City of Atlantic Beach

Final Agenda

Regular City Commission Meeting

Monday, August 25, 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 Budget Workshop held on August 11, 2025. 5
8-11-25 Budget Workshop Draft Minutes

1.B. Approve minutes of the Regular Commission Meeting held on August 11, 2025. 7 - 34
8-11-25 Regular City Commission Draft Minutes

2. COURTESY OF FLOOR TO VISITORS

2.A. Septic-to-Sewer Appropriation Check Presentation

PUBLIC COMMENT

3. CITY MANAGER REPORTS

3.A. Accept the 90-Day Calendar (Aug. - Oct. 2025). 35 - 38
90-Day Calendar (Aug. - Oct. 2025)

3.B. Historic Corridor Designation Request 39 - 44
Historic Corridor Designation Request

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. 25-70. 45 - 48
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING THE 2025 ASPHALT RESURFACING 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.
Resolution No. 25-70

6.B. Approve Resolution No. 25-71. 49 - 55
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AN INTERLOCAL AGREEMENT WITH THE CITY OF NEPTUNE BEACH FOR THE PROVISION OF WATER FOR FIRE SUPPRESSION SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.
Resolution No. 25-71

6.C. Approve Resolution No. 25-73. 57 - 61
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, ACCEPTING AND ADOPTING THE UPDATED DUVAL COUNTY LOCAL HAZARD MITIGATION STRATEGY PLAN; AND PROVIDING AN EFFECTIVE DATE.
Resolution No. 25-73

7. COMMITTEE REPORTS

None.

8. ACTION ON RESOLUTIONS

* 8.A. **RESOLUTION NO. 25-74** 63 - 65
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE RENEWAL OF AN EMAIL SECURITY AND COMPLIANCE SERVICE, BACKUP SERVER APPLIANCE SUBSCRIPTIONS, AND A WEB SECURITY GATEWAY SUBSCRIPTION THROUGH NH&A AT A TOTAL PRICE OF $35,844.79 WITH FUNDS ALLOCATED IN THE FISCAL YEAR 2024-25 BUDGET (ACCOUNT NO. 001 1011 516 46 00); 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. 25-74

9. ACTION ON ORDINANCES

None.

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
Budget Workshop Meeting
Monday, August 11, 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)
Donna Bartle, City Clerk (CC)
Kevin Hogencamp, Deputy City Manager (DCM)
Ladayija Nichols, Deputy City Clerk (DCC)
Troy Stephens, Utilities Director (UD)

CALL TO ORDER
Mayor Ford called the meeting to order at 5:01 PM.

1. PUBLIC COMMENT
None.

2. TOPICS

A. Budget Workshop #5 Presentation
Overview
Public Utilities

CM Killingsworth, along with UD Stephens, presented as detailed in the agenda packet and answered questions from the Commission.

ADJOURNMENT
The meeting adjourned at 5:22 PM.

Attest:

Donna L. Bartle, City Clerk

Curtis Ford, Mayor

Date Approved:_____

DRAFT

MINUTES
Regular City Commission Meeting
Monday, August 11, 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. 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 Budget Workshop held on July 28, 2025.

The Commission approved the minutes as submitted.

1B. Approve minutes of the Regular Commission Meeting held on July 28, 2025.

The Commission approved the minutes as submitted.

1C. Approve minutes of the Community Workshop held on August 6, 2025.

The Commission approved the minutes as submitted.

2. COURTESY OF FLOOR TO VISITORS

2.A. Police Department: Officer Eric Kohler Swearing-in

PC Gualillo administered the police officer oath to Officer Kohler.

PUBLIC COMMENT

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The following speakers provided their comments:

Ken Simon
Brenda Simon
Lisa Herrold
Susanne Barker
Amy Palmer
Terrie Bradshaw Cate

3. CITY MANAGER REPORTS

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

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

3.B. Centennial Celebration

DCM Hogencamp explained the City's planned celebrations to date and welcomed feedback from the community and the Commission.

3.C. Hen Standards

CM Killingsworth presented as detailed in a handout (which is attached hereto and made part of this Official Record as **Attachment A**). He recommended that staff work with the Community Development Board to workshop potential ordinance changes and return with recommendations. The Commission ***AGREED*** to proceed with this approach.

8-11-25 Attachment A

3.D. Fire Suppression Resolution

CM Killingsworth sought consensus to draft a resolution authorizing negotiations for a tri-party agreement to provide fire suppression for Neptune Beach. It was clarified the agreement would cover building sprinklers only, not potable water. There was a ***CONSENSUS*** to proceed with bringing back a resolution.

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

Commissioner Bole

- Spoke in support of adding an arborist position during the budget process, noting the citywide value of such a position.
- Announced he and Commissioner Ring would attend the upcoming Florida League of Cities (FLC) conference and invited others to share any requests, feedback, or topics for him to look into.
- Supported assisting Neptune Beach with fire suppression, emphasizing the need for a well-written agreement.

Commissioner Grant

- Expressed support for partnering with Neptune Beach on water after reconsidering during the community workshop.

DRAFT

- Mentioned the upcoming farmers market RFP and encouraged idea sharing among commissioners.

Commissioner Kelly

- Voiced concern about the unresolved baseball contract, noting liability and use of city property.
- Apologized to the ESC for suggesting tree fund money be used for an arborist.

Commissioner Ring

- Thanked the police department for their increased visibility, particularly on the first day of school.
- Requested budget consideration for sidewalk repairs on Main Street between Levy Road and Dutton Island Road.
- Mentioned Senate Bill 180 and her plan to attend a related session at the FLC conference.

Mayor Ford

- Reported progress from a meeting with baseball leadership.
- Clarified that the fire suppression agreement with Neptune Beach excludes potable water.
- Requested a review of the 20th Street Lift Station project and related concerns at the next meeting.

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None.

6. CONSENT AGENDA

None.

7. COMMITTEE REPORTS

7.A. Appointments to Arts, Recreation, and Culture Committee

MOTION: Approve the four (BMRC) recommendations on the ARCC committee (shown in the agenda staff report), effective immediately.

Motion: Jessica Ring
Second: Bruce Bole

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

Motion passed 5 to 0.

8. ACTION ON RESOLUTIONS

8.A. Resolution No. 25-52

DRAFT

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, NAMING THE NEWLY ACQUIRED BUILDING AT 100 WEST FIRST STREET IN ATLANTIC BEACH "MARSH OAKS COMMUNITY CENTER" IN HONOR OF THE MARSH OAKS COMMUNITY; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve Resolution No. 25-52.

Motion: Jessica Ring
Second: Candace Kelly

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

Motion passed 5 to 0.

8.B. Resolution No. 25-66

A RESOLUTION OF THE CITY OF ATLANTIC BEACH AUTHORIZING THE PURCHASE OF AN EQUIPPED POLICE MOTORCYCLE FOR $24,207.35 FROM ADAMEC HARLEY-DAVIDSON; 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. 25-66.

Motion: Bruce Bole
Second: Thomas Grant

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

Motion passed 5 to 0.

9. ACTION ON ORDINANCES
None.

10. MISCELLANEOUS BUSINESS

DRAFT

10.A. Public Hearing - APP25-0004 - Appeal of a decision of the Community Development Board (CDB) for variance ZVAR25-0010 at 1025 Beach Avenue Request for a variance to reduce the required side yard setbacks for the construction of a proposed single-family residence.

10.A1. Disclosure of Ex Parte Communications, if any

No disclosures were reported by the Commission at this time; however, Mayor Ford disclosed ex parte communications during 10.A.5.

10.A2. City Attorney Procedural Reminders

CA Gabriel explained the procedures as detailed in the agenda packet.

10.A3. Swearing in of all persons who will speak

CC Bartle administered the oath to all speakers.

10.A4. City Staff Overview

NDD Askew presented both appeals as detailed in a presentation (which is attached hereto and made part of this official record as **Attachment B**).

8-11-25 Attachment B

10.A5. Applicant Presentation

Nathan Bussey, certified general contractor and Nathan Gray, licensed real estate broker, presented on behalf of the property owners as detailed in a handout (which is attached hereto and made part of this official record as **Attachment C**).

Mayor Ford made a correction and disclosed ex parte communication with Jan Shields, the realtor of record for both lots under consideration. The conversation was general in nature, regarding the process for the meeting and a belief that the applications warranted strong consideration for approval.

