City of Atlantic Beach

Final Agenda

Regular City Commission Meeting

Monday, June 8, 2026 - 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 Meeting held on May 26, 2026. 5 - 31
5-26-26 Regular City Commission Draft Minutes

2. COURTESY OF FLOOR TO VISITORS

2.A. Police Department Volunteer Recognition - James Johnson

PUBLIC COMMENT

3. CITY MANAGER REPORTS

* 3.A. Accept the 90-Day Calendar (June-August 2026) 33 - 36
90-Day Calendar (June-August 2026)

3.B. Building Permit Fees Update 37 - 54
Proposed Building Permit Fee Changes

3.C. Recreation Facility Rental Fee Update 55 - 58
Proposed Recreation Facility Rental Fees

* 3.D. State Legislative Update 59 - 63
State Legislative Update

3.E. Marsh Oaks Community Center Update

* 3.F. Tree Protection Code Update 65 - 66
Tree Protection Code Update

3.G. Other Reports

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

* 4.A. City Manager Recruitment Update (Commissioner Bole)

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

* 5.A. Plat Request Discussion 67 - 73
Plat Request Discussion

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. 26-73. 75 - 81
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO ISSUE A TASK AUTHORIZATION TO CRAWFORD, MURPHY & TILLY, INC. TO DESIGN THE SIDEWALK IMPROVEMENTS ON DUTTON ISLAND ROAD FOR THE DUTTON ISLAND MULTI-USE PATH PROJECT; 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. 26-73

7. COMMITTEE REPORTS

None.

8. ACTION ON RESOLUTIONS

8.A. **RESOLUTION NO. 26-74** 83 - 85
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING BID NO. 2526-12 FOR WATER TREATMENT PLANT #3 CHLORINATION UPGRADE PROJECT; 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. 26-74

* 8.B. **RESOLUTION NO. 26-75** 87 - 111
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING A FLAGPOLE LOCATED AT ONE OCEAN BOULEVARD IN EXCESS OF 35 FEET WITH A NOT TO EXCEED 50 FOOT HEIGHT, SUBJECT TO THE TERMS AND CONDITIONS SET FORTH IN THIS RESOLUTION.
Resolution No. 26-75

* 8.C. **RESOLUTION NO. 26-76** 113 - 121
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, ADOPTING A UNIFORM POLICY FOR PARTICIPATION IN PUBLIC MEETINGS VIA COMMUNICATIONS MEDIA TECHNOLOGY (CMT); ESTABLISHING PHYSICAL

QUORUM REQUIREMENTS AND ADMINISTRATIVE PROCEDURES FOR THE CITY COMMISSION; MANDATING PHYSICAL PRESENCE FOR SUBORDINATE COMMITTEES AND BOARDS; PROVIDING FOR TECHNICAL, SECURITY, AND PUBLIC ACCESS PROTOCOLS; AND PROVIDING AN EFFECTIVE DATE.
Resolution No. 26-76

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
Regular City Commission Meeting
Tuesday, May 26, 2026 - 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)
	Thomas Grant, Commissioner - Seat 3 (District 1307)
	Candace Kelly, Commissioner - Seat 4 (District 1306)
	Jessica Ring, Commissioner - Seat 5 (District 1312)
Also Present:	Kevin Hogencamp, Interim City Manager (CM)
	Scott Thomas, City Attorney (CA)
	Donna Bartle, City Clerk (CC)
	Ladayija Nichols, Deputy City Clerk (DCC)
	Bob Blanco, Human Resources Director (HRD)
	Amanda Askew, Neighborhoods Department Dir. (NDD)

1 APPROVAL OF MINUTES

1A. Approve minutes of the Regular Commission Meeting held on May 11, 2026.

The Commission approved the minutes as submitted.

1B. Approve minutes of the May 2, 2026 Town Hall.

The Commission approved the minutes as submitted.

2. COURTESY OF FLOOR TO VISITORS

PUBLIC COMMENT

The following speakers provided their comments:

Roy Schleicher
Sarah Boren
Lisa Herrold
Ellen Glasser

DRAFT

- Inquired about updates from FDOT on the Mayport improvement plan; CM Hogencamp confirmed construction is expected to begin in June, with additional details to be included in the next meeting report.

Commissioner Grant

- Referenced Neptune Beach's approval of a resolution to update street lamps and encouraged consideration of a similar action in Atlantic Beach.
- Noted the Beach Town Center Agency's plan to restore a turtle statue outside Poe's.
- Sought an update on progress related to champion tree protection efforts.

Commissioner Kelly

- Requested an update on the number of outstanding parking tickets, particularly in advance of tourist season; CM Hogencamp indicated a report would be provided.
- Raised concerns regarding reports of individuals camping in Aquatic Gardens and inquired whether the matter falls primarily under police jurisdiction.

Commissioner Bole

- Recognized Rick Carper for his service and contributions to the City's infrastructure.
- Reported on attendance at a Florida League of Cities meeting, highlighting information from the St. Johns River Water Management District regarding drought conditions and encouraging increased awareness of watering restrictions.
- Referenced the resolution regarding the City Manager search, with further discussion scheduled under Item 8A.

4.A. City Manager Recruitment Update (Commissioner Bole)

None.

4.B. National Police Week Proclamation (Mayor Ford)

Mayor Ford presented the proclamation as detailed in the agenda packet and presented it to the police department.

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None.

6. CONSENT AGENDA

None.

7. COMMITTEE REPORTS

None.

8. ACTION ON RESOLUTIONS

8.A. RESOLUTION NO. 26-60

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING A CONTRACT FOR CITY MANAGER EXECUTIVE SEARCH CONSULTANT SERVICES AND AUTHORIZING THE CITY ATTORNEY TO NEGOTIATE A CONTRACT AND FEE AGREEMENT WITHIN THE PARAMETERS OF THE PROPOSAL; AND AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT.

DRAFT

HRD Blanco presented findings from outreach to the four top-ranked search firms: Slavin Management Consultants, MGT, SGR, and CPS, and responded to questions from the Commission.

Discussion followed. Mayor Ford expressed support for inviting the firms to present to the Commission via video conference prior to a final decision.

MOTION: Approve Resolution No. 26-60, awarding the contract to SGR.

Motion: Bruce Bole
Second: Candace Kelly

Staff was directed to prepare the negotiated contract for consideration at the next Commission meeting.

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

Motion passed 4 to 1.

8.B. RESOLUTION NO. 26-67
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING A TASK AUTHORIZATION WITH JONES, EDMUNDS & ASSOCIATES, INC. TO IMPLEMENT THE ASSET MANAGEMENT SYSTEM SOFTWARE PROGRAM; 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

MOTION: Approve Resolution No. 26-67.

Motion: Bruce Bole
Second: Candace Kelly

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

Motion passed 5 to 0.

DRAFT

8.C. RESOLUTION NO. 26-68
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA ESTABLISHING THE CITY'S FISCAL YEAR 2026-27 PRIORITIES; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve (Resolution No.) 26-68 with possible amendments.

Motion: Bruce Bole

Discussion ensued.

MOTION: Approve (Resolution No.) 26-68.

Motion: Bruce Bole
Second: Candace Kelly

Discussion ensued.

MOTION: Amend the current motion adding in Chapter 23 revisions from ESC (Approve Resolution No. 26-68 with an amendment to include Chapter 23 revisions).

Motion: Jessica Ring
Second: Thomas Grant

Commissioner Bole accepted the amendment.

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

Motion passed 5 to 0.

MOTION: Approve Resolution No. 26-68 as amended.

Motion: Bruce Bole
Second: Candace Kelly

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

DRAFT

Jessica Ring	***For***

Motion passed 5 to 0.

8.D. RESOLUTION NO. 26-70

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, TO APPROVE CHANGE ORDER #1 FOR THE 2526-05 MARY STREET DRAINAGE IMPROVEMENTS 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. 26-70.

Motion: Jessica Ring
Second: Bruce Bole

Discussion ensued.

Commissioner Ring inquired about the potential addition of sidewalks to the project. CM Hogencamp indicated the request would be reviewed.

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

Motion passed 5 to 0.

8.E. RESOLUTION NO. 26-71

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING A MULTI-YEAR CONTRACT FOR FARMERS MARKET OPERATOR SERVICES TO DIG LOCAL NETWORK, INC., A 501(c)(3) NONPROFIT ORGANIZATION, SUBJECT TO THE TERMS AND CONDITIONS SET FORTH IN THIS RESOLUTION.

Discussion ensued. Mayor Ford proposed raising the vendor fee to $40 as a means of reducing or eliminating the subsidy.

Kira Mauro, Board Director for Dig Local Network answered questions from the Commission.

MOTION: Approve Resolution (No.) 26-71.

Motion: Bruce Bole

DRAFT

Second: Jessica Ring

Discussion ensued.

The meeting recessed at 7:52 PM and reconvened at 7:56 PM.

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

Motion passed 5 to 0.

8.F. RESOLUTION NO. 26-72
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING WATER SERVICE REPLACEMENTS FOR THE 1800 BLOCK OF SEMINOLE ROAD; AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve Resolution (No.) 26-72

Motion: Bruce Bole
Second: Thomas Grant

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

Motion passed 5 to 0.

9. ACTION ON ORDINANCES
None.

10. MISCELLANEOUS BUSINESS

10.A. PLAT25-0002 ***Request for a plat approval as required by Chapter 24, Article 4 of the Code of Ordinances within the residential general, multi-family (RG-M) at re # 169700-0010 for 0 Seminole Road.***

DRAFT

NDD Askew presented as detailed in a slideshow (which is attached hereto and made part of this official record as **Attachment C**). She and CA Thomas answered questions from the Commission.

The public hearing was opened and the following speakers provided their comments:

Donald Wolfson
Stan Barnwell
Lee Kellison
Laura Bartlett
Susan Bartlett
Roy Schleicher submitted maritime forest information (which is attached hereto and made part of this official record as **Attachment D**).

The public hearing was closed.

Discussion ensued.
5-26-26 Attachment C
5-26-26 Attachment D

MOTION: Approve Plat Request for 0 Seminole Road.

Motion: Thomas Grant

Motion failed due to a lack of a second.

CA Thomas answered questions from the Commission.

MOTION: Postpone the decision on Plat 25-0002 (Request) for 0 Seminole Road until two meetings out (June 22, 2026).

Motion: Thomas Grant
Second: Candace Kelly

Discussion ensued.

Discussion included re-advertising the item for the June 22 meeting consistent with applicable noticing requirements.

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

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Motion passed 3 to 2.

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

CA Thomas

- Expressed appreciation for the engagement of the Commission and the community.

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER

Commissioner Kelly

- Requested that staff be commended for the Memorial Day service and asked that the recognition be conveyed.

Commissioner Ring

- Further discussed the plat request and noted a preference for receiving presentation materials in the agenda packet in advance of the meeting. She also requested additional information regarding the circumstances that led to the identified unintended consequences and how similar situations could be addressed moving forward. CM Hogencamp provided an initial response, and Mayor Ford indicated that additional information could be provided in the upcoming meetings.

Commissioner Grant

- Emphasized the importance of considering the City Attorney's guidance and noted that certain City ordinances may need to be updated to align with state requirements.

CM Hogencamp

- Acknowledged the prior farmers market operator's years of service and expressed optimism regarding the transition to Dig Local
- Noted that enforcement of watering restrictions would begin and that the Commission would be kept informed of compliance efforts.

13. ADJOURNMENT

The meeting adjourned at 9:06 PM.

Attest:

_____ _____

Donna L. Bartle, City Clerk Curtis Ford, Mayor

Date Approved:_____

DRAFT

Attachment A to
5-26-26 Minutes

5/26/2026 -Handout- N. Staats

(i) *Changes to approved plans.* Applicants must submit to the city any and all proposed changes to approved plans including, but not limited to, changes required by other regulatory agencies such as the St. John's River Water Management District, Florida Department of Environmental Protection or Florida Department of Transportation. Failure to provide changes to the city for review may result in a stop work order being issued if construction deviates from the approved plans on file with the city.

(Ord. No. 90-10-212, § 2(Exh. A), 3-8-10; Ord. No. 90-19-240 , § 3(Exh. A), 7-8-19)

Sec. 24-70. - Land clearing and alteration of site grade or topography.

No lands shall be cleared, grubbed, filled, excavated or topographically altered by any means, and no vegetation on any parcel or lot disturbed, including the installation of impervious surfaces, prior to issuance of all required approvals and development permits authorizing such clearing or alteration. Except as required to meet coastal construction codes as set forth within a valid permit from the Florida Department of Environmental Protection; or as required to meet applicable flood zone or stormwater regulations pursuant to valid permits, the grade, elevation or topography of any parcel, development or redevelopment site shall not be altered.

(Ord. No. 90-10-212, § 2(Exh. A), 3-8-10; Ord. No. 90-19-240 , § 3(Exh. A), 7-8-19)

Sec. 24-71. - Fees.

Pursuant to section 24-46(e), the city commission for the City of Atlantic Beach hereby establishes the following fees related to the administrative cost of carrying out the requirements of this chapter and also to cover the costs for planning, zoning, engineering utility and specific use reviews. These fees shall be payable to the city at the time such application or request is filed. Applications for planning and zoning related requests shall not be considered as complete applications until such time as required fees have been paid in full. Fees for specific use verified compliant-based and permit reinstatement reviews must be paid prior to scheduling of subsequent compliance inspections. Fees as required by this section are not refundable.

(a) *Planning and zoning fees.*

(1) Appeals $500.00

(2) Determinations of vested rights, Department of Environmental Protection (DEP) letters, or zoning verification letters 100.00

(3) Zoning map or text amendment

a. Text amendment .....1,000.00 plus advertising costs

b. Zoning map amendment .....1,000.00 plus advertising costs

(4) Use-by-exception 500.00

(5) Zoning variance (residential or commercial) or waiver 500.00

(6) Development review

a. Single- and two-family uses 100.00

b. Multi-family uses, per dwelling unit 100.00

c. Commercial and industrial uses 350.00

d. Public and institutional uses 350.00

e. Landscape plan 100.00

(7) Subdivision

Attachment A to
5-26-26 Minutes

Exhibit A

Chapter 24 - LAND DEVELOPMENT REGULATIONS[1]

Footnotes:

--- **(1)** ---

Editor's note— Section 2(Exh. A) of Ord. No. 90-10-212, adopted March 8, 2010, repealed and replaced former Ch. 24, Arts. I—VI, §§ 24-1—24-284, in its entirety. Former Ch. 24 pertained to zoning, subdivision and land development regulations and derived from Ord. No. 90-03-184, § 2, adopted Dec. 8, 2003; Ord. No. 90-04-185, § 1, adopted June 28, 2004; Ord. No. 90-06-188, § 1, adopted March 13, 2006; Ord. No. 90-06-189, § 1, adopted Feb. 27, 2006; Ord. No. 90-06-193, § 1, adopted May 22, 2006; Ord. No. 90-06-195, § 1, adopted Sept. 11, 2006; Ord. No. 90-06-196, § 1, adopted Nov. 13, 2006; Ord. No. 90-06-197, § 1, adopted Dec. 11, 2006; Ord. No. 90-07-198, § 1, adopted Jan. 8, 2007; Ord. No. 90-07-199, § 1(Exh. A), adopted April 23, 2007; Ord. No. 90-07-200, §§ 1 and 2(Exh. A), adopted July 9, 2007; Ord. No. 90-07-201, § 1(Exh. A), adopted Aug. 13, 2007; Ord. No. 90-08-203, § 1(Exh. A), adopted March 24, 2008; Ord. No. 90-08-206, §§ 1(b) and (c), adopted Aug. 25, 2008; Ord. No. 90-09-208, § 1, adopted Sept. 14, 2009; Ord. No. 90-09-210, § 1, adopted Sept. 28, 2009; and Ord. No. 90-09-211, § 1, adopted Oct. 26, 2009. See Code Comparative Table for complete history derivation. Subsequently, Ord. No. 90-19-240 , § 3(Exh. A), adopted July 8, 2019, repealed Ch. 24 in its entirety and enacted a new, revised Ch. 24 as herein set out. Former Ch. 24, §§ 24-1—24-5, 24-16, 24-17, 24-31, 24-46—24-51, 24-61—24-69, 24-81—24-89, 24-101—24-126, 24-151—24-182, 24-186—24-192, 24-201—24-204, 24-221, 24-231—24-235, 24-251—24-279, pertained to similar subject matter. At the request of the city, former section history notes have been retained.

Cross reference— Any ordinance amending the zoning map saved from repeal, § 1-5(9); buildings and building regulations, Ch. 6; flood hazard areas, Ch. 8; mobile homes and recreational vehicles, Ch 10; planning/zoning appeals, Ch. 14; signs and advertising structures, Ch. 17; streets, sidewalks and other public places, Ch. 19.

State Law reference— Local Government comprehensive planning Act, F.S. § 163.3161 et seq.

ARTICLE I. - IN GENERAL

Sec. 24-1. - Adoption and authority.

This chapter, together with all future amendments hereto, is adopted under the terms granted by the Charter. The city commission does hereby exercise the power to classify land within the jurisdiction of the City of Atlantic Beach into zoning districts; to review, approve or deny requests to change zoning district classifications; to establish procedures for requests for uses-by-exception; requests for variances and waivers to certain provisions of these regulations; to hear appeals on any decisions; to review and approve or deny plats for the subdivision of land; and to make comprehensive plan amendments.

(Ord. No. 90-10-212, § 2(Exh. A), 3-8-10; Ord. No. 90-19-240 , § 3(Exh. A), 7-8-19)

Sec. 24-2. - Purpose and intent.

The purpose of this chapter, the zoning districts and regulations set forth herein is to provide for orderly growth; to encourage the most appropriate use of land; to protect the natural environment; to protect and conserve the value of property; to prevent the overcrowding of land; to promote, protect and improve the health, safety, comfort, good order, appearance, convenience, and general welfare of the public; and to help accomplish the goals and objectives of the comprehensive plan. Further:

(a) In interpreting and applying the provisions of this chapter, these provisions shall be held to be the minimum requirements for the promotion of the health, safety, and general welfare of the community.

**Attachment B to
5-26-26 Minutes**

CITY OF ATLANTIC BEACH
OFFICE OF THE CITY MANAGER
800 Seminole Road
Atlantic Beach, Florida 32233
(904) 247-5817

City Manager's Community Update

Date: May 26, 2026
To: The Atlantic Beach Community and City Commission

From: Kevin Hogencamp, Interim City Manager/khogencamp@coab.us

This report provides an update on some primary administrative and community-focused initiatives under way at City Hall. Our office remains focused on maintaining momentum across key programming, infrastructure, environmental, and intergovernmental projects. City Manager's Community Updates, including related links, are available on the City's website and across official digital channels.

1. Beaches Town Center Lighting

Because Beaches Town Center (BTC) sits directly on the border of two cities and uses two different utility providers, upgrading the streetlights requires a coordinated effort. While the BTC Agency helps spearhead the aesthetic vision and raises supplemental capital through community fundraisers (like the BTCA Golf Classic and Dancin' in the Street), the core structural cost of the utility poles and electrical grid integration relies on municipal capital improvement budgets and utility partnerships (JEA and Beaches Energy). The project is an active priority with ongoing coordination between the City Manager's office, the BTC Agency, and the utility providers to establish the scope, design standards, and cost-sharing mechanics for the new streetlights.

2. Marsh Oaks Community Center

The parking lot replacement project is underway, with completion anticipated before the center's September opening. This phase also includes removing old fencing and vegetation to better integrate the center with Beaches Veterans Memorial Park. The community garden installation will follow. Residents will soon be invited to help define the programming and operational strategy for the new facility.

3. Tree Protection Code Update

Staff intends to present ordinance verbiage focusing on the immediate preservation of our old-growth maritime forest—specifically our iconic live oaks—on June 8 for City

Commission review and feedback. The first reading of an ordinance may be on the City Commission's agenda as early as June 22.

4. Watering Restrictions

Due to severe regional drought conditions and declining groundwater levels, the St. Johns River Water Management District has placed Duval County, including Atlantic Beach, under a mandatory Phase III Extreme Water Shortage declaration. Under these emergency rules, landscape irrigation for residential and commercial properties has been strictly limited to just one day per week. Additionally, outdoor watering is completely prohibited during the daytime hours between 8:00 a.m. and 6:00 p.m. to minimize evaporative water loss. The order also bans non-essential water usage, including aesthetic water features and non-critical pressure washing, with local code enforcement authorized to issue citations for violations.

5. Legislative Appropriation Requests

I am pleased to report that the state continues to appear poised to contribute $1,257,500 toward three critical Atlantic Beach priorities as House and Senate budget negotiators near a final agreement: $650,000 for Sherman Creek dredging and bank stabilization; $212,500 for the Dora Drive stormwater pond to protect 92 structures from 25-year floods; $200,000 to further our Marsh Oaks septic tank elimination efforts; and $195,000 for the Sailfish Drive multi-use path. This vital funding would significantly advance our city's infrastructure, environmental health, and flood resilience goals.

CITY OF ATLANTIC BEACH

Mission

The place to be -- through exceptional public services.

2040 Vision

In Atlantic Beach, we have a strong sense of belonging and safety. Our citizens and government care deeply about community character, and we understand that unified support is required to preserve it. We are graced with the functional beauty of our beach, our marsh, and our tree canopy. Our shady streets and multi-use paths connect our welcoming neighborhoods and vibrant local businesses. Our city supports our diverse, multigenerational, socially linked community with green spaces, active lifestyles, parks, and programming.

