



City of Atlantic Beach
Amended Agenda
Regular City Commission Meeting
Monday, June 23, 2025 - 6:00 p.m.
Commission Chamber
City Hall, 800 Seminole Road
Atlantic Beach, FL 32233

INVOCATION AND PLEDGE TO THE FLAG
CALL TO ORDER

Page(s)

1. APPROVAL OF MINUTES

- | | | | |
|---|------|---|---------|
| * | 1.A. | Approve minutes of the Commission Priority-Setting Meeting held on May 12, 2025.
5-12-25 Commission Priority-Setting Meeting Draft Minutes | 5 - 16 |
| * | 1.B. | Approve minutes of the Budget Workshop held on June 9, 2025.
6-9-25 Budget Workshop Draft Minutes | 17 - 18 |
| * | 1.C. | Approve minutes of the City Commission Workshop held on June 16, 2025.
6-16-25 Commission Workshop Draft Minutes | 19 - 44 |

2. COURTESY OF FLOOR TO VISITORS

PUBLIC COMMENT

3. CITY MANAGER REPORTS

- | | | | |
|---|------|---|---------|
| * | 3.A. | Accept the 90-Day Calendar (June - Aug. 2025)
90-Day Calendar (June - Aug. 2025) | 45 - 48 |
| | 3.B. | Proposed Marsh Oaks Community Center Naming | |
| | 3.C. | Proposed On-Site Stormwater Management Code Change
Proposed Stormwater Regulations | 49 - 52 |
| | 3.D. | Proposed Parking Code Change
Proposed Parking Code Change | 53 - 61 |

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None.

6. CONSENT AGENDA

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

- * 6.A. Approve Resolution No. 25-51. 63 - 66
A RESOLUTION OF THE CITY OF ATLANTIC BEACH AUTHORIZING THE CITY TO ENTER INTO THE FISCAL YEAR 2024 JUSTICE ASSISTANCE GRANT COUNTYWIDE PROGRAM; AUTHORIZING ATLANTIC BEACH POLICE DEPARTMENT STAFF TO APPLY FOR AND MANAGE THE GRANT PROCESS; AUTHORIZING THE MAYOR, CITY MANAGER AND CITY ATTORNEY TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.
[Resolution No. 25-51](#)
- 6.B. Approve Resolution No. 25-53. 67 - 70
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDED BID 2425-05 SHERMAN CREEK DITCH MAINTENANCE PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.
[Resolution No. 25-53](#)

7. COMMITTEE REPORTS

None.

8. ACTION ON RESOLUTIONS

- * 8.A. **RESOLUTION NO. 25-54** 71 - 76
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDED BID NO. 2425-01 FOR WATER PLANT #1 EXTERIOR PAINTING OF GROUND STORAGE TANKS; AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.
[Resolution No. 25-54](#)

9. ACTION ON ORDINANCES

- 9.A. **ORDINANCE NO. 90-25-254, Public Hearing and First Reading** 77 - 130
AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE 2045 COMPREHENSIVE PLAN TO CHANGE THE DESIGNATION OF THOSE LANDS DESCRIBED IN ATTACHED EXHIBIT A FROM RESIDENTIAL MEDIUM (RM) TO COMMERCIAL (CM); PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY;

AND PROVIDING AN EFFECTIVE DATE.

[Ordinance No. 90-25-254](#)

9.B. **ORDINANCE NO. 90-25-255, Public Hearing and First Reading**

131 - 184

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, REZONING THOSE LANDS DESCRIBED IN ATTACHED EXHIBIT A FROM RESIDENTIAL, GENERAL, TWO- FAMILY (RG), TO COMMERCIAL, GENERAL (CG); PROVIDING FINDINGS OF FACT; REQUIRING RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

[Ordinance No. 90-25-255](#)

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
Commission Priority-Setting Meeting
Monday, May 12, 2025 - 5:00 PM
City Hall, Commission Chamber
800 Seminole Road, Atlantic Beach, FL 32233

ATTENDANCE:

Present:

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

Also Present:

William B. Killingsworth, City Manager (CM)
Kevin Hogencamp, Deputy City Manager (DCM)
Donna Bartle, City Clerk (CC)
Michelle Weippert, Records Management Specialist (RMS)

1. CALL TO ORDER

Mayor Ford called the meeting to order at 5:02 p.m.

2. WELCOME

Mayor Ford welcomed everyone.

3. PUBLIC COMMENT

Mayor Ford opened the floor to public comments, there were no speakers, and the public comment was closed.

4. OVERVIEW OF NOMINAL GROUP PROCESS, SMART FRAMEWORK FOR GOAL SETTING AND URGENT/IMPORTANT MATRIX (LINDA LANIER, FACILITATOR)

Mayor Ford introduced and thanked Linda Lanier, Facilitator.

Ms. Lanier explained the purpose of setting priorities, noting that a priority is a topic that will receive particular, unusual, and significant attention during this next year. She also explained the nominal group process with the theme of "All of you are smarter together than any one of you are alone."

5. RE-CAP OF VISION AND STRATEGIC PLAN ELEMENTS:

Commission Workshop
May 12, 2025

Page 1 of 12

Ms. Lanier presented sheets of goals presented by Commissioners, the Environmental Stewardship Committee, and the Arts, Recreation, and Culture Committee in advance of this workshop. The Commission provided input and offered additional ideas to consider. The following topics were discussed and placed in the appropriate categories.

ENVIRONMENTAL STEWARDSHIP COMMITTEE (ESC)

- Approve Tree Mitigation Fund (Action and Spending Plan 2025-2026)
- Chapter 23 revision recommendations
- Incentive protection of mature trees
- Create tree report
- Work towards 2050 Goals and Recertification: Sustainability and Resilience Community Action Plan Recertification in 2027

ARTS, RECREATION, AND CULTURE COMMITTEE

Communications

- Use QR codes and maps to inform residents of city offerings
- Improve website (More user-friendly searches, less old reference information)
- Publish catalogue of department and grantee programs

Programming

- Develop menu of offerings for Marsh Oaks Community Center
- Gather data and feedback to evaluate programs
- Reinstate "First Night"
- Install three volleyball courts (two beachside, one Marsh Oaks)

Human Resources and Collaboration

- Help develop framework for new Volunteer Coordinator position
- Work with ESC on overlapping events

CREATE A STRONG SENSE OF BELONGING AND SAFETY

- Conduct ongoing customer satisfaction survey
- New property and evidence management system
- New permitting software online system (permits, inspections, payments)
- Campaign finance online portal
- New position-Communications Director
- Monthly CM Newsletter to citizens
- Retain highly qualified staff (competitive pay/benefits)

PRESERVE COMMUNITY CHARACTER

- Designate resiliency hub with post storm resources
- Commit to LEEDS Community Action Plan or delete it
- Choose one project that could benefit most neighborhoods and fully fund it
 - Utilize Right of Way (ROW) - more ditches and drainage
 - Public Utilities and Public Works asset management system
 - Cleaning cycle for current ditches
 - Clean out retention ponds

Commission Workshop
May 12, 2025

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- Incentives for buildings that include sustainable, disaster-resilient features
- Protect marsh from further erosion and degradation

CONNECT OUR NEIGHBORHOODS AND BUSINESSES

- Prioritize public/private initiatives for storm prep: swales, trees, ditches, permeability

MAINTAIN STRONG FINANCIAL CONDITION TO IMPLEMENT VISION

- Finalize Interlocal Agreement
- Implement new ERP system (in progress)
- Migrate to AMI water metering - residential, roll out by neighborhood
- Reduce City's liability - review city's parks, what city owns

PROMOTE A SOCIALLY LINKED AB THROUGH GREEN SPACES, ACTIVE LIFESTYLES, PARKS, PROGRAMMING

- Donner Park - baseball field upgrade
- Donner Park - squish pad for splash park
- Dog parks upgrade - turf, agility and obstacle course
- Marsh Oaks upgrades

6. PRIORITY-SETTING EXERCISE

Ms. Lanier explained the voting process. Commissioners were given four (4) dots to allocate to the committee recommendations and ten (10) dots to allocate to the other priorities.

Sticker numbers were assigned as follows:

Commissioner Bole - 2
Commissioner Grant - 3
Commissioner Kelly - 4
Commissioner Ring - 5
Mayor Ford - 1

Photos of the voting results are attached hereto and made part of this Official Record as **ATTACHMENT A.**

[5-12-25 Attachment A](#)

7. NEXT STEPS

Ms. Lanier spoke about the importance of setting priorities and thanked the Commission.

8. ADJOURNMENT

The meeting adjourned at 6:05 PM

Commission Workshop
May 12, 2025

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Attest:

Donna L. Bartle, City Clerk

Curtis Ford, Mayor

Date Approved: _____

DRAFT

Commission Workshop
May 12, 2025

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ESC

Attachment A to
5-12-25 Minutes

- Approve Tree Mitigation Fund ➡
Action & Spending Plan 2025-26
- Chapter 23 revision recommendations
- Incentivize protection of
mature trees
- Create tree report
- Work towards 2050 Goals &
Recertification: Sustainability &
Resilience Community Action Plan
Recertification in 2027

ARCC

Attachment A to
5-12-25 Minutes

Communications

- Use QR codes & maps to inform residents of city offerings
- Improve website (↑ user friendly searches, ↓ old reference info) 2 3 5
- Publish catalogue of department and grantee programs

Programming

- Develop menu of offerings for Marsh Oaks Community Center
- Gather data and feedback to evaluate programs
- Reinstate "First Night" 4
- Install 3 volleyball courts (2 beachside, 1 Marsh Oaks) 5 6

ARCC cont.







Attachment A to
5-12-25 Minutes

HR & Collaboration

- 4 2 Help develop framework for new Volunteer Coord. position
- Work with ESC on overlapping events

Attachment A to
5-12-25 Minutes

CREATE A STRONG SENSE OF BELONGING & SAFETY

- Conduct ^{Ongoing} customer satisfaction survey 
- New property & evidence management system
-  New permitting software ^{online} system
 (permits, inspections, payments)
- Campaign finance online portal
-  New position - Communications Dir.
-  Monthly CM Newsletter to Citizens
- Retain highly qualified staff
 ^{competitive pay}
benefits

PRESERVE COMMUNITY CHARACTER

Attachment A to
5-12-25 Minutes

- 1. Designate resiliency hub with post storm resources
- 4. Commit to LEEDS Community Action Plan or delete it
- 1. Choose 1 project that could benefit most neighborhoods & fully fund it
 - 2. Utilize ROW → more ditches & drainage
 - 2. PU & PW asset man. system
 - 3. Cleaning cycle for current ditches
 - 4. Clean out retention ponds
- ~~New way to repave roads, ditches, curbs~~
- 3. Incentives for buildings that include sustainable, disaster-resilient features
- Protect marsh from further erosion and degradation

Attachment A to
5-12-25 Minutes

CONNECT OUR NEIGHBORHOODS & BUSINESSES

- Prioritize public/private initiatives for storm prep: swales, trees, ditches, permeability

Attachment A to
5-12-25 Minutes

MAINTAIN STRONG FINANCIAL CONDITION TO IMPLEMENT VISION

- 3 4 4
6 1 Finalize Interlocal agreement
- Implement new ERP system ^{in progress}
- ~~Implement PW&PU asset management system~~
- 3 3
1 2 Migrate to AMI water metering -
1 residential - roll out by neighborhood
- Reduce City's liability - review city's
2 2 2 3 parks, what city owns

Attachment A to
5-12-25 Minutes

PROMOTE A SOCIALLY LINKED AB THROUGH GREEN SPACES, ACTIVE LIFESTYLES, PARKS, PROGRAMMING

- Donner Park - baseball field upgrade
- Donner Park - squish pad for splash park
- Dog parks upgrades - turf, agility & obstacle courses
- Marsh Oaks upgrades



MINUTES
Budget Workshop Meeting
Monday, June 9, 2025 - 5:00 PM
City Hall, Commission Chamber
800 Seminole Road, FL 32233

ATTENDANCE:

Present:

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

Absent:

Bruce Bole, Commissioner - Seat 2 (District 1308)

Also Present:

William B. Killingsworth, City Manager (CM)
Kevin Hogencamp, Deputy City Manager (DCM)
Jason Gabriel, City Attorney (CA)
Donna Bartle, City Clerk (CC)
Ladayija Nichols, Deputy City Clerk (DCC)

CALL TO ORDER

Mayor Ford called the meeting to order at 5:03 PM.

1. PUBLIC COMMENT

None.

2. TOPICS

Budget Workshop #1 Presentation

CM Killingsworth presented the topics as detailed in the agenda packet and answered questions from the Commission. Some answers require follow up.

Mayor Ford emphasized the importance of exploring grants, not only those that are currently in progress but also future opportunities that may be unrequested, as they could stretch the city's funds further, particularly through matching grants.

A. Budget Policy

B. Overview

C. Executive, Finance, Human Resources, Information Technology and Legal

ADJOURNMENT

Meeting adjourned at 5:42 PM.

Budget Workshop
June 9, 2025

Page 1 of 2

Attest:

Donna L. Bartle, City Clerk

Curtis Ford, Mayor

Date Approved: _____

DRAFT

Budget Workshop
June 9, 2025

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MINUTES
Commission Workshop Meeting
Monday, June 16, 2025 - 6:00 PM
City Hall, Commission Chamber
800 Seminole Road, Atlantic Beach, FL 32233

ATTENDANCE:

Present:

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

Also Present:

William B. Killingsworth, City Manager (CM)
Donna Bartle, City Clerk (CC)
Ladayija Nichols, Deputy City Clerk (DCC)
Amanda Askew, Neighborhoods Department Dir. (NDD)
Abrielle Genest, Principal Planner (PP)

CALL TO ORDER

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

1. UPDATES TO THE VULNERABILITY ASSESSMENT AND ADAPTATION PLAN

NDD Askew and PP Genest presented as detailed in the agenda packet, in addition to a PowerPoint (which is attached hereto and made part of this official record as **Attachment A**) and answered questions from the Commission.

Mayor Ford requested information on what surrounding cities, such as Neptune Beach and Jacksonville Beach, are doing regarding their vulnerability assessments.

Commissioner Bole expressed the need for the City to publicize vulnerable areas to inform the community effectively.

[6-16-25 Attachment A](#)

2. PUBLIC COMMENT

The following speakers provided their comments:

Sarah Boren shared two motions from ESC's recent meeting: ESC recommended integrating the master stormwater management plan into the vulnerability assessment and adaptation plan. ESC recommended waiting for the completion of the master stormwater management plan before changing Chapter 24 and removing the 400-foot trigger for on-site retention in residential areas.

Commission Workshop
June 16, 2025

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ADJOURNMENT

The meeting adjourned at 6:51 PM

Attest:

Donna L. Bartle, City Clerk

Curtis Ford, Mayor

Date Approved: _____

DRAFT

Commission Workshop
June 16, 2025

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Attachment A to
6-16-25 Minutes

Coastal Vulnerability Assessment & Adaptation Plan Update

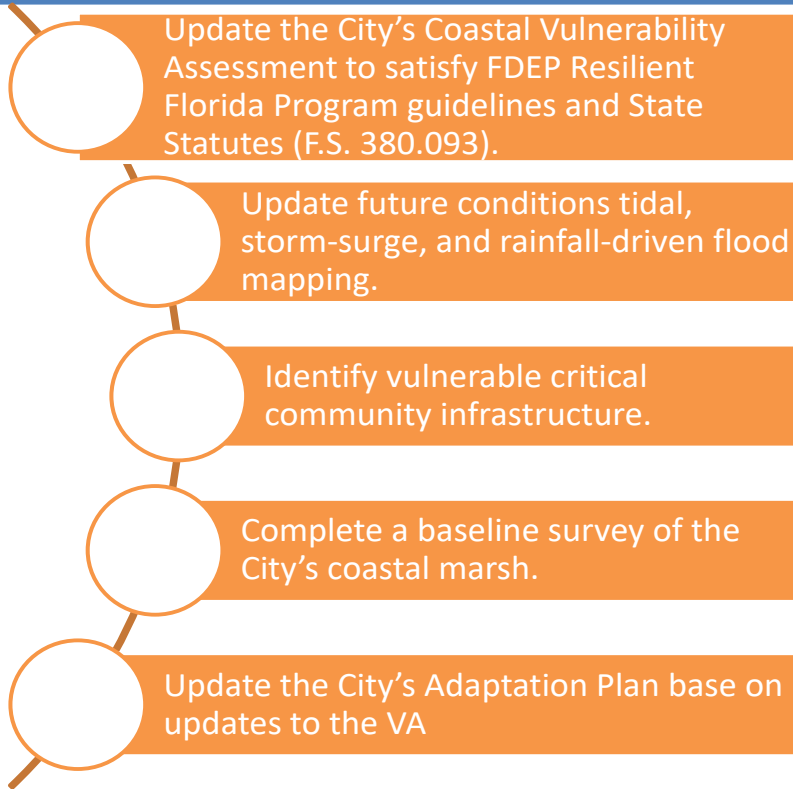
Commission Workshop Meeting

June 16, 2025



JonesEdmunds

Project Goals



ably with risk when measuring hazard impacts. NOAA provides a useful definition of vulnerability that informs the follow-on actions described later in this chapter (2010):

*"The potential for loss of or harm/damage to exposed assets largely due to complex interactions among natural processes, land use decisions, and community resilience."*⁶

Why do you need a Vulnerability Assessment?

A Vulnerability Assessment helps a community determine which structural and social assets are likely to be impacted by future coastal flooding and sea level rise.

*Fla. Dept. of Environment Protection = FDEP
Sea Level Rise = SLR
Vulnerability Assessment = VA*

3

Grant Funding

Project is 94% Grant Funded

Community Development Block Grant –
Mitigation Program - \$87k

- Flood Mapping Updates
- Marsh Baseline Survey
- Public Meetings
- Adaptation Plan Updates

FDEP Resilient Florida Grant Program –
Planning Grant - \$65k

- Data Collection
- Flood Mapping Updates
- Sensitivity Analysis



Community Development Block Grant -
Mitigation (CDBG-MIT)



Florida Department of Economic Opportunity
Office of Disaster Recovery



4

F.S. 380.093 Overview

Current Established Requirements for FDEP Funded VAs

- Must encompass entire county or municipality.
- Must include all “critical assets” owned or maintained by applicant.
- Include depth of future high tide flooding.
- Include depth of current and future storm surge flooding (100-year event).
- Include depth of current and future rainfall-induced flooding (100-year & 500-year events).
- Use National Oceanic and Atmospheric Administration’s (NOAA) 2022 intermediate-low and intermediate sea-level-rise projections.
- Include 2050 and 2080 planning horizons.

Recap: 2019/2021 Coastal VA

100% Grant Funded by the Florida
Resilient Coastlines Program

Completed in June 2019 and Updated in
April 2021

100-Year Storm Surge and Rainfall Driven
Flooding for 2044, 2069, and 2119

Nuisance Flooding (MHHW)

Used NOAA 2017 Intermediate-High Sea-
Level-Rise Projections

Completed Prior to F.S. 380.093 and
Resilient Florida Grant Program
Guidelines/Requirements (RFGP)

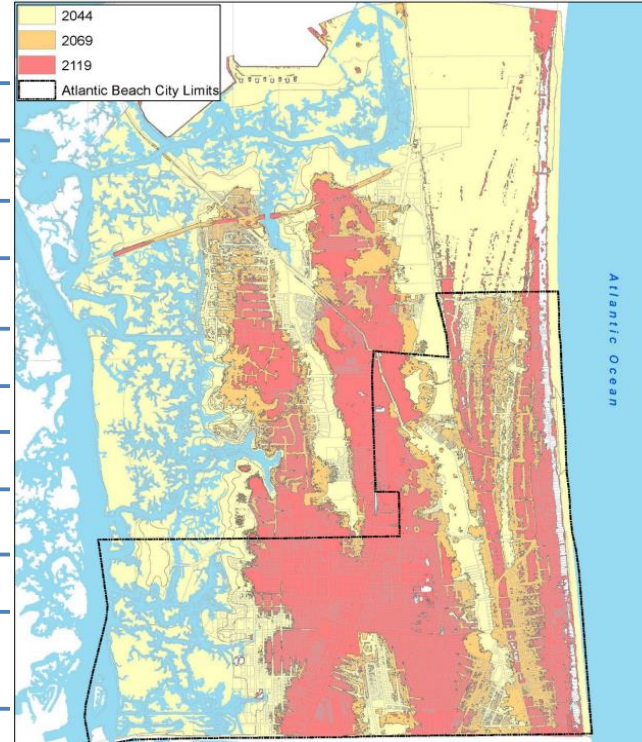


Figure 3-3 – Projected 100-Year Event Storm Surge

Major Differences

2019 and 2021 VA

- 2044, 2069 and 2119 planning horizons
- Intermediate-high NOAA 2017 SLR projections
- Critical asset inventory
- 2007 LiDAR imagery

2025 Update

- 2050 and 2080 planning horizons
- Intermediate-low and intermediate NOAA 2022SLR projections
- Expanded critical asset inventory
- 2018 LiDAR imagery

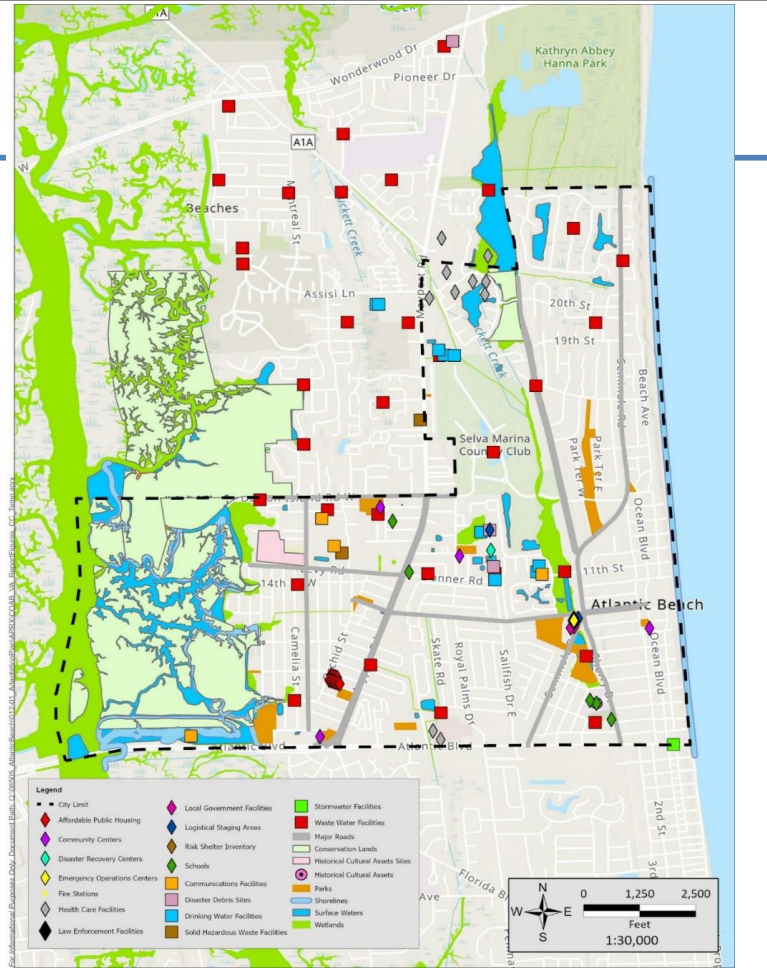
Data Collection: Critical Community Assets

Asset Type	
Affordable Public Housing	10
Airports	0
Bridges	0
Bus Terminals	0
Colleges and Universities	1
Communications Facilities	0
Community Centers	4
Conservation Lands	5
Correctional Facilities	0
Day Cares	2
Disaster Debris Management Sites	3
Disaster Recovery Centers	1
Drinking Water Facilities	0
Electric Production and Supply Facilities	0
Emergency Medical Service Facilities	0
Emergency Operation Centers	1
Fire Stations	1
Health Care Facilities	10
Historical and Cultural Assets	1
Hospitals	0
Law Enforcement Facilities	1
Lift Stations	33

Asset Type	
Local Government Facilities	3
Logistical Staging Areas	2
Major Roadways	83
Marinas	0
Military Installations	0
Parks	16
Ports	0
Radio Communications Towers	4
Rail Facilities	0
Railroad Bridges	0
Risk Shelter Inventory	1
Schools	3
Shorelines	1
Solid and Hazardous Waste Facilities	2
State Government Facilities	0
Stormwater Treatment Facilities and Pump Stations	0
Surface Waters	38
Wastewater Treatment Facilities and Lift Stations	3
Water Utility Conveyance Systems	0
Wetlands	109

Data Collection: Critical Community Assets

- Mined from County, City, State, and Federal data sources.
- Inventory includes ~350 critical community assets.



