and the public.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Findings of Fact. The above recitals are hereby incorporated as Findings of Fact in support of this Ordinance, and the City Commission finds as follows:

a. This change in zoning district classification has been fully considered after public hearings with legal notice duly published as required by law and has met the procedural requirements as set forth in Sections 24-51, 24-62 and the Land Development Regulations.
b. The proposed rezoning to Commercial, General (CG) is consistent with the proposed Future Land Use Map Commercial (CM) designation and the goals, policies and objectives of the City's adopted Comprehensive Plan.
c. All development within lands subject to this rezoning to Commercial, General (CG) and any future development shall be consistent with the zoning, subdivision, Land Development Regulations and other applicable provisions of the Atlantic Beach Code of Ordinances prior to issuance of local permits authorizing construction or site alteration.

d. The zoning district classification of Commercial, General (CG) is consistent and compatible with the surrounding development and zoning districts in that the adjoining properties.

SECTION 2. Affected Properties. Pursuant to this change in zoning district designation procedure, the zoning district classification of those certain lands within the City of Atlantic Beach, as more particularly described in Exhibit A, attached hereto and made a part hereof, are hereby reclassified as Commercial, General (CG) from Residential, General, Two-Family (RG). This reclassification does not grant authority for any specific uses on said lands. Any proposed use on said lands shall be reviewed and approved in accordance with the provisions of Chapter 24, Land Development Regulations.

SECTION 3. Zoning Map Revised. The Neighborhood Department Director is hereby directed to revise the official Zoning Map of the City of Atlantic Beach to reflect the change in zoning classification for those properties described in Exhibit A from Residential, Single-Family (RS-2), to Commercial, General (CG).

SECTION 4. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or anyof its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 5. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 6. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first reading this 23rd day of June, 2025.

PASSED by the City Commission on second and final reading this_____day of _____, 2025.

CITY OF ATLANTIC BEACH

_____
Curtis Ford, Mayor

Attest:

_____
Donna Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Garbiel, City Attorney

Exhibit A

The lands subject to this Ordinance No. 90-25-255 changing their zoning district designation from Residential, General, Two-Family (RG) to Commercial, General (CG) shall be those described on the attached survey.

Address	RE Number	Legal Description
310 Mayport Road	170736-0000	LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.

REZONING APPLICATION
City of Atlantic Beach
Community Development Department
800 Seminole Road Atlantic Beach, FL 32233
(P) 904-247-5800

FOR INTERNAL OFFICE USE ONLY
PERMIT# REZN25-0001

☐ $1,000.00 Text Amendment *(plus advertising costs)*

☐ $1,000.00 Zoning Map Amendment *(plus advertising costs)*

**Please submit form in person or to buildng-dept@coab.us

APPLICANT INFORMATION

NAME Randall Whitfield (Owner's Authorization Attached). EMAIL randalljax@yahoo.com/mtraynor@orrcook.com

ADDRESS c/o J. Michael Traynor, ORR|COOK 818 A1A N. Ste 302 PHONE # 904-358-8300

CITY Ponte Vedra Beach STATE Fl ZIP CODE 32082 CELL # 904-607-7070/904-825-8560

SITE INFORMATION

ADDRESS 310 Mayport Road (Only Parcel 3 on Deed and Survey of Lot Attached).

SUBDIVISION Section H BLOCK 79 LOT 1&20'Lot2

RE# 170736-0000 (Only Back Section) LOT/PARCEL SIZE .22Acres ZONING CODE RG

COMPREHENSIVE PLAN FUTURE LAND USE DESIGNATION RM

REQUESTED PROVISIONS FROM WHICH WAIVER IS SOUGHT A REQUEST FOR REZONING THE RESIDENTIAL (RG) PART OF THIS 310 MAYPORT ROAD PARCEL # 170736-0000 TO COMMERCIAL GENERAL TO ALLOW FOR A PARKING AREA BEHIND THE PLANNED BUILDING. (SEE STATEMENT AND PHOTOS OF CURRENT SITE CONFIGURATION AND DESIGNS OF PLANNED SITE DEVELOPMENT.

PROVIDE ALL OF THE FOLLOWING INFORMATION:

1. The names and addresses of all owners of the subject property.
2. The existing and proposed zoning district of the subject property. (Requested Action)
3. A statement of special reasons and justification to support the rezoning as requested.
4. The signature of each owner of the lands sought to be rezoned.

"In lieu of signed, sworn and notarized signatures of the property owner, agent and/or contractor, and under penalties of perjury, I declare that I have read and examined the foregoing application and that the facts stated in it are true and correct."

Randall Whitfield — Randall Whitfield — 4/11/25

SIGNATURE OF APPLICANT | PRINT OR TYPE NAME OF APPLICANT | DATE

REZONING APPLICATION 01.29.2025

OWNER'S STATEMENT

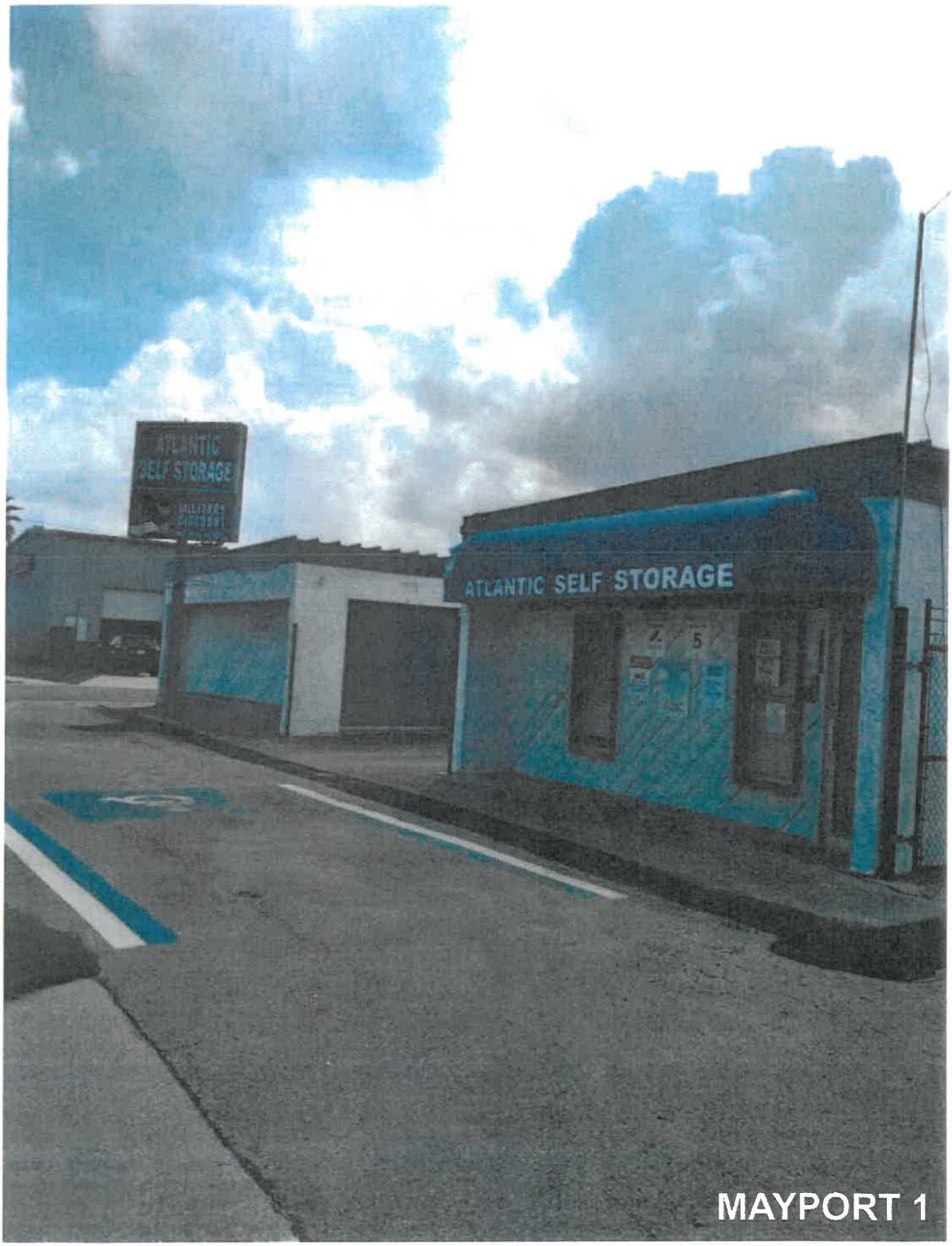
This is a request for both a Rezoning of that part of the 310 Mayport Road parcel # 170736-0000 that has a current Residential General (RG) classification Commercial (CG) and at the same time for a Future Land Use Map (FLUM) Amendment to change the current FLUM designation of the Residential Medium Density (RM) for that part of this 310 Mayport Road parcel # 170736-0000 to Commercial.