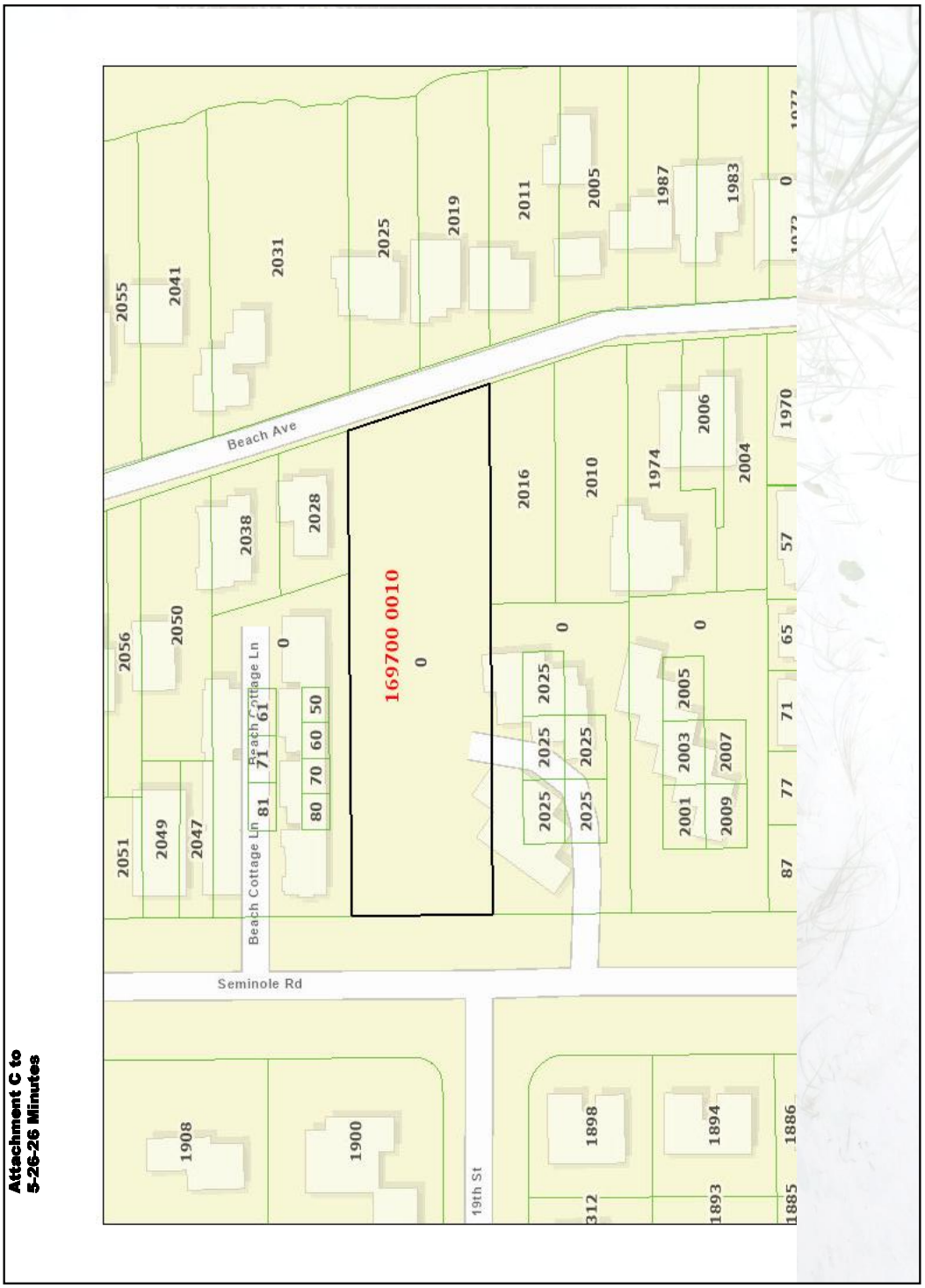
City Commission Priorities

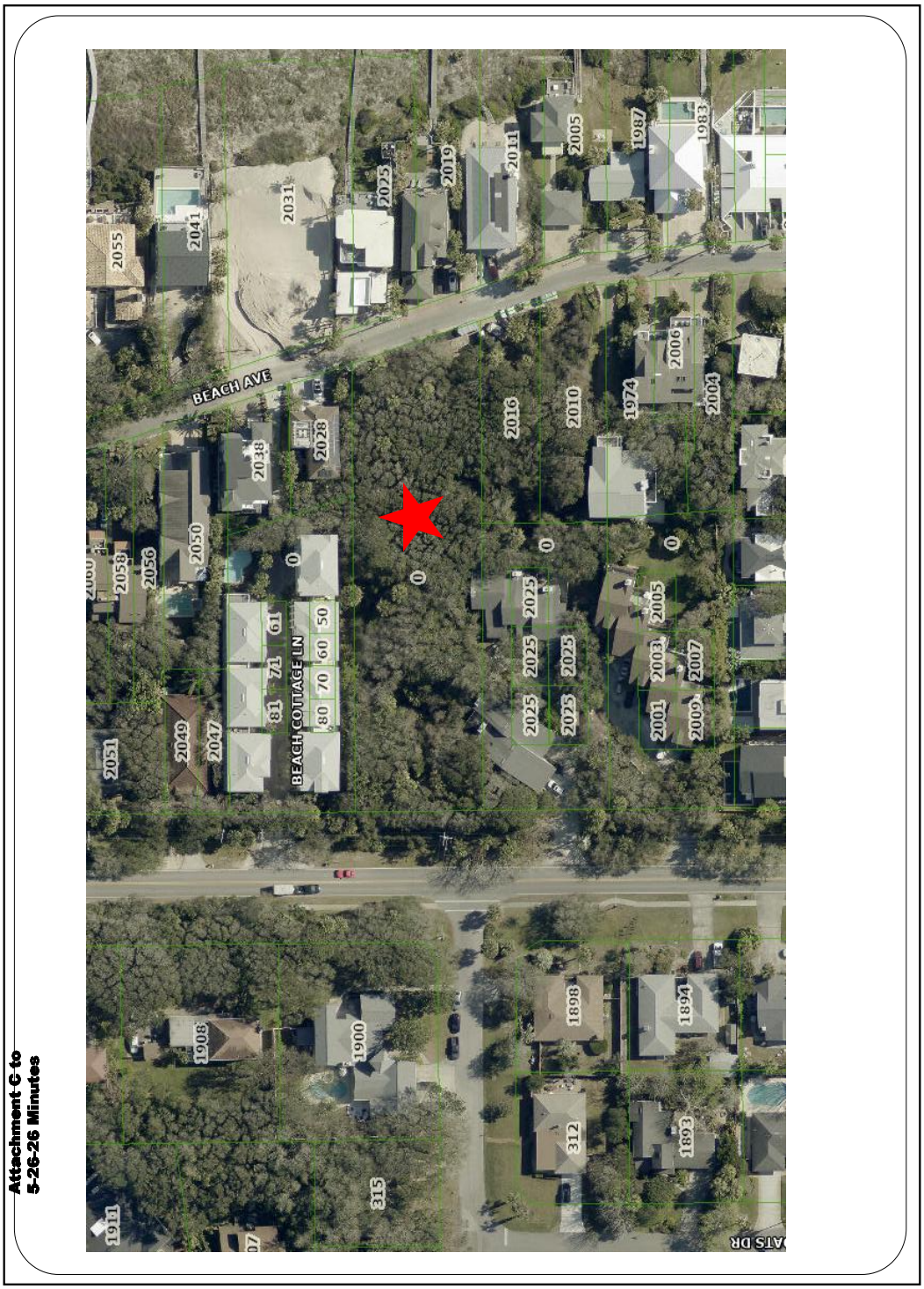
In 2018, the Atlantic Beach City Commission began undertaking an annual exercise that establishes priorities for city government. This endeavor is facilitated by Atlantic Beach resident Linda Lanier, who volunteers her services.

PLAT25-0002

Request for a plat approval as required by Chapter 24, Article 4 of the Code of Ordinances within the Residential General, Multi-Family (RG-M) at RE # 169700-0010 for 0 Seminole Road.

Attachment C to 5-26-26 Minutes





Attachment C to
5-26-26 Minutes

Background

- Property is owned by sisters, Lauren Bartlett and Susan Bartlett Rankin
- **RG-M** zoning district, **Residential Low Density** Comp. Plan
- Vacant lot
- Previous plat was **2 lots of approximately 50ft by 354.77 ft** and **50ft by 338.49ft**
- Existing lot surveyed at **approximately 100ft by 359ft or 36,315 square feet** of lot area
- **New proposed plat**
  - Lot 1 (not a perfect rectangle) – **52.6ft by 211.4ft**
  - Lot 2 – **50ft by 160ft** = 8,000 square feet
  - Lot 3 – **50ft by 160ft** = 8,000 square feet
  - Lot 4 (not a perfect rectangle) - **52.6ft by 195ft**

Background

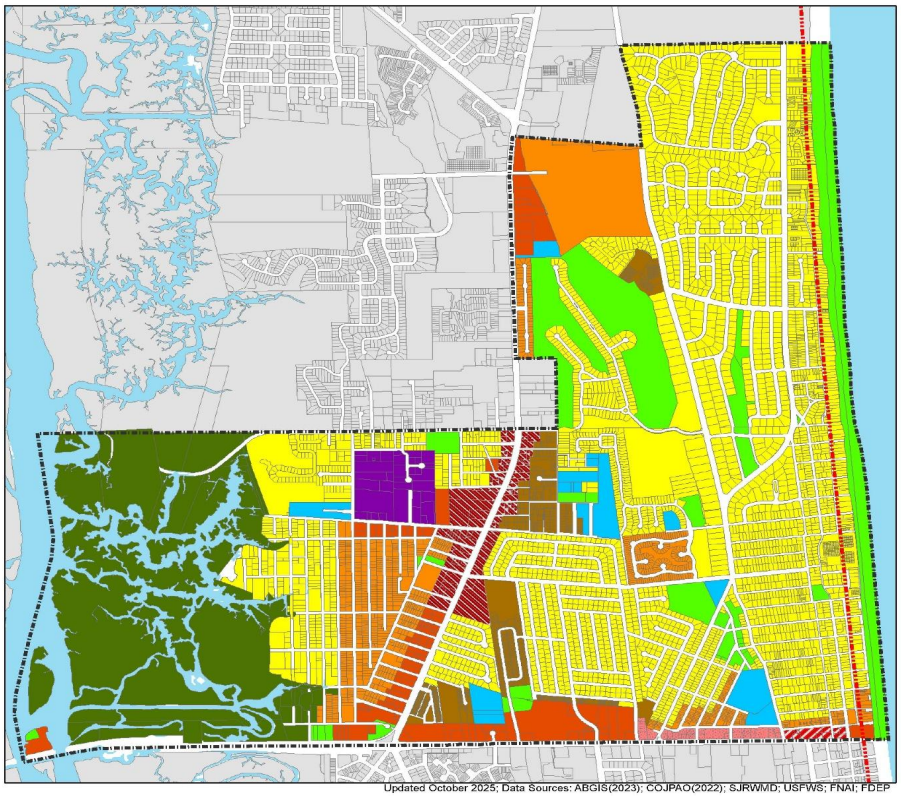
- Prior to the adoption of the 2024 Land Development Code (Chapter 24) updates, the RG-M zoning district required a minimum lot size of 7,500 square feet for single-family development and zoning required min. lot width of 75 ft.
- This standard was not fully consistent with the Comprehensive Plan's density and development pattern policies for the area.
- Under the previous regulations, the subject property could have been developed either as a multifamily building containing up to four dwelling units or subdivided to create two single-family residential lots.
- The current code maintains the same overall residential density but allows for greater flexibility in lot configuration to better align with established development patterns in the surrounding area. This approach supports smaller lot sizes that are consistent with nearby properties, including a 7 unit development located to the north on a smaller overall parcel and a 5-unit development located to the south on a similarly sized parcel.
- Updated regulations promote consistency with the existing neighborhood context while remaining compliant with the Comprehensive Plan.

Comprehensive Plan and Zoning Requirements

- **2045 Comprehensive Plan:** max 6 units an acre
- **Residential low density:** 7,260 square feet per dwelling unit
- **RG-M:** minimum 40ft lot width and 100ft lot depth → 4,000 square feet
- Each proposed lot meets the minimum lot area and minimum lot width/depth requirement

Comprehensive Plan Map

- Residential Low Density – limit of 6 dwelling units per acre



MAP A-2: FUTURE LAND USE MAP (FLUM)

City of Atlantic Beach
2045 Comprehensive Plan
Map Series

In the event of any conflict between any maps and the text of the Comprehensive Plan, the text of the Comprehensive Plan shall control.

Future Land Use Designations

- Residential Low Density (RL) — Up to six (6) dwelling units per acre
- Residential Medium Density (RM) — Up to fourteen (14) dwelling units per acre
- Residential High Density (RH) — Up to twenty (20) dwelling units per acre
- Conservation (CON)
- Recreation/Open Space (R/O)
- Public/Semi-Public (P/SP)
- Central Business District (CBD)
- Marsh Oaks Business District
- Saltair Business District
- Commercial (CM)
- Light Industrial (L/I)
- Coastal Construction Control Line

Areas designated as Conservation are approximate; Exact boundaries to be determined by environmental survey

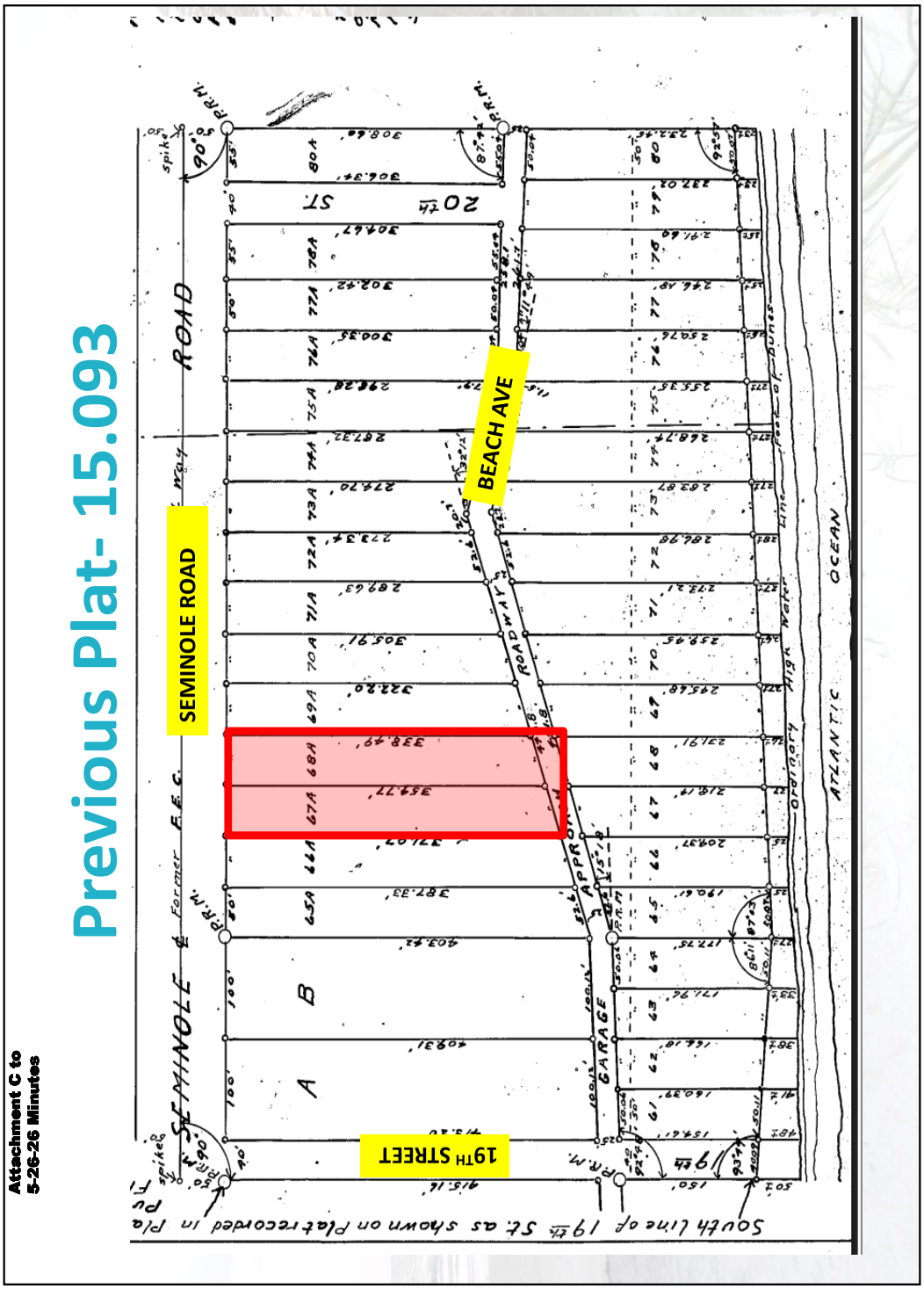
N W E S

0 0.25 0.5 Miles

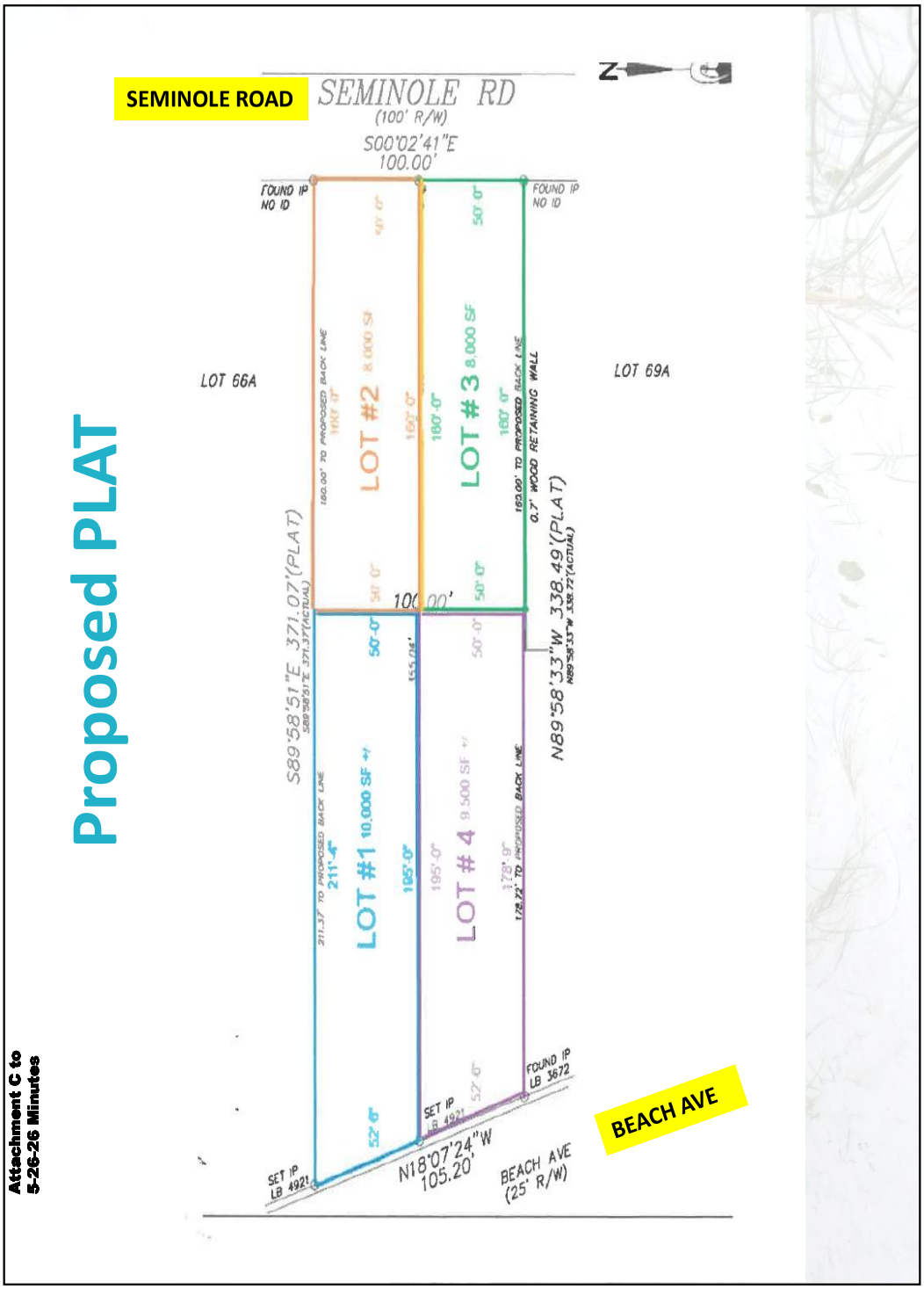
Updated October 2025; Data Sources: ABGIS(2023); COJPAO(2022); SJRWMD; USFWS; FNAI; FDEP
Depicting Amendments Through Ordinance Number 90-25-254

Attachment C to
5-26-26 Minutes

Previous Plat- 15.093



Proposed PLAT

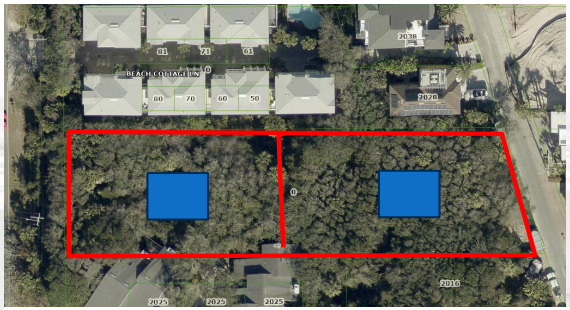


Attachment C to
5-26-26 Minutes

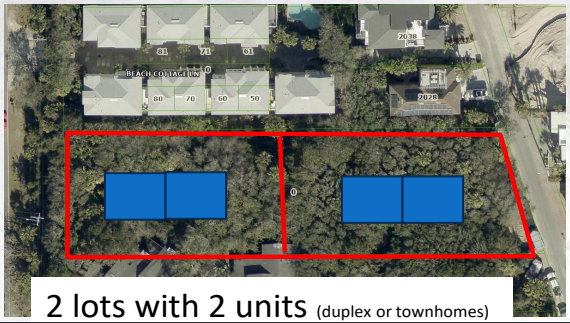
Attachment C to 5-26-26 Minutes



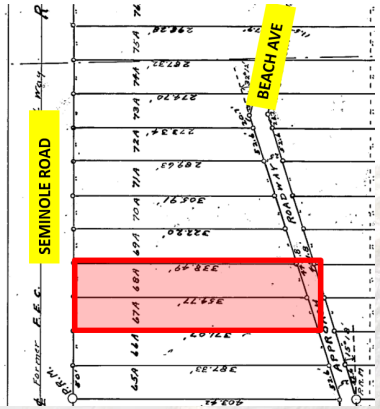
1 lot with 4 units (townhomes)



2 lots with 1 single-family on each lot



2 lots with 2 units (duplex or townhomes)





4 lots with a single-family home on each lot

Recommendation

A motion to recommend APPROVAL to the City Commission of the requested plat (File No. PLAT25-0002) as required by Chapter 24, Article 4 of the Code or Ordinances within the Residential Multi-Family (RG-M) Zoning District at RE# 0169700-0010 provided:

1. Approval of this plat is consistent with the intent of the Comprehensive Plan.

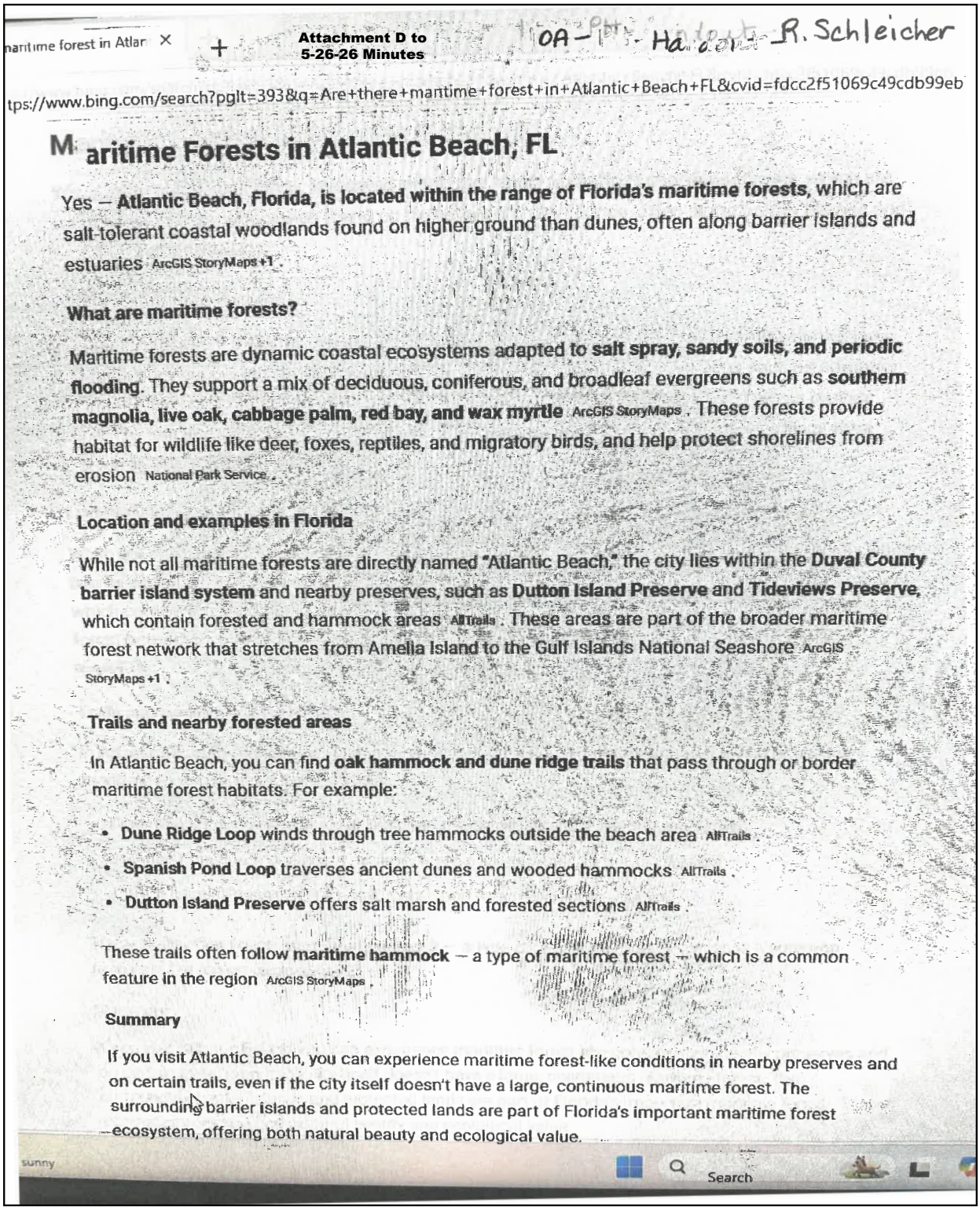
2. Approval of this plat is in compliance with the requirements of Chapter 24, Article 4 of the Code or Ordinances.

Recommendation

The Community Development Board may consider a motion to recommend DENIAL to the City Commission of the requested plat (File No. PLAT25-0002) as required by Chapter 24, Article 4 of the Code or Ordinances within the Residential Multi-Family (RG-M) Zoning District at RE# 0169700-0010 provided:

1. Approval of this plat is not consistent with the intent of the Comprehensive Plan.

2. Approval of this plat is not in compliance with the requirements of Chapter 24, Article 4 of the Code or Ordinances.



naritime forest in Atlar ×

+

Attachment D to 5-26-26 Minutes

OA - Pt. - Handout - R. Schleicher

tps://www.bing.com/search?pglt=393&q=Are+there+maritime+forest+in+Atlantic+Beach+FL&cvid=fdcc2f51069c49cdb99eb

Maritime Forests in Atlantic Beach, FL

Yes — **Atlantic Beach, Florida, is located within the range of Florida's maritime forests**, which are salt-tolerant coastal woodlands found on higher ground than dunes, often along barrier islands and estuaries ArcGIS StoryMaps +1 .

What are maritime forests?