Updated Flood Mapping: Requirements

Scenarios/Planning Horizons

- Existing, 2050, and 2080 planning horizons
- Intermediate-low and Intermediate Sea-Level-Rise (SLR) Projections

Tidal/Sunny Day Flooding

- Existing and future high tide flooding
- Number of expected tidal flood days

Current and Future Storm Surge Flooding

- Use existing storm surge data
- Include 100-year flood event at a minimum

Current and Future Rainfall Induced Flooding

- Include 100-year and 500-year rainfall event
- Vary future boundary conditions based on SLR projections

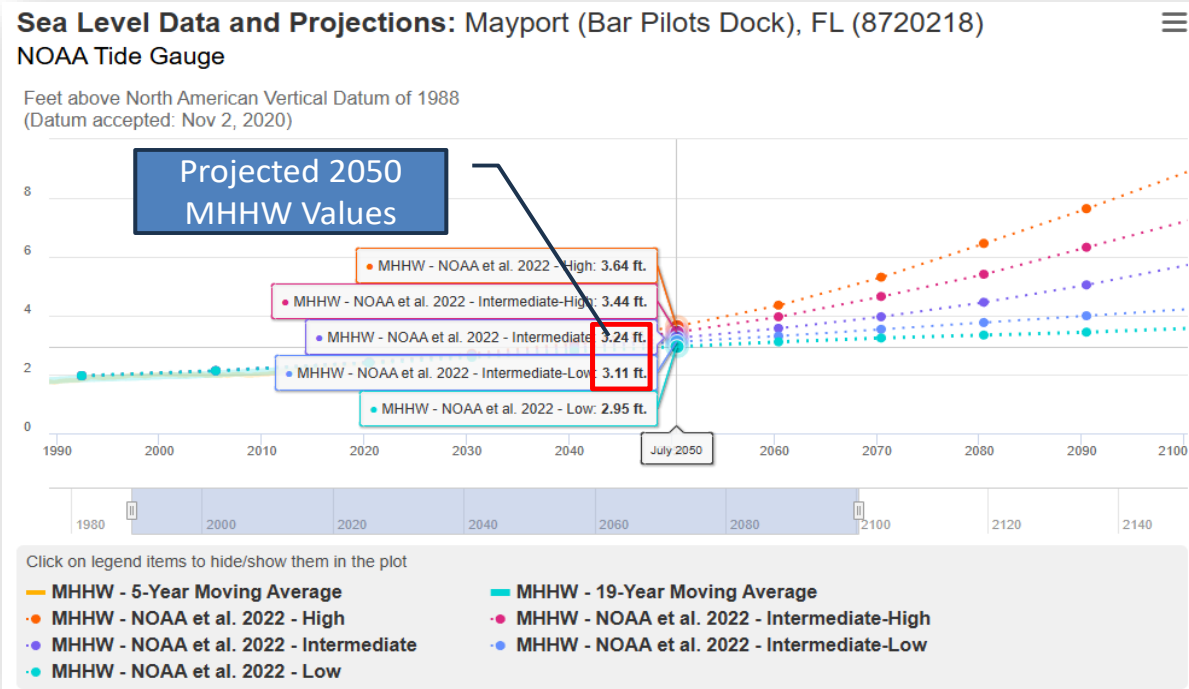
Updated Flood Mapping: Scenarios

- 20 scenarios are required by State Statute.
- City also chose to map combined surge and rainfall flooding for the 100-year event.

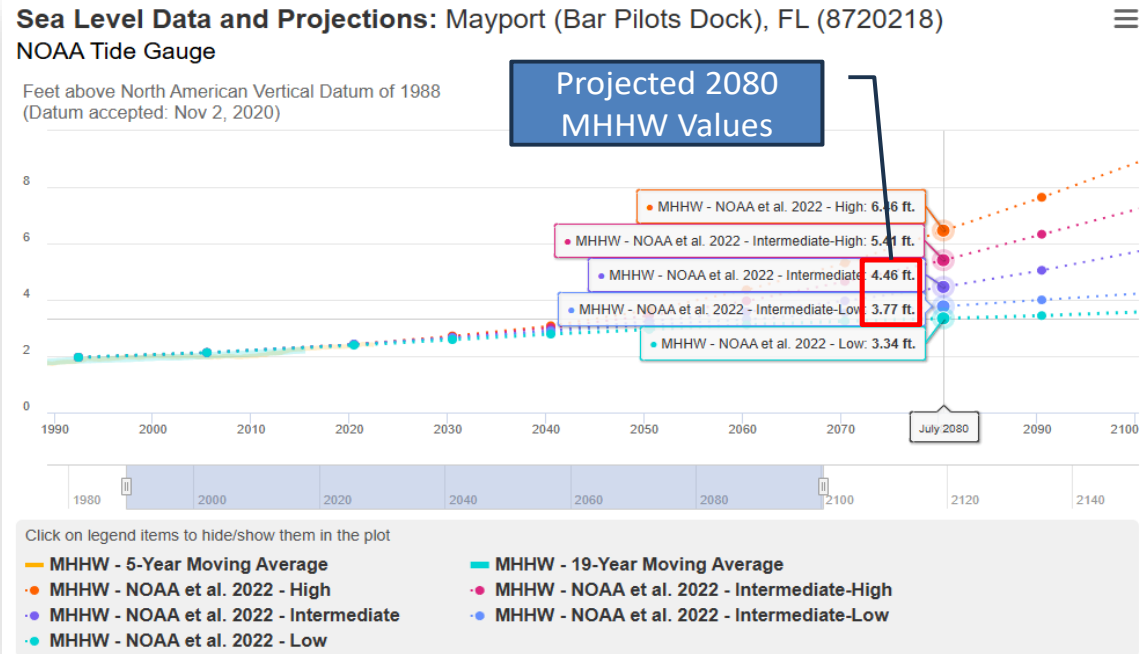
Flooding Type	MHHW+2'	100-Year	500-Year
Tidal/Sunny-Day Flooding			
Existing	X		
2050 Int-Low	X		
2080 Int	X		
2080 Int-Low	X		
2080 Int	X		
Rainfall Induced Flooding			
Existing		X	X
2050 Int-Low		X	X
2080 Int		X	X
2080 Int-Low		X	X
2080 Int		X	X
Storm Surge Flooding			
Existing		X	
2050 Int-Low		X	
2080 Int		X	
2080 Int-Low		X	
2080 Int		X	

Notes: Orange highlighted cells indicate required scenarios.
MHHW = Mean Higher High Water

Sea-Level-Rise Projections - 2050



Sea-Level-Rise Projections -2080



Modeling/Mapping Approaches

Rainfall-Induced Flooding

- Use City's Existing Stormwater Model
- 100- and 500-year/24-Hour Design Storm Events
- Modify Rainfall Depths for Future Conditions
- Modify Boundary Conditions for SLR
- Modify Runoff Parameters for Future Growth

Storm Surge Flooding

- Use City's Modified FEMA Model
- Adjust Stillwater Elevations (SWELs) to Account for SLR
- Add Wave Action

Tidal Flooding

- MHHW Elevation + 2-feet

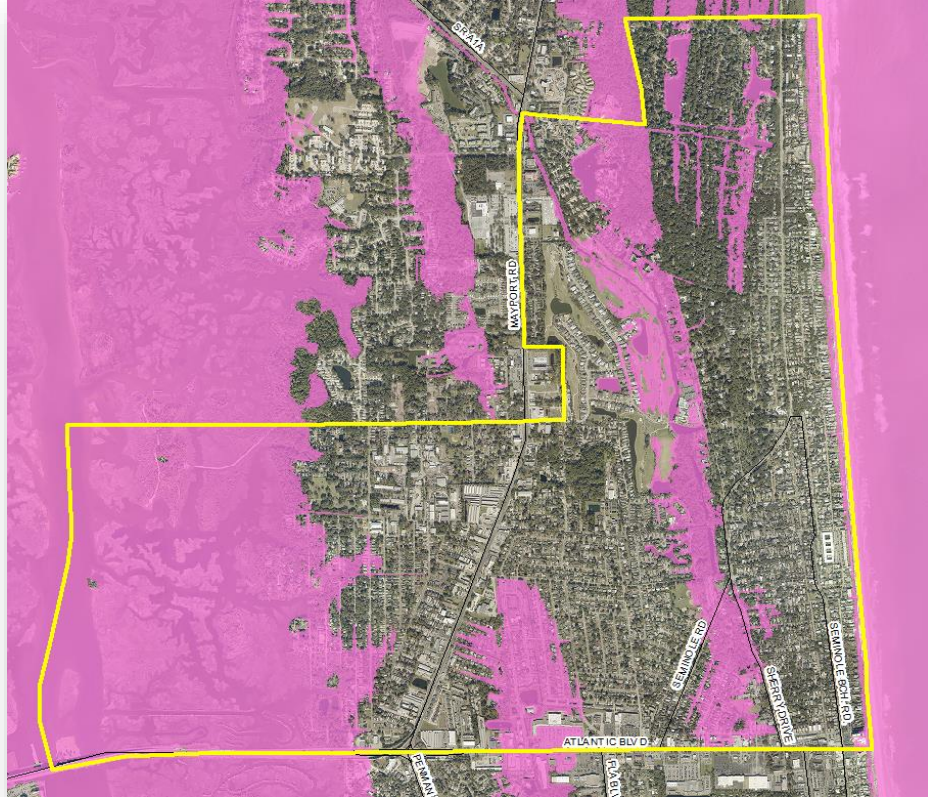
Attachment A to
6-16-25 Minutes

100-Year/2050/Int Rainfall Flooding



17

100-Year/2050/Int Storm Surge Flooding



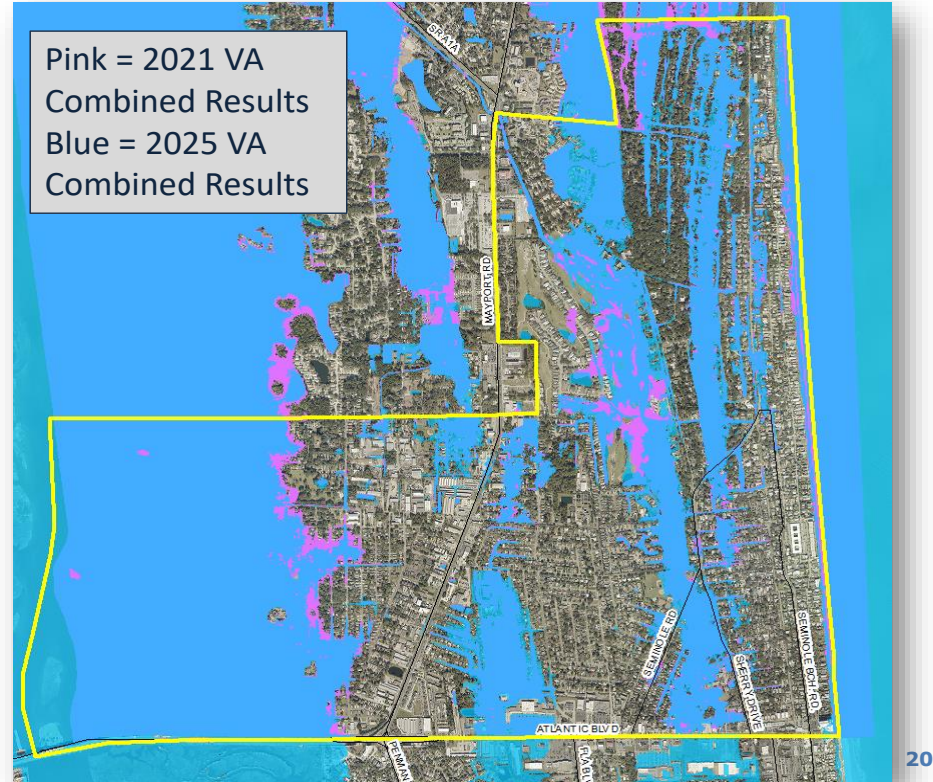
18



Comparison to Previous Results

Key Differences

- 2007 vs. 2018 FDEM LiDAR for Inundation Mapping
- 2044 Intermediate-High NOAA 2017 vs. 2050 Intermediate NOAA 2022 = Slightly Reduced Surge Inundation Extent
- Rainfall Change Factors Not Used Previously = Expanded Rainfall Inundation Extent



Marsh Baseline Survey

Purpose/Reason

- Monitor marsh extents over time to quantify impacts from sea-level-rise.
- The City's marsh provides critical habitat as well as flood protection during tropical storms and hurricanes.

Methodology

- High-resolution (3-cm) RGB aerial imagery collected.
- High-resolution multispectral imagery collected.
- Primary marsh habitats mapped using ArcGIS

Marsh Baseline Survey

Mapped 6 Primary Habitats

- Water – 164 ac.
- Juncus Gerardii – 94 ac.
- Saltgrass – 2 ac.
- Spartina – 126 ac.
- Juncus and Spartina Mix – 56 ac.
- Wooded / Non-Marsh Grass Areas – 130 ac.



22

Adaptation Plan Update

Purpose/Reason

- Identify goals and strategies to best minimize risks and establish a process to implement those strategies

Proposed Updates

- Used updated modeling from VA to identify the exposure and sensitivity of critical assets
- Expanded adaptation strategies for focus areas

Focus Areas

City Wide

- No changes

Areas West of Mayport Road

- Proposed raising road segments above the projected flooding and surge areas

Major Drainageways

- Proposed backflow prevention systems and stormwater pond locations along Hopkins Creek and Sherman Creek

Focus Areas

Critical Utility Infrastructure

- Identified 10 vulnerable lift stations with high priority ratings to prioritize in adaptation efforts

Critical Public Facilities

- City Hall, Commission Chambers, and Public safety building identified as a priority for adaptation needs

Next Steps

- Complete the Vulnerability Assessment and Adaptation Plan updates
- Public Meeting #2 – June 25, 2025 at 5:30 p.m.
- Bring to Commission for approval on July 14, 2025

Questions?

**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 17, 2025

MEETING DATE: June 23, 2025

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

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

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

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

- Monday, June 23
- Monday, July 14
- Monday, July 28
- Monday, August 11
- Monday, August 25

BUDGET: None

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

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

REVIEWED BY CITY MANAGER:



CITY COMMISSION

June 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Farmers Market 10 am-2 pm (Russell Park) Shakespeare Sampler 5-7:30 pm (Johansen Park) Songwriters Concert 6 pm (Gulliford Hall)	2	3	4	5	6	7 Wild Wonders 11 am (Dutton Island Pavilion)
8 Farmers Market 10 am-2 pm (Russell Park)	9 Budget Workshop 5 pm City Commission 6:00 pm (Invoc-Ford)	10 Arts, Recreation, Culture Committee 6 pm	11 Environmental Stewardship Cmte. 6 pm	12	13 Midsummer Night's Dream 6-8 pm (Johansen Park)	14 Midsummer Night's Dream 6-8 pm (Johansen Park)
15 Farmers Market 10 am-2 pm (Russell Park)	16 Vulnerability Assessment and Adaptation Plan Commission Workshop 6 pm	17 Community Development Board 6 pm	18	19 Juneteenth Holiday City Offices Closed	20	21 Wild Wonders 11 am (Dutton Island Pavilion) Movie in the Park Sunset (Bull Park)
22 Farmers Market 10 am-2 pm (Russell Park)	23 Budget Workshop 5 pm City Commission 6:00 pm (Invoc-Bole)	24	25 Vulnerability Assessment and Adaptation Plan Public Input Meeting 5:30 pm	26	27 Blood Drive Noon-5 pm	28
29 Farmers Market 10 am-2 pm (Russell Park)	30					


CITY COMMISSION

July 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 July 4 th Holiday City Offices Closed	5
6 Farmers Market 10 am-2 pm (Russell Park)	7	8	9 Environmental Stewardship Cmte. 6 pm	10 Code Enforcement Special Magistrate 2 pm	11	12
13 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	14 Budget Workshop 5 pm City Commission 6:00 pm (Invoc-Grant)	15 Community Development Board 6 pm	16 Environmental Stewardship Cmte. 6 pm	17	18	19 Town Hall Meeting 10 am Gail Baker Community Center
20 Farmers Market 10 am-2 pm (Russell Park)	21	22 Arts, Recreation, Culture Committee 6 pm	23	24	25	26
27 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6 pm (Bull Park)	28 Budget Workshop 5pm City Commission 6:00 pm (Invoc-Kelly)	29	30	31		

CITY COMMISSION

August 2025						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	4	5	6	7 Speaker Series 6 pm (Chamber)	8	9
10 Farmers Market 10 am-2 pm (Russell Park)	11 Budget Workshop 5 pm City Commission 6:00 pm (Invoc-Ring)	12	13 Environmental Stewardship Cmte. 6 pm	14 Pension Boards 6 pm	15	16 Movie in the Park – Wild Robot Sunset (Johansen Park)
17 Farmers Market 10 am-2 pm (Russell Park)	18	19 Community Development Board 6 pm	20 Environmental Stewardship Cmte. 6 pm	21	22 Blood Drive Noon-5 pm	23
24 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6 pm (Bull Park)	25 Budget Workshop 5 pm City Commission 6:00 pm (Invoc-Ford)	26	27 Arts, Recreation, Culture Committee 6 pm	28	29	30
31 Farmers Market 10 am-2 pm (Russell Park)						

**CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT**

AGENDA ITEM: Proposed Stormwater Regulations (Section 24-89) code change
SUBMITTED BY: Amanda Askew, Neighborhood Department Director 
TODAY'S DATE: June 12, 2025
MEETING DATE: June 23, 2025

BACKGROUND: On June 9, the City Commission discussed the recommendation from the Community Development Board to remove on-site stormwater management for non-commercial properties, irrespective of whether the development involves a new house or an expansion exceeding 400 square feet.

The proposed text change would be to Section 24-89 of the Code of Ordinances and include the removal of the trigger and clarification that commercial properties are not exempt from on-site stormwater. They are shown in Exhibit A.