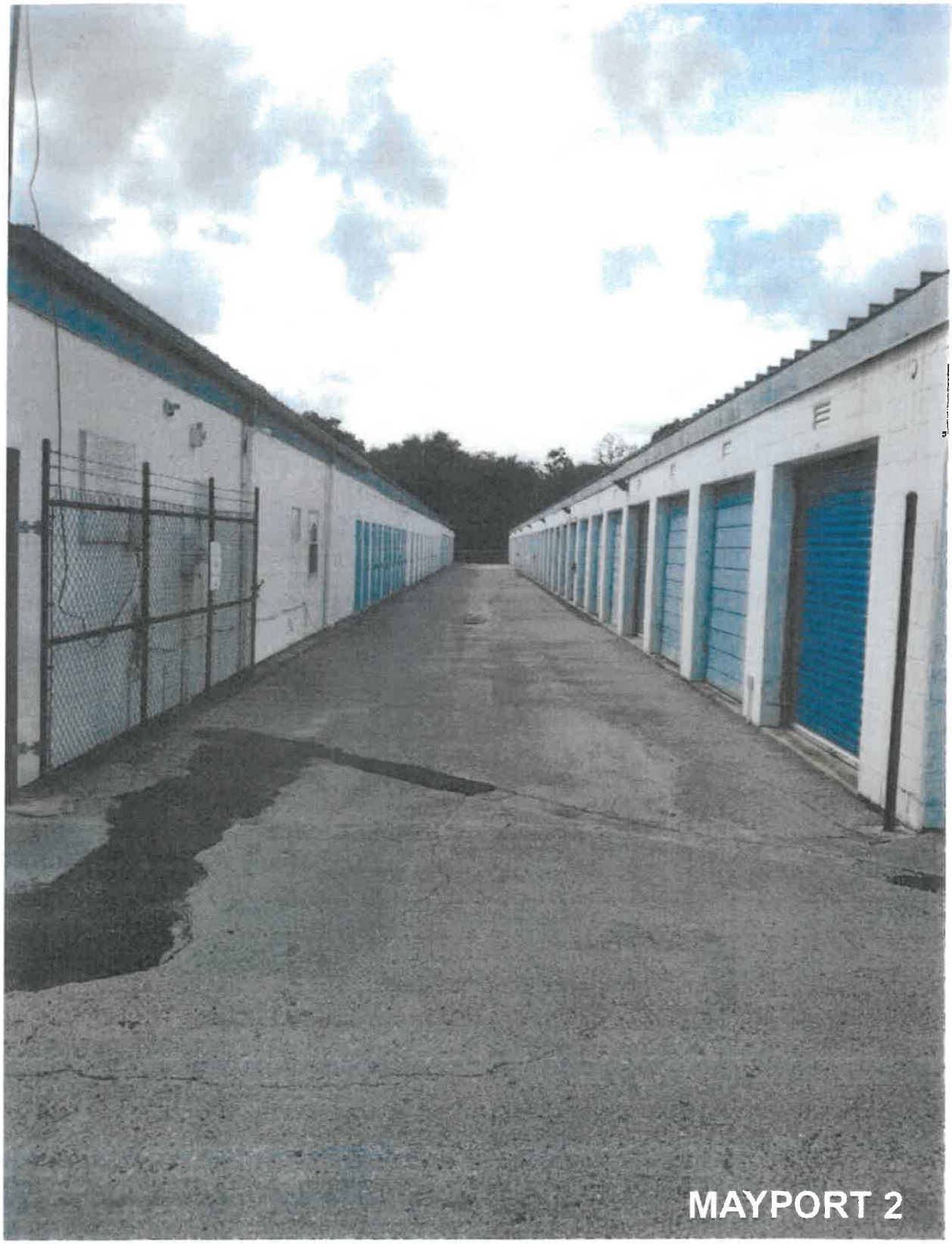
Only a small section of this 310 Mayport Road parcel is zoned RG while the majority is already zoned CG. Likewise, only a small part of this 310 Mayport Road parcel is designated on the FLUM as RM. The majority of the parcel is already designated CM.

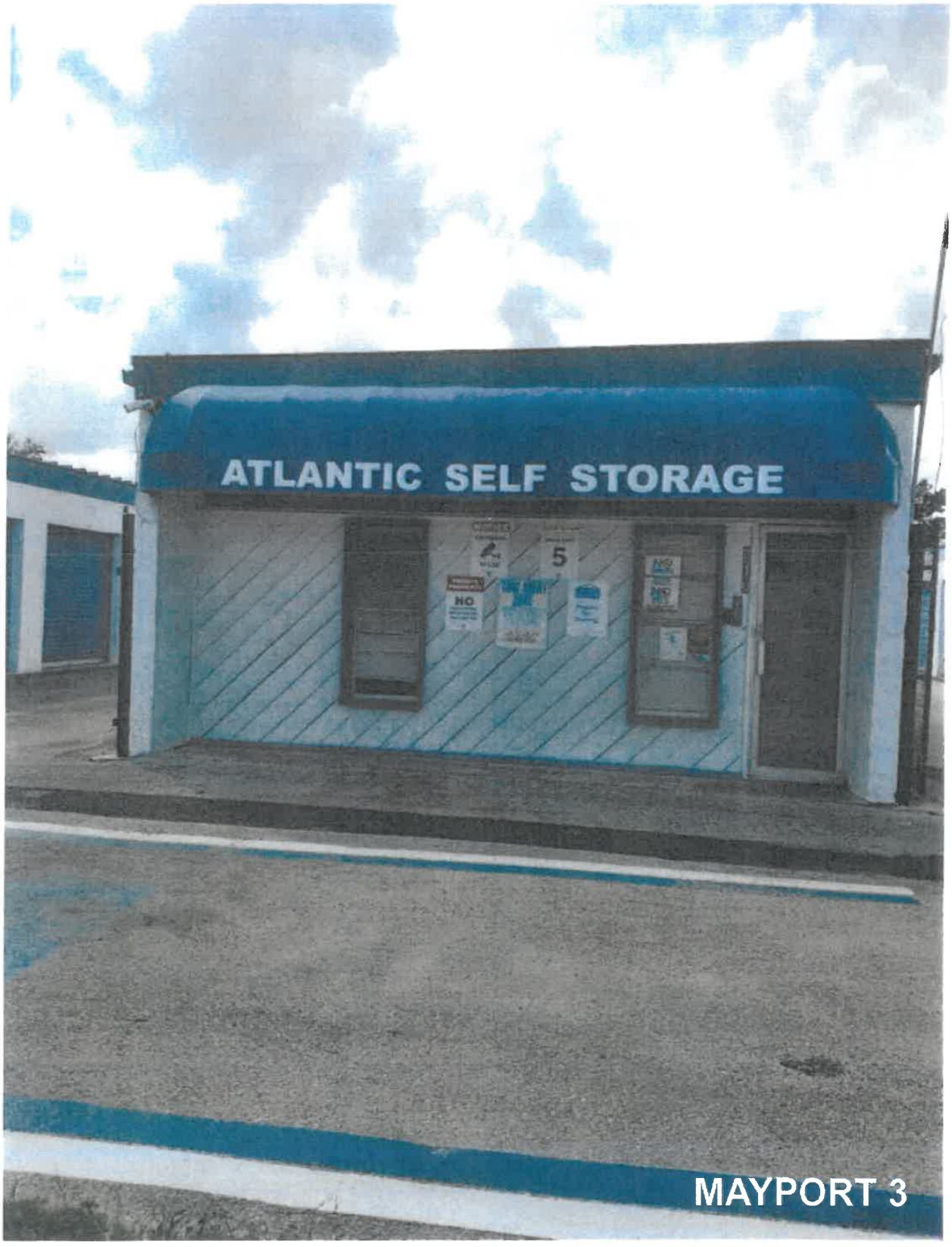
In coordination with the modernization of this property, the owner would like this remaining part of the parcel to have the same FLUM designation and same Zoning classification as the rest. In doing so, this section would provide a limited parking area for the building's customers. By converting this currently vacant space to limited parking, the owner will be able to remove current direct access from Mayport Road and eliminate all current entrances along the entire south side of the property on 3 RD Street West.

In the new design, the entire front along Mayport Road and the entire south side of the building along 3rd Street West will be landscaped. Additionally, entrance to the building will be limited to a single area on 3rd Street West at the rear of the new building. This site configuration will result in a safer and more attractive entrance to the property than currently exists.

Photos of the property showing its current building configuration with its front and side access are included as photos labeled Mayport 1 through 6. Conceptual design images of the planned property development are attached and labeled as Conceptual Designs 1 through 5. These show the intended landscaped areas along the Mayport Road and 3 Rd Street West sides of the building as well as the landscaped and buffered parking area in the rear of the building. This limited parking area is the only intended use for that part of the parcel for which Flum redesignation and Rezoning classification is being requested.