Maritime forests are dynamic coastal ecosystems adapted to **salt spray, sandy soils, and periodic flooding**. They support a mix of deciduous, coniferous, and broadleaf evergreens such as **southern magnolia, live oak, cabbage palm, red bay, and wax myrtle** ArcGIS StoryMaps . These forests provide habitat for wildlife like deer, foxes, reptiles, and migratory birds, and help protect shorelines from erosion National Park Service .

Location and examples in Florida

While not all maritime forests are directly named "Atlantic Beach," the city lies within the **Duval County barrier island system** and nearby preserves, such as **Dutton Island Preserve** and **Tideviews Preserve**, which contain forested and hammock areas AllTrails . These areas are part of the broader maritime forest network that stretches from Amelia Island to the Gulf Islands National Seashore ArcGIS StoryMaps +1 .

Trails and nearby forested areas

In Atlantic Beach, you can find **oak hammock and dune ridge trails** that pass through or border maritime forest habitats. For example:

- **Dune Ridge Loop** winds through tree hammocks outside the beach area AllTrails .
- **Spanish Pond Loop** traverses ancient dunes and wooded hammocks AllTrails .
- **Dutton Island Preserve** offers salt marsh and forested sections AllTrails .

These trails often follow **maritime hammock** — a type of maritime forest — which is a common feature in the region ArcGIS StoryMaps .

Summary

If you visit Atlantic Beach, you can experience maritime forest-like conditions in nearby preserves and on certain trails, even if the city itself doesn't have a large, continuous maritime forest. The surrounding barrier islands and protected lands are part of Florida's important maritime forest ecosystem, offering both natural beauty and ecological value.

sunny

Search

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: June 2, 2026

MEETING DATE: June 8, 2026

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 2026 City Commission budget workshop meetings have been scheduled for:

- Monday, June 29 at 6pm
- Monday, July 20 at 6pm
- Wednesday, August 19 at 6pm

Please note that the 2026 town hall meetings have been scheduled for:

- Saturday, July 18 at Gail Baker Community Center at 10am
- Saturday, October 17 in the Commission Chamber at 10am

BUDGET: None

RECOMMENDATION: Accept the 90-Day Calendar for June 2026-August 2026 by consensus.

ATTACHMENT(S): City Commission 90-Day Calendar (June 2026-August 2026)

REVIEWED BY CITY MANAGER: 

CITY COMMISSION

June 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	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-Ford)	9 Arts, Recreation, Culture Committee 6 pm	10 Environmental Stewardship Cmte. 6 pm	11	12	13 Wild Wonders 11 am (Dutton Island Preserve) Movies in the Park – "Lilo and Stitch" 8pm (Bull Park)
14 Farmers Market 10 am-2 pm (Russell Park)	15	16 Community Development Board 6 pm	17	18 Artist Reception 6 pm (Adele Grage)	19 City Offices Closed Juneteenth Holiday	20
21 Farmers Market 10 am-2 pm (Russell Park)	22 City Commission 6:00 pm (Invoc-Bole)	23	24 Environmental Stewardship Cmte. 6 pm	25	26	27 Wild Wonders 11 am (Dutton Island Preserve)
28 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6 pm (Adele Grage)	29 City Commission Budget Workshop 6:00 pm	30				

CITY COMMISSION

July 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 City Offices Closed Independence Day Holiday	4
5 Farmers Market 10 am-2 pm (Russell Park)	6	7	8 Environmental Stewardship Cmte. 6 pm	9 Code Enforcement Special Magistrate 2 pm	10	11 Centennial Celebration 10 am-2pm (Beaches Veterans Memorial Park)
12 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	13 City Commission 6:00 pm (Invoc-Grant)	14 Arts, Recreation, Culture Committee 6 pm	15	16 Artist Reception 5-8 pm (Adele Grage)	17	18 Town Hall Meeting 10 am (Gail Baker Community Center)
19 Farmers Market 10 am-2 pm (Russell Park)	20 City Commission Budget Workshop 6 pm	21 Community Development Board 6 pm	22 Environmental Stewardship Cmte. 6 pm	23	24	25
26 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6pm (Adele Grage)	27 City Commission 6:00 pm (Invoc-Kelly)	28	29	30	31	

CITY COMMISSION

August 2026

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 Farmers Market 10 am-2 pm (Russell Park)	3	4	5	6	7	8
9 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	10 City Commission 6:00 pm (Invoc-Ring)	11	12 Environmental Stewardship Cmte. 6 pm	13 Pension Boards 6 pm	14	15 Movie in the Park 7 pm (Johansen Park)
16 Farmers Market 10 am-2 pm (Russell Park)	17	18 Primary Election	19 City Commission Budget Workshop 6 pm	20 Artist Reception 5 pm (Adele Grage)	21	22
23 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6 pm (Adele Grage)	24 City Commission 6:00 pm (Invoc-Ford)	25 Community Development Board 6 pm	26 Arts, Recreation, Culture Committee 9am – 5pm Environmental Stewardship Cmte. 6 pm	27 Atlantic Beach Film Series – "Kiss the Ground" 6 pm (Adele Grage)	28	29 Theater in the Park 6pm (Johansen Park)
30 Farmers Market 10 am-2 pm (Russell Park) Theater in the Park 6 pm (Adele Grage)	31					

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Review of proposed building permit fee changes

SUBMITTED BY: Amanda L. Askew, AICP, Neighborhoods Department Director

TODAY'S DATE: May 26, 2026

MEETING DATE: June 8, 2026

BACKGROUND:

During the 2026 Legislative Session, the Florida Legislature adopted CS/CS/HB 803, relating to building permits and inspections. Signed into law by Governor Ron DeSantis and effective July 1, 2026, the legislation substantially revises various provisions of Florida law governing local building permit administration, inspections, permit exemptions, private provider services, and permit fee structures.

Specifically, HB 803 establishes several new statewide mandates affecting municipal building departments, including restrictions on permit fee calculations, mandatory fee reductions when private providers are utilized, expanded permit exemptions, and accelerated application review timelines.

Of particular relevance to municipalities, HB 803 narrows the authority of local governments by dictating that they may collect only those building permit fees reasonably necessary to fund the direct administration and enforcement of the Florida Building Code. The legislation reinforces statutory limitations requiring that building permit revenues not exceed the actual costs associated with permitting, inspections, plan review, and code enforcement activities. Furthermore, the changes to Section 553.79, Florida Statutes, explicitly prohibit local governments from calculating permit fees based on the total cost of a construction project, rendering the City's current cost-based fee methodology obsolete.

STAFF RECOMMENDATIONS:

To align the City's permitting practices with the mandates established under HB 803 while preserving the City's ability to effectively enforce the Florida Building Code, staff recommends updating the City's building permit fee schedule and related administrative provisions to:

- **Ensure compliance** with revised state law governing permit fee calculations;
- **Clarify fee reductions** applicable to projects utilizing private providers;
- **Update administrative review and inspection fees** to accurately reflect actual service costs;
- **Maintain adequate funding** for code enforcement and permitting operations; and
- **Improve transparency** and consistency in permit fee administration.

Staff recommends that building permit fees be restructured using a documented cost-recovery methodology consistent with Section 553.80, Florida Statutes, as amended. Under this revised framework, permit fees must closely align with the actual costs incurred by the City in administering and enforcing the Florida Building Code and must not exceed the amount necessary to fund departmental operations.

Accordingly, staff recommends that the City's updated fee schedule be structured to account for both the direct and indirect costs associated with permit administration, including:

- Plan review and technical review services;
- Building inspections and re-inspections;
- Permit processing and administrative overhead;
- Technology infrastructure and permitting software systems;
- Records management and statutory document retention;
- Code enforcement activities directly related to permitting;
- Personnel costs (including salaries, benefits, training, and required certifications for permitting and inspection staff); and
- Operational expenses associated with vehicles, equipment, office space, and departmental support services.

BUDGET: Modest, undetermined fee increase

PUBLIC OUTREACH: Website; direct communication with contractors

RECOMMENDATION: Review and provide feedback

ATTACHMENT(S): Proposed fees

REVIEWED BY CITY MANAGER: Kevin Hogencamp

ATTACHMENT 1

CHAPTER 2 - ADMINISTRATION

ARTICLE IX. – CITY FEES

DIVISION 1. – GENERAL ADMINISTRATIVE FEES

Secs. 2-450 – 2-499. – Reserved.

DIVISION 2. – BUILDING CODE FEES

Sec. 2-500. Schedule of building permit fees

(a) Generally, the total permit fee shall consist of an administrative fee, plan review fees, inspection fees, and state surcharges as determined ~~per~~by permit type. Permit types designated with an asterisk shall have their fees multiplied by 1.5 if the total work area is over 2,500 square feet and under 4,000 square feet or multiplied by 2 if their work area is 4,000 square feet or more. Private provide discounts shall be 75% of fees designated as Building plan review fee or Building inspection fee, depending on services for which the private provider is retained.

(1) *Building and construction permit fees.* ~~For the purposes of determining fees, floor area of a building shall be determined at each story including all portions under roofs.~~ Separate fees shall be paid for electrical, plumbing, mechanical, zoning, fire, ~~miscellaneous~~ and other plan reviews and/or permits shown elsewhere in this section or in other applicable sections of this Code. ~~Building permit fees for new construction shall be based on the most current ICC Building Valuation Data or proposed Job Cost, whichever is greater.~~

a. ~~*Building*~~ *Commercial building permit fees.* All commercial permit types in this section shall have a $100 administrative fee. Total permit fees listed below are subject to state surcharges.

(i) Foundation Repair,

Building fees - Plan review fee, $55; Inspection fee, $50

Total permit fee, $205

(ii) Window, Door, Siding, Shutters,

Building fees – Plan review fee, $75; Inspection fee, $100

Total permit fee, $275

(iii) Solar Building (requires companion electrical permit),

Zoning fees – Plan review fee, $40; Inspection fee, $50

Building fees – Plan review fee, $95; Inspection fee, $100

Total permit fee, $385

(iv) Foundation New*,

Public Works fees – Plan review fee, $115; Inspection fee, $50

Zoning fees – Plan review fee, $115; Inspection fee, $50

Building fees – Plan review fee, $170; Inspection fee, $100

Total permit fee, $700

(v) Building Generator,

ATTACHMENT 1

Public Works fees – Plan review fee, $40; Inspection fee, $50
Zoning fees – Plan review fee, $20; Inspection fee, $50
Building fees – Plan review fee $95; Inspection fee, $150
Total permit fee, $505

(vi) Spa-Hot tub,
Public Works fees – Plan review fee, $40; Inspection fee, $50
Zoning fees – Plan review fee, $40; Inspection fee, $50
Building fees – Plan review fee, $75; Inspection fee, $100
Total permit fee, $505

(vii) Accessory Structure*,
Public Works fees – Plan review fee, $75; Inspection fee, $50
Zoning fees – Plan review fee, $75; Inspection fee, $50
Building fees – Plan review fee, $130; Inspection fee, $250
Fire fees – Plan review fee, $150; Inspection fee, $75
Total permit fee, $955

(viii) Pool In-Ground,
Public Utilities fees – Inspection fee, $50
Public Works fees – Plan review fee, $75; Inspection fee, $50
Zoning fees – Plan review fee, $40; Inspection fee, $50
Building fees – Plan review fee, $170; Inspection fee, $200
Fire fees – Plan review fee, $150; Inspection fee, $75
Total permit fee, $960

(ix) Buildout* (new tenant),
Public Works fees – Plan review fee, $20; Inspection fee, $50
Zoning fees – Plan review fee, $75; Inspection fee, $50
Building fees – Plan review fee, $170; Inspection fee, $300
Fire fees – Plan review fee, $150; Inspection fee, $75
Total permit fee, $990

(x) Alteration-Repair* (existing tenant),
Public Works fees – Plan review fee, $40; Inspection fee, $50
Zoning fees – Plan review fee, $75; Inspection fee, $50
Building fees – Plan review fee, $170; Inspection fee, $300
Fire fees – Plan review fee, $150; Inspection fee, $75
Total permit fee, $1,010

(xi) Addition* (existing tenant),

ATTACHMENT 1

Public Works fees – Plan review fee, $75; Inspection fee, $50

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fee, $170; Inspection fee, $400

Fire fees – Plan review fee, $150; Inspection fee, $75

Total permit fee, $1,145

(xii) Shell* (no tenant),

Public Utilities fee – Inspection fee, $50

Public Works fees – Plan review fee, $115; Inspection fee, $50

Zoning fees – Plan review fee, $115; Inspection fee, $50

Building fees – Plan review fee, $170; Inspection fee, $400

Fire fees – Plan review fee, $150; Inspection fee, $75

Total permit fee, $1,275

(xiii) New Construction* (new tenant)

Public Utilities fees – Inspection fee, $100

Public Works fees – Plan review fee, $115; Inspection fee, $100

Zoning fees – Plan review fee, $115; Inspection fee, $50

Building fees – Plan review fee, $205; Inspection fee, $400

Fire fees – Plan review fee, $150; Inspection fee, $75

Total permit fee, $1,410

b. *Residential permit fees*. All residential permit types in this section shall have a $100 administrative fee, except Pool Above-Ground. Total permit fees listed below are subject to state surcharges.

(i) Foundation Repair,

Building fees – Plan review, $55; Inspection fee, $50

Total permit fees, $205

(ii) Windows, Doors, Siding, Shutters,

Building fees – Plan review, $55; Inspection fee, $100

Total permit fees, $255

(iii) Solar Building (requires companion electrical permit),

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $40; Inspection fee, $50

Building fees – Plan review fee, $55; Inspection fee, $100

Total permit fee, $435

(iv) Spa-Hot tub,

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $40; Inspection fee, $50

ATTACHMENT 1

Building fees – Plan review fee, $55; Inspection fee, $100

Total permit fee, $435

(v) Deck,

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $55; Inspection fee, $50

Building fees – Plan review fee, $55; Inspection fee, $100

Total permit fee, $450

(vi) Pool Above-Ground,

Adminstrative fee, $60

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $40; Inspection fee, $50

Building fees – Plan review fee, $55; Inspection fee, $200

Total permit fee, $495

(vii) Mobile Home,

Public Works fees – Plan review fee, $75; Inspection fee, $50

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fee, $95; Inspection fee, $100

Total permit fee, $545

(viii) Pool In-Ground,

Public Works fees – Plan review fee, $55; Inspection fee, $50

Zoning fees – Plan review fee, $40; Inspection fee, $50

Building fees – Plan review fee, $75; Inspection fee, $200

Total permit fee, $570

(ix) Foundation New*,

Public Works fees – Plan review fee, $115; Inspection fee, $50

Zoning fees – Plan review fee, $115; Inspection fee, $50

Building fees – Plan review fee, $95; Inspection fee, $100

Total permit fee, $625

(x) Accessory structure*,

Public Works fees – Plan review fee, $75; Inspection fee, $50

Zoning fees – Plan review fee, $115; Inspection fee, $50

Building fees – Plan review fee, $95; Inspection fee, $150

Total permit fee, $635

(xi) Outdoor kitchen,

Public Works fees – Plan review fee, $75; Inspection fee, $50

ATTACHMENT 1

Zoning fees – Plan review fees, $55; Inspection fee, $50

Building fees – Plan review fees, $115; Inspection fee, $300

Total permit fee, $745

(xii) Alteration-repair*,

Public Works fees – Plan review fee, $75; Inspection fee, $50

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fees, $115; Inspection fee, $300

Total permit fee, $765

(xiii) Addition*,

Public Works fees – Plan review fee, $75; Inspection fee, $50

Zoning fees – Plan review fees, $75; Inspection fee, $50

Building fees – Plan review fees, $115; Inspection fee, $400

Total permit fee, $865

(xiv) New Construction*,

Public Utilities fees – Inspection fee, $100

Public Works fees – Plan review fee, $115; Inspection fee, $150

Zoning fees – Plan review fee, $115; Inspection fee, $50

Building fees – Plan review fee, $170; Inspection fee, $400

Total permit fee, $1,200

~~Total Valuation Fee~~	~~Permit Fee~~
~~$1,000.00 or less~~	~~$100.00~~
~~$1,000.00 to $50,000.00~~	~~$100.00 for the first $1,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00~~
~~$50,001.00 to $100,000.00~~	~~$345.00 for the first $50,000.00 plus $4.00 for each additional $1,000.00 or fraction thereof, to and including $100,000.00~~
~~$100,001.00 to $500,000.00~~	~~$545.00 for the first $100,000.00 plus $3.00 for each additional $1,000.00 or fraction thereof, to and including $500,000.00~~
~~$500,001.00 and up~~	~~$1,745.00 for the first $500,000.00 plus $2.00 for each additional $1,000.00 or fraction thereof~~

(2) *Moving fee*. For the moving of any building or structure, the fee shall be ~~one dollar ($1.00) per square foot of structure(s) to be moved.~~ calculated per the fees for new construction based on the most recent occupancy classification of the structure.

(3) *Demolition fee*. For the complete or partial demolition of any building or structure, or the interior demolition of a building or structure, the fee shall be ~~one dollar ($1.00) per square foot of structure(s) to be demolished~~ based on demolition permit type. All permits in this section shall have an administrative fee of $100. Total permit fees are subject to state surcharges.

a. Commercial demolition*,

Public Utilities fees – Inspection fees, $50

ATTACHMENT 1

Public Works fees – Plan review fee, $40; Inspection fee, $100

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $95; Inspection fee, $100

Total permit fee, $555

b. Commercial interior demolition*,

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $55; Inspection fee, $50

Total permit fee, $275

c. Residential demolition*,

Public Utilities fees – Inspection fee, $50

Public Works fees – Plan review fee, $20; Inspection fee, $100

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $40; Inspection fee, $100

Total permit fee, $480

d. Residential interior demolition*,

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $40; Inspection fee, $50

Total permit fee, $260

~~(4) *Plan check fees.* A plan-checking fee shall be paid to the building department at the time of submitting plans and specifications for checking. Said plan-checking fee shall be equal to one-half (½) of the building permit fee. Such plan-checking fee is in addition to the building permit fee. Additional plan-checking fees are required for planning and zoning and fire department plan reviews.~~

~~(5)~~(4) *Fence permit fee*. ~~For installing fencing the fee shall be sixty dollars ($60.00) if not part of a required pool barrier. For installing fencing that is part of a required pool barrier, the fee shall be one hundred twenty dollars ($120.00).~~ Permit fees for fencing shall be subject to state surcharges.

a. Commercial fencing,

Administrative fee, $60

Public Works fees – Plan review fee, $20; Inspection fee, $50

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $40; Inspection fee, $50

Fire fees – Plan review fees, $150; Inspection fee, $75

Total permit fee, $515

b. Residential fencing, Building (enclosing a pool),

Adminstrative fee, $25

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $20; Inspection fee, $50

ATTACHMENT 1

Total permit fee, $165

c. Residential fencing, Zoning (not enclosing a pool),

Adminstrative fee, $25

Zoning fees, Plan review, $20; Inspection fee, $50

Total permit fee, $95

~~(6)~~(5) *Reinspection fee.* Fifty-five dollars ($55.00).

~~(7)~~(6) *Sign permits.* Total permit fees may be subject to state surcharges.

a. Commercial Sign, Monument,

Administrative fee, $25

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fee, $55; Inspection fee, $150

Total permit fee, $445

b. Commercial Sign, Wall,

Administrative fee, $25

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fee, $40; Inspection fee, $50

Total permits fee, $240

~~Total sq. ft. of sign~~	~~Fee~~
~~Up to 32 sq. ft.~~	~~$85.00~~
~~Greater than 32 sq. ft.~~	~~$85.00 plus $10.00 for each additional sq. ft.~~

~~(8)~~(7) *Change of tenant fee* ~~.~~ ~~A fee of one hundred dollars ($100.00) shall be paid when a new tenant occupies an existing commercial space. The fee shall be for the application review and site inspection of the property to determine occupancy compliance with required regulations.~~ When a change of tenant occurs, the business owner shall apply for a Certificate of Use, in addition to any business license requirements.

(a) Certificate of Use,

Administrative fee, $60

Zoning fees – Application review fee, $75; Inspection fee, $50

Building fees – Application review fee, $95; Inspection fee, $50

Fire fees – Application review fee, $150; Inspection fee, $75

Total Certificate of Use fee, $555

~~(9)~~(8) *Building permit renewal fee.* The following permit renewal fees shall be paid when an applicant renews a permit after the original permit has expired in accordance with the Florida Building Code.

Completed inspections	Amount of renewal fee
No inspection conducted	100% of original fee

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Slab inspection approved	80% of original fee
All rough inspections approved	50% of original fee
Insulation inspection approved	30% of original fee
Any final inspection pending	10% of original fee

~~(10)~~ (9) *Building permit fee refunds.* Permit fee refunds may be made when no work has started. A fee of fifteen (15) percent shall be retained by the city including the permit issuance fee and all plan review fees. Where work has commenced and the project is abandoned no refunds will be made. All requests for a refund shall be made in writing to the building official.

(b) *Plan review resubmittal fees.* ~~: Plans submitted which are not initially approved shall be subject to a resubmittal fee for additional reviews, as follows: Fifty dollars ($50.00) for the second submittal; seventy-five ($75.00) for the third submittal; and one hundred ($100.00) for the fourth and any subsequent submittals.~~ If a third review of the permit application documents results in disapproval by any agency for a repeated plan review comment that has not been addressed in the three submissions, the plan review fee for that agency may be increased up to four times the stated plan review fee for that agency for that permit type.

Sec. 2-501. Schedule of electrical permit fees

~~(a) Electrical fees~~

~~(1) Base permit fee, $60.00~~

~~(2) New single-family residential occupancy:~~

~~a. 0—100 amp service, $90.00 (plus base permit fee)~~

~~b. 101—150 amp service, $110.00 (plus base permit fee)~~

~~c. 151—200 amp service, $110.00 (plus base permit fee)~~

~~d. For each additional 50 amp or fractional part thereof, $10.00~~

~~e. Room additions, $40.00 (plus base permit fee)~~

~~f. Mobile home service, $20.00 (plus base permit fee)~~

~~(3) Multifamily per dwelling unit, $80.00~~

~~(4) Service change:~~

~~a. 0—100 amp service, $30.00 (plus base permit fee)~~

~~b. 101—150 amp service, $50.00 (plus base permit fee)~~

~~c. 151—200 amp service, $50.00 (plus base permit fee)~~

~~d. For each additional 50 amp or fractional part thereof, $20.00~~

~~(5) New commercial services:~~

~~a. 0—100 amp service, $130.00 (plus base permit fee)~~

~~b. 101—150 amp service, $130.00 (plus base permit fee)~~

~~c. 151—200 amp service, $130.00 (pluse base permit fee)~~

ATTACHMENT 1

~~d. For each additional 50 amp or fractional part thereof, $10.00~~

~~(6)Temporary services, $20.00 (plus base permit fee)~~

~~(7)Signs, Base permit fee~~

~~(8)Switch and receptacle outlets (except new single-family, multifamily and room additions):~~

~~a. Up to 30 amp, each $1.00~~

~~b. 31—100 amp, each $2.00~~

~~c. 101—200 amp, each $4.00~~

~~(9)Lighting outlets, including fixtures, each $1.00~~

~~(10) Primary service, $50.00 (plus base permit fee)~~

~~(11) Transformers, per 20 KVA or fractional part thereof, $10.00~~

~~(12) Heat:~~

~~a. 0—10 kw, $10.00~~

~~b. 10 —15 kw, $20.00~~

~~c. 15 —24 kw, $30.00~~

~~d. Over 24 kw, $30.00~~

~~(13) Air conditioning circuits:~~

~~a. 0—60 amp, $10.00~~

~~c. 61—100 amp, $20.00~~

~~(14) Motors:~~

~~a. 0—5 hp, $10.00~~

~~b. Plus $10.00 for each additional 5 hp or fractional part thereof~~

~~(15) Appliances, fixed or stationary:~~

~~a. Up to 30 amp, $10.00~~

~~b. 31—100 amp, $20.00~~

~~d. Over 100 amp, $20.00~~

~~(16) Smoke detectors wired into electrical system (except single-family, multifamily and room additions), each $2.00~~

~~(17) Minimum fee, $60.00~~

~~(18) Swimming pools, $120.00~~

~~(19) Repairs and miscellaneous, $100.00~~

a. *Electrical permit fees*. Generally, the total permit fee shall consist of an administrative fee, plan review fees, inspection fees, and state surcharges as determined per permit type. Permit types designated with an asterisk shall have their fees multiplied by 1.5 if the total work area is over 2,500 square feet and under

ATTACHMENT 1

4,000 square feet or multiplied by 2 if their work area is 4,000 square feet or more. Private provide discounts shall be 75% of fees designated as Building plan review fee or Building inspection fee, depending on services for which the private provider is retained. Electrical permits shall have an administrative fee of $60. Total permit fees are subject to state surcharges.