Jerry Harward, property owner of 1039 Beach Avenue, explained his request.

Jan Shields, listing broker for both properties, explained her request.

8-11-25 Attachment C

10.A6. Public Comments

The following speakers provided their comments:

Norma Brizzi
Scott Cairns
Lisa Herrold

10.A7. Closing Comments/Rebuttal

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The meeting recessed at 8:00 PM and reconvened at 8:05 PM.

Nathan Gray provided further comments and answered questions.

NDD Askew answered questions from the Commission.

10.A8. Commission Deliberation and Action

MOTION: Deny because of no grounds in 24-65 (c).

Motion: Bruce Bole
Second: Candace Kelly

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

Motion passed 3 to 2.

10.B. Public Hearing - APP25-0005 - Appeal of a decision of the Community Development Board (CDB) for variance ZVAR25-0011 at 1039 Beach Avenue
Request for a variance to reduce the required side yard setbacks for the construction of a proposed single-family residence.

10.B1. Disclosure of Ex Parte Communications, if any

Taken up during discussion of APP25-0004.

10.B2. City Attorney Procedural Reminders

Taken up during discussion of APP25-0004.

10.B3. Swearing in of all persons who will speak

Taken up during discussion of APP25-0004.

10.B4. City Staff Overview

Taken up during discussion of APP25-0004.

10.B5. Applicant Presentation

Taken up during discussion of APP25-0004.

10.B6. Public Comments

Taken up during discussion of APP25-0004.

DRAFT

10.B7. Closing Comments/Rebuttal

Taken up during discussion of APP25-0004.

10.B8. Commission Deliberation and Action

MOTION: Deny (Appeal 25-) 0005 (finding none of the requirements in 24-65(c) exist).

Motion: Bruce Bole
Second: Candace Kelly

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

Motion passed 3 to 2.

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

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER
None.

13. ADJOURNMENT
The meeting adjourned at 8:11 PM.

Attest:

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

Date Approved:_____

DRAFT

Attachment A to
8-11-25 Minutes

8/11/25 Handout - B. Killingsworth

Comparisons of hen ordinances

	Atlantic Beach (Sec.4-40)	**Neptune Beach** (Sec. 6-40)	**Jacksonville Beach** (Sec. 5-80)	**Jacksonville** (Sec. 656.422)	**City of Orlando** (Sec. 6-19)	**Orange County** (Sec. 38-79(37)
Max. hens allowed	5	5	5	5	4	4
Zoning Districts	Single-family dwelling (not allowed on townhome, duplex or multi-family dwellings, or any non-residential development)	Residential zoning districts with a min. 5,000 sq ft lot size (not allowed on duplex, triplex or in multifamily properties.)	Single-family only with min. lot size of 5,000 sf (not allowed on multiple-family, two-family (duplex), or townhouse dwellings)	Single-family dwelling (not allowed on duplex, triplex or in multifamily properties)	Single-family home only (not allowed on duplex, triplex, townhome or multifamily properties)	Owner occupied single-family detached residences
Coop/pen location	Rear with at least 5' from side and rear property lines.	Rear yard	Rear yard	Kept within coop at all times	Located behind the house in backyard	Located in rear yard
Coop screening	Opaque fencing that is six (6) feet tall or comparable landscaping that screens coops	Screened from the neighbors' view, using an opaque fence and/or landscape screen.	Screened from neighbors view	Screened from neighbors view	none	Opaque fencing or vegetation to match the height of coop/pen
Building permit	Yes	Yes	Required if over 100 sf	Required if over 100 sf	Tied down for wind resistance	Tied down for wind resistance
Coop size	Pen = min. 10 sf per hen Coop = min. 3 sf per hen Max. 100 sf Max 6' in height	minimum of two (2) feet wide and three (3) square feet per hen Max. 6' in height	Pen = min. 10 sf per hen Coop = min. 3 sf per hen Max. 100 sf Max 6 ft in height	3 sf ft per hen / mx. 6' in height	Coop run area must be less than 50 sf	Max. 100 sq ft coop and pen Max. height 6'
Setbacks	At least 5' from side and rear property lines.	3' from rear and side yard	none	none	20' from neighboring homes, 5' from own house and 5' from any property line	Rear=10' Side= 15' Wetlands= 10' High water Elevation= 50'

07.23.25

APP25-0004 & APP25-0005
1025 & 1039 Beach Avenue

Request to appeal the order of denial of ZVAR25-0010 & ZVAR25-0011 for a variance to reduce the required side yard setbacks.

Site Context and Details

Attachment B to
8-11-25 Minutes

- Zoned Residential, General, Multi-family (RG-M)
- Located on the east side of Beach Avenue
- Currently exists as two vacant lots



Background

- Community Development Board (CDB) denied the applicant's request for variance from Section 24-108(e)(3)(a) reduce the side yard setbacks

- Public hearing was held by the CDB on May 20, 2025

- The CDB made a motion to deny the variance, the motion to deny passed with a vote of 6-0. They found the request did not meet any grounds from Section 24-65(c) of the Land Development Regulations establishing grounds for approval of a variance.

Background

Attachment B to
8-11-25 Minutes

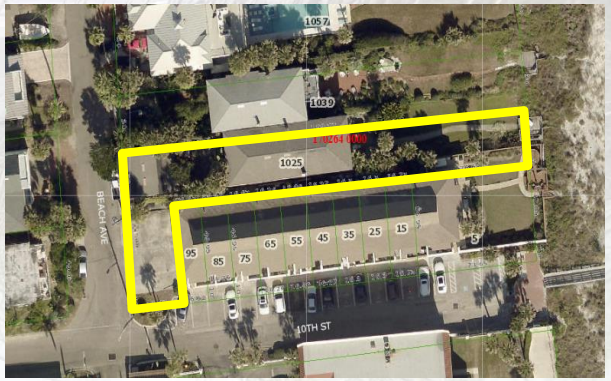
- On June 7, 2022, both previously existing structures incurred significant damage in a fire that led to the buildings being demolished. The following code sections applied to this situation:
  - Section 24-85(b)(7): “legal nonconforming residential structures which incur substantial damage by a natural event may be reconstructed within the previously existing footprint and height as lawfully permitted prior to the occurrence of the natural event provided that such reconstruction is started within one (1) year from such natural event and completed within three (3) years.”
  - Section 24-84(c)(4): “site improvements or structures located on properties containing a legal nonconforming use which incur substantial damage by a natural event may be reconstructed within the previously existing footprint and height as lawfully permitted prior to the occurrence of the natural event provided that such reconstruction is started within one (1) year from such natural event and completed within three (3) years.”
- The property owners were notified of the redevelopment options in October 2022 however, since the reconstruction of the properties did not commence by June 7, 2023, the properties lost the “grandfathering” of the nonconformities.



1025 Beach Ave Nonconformities

(previous structure):

1. Total number of units exceeds the density permitted by the FLUM (too many)
2. Garage apartment setback is not met (10’ on oceanfront lots)
3. Side yard setback (combined 15’ with no less than 5’)



2005 Variance Granted

Attachment B to
8-11-25 Minutes

APPLICANT: Davis Fleming
1025 Beach Avenue
Atlantic Beach, Florida 32233

FILE NUMBER: ZVAR-2005-03

DATE OF HEARING: February 22, 2005

ORDER GRANTING VARIANCE

The above referenced Applicant requested a Variance to reduce the required 15-foot combined side yard setback to allow for the construction of a first floor addition and a second story balcony within the existing footprint of an existing nonconforming single-family residence located at 1025 Beach Avenue within the RG-3 Zoning District.

On February 22, 2005, said request was considered at public hearing by the Community Development Board for the City of Atlantic Beach. Having considered the application and supporting documents, the Community Development Board, granted the request, subject to the following condition:

- new construction shall not exceed the side yard setbacks of the existing residence or the footprint of the existing deck, and finding:

that the lot is of a substandard size warranting approval of this Variance in order to provide for the reasonable Use of the property.