BUDGET: None
RECOMMENDATION: Discuss proposed text change
ATTACHMENT(S): Exhibit A – Section 24-89 Stormwater

REVIEWED BY CITY MANAGER: 

EXHIBIT A

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

- (a) 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 as set forth herein, the elevation or topography of a development or redevelopment site shall not be altered.
- (b) *Topography and grading.* All lots and development sites shall be constructed and graded in such a manner so that the stormwater drains to the adjacent street, an existing natural element used to convey stormwater, or a city drainage structure after meeting onsite storage requirements, as set forth within this section. The city shall be provided with a pre-construction topographical survey prior to the issuance of a development permit and a post-construction topographical survey prior to the issuance of a certificate of occupancy. Elevations in all topographic surveys will be referenced to NAVD 1988. Said surveys shall be signed and sealed by a licensed Florida surveyor. All new developments and redevelopments shall provide assurance that adjacent or nearby properties not owned or controlled by the applicant will not be adversely affected by drainage or flooding.
- (c) *Onsite storage.* Except as provided for herein, an only non residential or multifamily properties applicant shall be required to provide onsite storage of stormwater in accordance with this section as follows:
 - (1) Projects which increase the impervious surface on the development parcel by more than four hundred (400) square feet shall provide onsite storage of stormwater for the increase in the impervious surface area only. The four hundred (400) square feet of impervious surface area shall be calculated cumulatively from the adoption date of this ordinance.
 - (2) Any modification or replacement of driveway and sidewalk areas only on a developed lot shall not be required to provide onsite storage improvements provided the modification or replacement does not alter the footprint of the existing driveway or sidewalk area.
 - (3) Applicants shall provide documentations and calculations to demonstrate compliance with submittal of applications for construction.
 - (4) Projects permitted by the St. Johns River Water Management District (SJRWMD), which have an in-compliance existing retention or detention areas that collect and control stormwater are exempt for further onsite storage requirements; provided, however, a copy of the engineer's certification of as-built construction to the SJRWMD must be submitted to the city before building permits for individual lot construction may be issued.
 - (5) When onsite storage is required, an as-built survey, signed and sealed by a licensed Florida surveyor, documenting proper construction and required volume of the storage system, must be submitted to and approved by the director of public works prior to permit closeout or issuance of a certificate of occupancy. For an under-ground system, a notarized letter from the general contractor, along with as-built plans and construction photographs will be sufficient to document proper construction.

EXHIBIT A

- (6) In addition, a declaration of restrictive covenant, in recordable form and approved by the city, identifying and describing the required on-site storage improvements to be maintained, shall be executed and recorded in the public records of Duval County, Florida, by the owner of the development parcel and shall be binding on successors and assigns, prior to permit closeouts or issuance of a certificate of occupancy.
- (7) Volume calculations for any projects that require onsite storage shall be based on the following calculation:

$V = CAR/12$, where

V = volume of storage in cubic feet,

A = total impervious area,

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

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

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

- (d) *Floodplain storage.* There shall be no net loss of storage for areas in a special flood hazard area (100-year floodplain), where a base flood elevation has been defined by the Federal Emergency Management Agency (FEMA) on flood insurance rate maps (FIRMs). Site grading shall create storage onsite to mitigate for filling of volume onsite. This storage is in addition to the storage required for the increase in impervious surface area. The applicant shall provide signed and sealed engineering plans and calculations documenting that this "no net loss" requirement is met.
- (e) *Stormwater treatment.* For all new development or redevelopment of existing properties, excluding single- and two-family uses, where construction meets limits for requiring building code upgrades, stormwater treatment shall be provided for a volume equivalent to either retention or detention with filtration, of the runoff from the first one (1) inch of rainfall; or as an option, for facilities with a drainage area of less than one hundred (100) acres, the first one-half ($\frac{1}{2}$) inch of runoff pursuant to Chapter 62-330, Florida Administrative Code (FAC). No discharge from any stormwater facility shall cause or contribute to a violation of water quality standards as provided in Section 62-302, FAC. This treatment volume can be included as part of the onsite storage requirement in subsection (b) of this section.
- (f) *NPDES requirements.* All construction activities shall be in conformance with the city's National Pollutant Discharge Elimination Systems (NPDES) permit, in addition to the requirements of the St. Johns River Water Management District and the Florida Department of Environmental Protection. NPDES requirements include use of best management practices (BMPs) prior to discharge into natural or artificial drainage systems. All construction projects of one (1) acre or more require a stand-alone NPDES permit. Site

EXHIBIT A

clearing, demolition and construction on any size site may not commence until site inspection and approval of the proper installation of a required best management practices erosion and sediment control plan is completed.

- (g) *Enforcement.* Subsequent to approval of a property owner's final grading, including onsite and/or floodplain storage and stormwater treatment and closeout of the applicable permit or issuance of certificates of occupancy, the improvements shall be maintained by the property owner. In order to ensure compliance with the provisions of this section and the requirements to maintain onsite stormwater improvements over time, the city is authorized to conduct inspections of property, upon reasonable notice and at reasonable times, for the purpose of inspecting said property and/or onsite storage improvements for compliance with this section and with any applicable conditions of previously issued permits. Failure to maintain the improvements will require restoration upon notification by the director of public works, within a stipulated time frame. If restoration is not timely completed, the city shall have the right to complete the restoration, and the city's actual cost incurred, together with a charge of one hundred (100) percent of said costs to cover the city's administrative expenses, shall be charged to the then owner of the property.
- (h) *Variances to impervious surface area limits.* Variances to impervious surface limits shall be subject to the provisions in section 24-65. Impervious surface requirements shall not be eligible for relief via waivers from the city commission.

(Ord. No. 90-24-253, § 3(Exh. A), 10-14-24)

**CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT**

AGENDA ITEM: Proposed Shared Parking on Single Parcels (Section 24-161) code change

SUBMITTED BY: Amanda Askew, Neighborhood Department Director 

TODAY'S DATE: June 12, 2025

MEETING DATE: June 23, 2025

BACKGROUND: On June 9, the City Commission discussed the recommendation from the Community Development Board that recommended changing code for shared parking arrangements within the same parcel or development, provided that the businesses involved operate during different hours.

The proposed text change would be to Section 24-161 of the Code of Ordinances. They are shown in Exhibit A.

BUDGET: None

RECOMMENDATION: Discuss proposed text change

ATTACHMENT(S): Exhibit A -Section 24-161 Off-site parking and loading

REVIEWED BY CITY MANAGER:  _____

EXHIBIT A

Sec. 24-161. Off-street parking and loading.

- (a) *Purpose and intent.* Off-street vehicular parking spaces required by this section shall be provided at the time of the construction or expansion of any building for the uses listed in this section. This section is intended to specify appropriate design and location for parking, support the creation of walkable communities, and lessen unnecessary conflicts between vehicles and pedestrians. Parking areas shall be arranged for convenient access and the safety of pedestrians and vehicles; shall provide barriers when located at the perimeter of a lot to prevent encroachment on to adjacent properties; and when lighted, lights shall be directed away from adjacent properties. Table 4 depicts the minimum parking required by use.
- (b) *General requirements and limitations for parking areas.*
- (1) Adequate drainage shall be provided, and parking areas shall be maintained in a dustproof condition kept free of litter and debris.
 - (2) All parking areas shall be paved unless an alternative surface is approved by the director of public works. Any such alternative surface shall be maintained as installed and shall be converted to a paved surface if a failure to maintain results in adverse drainage or aesthetic impacts.
 - (3) All parking areas are subject to the landscape requirements set forth in section 24-176.
 - (4) Parking for residential uses shall be located within paved or stabilized driveways, private garages or carports or such areas intended for the day-to-day parking of vehicles. Vehicles shall not be routinely parked within grassed or landscaped areas of a residential lot.
 - (5) There shall be no sales, service or business activity of any kind within any parking area.
 - (6) Parking, stacking, and loading space areas shall not be used for any other purpose, including, but not limited to the storage of equipment, materials, boats, or recreational vehicles.
 - (7) Applications to vary from the requirements of this section shall follow the procedures set forth in subsections 24-65(a) and (b). The community development board may approve such application only upon finding that the intent of this section as set forth in preceding subsection (a) is met.
 - (8) Parking areas and driveways shall not obstruct stormwater facilities, drainage swales or clear vehicular sight distances.
 - (9) Excess parking is discouraged, and in no case shall the number of extra surface parking spaces exceed ten (10) spaces or ten (10) percent, whichever is greater.
 - (10) Required parking shall be maintained for the duration of the use it serves.
- (c) *Plans required.* A composite site plan depicting the arrangement and dimensions of required parking and loading spaces, access aisles and driveways in relationship to the buildings or uses to be served shall be included on all plans submitted for review. Parking calculations

EXHIBIT A

demonstrating provision of required parking shall be provided with all building permit applications submitted for review.

- (d) *Measurement.* Where floor area determines the amount of off-street parking and loading required, the floor area of a building shall be the sum of the horizontal area of every floor of the building. In places of public assembly in which occupants utilize benches, pews or similar seating, each twenty-four (24) lineal inches of such seating, or seven (7) square feet of floor area where no seating is provided, shall be considered one (1) seat. When computations result in requirement of a fractional space, a fraction equal to or more than one-half ($\frac{1}{2}$) shall require a full space.
- (e) *Uses not specifically mentioned.* Requirements for off-street parking and loading for uses not specifically mentioned in this section shall be the same as required for the use most similar to the one (1) sought, it being the intent of this section to require all uses to provide adequate off-street parking and loading.
- (f) *Location of required off-street parking spaces.*
 - (1) Parking spaces for residential uses shall be located on the same property with principal building(s) to be served.
 - (2) Parking spaces for uses other than residential uses shall be provided on the same lot or not more than four hundred (400) feet away, provided that such required off-street parking shall in no case be separated from the use it serves by arterial streets or major collector streets, or other similar barriers to safe access between parking and the use, and shall require a shared parking agreement in accordance with this section.
 - (3) Off-street parking for all uses other than single and two-family residential shall be designed and constructed such that vehicles will not back into public rights-of-way, unless approved as onstreet parking. Parking spaces shall not extend across any public or private sidewalk or other pedestrian thoroughfare.
 - (4) Off-street parking spaces for any use shall not be located where, in the determination of the director of public safety, an obstruction to safe and clear vehicular sight distance would be created when vehicles are parked in such spaces.
 - (5) Parking lots shall be accessed from a side street or alley unless no such access is available.
- (g) *Parking reductions.* Allowable parking reductions in parking space requirements. This section provides procedures and criteria for the reduction of the off-street parking requirements of this chapter, except for residential and lodging uses.
 - (1) *Tree protection.* Required vehicle parking may be reduced by a maximum of ten (10) percent when necessary to preserve legacy trees, as defined in chapter 23. Required vehicle parking may be reduced by a maximum of five (5) percent when necessary to preserve regulated trees, as defined in chapter 23. These reductions cannot be combined.
 - (2) *Offsite Shared parking.* A shared parking agreement subject to review and approval by administrator and city attorney shall be required where offsite parking is used to meet parking requirements and shall be recorded with the clerk of courts between cooperating property owners as a deed restriction on both properties and shall not be

EXHIBIT A

modified without the consent of the administrator and city attorney. When shared parking is implemented the uses sharing parking must demonstrate different peak-hour parking needs.

(3) Onsite Shared parking. Required parking spaces may be permitted to be utilized for meeting the parking requirements of two or more separate permitted uses on the same parcel or development when it is clearly established by the applicant that the two or more uses will utilize the spaces at different times of the day, week, month, or year. A recordable covenant, with the correct legal description, shall be submitted by the owners of the property and the two or more businesses or tenants involved in a form acceptable to the office of the City Attorney. The covenant shall be recorded in the clerk of courts at the Applicant's expense, and shall run with the land. The covenant shall provide that the use or portion of a use that requires the shared parking in order to obtain the necessary permits or licenses shall cease and terminate upon any change in their respective schedules of operation that results in conflicting or overlapping usage of the parking facilities, and no nonresidential use may be made of that portion of the property until the required parking facilities are available and provided. The covenant shall also provide that the City may collect attorneys' fees if litigation is necessary to enforce the requirements of this Section.

- (3) *Motorcycle parking.* For every two (2) motorcycle parking spaces provided, the required vehicle parking may be reduced by one (1) space, up to five (5) percent of required parking. Each motorcycle parking space must have dimensions of at least four and one-half (4½) feet by eight (8) feet per space.
- (4) *Bicycle parking.* For each additional four (4) bicycle parking spaces provided, the provision of vehicular parking spaces required by this Code may be reduced by one (1) space, up to a maximum of twenty (20) percent of the total number of vehicular parking spaces required.
- (5) *Transportation network company.* Developments within the central business district (CBD) and traditional marketplace (TM) district which provide preferred parking spaces or drop-off zones (e.g., covered, shaded, or near building entrance) for TNCs may reduce their parking requirement by two (2) vehicle spaces for every one (1) space which is marked and reserved for TNCs at a preferred location, up to a maximum of ten (10) percent of the total number of vehicular parking spaces required or four (4) vehicle parking spaces, whichever is less. Drop-off zones shall be located so as to minimize impediments to traffic flow.
- (6) *On-street parking.* Developments shall receive credit for on-street parking. This reduction shall be limited to the number of parking spaces provided along the street frontage directly adjacent to the site.
- (h) *Design requirements.*
 - (1) Parking space dimensions shall meet the following standards.
 - (a) Each off-street parking space shall be a minimum of nine (9) feet by eighteen (18) feet, except that smaller dimensions may be provided for single family residential lots, provided that adequate onsite parking is provided to accommodate two (2) vehicles.

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- (b) No more than thirty (30) percent of the required parking spaces may be reduced to eight (8) feet by sixteen (16) feet and specifically designated for compact-size automobiles.
- (c) Parallel parking spaces shall be a minimum of eight (8) feet by twenty (20) feet.
- (2) Accessible parking spaces shall comply with the accessibility guidelines for buildings and facilities (ADAAG), and shall have a minimum width of twelve (12) feet.
- (3) Within parking lots, the minimum width for a one-way drive aisle shall be twelve (12) feet, and the minimum width for a two-way drive aisle shall be twenty-two (22) feet. The aisle width may be reduced to ten (10) feet for one-way traffic and eighteen (18) feet for two-way traffic where no parking occurs or where necessary to provide sufficient landscape area around a preserved tree.
- (4) Parking lots containing more than five (5) rows of parking in any configuration shall provide a row identification system to assist patrons with the location of vehicles, and internal circulation shall be designed to minimize potential for conflicts between vehicles and pedestrians.
- (5) Tandem parking configurations are only permitted on residential properties, unless approved as part of a valet parking plan or for a change of use within an existing building.
- (6) Curbs, wheel stops, or parking stops shall be provided next to sidewalks.
 - (i) *Parking space requirements.* Where existing uses, which do not provide the required number of off-street parking spaces as set forth within this paragraph are replaced with similar uses (such as a restaurant replacing a restaurant), with no expansion in size or increase in number of seats, additional parking shall not be required. Any increase in floor area or expansion in building size, including the addition of seats shall require provision of additional parking for such increase or expansion.

CITY OF ATLANTIC BEACH/OFF-STREET PARKING REQUIREMENTS

USE	MINIMUM PARKING REQUIRED
RESIDENTIAL USES	
Multi-family residential uses within commercial zoning districts	
Studio/one-bedroom	One (1) space per unit
Two-bedroom	One and one-half (1½) space per unit
Three-bedroom or more	Two (2) spaces per unit
Rooming and boardinghouses	One (1) space for each guest bedroom
All other residential uses	Two (2) spaces per dwelling unit
COMMERCIAL/OFFICE USES	
Auditoriums, theaters or other places of assembly	One (1) space for every four (4) seats or seating places
Bowling alleys	Four (4) spaces for each alley

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Hotels and motels	One (1) space for each sleeping unit plus spaces required for accessory uses such as restaurants, lounges, etc., plus one (1) employee space per each twenty (20) sleeping units or portion thereof
Medical office or dental clinic	One (1) space for each two hundred (200) square feet of gross floor area
Marinas	One (1) space per boat slip plus spaces required for parking accessory uses such as office
Restaurants, bars, nightclubs	One (1) space for each four (4) seats. Any outdoor seating where service occurs shall be included
Financial institutions	One (1) space for each three hundred (300) square feet
Truck/trailer rental	One (1) space for each two hundred (200) square feet, five (5) spaces minimum
Minor automotive service, major automotive repair	Two (2) spaces for each service bay (service bay is not a parking spot)
Retail, office, or service uses not otherwise specified	One (1) space for each four hundred (400) square feet of gross floor area
INDUSTRIAL USES	
Light assembly and fabrication, manufacturing - heavy, printing, engravings and related reproductive services	One (1) space for each five hundred (500) square feet
Mini-warehouse	Three (3) spaces, plus one (1) for each one hundred (100) units
Outside storage	One (1) space for each two thousand (2,000) square feet of designated site area
Warehouse/storage (inside)	One (1) space for each one thousand (1,000) square feet
INSTITUTIONAL AND COMMUNITY SERVICE USES	
Assisted living, senior care and similar housing for the elderly where residents do not routinely drive or maintain vehicles on the property	One (1) space for each four (4) occupant accommodations
Churches, temples or places of worship	One (1) space for each four (4) seats or seating places
Clubs or lodges	One (1) space for each four (4) seats or seating places or one (1) space for each two hundred (200) square feet of gross floor area, whichever is greater
Hospitals, clinics and similar institutional uses	One and one-half (1½) spaces for each hospital bed

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Libraries and museums	One (1) space for each five hundred (500) square feet of gross floor area
Mortuaries, funeral homes	One (1) space for each four (4) seats or seating spaces in chapel plus one (1) space for each three (3) employees
Schools and educational uses	a. Elementary and middle high schools: Two (2) spaces for each classroom, office and kitchen
	b. Senior high schools: Six (6) spaces for each classroom plus one (1) space for each staff member
Vocational, trade and business schools	One (1) space for each three hundred (300) square feet of gross floor area
Child care facilities	One (1) space for each four hundred (400) square feet of gross floor area, plus one (1) paved off-street pedestrian loading and unloading space for an automobile on a through, "circular" drive for each ten (10) students cared for (excluding child care in a residence). An additional lane shall also be required to allow pass by or through traffic to move while automobiles waiting or parked to pick up children occupy loading/unloading areas.
Spa, gym, health club and school for the fine or performing arts or martial arts	One (1) space for each three (3) seats or one (1) space for each one hundred (100) square feet, whichever is greater
Community center, government uses, building, or facility	One (1) space for each three hundred (300) square feet
Hospice	One (1) space for each six (6) beds, and one (1) space for each employee on the largest shift
Emergency ambulance service	One (1) space for each three hundred (300) square feet and one (1) space for each seven hundred and fifty (750) square feet of site area
* Please refer to section 24-161(g) for parking reductions	
** Please refer to section 24-161(e) for uses not specifically mentioned.	

Table 4 Off-Street Parking Requirements

- (j) *Off-street loading spaces.* Off-street loading and delivery spaces shall be provided that are adequate to serve the use such that interference with routine parking, pedestrian activity and daily business operations is avoided. Where possible, loading and delivery areas should be located at the rear of a site and shall not be required to back into a public right-of-way.

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These off-street loading spaces shall be not less than ten (10) feet wide, twenty-five (25) feet long, provide vertical clearance of fifteen (15) feet, and provide adequate area for maneuvering, ingress and egress. The length of one (1) or more of the loading spaces may be increased up to fifty-five (55) feet if full-length tractor-trailers must be accommodated.

- (k) *Additional requirements for multi-family residential uses.* New multi-family residential development shall provide adequate area designated for parking of routine service vehicles such as used by repair, contractor and lawn service companies. For new multi-family development located east of Seminole Road, three (3) spaces per dwelling unit shall be required in order to accommodate increased parking needs resulting from beach-going visitors.
- (l) *Bicycle parking.* All new development including any redevelopment or expansion that requires any change or reconfiguration of parking areas, except for single- and two-family residential uses, shall provide bicycle parking facilities on the same site, in accordance with the following:
 - (1) Bicycle parking facilities shall be separated from vehicular parking areas by the use of a fence, curb or other such barrier so to protect parked bicycles from damage by cars.
 - (2) Bicycle parking facilities shall provide the ability to lock or secure bicycles in a stable position without damage to wheels, frames or components.
 - (3) Bicycle parking shall be located in areas of high visibility that are well-lighted.
 - (4) Required bicycle parking shall be located no more than fifty (50) feet from the doors and entryways typically used by residents or customers for access to a building, not to include doors intended to be used solely as delivery doors or emergency exits.
 - (5) Bicycle parking shall be provided at a rate of one (1) bicycle parking space for every ten (10) required vehicle parking spaces plus two (2) additional bicycle parking spaces. When computations result in requirement of a fractional space, a fraction equal to or more than one-half ($\frac{1}{2}$) shall require a full space.
 - (6) All required bicycle parking for multi-family residential uses shall be located under or within a covered structure or structures.
 - (7) Bicycle parking shall be located so as to not interfere with pedestrian movement and with adequate clearance to give cyclists room to maneuver. An unobstructed pedestrian aisle at least four (4) feet wide shall be provided.
 - (8) Each bicycle parking space shall be sufficient to accommodate a bicycle at least six (6) feet in length and two (2) feet wide.
 - (9) Each bicycle rack shall be located at least three (3) feet from another bicycle rack or from a wall.
- (m) *Illumination values for parking areas.* Illumination values at the property line of a new commercial or industrial development or redevelopment shall not be more than 0.2 fc at any point when a project is located next to any residential use or residentially zoned property. The illumination values at the property line of a project adjacent to any other use shall not be more than 1.0 fc. Compliance with these criteria shall not be required between two (2)

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adjacent nonresidential properties of like zoning or use classification provided that the properties are under the same ownership or have common parking areas or driveways.

At canopied areas, such as those found at drive-through facilities, gas stations, convenience centers, and car-washes, lighting under the canopy, awning, porte cochere, or similar structure shall be either recessed or cut-off fixtures.

The city may require a lighting plan in order to determine compliance with this section.

- (n) *Valet parking.* Valet parking does not require individual striping and may take into account the tandem or mass storage of vehicles. Non-residential developments may utilize valet parking subject to the following:
- (1) Submission and approval of a site plan that includes the layout and dimensions of the parking spaces and drive aisles showing sufficient parking and maneuverability for a variety of passenger automobiles, motor vehicles, and light trucks.
 - (2) The dimensions of valet parking spaces may be reduced to seven and one-half (7 ½) feet stall width by eighteen (18) feet stall length.
 - (3) Valet parking spaces shall be provided on-site, unless included in a shared parking agreement approved by the city.
 - (4) An on-site drop off area that does not block public right-of-way for vehicles using the valet parking service shall be provided.
 - (5) If the valet parking plan includes parking spaces that are required to meet the applicable minimum parking requirements, the valet parking service must be provided for those parking spaces during all operating hours of the use.
 - (6) The valet parking service shall not utilize public parking spaces.
 - (7) Changes to a parking lot or facility with valet parking that are changed to be self-parking shall require a revised site plan and shall meet the minimum parking requirements of this section.