(1) Commercial Electrical*,

Building fees – Plan review fee, $55; Inspection fee, $150

Total permit fee, $265

(2) Commercial Electrical Generator (requires companion Commercial Building Generator permit),

Building fees – Plan review fee, $55; Inspection fee, $100

Total permit fee, $215

(3) Commercial Electrical EV Charger (may require companion Commerical Site Work permit)

Public Works fees – Plan review fee, $20

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fee, $75; Inspection fee, $100

Total permit fee, $380

(4) Residential Electrical*,

Building fees – Inspection fee, $150

Total permit fee, $210

(5) Residential Electrical Generator (requires companion Residential Building Generator permit),

Building fees – Plan review fee, $40; Inspection fee, $100

Total permit fee, $200

(6) Residential EV Charger,

Building fees – Plan review fee, $40; Inspection fee, $100

Total permit fee, $200

~~(20)~~ (7) Reinspection, $55.00

Sec. 2-502. Schedule of plumbing permit fees

~~*(a) Plumbing fees*~~

~~(1) Base permit fee, $60.00~~

~~(2) Fixtures, each $7.00 (plus base permit fee)~~

(a) *Plumbing permit fees.* Generally, the total permit fee shall consist of an administrative fee, plan review fees, inspection fees, and state surcharges as determined per permit type. Permit types designated with an asterisk shall have their fees multiplied by 1.5 if the total work area is over 2,500 square feet and under 4,000 square feet or multiplied by 2 if their work area is 4,000 square feet or more. Private provide discounts shall be 75% of fees designated as Building plan review fee or Building inspection fee, depending on services for which the private provider is retained. Plumbing permits shall have an administrative fee of $60. Total permit fees are subject to state surcharges.

(1) Commercial Plumbing*,

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Public Utilities fee – Inspection fee, $50

Building fees – Plan review fee, $55; Inspection fee, $150

Total permit fee, $315

(2) Residential Plumbing*,

Building fees – Inspection fee, $150

Total permit fee, $210

(3) Commercial Irrigation,

Public Utilities fees – Inspection fee, $50

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $40; Inspection fee, $50

Total permit fee, $270

(4) Residential Irrigation,

Public Utilities fees – Inspection fee, $50

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Inspection fee, $50

Total permit fee, $230

(5) Reinspection, $55.00

Sec. 2-503. Schedule of mechanical and gas permit fees

(a) *Mechanical and gas permit fees.* Generally, the total permit fee shall consist of an administrative fee, plan review fees, inspection fees, and state surcharges as determined per permit type. Permit types designated with an asterisk shall have their fees multiplied by 1.5 if the total work area is over 2,500 square feet and under 4,000 square feet or multiplied by 2 if their work area is 4,000 square feet or more. Private provide discounts shall be 75% of fees designated as Building plan review fee or Building inspection fee, depending on services for which the private provider is retained. Mechanical and Gas permits shall have an administrative fee of $60. Total permit fees are subject to state surcharges.

~~(1). Base permit fee, $60.00~~

~~(2). Air conditioning and refrigeration (total capacity in single installation):~~

~~a. For each ton or fractional part thereof:~~

~~b. Air conditioning from 1 ton to 10 tons total capacity in single installation, for each ton or fraction thereof for each apartment or business will be considered a separate system, $11.00~~

~~c. For each ton of air conditioning over 10 tons or fractional part thereof up to 25 tons, $7.00~~

~~d. For each ton of air conditioning over 25 tons or fractional part thereof, $6.00~~

ATTACHMENT 1

~~(3). Furnaces and heating equipment (total capacity in single installation):~~

~~a. For the first 200,000 BTU per hour capacity or fractional part thereof in single installation for each apartment or business, $20.00~~

~~b. For each additional 50,000 BTU per hour of fuel used or fractional part thereof4.00~~

~~c. Any burner (not in heating system), each $12.00~~

~~(4). Boilers, including heating element:~~

~~a. For the first 500,000 BTU per hour input of fuel, $30.00~~

~~b. For each additional 100,000 BTU per hour input of fuel or fractional part thereof, $6.00~~

~~(5). Air duct systems:~~

~~a. For the first 2,000 cubic feet per minute capacity of air handled in duct system, $20.00~~

~~b. For each 1,000 cubic feet per minute over 2,000 cubic feet per minute or fractional part thereof up to 10,000 cubic feet per minute, $8.00~~

~~c. For each additional 1,000 cubic feet per minute or fractional part thereof4.00~~

~~(6). Pumps, $4.00~~

~~(7). Tanks, all types, gasoline or liquefied petroleum:~~

~~a. 0—600 gallons, $20.00~~

~~b. Over 600 to 10,000 gallons capacity or fractional part thereof, $100.00~~

~~c. For each additional 1,000 gallons or fractional part thereof, $4.00~~

~~(8). Service station automobile lifts, $10.00~~

~~(9). Elevators, escalators, man-lifts, hoists for the first 4 floors, $100.00~~

~~(10). Prefabricated fireplaces, each $30.00~~

~~(12). Alteration or repair of boiler or on fired pressure vessel, $30.00~~

~~(13). Solar collector system (excluding electro voltatic systemns), $30.00~~

~~(14). Commercial hood Type I, $120.00 (plus fire reviews and inspections)~~

~~(15). Commercial hood Type II, $30.00~~

~~(16). Heat exchanger or coil in ducts, $10.00~~

~~(17). Minimum fee for any mechanical permit, $60.00~~

(1) Commercial Mechanical*,

Building fees – Plan review fee, $55; Inspection fee, $100

Total permit fee, $215

(2) Residential Mechanical*,

Building fees – Inspection fee, $100

Total permit fee, $160

(3) Commercial Gas*,

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $55; Inspection fee, $150

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Total permit fee, $335

(4) Residential Gas*,

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $20; Inspection fee, $100

Total permit fee, $250

~~(18).~~(5) Reinspection fee, $55.00

~~(19). For mechanical fee not listed in this section, fee shall be based on $8.00 per thousand dollars.~~

~~(b) Gas piping permit fees. Consumers' gas piping and appliances at one (1) location:~~

~~(1). Base permit fee, $60.00~~

~~(2). For 1 to 4 outlets, $10.00~~

~~a. For each additional outlet, $2.00 each~~

~~(3). For conversion burners, floor furnaces, incinerators, boilers, central heat and air conditioning units, $10.00 (plus base permit fee)~~

~~a. For each additional unit, $2.00 each~~

~~(4). Vented wall furnaces and water heaters, each unit $5.00 (plus base permit fee)~~

~~(5). Reinspection fee, $55.00~~

Secs. 2-504 – 2-509. Reserved.

DIVISION 3. – FIRE DEPARTMENT FEES

Sec. 2-510. Schedule of fire fees

(a) Per JFRD, www.coj.net/fees
(b) Administrative fee, ~~$45.00~~ 60.00
(c) Common fire fees include $150 for plan review and $75 for inspections.

Secs. 2-511 – 2-519. – Reserved.

DIVISION 4. - PUBLIC WORKS FEES

Sec. 2-520. Schedule of Public Works permit fees

(a) Generally, the total permit fee shall consist of an administrative fee, plan review fees, inspection fees, and state surcharges as determined per permit type. Public Works permits shall have an administrative fee of $60. Total permit fees may be subject to state surcharges.

(1) Commercial Civil and Site,

Public Works fees – Plan review fee, $150; Inspection fee, $150

Zoning fees – Plan review fee, $150; Inspection fee, $50

Building fees – Plan review fee, $40; Inspection fee, $50

Fire fees – Plan review fee, $150; Inspection fee, $75

Total permit fee, $875

(2) Commercial Driveway,

ATTACHMENT 1

Public Works fees – Plan review fee, $75; Inspection fee, $100
Zoning fees – Plan review fee, $75; Inspection fee, $50
Total permit fee, $360
(3) Commercial Driveway and Parking lot,
Public Works fees - Plan review fee, $75; Inspection fee, $100
Zoning fees – Plan review fee, $75; Inspection fee, $50
Building fees – Plan review fee, $40; Inspection fee, $50
Fire fees – Plan review fee, $150; Inspection fee, $75
Total permit fee, $675
(4) Commercial Site Improvement,
Public Works fees – Plan review fee, $75; Inspection fee, $100
Zoning fees – Plan review fee, $75; Inspection fee, $50
Total permit fee, $360
(5) Residential Civil and Site,
Public Works fees – Plan review fee, $75; Inspection fee, $150
Zoning fees – Plan review fee, $115; Inspection fee, $50
Total permit fee, $450
(6) Residential Driveway,
Public Works fees – Plan review fee, $40; Inspection fee, $100
Zoning fees – Plan review fee, $55; Inspection fee, $50
Total permit fee, $305
(7) Residential Site Improvement,
Public Works fees – Plan review fee, $40; Inspection fee, $100
Zoning fees – Plan review fee, $55; Inspection fee, $50
Total permit fee, $305
(8) Right-of-Way Landscaping/Construction,
Public Works fees – Plan review fee, $40; Inspection fee, $50
Zoning fees – Plan review fee, $40; Inspection fee, $50
Total permit fee, $240
(9) Right-of-Way Temporary Obstruction,
Public Works fees – Plan review fee, $40; Inspection fee, $50
Zoning fees – Plan review fee, $40
Total permit fee, $190
(10) Right-of-Way Utility Placement,
Public Utilities fees – Inspection fee, $50

ATTACHMENT 1

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $20

Total permit fee, $220

Secs. 2-521 – 2-529. – Reserved.

DIVISION 5. - ZONING FEES

Sec. 2-530. Schedule of Zoning permit fees

(a) Generally, the total permit fee shall consist of an administrative fee, plan review fees, inspection fees, and state surcharges as determined per permit type. Zoning permits shall have an administrative fee of $25. Total permit fees may be subject to state surcharges.

(1) Backyard hens,

Zoning fees – Application review fee, $75; Inspection fee, $50

Total fee, $150

(2) Commercial Tree Removal (mitigation fees will be in addition to the fees below),

Zoning fees – Plan review fee, $150; Inspection fee, $150

Total fee, $325 (mitigation fees will be in addition to this fee)

(3) Residential Tree Removal (mitigation fees will be in addition to the fees below),

Zoning fees – Plan review fee, $150; Inspection fee, $150

Total fee, $325 (mitigation fees will be in addition to this fee)

(4) Heritage Tree Designation,

Zoning fees – Application review fee, $40; Inspection fee, $50

Total fee, $115

(5) Dog friendly restaurant,

Zoning fees – Application review fee, $75

Total fee, $100

(6) Mobile Vending,

Total fee, $25

(7) Outside seating,

Zoning fees – Application review fee, $40

Total fee, $65

(8) Special Event Temporary Obstruction,

Public Works fees, Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $40

Building fees – Plan review fee, $55; Inspection fee, $50

Total fee, $260

(9) Traffic Calming,

ATTACHMENT 1

Public Works fees – Plan review fee, $75; Inspection fee, $50

Zoning fees – Plan review fees, $150

Total fees, $300

Secs. 2-531 – 2-539. – Reserved.

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Review of Proposed Recreation Facility Rental Fees updates

SUBMITTED BY: Amanda L. Askew, AICP, Neighborhoods Department Director

TODAY'S DATE: May 26, 2026

MEETING DATE: June 8, 2026

BACKGROUND: Staff is recommending a proposed fee adjustment for recreational facility rentals to better align user fees with the increasing operational and maintenance costs associated with maintaining City recreational assets. The current rental fee schedule has remained unchanged since 2012, despite significant increases in labor, utilities, maintenance materials, programming expenses, and overall facility upkeep costs over the past decade.

The proposed fee revisions are intended to improve cost recovery for the operation, maintenance, and long-term sustainability of the City's recreational facilities while continuing to provide residents and organizations with access to high-quality public amenities and services. Adjusting the fee structure will also help support ongoing investments in facility preservation, cleanliness, safety, and customer service expectations.

As part of the evaluation process, staff reviewed rental fees and pricing structures from surrounding municipalities and comparable recreational providers to assess current market conditions and regional trends. Direct comparisons, however, are challenging due to variations in facility types, amenities, capacities, locations, and levels of service offered among jurisdictions.

Staff recommends that the City Commission review and provide feedback regarding the proposed updates to the Recreation Rental Fee Schedule as presented. The proposed revisions are intended to establish a more equitable and financially sustainable fee structure that supports the continued operation, maintenance, and enhancement of the City's recreational facilities for public use.

BUDGET: Modest, undetermined revenue increase

PUBLIC OUTREACH: Website; eNewsletter; direct communication to recreation facility users

RECOMMENDATION: Review and provide feedback

ATTACHMENT(S): Comparison table

REVIEWED BY CITY MANAGER: Kevin Hogencamp

Recreation Permit Fees

Type	Current Fee	Proposed Fee	CONB Reference	COJB Reference
Park Pavilion	$25 + tax	$35 + tax; $10 for each additional hour	No fees; first come first served	No fees; first come first served
Beach Fire	$75 + tax + $150 refundable deposit	Same	N/A	N/A
Dutton Island Camping	$25/site/night. Max of 2 sites per person	$35/site/night. Max of 2 sites per person	N/A	N/A
Gail Baker & Jordan Community Centers	$25/hour with 4 hour minimum + tax w/ $200 refundable deposit	$35/hour with 4 hour minimum + tax w/ $200 refundable deposit	Residents - $35-75/hr Mon-Thurs $35/hr Fri-Sun $75/hr Non-residents - $75-150/hr Mon-Thurs $75/hr Fri-Sun $150/hr Deposit - $150-1000 Events with alcohol require police $85/hr 4 hr min Non-profit Rate: Mon-Thurs $25/hr Fri-Sun $50/hr	Mon-Fri day - $110/hr Mon-Fri night $225/hr with 3 hour minimum Sat/Sun - $225/hr with 3 hour minimum

Type	Current Fee	Proposed Fee	CONB Reference	COJB Reference
Marsh Oaks Community Center	N/A	Mon-Thurs $50/hr + tax Fri – Sun $100/hr + tax $200 refundable deposit **Non - Profit Rate** Monday - Thursday $35/hour - max daily rate - $380 Events Friday - Sunday $70/hour - max daily rate - $780	Residents - $35-75/hr Mon-Thurs $35/hr Fri-Sun $75/hr Non-residents - $75-150/hr Mon-Thurs $75/hr Fri-Sun $150/hr Deposit - $150-1000 Events with alcohol require police $85/hr 4 hr min Non-profit Rate: Mon-Thurs $25/hr Fri-Sun $50/hr	Mon-Fri day - $110/hr Mon-Fri night $225/hr with 3 hour minimum Sat/Sun - $225/hr with 3 hour minimum
Adele Grage Cultural Center	Mon-Thurs $50/hr + tax Fri – Sun $100/hr + tax $200 refundable deposit **Events with Alcohol (Beer & Wine only):** $100/hour plus tax Requires an off-duty officer at an additional rate of	Same	Residents - $35-75/hr Mon-Thurs $35/hr Fri-Sun $75/hr Non-residents - $75-150/hr Mon-Thurs $75/hr Fri-Sun $150/hr Deposit - $150-1000	Mon-Fri day - $110/hr Mon-Fri night $225/hr with 3 hour minimum Sat/Sun - $225/hr with 3 hour minimum

Type	Current Fee	Proposed Fee	CONB Reference	COJB Reference
	$55/hr (4-hour min), or $75/hr on holidays **Non - Profit Rate** Monday - Thursday $25/hour - max daily rate - $320 Events Friday - Sunday $50/hour - max daily rate - $600	**Non - Profit Rate** Monday - Thursday $35/hour - max daily rate - $380 Events Friday - Sunday $70/hour - max daily rate - $780	Events with alcohol require police $85/hr 4 hr min Non-profit Rate: Mon-Thurs $25/hr Fri-Sun $50/hr	
Lost Key	$8	$15	N/A	N/A
Lost Security Card	$20	$35	N/A	N/A
Flag Football League	$25	Same	N/A (i9)	N/A
Youth Tennis Camp	$25	Same	N/A	$20-30/session
Baseball/Tennis Instructor	$225 + tax quarterly	Same	N/A	N/A
Food Trucks	$25/event	Same	None	$200

CITY OF ATLANTIC BEACH: PROPERTY TAX BRIEFING

Revenue and Expenditure Impact Analysis

Data Baseline: City Fiscal Year 2025-26 Budget

I. Where Atlantic Beach Property Tax Dollars Go

A standard residential property tax bill is divided among three major taxing jurisdictions, with the City of Atlantic Beach accounting for a small portion of the overall tax levy.

- **Tax Bill Calculation Basis:** Based on a median home assessed value of **$322,820** with a standard **$50,000** homestead exemption applied (*Final adopted millage rates per DR-403*).
- **Taxable Value Distinction:** School district taxes are legally exempt from the additional $25,000 homestead exemption. Therefore, school taxes are calculated using a taxable value of **$297,820**, while all other lines use a taxable value of **$272,820**.

Tax Bill Breakdown Table

Taxing Authority	Millage Rate	Formula / Calculation	Property Tax*
City of Atlantic Beach	**2.7499**	$\$272,820 \times 0.0027499$	**$750**
Inland Navigation	0.0270	$\$272,820 \times 0.0000270$	$7
Duval County School Board	6.3430	$\$297,820 \times 0.0063430$	$1,889
Water Management District	0.1793	$\$272,820 \times 0.0001793$	$49
City of Jacksonville	7.9012	$\$272,820 \times 0.0079012$	$2,156
TOTAL TAX BILL	**17.2004**	*Combined Baseline Rate*	**$4,851**

II. How the Atlantic Beach Budget is Structured

The annual budget runs across a fiscal year spanning October 1 through September 30 and covers all capital and operating expenses.

- **General Fund Footprint:** Out of a total city budget of **$57,616,034**, the unrestricted General Fund accounts for **$21,636,755**, which represents **37.6%** of total city spending. The remainder is tied up in self-sustaining Enterprise Funds (Water, Sewer, Sanitation) or Restricted Funds.
- **The Ad Valorem Core:** Ad Valorem property taxes represent the single largest revenue driver for Atlantic Beach's operations, making up **39.9%** of the total General Fund.

Complete General Fund Line-Item Realities (FY 2025–26)

Where the Money Comes From (% of General Fund)

- Ad Valorem Taxes: **39.9%**
- Intergovernmental Revenue: **19.0%**
- Internal Service Charges: **9.4%**
- Sales and Use Taxes: **7.0%**
- Fund Balance / Reserves: **6.0%**
- Licenses and Permits: **5.1%**
- Transfers In: **4.8%**
- Charges for Services: **3.7%**
- Local Option Gas Tax: **3.6%**
- Miscellaneous Revenues: **1.1%**
- Fines and Forfeitures: **0.7%**

Where the Money is Spent (% of General Fund)

- **Public Safety: 39.3%**
- General Government: **30.6%**
- Public Works: **15.6%**
- Recreation: **11.8%**
- Transfers Out: **2.0%**
- Human Services: **0.7%**

III. Legislative Shockwaves and The Revenue Cliff

Atlantic Beach's total General Fund property tax collection of **$8,461,390** relies heavily on residential homesteads:

- **Homestead Ad Valorem:** $4,586,073 (**54.2%** of total collections)
- **Non-Homestead Ad Valorem:** $3,875,317 (**45.8%** of total collections)

DRAFT

Intermediate Fiscal Impacts of Proposed Exemptions

- **The $150,000 Exemption:** Results in an immediate annual loss of **$1.06 Million**, shrinking total General Fund revenue by **4.9%**.
- **The $250,000 Exemption:** Annual revenue losses scale up to **$1.84 Million**, erasing **8.5%** of the entire operating budget.

Worst-Case Scenario: Full Elimination of Homestead Taxes

The Public Safety Dilemma: A full elimination of homestead property taxes permanently removes **$4,586,073** from the General Fund -- a flat **21.2% revenue reduction**. Because draft legislation dictates that **Public Safety must be held harmless**, emergency services (39.3% of the budget) cannot be cut. As a result, the remaining civilian operational departments (General Government, Public Works, Recreation) must absorb 100% of the loss, forcing an immediate **34.9% operational cut across all non-public safety services**.

Available Policy Offsets

1. **Millage Increase:** To completely recover the lost homestead revenue by shifting the burden exclusively to commercial properties and landlords, Atlantic Beach would need to increase its millage rate by **1.4904 mills**.
2. **Alternative Funding:** Implementing new user fees, special assessments for capital projects, or service reductions focused entirely on non-emergency operations.

IV. Educational & Policy Resources

With this amendment heading to voters, it's crucial to be informed.

- Press release from the Florida Senate
- House Joint Resolution language
- Florida League of Cities educational resources

DRAFT

FLORIDA LEGISLATIVE SESSION 2026

Key Takeaways for Municipal Operations Not Pertaining to the Property Tax Issue

By Kevin Hogencamp
Interim City Manager
City of Atlantic Beach

The operational theme of the 2026 session centered on **statewide standardization**. Whether through regionalizing stormwater credits, tightening IT security exemptions, or auditing internal administrative policies against state preemption, the City will need to closely coordinate between the City Attorney, Building Official, and Public Works to align local codes with these new statutory boundaries before the new fiscal year.

The following non-tax legislative items from the 2026 session will most directly affect municipal operations:

1. Environmental Infrastructure & Water Quality

With the state's tight focus on coastal resiliency and water quality, several new bills alter how local utilities and capital projects are managed.

- **Stormwater Treatment Credits (CS/CS/SB 848):** This legislation establishes a "stormwater treatment credit" system, allowing developers or Environmental Resource Permitting (ERP) applicants to buy "enhancement credits" from Water Quality Enhancement Areas (WQEAs) rather than treating stormwater entirely on small, localized sites. While it shifts legal water quality compliance responsibility to credit operators, local engineering and planning departments must adapt their development review workflows to account for this new regional credit framework.
- **Nature-Based Solutions for Coastal Resilience (CS/CS/SB 302):** This bill mandates that the Department of Environmental Protection (DEP) expand protections for barrier and spoil islands, while formally creating a state framework to promote nature-based solutions (such as native dune vegetation and wetland restoration). This aligns closely with coastal management priorities, providing clearer state pathways—and likely prioritized funding—for local projects.
- **Onsite Sewage Treatment and Disposal System (OSTDS) Permits (CS/CS/CS/HB 589):** This bill targets the sequencing of building permits. It prohibits local municipalities from requiring builders of single-family residences to receive their final construction permits from the DEP as a strict *pre-condition* to merely applying for or processing local building/plumbing permits. It forces local building departments to decouple these timelines, streamlining the front-end local application process while ensuring state environmental checks happen concurrently.

2. Administrative Oversight & Public Records

- **Official Actions of Local Governments (CS/CS/SB 1134):** This high-profile bill prohibits municipalities and counties from utilizing public funds to promote, fund, or take official actions regarding diversity, equity, and inclusion (DEI) initiatives. It renders any local ordinances, resolutions, or internal policies violating these restrictions null and void. Operationally, human resources departments and city attorneys must audit internal administrative policies, hiring procedures, and training programs to ensure strict statutory compliance by the time it takes effect.
- **Local Government Cybersecurity (CS/CS/HB 1085) & Public Records Exemption (SB 7024):** Building on previous technology mandates, the legislature passed CS/CS/HB 1085 alongside SB 7024, which renews and sharpens public records and open meeting exemptions (OGSR) regarding local government cybersecurity, information technology, and operational technology (OT). This allows municipal IT departments to shield critical infrastructure vulnerability data and cyber-defense discussions from public disclosure, a vital tool for safeguarding municipal utilities and network assets.

3. Housing & Land Development Alignments

- **Live Local Act Refinements (HB 1389):** Marking the fourth iteration of affordable housing modifications, this bill updates land-use mandates by allowing certain lands owned by religious institutions and school districts to be eligible for affordable housing development. It also explicitly bars local governments from discriminating against affordable housing in zoning decisions, creating potential litigation exposure for non-compliance.

City of Atlantic Beach
Neighborhoods Department
800 Seminole Road
Atlantic Beach, FL 32233

MEMO

To: City Commission members

CC: Kevin Hogencamp, City Manager
Jason Gabriel, City Attorney

From: Amanda L. Askew, AICP, Neighborhood Department Director

Date: June 3, 2026

RE: Protection of our older trees

Based on direction provided by the City Commission during the May 2 Town Hall meeting, staff is tasked with developing an expedited approach to enhance the preservation of the City's mature oak tree canopy. Inspired by the input of City Commission members and others, staff proposes amending Section 23-8 of the Code of Ordinances (Chapter 23 - Protection of Trees and Native Vegetation") to establish a definition for "landmark live oak trees", specifically identifying qualifying live oak trees that meet the criteria for this designation.

Staff has correspondingly drafted proposed amendments to the mitigation requirements in Section 23-33 to strongly discourage the removal of landmark live oak trees and to grant the City the opportunity to require the relocation of such trees, with all relocation costs borne by the applicant. These proposed changes are intended to strengthen protections for the City's most significant live oak trees while providing a clear process for addressing situations where removal is proposed.