1025 Beach Ave

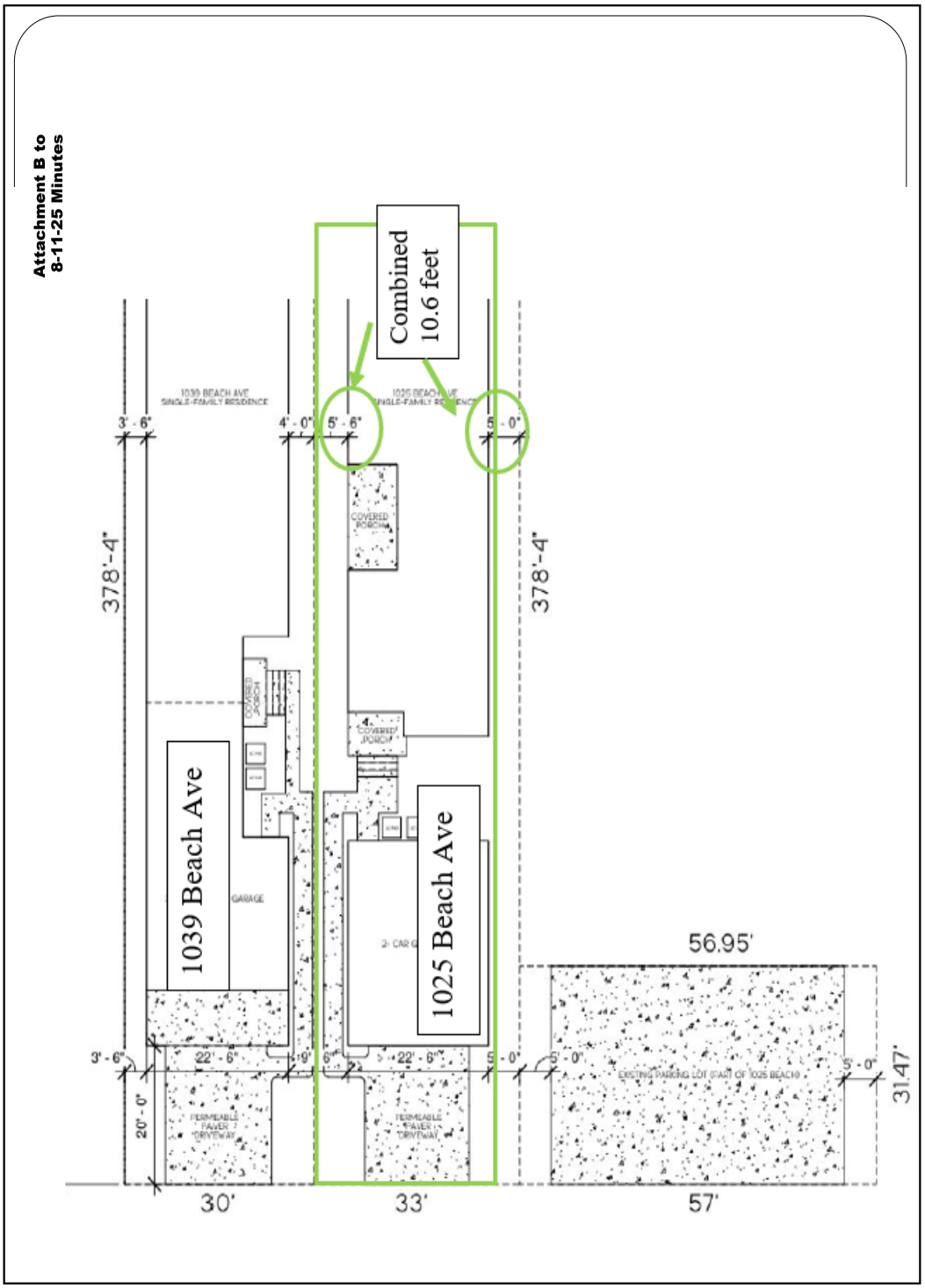
VARIANCE REQUEST:

Pursuant to **Section 24-108(e)(3)(a)** of the Land Development Regulations, side yard setbacks for single-family dwellings require a combined total of fifteen (15) feet, with a minimum of five (5) feet on either side.

- **1025 Beach Avenue (southern lot):** The proposed side yard setbacks are 5.6 feet (interior to new house) and 5 feet (external to existing condos). The applicant seeks a variance to reduce the combined side yard setback from 15 feet to 10.6 feet

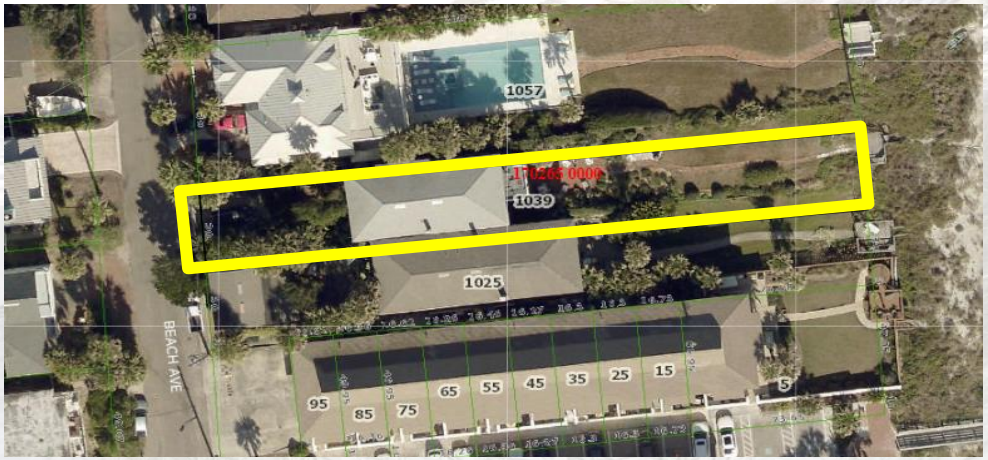


Attachment B to 8-11-25 Minutes



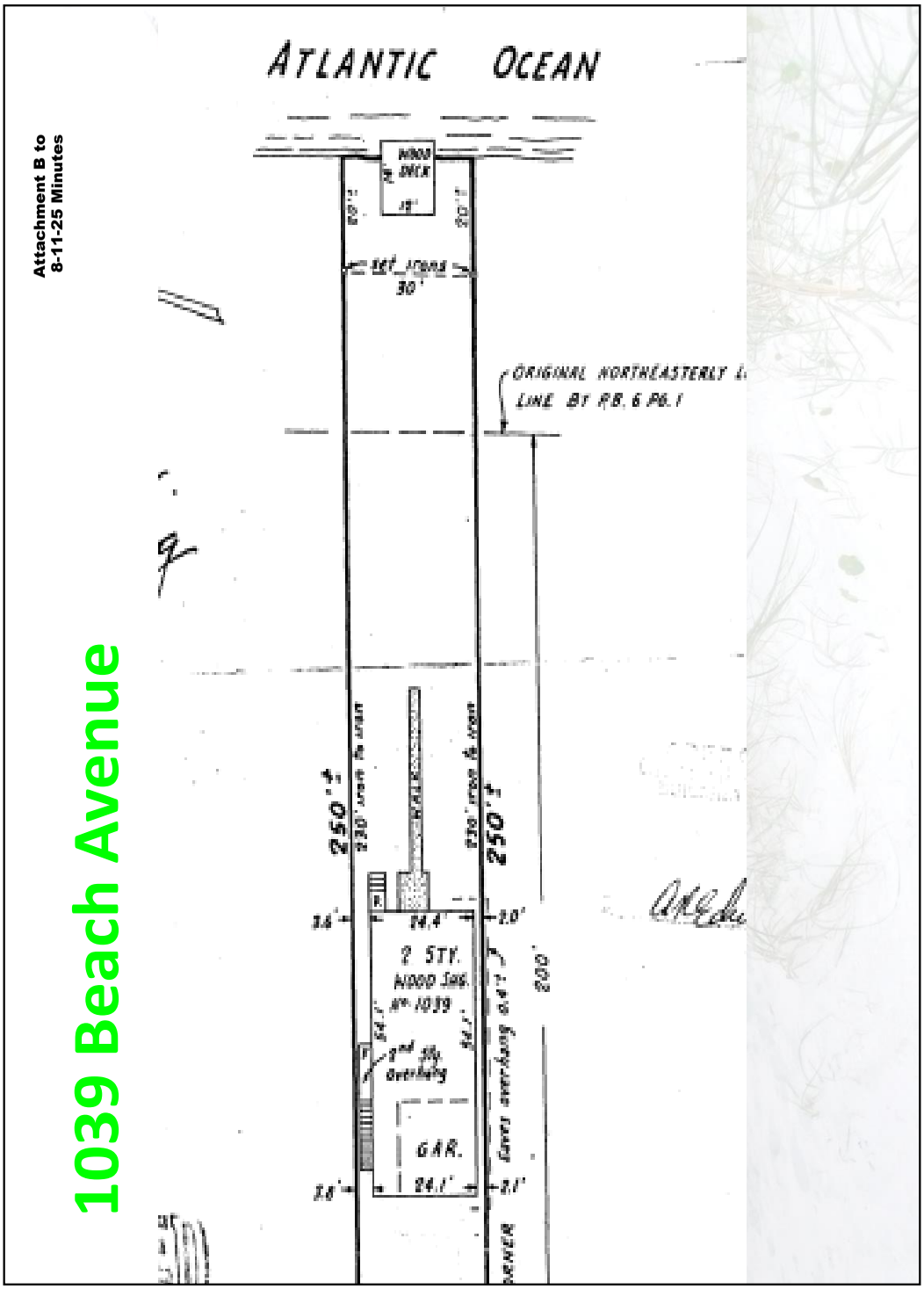
1039 Beach Ave Nonconformities:

1. Min. lot width is not met (75’ required)
2. Side yard setback did (combined 15’ with no less than 5’)



Property Appraiser indicates property was constructed in 1938

Attachment B to
8-11-25 Minutes



1039 Beach Avenue

1039 Beach Avenue

Attachment B to
8-11-25 Minutes

VARIANCE REQUEST:

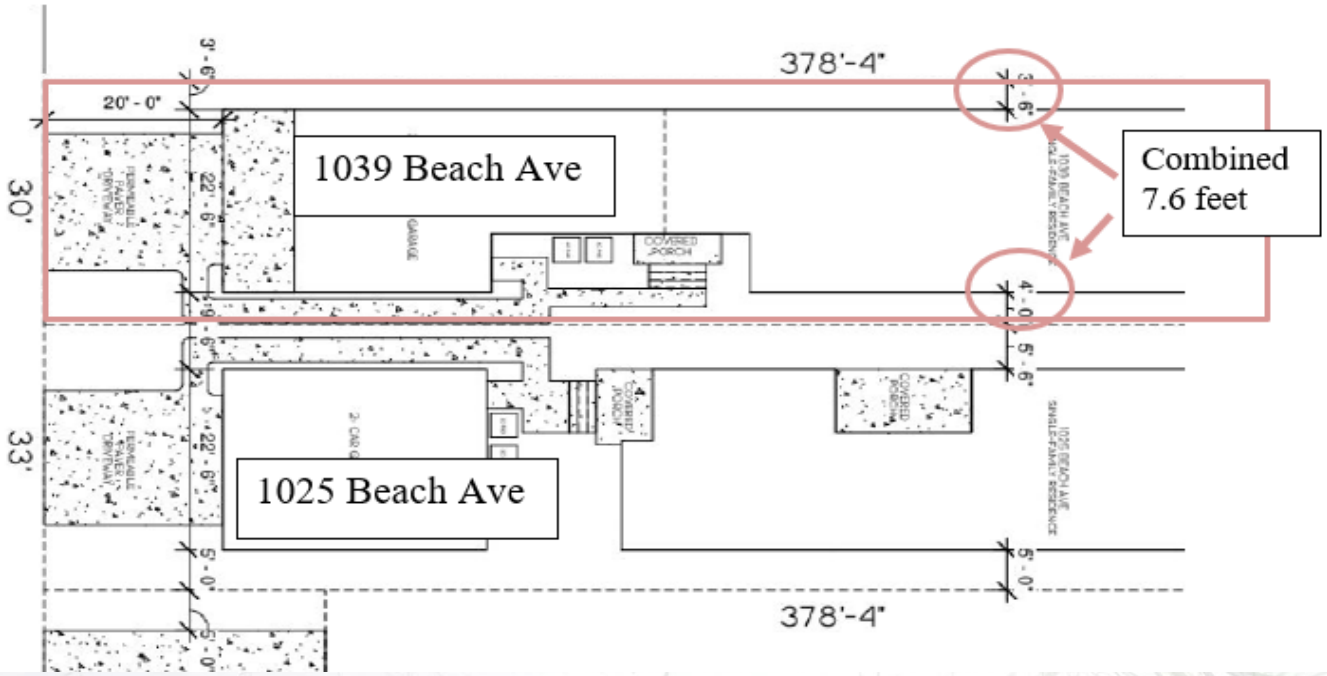
Pursuant to **Section 24-108(e)(3)(a)** of the Land Development Regulations, side yard setbacks for single-family dwellings require a combined total of fifteen (15) feet, with a minimum of five (5) feet on either side.

- **1039 Beach Avenue (northern lot):** The proposed side yard setbacks are 3.6 feet (external to existing house) and 4 feet (interior to new house). The applicant is requesting a variance to reduce the combined side yard setback from 15 feet to 7.6 feet, and the minimum setback from 5 feet to 3.6 feet and 4 feet, respectively.



1039 Beach Avenue

Attachment B to 8-11-25 Minutes



Conceptual Rendering Presented at Board Meeting



Attachment B to 8-11-25 Minutes

Existing Street View



Grounds for Decision

Attachment B to
8-11-25 Minutes

APPOVAL- existence of one or more of the following Section 24-65 (c)

1. Exceptional topographic conditions of or near the property.
2. Surrounding conditions or circumstances impacting the property disparately from nearby properties.
3. Exceptional circumstances preventing the reasonable use of the property as compared to other properties in the area.
4. Onerous effect of regulations enacted after platting or after development of the property or after construction of improvement upon the property.
5. Irregular shape of the property warranting special consideration.
6. Substandard size of a lot of record warranting a variance in order to provide for the reasonable use of the property.

DENIAL-

The Commission may consider a denial upon finding that none of the requirements in 24-65 (c) exist.

Review and vote on APP25-0004 & APP25-0005 (an approval would approve Variances & denial would not approve the Variances)

Attachment C to
8-11-25 Minutes

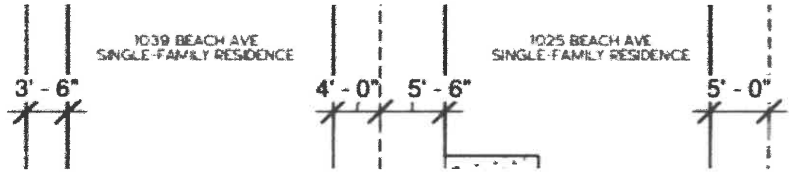
Variance Appeal (1025 & 1039 Beach Ave.)

Background: In May 2025, our client submitted an application for a side setback variance to obtain a reasonable building width - as their current selling strategy has yielded no results. In this application, we mistakenly believed that 1025 Beach was a 30' lot, in lieu of it being 33' in reality. During our variance meeting, the applicant felt that the extra footage & facts of the situation were not fully heard by the Community Development Board.

Variance Application:



Appeal Application:



Reasoning: With the (3') extra feet, we believe that concerns of overcrowding are being addressed. We are able to maintain the land use minimum of (5') while maintaining (9'6") of separation between the two properties. The most narrow setback being adjacent to 1057 Beach Ave, in which the applicants are willing to waive any right to construct any second-level bump outs that encroach on 1057 Beach, beyond the (3') minimum as required by the Land Use Regulations.

(To clarify, the current Land Use Regulations allow for a (5') minimum side setback, with a (2') architectural bumpout - leaving a net (3') distance from the edge of structure to the property line.)

We are trying to restore the property rights to each individual owner, as we believe they should not be forced to sell these properties together in order to achieve a buildable footprint. The owners are reasonable to modifications that are reasonable in return.

Attachment C to
8-11-25 Minutes

FAQ's:

1. What is the plan with the parking pad? How does this affect the parking pad's setbacks?
    a. We have asked to waive any side setback relief for the parking pad parcel. This request is strictly for the "primary" lots - as stated/shown in the application.

2. Why are the current side setbacks insufficient to use?
    a. The lots currently are only allowed to build a property equal to the width (15'-18') of a single-car garage, builder-grade townhome. The individual properties are effectively unmarketable as-is - being that they are Oceanfront & require CCCL standards. (Cost prohibitive for the outcome.)