ATLANTIC
SELF STORAGE
ATLANTIC SELF STORAGE
MAYPORT 1


MAYPORT 2


ATLANTIC SELF STORAGE
5
MAYPORT 3


MAYPORT 4


MAYPORT 5


MAYPORT 6



CONCEPTUAL | AERIAL VIEW FROM SOUTHEAST

ASH PROPERTIES

CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025

1



CONCEPTUAL | SOUTHEAST CORNER

ASH PROPERTIES

CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025

(2)



CONCEPTUAL | SOUTHEAST CORNER

ASH PROPERTIES

CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025

(3)



CONCEPTUAL | WEST ELEVATION OFFICE + LOADING

ASH PROPERTIES

CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025

4



CONCEPTUAL | AERIAL VIEW FROM SOUTHWEST

ASH PROPERTIES

CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025

(5)

Doc # 2008018285, OR BK 14356 Page 1174, Number Pages: 3, Filed & Recorded 01/24/2008 at 09:14 AM, JIM FULLER CLERK CIRCUIT COURT DUVAL COUNTY RECORDING $27.00 DEED DOC ST $0.70

Prepared by and Return to:
Michael N. Schneider, Esq
Ansbacher & Schneider, P.A.
5150 Belfort Road South, Building 100
Jacksonville, FL 32256

SPECIAL WARRANTY DEED

1. **IDENTIFICATION OF GRANTOR**

Grantor's name and address is: Mike Ashourian and
Elaine Ashourian, his wife
7880 Gate Parkway, Suite 300
Jacksonville, Florida 32256

The word "I" or "me" as hereafter used means the Grantor.

2. **IDENTIFICATION OF GRANTEE**

Grantee's name and address is: Beaches 310, L.L.C.
a Florida limited liability company,
7880 Gate Parkway, Suite 300
Jacksonville, Florida 32256

Grantee's tax identification number is: _____

The word "you" as hereafter used means the Grantee.

3. **MEANINGS OF TERMS**

The terms "I," "me," or "you" shall be non-gender specific ((i) masculine, (ii) feminine, or (iii) neuter, such as corporations, partnerships or trusts), singular or plural, as the context permits or requires, and include heirs, personal representatives, successors or assigns where applicable and permitted.

4. **DESCRIPTION OF REAL PROPERTY CONVEYED**

Property hereby conveyed (the "Real Property") is legally described in Exhibit A attached hereto, together with all tenements (property capable of being held with unconditional power of disposition), hereditaments (inheritable interest in property), easements (right to use land of another) and appurtenances (right used with land for its benefit) belonging to or benefiting such property.

The Real Property is a portion of the property identified by the Property Appraiser's Parcel Identification Number 170736 0000.

5. CONSIDERATION

Good and valuable consideration plus the sum of Ten Dollars ($10.00) received by me from you.

6. CONVEYANCE OF REAL PROPERTY

For the consideration described in Paragraph 5, I have granted, bargained and sold to you the Real Property to have and to hold in fee simple (estate in property unlimited as to duration, disposition and descendability) forever.

7. SPECIAL WARRANTY

I do hereby warrant title to the Real Property and will defend the same against the lawful claims of all persons claiming by, through or under me, except for covenants, reservations, restrictions and easements of record, if any, and taxes subsequent to December 31, 2007.

8. EXECUTION

I have executed this instrument effective the 1st day of January, 2008.

Signed, sealed and delivered
in the presence of:

Witness Signature

Michael N. Schneider
Witness Printed Name

Janice M. Beck
Witness Signature

Janice M. Beck
Witness Printed Name

Mike Ashourian (Seal)

Elaine Ashourian (Seal)
Elaine Ashourian

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 21st day of January, 2008, by Mike Ashourian and Elaine Ashourian, his wife, who are personally known to me.

Janice M. Beck
Notary Public - State of Florida

JANICE M. BECK
MY COMMISSION # DD 724210
EXPIRES: November 16, 2011
Bonded Thru Notary Public Underwriters

EXHIBIT A

PARCEL 1: LOTS 1,2,3,4,5,6 AND 7, BLOCK 28, SECTION "H", ATLANTIC BEACH, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN ROAD RIGHT OF WAY.

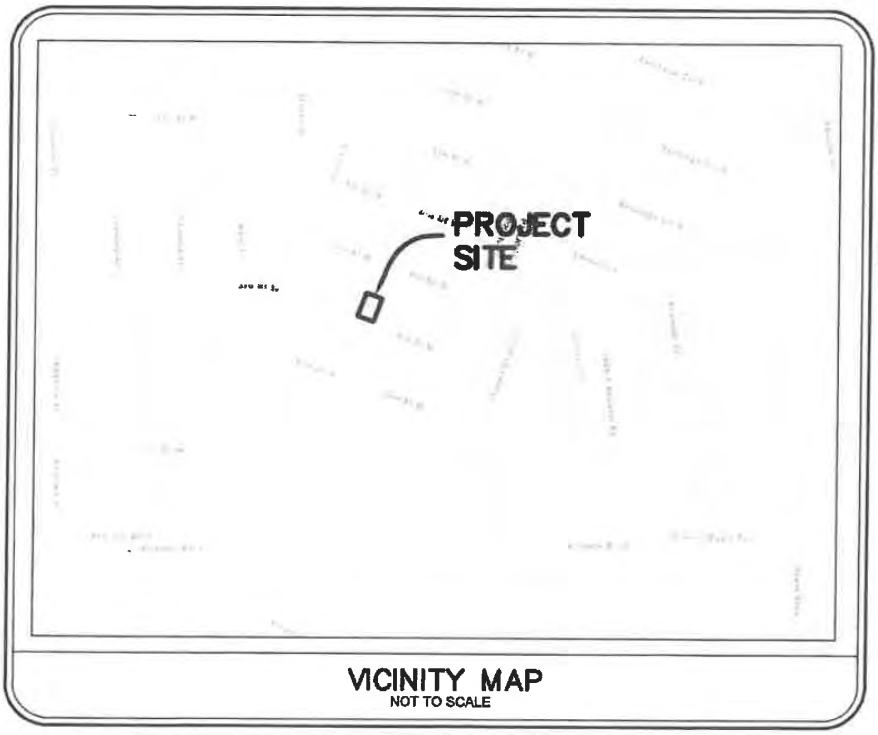
PARCEL 2: LOTS 1 AND 2, BLOCK 80, SECTION "H", ATLANTIC BEACH, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN ROAD RIGHT OF WAY.

PARCEL 3: LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN ROAD RIGHT OF WAY.

10.50

MAP OF

LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.



VICINITY MAP
NOT TO SCALE

CERTIFIED TO:
ASH PROPERTIES, INC.

JASON D. BOATWRIGHT License Number 7292 STATE OF FLORIDA Professional Surveyor and Mapper

GENERAL NOTES
1. THIS IS A MAP ONLY, NOT A BOUNDARY SURVEY.
2. BEARING ARE BASED ON THE NORTHERLY RIGHT-OF-WAY LINE OF WEST 3rd STREET, BEING NORTH 69°48'00" WEST, AS PER PLAT.
3. SEE SHEET 2 OF 2 FOR MAP TO ACCOMPANY DESCRIPTION.

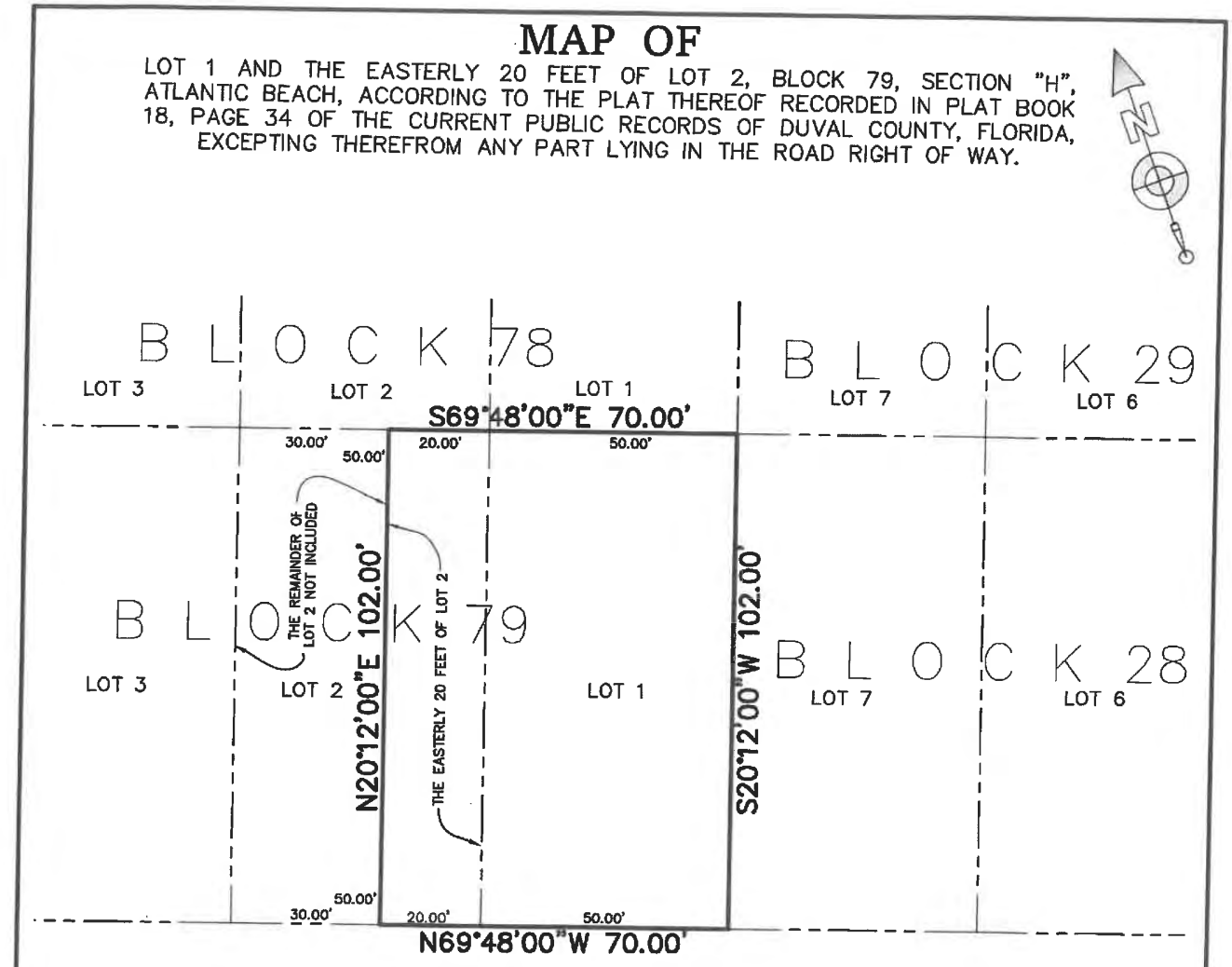
FILE: 2025-0034	DATE: JANUARY 20, 2025
DRAWN BY: RLR	SHEET 1 OF 2
SCALE: 1" = N.A.	