The preservation of these trees is particularly important given their age, environmental value, and contribution to the character of the community. According to the International Society of Arborists, a typical live oak tree with a trunk diameter of 20 inches is generally estimated to be 70 to 120 years old; a typical live oak tree with a trunk diameter of 25 inches is generally estimated to be 85 to 150 years old; a typical live oak tree with a trunk diameter of 30 inches is generally estimated to be 105 to 180 years old; and a typical live oak tree with a trunk diameter of 35 inches is generally estimated to be 120 to 210 years old. Mature live oak trees represent a long-term natural resource that cannot be readily

replaced within a human lifetime. Mature live oaks provide substantial ecological benefits, including stormwater interception, carbon sequestration, air quality improvement, wildlife habitat, and urban heat reduction. They also contribute significantly to neighborhood aesthetics, property values, and the City's historic and natural character. Once removed, the loss of a mature oak canopy may take many decades to restore, making preservation of these trees a valuable public interest and an important component of maintaining the City's environmental resilience and quality of life.

Below is the language for City Commission consideration:

> *Landmark live oak trees* are live oaks at least (amount to be determined) inches of diameter at breast height (DBH) or greater.
>
> Landmark live oak trees, as defined in Section 23-8, are considered regulated trees in all areas of the city, and their removal is strongly discouraged. Notwithstanding any state regulations to the contrary, a tree removal permit is required to remove any landmark live oak. If an applicant proposes removal based on a certified arborist's report deeming the tree a hazard to persons or property, the City will retain an independent, third-party arborist to evaluate the tree. Prior to approving any removal, the City reserves the right to require the relocation of the tree(s) at the applicant's sole expense. Final approval for removal must be granted by both the Community Development Board and the City Commission. If mitigation is authorized by the City Commission, the mitigation rate shall be (determined by the City Commission). If a landmark live oak is removed without a permit, the mitigation rate for that tree shall be (to be determined by the City Commission). Planting mitigation credits are only available for planting replacement live oaks with a minimum 4-inch caliper, subject to prior City staff approval of a landscape plan.
>
> Landmark *live oaks.* Removal may be approved by the City Commission upon demonstration by the applicant that the development or construction activity cannot occur in any other location on the site, or that removal is unavoidable due to site conditions and/or design considerations beyond the control of the applicant.

Staff is conducting a comprehensive review of Chapter 23 to identify additional opportunities to strengthen the tree-preservation code. As you are aware, the Environmental Stewardship Committee has submitted recommendations to the Commission, accordingly. Staff will consider those recommendations, along with input received from the public, Commission, and industry best practices, in evaluating and preparing proposed revisions to the remainder of Chapter 23.

Staff anticipates presenting the proposed amendments to the Commission for consideration by August.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, FLORIDA, AMENDING CHAPTER 24 (LAND DEVELOPMENT REGULATIONS), ARTICLE IV (SUBDIVISION AND SITE IMPROVEMENT REGULATIONS); CONFORMING THE CITY'S PLAT AND REPLAT REVIEW AND APPROVAL PROCEDURES TO SECTION 177.071, FLORIDA STATUTES, AS AMENDED BY CHAPTER 2025-164, LAWS OF FLORIDA; PROVIDING FOR ADMINISTRATIVE AND MINISTERIAL APPROVAL OF PLATS AND REPLATS THAT CONFORM TO SECTION 177.091, FLORIDA STATUTES; DESIGNATING AN ADMINISTRATIVE AUTHORITY AND AN ADMINISTRATIVE OFFICIAL; PROVIDING FOR WRITTEN NOTICE, REVIEW TIMEFRAMES, AND WRITTEN REASONS FOR DENIAL; AMENDING SECTIONS 24-188, 24-203, AND 24-204; PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the platting of land within the City of Atlantic Beach (the "City") is governed by Part I of Chapter 177, Florida Statutes, and by Article IV of Chapter 24 of the City's Code of Ordinances; and

WHEREAS, the 2025 Florida Legislature enacted Chapter 2025-164, Laws of Florida (CS/CS/CS/SB 784), which substantially amended Section 177.071, Florida Statutes, effective July 1, 2025; and

WHEREAS, as amended, Section 177.071(1), Florida Statutes, provides that a plat or replat submitted under Part I of Chapter 177 "must be administratively approved and no further action or approval by the governing body of a county or municipality is required if the plat or replat complies with the requirements of s. 177.091"; and

WHEREAS, Section 177.071(1), Florida Statutes, requires the governing body of the municipality to designate, by ordinance or resolution, an administrative authority to receive, review, and process plat and replat submittals, and to designate an administrative official responsible for approving, approving with conditions, or denying a proposed plat or replat; and

WHEREAS, Section 177.071, Florida Statutes, requires the administrative authority, within seven (7) business days after receipt of a submittal, to provide the applicant written notice acknowledging receipt, identifying any missing documents or information necessary for compliance with Section 177.091, and stating the applicable timeframes for review; requires a decision to approve, approve with conditions, or deny within the timeframe stated in that notice unless the applicant requests an extension; prohibits the city from requiring an applicant to file a

written extension of time; and requires that any denial be in writing and identify all areas of noncompliance with specific citations to each requirement the submittal fails to meet; and

WHEREAS, Article IV of Chapter 24 of the City's Code currently requires approval of final subdivision plats and replats by the City Commission following a public hearing, which requirement is inconsistent with Section 177.071, Florida Statutes, as to any plat or replat that conforms to Section 177.091, Florida Statutes; and

WHEREAS, the exception in Section 177.071, Florida Statutes, which preserves inconsistent provisions in a county charter or in an ordinance of a charter county or consolidated government chartered under Article VIII, Section 6(e) of the Florida Constitution, does not apply to the City; the City is a municipality holding a municipal charter, and is not a charter county or a consolidated government, and the City's land development regulations are not a county charter provision or an ordinance of a charter county or consolidated government; and

WHEREAS, the vacation and annulment of plats remains governed by Section 177.101, Florida Statutes, and is not affected by Section 177.071, Florida Statutes, and the City therefore does not amend Section 24-191 of its Code by this Ordinance; and

WHEREAS, the City Commission desires to conform Article IV to state law while preserving the City's separate authority over discretionary land development approvals, including zoning, site plan, and subdivision-improvement review, that are determined apart from the ministerial approval of a plat or replat; and

WHEREAS, the City Commission finds that this Ordinance serves the public health, safety, and welfare and is consistent with the City's Comprehensive Plan.

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

Coding: Words ~~stricken~~ are deletions; words underlined are additions. Asterisks (* *) indicate text not amended and omitted for brevity.*

SECTION 1. Findings and Recitals.

The foregoing recitals are true and correct and are incorporated herein as legislative findings of the City Commission.

SECTION 2. Amendment of Section 24-188.

Section 24-188 of the Code of Ordinances, City of Atlantic Beach, is hereby amended to read as follows:

Sec. 24-188. - Requirements for approval and recording of a final subdivision plat or a replat.

(a) No building permits shall be issued for any land that has been divided, or any lot that has been created, except in compliance with the requirements of division 2 of this article and the requirements of Chapter 177, Part I, Florida Statutes. Approval of a final subdivision plat or a replat shall be required when any of the following conditions result from the division of land.

(1) The division of any land will create three (3) or more contiguous lots or parcels.

(2) The division of land, or the change to a previously recorded plat, platted lot or lot of record, will alter a lot or tract boundary line, will alter an access point, other than a private driveway, change a street as shown on a recorded plat, or change any area dedicated for shared public use, recreation, open space, buffering, easement or designated preservation area.

(b) Approval of a final subdivision plat or replat required under this section shall be administrative and ministerial, as provided in section 24-204. The administrative official designated in section 24-204 shall approve, approve with conditions, or deny a plat or replat solely on the basis of its conformity with the requirements of F.S. § 177.091 and the design and technical standards of this article, and shall approve any plat or replat that so conforms. No approval or other action by the city commission shall be required for the approval and recording of a plat or replat that conforms to F.S. § 177.091, consistent with F.S. § 177.071.

SECTION 3. Amendment of Section 24-203.

Section 24-203 of the Code of Ordinances, City of Atlantic Beach, is hereby amended to read as follows:

Sec. 24-203. - Review of proposed preliminary plat or replat.

(a) *[Unchanged.]*

* * *

(b) *[Unchanged.]*

* * *

(c) Review process.

(1) Upon receipt of a ~~complete and proper~~ application for the proposed plat or replat, copies shall be distributed to appropriate departments for review and comment. Within seven (7) business days after receipt of a plat or replat submittal, the administrative authority designated in section 24-204(c) shall provide written notice to the applicant acknowledging receipt of the submittal, identifying any missing documents or information necessary to process the submittal for compliance with F.S. § 177.091, and stating the requirements regarding completeness of the process and the applicable timeframes for reviewing, approving, approving with conditions, or otherwise processing the submittal, as required by F.S. § 177.071(2). ~~Review comments shall be~~

~~provided to the applicant in writing within fifteen (15) business days of receipt of the complete and proper application.~~

(2) Upon completion of review by city departments and verification that the proposed plat or replat conforms to the requirements of F.S. § 177.091, the administrative official designated in section 24-204(c) shall administratively approve, approve with conditions, or deny the plat or replat as provided in section 24-204. The community development director may transmit the submittal and all relevant department comments to the community development board for non-binding technical review; however, such review is advisory only, shall not be a prerequisite to approval, and shall not delay the timeframe established under subsection (c)(1) and F.S. § 177.071. The plat or replat shall not be subject to approval or denial by the community development board or the city commission, and approval shall not be conditioned upon consistency with the comprehensive plan or upon any other discretionary criteria. Nothing in this subsection limits the city's separate review and approval of zoning, site plan, subdivision improvements, or other discretionary land development matters under other provisions of this chapter.~~is in general compliance with applicable land development regulations and Chapter 177, Florida Statutes, the proposed plat shall be placed on the agenda of the next available meeting of the community development board for consideration and recommendation subject to the hearing and notification requirements in section 24-51(i). The planning and community development director shall provide to the community development board all relevant information concerning the proposed plat including any outstanding comments from all reviewing departments, officials or agencies. The community development board shall make a recommendation to the city commission to approve the application, deny the application, or approve the application subject to specified changes based upon the requirements of these land development regulations, the comprehensive plan and other conditions which may be unique to the land encompassed by the proposed plat.~~

(d) Time limit. ~~The recommendation of the community development board~~ Administrative approval of a preliminary plat or replat under this section shall remain valid for twelve (12) months. If the applicant has failed to obtain final subdivision plat approval within twelve (12) months of such approval, re-application in accordance with the provisions of this article shall be required.

(e) It shall be unlawful to construct any improvement without approval of a final subdivision plat or replat and issuance of a valid building permit authorizing development.

SECTION 4. Amendment of Section 24-204.

Section 24-204 of the Code of Ordinances, City of Atlantic Beach, is hereby amended to read as follows:

Sec. 24-204. - Proposed final plat or replat review and approval.

(a) Purpose and intent. The purpose of the proposed final subdivision plat review is to ensure that the proposed final subdivision plat meets all requirements of Chapter 177, Part I, Florida Statutes, all requirements of these land development regulations and other applicable regulations prior to approval ~~by the city commission~~ administratively by the designated administrative official and prior to recording.

(b) Information required for review.

(1) *[Unchanged.]*

* * *

(2) *[Unchanged — final plat preparation and content requirements under F.S. §§ 177.041, 177.051, 177.061, 177.081, and 177.091.]*

* * *

(3) ~~Approval or denial by city commission. Upon receipt of all required information, the planning and community development director shall, within thirty (30) days, schedule the final subdivision plat for public hearing before the city commission, pursuant to the hearing and notice provisions in section 24-51(j). The planning and community development director shall forward all relevant information to the city commission for its consideration. The city commission, after considering all comments shall approve, deny or approve subject to specified conditions, the final plat for recording, based upon compliance with the required certifications and security requirements and with the other requirements and provisions of this article and other applicable policies, ordinances, laws and regulations. If substantial changes to lot, block or street layout or lot sizes occur at any time after the consideration by the community development board, another review by that board shall be conducted prior to submittal of the final subdivision plat to the city commission for final action.~~

Administrative approval or denial. Upon receipt of all required information, the administrative official designated in subsection (c) shall review the proposed final subdivision plat or replat for conformity with the requirements of F.S. § 177.091 and the design and technical standards of this article. Unless the applicant requests an extension of time, the administrative official shall approve, approve with conditions, or deny the final plat or replat within the timeframe stated in the written notice provided to the applicant under section 24-203(c)(1). Neither the administrative authority nor any official, employee, agent, or designee of the city may require the applicant to file a written extension of time. The administrative official shall approve the final plat or replat if it conforms to the requirements of F.S. § 177.091, together with the required certifications and any applicable security requirements of this article, and no approval or other action by the city commission shall be required. If the administrative official does not approve the plat or replat, the official shall notify the applicant in writing of the reasons for declining to approve the submittal, identifying all areas of

noncompliance and including a specific citation to each requirement of F.S. § 177.091 and of this article that the submittal fails to meet, consistent with F.S. § 177.071.

(4) Signing, recording, and acceptance. Upon ~~approval by the city commission~~administrative approval, said plat shall be signed by the mayor or the designated administrative official and recorded under the applicable provisions of Chapter 177, Florida Statutes. Acceptance of the final plat shall be deemed provisional acceptance by the city of public improvements and other public areas dedicated to the city. Final acceptance of all public improvements shall occur upon the submission to the city commission of a valid certificate of completion as provided for in section 24-235 of this chapter. The acceptance of dedications for public purpose shall be affixed to the face of the plat. Four (4) copies of the recorded final subdivision plat shall be provided to the city.

(c) Designation of administrative authority and administrative official. Pursuant to F.S. § 177.071, the community development division (or its successor department or division charged with land development review) is hereby designated as the administrative authority to receive, review, and process plat and replat submittals. The planning and community development director (or the director of the department charged with land development review) is hereby designated as the administrative official responsible for approving, approving with conditions, or denying a proposed plat or replat. The city manager may, by written designation, name an alternate administrative official who is a department or division director of the city with oversight of land development, consistent with F.S. § 177.071(1)(b).

SECTION 5. Conflict.

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict. To the extent any provision of the Code of Ordinances requires approval of a plat or replat by the City Commission or the Community Development Board as a condition of approval or recording, such provision is superseded by this Ordinance and by Section 177.071, Florida Statutes, as to any plat or replat that conforms to Section 177.091, Florida Statutes.

SECTION 6. Severability.

If any section, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION 7. Codification.

This Ordinance shall be incorporated into the Code of Ordinances of the City of Atlantic Beach, Florida. The sections of this Ordinance may be renumbered or relettered, and the word "ordinance" may be changed to "section," "article," or other appropriate word to accomplish codification.

SECTION 8. Effective Date.

This Ordinance shall take effect immediately upon its final passage and adoption.

PASSED on first reading by the City Commission of the City of Atlantic Beach, Florida, this ____ day of _____, 2026.

PASSED AND ADOPTED on second and final reading this ____ day of _____, 2026.

ATTEST:

CITY OF ATLANTIC BEACH, FLORIDA

_____
Donna L. Bartle, City Clerk

_____
Curtis Ford, Mayor

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

68508916 v1

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-73 authorizing the City Manager to issue a task authorization to Crawford, Murphy & Tilly, Inc. to design the sidewalk improvements on Dutton Island Road for the Dutton Island Multi-Use Path Project

SUBMITTED BY: Steve Swann, P.E., City Engineer

TODAY'S DATE: May 27, 2026

MEETING DATE: June 8, 2026

BACKGROUND: The Dutton Island Road Multi-Use Path was identified in the 2021 Connectivity Plan as a vital link connecting Dutton Island with existing and planned multi-use paths within the City. This project will be designed to be located entirely on the Dutton Island Road right of way and will connect the existing multi-use path at the City of Jacksonville's Dutton Island Preserve with Francis Avenue. The City has a Professional Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. (CMT), and City Staff have worked with CMT to create a proposal for the multi-use path design.

The tasks included in Scope & Fee Proposal include performing initial and final design of sidewalk improvements on Dutton Island Road between Francis Avenue and the existing multi-use trail from Dutton Island that terminates inside the gate at the City of Jacksonville Dutton Island Preserve. Further details are outlined in the Scope and Fee Proposal (attached) from Crawford, Murphy & Tilly, Inc., dated May 19, 2026.

BUDGET: Funding is available in account 300-5002-541-6300 under project number PW2606 "Dutton Island Multi-Use Path."

RECOMMENDATION: Approve Resolution No. 26-73 authorizing staff to issue a Task Authorization to Crawford, Murphy & Tilly, Inc. in the amount of $94,390 for the initial and final design of sidewalk improvements on Dutton Island Road between Francis Avenue and Dutton Island Preserve as described in the Scope and Fee Proposal from Crawford, Murphy & Tilly, Inc. dated May 19, 2026.

ATTACHMENT: Resolution No. 26-73
Proposal from Crawford, Murphy & Tilly, Inc. dated May 19, 2026

REVIEWED BY CITY MANAGER: Kevin Hogencamp

RESOLUTION NO. 26-73

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO ISSUE A TASK AUTHORIZATION TO CRAWFORD, MURPHY & TILLY, INC. TO DESIGN THE DUTTON ISLAND ROAD MULTI-USE PATH PROJECT; 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 Dutton Island Road Multi-Use Path was identified in the 2021 Connectivity Plan as a vital link connecting Dutton Island with existing and planned multi-use paths within the City. This project will be designed to be located entirely on the Dutton Island Road right of way and will connect the existing multi-use path at the City of Jacksonville's Dutton Island Preserve with Francis Avenue; and

WHEREAS, The City has a Professional Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. (CMT), and City Staff have worked with CMT to create a proposal for the multi-use path design. The tasks include performing initial and final design of sidewalk improvements on Dutton Island Road between Francis Avenue and the existing multi-use trail from Dutton Island that terminates inside the gate at the City of Jacksonville Dutton Island Preserve as described in the proposal from CMT dated May 19, 2026; and

WHEREAS, funds for this design, totaling $94,390.00, are budgeted in account 300-6020-572.63-00 under project number PW2606 "Dutton Island Multi-Use Path."

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 a Task Authorization with Crawford, Murphy & Tilly, Inc in the amount of $94,390.00 to design the sidewalk improvements on Dutton Island Road for the Dutton Island Multi-Use Path Project as described in Crawford, Murphy & Tilly, Inc. Scope and Fee proposal dated May 19, 2026, and;

SECTION 2. The City Commission hereby authorizes the City Manager to approve a Purchase Order to Crawford, Murphy & Tilly, Inc. in the amount of $94,390.00 for said Task Authorization.

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 8th day of June, 2026.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

RFQ 25-01 Professional Engineering Services

WORK ORDER 4

between

City of Atlantic Beach

and

Crawford, Murphy and Tilly (CMT)

Dutton Island Sidewalk

A. GENERAL

The Owner and Engineer have entered into a Continuing Contract ("Agreement") which provides that, from time to time, the "Owner may request that Engineer provide professional services for Specific Projects," and "each engagement will be documented by a Work Order." This document is a Work Order. The Agreement sets forth the general terms and conditions which shall apply to this Work Order.

B. DESCRIPTION OF ASSIGNMENT

This Work Order is for Professional Engineering Services in connection with the City's efforts to construct an 8-ft wide sidewalk on Dutton Island Road. The project will include approximately 4,200 linear feet of sidewalk and pedestrian improvements within the existing right of way from Francis Ave to the existing multiuse trail from Dutton Island that terminates inside the gate at the City of Jacksonville (COJ) Dutton Island Preserve.

C. PROJECT OVERVIEW

The intent of the proposed project is to perform initial and final design of sidewalk improvements on Dutton Island Road between Francis Ave and the existing multiuse trail from Dutton Island that terminates inside the gate at the City of Jacksonville (COJ) Dutton Island Preserve. based on an approved conceptual plan by the City of Atlantic Beach (COAB) and COJ. Project items include sidewalk, pedestrian improvements, minor driveway and drainage improvements. It is noted the north side of Dutton Island Rd is on the COJ right of way (ROW) and the south side of Dutton Island Rd is on the COAB ROW and the sidewalk will be evaluated on either side of the road.

Sidewalk improvements will include 8-ft wide concrete path, pedestrian improvements, and signing and pavement marking. Minor drainage improvements will include adding/adjusting drainage inlets and tie-in to existing grades and minor driveway improvements will include adjusting driveways for the sidewalk. Right-of-way acquisition and environmental impacts (wetlands) are not anticipated with this project. Utility and COJ coordination will be completed as necessary, and required agency permit applications will be submitted. Safety and clear zone improvements will be included as necessary. Existing lighting/utility poles and tress will be evaluated to remain to the extent possible but may be removed/relocated as necessary. A geotechnical evaluation is not included in this proposal.

D. SCOPE OF SERVICES

I. Scope of Services:

A. Concept/30% Submittal/Survey

We will initiate the survey work soon after the Notice to Proceed (NTP). Upon receipt of the survey data, we will do an internal review and evaluate the sidewalk route utilizing both sides of Dutton Island Rd to design the most efficient route avoiding utility/tree conflicts to the extent possible. We will prepare and deliver an 11" x 17" PDF version of the concept plan of the sidewalk improvements for review by COAB and COJ. This includes one (1) in-person meeting and one (1) virtual meeting with COJ and COAB staff.

Once the concept has been approved by COAB, we will prepare and deliver an 11x17 pdf version of the 30% design plans of the sidewalk improvements including typical section and sidewalk layout plan to the COAB for review. The COAB comments shall be incorporated into the 60% plans.

Survey
CMT will provide surveying services for this project and will include enough detail to complete the design and permitting services described herein and shall at a minimum include Dutton Island Rd from Francis Ave to the existing multiuse trail from Dutton Island that terminates inside the gate at Dutton Island Preserve. Final survey shall be provided in an electronic copy in AutoCAD Civil 3D (V2018, DTM included) along with a signed and sealed Surveyor's Report.

B. 60% Submittal

We will prepare and deliver an 11" x 17" and PDF version of 60% plans, preliminary specifications, and a preliminary construction cost estimate to the COAB for review. This includes one (1) virtual meeting with COAB staff. The COAB comments shall be incorporated into the Final plans.

Plans will include detail sufficient to clearly demonstrate the design intent, satisfy permit requirements, obtain Agency approvals, and shall include at a minimum:

- Horizontal planimetric view of sidewalk at no greater than 1" = 40' on scalable 11" x 17" plan sheets;
- Project Layout
- Grading and driveway improvements;
- Swale and rain garden improvements;
- Pavement marking and signage;
- Typical Details for driveways;
- Typical Details for drainage structures; and
- Cross sections every 100' along the sidewalk, and as required to show details in areas of special interest;
- Temporary Traffic Control (MOT)

C. Final Plans/Permitting

CMT will prepare and deliver an 11" x 17" and PDF version of 100% Construction plans, specifications and engineer's estimate of probable cost to the COAB. We will prepare and submit permit exemption request to the SJRWMD and required documents for COJ approval for this pedestrian safety project. We anticipate no surface water and/or wetland impacts.

II. Project Deliverables

A. CMT will provide one digital signed and sealed 11" x 17" copy of the Final plans and technical specifications. We will provide electronic files of the Final Plans and specifications to the COAB including PDF, AutoCAD, MS Word, MS Excel, and any other electronic format used in the design effort and construction document preparation.

III. Compensation Amount

Compensation will be Total NOT TO EXCEED amount of **$94,390.00**. Payments will be made based on the verifiable percent completion of each task listed below:

Task A – Concept/Survey	$32,970.00
Task B – 30% Submittal/Geotechnical	$17,820.00
Task B – 60% Submittal	$25,260.00
Task C – Final Plans/Permitting	$18,340.00
Total NOT TO EXCEED Compensation for all Tasks	***$94,390.00***

IV. Project Schedule

Preliminary Project Schedule will be submitted prior to the kick-off meeting.

V. Services Not Included

The following services are not included in this contract. However, they can be provided as authorized, if determined necessary during the design. Compensation will be based on our Hourly Rates or a negotiated fee.

- Rezoning, comprehensive plan amendment, variances, special exceptions, etc.
- Arborist Services
- Permitting/Relocation of Protected Species, if required.
- Utility Design and Permitting
- Construction Inspection Services
- Site lighting or structural design services
- Landscape Architectural Design Services
- NPDES Permitting, Reporting and Inspection Services
- Wetland Mitigation Impacts/Fees

VII. Attached as Appendices

A) Man-Hour Sheet

VIII. The provisions of this Work Authorization No. WA- are subject to all terms and conditions of the above-referenced Contract.

IN WITNESS WHEREOF, the parties hereto have executed Work Order to be effective as of the date first above written.

OWNER:
City of Atlantic Beach
1200 Sandpiper Lane
Atlantic Beach, FL 32233

By: _____

Name: Steve Swann

Title: City Engineer

Date Signed: _____

ENGINEER:
Crawford, Murphy & Tilly, Inc
7400 Baymeadows Way
Jacksonville, FL. 32256

By: _____

Name: Paul E. Ina

Title: Group Manager, ST FL

Date Signed: _____

CRAWFORD, MURPHY & TILLY, INC.
CONTRACT ATTACHMENT - EXHIBIT A - 2025 PROFESSIONAL SERVICES COST ESTIMATE
CLIENT City of Atlantic Beach
PROJECT NAME Dutton Island Shared Use Path
CMT JOB NO.