3. Who is asking for this relief?
    a. Two individual owners, who both owned each property for more than 25 years. This relief is seeking to help them market & sell their individual parcels to prospective buyers.

4. Can't something else be built?
    a. Code effectively restricts anything but a single-family home or a duplex townhome (only when combined). The variance board suggested a duplex townhome, but failed to recognize that the property has been listed (in partnership) for more than 18 months without a serious lead. There have also been multiple real estate agents.

5. Why is this approval beneficial to me?
    a. Previously, the neighboring 1025 Beach property was a grandfathered multi-family property with side setbacks that were less than (2') in some instances. 1039 Beach had side setbacks as little as (1.5') in some places. Our plan restores the single-family fabric to the area, and provides two available lots for reasonably sized (2,500 - 3,000 sf) homes to be built - with setbacks that are in excess of other examples nearby.

6. Why are these measurements being requested?
    a. We are seeking to have a (22.5') wide building footprint for each lot. This allows us the minimum width needed to obtain a 2-car garage with a normal width front door. Any less width would remove the option of a 2-car garage & would severely limit the design of the layout & room sizes in the house.

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: August 13, 2025

MEETING DATE: August 25, 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, 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, August 25

BUDGET: None

RECOMMENDATION: Accept the 90-Day Calendar for August 2025-October 2025 by consensus

ATTACHMENT(S): City Commission 90-Day Calendar (August 2025-October 2025)

REVIEWED BY CITY MANAGER: Kevin Hogencamp /Bm

CITY COMMISSION

August 2025

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Police Union Contract Negotiation 10 am	2
3 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	4	5	6 Community Workshop: Neptune Beach Water 6 pm	7	8	9
10 Farmers Market 10 am-2 pm (Russell Park)	11 *Duval County First Day of School* 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	21 Employee Appreciation City Offices Closed 11:30am – 1:30pm	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 9am-5pm Environmental Stewardship Cmte. 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 Special Called ESC Tree Sub. Meeting 6 pm	3 Code Enforcement Special Magistrate 2 pm	4 Environmental Speaker Series 6 pm	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	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 Environmental Stewardship Cmte. 6 pm	25	26	27
28 Farmers Market 10 am-2 pm (Russell Park)	29	30				

CITY COMMISSION

October 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Speaker Series 6 pm	3	4
5 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	6	7	8 Environmental Stewardship Cmte. 6 pm	9	10	11
12 Farmers Market 10 am-2 pm (Russell Park)	13 City Commission 6:00 pm (Invoc-Kelly)	14 Arts, Recreation, Culture Committee 6 pm	15	16	17 Blood Drive Noon-5 pm	18 Town Hall Meeting 10 am (Adele Grage) Family Fun Day Jack Russell Park
19 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6 pm (Bull Park)	20	21 Community Development Board 6 pm	22 Environmental Stewardship Cmte. 6 pm	23	24	25
26 Tricks & Trees Giveaway 10 am-Noon Farmers Market 10 am-2 pm (Russell Park)	27 City Commission 6:00 pm (Invoc-Ring)	28 Board Member Review Committee 6 pm	29	30	31	

ESC ENVIRONMENTAL STEWARDSHIP COMMITTEE
City of Atlantic Beach

To: City Manager, City Commission, and Amanda Askew

From: Sarah Boren, ESC Chair

Date: July 2, 2025

Re: Environmental Stewardship Committee (ESC) recommendation to expand historic tree corridor

---

During the ESC meeting on June 18, 2025, members discussed the extension of Atlantic Beach's historic tree corridor. With a vote of 7 to 1, ESC passed the following motion:

ESC recommends that the north side of 7th Street between Beach Avenue and Ocean Boulevard be designated as a "historic corridor" per Chapter 23 effective immediately. The iconic native sabal palms lining the sidewalk towards the 7th Street beach access create an irreplaceable sense of place for residents of Atlantic Beach.

Historically, the corridor reached towards the former site of Le Chateau restaurant and across from Atlantic Beach's old city hall. If designated, this stretch of palms would intersect with the other designated historic corridor of colonnade of palms in the city right-of-way along the east and west sides of both Ocean Boulevard and East Coast Drive from Atlantic Boulevard to Tenth Street.

Additional Information

- See enclosed full motion, discussion items, to meeting recording of motion and discussion, and photos of proposed corridor
- Definition: Historic corridors shall mean a tree lined roadway or portion thereof that exhibits special historic, architectural, or cultural value to the citizens of the city as declared by the city commission.
- Consider incorporating signage delineating historic corridor and incorporating reason and purpose in the "whereas" statements
- The one "nay" vote was because the motion did not include formal request for signage nor enough background explaining reason for recommendation. One ESC member was absent due to travel.
- "Effective immediately" means whenever it goes into law.

ESC ENVIRONMENTAL STEWARDSHIP COMMITTEE
City of Atlantic Beach

Motion to Designate a "Historic Corridor"
Submitted by Amy Palmer, ESC Vice Chair & At-Large Member

Background

At its May 26, 2025 meeting, the ESC Tree Subcommittee passed a motion to recommend the designation of a historic corridor per Chapter 23 Section 23-8 definition: *Historic corridor shall mean a tree lined roadway or portion thereof that exhibits special historic, architectural, or cultural value to the citizens of the city as declared by the city commission.*

Staff were consulted on follow-up questions and provided the following responses:

Question 1: Are the trees pictured in the attachments located in the right of way? Shown is recommended historic corridor.

Response from Amanda Askew: The property line is 3.5' north of the sidewalk on 7th Street between Ocean and Beach. The palms in this area are located on both on public and private property.

Question 2: Are there currently any historic corridors per the ordinance? We remembered that there might be one on Ocean Blvd.

Response from Amanda Askew: Per the code (23-41(a) "As of May 2021 the only designated historic corridor is the public colonnade of palms in the city right-of-way is on the east and west sides of both Ocean Boulevard and East Coast Drive from Atlantic Boulevard to Tenth Street."

Historically, the corridor reached towards the former site of Le Chateau restaurant and across from Atlantic Beach's old city hall. If motion passes ESC and Commission, this stretch of palms would intersect with the other designated historic corridor of colonnade of palms in the city right-of-way along the east and west sides of both Ocean Boulevard and East Coast Drive from Atlantic Boulevard to Tenth Street.

Motion

ESC recommends that the north side of 7th Street between Beach Avenue and Ocean Boulevard be designated as a "historic corridor" per Chapter 23 effective immediately. The iconic native sabal palms lining the sidewalk towards the 7th Street beach access create an irreplaceable sense of place for residents of Atlantic Beach.

Moved first by Bruce Andrews, then withdrawn, then same motion moved by Todd Miner
2nd: Amy Franqui

Discussion Items:

- Andrews suggested put background as "whereas" and even draft the whereas's
- Process/Next Steps: Amanda writes memo to City Manager; City Manager decides when to bring forth to Commission; when goes to Commission the "whereas" statements explaining reason, value, and purpose can be crafted
- Franqui suggests we make sure there signage/marker attached to motion and request

Link to meeting recording of motion and discussion

Voting Results

☐ Motion Passed on 6/18/25 with vote: 7-1

- Yays – Andrews, Boren, Franqui, Gracy, Kelcourse, Miner, Palmer
- Nays -- Giovannucci voted nay because he wanted the motion to have more detail and include signage for corridor and the background formally added into motion
- Absent – Houston (on travel)

☐ Motion Passed with Amendment(s) / Vote:

☐ Motion Declined / Vote:

Attachments







First two photos and local artist painting looking at 7th Street with beach access behind





Photos looking towards 7th Street beach access with Adele Grage Cultural Center behind



Photo looking at corner of 7th Street and Ocean Blvd from 7th Street



Photo looking north on Ocean Blvd from corner of 7th Street & Ocean Blvd

CITY OF ATLANTIC BEACH

CITY COMMISSION MEETING

STAFF REPORT

AGENDA ITEM: Resolution No. 25-70 authorizing staff to piggy-back on the competitively bid City of Jacksonville Continuous Asphalt Resurfacing Program contract (Bid 22-0143-22) to complete the FY25 Resurfacing Project.