(Ord. No. 90-24-253, § 3(Exh. A), 10-14-24)

**CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT**

AGENDA ITEM: Resolution No. 25-51 authorizing the City to enter to enter into the FY2024 Justice Assistance Grant Countywide Program

SUBMITTED BY: Victor Gualillo, Chief of Police

TODAY'S DATE: June 11, 2025

MEETING DATE: June 23, 2025

BACKGROUND: Justice Assistance Grants (JAGC) are grants that have been established by the Federal Government and are administered by the State of Florida. Atlantic Beach has benefitted from JAG grants for many years. The allocations for this grant must be approved by at least 51% of the law enforcement agencies in Duval County. This year the total amount of the awards for the Atlantic Beach Police Department is \$50,360.

The award of this grant from the State of Florida has been approved. This grant can be used to enhance law enforcement by supplementing existing nonfederal funds for program activities, which may include the purchase of law enforcement training equipment. The focus of our project this year will be Law Enforcement Training and Service Enhancements. This grant does not require any matching funds from the city. The areas this money will be utilized for have been identified as enhancements to the Police Department.

BUDGET: Funds are allocated in Police Department Account No. 001-2001-52-00.

RECOMMENDATION: Approve Resolution No. 25-51 authorizing the City to enter into the FY2024 Justice Assistance Grant Countywide Program, and signature authority for all associated documents

ATTACHMENT(S): Resolution No. 25-51
Draft of City of Atlantic Beach approval letter

REVIEWED BY CITY MANAGER:



RESOLUTION NO. 25-51

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

WHEREAS, Justice Assistance Grant Countywide (JAGC) Program funding opportunities have been established by the Federal Government and are administered by the Florida Department of Law Enforcement Office of Criminal Justice Grants; and

WHEREAS, allocation of JAGC funds provided to each County in Florida must be approved by at least 51 percent of the local law enforcement agencies in that county; and

WHEREAS, the Atlantic Beach Police Department has agreed with the other local law enforcement entities to accept the funding levels for the federal Fiscal Year 2024; and

WHEREAS, the Atlantic Beach Police Department will use grant funds in the amount of \$50,360 for equipment that will enhance the training of Atlantic Beach Police Officers and equipment that will enhance Property and Evidence service to citizens; and

WHEREAS, the submission of a JAGC application requires Chief Executive Officer (City Manager) and Chief Legal Officer (City Attorney) certification and the application and management of the grant process must be completed by authorized city representatives and miscellaneous grant amendments must be authorized by various city officials.

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

Section 1. The City Commission authorizes the City to enter into the Fiscal Year 2024 Justice Assistance Grant Countywide Program.

Section 2. The City Commission authorizes Atlantic Beach Police Department staff to apply for and manage the grant process.

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

Section 4. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this 23rd day of June, 2025.

Attest:

Donna L. Bartle, City Clerk

Curtis Ford, Mayor

Approved as to form and correctness:

Jason Gabriel, City Attorney



City of Atlantic Beach
OFFICE OF THE MAYOR
800 Seminole Road
Atlantic Beach, Florida 32233-5445
Telephone (904) 247-5800
www.coab.us
cford@coab.us

June 23, 2025

Mr. Cody Menacof
Bureau Chief
Office of Criminal Justice Grants
Florida Department of Law Enforcement
P.O. Box 1489
Tallahassee, FL 32302-1489

Dear Mr. Menacof,

In compliance with State of Florida *Rule 11D-9, F.A.C.*, the City of Atlantic Beach approves the distribution of \$232,554 of Federal Fiscal Year 2024 Edward Byrne Memorial JAG Program funds for the following projects in Duval County:

<u>Subgrantee/Implementing Agency</u>	<u>Project Purpose</u>	<u>Amount</u>
City of Atlantic Beach	Training Equipment & Evidence System Upgrades	\$50,360.00
City of Jacksonville Beach	Technology Advancement	\$42,580.00
City of Neptune Beach	FY24 Law Enforcement Equipment	\$50,360.00
City of Jacksonville	FY24 Crime Analysis Expansion Continuation	\$89,254.00
Total:		\$232,554.00

Sincerely,

Curtis Ford
City of Atlantic Beach Mayor

**CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT**

AGENDA ITEM: Resolution 25-53 to Award Bid 2425-05 Sherman Creek Ditch Cleaning

SUBMITTED BY: Rick Carper, Interim Public Works Director

TODAY'S DATE: June 11, 2025

MEETING DATE: June 23, 2025

BACKGROUND: The purpose of this project is to select a Contractor to perform ditch cleaning and maintenance along approximately 1,600 linear feet along Sherman Creek. On May 28, 2025, four bids were received and opened for Bid 2425-05 Sherman Creek Ditch Cleaning.

The bids ranged from \$79,478.26 to \$191,840.00, with Rapid Response Disaster Services, LLC being the lowest bidder.

BUDGET: The cost for the project will be fully funded from the \$127,000.00 currently budgeted in the Stormwater Utility Fund Account 470-0000-538-34.00, under project number PW2364 "Annual Drainage Ditch Maintenance."

RECOMMENDATION: Adopt Resolution 25-53 and award Bid 2425-05 to Rapid Response Disaster Services, LLC, and authorize the City Manager to execute the contract.

ATTACHMENTS: Resolution 25-53
Bid 2324-07 Sherman Creek Ditch Cleaning Bid Analysis
Bid 2324-07 Sherman Creek Ditch Cleaning Bid Tabulation

REVIEWED BY CITY MANAGER:



RESOLUTION NO. 25-53

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

WHEREAS, on May 28, 2025, four bids were received and opened for Bid 2425-05 Sherman Creek Ditch Maintenance Project; and

WHEREAS, the purpose of this project is to select a Contractor to perform ditch cleaning and maintenance along approximately 1,600 linear feet along Sherman Creek; and

WHEREAS, the bids ranged from \$79,478.26 to \$191,840.00, with Rapid Response Disaster Services, LLC being the lowest bidder; and

WHEREAS, the cost for the project will be fully funded from the \$127,000.00 currently budgeted in the Stormwater Utility Fund Account 470-0000-538-34.00, under project number PW2364 "Annual Drainage Ditch Maintenance"; and

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

SECTION 1. The City Commission hereby awards Bid 2425-05 Sherman Creek Ditch Maintenance to Rapid Response Disaster Services, LLC;

SECTION 2. The City Commission hereby authorizes the City Manager to execute the contract with Rapid Response Disaster Services, LLC and approve a Purchase Order to said vendor in the amount of \$79,478.26;

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 23rd day of June, 2025.

Curtis Ford, Mayor

Attest:

Donna L. Bartle, City Clerk

Approved as to form and correctness:

Jason Gabriel, City Attorney

CITY OF ATLANTIC BEACH
 BID 2425-05
 2025 SHERMAN CREEK DITCH MAINTENANCE

DESCRIPTION	Rapid Response Disaster Services, LLC	Rockaway Sustainable Landscaping	Tether, Inc.	United Land Services
Price Per 100 Linear Feet (Approximately 1,600 Linear Feet)	\$4,515.81	\$5,025.00	\$10,900.00	\$5,982.38
Total Base Bid (1,600 ÷ 100 = 16 x Cost Per 100 Linear Feet)	\$72,252.96	\$80,400.00	\$174,400.00	\$95,718.08
10% Contingency of Base Bid	\$7,225.30	\$8,040.00	\$17,440.00	\$9,571.81
Total (Base Bid + 10% Contingency)	\$79,478.26	\$88,440.00	\$191,840.00	\$105,289.89

City of Atlantic Beach
2025 Sherman Creek Ditch Maintenance
Wednesday, May 28, 2025

BID # 2425-05	3:00 PM			
Required Documents	Rapid Response Disaster Services	Rockaway Sustainable Landscaping	Tether, Inc.	United Land Services
Submission in Duplicate	X	X	X	X
Document Requirements Checklist	X	X	X	X
Bid Form	X	X	X	X
Bid Bond - 5%	X	NO	X	X
Base Bid Specifications Conformance Form	X	X	X	X
Bidder's Qualifications Statement	X	X	X	X
W-9 Form	X	X	X	X
Anti-Kickback Affidavit	X	X	X	X
Conflict Affidavit	X	X	X	X
Contractor Certification and Addendum Acknowledgement	X	X	X	X
Drug Free Workplace Certification	X	X	X	X
Equal Opportunity Statement	X	X	X	X
Exceptions to Solicitation	X	X	X	X
Non-Collusion Certification	X	X	X	X
Public Entity Crime Affidavit	X	X	X	X
Subcontractor Participation Schedule	X	X	X	X
E-Verify Form	X	X	X	X
New Vendor Form	X	NO - on file	X	X
Public Records Provisions	X	X	X	X
Certification Regarding Debarment, Suspension and Other Responsibility Matters	X	X	X	X
Vendor Certification Regarding Scrutinized Companies Lists	X	X	X	X
Certification Regarding Lobbying	X	X	X	X
Business Tax Receipt	X	NO	X	X
Financials / Reference	X	NO	X	X
Proof of Experience - 3-Years	X	NO	X	X
Proof of Insurance	X	NO	X	X
References - 3	X	X	X	X
Total - Base Bid Plus Contingency	\$79,478.25	\$88,440.00	\$191,840.00	\$105,289.88

Award of Bid based on Department Analysis and City Manager and/or Commission Approval

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**CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT**

AGENDA ITEM: Resolution No. 25-54 Awarding Bid 2425-01; Water Plant #1 Exterior Painting of Ground Storage Tanks

SUBMITTED BY: Troy Stephens, Public Utilities Director

TODAY'S DATE: June 16, 2025

MEETING DATE: June 23, 2025

BACKGROUND: A Bid Opening was held on May 14, 2025 for Bid 2425-01; Water Plant #1 Interior and Exterior Painting of Ground Storage Tanks. The bids consisted of furnishing all labor, materials and equipment necessary for surface preparation, interior & exterior painting, and replacement of all roof vent screens on two 200,000-gallon concrete ground storage tanks at Water Treatment Plant No. 1, located at 469 11th Street.

Six bids were received; however, all bids exceeded the City's budget. The bid was broken down to show the cost for each portion, exterior and interior. The City has decided to partially award the bid for the Exterior Surface Preparation & Coating portion of this bid to the lowest bidder, Markley's Precision. Due to the interior portion of the work being removed, a revised proposal was submitted to include mobilization, increasing Markley's bid to \$164,158.99.

Bids are shown in the table below to include Surface Preparation and Coating:

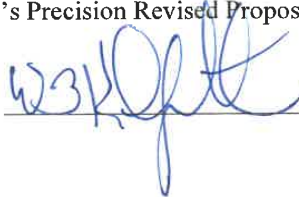
DESCRIPTION	Engineered Coating Solutions	Markley's Precision	Razorback, LLC	Tank Rehab	Titan Construction Mgmt	Viking Painting
Exterior	\$175,810.66	\$157,000.00	\$251,000.00	\$250,000.00	\$411,000.00	\$514,000.00
Interior	\$351,621.30	\$489,000.00	\$406,000.00	\$850,000.00	\$448,000.00	\$322,300.00

BUDGET: The budget for this project is available in the Public Utilities account 400-5502-533-6300 for Project PU2316 in the amount of \$250,000.00

RECOMMENDATION: Approve Resolution 25-54 for the Project in the amount of \$164,158.99

ATTACHMENT(S):
1. Resolution 25-54
2. Bid Tab Analysis
3. Markley's Precision Revised Proposal

REVIEWED BY CITY MANAGER:



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RESOLUTION NO. 25-54

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

WHEREAS, on May 14, 2025, the City held a bid opening for Bid No. 2425-01, Water Treatment Plant #1 Interior and Exterior Painting of Ground Storage Tanks; and

WHEREAS, the project for bidding consisted of furnishing all labor, materials, and equipment for surface preparation, interior & exterior painting and replacement of all roof vent screens on two 200,000-gallon ground storage tanks at Water Treatment Plant #1, located at 469 11th Street; and

WHEREAS, six bids were received; however, all bids exceeded the City's budget, so the City exercised the option to partially award the bid for the exterior surface preparation and coating only; and

WHEREAS, the lowest bidder, Markley's Precision, submitted a revised proposal to include mobilization on the exterior only portion of the bid; and

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

Section 1. The City Commission hereby authorizes awarding Bid No. 2425-01 to Markley's Precision in the amount of \$164,158.99 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 400-5502-533-6300 in Project PU2316 for this purpose.

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

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 23rd day of June, 2025.

Attest:

Donna L. Bartle, City Clerk

Curtis Ford, Mayor

Approved as to form and correctness:

Jason R. Gabriel, City Attorney

CITY OF ATLANTIC BEACH
 BID 2425-01
 WATER PLANT NO. 01 - INTERIOR & EXTERIOR PAINTING OF GROUND STORAGE TANKS

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DESCRIPTION	Engineered Coating Solutions	Markley's Precision	Razorback, LLC	Tank Rehab	Titan Construction Mgmt	Viking Painting
Exterior Surface Preparation & Coating Lump Sum	\$175,810.66	\$157,000.00	\$251,000.00	\$250,000.00	\$411,000.00	\$514,000.00
Interior Surface Preparation & Coating Lump Sum	\$351,621.30	\$489,000.00	\$406,000.00	\$850,000.00	\$448,000.00	\$322,300.00
10% Contingency of Base Bid	\$52,743.20	\$64,600.00	\$65,700.00	\$110,000.00	\$85,900.00	\$83,630.00
Total (Base Bid + 10% Contingency)	\$580,175.16	\$710,600.00	\$722,700.00	\$1,210,000.00	\$944,900.00	\$919,930.00

ts

From: Kline Markley <kmarkley@markleyprecision.net>
Sent: Thursday, June 12, 2025 11:51 PM
To: Stephens, Troy <tstephens@coab.us>
Cc: Pittman, Danny <dpittman@coab.us>; Drake, Patricia <pdrake@coab.us>
Subject: Bid 2425-01 - Exterior Only

Troy and team,

Here's our bottom line proposal cost: \$164,158.99

Includes the following exterior work only for Bid 2425-01:

The work consists of furnishing all labor, equipment and materials for surface preparation, exterior painting, replacement of all roof vent screens on two 200,000 gallon concrete ground storage tanks at Water Treatment Plant No. 1. Both tanks are approximately 12' high and 50' wide by 50' long. Aerator screens replacement is not part of this project. The work consists of:

1. Exterior Wall and Roof Surface Preparation: Remove all previous coatings and resurface. Resurface large areas up to 1/16-inch Thoroseal 581, for repairs 1/4-4" deep Tnemec Series 217 Mortar Crete (Requires re-blasting). Surfacing and repairs up 1/16 to 1" Series N218 MortarClad.
2. Exterior Wall Painting: Apply a primer coat of Tnemec Series 151 Elasto-Grip at 1.0-1.5 mils DFT. Tnemec Series 156 Enviro-Crete mixed with fine aggregate may be brushed into hairline cracks for a stripe coat followed by two coats of Tnemec Series 156 Enviro-Crete @ 4.0-8.0 mils each.
3. Roof Painting: Apply a primer coat of Tnemec Series 151 Elasto-Grip at 1.0-1.5 mils DFT followed by a finish coat of Tnemec Series 154 Tnemeguard @ 10.0-14.0 mils DFT.
4. Vent Screens: Remove and replace all vent screens with black 224 denier 100% polyester screen with 800 holes per square inch.

Additional Notes:

Assumes working days of 7 days per week @ 10-12 hrs/day, this helps us keep down lodging & per diem costs as well as other project overhead costs. Also containment of blast abrasive is only partial (i.e. plastic sheeting around the tank to catch the grit and old paint chips/dust). Also we may use smartstrip pro to aid in the removal of the existing coatings (safe paint stripper product). Fyi if the existing coatings are elastomeric, these are notoriously difficult to remove via sandblasting and we may need to use a paint stripper or other method to remove this. Also, on the "full removal" of these coatings, rarely when abrasive blasting old coatings off of concrete do you get to a true bare concrete substrate, most of the time what happens is about 90-98% of the coatings are removed and a small amount of residual, tightly adhering pieces of old coating remain. This is because if we were to try to blast and remove them it would result in damage of the concrete to do so... if you need a better explanation on this just let me know or feel free to get ahold of any AMPP/NACE CIP inspector but wanted to explain this here so that everyone's expectations are on the same page.

Thanks again for the opportunity

Best,

Kline Markley

C: (419) 681-2494
O: (419) 679-4960
A: 1884 Prospect Rd. New London, OH 44851
E: kmarkley@markleyprecision.net
W: www.markleyprecision.com



**CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT**

AGENDA ITEM:

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

SUBMITTED BY:

Amanda Askew, Neighborhoods Department Director *aa*

TODAY'S DATE:

June 11, 2025

MEETING DATE:

June 23, 2025

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

The subject property is currently vacant and immediately adjacent to the existing mini-storage units at 310 Mayport Road.

CONSIDERATIONS

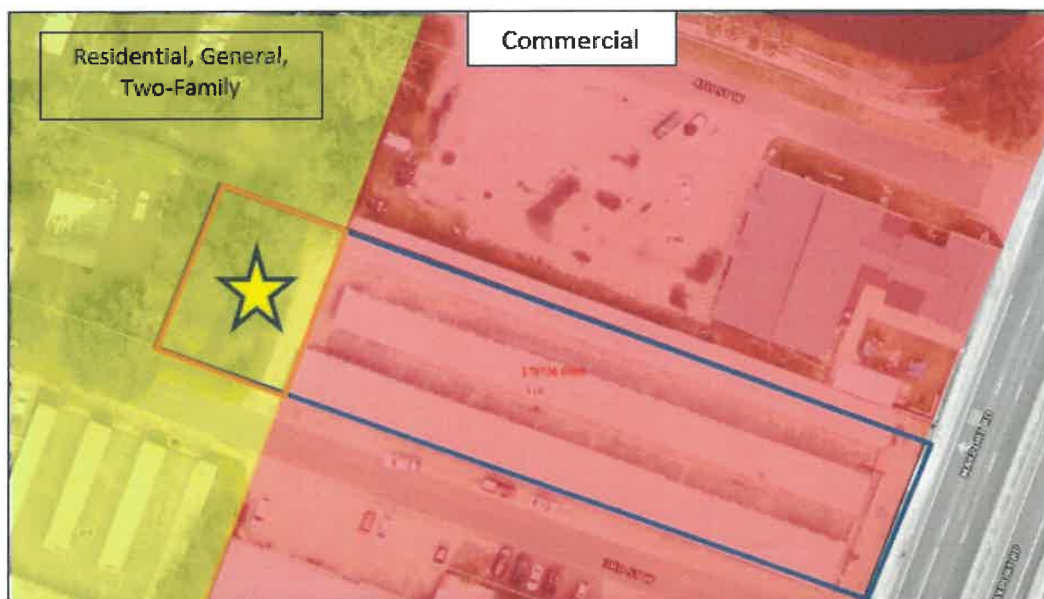
The building adjacent to the subject property is operated by Atlantic Self Storage and occupies a large portion to the eastern side of the property. The



subject property requesting the FLUM and rezoning is a small wooded area to the west of the buildings.

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

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



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



ANALYSIS OF COMPREHENSIVE PLAN

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

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

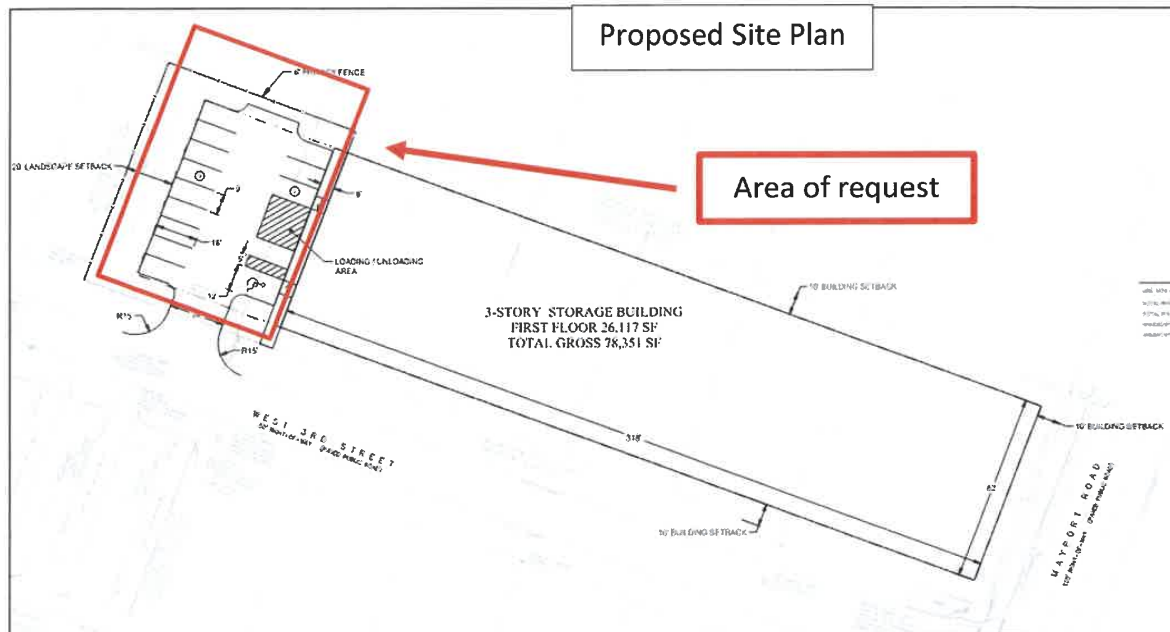
Policy A.1.10.4 The City shall actively support the appropriate redevelopment and infill development of the Mayport Road corridor. Retail and service uses that sustain neighborhoods, and encourage a more aesthetically pleasing and pedestrian friendly environment shall be encouraged. New development along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

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

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

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

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



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

REVIEW CRITERIA

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

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

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

- (a) Consistency with the Goals, Objectives and Policies of this Plan;
- (b) Consistency with the State Comprehensive Plan and the Northeast Florida Strategic Regional Policy Plan;
- (c) Consistency with other adopted policies and plans of the City, the County, the State or other agencies having regulatory authority over the City;
- (d) The potential for adverse impacts to Environmentally Sensitive Areas, the natural environment or the aesthetic quality of the City,
- (e) The potential to cause deficiencies in adopted levels of service or to adversely impact available water supplies, public facilities, infrastructure and services.