Prep By	PROJ MGR
DATE	05/19/26

Apprvd	PROJ PNCL
DATE	05/19/26

TASK NO.	TASKS \ CLASSIFICATIONS	PROJ MANAGER II	PROJECT ENGINEER/ MANAGER I	SR. ENGINEER / ARCHITECT II	SR TECHNICIAN II	SENIOR ENGINEER /ARCHITECT I	SR TECH MANAGER 2 ENVIRON SPECIALIST 3	SENIOR PLANNER GIS SPEC	ENGINEER I ARCHITECT I	SENIOR TECH I	ENVIRON SPEC & TECHNICIAN II	TECH PLANNER ENVIRON/ PROJ ADMIN	ADMIN ASSISTANT ACCOUNTANT	MAN HOURS & LABOR SUMMARY	
	CURRENT YEAR 2025 HOURLY RATES	$280	$240	$195	$175	$165	$155	$150	$150	$150	$125	$105	$85	TOTAL	
1	CONCEPT PLAN	12		16		6				36				70	
2	30% DESIGN PLANS	4		24		8				44				80	
3	60% DESIGN PLANS	6		36		24				84				150	
4	FINAL PLANS/PERMITTING	4		32		12				60				108	
5															
6	SURVEY SERVICES									4				4	
7	SUBSURFACE UTILITY EVALUATION														
8	GEOTECHNICAL INVESTIGATION									4				4	
	TOTAL MAN HOURS	26		108		50				232				416	
	SUBTOTAL - BASE LABOR EFFORT	$7,280		$21,060		$8,250				$34,800				$71,390	

	TASKS (CONTINUED)	TOTAL LABOR EFFORT	DIRECT EXPENSE & REIMBURSABLES											TOTAL FEE
			TRAVEL MILEAGE	MEALS & LODGING	SUBS ADMIN	PRINTING	EQUIP-MENT	MISC	SURVEY MTL	SUBS	OTHER EXP	OTHER EXP	TOTAL EXPENSE	
1	CONCEPT PLAN	$12,870												$12,870
2	30% DESIGN PLANS	$13,720												$13,720
3	60% DESIGN PLANS	$25,260												$25,260
4	FINAL PLANS/PERMITTING	$18,340												$18,340
5														
6	SURVEY SERVICES	$600								$19,500			$19,500	$20,100
7	SUBSURFACE UTILITY EVALUATION													
8	GEOTECHNICAL INVESTIGATION	$600								$3,500			$3,500	$4,100
	TOTALS	$71,390								$23,000			$23,000	$94,390
	TIME PERIOD OF PROJECT	2022	2023	2024		2025	TOTAL	EST % OF OT HRS INCLUDED ABOVE					MULTI-YEAR + OT	
	PERCENTAGE OF WORK TO BE PERFORMED BY YEAR	100%					100%	AVERAGE OVERTIME RATE PREMIUM				15%	MLTPLR & AMT	
	WEIGHTING FACTOR FOR 5% ANNUAL ADJUSTMENT	1.0000					1.0000	OT ADJUSTMENT FACTOR					1.0000	
	ESTIMATED CONTINGENCY													
	ROUNDING													
	TOTAL FEE	MATH CROSS CHECK IS OK												$94,390
											Man Hrs	Lbr & Exp	All	

REQUIRES INPUT TO COMPLETE

FORMULAS - NO ENTRY SHOULD BE MADE IN CELL

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-74 Awarding Bid 2526-12; WTP #3 Chlorination Upgrade Project

SUBMITTED BY: Troy Stephens, Public Utilities Director

TODAY'S DATE: May 26, 2026

MEETING DATE: June 8, 2026

BACKGROUND: A Bid Opening was held on April 22, 2026 for Bid 2526-12; Water Treatment Plant #3 Chlorination Upgrade Project. The project consists of furnishing all labor, materials and equipment necessary to demolish and remove the existing gas chlorine tanks, and all other equipment, and furnish and install two (2) new 500-gallon liquid chlorine storage tanks, and all necessary equipment to complete this conversion, in accordance with the bid specifications and contract documents.

Four bids were received as follows:

Bidder	Total Bid
Hager Construction	$289,617.40
PBM Constructors	$210,000
Sawcross Contractors and Engineering	$347,390
Talcon Group, LLC	$217,760

The low bidder, PBM Constructors, provided all required documentation in their bid submittal, and has experience working at water treatment plants #1 and #2.

BUDGET: The funds for this project have been modified by reallocating $200,000 from the canceled Public Utilities Project PU2611 (Upsize Watermain from pump room to Assisi Lane), and $20,000 from the remaining balance of the Public Utilities Project PU2605 (500 Gallon Diesel Fuel Tanks for WTP #1) bringing the total budget amount to $220,000.

RECOMMENDATION: Adopt Resolution 26-74.

ATTACHMENT(S):
1. Resolution 26-74
2. Bid 2526-12 Tabulation & Analysis

PUBLIC OUTREACH: N/A

REVIEWED BY CITY MANAGER: Kevin Hogencamp

RESOLUTION NO. 26-74

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING BID NO. 2526-12 FOR WATER TREATMENT PLANT #3 CHLORINATION UPGRADE PROJECT; 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 April 22, 2026, four bids were received and opened for City Bid No. 2526-12, Water Treatment Plant #3 Chlorination Upgrade Project; and

WHEREAS, the project consists of furnishing all labor, materials and equipment necessary to demolish and remove the existing gas chlorine tanks, and all other equipment, and furnish and install two (2) new 500-gallon liquid chlorine storage tanks, and all necessary equipment to complete this conversion, in accordance with the bid specifications and contract documents; 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 Public Utilities Project No. PU2611 in the amount of $200,000, and from the Public Utilities Project PU2605 in the amount of $20,000, to bring the total account balance to $220,000.

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. 2526-12 to PBM Constructors in the amount of $210,000 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 400-5502-6300 in Project PU2510 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 4. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this 8th day of June, 2026.

Attest:

_____
Donna L. Bartle, City Clerk

_____
Curtis Ford, Mayor

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

CITY OF ATLANTIC BEACH

April 22, 2026

BID 2526-12

WATER PLANT NO. 03 CHLORINATION UPGRADE

Name of Respondent	Hager Construction	PBM Constructors	Sawcross Contractors and Engineering	Talcon Group, LLC
LUMP SUM BID	$289,617.40	$210,000	$347,390	$217,760

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-75 approving a flagpole located at One Ocean Boulevard in excess of 35 feet with a not to exceed 55-foot height

SUBMITTED BY: Amanda L. Askew, AICP, Neighborhoods Department Director

TODAY'S DATE: June 3, 2026

MEETING DATE: June 8, 2026

BACKGROUND: The subject property has undergone substantial renovations and continues to be improved as part of an ongoing redevelopment and modernization effort. As part of the proposed exterior building renovations and landscape enhancements, the applicant is seeking approval to install a flagpole exceeding the City's standard 35-foot height limitation. The application materials indicate the proposed flagpole will be 55 feet in height.

This property is unique in Atlantic Beach in that it is the only parcel subject to a Charter-level exception to the City's otherwise uniform 35-foot maximum height restriction. The proposed flagpole location appears to fall within the western expansion envelope authorized under Charter § 59. Charter § 59 establishes a citywide maximum building height of 35 feet, while providing a single site-specific exception applicable to certain portions of the existing hotel property located at 1 Ocean Boulevard, generally bounded by Ahern Street to the north, the Atlantic Ocean to the east, Atlantic Boulevard to the south, and Ocean Boulevard to the west.

The Charter exception applies to two distinct areas: (1) those portions of the existing hotel structures that exceeded 35 feet in height as of the ordinance effective date; and (2) a specifically defined western expansion envelope extending no more than 125 feet west of the existing hotel tower, no closer than 50 feet to the southern property line, no more than 100 feet in width, and containing no more than 11,500 square feet of additional footprint area. The Charter further provides that any development, redevelopment, or expansion within either exception area that exceeds 35 feet in height "shall be subject to approval by the city commission and shall in no event exceed the height of the existing hotel tower" as it existed on the ordinance effective date.

Based on the submitted plans, the proposed flagpole appears to be located within the Charter-authorized expansion envelope.

Pursuant to Charter § 59, City Commission approval is required for any proposed development, redevelopment, or expansion within the exception areas that exceed the otherwise applicable 35-foot height limitation. The applicant's reliance on the Charter exception necessarily acknowledges that the proposed flagpole exceeds the City's standard height limit and therefore requires formal approval by the City Commission.

In addition, the Charter expressly limits the maximum allowable height of any such structure to the height of the existing hotel tower as established on the effective date of the ordinance. The revised application materials reference a flagpole height of 55 feet which is not higher than the existing building.

Further, because the property is located along the oceanfront and the proposed flagpole may be situated seaward of, or in proximity to, the Coastal Construction Control Line ("CCCL"), approval of the project may also require review by the Florida Department of Environmental Protection pursuant to Chapter 161, Florida Statutes, and Rule 62B-33, Florida Administrative Code.

BUDGET: None

RECOMMENDATION: Adopt Resolution No. 26-75

ATTACHMENT(S): Resolution No. 26-75
Narrative
Building Permit Application

REVIEWED BY CITY MANAGER:

RESOLUTION NO. 26-75

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING A FLAGPOLE LOCATED AT ONE OCEAN BOULEVARD IN EXCESS OF 35 FEET WITH A NOT TO EXCEED 55 FOOT HEIGHT, SUBJECT TO THE TERMS AND CONDITIONS SET FORTH IN THIS RESOLUTION; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Commission of Atlantic Beach has considered an application submitted by the owner of the property located at 1 Ocean Boulevard (the "Subject Property") requesting approval for the installation of a flagpole exceeding the City's standard thirty-five (35) foot height limitation; and

WHEREAS, the Subject Property is the only parcel within the City subject to the site-specific height exception established under Charter Section 59; and

WHEREAS, Charter Section 59 establishes a citywide maximum building height of thirty-five (35) feet while authorizing a limited exception applicable to certain portions of the existing hotel property located at 1 Ocean Boulevard, generally bounded by Ahern Street to the north, the Atlantic Ocean to the east, Atlantic Boulevard to the south, and Ocean Boulevard to the west; and

WHEREAS, Charter Section 59 authorizes additional above-35-foot development within a defined western expansion envelope extending no more than one hundred twenty-five (125) feet west of the existing hotel tower, no closer than fifty (50) feet to the south property line, no more than one hundred (100) feet in width, and containing no more than eleven thousand five hundred (11,500) square feet of additional footprint area; and

WHEREAS, the applicant proposes to install a fifty-five (55) foot flagpole as part of ongoing exterior renovations and landscape improvements to the Subject Property; and

WHEREAS, the City Commission finds that the proposed flagpole location falls within the Charter-authorized expansion envelope established under Charter Section 59, subject to final verification by survey and construction plans; and

WHEREAS, Charter Section 59 requires City Commission approval for any development, redevelopment, or expansion within the exception area proposed to exceed thirty-five (35) feet in height; and

WHEREAS, the City Commission further finds that the proposed flagpole height shall not exceed the height of the existing hotel tower as established on the effective date of Charter Section 59; and

WHEREAS, the City Commission finds that approval of the proposed flagpole is conditioned upon compliance with all applicable provisions of the City's Land Development Code, and any required permits or approvals from the Florida Department of Environmental Protection related to the Coastal Construction Control Line ("CCCL"); and

WHEREAS, the City Commission has determined that approval of the proposed flagpole, subject to the conditions set forth herein, is consistent with Charter Section 59 and serves the public health, safety, and welfare.

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

SECTION 1. The City Commission hereby authorizes a flagpole not to exceed 55 feet in height for the property known as Dune House located at 1 Ocean Blvd.

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 8th day of June, 2026.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

DMH&D
DRIVER McAFEE
HAWTHORNE DIEBENOW

One Independent Drive
Suite 1200
Jacksonville, Florida 32202

P (904) 301.1269
F (904) 301.1279
www.drivermcafee.com

To: City Commission of Atlantic Beach
From: Driver, McAfee, Hawthorne & Diebenow, PLLC
Date: May 27, 2026
Re: Dune House / City Commission Charter Approval for Flagpole Exceeding 35 feet in Height

MEMORANDUM

Overview

The owner, ACS One Ocean Propco LLC, ("Applicant") of the hotel property located at 1 Ocean Boulevard, City of Atlantic Beach, Florida, (the "Property") seeks to erect a fifty-five (55) foot tall flagpole with a set depth and ornamental finial/ball truck (as measured herein) on the Property to display an American flag (the "Flagpole") as part of the hotel rebranding from the One Ocean resort to the "Dune House."

The proposed Flagpole would exceed the thirty-five (35) foot maximum building height limit set forth by the Charter of the City of Atlantic Beach ("Charter") in Article XIV, Section 59, ("Charter Height Limit").[1] However, the proposed flagpole is permitted by a majority vote of the City Commission of Atlantic Beach, Florida, ("City Commission") and demonstration of the satisfaction of the Charter Height Limit standards in Charter Article XIV, Section 59.[2]

The Applicant is requesting approval by the City Commission of the Flagpole installation at the Flagpole Height as set forth herein. Below is an analysis of the relevant Charter Height Limit standards and demonstration that the standards are met for the installation of the Flagpole on the Property.

---

[1] LDR Sections 24-91, Building Height, and 24-156, Exceptions to Height Limitations, are superseded by the Charter Height Limit including the exceptions applicable to the Property as set forth in Charter Article XIV, Section 59. The sole approval required for the exceedance of the Charter Height Limit as to the Flagpole is approval by the City Commission pursuant to the Charter Height Limit standards set forth in Charter Article XIV, Section 59.

[2] The Charter Height Limit specifically allows the City Commission to approve "any future development, redevelopment or expansion" on the applicable portion of the Property. A strict reading of the LDR definition of "development" and "redevelopment" in LDR Section 24-17 indicates the installation of the Flagpole may be considered "development" or "redevelopment".

Analysis

Building/Location

Pursuant to the Charter, certain parts of the Property are explicitly excepted from the Charter Height Limit on buildings. Section 59 of the Charter allows buildings within the "part of said [P]roperty extending west from the existing hotel tower no more than one hundred twenty-five (125) feet towards the west [P]roperty line [and] no closer than fifty (50) feet to the south [P]roperty line, with no more than a maximum width of one hundred (100) feet and containing an additional footprint of no more than eleven thousand five hundred (11,500) square feet" to exceed the Charter Height Limit. This area is outlined in the attached Flag Pole Permit Exhibit at Exhibit "A" ("Flagpole Exhibit") by red dashed lines.

The Charter Height Limit applies to buildings within a certain portion of the Property. The Charter does not define "building", but this Charter Section indicates that building height is a land development regulation. Thus, the definition of "building" in Chapter 24, Land Development Regulations, of the Code of Ordinances of the City of Atlantic Beach, Florida, ("LDR") is probative. LDR Section 24-17 defines a building as "a structure designed or built for support, enclosure, shelter or protection of persons, animals or property of any kind." The Flagpole does not meet the definition of a building as it does not provide support, enclosure, shelter or protection. However, the LDR "building" definition treats "building" and "structure" as one in the same. LDR Section 24-17 defines "structure" as "anything constructed, installed, or portable, and which is over thirty (30) inches in height or requires a building permit, the use of which requires a location on a parcel of land." The term "structure" also includes poles. Based on a conservative reading of the Charter Height Limit language and LDRs, the Flagpole is a "building" and subject to the Charter Height Limit.

As depicted on the Flagpole Exhibit, the location of the Flagpole falls within the excepted portion of the Property. The proposed Flagpole is planned to be placed well within one hundred twenty-five (125) feet west of the existing hotel tower and well over fifty (50) feet north of the south Property line. The Flagpole is also less than the one hundred (100) foot width and the eleven thousand five hundred (11,500) square foot standards as depicted on the Flagpole Exhibit. Therefore, the proposed Flagpole meets this Charter standard to exceed the Charter Height Limit.

Flagpole Height

Charter Article XIV, Section 59, also states that a new building will "in no event exceed the height of the existing hotel tower building as of the effective date of this ordinance." The ordinance adopting the Charter Height Limit in Charter Article XIV, Section 59, has an effective date of May 11, 2015, as set forth on attached Exhibit "B". Per the Duval County Property Appraiser report attached as Exhibit "C", the hotel tower was constructed in 1973. As depicted on attached Exhibit "D" (the "Flagpole Height") the flagpole is significantly shorter than the current hotel tower. The Flagpole as previously stated is fifty-five (55) feet tall with a set depth and

ornamental finial/ball truck that do not count against the height measurement as more particularly described and depicted on Exhibit "D" (the "Flagpole Height"). Based on the above, the Flagpole Height is significantly shorter than the existing hotel tower building and therefore meets the standard to exceed the Charter Height Limit.

City Commission Approval

City Commission approval of the flagpole is necessary because the Charter dictates that "any future development, redevelopment or expansion on these parts of the [P]roperty [as depicted on the Flagpole Exhibit], which are proposed to exceed thirty-five (35) feet in height shall be subject to approval by the [C]ity [C]ommission." LDR Section 24-17 defines "development" and "redevelopment" as generally "making of any material change in the use of appearance of any structure or land". The installation of the Flagpole while not typically considered "development" or "redevelopment" under the colloquial sense, is considered it under the LDRs. As a result, the City Commission must approve the Flagpole Height.

The Applicant, similar to almost all hotel owners, seeks to install an American flag on the Property. For massing purposes in relation to the hotel tower building and surrounding buildings, the Flagpole Height needs to exceed the Charter Height Limit. The installation of the Flagpole as described herein will be compatible with the surrounding development. As set forth above, the Flagpole meets the Charter Height Limit standards and thus should be approved by the City Commission consistent with the Flagpole Height measurement herein. As part of this application, the Applicant would like to ensure the City Commission approval runs with title of the Property and is transferable from the Applicant to a subsequent Property owner.

The Applicant intends to install the Flagpole consistent with this application prior to the July 4th holiday to properly celebrate America's 250th birthday.

EXHIBIT A

Flagpole Exhibit

PRIME AE

13901 Sutton Park Drive South, Suite 201
Jacksonville, Florida 32224-0229
904.739.3088

www.primeeng.com

SAGE HOSPITALITY GROUP

DUNE HOUSE HOTEL REPOSITIONING

DATE:
PROJECT NO.:
DESIGNED BY:
DRAWN BY:
SCALE:

No.	Date	Revision

THIS DRAWING NOT RELEASED FOR CONSTRUCTION UNLESS SO NOTED ABOVE

SHEET TITLE

FLAG POLE PERMIT EXHIBIT

PL Lic. No.
DATE:

SHEET

EXHIBIT B

City of Atlantic Beach Charter Article XIV, Section 59

ARTICLE XIV. ZONING

Sec. 59. Zoning, land development regulations and maximum building height.

Zoning and land development regulations shall be in accordance with Florida Statutes or as otherwise provided for within the Code of Ordinances, except that in no case shall the maximum height of buildings within the City of Atlantic Beach exceed thirty-five (35) feet; provided however, that existing buildings which exceed thirty-five (35) feet in height may be repaired to that existing height, no alterations shall be made to any building, which would cause that building to exceed thirty-five (35) feet in height, and this Charter provision shall not restrict any property owner's vested rights under constitutional, statutory or common law.

Further provided, however, that the city commission may approve, pursuant to the applicable section of the city's land development regulations, requests to exceed the maximum building height of thirty-five (35) feet for exterior architectural design elements, exterior decks or porches within nonresidential land use categories as designated by the future land use map of the adopted comprehensive plan, for nonresidential development.

The only property excepted from this height limitation shall be certain parts of the existing hotel property, located at 1 Ocean Boulevard, Atlantic Beach, Florida, which property is bounded by Ahern Street on the north, the Atlantic Ocean on the east, Atlantic Boulevard on the south, and Ocean Boulevard on the west, and only those parts of said property as follows:

(1) The existing buildings that exceed thirty-five (35) feet on the property as of the effective date of this ordinance; and

(2) That part of said property extending west from the existing hotel tower no more than one hundred twenty-five (125) feet towards the west property line, no closer than fifty (50) feet to the south property line, with no more than a maximum width of one hundred (100) feet and containing an additional footprint of no more than eleven thousand five hundred (11,500) square feet.

However, any future development, redevelopment or expansion on these parts of the property, which are proposed to exceed thirty-five (35) feet in height shall be subject to approval by the city commission and shall in no event exceed the height of the existing hotel tower building as of the effective date of this ordinance.

Note: Currently F.S. 163, F.S. 166, and Code of Ordinances Chapters 14 and 20.

(Ord. No. 33-15-19, § 1(Exh. A), 5-11-15)

EXHIBIT C

1 Ocean Boulevard – Duval County Property Appraiser

ACS ONE OCEAN PROPCO LLC
1809 BLAKE ST STE 200
DENVER, CO 80202-5914

Primary Site Address
1 OCEAN BLVD
Atlantic Beach FL 32233-

Official Record Book/Page
21105-01077

Tile #
9421

1 OCEAN BLVD

Property Detail

RE #	170229-0000
Tax District	USD3
Property Use	3993 Hotel/Full Service
# of Buildings	1
Legal Desc.	For full legal description see Land & Legal section below
Subdivision	03101 ATLANTIC BEACH
Total Area	101471

The sale of this property may result in higher property taxes. For more information go to Save Our Homes and our Property Tax Estimator . 'In Progress' property values, exemptions and other supporting information on this page are part of the working tax roll and are subject to change. Certified values listed in the Value Summary are those certified in October, but may include any official changes made after certification Learn how the Property Appraiser's Office values property.

Value Summary

Value Description	2025 Certified	2026 In Progress
Value Method	Income	Income
Total Building Value	$0.00	$0.00
Extra Feature Value	$0.00	$0.00
Land Value (Market)	$12,288,000.00	$12,288,000.00
Land Value (Agric.)	$0.00	$0.00
Just (Market) Value	$32,989,700.00	$33,215,400.00
Assessed Value	$32,989,700.00	$33,215,400.00
Cap Diff/Portability Amt	$0.00 / $0.00	$0.00 / $0.00
Exemptions	$0.00	See below
Taxable Value	$32,989,700.00	See below

Taxable Values and Exemptions – In Progress

If there are no exemptions applicable to a taxing authority, the Taxable Value is the same as the Assessed Value listed above in the Value Summary box.