SUBMITTED BY: Rick Carper, P.E., Interim Public Works Director

TODAY'S DATE: August 8, 2025

MEETING DATE: August 25, 2025

BACKGROUND: Public Works staff used a combination of Roadbotics Pavement Management grades from 2023 and Public Works Director physical inspections to create a list of roads to be included in the FY25 Resurfacing Project. In addition to the paving program, new speed humps are proposed for traffic calming on Parkside Drive. Staff is also including the Dutton Island Road Drainage Improvements in this proposed program, because the design by the City Engineer is primarily a paving upgrade on Dutton Island Road from the park entrance to the bridge.

Staff proposes to piggyback on the competitively bid City of Jacksonville Continuous Asphalt Resurfacing Program contract (Contract # 72065-22, Bid 22-0143-22) for this project. Staff estimated cost for the project is $520,824. Staff expects to have approximately 5% of this year's allocated funds as contingency.

BUDGET: The FY 25 budget has $550,180 budgeted for the 2025 Resurfacing Project, Account 300-5002-541-6300, Project PW 2345. The FY25 Budget also includes $70,000 for Dutton Island Road Drainage Improvements, Account 470-0000-538-6300, Project AR2212.

RECOMMENDATION: Authorize the City Manager to approve Purchase Orders up to the budgeted amounts. Staff intends to 'piggy-back' on existing large-scale contracts for resurfacing as allowed by the City's Purchasing Code 2-336(6).

ATTACHMENTS: 1. Resolution 25-70
2. Cost Estimate for Proposed Mill & Resurface List

REVIEWED BY CITY MANAGER: Kevin Hogancamp/bc

RESOLUTION NO. 25-70

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING THE 2025 ASPHALT RESURFACING 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.

WHEREAS, City staff has used a combination of Roadbotics Pavement Management grades from 2023 and Public Works Director physical inspections to create a list of roads to be included in the FY25 Resurfacing Project; and

WHEREAS, in addition to the paving program, new speed humps are proposed for traffic calming on Parkside Drive; and

WHEREAS, City staff is also including the Dutton Island Road Drainage Improvements in this proposed program, because the design by the City Engineer is primarily a paving upgrade on Dutton Island Road from the park entrance to the bridge; and

WHEREAS, Preferred Materials, Inc. has a current contract with the City of Jacksonville, Contract #72065-22, that the City of Atlantic Beach can piggyback on to complete this project; and

WHEREAS, the City of Atlantic Beach Commission approved a budget of $550,180.00 towards asphalt resurfacing in the FY2025 Capital Improvements Plan, under Account 300-5002-541-6300, Project PW2345. The FY2025 Budget also includes $70,000 for Dutton Island Road Drainage Improvements, Account 470-0000-538-6300, Project AR2212; and

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

SECTION 1. The City Commission hereby approves the 2025 Asphalt Resurfacing Project;

SECTION 2. The City Commission hereby authorizes the City Manager to execute the Contract with Preferred Materials, Inc. and approve a Purchase Order to said vendor in the amount up to $620,180.00;

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 25th day of August 2025.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

2025 Milling & Paving Schedule

Street Name	From	TO	L X W (SF)	Total S/Y	Est. Milling Cost	Est Tons	COJ Contract $/Ton	Est. Paving Cost	Total Cost
Sailfish Dr	Triton	Seaspray	14880	1653.3	$5,373	136.4	140	$ 19,096	$24,469
Cutlass Drive	Royal Palms Drive	Aquatic Drive	18768	2085.3	$6,777	172.0	140	$ 24,086	$30,863
19th Street West	Seminole Road	Selva Marina Drive	50976	5664.0	$18,408	467.3	140	$ 65,419	$83,827
6th Street	Sherry Drive	East Coast Drive	17728	1969.8	$6,402	162.5	140	$ 22,751	$29,153
8th Street	Ocean Blvd	Beach Ave	7920	880.0	$2,860	72.6	140	$ 10,164	$13,024
9th Street	Seminole Road	East Coast Drive	21960	2440	7930.0	201.3	140	$ 28,182	$36,112
W. 5th St	Mayport Rd	Orchid Street	14080	1564.4	5084.4	129.1	140	$ 18,069	$23,154
W. 6th St	Mayport Rd	Orchid Street	17520	1946.7	$6,327	160.6	140	$ 22,484	$28,811
W. 13th St	Mayport Road	Orchid Street	14060	1562.2	$5,077	128.9	140	$ 18,044	$23,121
Oceanforest Dr. N.	Oceanwalk Dr. N	Seminole Rd	38016	4224.0	13728.0	348.5	140	$ 48,787	$62,515
Park Street	Edgar Street	Dead End	10764	1196.0	$3,887	98.7	140	$ 13,814	$17,701
Plaza	5 Way	East Coast Drive	22990	2554.4	$8,302	210.7	140	$ 29,504	$37,806
Plaza	East Coast Drive	5 Way	22990	2554.4	$8,302	210.7	140	$ 29,504	$37,806
10th St ***	Ocean	Beach Access	14800	1644.4	5344.4	135.7	140	$ 18,993	$24,338
Gladiola	W. Plaza	End	2664	296.0	962.0	24.4	140	$ 3,419	$4,381
Carnation	W. Plaza	End	4320	480.0	1560.0	39.6	140	$ 5,544	$7,104
Jordan Street	Donner Rd	End	13680	1520.0	$4,940	125.4	140	$ 17,556	$22,496
				34,235	**$111,264**	**2,824**	**140**	**$ 395,416**	**$506,680**
							RESURFACING TOTAL		**$506,680**

* Recommendations based on combination of Roadbotics grades from 2023 and PWD physical inspection; road segments listed generally represent highest ranked for repaving. ** Includes 10th St Parking area.

	STRIPING		24" Stop Bar	6" White	6" Double yellow	Total	Cost per LF	LF	Total;
Sailfish Dr.	50' S of Triton	SeaSpray	12		620	6" Double Yellow	$ 1	695	$556
W. 5th St	Mayport Rd Intersection		18	90	25	24" Stop Bar	$ 6	235	$1,410
W. 6th St	Mayport Rd Intersection		18	90	25	6" White	$ 1	260	$208
W. 13th St	Mayport Rd Intersection		14	80	25				
		Subtotals	62	260	695				
					Total Striping Cost				$2,174

Speed Humps	Remove & Replace Speedhumps			EA	Cost per Speedhump	**Total**
Plaza	5 Way	East Coast Drive	2	4	$3,000	$12,000
Plaza	East Coast Drive	5 Way	2			
Total Speed Humps ------->4						

					Total FY 25 Resurfacing Cost (est.)				**$520,854**
Dutton Island Road	Park gate	Parking area	30100	3344.4	$10,869	275.9	140	$38,628	$49,498

Dutton Island Road Drainage Improvements (Project AR2212) is separately funded from Account 470-000-538-6300.

8/6/20259:40 AM

Prepared By: PW

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-71 authorizing the City Manager to negotiate an interlocal agreement with the City of Neptune Beach for the provision of water for fire suppression services.

SUBMITTED BY: William B. Killingsworth, City Manager

TODAY'S DATE: Aug. 12, 2025

MEETING DATE: Aug. 25, 2025

BACKGROUND: In a June 3, 2025, letter to Mayor Curtis Ford, Neptune Beach Mayor Corrine Bylund requested that the City of Atlantic Beach serve 500 and 572 Atlantic Boulevard in Neptune Beach with fire flow protection. The two mayors hosted a community workshop on the matter on Aug. 6, 2025, and at its meeting on Aug. 11, 2025, the Atlantic Beach City Commission by consensus directed the City Manager to draft a resolution authorizing the City Manager to negotiate an interlocal agreement with the City of Neptune Beach for the provision of water for fire suppression services.

RECOMMENDATION: Consider approving Resolution No. 25-71.