JASON D. BOATWRIGHT, P.S.M.
FLORIDA LICENSED SURVEYOR and MAPPER No. LS 7292
FLORIDA LICENSED SURVEYING & MAPPING BUSINESS No. LB 3672
"NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER."

BOATWRIGHT LAND SURVEYORS, INC.
1500 ROBERTS DRIVE, JACKSONVILLE BEACH, FLORIDA 32250 (PH) 904-241-8550

MAP OF

LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.



SEE SHEET 1 FOR:
SURVEYOR'S CERTIFICATE;
COMPLETE LEGAL DESCRIPTION;
GENERAL SURVEY NOTES;
AND VICINITY MAP.

FILE: 2025-0034
DRAWN BY: RLR
SCALE: 1" = 30'

DATE: JANUARY 20, 2025
SHEET 2 OF 2

BOATWRIGHT LAND SURVEYORS, INC.
1500 ROBERTS DRIVE, JACKSONVILLE BEACH, FLORIDA 32250 (PH) 904-241-8550

OWNER'S AUTHORIZATION

STATE OF FLORIDA

COUNTY OF DUVAL

I, Elaine Ashourian, as managing member of the Owner, Beaches 310 LLC, do hereby authorize and/or appoint Randall Whitfield to represent Beaches 310 LLC, in its Rezoning Application to the City of Atlantic Beach and for Future Land Use Map (FLUM) Amendment for that part of its property located at 310 Mayport which is currently designed as RM on the Future Land Use Map and currently zoned RG and more particularly describes on the survey attached to the Rezoning Application and the Future Land Use (FLUM) Amendment.

Dates this ___ day of April 2025.

BEACHES 310 LLC

By: _____
Elaine Ashourian

Sworn to and subscribed before me by means of ✓ physical presence or ___ online notarization, this 11th day of April 2025 by Elaine Ashourian on behalf of Beaches 310 LLC who, after being first duly sworn, deposes and says that the foregoing is true and correct to the best of her knowledge, information, and belief, and that she subscribed her name hereto in certification thereof.

_____
Signature of Notary Public, State of Florida
Print Name: _____
Commission No.: _____
My Commission Expires: _____

NOTARY PUBLIC STATE OF FLORIDA
TERESA BURKE
Commission # HH 336155
Expires March 23, 2027

Personally known ____

OR

Produced Identification of type: _____

ORDINANCE NO. 90-25-255

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, REZONING THOSE LANDS DESCRIBED IN ATTACHED EXHIBIT A FROM RESIDENTIAL, GENERAL, TWO- FAMILY (RG), TO COMMERCIAL, GENERAL (CG); PROVIDING FINDINGS OF FACT; REQUIRING RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Atlantic Beach, Florida hereby finds that the change in zoning classification enacted by this Ordinance shall provide for orderly growth; encourage the appropriate use of land; protect and conserve the value of property; prevent the overcrowding of land; promote, protect and improve the health, safety, comfort, good order, appearance, convenience, and general welfare of the public; and implement the goals and objectives of the Comprehensive Plan; and

WHEREAS, the lands subject to this change in zoning classification were largely developed in 1975 prior to significant changes to the Land Development Regulations and the Official Zoning Map; and

WHEREAS, the Community Development Board held a duly noticed public hearing on May 20, 2025, to consider this rezoning request and did not find it to be consistent with the City's Comprehensive Plan and voted not to recommend that the City Commission approve this rezoning request; and

WHEREAS, the City Commission considered this Ordinance after proper public notice and comments from staff and the public.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Findings of Fact. The above recitals are hereby incorporated as Findings of Fact in support of this Ordinance, and the City Commission finds as follows:

a. This change in zoning district classification has been fully considered after public hearings with legal notice duly published as required by law and has met the procedural requirements as set forth in Sections 24-51, 24-62 and the Land Development Regulations.
b. The proposed rezoning to Commercial, General (CG) is consistent with the proposed Future Land Use Map Commercial (CM) designation and the goals, policies and objectives of the City's adopted Comprehensive Plan.
c. All development within lands subject to this rezoning to Commercial, General (CG) and any future development shall be consistent with the zoning, subdivision, Land Development Regulations and other applicable provisions of the Atlantic Beach Code of Ordinances prior to issuance of local permits authorizing construction or site alteration.

d. The zoning district classification of Commercial, General (CG) is consistent and compatible with the surrounding development and zoning districts in that the adjoining properties.

SECTION 2. Affected Properties. Pursuant to this change in zoning district designation procedure, the zoning district classification of those certain lands within the City of Atlantic Beach, as more particularly described in Exhibit A, attached hereto and made a part hereof, are hereby reclassified as Commercial, General (CG) from Residential, General, Two-Family (RG). This reclassification does not grant authority for any specific uses on said lands. Any proposed use on said lands shall be reviewed and approved in accordance with the provisions of Chapter 24, Land Development Regulations.

SECTION 3. Zoning Map Revised. The Neighborhood Department Director is hereby directed to revise the official Zoning Map of the City of Atlantic Beach to reflect the change in zoning classification for those properties described in Exhibit A from Residential, Single-Family (RS-2), to Commercial, General (CG).

SECTION 4. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or anyof its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 5. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 6. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first reading this 23rd day of June, 2025.

PASSED by the City Commission on second and final reading this_____day of _____, 2025.

CITY OF ATLANTIC BEACH

_____
Curtis Ford, Mayor

Attest:

_____
Donna Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Garbiel, City Attorney

Exhibit A

The lands subject to this Ordinance No. 90-25-255 changing their zoning district designation from Residential, General, Two-Family (RG) to Commercial, General (CG) shall be those described on the attached survey.

Address	RE Number	Legal Description
310 Mayport Road	170736-0000	LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.

MINUTES
Community Development Board (CDB) Meeting
Tuesday, May 20, 2025 - 6:00 PM
City Hall, Commission Chamber
800 Seminole Road, Atlantic Beach, FL 32233

Present:
Kirk Hansen, Chair
Ellen Golombek, Vice Chair
Jennifer Lagner, Member
Angela Farford, Member
Harold Gear, Member
Richard Arthur, Member
Jeff Haynie, Member

Absent:
Gregory (Greg) Beliles, Alternate Member

Also Present:
Amanda Askew, Neighborhoods Department Dir. (NDD)
Abrielle Genest, Principal Planner
Valerie Jones, Recording Clerk
Robert Graham, City Attorney (CA)

1. CALL TO ORDER AND ROLL CALL

Chair Hansen called the meeting to order at 6:00 p.m. Mr. Haynie was late for the meeting and arrived at 6:30 p.m.

2. APPROVAL OF MINUTES

A. Approve minutes of the April 15, 2025 regular meeting of the Community Development Board.

3. OLD BUSINESS

There was no old business.

4. NEW BUSINESS

A. **324 Aquatic Drive ZVAR25-0009 (Michelle Meeker)**

Request for a variance to Section 24-82(b)(1) to exceed the maximum four (4) foot rear yard projection and Section 24-81(c) to allow construction of a covered porch within an easement at 324 Aquatic Drive.