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

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

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

BUDGET: None

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

ATTACHMENT(S): Ordinance No. 90-25-254
Ordinance No. 90-24-255
Application from applicant
Community Development Board Minutes

REVIEWED BY CITY MANAGER:



BEACHES 310 LLC's
APPLICATION FOR A FUTURE LAND USE MAP (FLUM)
AMENDMENT

OWNER, BEACHES 310 LLC'S request for a future-land use map (FLUM) amendment to change the current FLUM designation of only the residential medium density (RM) part of this 310 Mayport Road parcel no.: 170736-0000 to commercial (CM) to allow for a limited parking area.

Table of Contents

1. Beaches 310 LLC Owners Statement w/photos
2. FLUM Amendment Application
3. Proof of Ownership- Special Warranty Deed
4. Letter of Authorization to Randall Whitfield
5. Survey of Lot w/legal description
6. Location Map w/ subject property in red.
7. Site Plan w/aerial photograph

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BEACHES 310, LLC'S OWNER'S STATEMENT

This is a request for both a Future Land Use Map (FLUM) Amendment to change the current FLUM designation of the Residential Medium Density (RM) part of this 310 Mayport Road parcel no.: 170736-0000 to Commercial and a request at the same time for a Rezoning of the current Residential General (RG) classification of this part of the 310 Mayport Road parcel no.: 170736-0000 to Commercial General (CG).

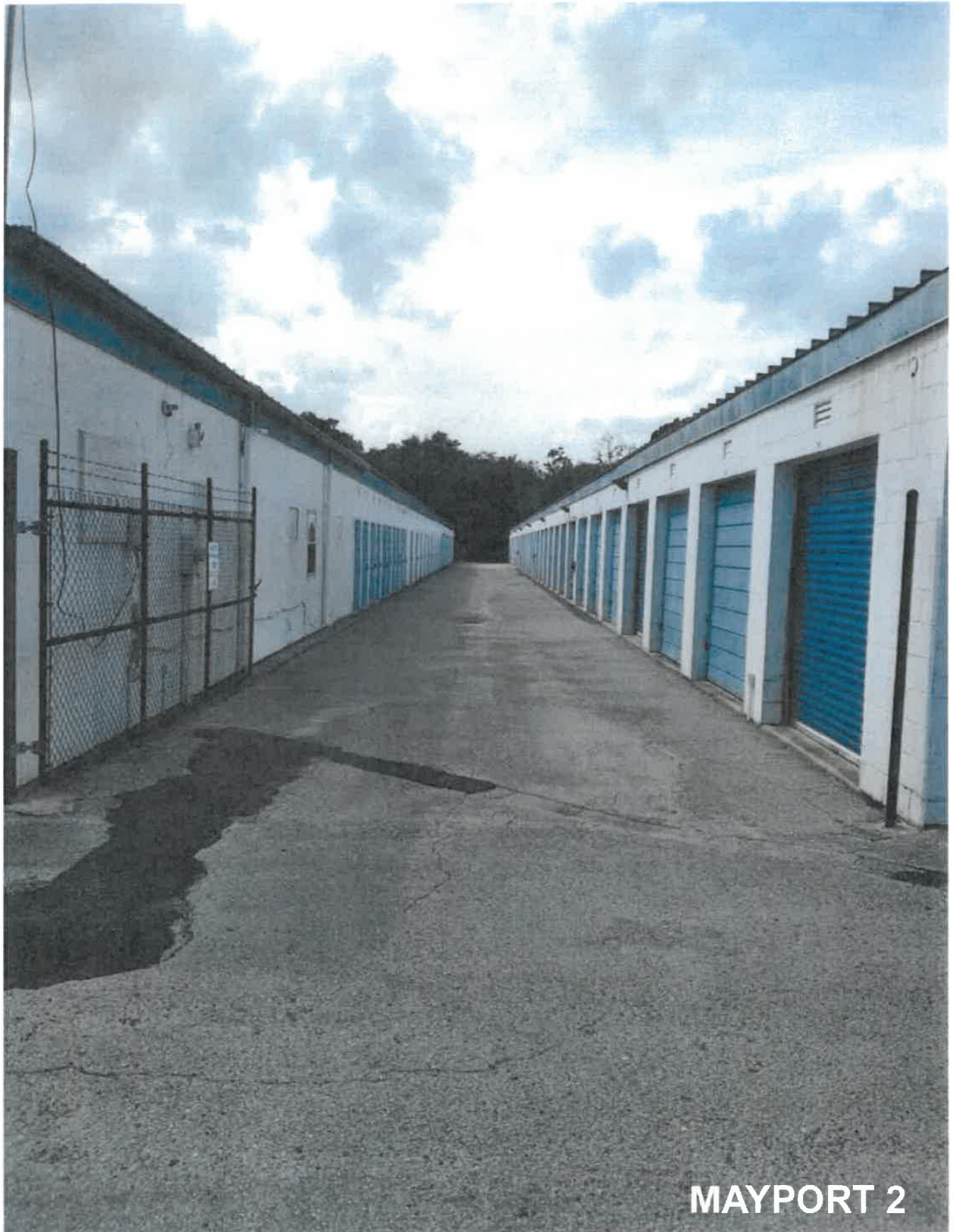
Only a small part of this 310 Mayport Road parcel is designated on the FLUM as RM. The majority of the parcel is already designated CM. Likewise, only that small section is zoned RG while the majority is already zoned CG.

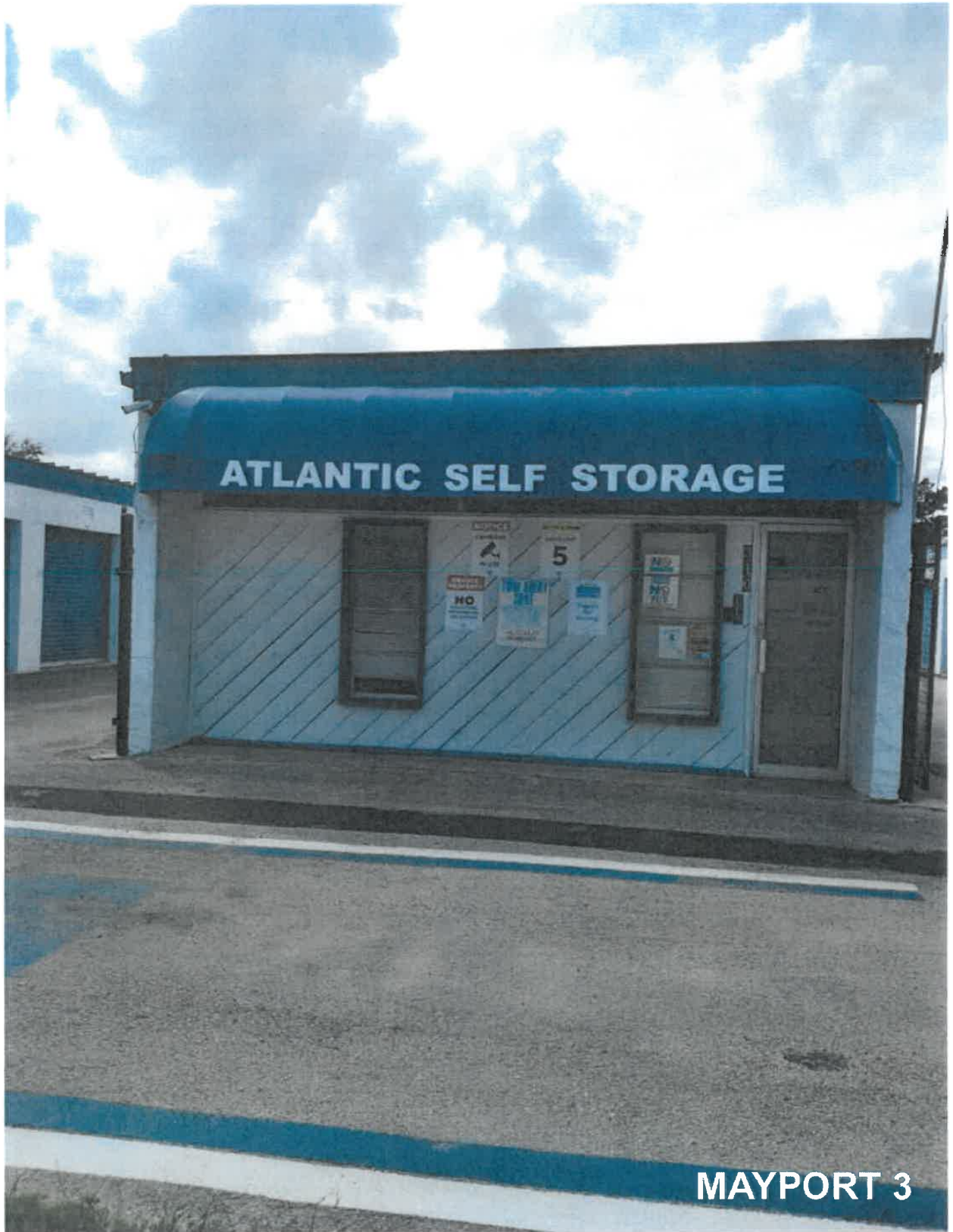
In coordination with the modernization of this property, the owner would like this remaining part of the parcel to have the same FLUM designation and same Zoning classification as the rest. In doing so, this section would provide a limited parking area for the building's customers. By converting this currently vacant space to limited parking, the owner will be able to remove current direct access from Mayport Road and eliminate all current entrances along the entire south side of the property on 3rd Street West.

In the new design, the entire front along Mayport Road and the entire south side of the building along 3rd Street West will be landscaped. Additionally, entrance to the building will be limited to a single area on 3rd Street West at the rear of the new building. This site configuration will result in a safer and more attractive entrance to the property than currently exists.

Photos of the property showing its current building configuration with its front and side access are included as photos labeled Mayport 1 through 6. Conceptual design images of the planned property development are attached and labeled as Conceptual Designs 1 through 5. These show the intended landscaped areas along the Mayport Road and 3rd Street West sides of the building as well as the landscaped and buffered parking area in the rear of the building. This limited parking area is the only intended use for that part of the parcel for which Flum redesignation and Rezoning classification is being requested.















CONCEPTUAL | AERIAL VIEW FROM SOUTHEAST



CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025





CONCEPTUAL | SOUTHEAST CORNER



CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025





CONCEPTUAL | SOUTHEAST CORNER



CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025





CONCEPTUAL | WEST ELEVATION OFFICE + LOADING



CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025





CONCEPTUAL | AERIAL VIEW FROM SOUTHWEST



CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025



2



FUTURE LAND USE MAP (FLUM) AMENDMENT

City of Atlantic Beach

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

FOR INTERNAL OFFICE USE ONLY

FILE # COMP 25-0001

☐ \$1,000.00 Application Fee
(plus advertising costs)

****Please submit form in person
or to building-dept@coab.us**

SMALL SCALE DEVELOPMENT

SITE INFORMATION

ADDRESS 310 Mayport Road (Only Parcel 3 on Deed) CITY Atlantic Beach STATE FL ZIP CODE _____

SUBDIVISION Section BLOCK # _____ LOT # _____

RE# 170736-0000 PARCEL SIZE .22 acres TOTAL ACREAGE .22 acres

CURRENT FLUM DESIGNATION RM ZONING CODE RG

PROPOSED FLUM DESIGNATION CM FLOOD ZONE X

APPLICANT INFORMATION

NAME RANDALL WHITFIELD PHONE # 904-358-8300

ADDRESS c/o J. Michael Traynor, ORR|COOK 818 A1A N Ste. 302 CELL # 904-607-7070/9048258560

CITY Ponte Vedra Beach STATE FL ZIP CODE 32082

EMAIL randalljax@yahoo.com/mtraynor@orrcook.com ☐ OWNER ☒ LEGAL AUTHORIZED AGENT

REQUEST FOR FUTURE LAND USE MAP (FLUM) AMENDMENT: Applicants are advised that approval of an amendment to the Future Land Use Map does not constitute approval for issuance of any permit or Development Order. Use and development lands related to this land use map amendment, if approved, and any zoning change shall be subject to compliance with all applicable local Land Development Regulations, any State and Federal permitting requirements as well as Florida Building Code requirements for Category "C" construction.

PROVIDE ALL OF THE FOLLOWING INFORMATION

DESCRIPTION OF PROPOSED USE AND PROPOSED DEVELOPMENT ACTIVITY (ALSO INCLUDE ANTICIPATED DEVELOPMENT AND ANY PHASING SCHEDULE).

The proposed use of the subject lot is for a limited parking area adjacent to the modernization project for this property.. The lot subject to this amendment request will allow the owner to remove current access from Mayport Road and also eliminate the multipoint access along Third Street W and provide for a single entrance/exit point with landscape along Mayport Road and Third Street W , eliminating potential safety hazzards.

NUMBER OF WETLAND ACRES NONE

IDENTIFY ANY OTHER ENVIRONMENTALLY SENSITIVE LANDS, ANY LISTED OR ENDANGERED SPECIES OR HABITATS.

NONE

IDENTIFY ALL PUBLIC AND PRIVATE SERVICE PROVIDERS OF WATER, SEWER, ELECTRIC, SOLID WASTE, ETC. PROVIDE ESTIMATES OF WATER, SEWER AND SOLID WASTE DEMAND.

COAB -WATER AND SEWER/ JEA - ELECTRIC/ GFL - SOLID WASTE . ESTIMATED WATER, SEWER, AND SOLID WASTE DEMAND of 365 GPD (gallons per day).

FUTURE LAND USE AMENDMENT-SMALL 01.29.2025

IDENTIFY ANY OTHER ENVIRONMENTALLY SENSITIVE LANDS, ANY LISTED OR ENDANGERED SPECIES OR HABITATS.

NONE

ESTIMATED IMPACT TO ADOPTED LEVEL OF SERVICE STANDARDS AS ESTABLISHED BY THE CAPITAL IMPROVEMENTS ELEMENT OF THE EFFECTIVE COMPREHENSIVE PLAN.

ESTIMATED IMPACT IS NONE OTHER THAN THAT WHICH IS BEING USED BY THE CURRENT BILDING STRUCTURES.

APPLICATION PACKAGE CHECKLIST

*Additional information may be required, depending upon circumstances unique to individual applications

1. **COVER PAGE:** Identifying the project.
2. **TABLE OF CONTENTS:** Include a list of all exhibits and attachments.
3. **STATEMENT:** Statement addressing need and justification for requested amendment.
4. **APPLICATION:** This form completed in it's entirety.
5. **LIST OF ADJACENT PROPERTY OWNERS AND ENVELOPES:** A list of adjacent property owners within 300 feet of the property including name, mailing address and their real estate number (located at the Property Appraiser's recent certified tax rolls). Include a legal size envelope addressed to each property owner on the list (do not include a return address). Each envelope must contain proper postage. The order of the envelopes must match the order in which the names appear on the list.
6. **PROOF OF OWNERSHIP:** Deed or certificate by lawyer or abstract or title company that verifies record owner as above.
7. **LETTER OF AUTHORIZATION:** If the applicant is not the owner provide a letter of authorization from the owner(s) for applicant to represent the owner(s) for all purposes related to this application.
8. **SURVEY AND LEGAL DESCRIPTION:** Current survey and legal description of property sought to be rezoned.
9. **LOCATION MAP:** General location map with property subject to application clearly identified.
10. **SITE PLAN:** Site plan containing the following if applicable to the proposed project (account for all land included).
 - Number and types of dwelling units
 - Type and square feet of commercial or industrial uses
 - Any existing structures and proposed use
 - Any open space, buffers and recreational areas
 - Wetlands, streams, creeks, lakes or any other water bodies or Environmentally Sensitive Lands
 - Most recent aerial photograph of site and surrounding lands
 - Drainage and storm water facilities and other infrastructure, including ingress and egress, internal access and roadways
11. **REQUIRED NUMBER OF COPIES:** One (1) digital copy - additional paper copy is optional.

"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

Randall C. Whitfield
PRINT OR TYPE NAME OF APPLICANT

4-14-25
DATE

FUTURE LAND USE AMENDMENT-SMALL 01.29.2025

3

Doc # 2008018285, OR BK 14356 Page 1174, Number Pages: 3, Filed & Recorded
01/24/2008 at 09:14 AM, JIM FULLER CLERK CIRCUIT COURT DUVAL COUNTY RECORDING
\$27.00 DEED DOC ST \$0.70

Prepared by and Return to:
Michael N. Schneider, Esq.
Ansbacher & Schneider, P.A.
5150 Belfort Road South, Building 100
Jacksonville, FL 32256

SPECIAL WARRANTY DEED

1. IDENTIFICATION OF GRANTOR

Grantor's name and address is: Mike Ashourian and
Elaine Ashourian, his wife
7880 Gate Parkway, Suite 300
Jacksonville, Florida 32256

The word "I" or "me" as hereafter used means the Grantor.

2. IDENTIFICATION OF GRANTEE

Grantee's name and address is: Beaches 310, L.L.C.
a Florida limited liability company,
7880 Gate Parkway, Suite 300
Jacksonville, Florida 32256

Grantee's tax identification number is: _____

The word "you" as hereafter used means the Grantee.

3. MEANINGS OF TERMS

The terms "I," "me," or "you" shall be non-gender specific ((i) masculine, (ii) feminine, or (iii) neuter, such as corporations, partnerships or trusts), singular or plural, as the context permits or requires, and include heirs, personal representatives, successors or assigns where applicable and permitted.

4. DESCRIPTION OF REAL PROPERTY CONVEYED

Property hereby conveyed (the "Real Property") is legally described in Exhibit A attached hereto, together with all tenements (property capable of being held with unconditional power of disposition), hereditaments (inheritable interest in property), easements (right to use land of another) and appurtenances (right used with land for its benefit) belonging to or benefiting such property.

The Real Property is a portion of the property identified by the Property Appraiser's Parcel Identification Number 170736 0000.

FOR BK 14356 PAGE 1175

5. CONSIDERATION

Good and valuable consideration plus the sum of Ten Dollars (\$10.00) received by me from you.

6. CONVEYANCE OF REAL PROPERTY

For the consideration described in Paragraph 5, I have granted, bargained and sold to you the Real Property to have and to hold in fee simple (estate in property unlimited as to duration, disposition and descendability) forever.


7. SPECIAL WARRANTY

I do hereby warrant title to the Real Property and will defend the same against the lawful claims of all persons claiming by, through or under me, except for covenants, reservations, restrictions and easements of record, if any, and taxes subsequent to December 31, 2007.

8. EXECUTION

I have executed this instrument effective the 1st day of January, 2008.

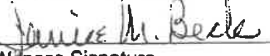
Signed, sealed and delivered
in the presence of:



Witness Signature

Michael N. Schneider

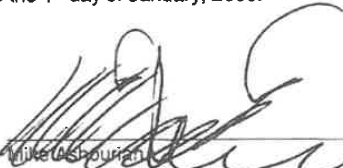
Witness Printed Name




Witness Signature

Janice M. Beck

Witness Printed Name



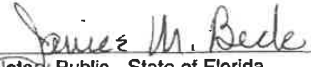
Mike Ashourian (Seal)




Elaine Ashourian (Seal)

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 21st day of January, 2008, by Mike Ashourian and Elaine Ashourian, his wife, who are personally known to me.



Notary Public - State of Florida



'OR BK 14356 PAGE 1176

EXHIBIT A

PARCEL 1: LOTS 1,2,3,4,5,6 AND 7, BLOCK 28, SECTION "H", ATLANTIC BEACH, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN ROAD RIGHT OF WAY.

PARCEL 2: LOTS 1 AND 2, BLOCK 80, SECTION "H", ATLANTIC BEACH, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN ROAD RIGHT OF WAY.

PARCEL 3: LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 73, SECTION "H", ATLANTIC BEACH, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN ROAD RIGHT OF WAY.

10.50

4

OWNER'S AUTHORIZATION


STATE OF FLORIDA

COUNTY OF DUVAL

I, Elaine Ashourian, as managing member of the Owner, Beaches 310 LLC, do hereby authorize and/or appoint Randall Whitfield to represent Beaches 310 LLC, in its Rezoning Application to the City of Atlantic Beach and for Future Land Use Map (FLUM) Amendment for that part of its property located at 310 Mayport which is currently designed as RM on the Future Land Use Map and currently zoned RG and more particularly describes on the survey attached to the Rezoning Application and the Future Land Use (FLUM) Amendment.

Dates this ____ day of April 2025.

BEACHES 310 LLC

By: 
Elaine Ashourian

Sworn to and subscribed before me by means of ☒ physical presence or ____ online notarization, this ~~14th~~ day of April 2025 by Elaine Ashourian on behalf of Beaches 310 LLC who, after being first duly sworn, deposes and says that the foregoing is true and correct to the best of her knowledge, information, and belief, and that she subscribed her name hereto in certification thereof.