County/Municipal Taxable Value
No applicable exemptions

SJRWMD/FIND Taxable Value
No applicable exemptions

School Taxable Value
No applicable exemptions

Sales History

Book/Page	Sale Date	Sale Price	Deed Instrument Type Code	Qualified/Unqualified	Vacant/Improved
21105-01077	6/14/2024	$48,620,000.00	SW - Special Warranty	Unqualified	Improved
11765-01466	4/1/2004	$23,050,000.00	SW - Special Warranty	Unqualified	Improved
08540-00297	1/29/1997	$12,883,800.00	SW - Special Warranty	Unqualified	Improved
08507-02362	12/12/1996	$100.00	MS - Miscellaneous	Unqualified	Vacant
08507-02359	9/10/1996	$100.00	RW - Right of Way	Unqualified	Vacant
08463-00767	10/14/1996	$100.00	WD - Warranty Deed	Unqualified	Vacant
07210-00144	10/30/1991	$4,676,600.00	SW - Special Warranty	Unqualified	Improved
05289-00926	2/27/1981	$2,272,000.00	WD - Warranty Deed	Unqualified	Improved
03379-00790	7/14/1972	$75,000.00	WD - Warranty Deed	Unqualified	Improved

Extra Features

LN	Feature Code	Feature Description	Bldg.	Length	Width	Total Units	Value
1	PLXC5	Pools Sq Ft	1	0	0	1,176.00	$130,848.00
2	ELHC6	Elevator Hydraulic	1	0	0	3.00	$254,740.00
3	ESHC6	Elevator Stops Hydra	1	0	0	27.00	$464,981.00
4	SWSC6	Sprinkler Wet System	1	0	0	49,991.00	$144,349.00
5	PVAC1	Paving Asphalt	1	0	0	22,920.00	$37,062.00
6	PVCC1	Paving Concrete	1	0	0	13,109.00	$75,629.00
7	CVPC2	Covered Patio	1	70	20	1,400.00	$26,613.00
8	LPCC1	Light Pole Concrt	1	0	0	2.00	$2,213.00
9	LITC1	Lighting Fixtures	1	0	0	4.00	$2,023.00
10	FWIC1	Fence Wrought Iron	1	0	0	392.00	$19,943.00
11	WMCC1	Wall Masonry/Concrt	1	0	0	780.00	$11,637.00
12	SWSC6	Sprinkler Wet System	1	0	0	2,340.00	$6,757.00
13	FCLC1	Fence Chain Link	1	0	0	75.00	$1,079.00

Land & Legal

Land

LN	Code	Use Description	Zoning Assessment	Front	Depth	Category	Land Units	Land Type	Land Value
1	1010	COMMERCIAL WATERFRONT	ACG	266.00	228.00	Common	63,200.00	Square Footage	$7,584,000.00
2	1010	COMMERCIAL WATERFRONT	ACG	160.00	256.00	Common	39,200.00	Square Footage	$4,704,000.00

Legal

LN	Legal Description
1	5-69 21-2S-29E 2.350
2	ATLANTIC BEACH
3	PT BLK 36,ALLEYS LYING WITHIN,PT
4	LANDS LYING E THEREOF,PT AHERN ST,
5	PT ATLANTIC BV RECD O/R 21105-1077
6	BEING PARCEL 1

Buildings

Building 1
Building 1 Site Address
1 OCEAN BLVD Unit
Atlantic Beach FL 32233-

Building Type	3903 - HOTEL FULL SERVICE

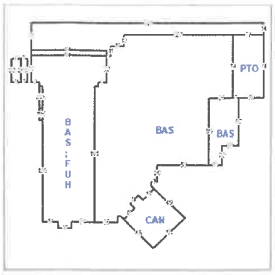
Element	Code	Detail
Exterior Wall	17	17 C.B. Stucco
Roof Struct	12	12 Reinfrcd Conc
Roofing Cover	8	8 Clay/Berm Tile

Year Built	1973
Building Value	$22,230,934.00

Type	Gross Area	Heated Area	Effective Area
Patio	5579	0	279
Open Covered Porch 7	504	0	1058
Finished upper story 1	504	504	504
Canopy	504	0	126
Addition	196	196	196
Base Area	12418	12418	12418
Finished upper story 8	99344	99344	99344
Unfin Det Utility	308	0	92
Base Area	25091	25091	25091
Patio	2738	0	137
Canopy	2620	0	655
Canopy	104	0	26
Unfinished Storage	60	0	24
Base Area	2340	2340	2340
Total	152310	139893	142290

Interior Wall	5	5 Drywall
Interior Wall	8	8 Decorative Cvr
Int Flooring	7	7 Cork/Vnyl Tile
Heating Fuel	4	4 Electric
Heating Type	3	3 Frcd Not Ductd
Air Cond	2	2 Wall Unit
Ceiling Wall Finish	6	6 NS Ceil Wall Fin
Comm Htg & AC	1	1 Not Zoned
Comm Frame	3	3 C-Masonry

Element	Code	Detail
Stories	9.000	
Baths	662.000	
Rooms / Units	193.000	
Avg Story Height	10.000	



2025 Notice of Proposed Property Taxes Notice (TRIM Notice)

Taxing District	Assessed Value	Exemptions	Taxable Value	Last Year	Proposed	Rolled-back
Gen Govt Beaches	$32,989,700.00	$0.00	$32,989,700.00	$285,353.88	$264,781.93	$249,946.46
Public Schools: By State Law	$32,989,700.00	$0.00	$32,989,700.00	$109,929.26	$102,103.12	$98,794.25
By Local Board	$32,989,700.00	$0.00	$32,989,700.00	$79,922.69	$74,160.85	$70,789.30
School Board Voted	$32,989,700.00	$0.00	$32,989,700.00	$35,552.80	$32,989.70	$32,989.70
FL Inland Navigation Dist.	$32,989,700.00	$0.00	$32,989,700.00	$1,023.92	$950.10	$890.72
Atlantic Beach	$32,989,700.00	$0.00	$32,989,700.00	$101,005.50	$93,723.74	$86,802.50
Water Mgmt Dist. SJRWMD	$32,989,700.00	$0.00	$32,989,700.00	$6,374.62	$5,915.05	$5,618.15
Urban Service Dist3	$32,989,700.00	$0.00	$32,989,700.00	$0.00	$0.00	$0.00
			Totals	$619,162.67	$574,624.49	$545,831.08

Description	Just Value	Assessed Value	Exemptions	Taxable Value
Last Year	$35,552,800.00	$35,552,800.00	$0.00	$35,552,800.00
Current Year	$32,989,700.00	$32,989,700.00	$0.00	$32,989,700.00

2025 TRIM Property Record Card (PRC)

This PRC reflects property details and values at the time of the original mailing of the Notices of Proposed Property Taxes (TRIM Notices) in August.

Property Record Card (PRC)

The PRC accessed below reflects property details and values at the time of Tax Roll Certification in October of the year listed.

2025
2024
2023
2022
2021
2020
2019
2018
2017
2016
2015
2014

• To obtain a historic Property Record Card (PRC) from the Property Appraiser's Office, submit your request here:

More Information

ontact Us | Parcel Tax Record | GIS Map | Map this property on Google Maps | City Fees Record

The Land Value (Market)

The total market value of the property's land. For properties with an agricultural classification, this total includes the market value of common lands (not classified agricultural) and the full market value (not classified value) of land that is under the agricultural classification.

EXHIBIT D

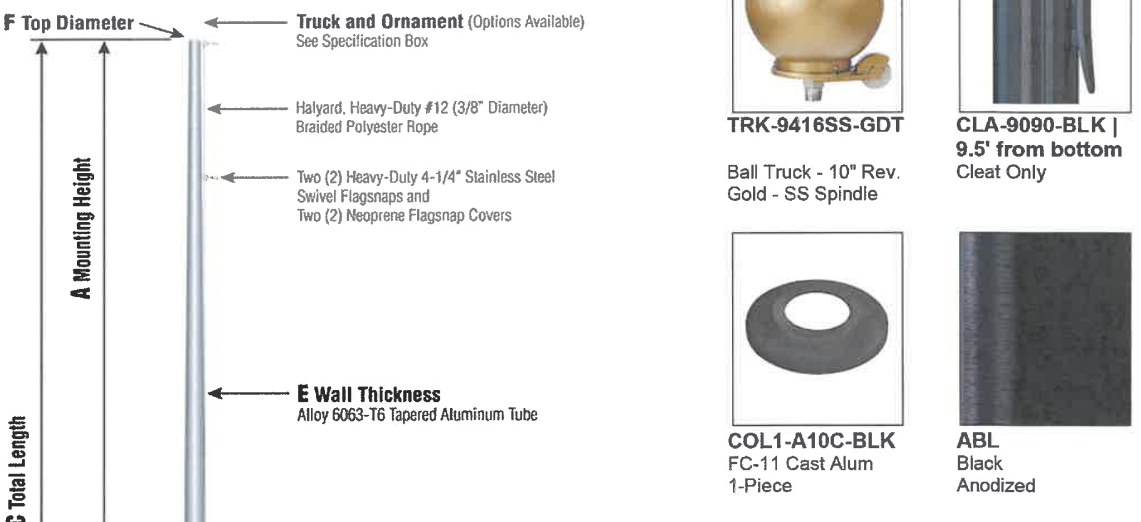
Flagpole Height

CONCORD AMERICAN FLAGPOLE
Pride. Quality. Tradition.

Xtreme Series

XESR - Xtreme External Single Revolving Rope Halyard
Ground Set Installation

XESR50F13 - ABL



TRK-9416SS-GDT
Ball Truck - 10" Rev.
Gold - SS Spindle

CLA-9090-BLK | 9.5' from bottom
Cleat Only

COL1-A10C-BLK
FC-11 Cast Alum
1-Piece

ABL
Black
Anodized

NOTE: Flagpole Components on Anodized and Powder Coat flagpoles (excluding specified Ornaments and Ball Trucks) will match flagpole color specified.

Specifications
A. Mounting Height: 50'
B. Set Depth: 5'-0"
C. Total Length: 55'-0"
D. Butt Diameter: 10"
E. Wall Thickness: .250"
F. Top Diameter: 4"
Flagpole Sections: 3
Shaft Weight: 498 lbs.
Hardware Weight: 28 lbs.
Ground Sleeve Weight: 83 lbs.
* Max Flag Size: 10' x 15'
* Max Wind Speed w/Nylon Flag: 140 mph
* Max Wind Speed No Flag: 191 mph
* Wind Speed Specifications from ANSI/NAAMM FP 1001-07

Customer Name: ASPECT REAL ESTATE GROUP	
Dealer: FLAGPOLES ETC	Qty: 1
Project:	Location:
Notes:	

XESR50F13G-T0T-SK-C2D-ABL

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- 1 -

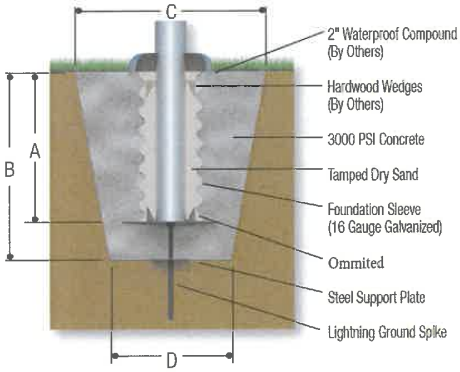
Designing Your Flagpole – Foundation Options

Installation methods available to securely and permanently mount the flagpole include Ground Set and Shoe Base options.

Ground Set

Ground Set installations are the strongest and most common form of flagpole installation. They require burial of the flagpole shaft in a concrete foundation to a depth equal to 10% of the mounting height.

All standard Flagpoles listed in this catalog are designed for Ground Set foundations. Each flagpole is shipped at 10% over listed Mounting Height.



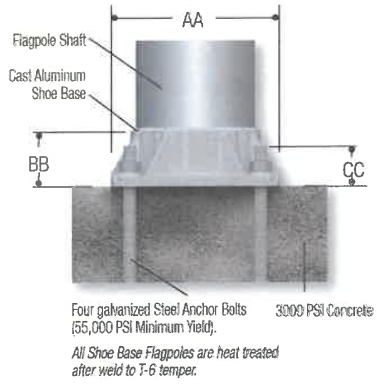
NAAMM's Metal Flagpole Manual offers basic suggestions on foundation measurements in firm, dry soil only using dry tamped sand and 3000 PSI concrete. Soil conditions vary by site. Exact foundation requirements should be verified by a Structural Engineer with knowledge of soil conditions in your locality.

Ground Set

Exposed Mounting Height	A	B	C	D
20'-0"	2'-0"	2'-6"	30"	24"
25'-0"	2'-6"	3'-0"	36"	24"
30'-0"	3'-0"	3'-6"	36"	24"
35'-0"	3'-6"	4'-0"	36"	30"
40'-0"	4'-0"	4'-6"	45"	36"
45'-0"	4'-6"	5'-0"	45"	36"
50'-0"	5'-0"	5'-6"	50"	42"
60'-0"	6'-0"	6'-6"	60"	48"
70'-0"	7'-0"	7'-6"	60"	48"
80'-0"	8'-0"	8'-6"	72"	48"

Shoe Base

Shoe Base installations are typically used when an above ground installation is required.



All Shoe Base Flagpoles are heat treated after weld to T-6 temper.

Butt Dia.	AA Base Square	BBB Base Height	CCC Bolt Projection	Bolt Diameter	Bolt Circle Diameter
4"	7-1/2"	3"	2"	3/4"	6-1/2"-8
5"	7-1/2"	3"	2"	3/4"	7-1/2"-8
6"	9-3/4"	3-1/2"	2-3/4"	1"	9"-10"
7"	10-1/2"	3-11/16"	2-3/4"	1"	10"-11"
8"	11-1/4"	3-15/16"	2-3/4"	1"	11"-12"
10" Up To .205	14"	4-7/8"	3-1/4"	1"	14"-15"
10" .312 & Larger	14"	4-7/8"	3-1/4"	1-1/4"	14"-15"
12"	17"	8"	3-3/4"	1-1/4"	16"-18"

All 20' to 80' Flagpoles with a 4"+ Butt Diameter can be provided in a Shoe Base Contact Customer Service for Wind Speed information for your particular design.

Designing Your Flagpole – Flagpole Height

The next consideration in choosing your flagpole design is to determine the mounting height. This can be specified solely on the required aesthetics of the particular job, or can be determined by the size of the flag wished to be flown.

The National Association of Architectural Metal Manufacturers (NAAMM) publishes the following criteria for determining the maximum flag size for each flagpole height.

Ground Set

Flagpole Height	Flag Size
15'	3' x 5'
20'	4' x 6'
25'	5' x 8'
30'	6' x 10'
35'	6' x 10'
40'	8' x 12'
45'	8' x 12'
50'	10' x 15'
60'	12' x 18'
70'	12' x 18'
80'	15' x 25'

Wall Mounted

Flagpole Height	Flag Size
12' to 15'	4' x 6'
20' to 25'	5' x 8'
30' to 35'	6' x 10'
40' to 45'	8' x 12'

Outrigger

Flagpole Height	Flag Size
8'	3' x 5'
10' to 12'	4' x 6'
13' to 16'	5' x 8'
17' to 23'	6' x 10'

Safety Note: Extreme care must be exercised when installing flagpoles near overhead power lines or when digging in the vicinity of buried utilities.

Caution: During installation, extreme care should be taken to insure that all components are securely attached.

51056 Century Court Wixom MI 48393

BUILDING PERMIT APPLICATION

City of Atlantic Beach Building Division
800 Seminole Road, Atlantic Beach, FL 32233
Phone: (904) 247-5826 **Email:** Building-Dept@coab.us

FOR INTERNAL OFFICE USE ONLY
PERMIT # _____
****ALL information required to process**

Job Address 1 Ocean Blvd, Atlantic Beach, FL 32233 RE# 170229-0000

Legal Description 5-69 21-2S-29E 2.350

Valuation of Work (Replacement Cost) $18,516.30 Heated/Cooled SF _____ Non-Heated/Cooled SF _____

- Class of Work: ☒ New ☐ Addition ☐ Alteration ☐ Repair ☐ Move ☐ Demo ☐ Pool ☐ Window/Door
- Use of existing/proposed structure(s): ☒ Commercial ☐ Residential • If existing structure, is a fire sprinkler system installed?: ☐ Yes ☐ No
- Will tree(s) be removed in association with proposed project? ☐ Yes (Must submit separate Tree Removal Permit) ☒ No

Describe in detail the type of work to be performed:

Installation of one (1) 55-ft freestanding aluminum flagpole with black anodized finish (Xtreme Series, external halyard, ground-set) in concrete foundation. Includes 3-piece pole assembly, revolving truck with gold ball, halyard system, cleat, and all associated hardware. Scope limited to flagpole and foundation installation only - no electrical or lighting included. The vendor providing and installing the flagpole is: Flagpoles Etc. - Address: 51056 Century Ct., Wixom, MI 48393 - Phone #: (248)634-7183 - Email: Logistics@flagpolesetc.com

Florida Product Approval # _____ (For multiple products use Product Approval Information Sheet)

PROPERTY OWNER Name ACS One Ocean Propco, LLC Phone (720)630-3361

Address 1809 Blake Street, Suite 200 City Denver State CO Zip 80202-5914

Email tgulliford@aspect-re.com Owner or Agent William I. Gulliford, III

CONTRACTOR Name of Company NSC Construction Company LLC Phone 678-464-6173

Address 13475 Atlantic Blvd., Unit 8, Suite 836 City Jacksonville State FL Zip 32225

Qualifying Agent Thomas Hofer State Certification/Registration# CGC 1528632

Email thofer@newsouthconstruction.com Job Site Contact Number 912-856-0009

Worker's Compensation Insurer Zurich American Insurance Co. OR Exempt ☐ Expiration Date 07/02/2026

Engineer of Record _____ Architect of Record _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all the laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

***NOTICE:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this city/county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.*

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

****WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE SITE OF THE IMPROVEMENT BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

"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."

SIGNATURE OF CONTRACTOR	Thomas Hofer PRINT OR TYPE NAME OF CONTRACTOR	05/26/2026 DATE
SIGNATURE OF OWNER OR AGENT	William I. Gulliford, III PRINT OR TYPE NAME OF OWNER OR AGENT	5/15/2026 DATE

Building Permit Application 07.03.2025

OWNER BUILDER AFFIDAVIT

City of Atlantic Beach Building Division
800 Seminole Road, Atlantic Beach, FL 32233
Phone: (904) 247-5826 **Email:** Building-Dept@coab.us

JOB ADDRESS:
1 Ocean Blvd, Atlantic Beach, FL 32233

I. FLORIDA STATUTES; CHAPTER 489, FLORIDA STATUTES, PART 1 "CONSTRUCTION CONTRACTING" REQUIRES OWNER / BUILDER TO ACKNOWLEDGE THE LAW:

To qualify for exemption under this subsection, an owner must personally appear and sign the building permit application and must satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in the disclosure statement in this section. However, for purposes of implementing a "United States Department of Energy SunShot Initiative: Rooftop Solar Challenge" grant and the participation of county and municipal governments, including local permitting agencies under the jurisdiction of such county and municipal governments, an owner's notarized signature or personal appearance to sign the permit application is not required for a solar project, as described in subparagraph (a)3., if the building permit application is submitted electronically to the permitting agency and the owner certifies the application and disclosure statement using the permitting agency's electronic confirmation system. If any person violates the requirements of this subsection, the local permitting agency shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued. The local permitting agency shall provide the person with a disclosure statement in substantially the following form:

DISCLOSURE STATEMENT - Please initial items 1 - 13

1. _____ I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.

2. _____ I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

3. _____ I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.

4. _____ I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed $75,000. The building or residence **must be for my own use or occupancy**. It may not be built or substantially improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If a building or residence that I have built or substantially improved myself is sold or leased **within 1 year** after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, **which violates the exemption**.

5. _____ I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.

6. _____ I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.

7. _____ I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

8. _____ I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

9. WMG I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

10. WMG I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at (850) 487-1395 or the DBPR for more information about licensed contractors.

11. WMG I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at job address listed on this document.

12. WMG I agree to notify the City of Atlantic Beach Building Division immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

13. WMG Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

II. **INJURY LIABILITY;** SINCE OWNERS MAY BE LIABLE FOR INJURIES TO WORKERS THEY HIRE, THE BUILDING DIVISION SUGGESTS WORKER'S COMPENSATION INSURANCE BE PURCHASED.

III. **IRS WITHHOLDING;** OWNERS HIRING WORKERS BECOME EMPLOYERS AND SHOULD ALSO OBSERVE IRS WITHHOLDING TAX AND/OR FORM 1099 REQUIREMENTS ON THE WORKERS THEY EMPLOY ON THEIR IMPROVEMENT TRADES.

IV. **PENALTY;** UNLICENSED CONTRACTORS CANNOT BE EMPLOYED UNDER ANY CIRCUMSTANCES. OWNERS BEING SUBJECT TO $5,000 PENALTY UNDER FLORIDA STATUTE NO. 455-228(1). AN "OCCUPATIONAL LICENSE" IS NOT ADEQUATE. THE OWNER SHOULD PHYSICALLY SEE THE COUNTY "CERTIFICATE OF COMPETENCY" OR THE FLORIDA "CONTRACTORS CERTIFICATE" TO ASCERTAIN IF A PERSON IS A LICENSED CONTRACTOR. CONTACT THE BUILDING DIVISION (904-247-5826 OR BUILDING-DEPT@COAB.US) IF IN DOUBT.

V. **ACKNOWLEDGEMENT;** I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE DISCLOSURE STATEMENT AND THAT I COMPLY WITH ALL THE REQUIREMENTS FOR THE ISSUANCE OF AN OWNER-BUILDER PERMIT.

Job Address: 1 Ocean Blvd, Atlantic Beach, FL 32233 RE# 170229-0000

Owner Name: ACS One Ocean Propco LLC Phone Number: (720)630-3361

Mailing Address: 1809 Blake Street, Suite 200 City: Denver State: CO Zip: 80202-5914

WMG, Agent For ACS One Ocean Propco, LLC
(Signature of Owner or Agent) (Date)

JULIE SUN FICKETT
Notary Public
State of Florida
Comm# HH526739
Expires 5/30/2028

Signed before me this 15 day of May 2026
in the County of Duval, State of Florida, has personally appeared
William T. Gulliford, III, Agent for ACS One Ocean Propco LLC
[X] Personally Known OR [ ] Produced Identification

My commission expires: 5/30/2028

Notary Signature: Julie Sun Fickett

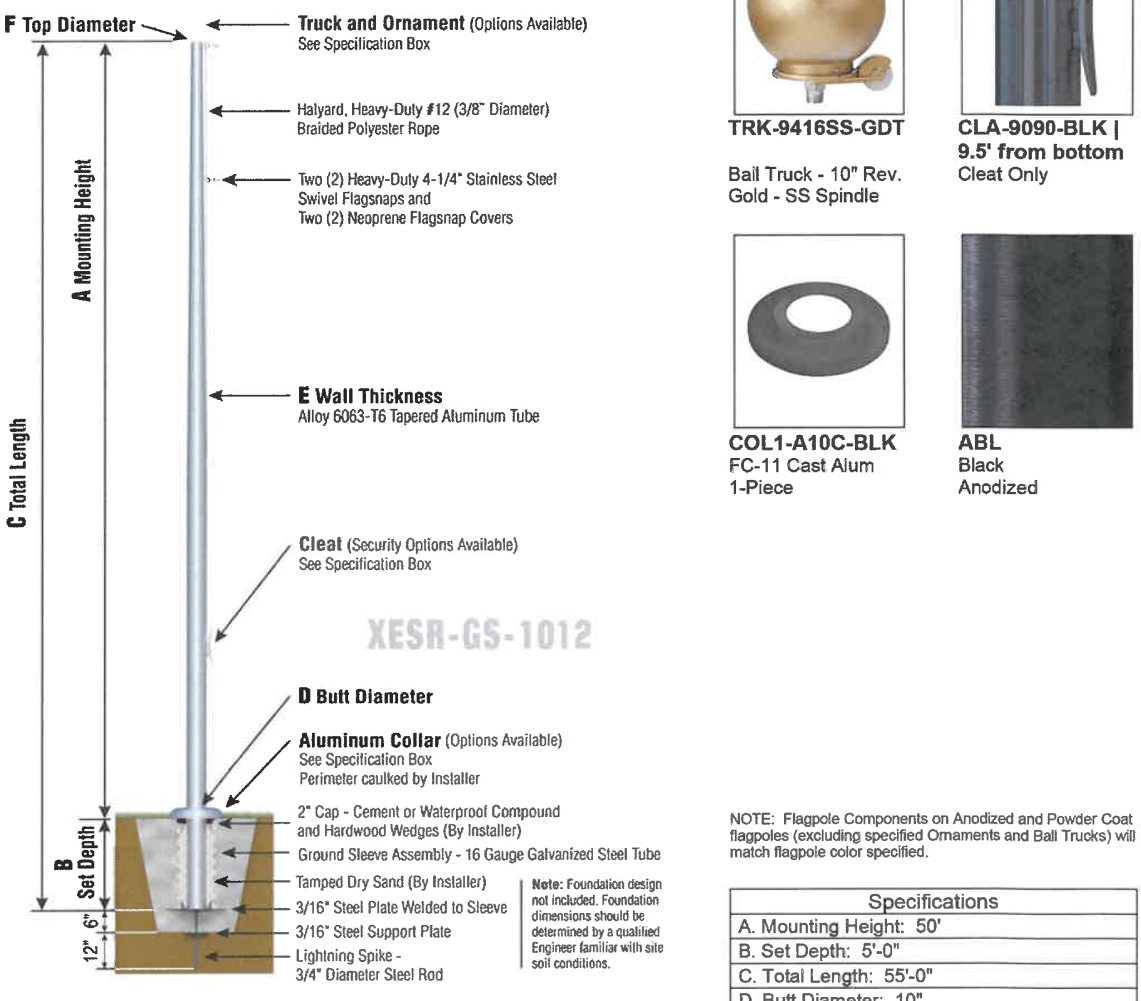
Owner Builder Affidavit 07.03.2025

CONCORD AMERICAN FLAGPOLE
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XESR - Xtreme External Single Revolving Rope Halyard
Ground Set Installation

XESR50F13 - ABL



TRK-9416SS-GDT
Ball Truck - 10" Rev.
Gold - SS Spindle

CLA-9090-BLK | 9.5' from bottom
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COL1-A10C-BLK
FC-11 Cast Alum
1-Piece

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Black
Anodized

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A. Mounting Height: 50'
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* Max Wind Speed No Flag: 191 mph
* Wind Speed Specifications from ANSI/NAAMM FP 1001-07

Customer Name: ASPECT REAL ESTATE GROUP	
Dealer: FLAGPOLES ETC	Qty: 1
Project:	Location:
Notes:	

XESR50F13G-T0T-SK-C2D-ABL

CAFP_010819_1pg

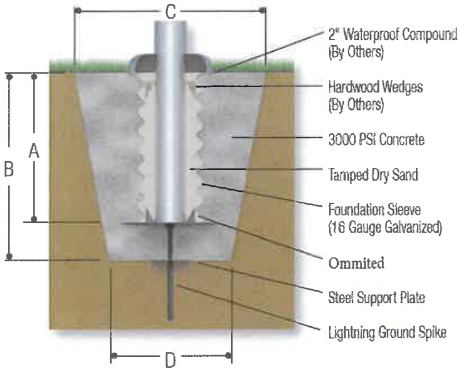
Designing Your Flagpole – Foundation Options

Installation methods available to securely and permanently mount the flagpole include Ground Set and Shoe Base options.