STAFF REPORT: Planner Genest presented the information as explained in the staff report. She also provided a PowerPoint presentation.

APPLICANT REPORT: Michelle Meeker introduced herself as the owner of the property. She said that all she wanted to do was replace it like-for-like. She said she had a representative that was going to speak on her behalf.

Michael Herzberg introduced himself. He referred to a handout that the Board had. Mr. Herzberg said that the screen structure was already there when Ms. Meeker purchased the property in 2018. He pointed out how there were four structures that encroach into the setback and that there isn't any documented permit history for her home. Mr. Herzberg explained how the home has an excessively large front yard setback at 42-feet and only a 1-foot rear yard setback creating an unreasonable limitation on any construction. He said that Ms. Meeker is proposing to tear down an existing unpermitted improvement made by the previous owner and replace it with a newer one. He said in regard to Public Works concerns this would not further create an encroachment into that and there would still be ample room to work in.

Mr. Arthur asked about the side of the house since it looks like it's encroaching into the setback. Mr. Herzberg said it does encroach and would continue to encroach even if the variance isn't granted.

Chair Hansen asked Planner Genest to elaborate on Public Works concerns. Planner Genest said the area has had flooding in the past, so the ditch needs to be maintained so they need access through that easement. She confirmed for Ms. Lagner that the applicant is only replacing what is currently there. Planner Genest also confirmed for Mr. Arthur that the small section that projects out on the survey was in the original plans along with the 8x11 patio according to the survey.

BOARD DISCUSSION: Mr. Gear said he went and looked over the fence and saw the existing encroachment but since the applicant isn't going past that it wouldn't be an issue.

PUBLIC COMMENT: Chair Hansen opened the floor to public comment. There were no public comments. Ms. Lagner agreed.

MOTION: To **APPROVE ZVAR25-0009** based on condition #2 "Surrounding conditions or circumstances impacting the property disparately from nearby properties".

Motion: ***Harold Gear***
Second: ***Jennifer Lagner***

Kirk Hansen	***For***
Ellen Golombek	***For***
Jennifer Lagner (Seconded By)	***For***
Angela Farford	***For***
Harold Gear (Moved By)	***For***
Richard Arthur	***For***

Motion passed 6 to 0.

B. 1025 and 1039 Beach Avenue ZVAR25-0010 and ZVAR25-0011 (Nathan Bussey)
Request for a variance to Section 24-108(e)(3)(a) to reduce the minimum side yard setbacks on each side of the proposed single-family homes at 1025 Beach Avenue and 1039 Beach Avenue.

STAFF REPORT: Director Askew presented the information as explained in the staff report. She also provided a PowerPoint presentation.

Ms. Farford asked if the City had minimum structure width requirements. Director Askew said they did not. She said the applicant had one year after the fire to build back to previous setback and density

APPLICANT REPORT: Nathan Bussey of BuildPath Construction Advisors introduced himself as representing the owners. He said the proposed plan was to build back a structure that was 22 1/2 feet wide with 1,700 square feet per lot on the footprint which would be what is intended for the area and the charm of the neighborhood. Mr. Bussey said that the applicants are restricted by what can be built and still have value to their properties that they've owned for 20 plus years. He said the medium density zoning conflicts with the land use as to what the applicant can build back.

Chair Hansen asked if the owners today are the same owners that were there when there was a fire. Mr. Bussey said yes, they are the same owners.

Mr. Bussey said that it has been listed as one lot assembled together with a large structure with 3 different realtors and hasn't had an offer showing that it isn't what the market wants.

PUBLIC COMMENT: Chair Hansen opened the floor to public comment. He read a letter from Howard Loft who was not in favor of approving this request.

Nathan Gray introduced himself as working on behalf of the owners. He explained that these 2 lots are very standard for ocean front lots between 10th Street and 16th Street which currently have 2- and 3-foot setbacks. Mr. Gray said that regulations have made these parcels effectively unusable. He said it is difficult to tell an owner they can build a 15-foot-wide house that would be less than a builder grade townhome which is 16-foot wide. Mr. Gray said he understands the concerns about fires but there are many homes in neighborhood that have even smaller setbacks.

Terrie Bradshaw of 75 10th Street introduced herself and said the fire did a lot of damage to her home and does not support the approval of this request.

Bill Taylor of 95 10th Street introduced himself. He had questions about the L-shaped lot, could it be built on and would the variance be a normal variance or a 3-foot variance?

Scott Cairns introduced himself and said he and family members own 4 of the townhouses. He said he wants the lots developed and said the standard 5-foot setback would be fine. Mr. Cairns was not opposed to the variance.

Deborah Oken of 1073 Beach Avenue said she has a 100-year-old house on a 30-foot lot, and it touches the boundaries on one side. She said the variance request was a reasonable request.

BOARD DISCUSSION: Ms. Golombek asked Director Askew if they could build townhomes. Director Askew said yes, the zoning district does allow townhomes so they could have a shared wall, but the difficulty is when you have 2 different property owners.

Mr. Arthur asked which lot was 33 feet wide. Director Askew had the applicant return to the podium. Mr. Bussey said that 1025 Beach was the 33 feet wide lot. He said that he didn't think townhomes would be the highest and best thing to build fitting the charm of the neighborhood. Mr. Bussey said that they could use the additional 3 feet on the south setback by the condos.

Mr. Gear said that if the applicants agreed to build townhouses, then they would meet the setbacks. Chair Hansen said that since the applicants had 1 year to apply to build back to what they had before but didn't and the concerns of the neighbors he couldn't support this request. He thought that the owners should get together and figure out a deal between the two of them. Ms. Farford agreed and was concerned about the closeness of the structures. Mr. Arthur said he was leery of suggesting that any applicant can get with their neighbors and come up with a new plan. Chair Hansen said he is just suggesting combination of the lots as a possible solution.

Nathan Gray said that suggesting townhomes to the applicants the Board is forcing them to get into a partnership agreement which is what they are doing right now. He said they have been trying to sell the properties as one for 18 months. Mr. Gray said surrounding properties are selling for $7.5 million and the maximum sale for condos and townhomes would be $1.5 million. He said that what they are suggesting for setbacks is larger than the setbacks were before.

MOTION: To **DENY ZVAR25-0010** due to it not meeting any of the criteria.

Motion: Jennifer Lagner
Second: Angela Farford

Kirk Hansen	***For***
Ellen Golombek	***For***
Jennifer Lagner (Moved By)	***For***
Angela Farford (Seconded By)	***For***
Harold Gear	***For***
Richard Arthur	***For***

Motion passed 6 to 0.

MOTION: To **DENY ZVAR25-0011** due to it not meeting any of the criteria.

Motion: ***Harold Gear***
Second: ***Angela Farford***

Kirk Hansen	***For***
Ellen Golombek	***For***
Jennifer Lagner	***For***
Angela Farford (Seconded By)	***For***
Harold Gear (Moved By)	***For***
Richard Arthur	***For***

Motion passed 6 to 0.

C. 310 Mayport Road COMP25-0001 and REZN25-0001 (Randall Whitfield)
Request is for a Future Land Use Map (FLUM) amendment to change the future land use map designation of the western 70 feet 310 Mayport Road (RE# 170736-0000) FROM Residential Medium Density (RM) TO Commercial (CM). Also, a request for a rezoning of the same property at 310 Mayport Road (RE# 170736-0000) FROM Residential, General, Two-Family (RG) TO Commercial, General (CG).

STAFF REPORT: Director Askew presented the information as explained in the staff report. She also provided a PowerPoint presentation. Director Askew reminded the Board that this would be a recommendation to the City Commission and would go before them at the June 23rd meeting. Mr. Arthur asked that since they have a variance to tear down and build back storage would they have to get approval again on this one lot. Director Askew said that since they are putting parking on this lot they wouldn't have to.

APPLICANT REPORT: Michael Traynor, an attorney with Orr Cook, office at 818 A1A North. He said he was representing Randall Whitfield. Mr. Traynor said they plan to make the access to the property on 3rd Street West instead of Mayport Road making it safer to enter. He said the front would be landscaped making it more attractive.

Mr. Arthur asked why all of this couldn't be done with the existing 415 by 102-foot area that is zoned CG already. Mr. Traynor said that they want to get the entrance off of Mayport Road and put the parking in the rear. He added that it would also put all of the property under the same zoning. A design board was presented showing the landscaping and fencing. In response to a question from Mr. Arthur, Director Askew went over the considerations listed on page 94-95 of the agenda packet. Ms. Golombek said that she liked the idea of eliminating the multiple entrances off of 3rd Street West and only having one.

BOARD DISCUSSION: Ms. Golombek asked if the Board can put conditions on this request. Director Askew said they cannot.

MOTION: To recommend **APPROVAL** of COMP25-0001 and REZN25-0001 to the City Commission.