Signature of Notary Public, State of Florida
Print Name: Margaret E. Parente
Commission No.:
My Commission Expires:



Personally known ☒

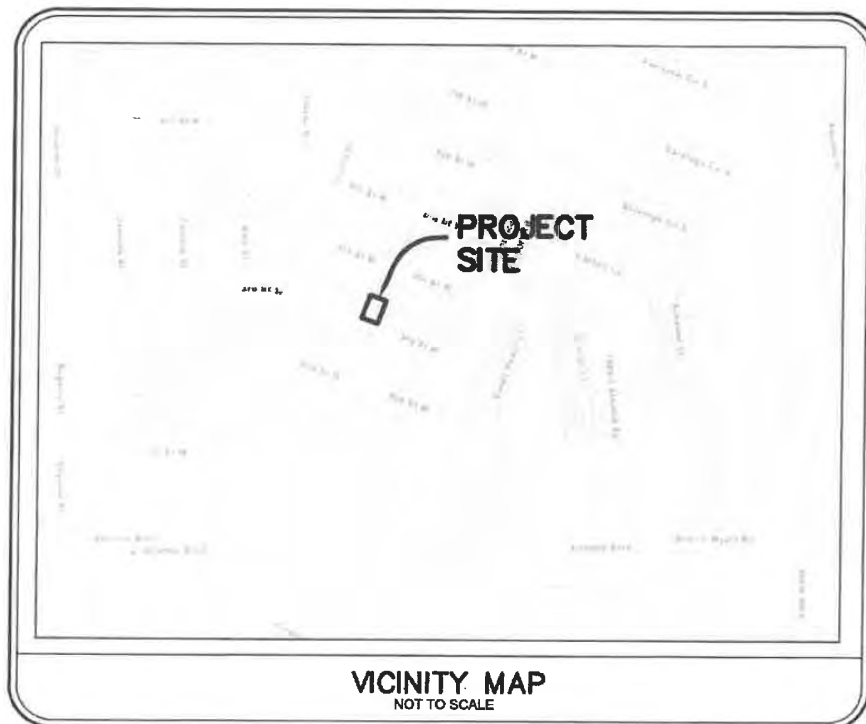
OR

Produced Identification of type: _____

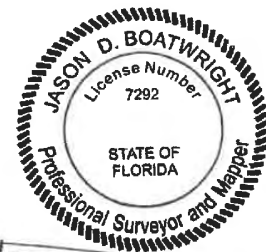
5

MAP OF

LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H",
ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK
18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA,
EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.



CERTIFIED TO:
ASH PROPERTIES, INC.



GENERAL NOTES

1. THIS IS A MAP ONLY, NOT A BOUNDARY SURVEY.
2. BEARING ARE BASED ON THE NORTHERLY RIGHT-OF-WAY LINE OF WEST 3rd STREET, BEING NORTH 69°48'00" WEST, AS PER PLAT.
3. SEE SHEET 2 OF 2 FOR MAP TO ACCOMPANY DESCRIPTION.

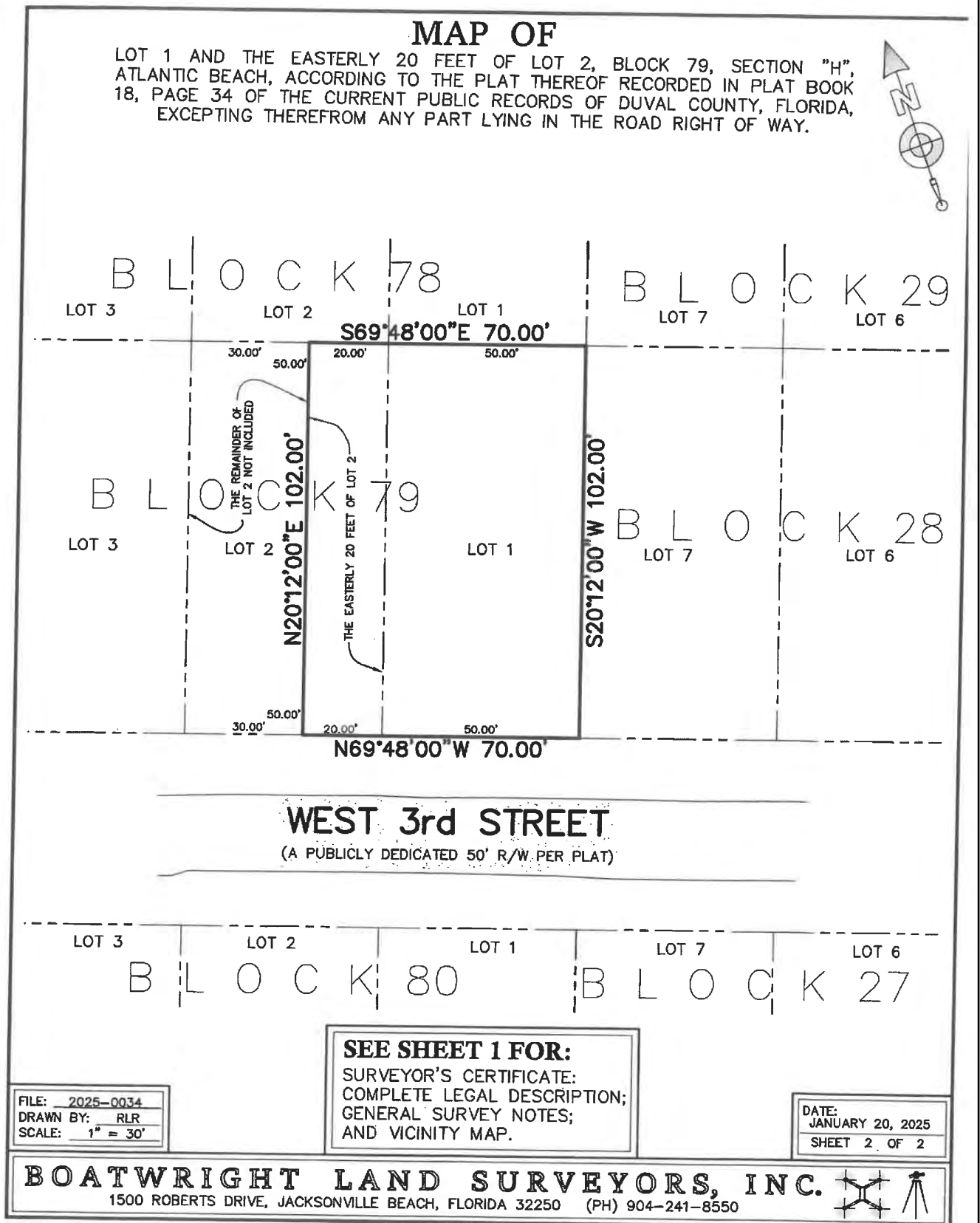
FILE: 2025-0034	DATE: JANUARY 20, 2025
DRAWN BY: RLR	SHEET 1 OF 2
SCALE: 1" = N.A.	

Jason D. Boatwright
JASON D. BOATWRIGHT, P.S.M.
FLORIDA LICENSED SURVEYOR and MAPPER No. LS 7292
FLORIDA LICENSED SURVEYING & MAPPING BUSINESS No. LB 3672
"NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL
SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER."

BOATWRIGHT LAND SURVEYORS, INC.

1500 ROBERTS DRIVE, JACKSONVILLE BEACH, FLORIDA 32250 (PH) 904-241-8550





6



CONCEPTUAL | REZONE LOTS DIAGRAM



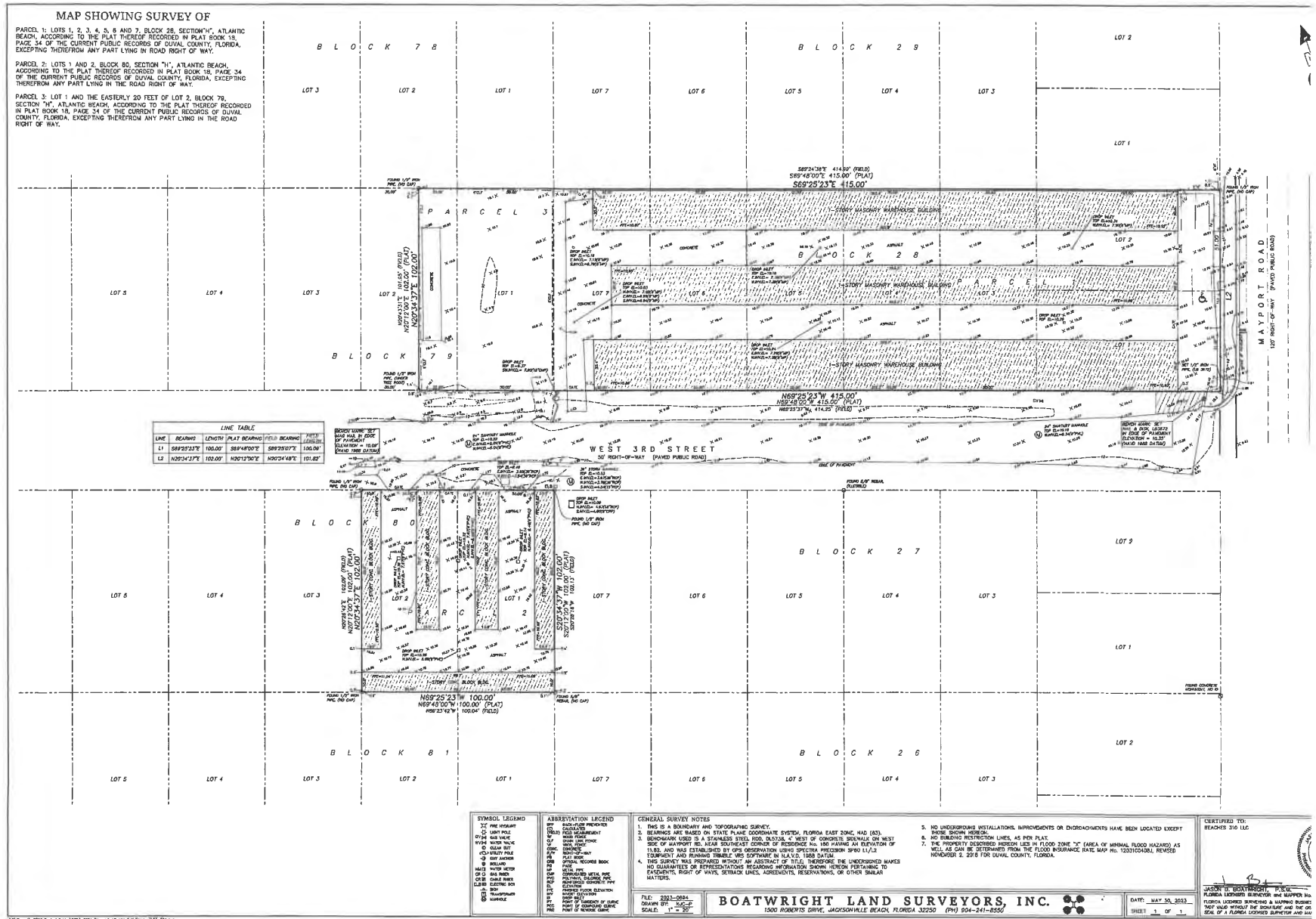
CONCEPTUAL DESIGN

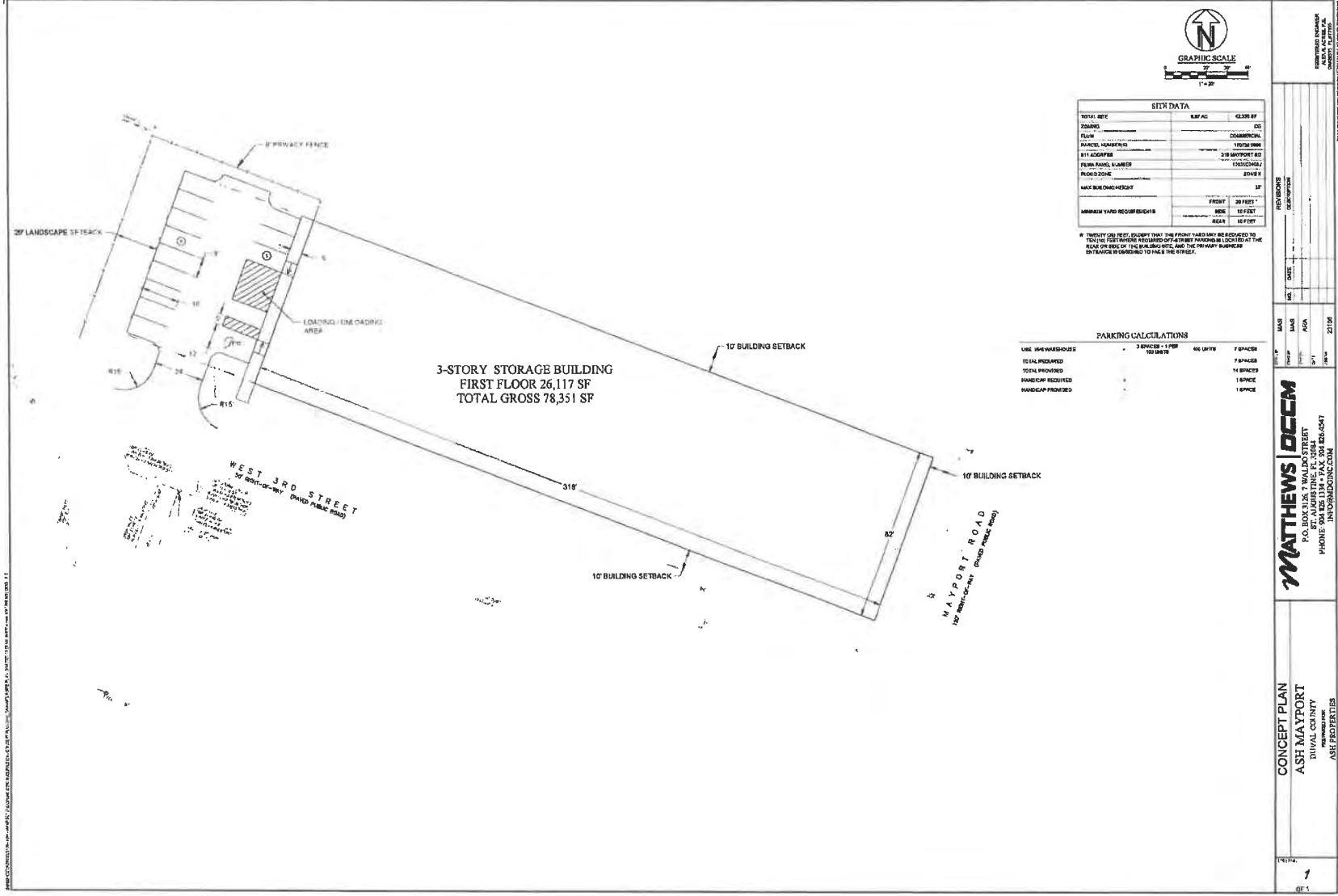
310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

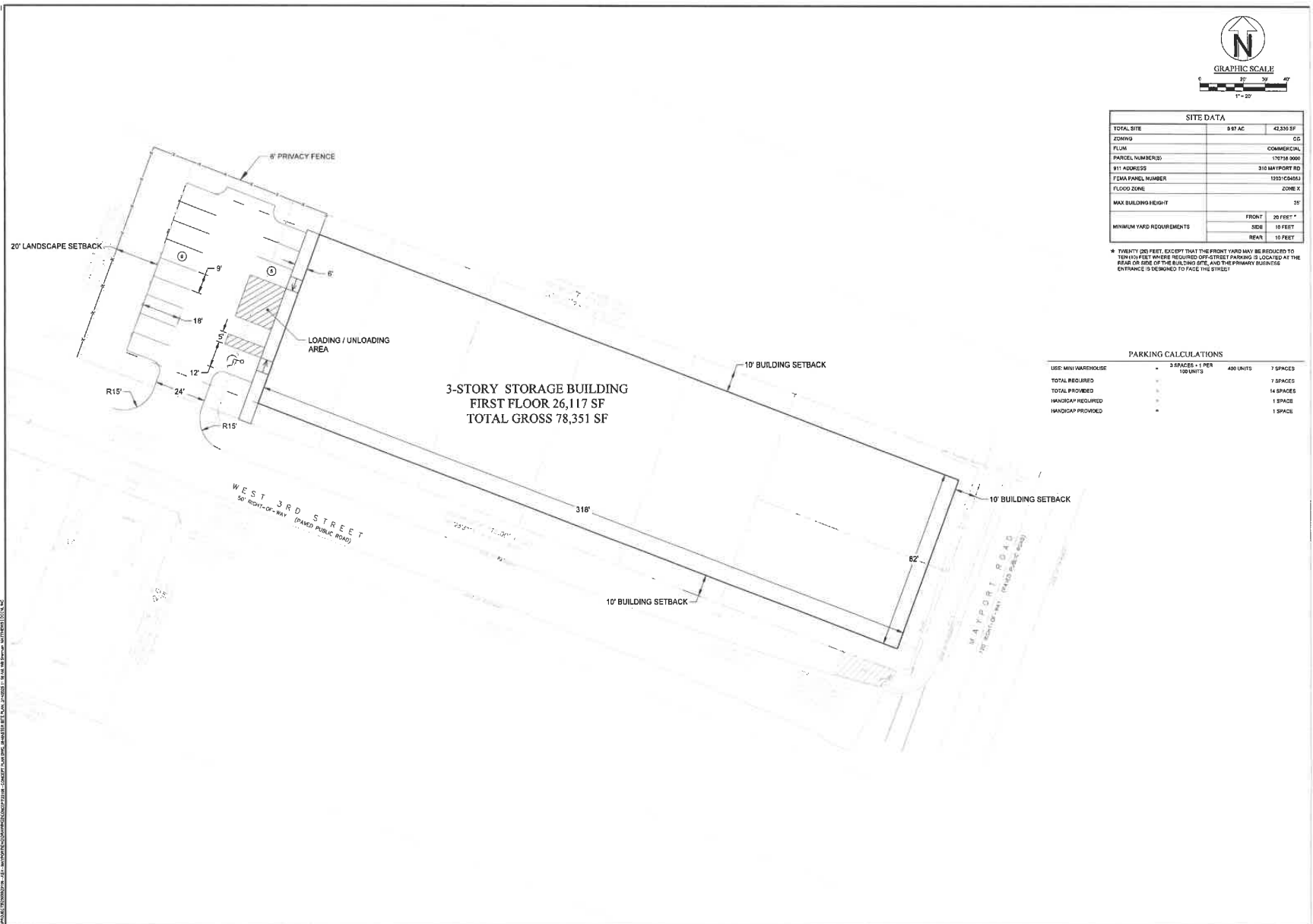
FEBRUARY 14, 2025

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7









ORDINANCE NO. 90-25-254

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

WHEREAS, the City Commission of the City of Atlantic Beach, Florida hereby finds that the change in Future Land Use Map designation enacted by this Ordinance shall provide for orderly growth; encourage the appropriate use of land; protect and conserve the value of property; prevent the overcrowding of land; promote, protect and improve the health, safety, comfort, good order, appearance, convenience, and general welfare of the public; and implement the goals and objectives of the Comprehensive Plan; and

WHEREAS, the lands subject to this change in Future Land Use Map designation were developed in the 1940s through the 1970s and included commercial uses prior to the City's adoption of the first Comprehensive Plan and associated Future Land Use Map; and

WHEREAS, the Community Development Board held a duly noticed public hearing on May 20, 2025, to consider this Ordinance, did not find to be consistent with the City's Comprehensive Plan and voted not to recommend that the City Commission approve this Ordinance; and

WHEREAS, the City Commission considered this Ordinance after proper public notice and comments from staff and the public.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Findings of Fact. The above recitals are hereby incorporated as Findings of Fact in support of this Ordinance, and the City Commission finds as follows:

- a. This change in future land use map designation has been fully considered after public hearings with legal notice duly published as required by law and has met the procedural requirements as set forth in Sections 24-51, 24-62 and the Land Development Regulations.
- b. The proposed Future Land Use Map amendment to Commercial (CM) is consistent the goals, policies and objectives of the City's adopted Comprehensive Plan.
- c. All development within lands subject to this change in future land use map designation to Commercial (CM) and any future development shall be consistent with the zoning, subdivision, Land Development Regulations and other applicable provisions of the Atlantic Beach Code of Ordinances prior to issuance of local permits authorizing construction or site alteration.
- d. The future land use map designation of Commercial (CM) is consistent and compatible

with the surrounding development and future land use map designation to allow commercial uses.

SECTION 2. Affected Properties. Pursuant to this change in Future Land Use Map designation procedure, the Future Land Use Map designation of those certain lands within the City of Atlantic Beach, as more particularly described in Exhibit A, attached hereto and made a part hereof, are hereby reclassified from Residential Medium (RM) to Commercial (CM).

SECTION 3. Future Land Use Map Revised. The Director of Planning and Community Development is hereby directed to revise the official Future Land Use Map of the City of Atlantic Beach to reflect the change in Future Land Use designation for those properties described in Exhibit A from Residential Medium (RM) to Commercial (CM) and to submit documentation to the Florida Department of Economic Opportunity as required by Section 163.3187, Florida Statutes.

SECTION 4. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 5. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 6. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first res ____ day of ____, 2025

PASSED by the City Commission on second and final reading this ____ day of ____, 2025.

CITY OF ATLANTIC BEACH

Attest

Curtis Ford, Mayor

Donna L. Bartle, City Clerk

Approved as to form and correctness:

Jason Gabriel, City Attorney

Exhibit A

The lands subject to this Ordinance No. 90-25-254 changing their Future Land Use designation from Residential Medium (RM) to Commercial (CM) shall be those described below. All Book and Page information can be found in the current public records of Duval County, Florida.

Address	RE Number	Legal Description
310 Mayport Road	170736-0000	LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.