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All standard Flagpoles listed in this catalog are designed for Ground Set foundations. Each flagpole is shipped at 10% over listed Mounting Height.



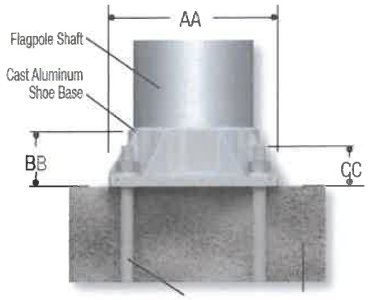
NAAMM's Metal Flagpole Manual offers basic suggestions on foundation measurements in firm, dry soil only using dry tamped sand and 3000 PSI concrete. Soil conditions vary by site. Exact foundation requirements should be verified by a Structural Engineer with knowledge of soil conditions in your locality.

Ground Set

Exposed Mounting Height	A	B	C	D
20'-0"	2'-0"	2'-6"	30"	24"
25'-0"	2'-6"	3'-0"	36"	24"
30'-0"	3'-0"	3'-6"	36"	24"
35'-0"	3'-6"	4'-0"	36"	30"
40'-0"	4'-0"	4'-6"	45"	36"
45'-0"	4'-6"	5'-0"	45"	36"
50'-0"	5'-0"	5'-6"	50"	42"
60'-0"	6'-0"	6'-6"	60"	48"
70'-0"	7'-0"	7'-6"	60"	48"
80'-0"	8'-0"	8'-6"	72"	48"

Shoe Base

Shoe Base installations are typically used when an above ground installation is required.



All Shoe Base Flagpoles are heat treated after weld to T-6 temper.

Butt Dia.	AA Base Square	BBB Base Height	CCC Bolt Projection	Bolt Diameter	Bolt Circle Diameter
4"	7-1/2"	3"	2"	3/4"	6-1/2"-8
5"	7-1/2"	3"	2"	3/4"	7-1/2"-8
6"	9-3/4"	3-1/2"	2-3/4"	1"	9"-10"
7"	10-1/2"	3-11/16"	2-3/4"	1"	10"-11"
8"	11-1/4"	3-15/16"	2-3/4"	1"	11"-12"
10" Up To .205	14"	4-7/8"	3-1/4"	1"	14"-15"
10" .312 & Larger	14"	4-7/8"	3-1/4"	1-1/4"	14"-15"
12"	17"	8"	3-3/4"	1-1/4"	16"-18"

All 20' to 80' Flagpoles with a 4"+ Butt Diameter can be provided in a Shoe Base Contact Customer Service for Wind Speed information for your particular design.

Designing Your Flagpole – Flagpole Height

The next consideration in choosing your flagpole design is to determine the mounting height. This can be specified solely on the required aesthetics of the particular job, or can be determined by the size of the flag wished to be flown.

The National Association of Architectural Metal Manufacturers (NAAMM) publishes the following criteria for determining the maximum flag size for each flagpole height.

Ground Set

Flagpole Height	Flag Size
15'	3' x 5'
20'	4' x 6'
25'	5' x 8'
30'	6' x 10'
35'	6' x 10'
40'	8' x 12'
45'	8' x 12'
50'	10' x 15'
60'	12' x 18'
70'	12' x 18'
80'	15' x 25'

Wall Mounted

Flagpole Height	Flag Size
12' to 15'	4' x 6'
20' to 25'	5' x 8'
30' to 35'	6' x 10'
40' to 45'	8' x 12'

Outrigger

Flagpole Height	Flag Size
8'	3' x 5'
10' to 12'	4' x 6'
13' to 16'	5' x 8'
17' to 23'	6' x 10'

Safety Note: Extreme care must be exercised when installing flagpoles near overhead power lines or when digging in the vicinity of buried utilities.

Caution: During installation, extreme care should be taken to insure that all components are securely attached.

51056 Century Court Wixom MI 48393

CONSTRUCTION SITE MANAGEMENT PLAN

Job Address: 1 Ocean Blvd., Atlantic Beach, Florida 32233

Description of Work: Installation of one (1) 55-ft freestanding aluminum flagpole with black anodized finish (Xtreme Series, external halyard, ground-set) in concrete foundation. Includes 3-piece pole assembly, revolving truck with gold ball, halyard system, cleat, and all associated hardware. Scope limited to flagpole and foundation installation only - no electrical or lighting included. The vendor providing, delivering and installing the flagpole is: Flagpoles Etc. - Address: 51056 Century Ct., Wixom, MI 48393 - Phone #: (248)634-7183 - Email: Logistics@flagpolesetc.com

- Delivery and installation will take approximately 4-5 hours to complete. No long-term parking and/or material storage necessary.
- The flagpole will be delivered on a 53' truck, and installation will require the use of excavation and hoisting equipment.
- Underground items will be clearly marked at least 3 business days prior to installation.
- The truck and crane will enter the property on Ahern St to avoid disrupting the flow of traffic and arriving/departing hotel guests. Some parking spots within the parking lot will be temporarily blocked from Valet use to ensure there is adequate safe space to complete the install.
- Any excavated materials and/or debris, will be removed from the job site as necessary, upon completion.



FOR REVIEW ONLY
NOT FOR CONSTRUCTION

HARDSCAPE LEGEND		
CODE	DESCRIPTION	DETAIL
P - PAVING		
P-101	INTEGRAL COLORED CONCRETE A	04-3.02
P-102	INTEGRAL COLORED CONCRETE B	04-3.02
P-103	FIELD TRIM STAMPED CONCRETE PAVER	04-3.02
P-104	BRICK PAVER	40-3.02
P-106	STEPPING STONE	
P-201	PATTERN EDGE MATERIAL TYPE	C4-01
R - RAIL		
R-101	GUARDRAIL	
S - SITE FURNISHING		
S-101	CONCRETE BENCH	
S-201	BOLLARD	
S-301	MONUMENT SIGN	
S-401	BIKE RACK	
S-501	SCULPTURE	
S-601	FLAG POLE AND BASE	
S-701	METAL CATENARY LIGHT POLE	
ST - STAIRS		
ST-101	C.I.P. STAIR W/ HANDRAIL	14-3.02
W - WALL		
W-101	C.I.P. KNEE WALL	26-1.03
W-102	STONE CURB WALL	
ELECTRICAL		
E-101	PATHWAY BOLLARD	
E-102	INTERLIGHT	
E-103	FESTOON LIGHT	
E-104	INGROUND UPLIGHT	
E-105	TREE UPLIGHT	
E-106	FLOOD LIGHT	
MISC		
PLT	PLANTING AREA	

PRIME AE
13501 Gateway Park Drive South, Suite 302
Jacksonville, Florida 32224-6220
904.292.3660
www.primeaeg.com

SAGE HOSPITALITY GROUP

DUNE HOUSE HOTEL REPOSITIONING

DATE: MARCH 2026
PROJECT NO.: 126010.01
DESIGNED BY: MPK
DRAWN BY: YM
SCALE: AS NOTED

No.	Date	Revision

THESE PLANS ARE RELEASED FOR CONSTRUCTION UNLESS NOTED ABOVE

SHEET TITLE
HARDSCAPE PLAN

L-3.01

TREE & VEGETATION AFFIDAVIT

City of Atlantic Beach
Community Development Division
800 Seminole Road Atlantic Beach, FL 32233
(P) 904-247-5800

FOR INTERNAL OFFICE USE ONLY
PERMIT# _____

You must submit this form at **BSA Online

SITE INFORMATION

ADDRESS 1 Ocean Blvd, Atlantic Beach, FL 32233

SUBDIVISION 03101 ATLANTIC BEACH BLOCK _____ LOT _____

RE# 170229-0000 ☐ RESIDENTIAL ☑ COMMERCIAL ☐ OTHER

APPLICANT INFORMATION

NAME ACS One Ocean Propco LLC PHONE # (720)630-3361

ADDRESS 1809 Blake Street, Suite 200 CELL # (720)630-3361

CITY Denver STATE CO ZIP CODE 80202-5914

EMAIL brett.leonhardt@sagehospitalitygroup.com ☑ OWNER ☑ LEGAL AUTHORIZED AGENT

If applying for a demo permit, tree barricades are required for all trees on the lot and barricades are subject to Section 23.24 standards. Prior to the issuance of a demo permit, a zoning inspection will need to be passed to ensure tree barricades meet Section 23.24 of city code, which is guided by the Tree Protection Guide for Buildings and Developers, published by the Florida Division of Forestry.

I affirm that I have reviewed the provisions of Chapter 23, "Protection of Trees and Native Vegetation", of the Municipal Code of Ordinances for the City of Atlantic Beach Florida and/or I have participated in a pre-application meeting with the Administrator of those regulations. Subsequently, I affirm that no regulated trees and no regulated vegetation will be damaged, destroyed and/or removed from the above-described property and/or adjacent properties including right-of-way.

"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."

SIGNATURE OF APPLICANT	PRINT OR TYPE NAME OF APPLICANT	DATE
	William I. Gulliford, III	5/15/2026

TREE AND VEGETATION AFFIDAVIT 04.14.2026

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Draft Resolution establishing a uniform policy for remote participation in public meetings via Communications Media Technology (CMT).

SUBMITTED BY: Kevin Hogencamp, Interim City Manager KH

TODAY'S DATE: June 4, 2026

MEETING DATE: June 8, 2026

BACKGROUND

The City of Atlantic Beach values municipal transparency and public trust, adhering firmly to a "government gone good" philosophy. To maintain administrative integrity while addressing the realities of unexpected hardships faced by elected officials, the City requires a formal, comprehensive policy governing remote participation in public meetings.

Currently, Florida law demands a strict physical presence to constitute a meeting quorum and legally transact public business. However, Florida Attorney General opinions recognize that under "extraordinary circumstances," a member may participate and vote remotely via Communications Media Technology (CMT), provided a physical quorum is already present at the meeting site.

This proposed policy establishes clear, uniform guidelines for the City Commission regarding when and how remote participation may occur. Crucially, to protect the integrity of local deliberations and minimize administrative burdens, the policy implements a strict physical presence mandate for all subordinate city committees, advisory boards, and task forces, permitting no remote exceptions except for documented ADA accommodations.

The policy also details technical, cybersecurity, and voting protocols -- such as requiring multi-factor authentication, enterprise-grade platforms, and mandatory roll-call voting -- to ensure all remote sessions remain stable, secure, and fully open to the public.

BUDGET IMPACT

Minimal technical and administrative costs associated with implementing secure CMT platform controls and training staff on the City Clerk's Remote Participation Management Checklist.

RECOMMENDATION

Adopt the Resolution establishing the Communications Media Technology (CMT) Participation Policy.

ATTACHMENTS

1. Draft Resolution
2. Policy: Participation via Communications Media Technology (CMT)
3. City Clerk's Checklist: Remote Participation Management

REVIEWED BY CITY MANAGER: 

RESOLUTION NO. 26-76

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, ADOPTING A UNIFORM POLICY FOR PARTICIPATION IN PUBLIC MEETINGS VIA COMMUNICATIONS MEDIA TECHNOLOGY (CMT); ESTABLISHING PHYSICAL QUORUM REQUIREMENTS AND ADMINISTRATIVE PROCEDURES FOR THE CITY COMMISSION; MANDATING PHYSICAL PRESENCE FOR SUBORDINATE COMMITTEES AND BOARDS; PROVIDING FOR TECHNICAL, SECURITY, AND PUBLIC ACCESS PROTOCOLS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach is committed to maintaining municipal transparency, fostering public trust, and ensuring robust due-process protections during all public proceedings; and

WHEREAS, Florida's Government-in-the-Sunshine Law (Section 286.011, Florida Statutes) and applicable Florida Attorney General opinions strongly prioritize the physical presence of public officials at designated meeting sites to foster meaningful deliberation; and

WHEREAS, Florida Attorney General opinions allow for the remote participation and voting of an elected official via Communications Media Technology (CMT) only under "extraordinary circumstances" and only when a physical quorum of the body is already present at the noticed meeting location; and

WHEREAS, the City Commission desires to establish uniform, clear, and legally compliant procedures to govern conditional remote participation for Commissioners facing unforeseen or unavoidable hardships; and

WHEREAS, the City Commission finds it necessary to maintain a strict physical presence mandate for all subordinate city committees, advisory boards, and task forces to preserve the integrity of advisory deliberations and reduce administrative burdens; and

WHEREAS, establishing standardized technical, security, and voting protocols for remote communications protects the municipal framework from cybersecurity risks and ensures seamless public access.

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

SECTION 1. The City Commission hereby adopts the "Participation via Communications Media Technology (CMT)" policy, attached hereto as Exhibit A.

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

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

EXHIBIT A

Policy: Participation via Communications Media Technology (CMT)

I. Purpose

To establish uniform procedures for remote participation in public meetings, ensuring compliance with Florida's Government-in-the-Sunshine Law (Section 286.011, Florida Statutes), the Florida Public Records Act (Chapter 119, Florida Statutes), Section 286.0114, Florida Statutes (right of public to be heard), the Americans with Disabilities Act (ADA), and applicable Florida Attorney General opinions construing the foregoing, while prioritizing the physical presence of officials to foster public trust, due-process protections, and meaningful deliberation. Nothing in this policy shall be construed to expand the authority of the City Commission, or any other City board, beyond what is permitted by Florida law.

II. City Commission: Conditional Remote Participation

The City Commission recognizes that unforeseen and extraordinary circumstances may occasionally prevent a Commissioner from being physically present at a designated meeting site.

- **Physical Quorum Requirement:** No meeting of the City Commission shall conduct official business or take any formal action unless a physical quorum of the membership is present at the meeting location.
- **Extraordinary Circumstances:** A Commissioner who is not physically present may participate and vote via CMT only if a physical quorum is present at the noticed meeting location and the Commission determines, by majority vote of the members physically present, that the absence is due to an extraordinary circumstance. Extraordinary circumstances are those unforeseen or unavoidable conditions that make physical attendance impracticable; they do not include scheduling conflicts, travel for personal convenience, or attendance at non-emergency events. Examples include, but are not limited to, the following:
    - Medical disability or health-related confinement.
    - A death in the immediate family.
    - Unforeseen weather-related travel disruptions.
    - A reasonable accommodation under the Americans with Disabilities Act, as documented through the City's ADA coordinator.
    - Mandatory military service or required appearance pursuant to lawful subpoena, court order, or jury duty.
- **Procedure:** The Commissioner must submit a written request (email is sufficient) to the City Clerk and the Mayor (or, if the Mayor is the requesting member, the Mayor Pro Tem) at least 24 hours prior to the meeting (unless an emergency arises within

that 24-hour window, in which case the Commissioner shall submit the written request as soon as practicable) and provide the specific reason for the absence. The written request is a public record under Chapter 119, Florida Statutes, and shall be preserved with the meeting file. The presiding officer shall announce the request at the start of the meeting for Commission approval, and the Commission's determination, including the specific basis for finding (or declining to find) an extraordinary circumstance, shall be reflected in the minutes. A denial of a request shall not, by itself, give rise to a cause of action against the City.

- **Quasi-Judicial Proceedings:** Because quasi-judicial hearings (including, without limitation, land-use, rezoning, variance, special-use, code-enforcement, and certain personnel matters) implicate due-process rights, including the rights of affected parties to confront witnesses and have decision-makers personally observe demeanor and evidence, no Commissioner shall participate via CMT in any quasi-judicial proceeding unless: (i) the applicant and any other party of record affirmatively consent on the record to the Commissioner's remote participation; or (ii) the applicant is offered, and declines, a continuance of the item to the next regularly scheduled meeting at which the Commissioner is expected to attend in person. The City Attorney shall determine, in advance of the meeting, whether an agenda item is quasi-judicial. A Commissioner participating remotely under this paragraph shall affirm on the record that he or she has reviewed all evidence, exhibits, and testimony presented at the hearing.
- **Frequency Limit:** Absent an ongoing ADA accommodation, no Commissioner shall participate via CMT more than three (3) meetings per fiscal year. This limitation is intended to preserve the strong preference for physical attendance reflected in Florida Attorney General opinions construing Section 286.011, Florida Statutes, and is not a contractual or vested right of any member.
- **Presiding Officer:** The presiding officer of a meeting shall be physically present at the noticed meeting location. If the Mayor participates via CMT under this Section, the Mayor Pro Tem (or next-ranking member physically present) shall preside.

III. Committees and Advisory Boards: Physical Presence Mandate

To ensure the integrity of advisory deliberations and to simplify the administrative burden of managing public meetings, remote participation is strictly prohibited for all city committees, boards, and task forces.

- **In-Person Requirement:** Members of all subordinate committees must be physically present at the meeting location to be counted toward a quorum, to participate in discussion, or to cast a vote.
- **No Exceptions:** The "extraordinary circumstances" allowance provided to the City Commission does not apply to committee members.

- **Attendance Policy:** Any committee member unable to attend in person shall be marked as "Absent."
- **ADA Accommodation:** Nothing in this Section III shall be construed to deny a committee member a reasonable accommodation required under the Americans with Disabilities Act; any such accommodation shall be coordinated through the City's ADA Coordinator and the City Attorney prior to the meeting.

IV. Public Access

Regardless of whether a Commissioner participates via CMT, the City shall ensure that the public attending in person can hear all speakers (both in-person and remote) clearly through high-quality audio amplification at the physical meeting site. Consistent with Section 286.0114, Florida Statutes, members of the public retain the right to be heard on propositions before the Commission. Public comment shall be received in person at the noticed meeting location; the City is not required to, and does not, provide a remote public-comment channel. Reasonable accommodations for members of the public with disabilities shall be provided upon request to the City Clerk pursuant to the Americans with Disabilities Act.

V. Technical and Security Protocols

To maintain the integrity of the proceedings and ensure that remote participation does not compromise the "open to the public" mandate, the following technical standards shall apply to the City Commission:

1. Communication Platform Standards

- **Approved Software:** All remote participation shall occur via a City-sanctioned, enterprise-grade platform (e.g., Zoom for Government, Microsoft Teams, or WebEx) that supports high-definition audio and video.
- **Audibility and Visibility:** The remote Commissioner must be able to hear all participants in the room and be heard by both the Commission and the public. A two-way video feed is required; if the video connection fails and cannot be restored within a reasonable time (not to exceed ten (10) minutes), the Commission, by majority vote of the members physically present, may permit the Commissioner to continue via audio only provided the audio remains clear and intelligible to all members and the public. The basis for any such determination shall be reflected in the minutes.
- **Public Broadcast:** The remote feed must be integrated into the City's public broadcast system (e.g., YouTube Live or local cable channel) so that the public viewing remotely sees the same content as those in the room.
- **Remote Participant Testing Responsibility:** Remote participants are responsible for testing their audio, video, and internet connectivity prior to the meeting.

2. Cybersecurity & Verification

- **Authenticated Access:** The remote Commissioner must log in using a City-issued device and a verified City email account. Multi-factor authentication (MFA) must be used to prevent unauthorized access to the meeting "dais."
- **Secure Connection:** Commissioners shall avoid participation over unsecured public Wi-Fi whenever possible. Secure, password-protected networks, City-approved VPN services, or cellular hotspots are strongly recommended.
- **Waiting Rooms:** The City Clerk, IT Department, or designated authorized staff member shall act as the meeting host and must use a virtual waiting room to vet the Commissioner before granting them entry to the meeting.
- **System Integrity and IT Oversight:** The City's IT Department may suspend or terminate remote participation if a cybersecurity risk, unauthorized access attempt, system instability, or technical failure threatens the integrity or security of the meeting.

3. Voting & Documentation

- **Roll Call Voting:** To ensure clarity for the record, any meeting featuring a remote participant shall utilize roll call voting for all action items. The remote Commissioner must clearly state their name and their "yea" or "nay" vote.
- **Secrecy of Ballots:** Under no circumstances shall "secret ballots" be cast. All remote votes must be cast in a manner that is visible or audible to the public in real-time.
- **Recording:** The digital session must be recorded in its entirety and retained as a public record in accordance with Florida's General Records Schedule (GS1-SL).

4. Disruption Protocol

- **Technical Failure:** If the remote connection is lost or becomes so degraded that the Commissioner's comments are inaudible to the public, to the Commission, or to either, the Commissioner shall be deemed "absent" for that portion of the meeting, and any vote cast by the Commissioner during the period of disruption shall not be counted. The meeting may continue only if a physical quorum remains present in the room. If the loss of the remote connection causes the loss of a quorum (i.e., if a physical quorum does not remain), the meeting shall be recessed; no formal action shall be taken until the physical quorum is restored or, if not restored within a reasonable time, the meeting shall be adjourned.
- **"Lobby" Limitation:** Private "chat" functions within the meeting software must be disabled to prevent "off-the-record" communication between members, which would violate the Sunshine Law. During any meeting at which a Commissioner participates via CMT, no Commissioner shall engage in text messaging, email, direct messaging, or any other electronic communication with another Commissioner regarding any matter on which official action may foreseeably be taken. Each

Commissioner participating via CMT shall affirm at the start of the meeting that no other person is present in the room from which the Commissioner is participating, or shall identify any such person on the record.

VI. Records Retention, Conflict, Severability, and Effective Date

- **A. Records Retention:** All recordings of meetings at which a Commissioner participates via CMT, together with the written request to participate remotely and all associated communications, are public records and shall be retained in accordance with the Florida General Records Schedule GS1-SL, and shall in no event be destroyed prior to the resolution of any pending or threatened litigation, public-records request, or audit involving the meeting.
- **B. Conflict with Law:** To the extent that any provision of this policy conflicts with Florida law, the City Charter, the City Code of Ordinances, or any binding directive of the Florida Attorney General, the controlling law shall prevail. In the event of a duly declared state of emergency, the City may temporarily modify or suspend the physical-quorum requirement to the extent expressly authorized by executive order, statute, or court order then in effect.
- **C. Severability:** If any provision of this policy is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.
- **D. No Private Right of Action:** This policy is intended solely to guide the internal operations of the City. Nothing in this policy shall be construed to create any right, benefit, or cause of action, substantive or procedural, enforceable at law or equity by any party against the City, its officers, employees, agents, or any other person.
- **E. Effective Date; Review:** This policy shall be effective upon adoption by the City Commission and shall be reviewed by the City Attorney's Office no less than every two (2) years, or sooner upon any material change in Florida law or applicable Attorney General opinions.

City Clerk's Checklist: Remote Participation Management

1. Pre-Meeting Prep (24–48 Hours Prior)

- [ ] **Notice Verification:** Update the meeting notice to include a statement that CMT (Communications Media Technology) may be used.
- [ ] **Extraordinary Circumstance Request:** Confirm receipt of the Commissioner's written request for remote attendance.
- [ ] **Quorum Check:** Verify that a physical majority of the Commission is confirmed to attend in person. *(If not, notify the Mayor immediately; the remote member cannot create a quorum).*

2. Technical Synchronization & Verification (15 Minutes Prior)

- [ ] **Participant Connectivity Test:** Confirm the remote participant has verified their audio, video, and network stability prior to meeting entry.
- [ ] **Network Security Check:** Ensure the connection complies with secure protocols *(avoiding unsecured public Wi-Fi, recommending City-approved VPN, password-protected network, or cellular hotspot).*
- [ ] **Audio Loop-Back Test:** Confirm the remote Commissioner can hear the "room" (microphones on the dais) and the "podium" (public comment mic).
- [ ] **Public Audibility:** Verify that the remote Commissioner's voice is broadcast clearly over the chamber speakers for the gallery to hear.
- [ ] **Visual Confirmation:** Ensure the remote video feed is visible to the Mayor and the meeting Host *(City Clerk, IT, or designated staff)* for verification and waiting room clearance.
- [ ] **Backup Plan:** Confirm the Commissioner has a backup phone number to dial in if the primary platform connection fails.

3. During the Meeting (On the Record)

- [ ] **Initial Motion:** Prompt the Mayor to entertain a motion to "Recognize Extraordinary Circumstances" and allow the remote member to participate/vote.
- [ ] **Attendance Log:** Note in the minutes the exact time the remote connection was established and the platform used.
- [ ] **Roll Call Voting:** Ensure all votes during the session are conducted by roll call to ensure the remote member's vote is clearly recorded.
- [ ] **Connection & Risk Monitoring:** If the remote feed drops or an IT security/instability risk is identified, interrupt the presiding officer. *Note: The meeting may continue only if a physical quorum remains; otherwise, it must recess until the connection is secured/restored or adjourned.*

4. Post-Meeting & Records

- [ ] **Record Retention:** Retain the digital recording of the CMT session (Zoom/Teams cloud recording), the request to participate remotely, and all associated communications in accordance with the Florida General Records Schedule GS1-SL.
- [ ] **Minutes Accuracy:** Clearly distinguish in the minutes which member was "Present via CMT" and ensure the "Extraordinary Circumstance" finding is documented.