ATTACHMENTS:

1) Resolution No. 25-71
2) June 3, 2025, letter from Neptune Beach Mayor Corrine Bylund to Atlantic Beach Mayor Curtis Ford requesting that the City of Atlantic Beach serve 500 and 572 Atlantic Boulevard in Neptune Beach with fire flow protection.
3) Aug. 6, 2025, Community Workshop Minutes

BUDGET: NA

REVIEWED BY CITY MANAGER: Kevin Hagemeyer /bc

RESOLUTION NO. 25-71

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AN INTERLOCAL AGREEMENT WITH THE CITY OF NEPTUNE BEACH FOR THE PROVISION OF WATER FOR FIRE SUPPRESSION SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach ("Atlantic Beach") maintains a municipal water utility with the capacity to provide water for fire suppression services; and

WHEREAS, the City of Neptune Beach ("Neptune Beach") has requested that Atlantic Beach consider providing water for fire suppression services to Neptune Beach; and

WHEREAS, an interlocal agreement for such services could benefit both municipalities; and

WHEREAS, pursuant to Section 163.01, Florida Statutes, the Florida Interlocal Cooperation Act of 1969, a local government may enter into agreements with other local governments to perform a function or service that each party is authorized to perform; and

WHEREAS, it is in the best interest of the citizens of Atlantic Beach to investigate and evaluate such a partnership to ensure the delivery of high-quality, cost-effective water services for fire suppression to Neptune Beach; and

WHEREAS, the City Commission of Atlantic Beach deems it appropriate to authorize the City Manager to enter into negotiations and develop a formal proposal for an interlocal agreement.

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

SECTION 1. The City Commission hereby authorizes the City Manager of the City of Atlantic Beach to enter into negotiations with the City of Neptune Beach to determine the feasibility of an interlocal agreement for the provision of water for fire suppression services by the City of Atlantic Beach to the City of Neptune Beach.

SECTION 2. The City Manager is directed to evaluate the operational, financial, and legal implications of such an agreement, including water flow requirements, infrastructure compatibility, compensation models, and liability considerations.

SECTION 3. Following negotiations, the City Manager shall present a final proposed interlocal agreement to the City Commission for its review, discussion, and potential approval.

SECTION 4. This Resolution shall take effect immediately upon its adoption by the City Commission.

PASSED AND ADOPTED by the City of Atlantic Beach, this 25th day of August 2025.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

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

MINUTES
Community Workshop
Wednesday, August 6, 2025 - 6:00 PM
Commission Chamber

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)
Donna Bartle, City Clerk (CC)
Kevin Hogencamp, Deputy City Manager (DCM)

CALL TO ORDER
Mayor Ford called the meeting to order at 6:00 PM.

1. **WELCOME AND INTRODUCTIONS**
Mayor Ford welcomed officials from Neptune Beach and Atlantic Beach. The meeting addressed Neptune Beach's request to use Atlantic Beach water for fire suppression at the Kmart Plaza.

Mayor Ford explained the discussion was informational, with public comment to follow, and committed to allowing public input before any resolution vote.

Mayor Bylund clarified the request is for a developer-funded meter on existing infrastructure, used only if a fire triggers the sprinkler system. The intent is to meet insurance requirements, not supply water for firefighting.

2. **PRESENTATION AND DISCUSSION: ATLANTIC BEACH WATER SUPPLY**
Steve Diebenow, representative for the developer and Matt Melchiori, Civil Engineer for Prosser|Prime gave a presentation as detailed in a photo (which is attached hereto and made part of this official record as **Attachment A**) and answered questions.

8-6-25 Attachment A

2 **PUBLIC COMMENT**
The following speakers provided their comments and engaged in discussion with the Commission and presenters:
Mitch Reeves
Jim Wheatley

Brinkley Harrell
Ray Brown
Charlie Miller

CM Killingsworth and Mayor Ford explained what action would be needed to move forward.

ADJOURNMENT
The meeting was adjourned at 7:12 PM.

Attest:

Donna L. Bartle, City Clerk

Curtis Ford, Mayor

Date Approved: 8/11/25


EXISTING 12" WATERMAIN
EXIST. COA/CONN EMERGENCY CONNECTION (ASSUMED TO BE 6")
ABANDON IN PLACE & UPSIZE TO 8" OR 10", MAINTAIN CONNECTION TO EXIST. 6" WM TO THE EAST
6"x10" TSV
10" BFP
10" COMPOUND FIRE LINE METER
VALVE TO REMAIN OPEN AT ALL TIMES
EXISTING 8" WATERMAIN
VALVE ON INTERCONNECT ONLY OPEN IN CASE OF EMERGENCY
EXIST. 6" WM
PROPOSED 10" FIRE MAIN
EXIST. 8" WM
500 ATLANTIC
CONCEPTUAL UTILITY EXHIBIT
JULY 28, 2024

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-73 accepting and adopting the undated Duval County Local Hazard Mitigation Strategy Plan.

SUBMITTED BY: Steve Swann, PE, City Engineer SS

TODAY'S DATE: August 13, 2025

MEETING DATE: August 25, 2025

BACKGROUND: As required by law, Duval County has updated the county Local Mitigation Strategy Plan (LMS). This plan is required to be updated every five years, and the amendments are made with input from other governmental agencies as well as the private sector. Atlantic Beach has participated in this process for a number of years as a member of the LMS Advisory Committee and LMS Working Group.

The Local Mitigation Strategy provides the basis for mitigation planning and the associated grant funding for all of Duval County. A Resolution adopting the county plan is a requirement for the City to remain eligible for mitigation grant funding. The City has received numerous grants for projects which were adopted into the Duval County mitigation project list after being reviewed by the LMS Committee. Most notably, stormwater improvement projects focused on rehabilitating sections of aging infrastructure and emergency generators for City Hall and Public Works have been funded with grants adopted under the county LMS plan.

BUDGET: None

RECOMMENDATION: Approve Resolution No. 25-73 adopting the 2025 Duval County LMS Plan

ATTACHMENT(S):
Resolution No. 25-73
FDEM Plan Approval Letter – July 22, 2025
FDEM Plan Review Process Memorandum – December 1, 2022
Link to Duval County 2025 Local Mitigation Strategy:
https://www.jaxready.com/getmedia/79fe1124-cd91-4976-a7ed-58cad536d457/Duval-County-LMS-2025-DRAFT-20250709-VER-3.pdf

REVIEWED BY CITY MANAGER: Kevin Hogancamp / BOA

RESOLUTION NO. 25-73

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, ACCEPTING AND ADOPTING THE UPDATED DUVAL COUNTY LOCAL HAZARD MITIGATION STRATEGY PLAN; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Jacksonville Mayor's Security and Emergency Preparedness Planning Council (SEPPC) serves as the Local Mitigation Strategy (LMS) Working Group which includes representation from the City of Atlantic Beach; and

WHEREAS, the Duval County Local Mitigation Strategy has been updated by the LMS Working Group and Duval County Emergency Preparedness to meet federal requirements; and

WHEREAS, this Local Mitigation Strategy is intended to provide a strategy to mitigate dangers and costs associated with natural and manmade hazards and provides a plan for mitigation activities before and after a hazardous event occurs in Duval County; and

WHEREAS, the Duval County LMS Working Group has completed an update to the Local Mitigation Strategy plan, which has been reviewed by the Florida State Department of Emergency Management and the Federal Emergency Management Agency, and it is necessary for participating municipalities in Duval County to re-adopt the document.

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

SECTION 1. The City Commission hereby accepts and adopts the 2025 Duval County Local Mitigation Strategy and assigns review and maintenance responsibilities of the LMS to the Local Mitigation Strategy Working Group to be coordinated by the Duval County Emergency Preparedness Division.

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 25th day of August, 2025.

_____
Curtis Ford, Mayor

ATTEST

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Kevin Guthrie
Executive Director

July 22, 2025

Andre Ayoub, Director
Duval County Emergency Management
515 North Julia Street Suite 400
Jacksonville, FL 32202

Re: Duval County Local Hazard Mitigation Plan Approved Pending Adoption

Dear Director Ayoub,

This is to confirm that we have completed a State review of the Duval County Local Mitigation Strategy (LMS) update for compliance with the federal hazard mitigation planning standards contained in 44 CFR 201.6(b)-(d). Based on our review and comments, Duval County developed and submitted all the necessary plan revisions and our staff has reviewed and approved these revisions. We have determined that the Duval County LMS plan is compliant with federal standards, subject to formal community adoption, for the jurisdictions below:

City of Jacksonville
City of Jacksonville Beach
City of Atlantic Beach
City of Neptune Beach
Town of Baldwin

Upon submittal of a copy of all participating jurisdictions' documentation of their adoption resolutions to our office, we will send all necessary documentation to the Federal Emergency Management Agency (FEMA) who will issue formal approval of the Duval County LMS.