ORDINANCE NO. 90-25-255

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, REZONING THOSE LANDS DESCRIBED IN ATTACHED EXHIBIT A FROM RESIDENTIAL, GENERAL, TWO- FAMILY (RG), TO COMMERCIAL, GENERAL (CG); PROVIDING FINDINGS OF FACT; REQUIRING RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Atlantic Beach, Florida hereby finds that the change in zoning classification enacted by this Ordinance shall provide for orderly growth; encourage the appropriate use of land; protect and conserve the value of property; prevent the overcrowding of land; promote, protect and improve the health, safety, comfort, good order, appearance, convenience, and general welfare of the public; and implement the goals and objectives of the Comprehensive Plan; and

WHEREAS, the lands subject to this change in zoning classification were largely developed in 1975 prior to significant changes to the Land Development Regulations and the Official Zoning Map; and

WHEREAS, the Community Development Board held a duly noticed public hearing on May 20, 2025, to consider this rezoning request and did not find it to be consistent with the City's Comprehensive Plan and voted not to recommend that the City Commission approve this rezoning request; and

WHEREAS, the City Commission considered this Ordinance after proper public notice and comments from staff and the public.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Findings of Fact. The above recitals are hereby incorporated as Findings of Fact in support of this Ordinance, and the City Commission finds as follows:

- a. This change in zoning district classification has been fully considered after public hearings with legal notice duly published as required by law and has met the procedural requirements as set forth in Sections 24-51, 24-62 and the Land Development Regulations.
- b. The proposed rezoning to Commercial, General (CG) is consistent with the proposed Future Land Use Map Commercial (CM) designation and the goals, policies and objectives of the City's adopted Comprehensive Plan.
- c. All development within lands subject to this rezoning to Commercial, General (CG) and any future development shall be consistent with the zoning, subdivision, Land Development Regulations and other applicable provisions of the Atlantic Beach Code of Ordinances prior to issuance of local permits authorizing construction or site alteration.

- d. The zoning district classification of Commercial, General (CG) is consistent and compatible with the surrounding development and zoning districts in that the adjoining properties.

SECTION 2. Affected Properties. Pursuant to this change in zoning district designation procedure, the zoning district classification of those certain lands within the City of Atlantic Beach, as more particularly described in Exhibit A, attached hereto and made a part hereof, are hereby reclassified as Commercial, General (CG) from Residential, General, Two-Family (RG). This reclassification does not grant authority for any specific uses on said lands. Any proposed use on said lands shall be reviewed and approved in accordance with the provisions of Chapter 24, Land Development Regulations.

SECTION 3. Zoning Map Revised. The Neighborhood Department Director is hereby directed to revise the official Zoning Map of the City of Atlantic Beach to reflect the change in zoning classification for those properties described in Exhibit A from Residential, Single-Family (RS-2), to Commercial, General (CG).

SECTION 4. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 5. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 6. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first reading this _____ day of _____, 2025.

PASSED by the City Commission on second and final reading this _____ day of _____, 2025.

CITY OF ATLANTIC BEACH

Curtis Ford, Mayor

Attest:

Donna Bartle, City Clerk

Approved as to form and correctness:

Jason Garbiel, City Attorney

Exhibit A

The lands subject to this Ordinance No. 90-25-255 changing their zoning district designation from Residential, General, Two-Family (RG) to Commercial, General (CG) shall be those described on the attached survey.

Address	RE Number	Legal Description
310 Mayport Road	170736-0000	LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.



MINUTES
Community Development Board (CDB) Meeting
Tuesday, May 20, 2025 - 6:00 PM
City Hall, Commission Chamber
800 Seminole Road, Atlantic Beach, FL 32233

Present:

Kirk Hansen, Chair
Ellen Golombek, Vice Chair
Jennifer Lagner, Member
Angela Farford, Member
Harold Gear, Member
Richard Arthur, Member
Jeff Haynie, Member

Absent:

Gregory (Greg) Beliles, Alternate Member

Also Present:

Amanda Askew, Neighborhoods Department Dir. (NDD)
Abrielle Genest, Principal Planner
Valerie Jones, Recording Clerk
Robert Graham, City Attorney (CA)

1. CALL TO ORDER AND ROLL CALL

Chair Hansen called the meeting to order at 6:00 p.m. Mr. Haynie was late for the meeting and arrived at 6:30 p.m.

2. APPROVAL OF MINUTES

- A. Approve minutes of the April 15, 2025 regular meeting of the Community Development Board.

3. OLD BUSINESS

There was no old business.

4. NEW BUSINESS

A. 324 Aquatic Drive ZVAR25-0009 (Michelle Meeker)

Request for a variance to Section 24-82(b)(1) to exceed the maximum four (4) foot rear yard projection and Section 24-81(c) to allow construction of a covered porch within an easement at 324 Aquatic Drive.

STAFF REPORT: Planner Genest presented the information as explained in the staff report. She also provided a PowerPoint presentation.

APPLICANT REPORT: Michelle Meeker introduced herself as the owner of the property. She said that all she wanted to do was replace it like-for-like. She said she had a representative that was going to speak on her behalf.

Community Development Board (CDB)
May 20, 2025

Page 1 of 8

Michael Herzberg introduced himself. He referred to a handout that the Board had. Mr. Herzberg said that the screen structure was already there when Ms. Meeker purchased the property in 2018. He pointed out how there were four structures that encroach into the setback and that there isn't any documented permit history for her home. Mr. Herzberg explained how the home has an excessively large front yard setback at 42-feet and only a 1-foot rear yard setback creating an unreasonable limitation on any construction. He said that Ms. Meeker is proposing to tear down an existing unpermitted improvement made by the previous owner and replace it with a newer one. He said in regard to Public Works concerns this would not further create an encroachment into that and there would still be ample room to work in.

Mr. Arthur asked about the side of the house since it looks like it's encroaching into the setback. Mr. Herzberg said it does encroach and would continue to encroach even if the variance isn't granted.

Chair Hansen asked Planner Genest to elaborate on Public Works concerns. Planner Genest said the area has had flooding in the past, so the ditch needs to be maintained so they need access through that easement. She confirmed for Ms. Lagner that the applicant is only replacing what is currently there. Planner Genest also confirmed for Mr. Arthur that the small section that projects out on the survey was in the original plans along with the 8x11 patio according to the survey.

BOARD DISCUSSION: Mr. Gear said he went and looked over the fence and saw the existing encroachment but since the applicant isn't going past that it wouldn't be an issue.

PUBLIC COMMENT: Chair Hansen opened the floor to public comment. There were no public comments. Ms. Lagner agreed.

MOTION: To **APPROVE ZVAR25-0009** based on condition #2 "Surrounding conditions or circumstances impacting the property disparately from nearby properties".

Motion: ***Harold Gear***

Second: ***Jennifer Lagner***

Kirk Hansen

For

Ellen Golombek

For

Jennifer Lagner (Seconded By)

For

Angela Farford

For

Harold Gear (Moved By)

For

Richard Arthur

For

Motion passed 6 to 0.

Community Development Board (CDB)
May 20, 2025

Page 2 of 8

- B. 1025 and 1039 Beach Avenue ZVAR25-0010 and ZVAR25-0011 (Nathan Bussey)**
Request for a variance to Section 24-108(e)(3)(a) to reduce the minimum side yard setbacks on each side of the proposed single-family homes at 1025 Beach Avenue and 1039 Beach Avenue.

STAFF REPORT: Director Askew presented the information as explained in the staff report. She also provided a PowerPoint presentation.

Ms. Farford asked if the City had minimum structure width requirements. Director Askew said they did not. She said the applicant had one year after the fire to build back to previous setback and density

APPLICANT REPORT: Nathan Bussey of BuildPath Construction Advisors introduced himself as representing the owners. He said the proposed plan was to build back a structure that was 22 1/2 feet wide with 1,700 square feet per lot on the footprint which would be what is intended for the area and the charm of the neighborhood. Mr. Bussey said that the applicants are restricted by what can be built and still have value to their properties that they've owned for 20 plus years. He said the medium density zoning conflicts with the land use as to what the applicant can build back.

Chair Hansen asked if the owners today are the same owners that were there when there was a fire. Mr. Bussey said yes, they are the same owners.

Mr. Bussey said that it has been listed as one lot assembled together with a large structure with 3 different realtors and hasn't had an offer showing that it isn't what the market wants.

PUBLIC COMMENT: Chair Hansen opened the floor to public comment. He read a letter from Howard Loft who was not in favor of approving this request.

Nathan Gray introduced himself as working on behalf of the owners. He explained that these 2 lots are very standard for ocean front lots between 10th Street and 16th Street which currently have 2- and 3-foot setbacks. Mr. Gray said that regulations have made these parcels effectively unusable. He said it is difficult to tell an owner they can build a 15-foot-wide house that would be less than a builder grade townhome which is 16-foot wide. Mr. Gray said he understands the concerns about fires but there are many homes in neighborhood that have even smaller setbacks.

Terrie Bradshaw of 75 10th Street introduced herself and said the fire did a lot of damage to her home and does not support the approval of this request.

Bill Taylor of 95 10th Street introduced himself. He had questions about the L-shaped lot, could it be built on and would the variance be a normal variance or a 3-foot variance?

Scott Cairns introduced himself and said he and family members own 4 of the townhouses. He said he wants the lots developed and said the standard 5-foot setback would be fine. Mr. Cairns was not opposed to the variance.

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Deborah Oken of 1073 Beach Avenue said she has a 100-year-old house on a 30-foot lot, and it touches the boundaries on one side. She said the variance request was a reasonable request.

BOARD DISCUSSION: Ms. Golombek asked Director Askew if they could build townhomes. Director Askew said yes, the zoning district does allow townhomes so they could have a shared wall, but the difficulty is when you have 2 different property owners.

Mr. Arthur asked which lot was 33 feet wide. Director Askew had the applicant return to the podium. Mr. Bussey said that 1025 Beach was the 33 feet wide lot. He said that he didn't think townhomes would be the highest and best thing to build fitting the charm of the neighborhood. Mr. Bussey said that they could use the additional 3 feet on the south setback by the condos.

Mr. Gear said that if the applicants agreed to build townhouses, then they would meet the setbacks. Chair Hansen said that since the applicants had 1 year to apply to build back to what they had before but didn't and the concerns of the neighbors he couldn't support this request. He thought that the owners should get together and figure out a deal between the two of them. Ms. Farford agreed and was concerned about the closeness of the structures. Mr. Arthur said he was leery of suggesting that any applicant can get with their neighbors and come up with a new plan. Chair Hansen said he is just suggesting combination of the lots as a possible solution.

Nathan Gray said that suggesting townhomes to the applicants the Board is forcing them to get into a partnership agreement which is what they are doing right now. He said they have been trying to sell the properties as one for 18 months. Mr. Gray said surrounding properties are selling for \$7.5 million and the maximum sale for condos and townhomes would be \$1.5 million. He said that what they are suggesting for setbacks is larger than the setbacks were before.

MOTION: To **DENY ZVAR25-0010** due to it not meeting any of the criteria.

Motion: *Jennifer Lagner*

Second: *Angela Farford*

Kirk Hansen

For

Ellen Golombek

For

Jennifer Lagner (Moved By)

For

Angela Farford (Seconded By)

For

Harold Gear

For

Richard Arthur

For

Motion passed 6 to 0.

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MOTION: To DENY ZVAR25-0011 due to it not meeting any of the criteria.

Motion: *Harold Gear*

Second: *Angela Farford*

Kirk Hansen

For

Ellen Golombek

For

Jennifer Lagner

For

Angela Farford (Seconded By)

For

Harold Gear (Moved By)

For

Richard Arthur

For

Motion passed 6 to 0.

C. 310 Mayport Road COMP25-0001 and REZN25-0001 (Randall Whitfield)

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

STAFF REPORT: Director Askew presented the information as explained in the staff report. She also provided a PowerPoint presentation. Director Askew reminded the Board that this would be a recommendation to the City Commission and would go before them at the June 23rd meeting. Mr. Arthur asked that since they have a variance to tear down and build back storage would they have to get approval again on this one lot. Director Askew said that since they are putting parking on this lot they wouldn't have to.

APPLICANT REPORT: Michael Traynor, an attorney with Orr Cook, office at 818 A1A North. He said he was representing Randall Whitfield. Mr. Traynor said they plan to make the access to the property on 3rd Street West instead of Mayport Road making it safer to enter. He said the front would be landscaped making it more attractive.

Mr. Arthur asked why all of this couldn't be done with the existing 415 by 102-foot area that is zoned CG already. Mr. Traynor said that they want to get the entrance off of Mayport Road and put the parking in the rear. He added that it would also put all of the property under the same zoning. A design board was presented showing the landscaping and fencing. In response to a question from Mr. Arthur, Director Askew went over the considerations listed on page 94-95 of the agenda packet. Ms. Golombek said that she liked the idea of eliminating the multiple entrances off of 3rd Street West and only having one.

BOARD DISCUSSION: Ms. Golombek asked if the Board can put conditions on this request. Director Askew said they cannot.

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MOTION: To recommend **APPROVAL** of COMP25-0001 and REZN25-0001 to the City Commission.

Motion: *Ellen Golombek*
Second: *Harold Gear*

Mr. Haynie said he doesn't see how it is consistent with the Comprehensive Plan and pointed to page 94 of the agenda packet where Director Askew had laid out some of the relevant policies. He said the plan is telling them that there is not a goal of adding commercial property to this area and if commercial property is added the plan is saying it will not be for this use. Chair Hansen said that it is already storage units and that's not going away. Mr. Haynie said he thought it was awkward to add commercial general to that neighborhood on one lot. Mr. Arthur said they could just put the parking on the existing commercial general lots. He said he was concerned about the expansion of a carve out when what they want to do can be done on site. Ms. Lagner said she wasn't in favor of this. Mr. Gear said there is a similar carve out a couple of streets over.

<i>Kirk Hansen</i>	<i>Against</i>
<i>Ellen Golombek (Moved By)</i>	<i>For</i>
<i>Jennifer Lagner</i>	<i>Against</i>
<i>Angela Farford</i>	<i>For</i>
<i>Harold Gear (Seconded By)</i>	<i>For</i>
<i>Richard Arthur</i>	<i>Against</i>
<i>Jeff Haynie</i>	<i>Against</i>

Motion failed 3 to 4.

MOTION: To recommend **DENIAL** of COMP25-0001 and REZN25-0001 to the City Commission due to it not being consistent with the Comprehensive Plan.

Motion: *Jeff Haynie*
Second: *Jennifer Lagner*

<i>Kirk Hansen</i>	<i>For</i>
<i>Ellen Golombek</i>	<i>Against</i>
<i>Jennifer Lagner (Seconded By)</i>	<i>For</i>
<i>Angela Farford</i>	<i>Against</i>
<i>Harold Gear</i>	<i>Against</i>
<i>Richard Arthur</i>	<i>For</i>
<i>Jeff Haynie (Moved By)</i>	<i>For</i>

Motion passed 4 to 3.

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5. **REPORTS**

A. **400 square foot trigger for Stormwater**

The Board discussed this topic and decided to have this trigger removed from the Code

MOTION: To recommend the amendment of Section 24-89 to strike paragraph C1.

Motion: *Harold Gear*

Second: *Jennifer Lagner*

Director Askew went over the explanation of the paragraph explaining that the trigger for on-site stormwater storage was for the addition of 400 square feet even if you are under the 45% pervious ratio. She said this also applies to new builds. Mr. Arthur said that it doesn't make sense to apply this to lots that are under their 45% pervious ratio. He said it puts burden on the residents and their property rights.

Kirk Hansen

For

Ellen Golombek

Against

Jennifer Lagner (Seconded By)

For

Angela Farford

For

Harold Gear (Moved By)

For

Richard Arthur

For

Jeff Haynie

For

Motion passed 6 to 1.

B. **Shared Parking**

Director Askew explained in detail how the Shared Parking is addressed in the Code. Chair Hansen said it appears there's a quirk in the code because the on-site parking in some cases doesn't count toward the requirement. Director Askew explained that the site Chair Hansen was referring to didn't have enough on-site parking to share. She said you have to have the required parking for your required uses whether you are open from 8-10 a.m. or 24 hours. Chair Hansen said they should be able to have a shared parking agreement with the building they are in. Mr. Gear said there would have to be a legal agreement. Mr. Arthur wondered how Staff would differentiate between when a business is closed and when that space could be counted toward on-site parking. Mr. Haynie suggested they keep the 400 feet requirement since that can be handled with a variance. Ms. Golombek agreed.

MOTION: To recommend to the City Commission that shared parking Section 24-161 be amended to allow for allocation of on-site parking based on hours of operation of shared tenants.

Motion: *Harold Gear*

Second: *Jennifer Lagner*

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<i>Kirk Hansen</i>	<i>For</i>
<i>Ellen Golombek</i>	<i>For</i>
<i>Jennifer Lagner (Seconded By)</i>	<i>For</i>
<i>Angela Farford</i>	<i>For</i>
<i>Harold Gear (Moved By)</i>	<i>For</i>
<i>Richard Arthur</i>	<i>For</i>
<i>Jeff Haynie</i>	<i>For</i>

Motion passed 7 to 0.

6. PUBLIC COMMENT

There were no public comments.

7. ADJOURNMENT

There being no further discussion, Chair Hansen declared the meeting adjourned at 7:45 p.m.

Attest:

Amanda Askew

Kirk Hansen, Chair

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May 20, 2025

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**CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT**

AGENDA ITEM:

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

SUBMITTED BY:

Amanda Askew, Neighborhoods Department Director *aa*

TODAY'S DATE:

June 11, 2025

MEETING DATE:

June 23, 2025

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

The subject property is currently vacant and immediately adjacent to the existing mini-storage units at 310 Mayport Road.

CONSIDERATIONS

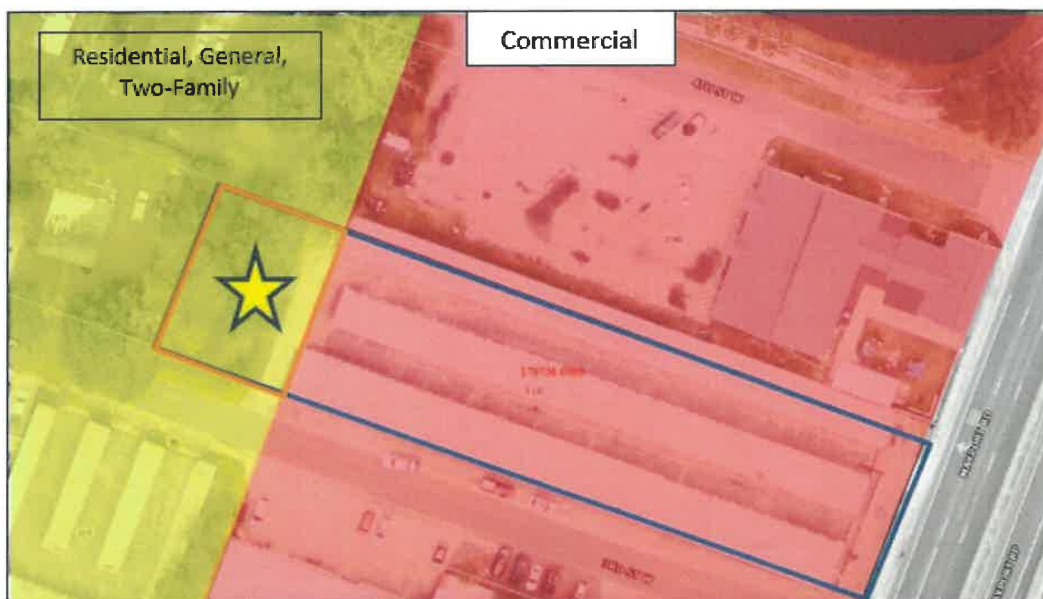
The building adjacent to the subject property is operated by Atlantic Self Storage and occupies a large portion to the eastern side of the property. The



subject property requesting the FLUM and rezoning is a small wooded area to the west of the buildings.

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

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



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



ANALYSIS OF COMPREHENSIVE PLAN

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

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

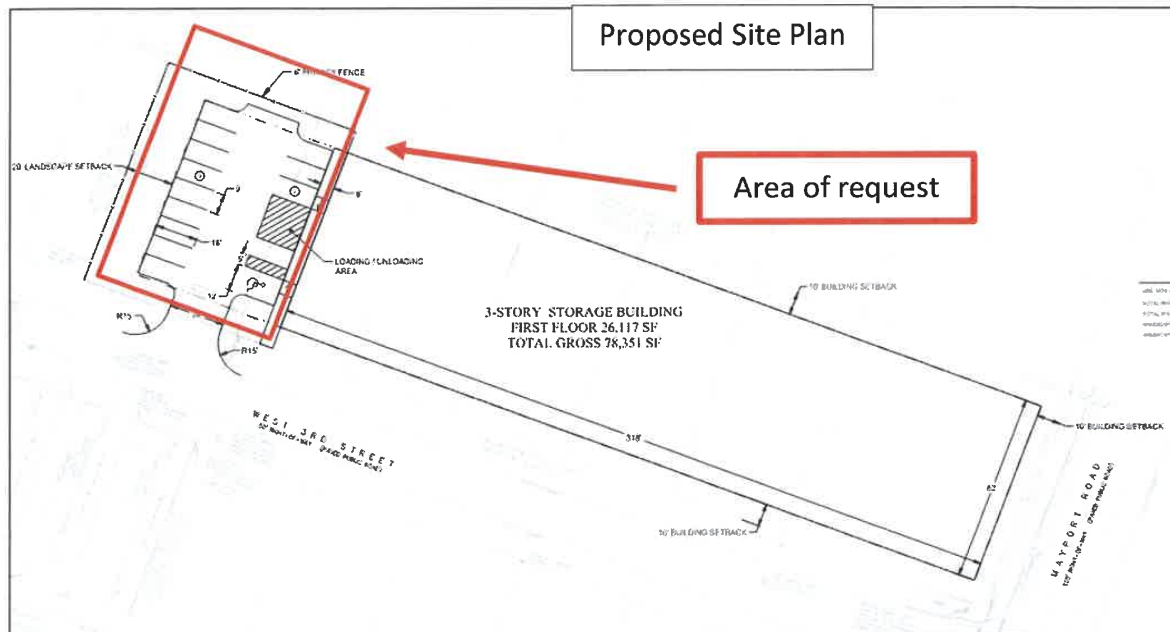
Policy A.1.10.4 The City shall actively support the appropriate redevelopment and infill development of the Mayport Road corridor. Retail and service uses that sustain neighborhoods, and encourage a more aesthetically pleasing and pedestrian friendly environment shall be encouraged. New development along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

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

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

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

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



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

REVIEW CRITERIA

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

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

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

- (a) Consistency with the Goals, Objectives and Policies of this Plan;
- (b) Consistency with the State Comprehensive Plan and the Northeast Florida Strategic Regional Policy Plan;
- (c) Consistency with other adopted policies and plans of the City, the County, the State or other agencies having regulatory authority over the City;
- (d) The potential for adverse impacts to Environmentally Sensitive Areas, the natural environment or the aesthetic quality of the City,
- (e) The potential to cause deficiencies in adopted levels of service or to adversely impact available water supplies, public facilities, infrastructure and services.