Motion: Ellen Golombek
Second: Harold Gear

Mr. Haynie said he doesn't see how it is consistent with the Comprehensive Plan and pointed to page 94 of the agenda packet where Director Askew had laid out some of the relevant policies. He said the plan is telling them that there is not a goal of adding commercial property to this area and if commercial property is added the plan is saying it will not be for this use. Chair Hansen said that it is already storage units and that's not going away. Mr. Haynie said he thought it was awkward to add commercial general to that neighborhood on one lot. Mr. Arthur said they could just put the parking on the existing commercial general lots. He said he was concerned about the expansion of a carve out when what they want to do can be done on site. Ms. Lagner said she wasn't in favor of this. Mr. Gear said there is a similar carve out a couple of streets over.

Kirk Hansen	***Against***
Ellen Golombek (Moved By)	***For***
Jennifer Lagner	***Against***
Angela Farford	***For***
Harold Gear (Seconded By)	***For***
Richard Arthur	***Against***
Jeff Haynie	***Against***

Motion failed 3 to 4.

MOTION: To recommend **DENIAL** of COMP25-0001 and REZN25-0001 to the City Commission due to it not being consistent with the Comprehensive Plan.

Motion: Jeff Haynie
Second: Jennifer Lagner

Kirk Hansen	***For***
Ellen Golombek	***Against***
Jennifer Lagner (Seconded By)	***For***
Angela Farford	***Against***
Harold Gear	***Against***
Richard Arthur	***For***
Jeff Haynie (Moved By)	***For***

Motion passed 4 to 3.

5. REPORTS

A. 400 square foot trigger for Stormwater

The Board discussed this topic and decided to have this trigger removed from the Code

MOTION: To recommend the amendment of Section 24-89 to strike paragraph C1.

Motion: ***Harold Gear***
Second: ***Jennifer Lagner***

Director Askew went over the explanation of the paragraph explaining that the trigger for on-site stormwater storage was for the addition of 400 square feet even if you are under the 45% pervious ratio. She said this also applies to new builds. Mr. Arthur said that it doesn't make sense to apply this to lots that are under their 45% pervious ratio. He said it puts burden on the residents and their property rights.

Kirk Hansen	***For***
Ellen Golombek	***Against***
Jennifer Lagner (Seconded By)	***For***
Angela Farford	***For***
Harold Gear (Moved By)	***For***
Richard Arthur	***For***
Jeff Haynie	***For***

Motion passed 6 to 1.

B. Shared Parking

Director Askew explained in detail how the Shared Parking is addressed in the Code. Chair Hansen said it appears there's a quirk in the code because the on-site parking in some cases doesn't count toward the requirement. Director Askew explained that the site Chair Hansen was referring to didn't have enough on-site parking to share. She said you have to have the required parking for your required uses whether you are open from 8-10 a.m. or 24 hours. Chair Hansen said they should be able to have a shared parking agreement with the building they are in. Mr. Gear said there would have to be a legal agreement. Mr. Arthur wondered how Staff would differentiate between when a business is closed and when that space could be counted toward on-site parking. Mr. Haynie suggested they keep the 400 feet requirement since that can be handled with a variance. Ms. Golombek agreed.

MOTION: To recommend to the City Commission that shared parking Section 24-161 be amended to allow for allocation of on-site parking based on hours of operation of shared tenants.

Motion: ***Harold Gear***
Second: ***Jennifer Lagner***

Kirk Hansen	***For***
Ellen Golombek	***For***
Jennifer Lagner (Seconded By)	***For***
Angela Farford	***For***
Harold Gear (Moved By)	***For***
Richard Arthur	***For***
Jeff Haynie	***For***

Motion passed 7 to 0.

6. PUBLIC COMMENT

There were no public comments.

7. ADJOURNMENT

There being no further discussion, Chair Hansen declared the meeting adjourned at 7:45 p.m.

Attest:

Amanda Askew

Kirk Hansen, Chair

CITY OF ATLANTIC BEACH
CITY COMMISSION
STAFF REPORT

AGENDA ITEM: Ordinance No. 90-25-256 (Amending the Land Development Code to Section 24-113(c) Light Industrial Warehousing to permit health clubs and gyms by an use-by-exception)

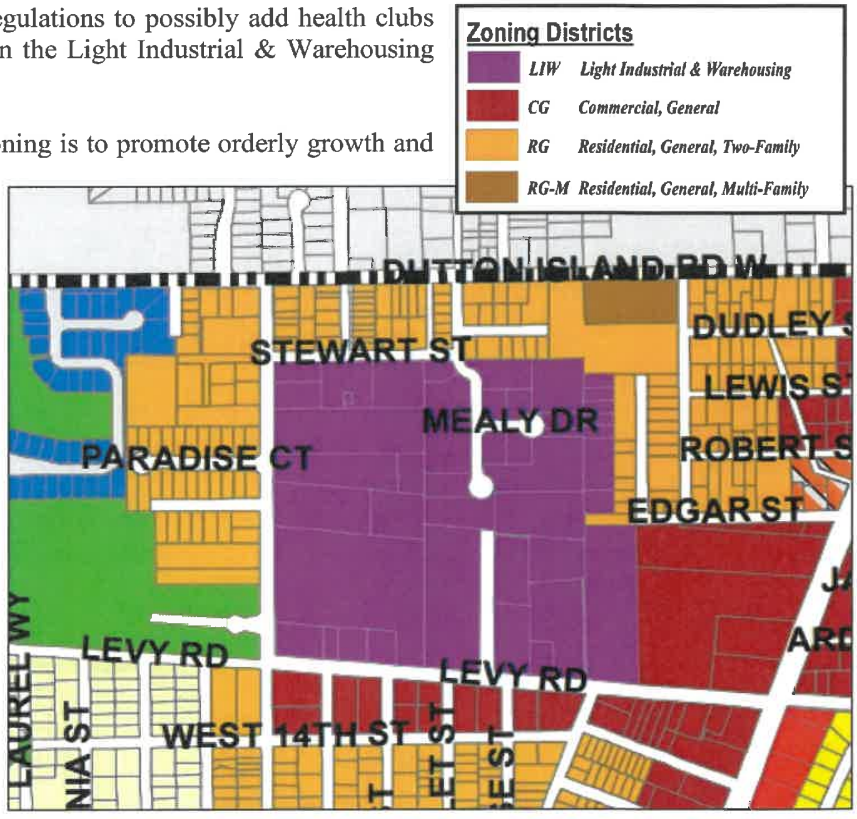
SUBMITTED BY: Amanda L. Askew, Neighborhoods Department Director

TODAY'S DATE June 30, 2025

MEETING DATE: July 14, 2025

BACKGROUND:

In May 2025, City Commission directed staff to initiate a text amendment to discuss Section 24-113(c) of the land development regulations to possibly add health clubs and gyms as a use by exception in the Light Industrial & Warehousing (LIW) zoning district.



One of the primary purposes of zoning is to promote orderly growth and development. Zoning laws and provisions help prevent haphazard and incompatible development patterns by designating specific areas for different land uses. According to the American Planning Association, classifications of industrial uses started in the 1950 following an era of unprecedented industrial expansion that began after World War II. Industry standards were set to establish zoning districts that separate incompatible uses based on performance standards such as noise, smoke, odor, vibration, glare, and sewage. To further separate incompatible uses, "light" and "heavy" industrial zoning districts are established.

Health clubs and gyms are currently a permitted use in the Commercial General (CG) zoning district, which is intended for uses which provide general retail sales and services for the City of Atlantic Beach and the loosely surrounding neighborhoods.

The Light Industrial and Warehousing zoning district is intended for light manufacturing, storage and warehousing, processing or fabrication of non-objectionable products, not involving the use of materials, processes or machinery likely to cause undesirable effects upon nearby or adjacent residential or commercial activities. Heavy industrial uses generally identified as industry groups 32-37 by the Standard Industrial Classification (SIC) Code Manual issued by the United States Office of Management and Budget shall not be permitted within the LIW district.

By adding health clubs and gyms to the list of uses-by-exception in the LIW zoning district, any person looking to open a business of this nature will need to receive approval from the Community Development Board based on the following considerations:

(1) Ingress and egress to property and proposed structures thereon with particular reference to vehicular and pedestrian safety and convenience, traffic flow and control and access in case of fire or catastrophe.



(2) Off-street parking and loading spaces, where required, with particular attention to the items in [subsection] (1) above.

(3) The potential for any adverse impacts to adjoining properties and properties generally in the area resulting from excessive noise, glare and lighting, odor, traffic and similar characteristics of the use-by-exception being requested.

(4) Refuse and service areas, with particular reference to items [subsections] (1) and (2) above.

(5) Utilities, with reference to locations, availability and compatibility.

(6) Screening and buffering, with reference to type, dimensions and character.

(7) Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, economic effects and compatibility and harmony with properties in the district (see "Signs and advertising," chapter 17).

(8) Required yards, impervious surface ratios and other open space regulations.

(9) General compatibility with adjacent properties and other property in the surrounding zoning district as well as consistency with applicable provisions of the comprehensive plan.

(10) For those properties within the commercial districts, consistency with the intent of section 24-171, commercial development standards.