If you have any questions regarding this matter, please contact your LMS Liaison Evan Jenkins at Evan.Jenkins@em.myflorida.com or 850-443-4280.

Respectfully,

Kristin Lentz Digitally signed by Kristin Lentz Date: 2025.07.25 13:58:02 -04'00'

Laura Dhuwe,
Bureau Chief, Mitigation
State Hazard Mitigation Officer

LD/ej

DIVISION HEADQUARTERS
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Telephone: 850-815-4000
www.FloridaDisaster.org

STATE LOGISTICS RESPONSE CENTER
2702 Directors Row
Orlando, FL 32809-5631

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Kevin Guthrie
Executive Director

MEMORANDUM

TO: Local Mitigation Strategy Working Group Chair

FROM: Laura Dhuwe, Mitigation Bureau Chief, FDEM

DATE: December 1, 2022

SUBJECT: Local Mitigation Strategy Plan Review Process

Florida operates under Federal Emergency Management Agency's (FEMA) Program Administration by States (PAS) with regard to the review and approval of Local Mitigation Strategy (LMS) plans. Under this designation, the Florida Division of Emergency Management (FDEM) manages the approval of LMS plans with minimal FEMA oversight. FEMA sends final approval letters to the state for dissemination their county jurisdictions.

Updated LMS plans must be submitted to the FDEM six (6) months prior to the plan expiration date. Plans submitted later than this timeframe will be reviewed in the order they are received after timely submissions have been attended to. FDEM will attempt to complete reviews within 45 days whenever possible. The official submission shall consist of:

- Electronic copy (Excel version) of the Florida LMS Review Tool, completed as described in the Review Tool's instructions
- Electronic copy (email or file share platform e.g. SharePoint, Dropbox) of all the plan document(s) to be reviewed

The LMS working group must notify their state LMS liaison (via email or phone call) that their plan has been submitted. The assigned state mitigation planner will provide a confirmation of receipt. Upon completion of the review the state mitigation planner will inform the LMS chairperson that the plan is:

a. Approved Pending Adoption (APA)
   OR
b. In need of revision. In this case, the plan must be revised and resubmitted to FDEM within 30 days of notification.

Once the county receives FDEM's APA letter, you may then take it to your jurisdictions to begin the adoption process. There is no specific order requirement for jurisdiction adoption. A copy of all adoption Resolutions must be submitted to FDEM for transmittal to FEMA.

Upon FDEM's receipt of each of your jurisdiction's resolutions, the FDEM Mitigation Planning Unit will send them to FEMA and await their approval letter. Once FDEM receives it, we will send it to the county for their records and further disbursement to your jurisdiction.

If you have any questions about this process, please speak with your state LMS liaison.

DIVISION HEADQUARTERS
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

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Orlando, FL 32809-5631

Attachments: MEMORADUM: State approval of LMS plans under Program Administration by States (PAS)

cc: FEMA Region IV, Mitigation Division – Risk Analysis Branch

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-74 authorizing the City to renew subscriptions for its email security and compliance service, two backup server appliances, and a web security gateway through NH&A at a price of $35,844.79 with funds allocated in the Fiscal Year 2024-25 budget.

SUBMITTED BY: Ronald Bautista, Director of Information Technology

TODAY'S DATE: Aug. 20, 2025

MEETING DATE: Aug. 25, 2025

BACKGROUND:

The City utilizes multiple security and backup solutions that provide critical services. This renewal maintains continuity of:

- Email security, archiving, and continuity service for 200 users.
- Two backup server appliances, including subscriptions for instant replacement and software/firmware updates.
- Web security gateway appliance, including subscriptions for instant replacement and software/firmware updates.

Renewal ensures continued protection of City systems, reliable backup and recovery capabilities, and compliance with record retention requirements.

BUDGET: $35,844.79 from Account No. 001 1011 516 46 00.

RECOMMENDATION: Commission approve Resolution No. 25-74.

ATTACHMENT: Resolution No. 25-74
NH&A invoice

REVIEWED BY CITY MANAGER: 

RESOLUTION NO. 25-74

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE RENEWAL OF AN EMAIL SECURITY AND COMPLIANCE SERVICE, BACKUP SERVER APPLIANCE SUBSCRIPTIONS, AND A WEB SECURITY GATEWAY SUBSCRIPTION THROUGH NH&A AT A TOTAL PRICE OF $35,844.79 WITH FUNDS ALLOCATED IN THE FISCAL YEAR 2024-25 BUDGET (ACCOUNT NO. 001 1011 516 46 00); 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, the City of Atlantic Beach utilizes multiple security and backup solutions that provide critical services, including:

- An email security, archiving, and continuity service for 200 users.
- Backup server appliances with subscriptions for instant replacement and software/firmware updates.
- A web security gateway with subscriptions for instant replacement and software/firmware updates.

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 renewal of the City's subscriptions for email security and compliance, backup server appliances, and a web security gateway through NH&A at a price of $35,844.79, utilizing funds allocated in the Fiscal Year 2024-25 budget (Account No. 001 1011 516 46 00).

SECTION 2. 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 3. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City Commission of the City of Atlantic Beach, this 25th day of August, 2025.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

NH&A
anti-virus, firewalls & security solutions

790 Juno Ocean Walk, # 502-C
North Palm Beach, FL 33408
Phone: 561-622-2283
Fax: 888-602-1196
e-mail: sales@nha.com

Invoice

Date	Invoice #
8/8/2025	NI080825-1

Bill To

City of Atlantic Beach
Attn: Patty Drake Proc. Manager
800 Seminole Road
Atlantic Beach, FL 32233
payables@coab.us

Ship To

Robert A. Cimon/ 904 247 5850
Senior Systems Engineer
800 Seminole Road
Atlantic Beach, FL 32233
rcimon@coab.us

P.O. Number	Terms	Due Date
080725	1% added after Net 30	9/7/2025

Item	Description	Quantity	Rate	Amount
	Quote ID:Q-1536865-1			
BEOESC	Essentials Compliance Edition, 1 User, 1 Month: List $1160.00 (Email Security, Archiving, Continuity, Web-Based Management, Secure Cloud Data Centers) *200 users* Serial Number: BAR-EOE-1785956 Linking Code: e553e6af (8/11/2025 - 8/10/2026)	12	1,025.44	12,305.28
	===Backup Server 890 #1=== Serial Number: BAR-BS-829646 (8/11/2025 -8/10/2026)			
BBS890A-H	Backup Server Appliance 890 Instant Replacement Subscription; 1 Month; List $550.00	12	507.2375	6,086.85
BBS890A-E	Backup Server Appliance 890 Energize Updates Subscription; 1 Month; List $450.00	12	415.0125	4,980.15
	===Web Security Gateway 310=== Serial Number: BAR-YF-1016866 (8/11/225- 8/10/2026)			
BYF310A-H	Web Security Gateway Appliance 310 Instant Replacement Subscription; 1 Month; List $60.00	12	55.335	664.02
BYF310A-E	Web Security Gateway Appliance 310 Energize Updates Subscription; 1 Month; List $67.00	12	61.79083	741.49
	===Backup Server 890 #2=== Serial Number: BAR-BS-1316492 (8/11/2025 - 8/10/2026)			
BBS890A-H	Backup Server Appliance 890 Instant Replacement Subscription; 1 Month; List $550.00	12	507.2375	6,086.85
BBS890A-E	Backup Server Appliance 890 Energize Updates Subscription; 1 Month; List $450.00	12	415.0125	4,980.15

Thank you for your continued business with NH&A.

FEIN: 90-0286379

Subtotal	**$35,844.79**
Sales Tax (7.0%)	**$0.00**
Total	**$35,844.79**
Payments/Credits	**$0.00**
Balance Due	**$35,844.79**

NH&A, LLC
Attn: Accounts Receivable
790 Juno Ocean Walk Ste 502-C
North Palm Beach, FL 33408-1121

Payment by bank transfer or sending a check (Net30 terms). For Credit Card payments a 3% processing fee will be added.

Bank Information:
Chase
2500 PGA Blvd.
Palm Beach Gardens, FL 33410
USA
Phone: 561-626-9855
Routing: 267084131
Swift: CHASUS33
NH&A Account #: 193231706

Thank you for the business! We appreciate you as our customer.