(11) Number of similar businesses that exist in the area with consideration that such uses are intended to be an exception and not to excessively proliferate in one (1) area of the city.

ANALYSIS & REVIEW

Per Section 24-62(f) of the Land Development Code, the City Commission shall evaluate applications for a zoning code amendment based on the following factors:

(1) Consistency with the comprehensive plan;

(2) Consistency with the intent of the land development regulations;

(3) Consistency with other professional planning principles, standards, information and more detailed plans and studies considered relevant;

(4) Whether the proposed amendment and development permitted thereunder is premature or otherwise creates or contributes to an urban sprawl pattern of development;

(5) Whether the proposed amendment will constitute "spot zoning," that is an isolated zoning district unrelated to adjacent and nearby districts;

(6) Whether the uses permitted under the proposed rezoning will be consistent or compatible with the existing and proposed land uses and zoning of adjacent and nearby properties or the general area; or will deviate from an established or developing logical and orderly development pattern;

(7) Whether the uses permitted under the proposed rezoning will deviate from an established or developing development pattern that is logical and orderly;

(8) Whether the proposed rezoning and development permitted thereunder will result in significant adverse impacts upon property values of adjacent or nearby properties or in the general area more than the types of uses currently permitted; and

(9) Whether the proposed rezoning and development permitted thereunder will detract from the character and quality of life in the general area or neighborhood by creating excessive traffic, noise, lights, vibration, fumes, odors, dust, physical activities or other detrimental effects or nuisances.

Relevant and applicable language from the City's Comprehensive Plan is listed below.

Policy A.1.5.6 Commercial and light industrial development shall be located and designed so as to minimize adverse effects on residential areas, traffic facilities and aesthetic character of the City.

Policy A.1.11.1 (f) Light Industrial – The Light Industrial category shall be limited to light manufacturing and production, storage, warehousing and distribution uses as further controlled by the Land Development Regulations. Light industrial uses may have outdoor storage and business related activity, but such uses shall not include processes that create negative effects to surrounding properties due to noise, heat, fumes, debris, chemicals or hazardous materials.

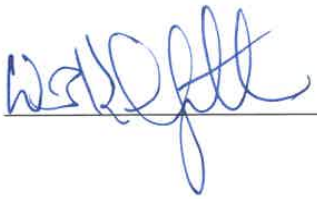
The Community Development Board reviewed the proposed text change at its June 17 meeting. A motion to recommend approval to Commission resulted in a 3-3 tie vote, causing the motion to fail. No other motion was made.

BUDGET: None

RECOMMENDATION: Consideration of Ordinance No. 90-25-256

ATTACHMENTS:

- Ordinance No. 90-25-256
- CDB Meeting Minutes

REVIEWED BY CITY MANAGER: 

ORDINANCE NO. 90-25-256

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, HEREBY AMENDING THE LAND DEVELOPMENT REGULATIONS AS ADOPTED BY ORDINANCE NUMBER 90-24-253; THIS ORDINANCE SPECIFICALLY AMENDING SECTION 24-113(c), LIGHT INDUSTRIAL AND WAREHOUSING DISTRICTS, PROVIDING FOR RECORDATION AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on October 14, 2024 the City Commission of the City of Atlantic Beach enacted Ordinance No. 90-24-0253 amending and restating the City of Atlantic Beach Land Development Regulations, Chapter 24 of the City's Code of Ordinances, and

WHEREAS, the City of Atlantic Beach recognizes that said Chapter 24, Land Development Regulations, requires comprehensive revisions periodically to meet the community's needs to update content, standards, and administrative guidance; and

WHEREAS, the City of Atlantic Beach desires to have Land Development Regulations that are clear, concise, and streamlined; and

WHEREAS, Section 163.3174(1), Florida Statutes, requires that the governing body of each local government in Florida shall designate and by ordinance establish a "local planning agency;" and

WHEREAS, the City of Atlantic Beach Community Development Board has been duly designated as the Local Planning Agency of the City; and

WHEREAS, Section 163.3174(4)(c), Florida Statutes, provides that the land planning agency shall review all proposed text amendments to land development regulations and make recommendations to the governing body as to the consistency of the proposed revisions with the adopted comprehensive plan; and

WHEREAS, the Community Development Board acting in its capacity as Local Planning Agency, held a duly advertised public hearing on June 17th, to receive public comments on the proposed amendment to Chapter 24, Land Development Regulations and, finding the proposed amendment to said Chapter 24 consistent with the City's adopted 2045 Comprehensive Plan, voted to recommend adoption of said update and revisions to Chapter 24, Land Development Regulations; and

WHEREAS, after due notice and publication, the City Commission held two (2) public hearings to receive public comments and receive the recommendation of the Community Development Board; and

WHEREAS, the City Commission has found and determined that the proposed update and revisions to Chapter 24, Land Development Regulations will foster and preserve the public health, safety and welfare and aid in the harmonious, orderly and progress development of the City of Atlantic Beach and thus will serve a valid public purpose.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Regulation Amended. Section 24-113(c) of the Code of Ordinances of the City of Atlantic Beach, Florida, is hereby amended to read as follows:

(c) *Uses-by-exception.* Within the light industrial and warehousing zoning district, the following uses may be approved as a use-by-exception.

(1) Bulk storage of flammable liquids or gases subject to provisions of county and state fire codes.

(2) Communication tower (radio, TV and telecommunications).

(3) Concrete batching plants.

(4) Establishments for sale of new and used automobiles, motorcycles, trucks and tractors, boats, automobile parts and accessories (except salvage yards), machinery and equipment, farm equipment, lumber and building supplies, mobile homes, monuments and similar sales establishments.

(5) Establishments for major automotive repair and towing service.

(6) Permanent storage of automobiles, motorcycles, trucks and tractors, boats, machinery and equipment, farm equipment and similar uses within completely enclosed buildings.

(7) Welding shops, metal fabrication and sheet metal works.

(8) Manufacture and production of boats and surfboards.

(9) Pain management clinics.

(10) Processing (excluding animal processing and slaughterhouses).

(11) Wholesale food processing.

(12) Off-street parking lots.

(13) Cabinet shops, woodworking shops.

(14) Recycling collection center within an enclosed building.

(15) Truck rental and leasing.

(16) Health clubs and gyms

SECTION 2. Purpose and Intent. This Ordinance is enacted to carry out the purpose and intent of, and exercise the authority set out in, the Community Planning Act, as codified in the applicable portions of Chapter 163, Part II, Florida Statutes.

SECTION 3. Findings. The City Commission hereby finds and determines that:

(a) The findings set forth in the recitals to this Ordinance are true and correct.

(b) The Community Development Board, acting in its capacity as the Local Planning Agency for the City held a public hearing on June 17th, to consider the proposed amendment to Chapter 24, Land Development Regulations of the City's Code of Ordinances, and found them to be inconsistent with the Comprehensive Plan and incompatible with the light industrial area, and

is not recommended that the City Commission not adopt said amendment to Chapter 24, Land Development Regulations.

(c) The amendment to Chapter 24, Land Development Regulations, of the City's Code of Ordinances, is consistent with the City's adopted 2045 Comprehensive Plan.

SECTION 4. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 5. Codification and Scrivener's Errors. The publisher of the City of Atlantic Beach's Code of Ordinances, the Municipal Code Corporation, is hereby directed to incorporate the Land Development Regulations Update as Chapter 24 into the City's Code of Ordinances. Sections of the Land Development Regulations Update may be renumbered or re-lettered and scrivener's errors, formatting and typographical errors and other minor, inadvertent graphical errors in Chapter 24 which do not affect the intent may be authorized by the City Manager and City Attorney without the need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

SECTION 6. Applicability. The provisions of the Land Development Regulations amendment shall apply to all applications, decisions or controversies pending before the City of Atlantic Beach upon the effective date hereof or filed or initiated thereafter, provided that certain development, land use or construction, if qualified, may have vested rights to continue or be completed under the terms of the repealed ordinances or provisions therein.

SECTION 7. Severability. If any section, sentence, clause, or other provision of this Ordinance, or any provision of the Land Development Regulations amendment shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding of invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining sections, sentences, clauses, or provisions of this Ordinance, or of the Land Development Regulations Update.

SECTION 8. Effective Date. This Ordinance shall take effect upon final review and approval.

PASSED on first reading and following a public hearing on July 14, 2025.

PASSED AND DULY ADOPTED on final reading and following a public hearing on July 28, 2025.

CITY OF ATLANTIC BEACH

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

MINUTES
Community Development Board (CDB) Meeting
Tuesday, June 17, 2025 - 6:00 PM
City Hall, Commission Chamber
800 Seminole Road, Atlantic Beach, FL 32233

Present:
Kirk Hansen, Chair
Ellen Golombek, Vice Chair
Angela Farford, Member
Harold Gear, Member
Richard Arthur, Member
Gregory (Greg) Beliles, Alternate Member

Absent:
Jennifer Lagner, Member
Jeff Haynie, Member

Also Present:
Amanda Askew, Neighborhoods Department Director (NDD)
Abrielle Genest, Principal Planner (PP)
Valerie Jones, Recording Clerk
Rob Graham, City Attorney (CA)

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order at 6:00 p.m.

2. APPROVAL OF MINUTES

A. Approve minutes of the May 20, 2025 regular meeting of the Community Development Board.

The minutes were approved.

3. OLD BUSINESS
There was no old business.

4. NEW BUSINESS

A. 341 6th Street WAIV25-0003 James Lucas
Request for a waiver from Section 19-1 to allow for the modification and continued use of an unpermitted parking pad in city right-of-way and Section 19-7(a) to exceed the maximum impervious area within the right-of-way at 341 6th Street.

STAFF REPORT: Director Askew presented the waiver request for 341 6th Street. She explained that it was a request for a waiver from Section 19-1 to allow for the modification and continued use of an unpermitted parking pad in city right-of-way and Section 19-7(a) to exceed the maximum impervious area within the right-of-way.

Director Askew provided details about the property, noting it was located on the north side of 6th Street, mid-block, and zoned residential single-family (RS2). She mentioned

that the current parking pad was constructed without a permit in 2012 and consists of gravel. Director Askew also noted that there were multiple unpermitted parking pads along the street.

She explained the relevant code sections, including 19-1(c) which prohibits obstructions in the right-of-way, 19-2 which authorizes staff to issue permits based on public benefit, and 19-7 which limits impervious area between the front property line and street pavement to 50%.

Director Askew clarified that the applicant was requesting to rework the parking pad with turf block pavers, which would exceed the 50% impervious area limit, resulting in 51.7% impervious area in the right-of-way.

She mentioned that the STOP committee had made recommendations regarding planting and landscaping in the right-of-way, noting that obstructions are not permitted and can be removed by the city if necessary.

Director Askew outlined the evaluation criteria for waivers, stating that compliance must be unreasonable, conflict with public interest, and be practically impossible for approval.

Board members asked questions about the city manager's ability to grant exceptions, the status of STOP committee recommendations, and whether the homeowner's request was triggered by any specific event.

APPLICANT REPORT: James Lucas, the applicant, addressed the board. He explained that he and his wife had lived in Atlantic Beach for 37 years and started the improvement concept in April. Mr. Lucas detailed his communications with the city engineer and staff, emphasizing his willingness to comply with city requirements. He expressed surprise at learning the parking area was unpermitted when they bought the house in 2015, noting they had obtained five permits for other work without being informed of any issues with the parking area.

Mr. Lucas stressed that their goal was to make the parking area smaller, change the material to something acceptable to the city, and maintain the 50% impervious rule while improving their property.

PUBLIC COMMENT: Chair Hansen opened the floor to public comment.

Brinkley Harrell spoke in support of the applicant, noting that several properties on 6th Street had similar gravel parking areas. He suggested the board consider deferring the decision to look at all properties in that block simultaneously.

BOARD DISCUSSION: Board members discussed the prevalence of similar parking pads throughout Atlantic Beach and the challenges of enforcing regulations consistently. They debated the merits of approving the waiver given the applicant's efforts to improve the situation.

MOTION: To recommend **APPROVAL** of **WAIV25-0003** to the City Commission subject to the parking pad maintaining 50% or less impervious ratio requirement coverage as defined by the City.

Motion: ***Gregory (Greg) Beliles***
Second: ***Harold Gear***

Kirk Hansen	***For***
Ellen Golombek	***For***
Angela Farford	***For***
Harold Gear (Seconded By)	***For***
Richard Arthur	***For***
Gregory (Greg) Beliles (Moved By)	***For***

Motion passed 6 to 0.

B. 210 Mayport Road UBEX25-0002 (Alex Ertel)

Request for a use-by-exception from Section 24-112(c)(6) to allow contractor business within the Commercial General (CG) zoning district at 210 Mayport Road.

STAFF REPORT: Planner Genest, Principal Planner, presented the use-by-exception request for 210 Mayport Road. She explained that it was a request to allow a contractor business within the Commercial General (CG) zoning district.

Planner Genest provided details about the property, noting that it was located on the northwest corner of Mayport Road and Second Street West. She mentioned that the business, Florida Turf Company, had relocated from another address on Mayport Road.

She explained that the business falls under section 24-112(c)(6) of the code, which allows contractors not requiring outdoor storage, with limitations on manufacturing, construction, and equipment use. Planner Genest noted that this use is considered a use-by-exception within the CG zoning district.

Planner Genest mentioned that under the previous zoning code, this business would have been permitted as a lawn care service, but that use was removed in recent updates. She also noted that a business tax receipt had been issued in error earlier in the year, which was discovered when the business applied for a sign permit.

She presented images of the property showing cars parked on the eastern side and materials stored on the west side. Planner Genest explained that outdoor storage is not permitted in this zoning district but could be remedied with fencing and screening.

Planner Genest outlined the considerations for use-by-exception requests, including ingress/egress, parking, potential impacts on adjoining properties, utilities, screening, signs, and compatibility with adjacent properties.

Board members discussed the nature of the business, its compatibility with the area, and potential impacts on neighboring properties. They also considered the fact that the business was already operating due to the erroneously issued permit.

APPLICANT REPORT: The applicant was not present.

PUBLIC COMMENT: Chair Hansen opened the floor to public comment. There were no public comments.

BOARD DISCUSSION: There was no further discussion.

MOTION: To **APPROVE UBEX25-0002**.

Motion: ***Richard Arthur***
Second: ***Harold Gear***

Kirk Hansen	***For***
Ellen Golombek	***For***
Angela Farford	***For***
Harold Gear (Seconded By)	***For***
Richard Arthur (Moved By)	***For***
Gregory (Greg) Beliles	***For***

Motion passed 6 to 0.

C. Ordinance 90-25-256 Text Amendment

An ordinance of the City of Atlantic Beach, County of Duval, State of Florida, hereby amending the Land Development Regulations as adopted by Ordinance No. 90-24-253; This ordinance specifically amending Section 24-113(c), light industrial and warehousing districts to add gyms and health clubs as a use-by-exception, providing recordation and providing an effective date.

STAFF REPORT: Director Askew presented the text amendment to Section 24-113(c), which would add gyms and health clubs as a use-by-exception in light industrial and warehousing districts. She explained that this amendment was requested by Commission in May 2025, prompted by an inquiry about an indoor batting cage.

Director Askew provided background on the light industrial warehouse zoning district, noting its intended use for light manufacturing and storage. She mentioned that some municipalities allow gyms and health clubs in industrial areas, citing examples of CrossFit gyms in commercial industrial areas.

PUBLIC COMMENT: Chair Hansen opened the floor to public comment.

Richard Krilich of 501 Levy Road expressed concerns about sewage and water drainage issues in the area. He noted that many properties on the north side of Levy Road use

septic tanks due to the lack of a city sewer line. Mr. Krilich also raised concerns about potential water usage from gyms and health clubs, as well as increased parking lot runoff.

BOARD DISCUSSION: Board members discussed the compatibility of gyms with the light industrial area and potential impacts on surrounding residential areas. They debated whether the amendment aligned with the comprehensive plan and zoning policies.

MOTION: To recommend **APPROVAL** of **Ordinance 90-25-256** to the City Commission.

Motion: ***Richard Arthur***
Second: ***Harold Gear***

Kirk Hansen	***Against***
Ellen Golombek	***Against***
Angela Farford	***Against***
Harold Gear (Seconded By)	***For***
Richard Arthur (Moved By)	***For***
Gregory (Greg) Beliles	***For***

Motion failed 3 to 3.

5. REPORTS

Chair Hansen reported on two recommendations made by the board in the previous meeting:

- The recommendation to remove mandatory on-site storage requirements for 400 square foot additions has been favorably received by the city commission, who have requested an ordinance to be drafted.
- The recommendation to treat on-site parking the same as off-site parking for requirement purposes is being considered by the commission, who have requested an ordinance to be drafted.

Chair Hansen noted that these items will be coming up for two readings before the city commission for approval.

6. PUBLIC COMMENT

Brinkley Harrell addressed the Board, commending them for their support in changing the trigger in Chapter 24 for on-site water storage requirements. He also raised concerns about the definition of impervious surface in Chapter 24-17, particularly regarding the 50% credit for swimming pools. Mr. Harrell argued that modern swimming pools can hold as much water as natural grass before runoff occurs and suggested changing the credit to 100% for the water surface area of pools.

Mr. Harrell also brought attention to zoning issues in Chapter 24-101, specifically regarding lot sizes in RS2 zoning areas. He expressed concern about the inability to split conjoined lots in Old Atlantic Beach, leading to the construction of oversized homes. He suggested potential solutions, including consolidating zoning districts or modifying footnotes to allow lot splitting in RS-2 zones.

7. ADJOURNMENT

There being no further discussion, Chair Hansen declared the meeting adjourned at 7:03 p.m.

Attest:

Amanda Askew	Kirk Hansen, Chair