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

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

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

BUDGET: None

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

ATTACHMENT(S): Ordinance No. 90-25-254
Ordinance No. 90-24-255
Application from applicant
Community Development Board Minutes

REVIEWED BY CITY MANAGER:



BEACHES 310 LLC's
APPLICATION FOR A FUTURE LAND USE MAP (FLUM)
AMENDMENT

OWNER, BEACHES 310 LLC'S request for a future-land use map (FLUM) amendment to change the current FLUM designation of only the residential medium density (RM) part of this 310 Mayport Road parcel no.: 170736-0000 to commercial (CM) to allow for a limited parking area.

Table of Contents

1. Beaches 310 LLC Owners Statement w/photos
2. FLUM Amendment Application
3. Proof of Ownership- Special Warranty Deed
4. Letter of Authorization to Randall Whitfield
5. Survey of Lot w/legal description
6. Location Map w/ subject property in red.
7. Site Plan w/aerial photograph

1

BEACHES 310, LLC'S OWNER'S STATEMENT

This is a request for both a Future Land Use Map (FLUM) Amendment to change the current FLUM designation of the Residential Medium Density (RM) part of this 310 Mayport Road parcel no.: 170736-0000 to Commercial and a request at the same time for a Rezoning of the current Residential General (RG) classification of this part of the 310 Mayport Road parcel no.: 170736-0000 to Commercial General (CG).

Only a small part of this 310 Mayport Road parcel is designated on the FLUM as RM. The majority of the parcel is already designated CM. Likewise, only that small section is zoned RG while the majority is already zoned CG.

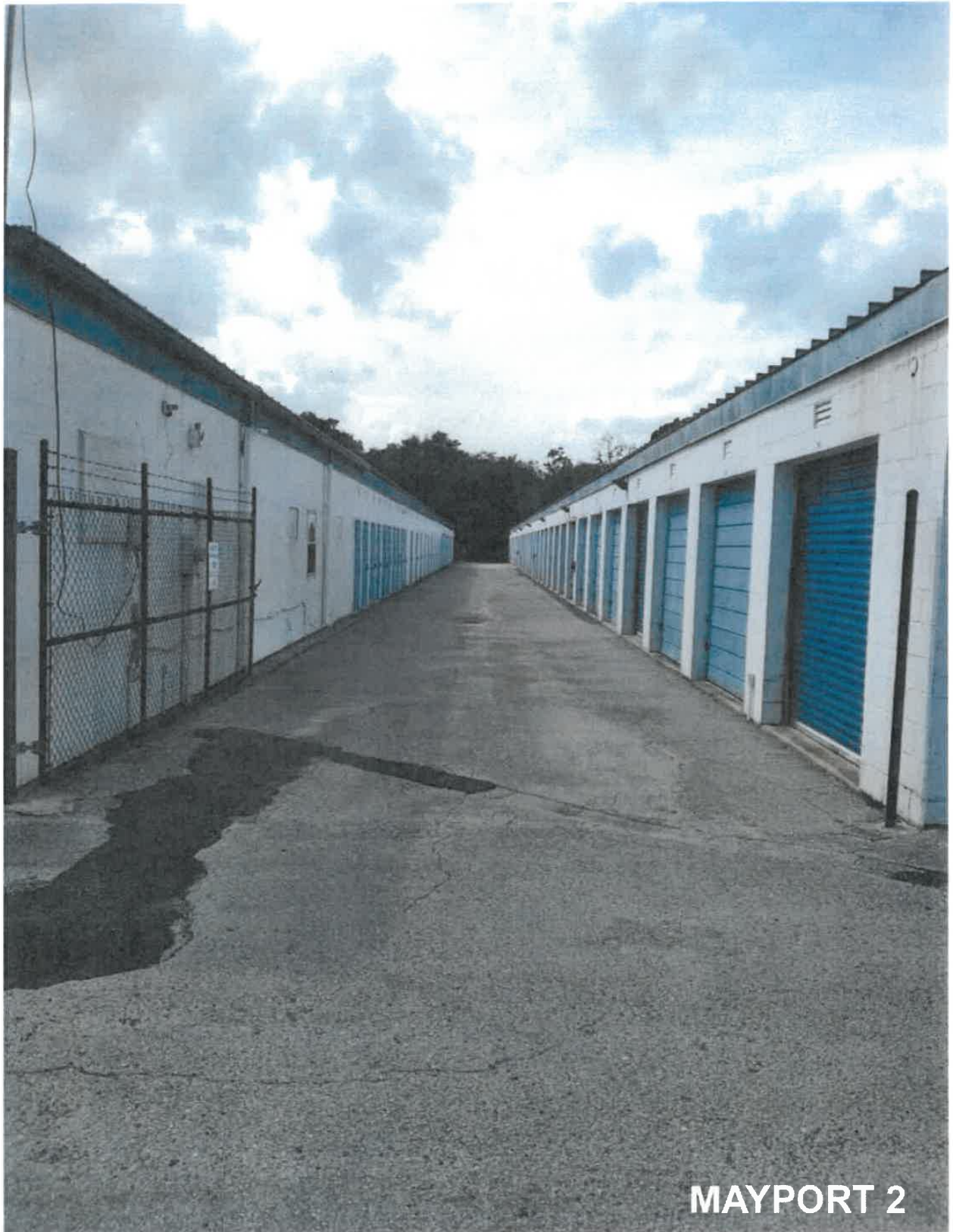
In coordination with the modernization of this property, the owner would like this remaining part of the parcel to have the same FLUM designation and same Zoning classification as the rest. In doing so, this section would provide a limited parking area for the building's customers. By converting this currently vacant space to limited parking, the owner will be able to remove current direct access from Mayport Road and eliminate all current entrances along the entire south side of the property on 3rd Street West.

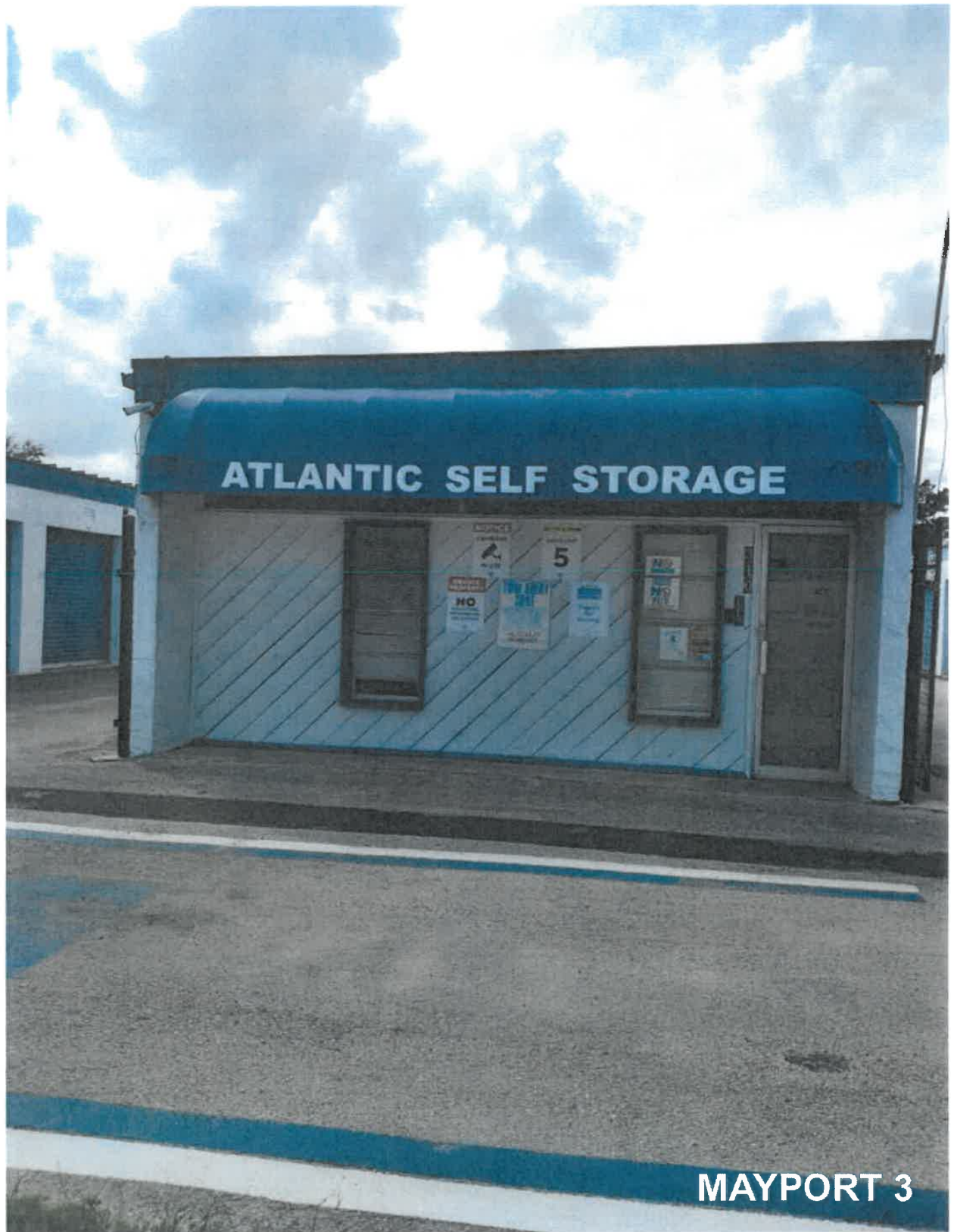
In the new design, the entire front along Mayport Road and the entire south side of the building along 3rd Street West will be landscaped. Additionally, entrance to the building will be limited to a single area on 3rd Street West at the rear of the new building. This site configuration will result in a safer and more attractive entrance to the property than currently exists.

Photos of the property showing its current building configuration with its front and side access are included as photos labeled Mayport 1 through 6. Conceptual design images of the planned property development are attached and labeled as Conceptual Designs 1 through 5. These show the intended landscaped areas along the Mayport Road and 3rd Street West sides of the building as well as the landscaped and buffered parking area in the rear of the building. This limited parking area is the only intended use for that part of the parcel for which Flum redesignation and Rezoning classification is being requested.



MAYPORT 1













CONCEPTUAL | AERIAL VIEW FROM SOUTHEAST



CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025





CONCEPTUAL | SOUTHEAST CORNER



CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025





CONCEPTUAL | SOUTHEAST CORNER



CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025





CONCEPTUAL | WEST ELEVATION OFFICE + LOADING



CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025





CONCEPTUAL | AERIAL VIEW FROM SOUTHWEST



CONCEPTUAL DESIGN

310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

FEBRUARY 14, 2025



2



FUTURE LAND USE MAP (FLUM) AMENDMENT

City of Atlantic Beach

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

FOR INTERNAL OFFICE USE ONLY

FILE # COMP 25-0001

☐ \$1,000.00 Application Fee
(plus advertising costs)

****Please submit form in person
or to building-dept@coab.us**

SMALL SCALE DEVELOPMENT

SITE INFORMATION

ADDRESS 310 Mayport Road (Only Parcel 3 on Deed) CITY Atlantic Beach STATE FL ZIP CODE _____

SUBDIVISION Section BLOCK # _____ LOT # _____

RE# 170736-0000 PARCEL SIZE .22 acres TOTAL ACREAGE .22 acres

CURRENT FLUM DESIGNATION RM ZONING CODE RG

PROPOSED FLUM DESIGNATION CM FLOOD ZONE X

APPLICANT INFORMATION

NAME RANDALL WHITFIELD PHONE # 904-358-8300

ADDRESS c/o J. Michael Traynor, ORR|COOK 818 A1A N Ste.302 CELL # 904-607-7070/9048258560

CITY Ponte Vedra Beach STATE FL ZIP CODE 32082

EMAIL randalljax@yahoo.com/mtraynor@orrcook.com ☐ OWNER ☒ LEGAL AUTHORIZED AGENT

REQUEST FOR FUTURE LAND USE MAP (FLUM) AMENDMENT: Applicants are advised that approval of an amendment to the Future Land Use Map does not constitute approval for issuance of any permit or Development Order. Use and development lands related to this land use map amendment, if approved, and any zoning change shall be subject to compliance with all applicable local Land Development Regulations, any State and Federal permitting requirements as well as Florida Building Code requirements for Category "C" construction.

PROVIDE ALL OF THE FOLLOWING INFORMATION

DESCRIPTION OF PROPOSED USE AND PROPOSED DEVELOPMENT ACTIVITY (ALSO INCLUDE ANTICIPATED DEVELOPMENT AND ANY PHASING SCHEDULE).

The proposed use of the subject lot is for a limited parking area adjacent to the modernization project for this property.. The lot subject to this amendment request will allow the owner to remove current access from Mayport Road and also eliminate the multipoint access along Third Street W and provide for a single entrance/exit point with landscape along Mayport Road and Third Street W , eliminating potential safety hazzards.

NUMBER OF WETLAND ACRES NONE

IDENTIFY ANY OTHER ENVIRONMENTALLY SENSITIVE LANDS, ANY LISTED OR ENDANGERED SPECIES OR HABITATS.

NONE

IDENTIFY ALL PUBLIC AND PRIVATE SERVICE PROVIDERS OF WATER, SEWER, ELECTRIC, SOLID WASTE, ETC. PROVIDE ESTIMATES OF WATER, SEWER AND SOLID WASTE DEMAND.

COAB -WATER AND SEWER/ JEA - ELECTRIC/ GFL - SOLID WASTE . ESTIMATED WATER, SEWER, AND SOLID WASTE DEMAND of 365 GPD (gallons per day).

FUTURE LAND USE AMENDMENT-SMALL 01.29.2025

IDENTIFY ANY OTHER ENVIRONMENTALLY SENSITIVE LANDS, ANY LISTED OR ENDANGERED SPECIES OR HABITATS.

NONE

ESTIMATED IMPACT TO ADOPTED LEVEL OF SERVICE STANDARDS AS ESTABLISHED BY THE CAPITAL IMPROVEMENTS ELEMENT OF THE EFFECTIVE COMPREHENSIVE PLAN.

ESTIMATED IMPACT IS NONE OTHER THAN THAT WHICH IS BEING USED BY THE CURRENT BILDING STRUCTURES.

APPLICATION PACKAGE CHECKLIST

*Additional information may be required, depending upon circumstances unique to individual applications

1. **COVER PAGE:** Identifying the project.
2. **TABLE OF CONTENTS:** Include a list of all exhibits and attachments.
3. **STATEMENT:** Statement addressing need and justification for requested amendment.
4. **APPLICATION:** This form completed in it's entirety.
5. **LIST OF ADJACENT PROPERTY OWNERS AND ENVELOPES:** A list of adjacent property owners within 300 feet of the property including name, mailing address and their real estate number (located at the Property Appraiser's recent certified tax rolls). Include a legal size envelope addressed to each property owner on the list (do not include a return address). Each envelope must contain proper postage. The order of the envelopes must match the order in which the names appear on the list.
6. **PROOF OF OWNERSHIP:** Deed or certificate by lawyer or abstract or title company that verifies record owner as above.
7. **LETTER OF AUTHORIZATION:** If the applicant is not the owner provide a letter of authorization from the owner(s) for applicant to represent the owner(s) for all purposes related to this application.
8. **SURVEY AND LEGAL DESCRIPTION:** Current survey and legal description of property sought to be rezoned.
9. **LOCATION MAP:** General location map with property subject to application clearly identified.
10. **SITE PLAN:** Site plan containing the following if applicable to the proposed project (account for all land included).
 - Number and types of dwelling units
 - Type and square feet of commercial or industrial uses
 - Any existing structures and proposed use
 - Any open space, buffers and recreational areas
 - Wetlands, streams, creeks, lakes or any other water bodies or Environmentally Sensitive Lands
 - Most recent aerial photograph of site and surrounding lands
 - Drainage and storm water facilities and other infrastructure, including ingress and egress, internal access and roadways
11. **REQUIRED NUMBER OF COPIES:** One (1) digital copy - additional paper copy is optional.

"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

Randall C. Whitfield
PRINT OR TYPE NAME OF APPLICANT

4-14-25
DATE

FUTURE LAND USE AMENDMENT-SMALL 01.29.2025

3

Doc # 2008018285, OR BK 14356 Page 1174, Number Pages: 3, Filed & Recorded
01/24/2008 at 09:14 AM, JIM FULLER CLERK CIRCUIT COURT DUVAL COUNTY RECORDING
\$27.00 DEED DOC ST \$0.70

Prepared by and Return to:
Michael N. Schneider, Esq
Ansbacher & Schneider, P.A.
5150 Belfort Road South, Building 100
Jacksonville, FL 32256

SPECIAL WARRANTY DEED

1. IDENTIFICATION OF GRANTOR

Grantor's name and address is: Mike Ashourian and
Elaine Ashourian, his wife
7880 Gate Parkway, Suite 300
Jacksonville, Florida 32256

The word "I" or "me" as hereafter used means the Grantor.

2. IDENTIFICATION OF GRANTEE

Grantee's name and address is: Beaches 310, L.L.C.
a Florida limited liability company,
7880 Gate Parkway, Suite 300
Jacksonville, Florida 32256

Grantee's tax identification number is: _____

The word "you" as hereafter used means the Grantee.

3. MEANINGS OF TERMS

The terms "I," "me," or "you" shall be non-gender specific ((i) masculine, (ii) feminine, or (iii) neuter, such as corporations, partnerships or trusts), singular or plural, as the context permits or requires, and include heirs, personal representatives, successors or assigns where applicable and permitted.

4. DESCRIPTION OF REAL PROPERTY CONVEYED

Property hereby conveyed (the "Real Property") is legally described in Exhibit A attached hereto, together with all tenements (property capable of being held with unconditional power of disposition), hereditaments (inheritable interest in property), easements (right to use land of another) and appurtenances (right used with land for its benefit) belonging to or benefiting such property.

The Real Property is a portion of the property identified by the Property Appraiser's Parcel Identification Number 170736 0000.

070494.01 Special Warranty Deed

OR BK 14356 PAGE 1175

5. CONSIDERATION

Good and valuable consideration plus the sum of Ten Dollars (\$10.00) received by me from you.

6. CONVEYANCE OF REAL PROPERTY

For the consideration described in Paragraph 5, I have granted, bargained and sold to you the Real Property to have and to hold in fee simple (estate in property unlimited as to duration, disposition and descendability) forever.

7. SPECIAL WARRANTY

I do hereby warrant title to the Real Property and will defend the same against the lawful claims of all persons claiming by, through or under me, except for covenants, reservations, restrictions and easements of record, if any, and taxes subsequent to December 31, 2007.

8. EXECUTION

I have executed this instrument effective the 1st day of January, 2008.

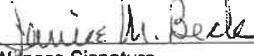
Signed, sealed and delivered
in the presence of:



Witness Signature

Michael N. Schneider

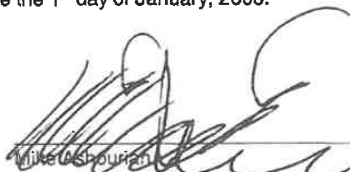
Witness Printed Name




Witness Signature

Janice M. Beck

Witness Printed Name



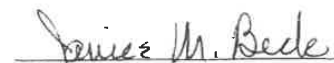
Mike Ashourian (Seal)



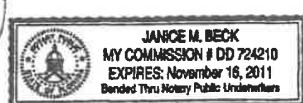
Elaine Ashourian (Seal)

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 21st day of January, 2008, by Mike Ashourian and Elaine Ashourian, his wife, who are personally known to me.



Notary Public - State of Florida



'OR BK 14356 PAGE 1176

EXHIBIT A

PARCEL 1: LOTS 1,2,3,4,5,6 AND 7, BLOCK 28, SECTION "H", ATLANTIC BEACH, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN ROAD RIGHT OF WAY.

PARCEL 2: LOTS 1 AND 2, BLOCK 80, SECTION "H", ATLANTIC BEACH, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN ROAD RIGHT OF WAY.

PARCEL 3: LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 73, SECTION "H", ATLANTIC BEACH, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN ROAD RIGHT OF WAY.

10.50

4

OWNER'S AUTHORIZATION


STATE OF FLORIDA

COUNTY OF DUVAL

I, Elaine Ashourian, as managing member of the Owner, Beaches 310 LLC, do hereby authorize and/or appoint Randall Whitfield to represent Beaches 310 LLC, in its Rezoning Application to the City of Atlantic Beach and for Future Land Use Map (FLUM) Amendment for that part of its property located at 310 Mayport which is currently designed as RM on the Future Land Use Map and currently zoned RG and more particularly describes on the survey attached to the Rezoning Application and the Future Land Use (FLUM) Amendment.

Dates this ____ day of April 2025.

BEACHES 310 LLC

By: 
Elaine Ashourian

Sworn to and subscribed before me by means of ☒ physical presence or ____ online notarization, this ~~14th~~ day of April 2025 by Elaine Ashourian on behalf of Beaches 310 LLC who, after being first duly sworn, deposes and says that the foregoing is true and correct to the best of her knowledge, information, and belief, and that she subscribed her name hereto in certification thereof.


Signature of Notary Public, State of Florida
Print Name: Margaret E. Parente
Commission No.:
My Commission Expires:



Personally known ☒

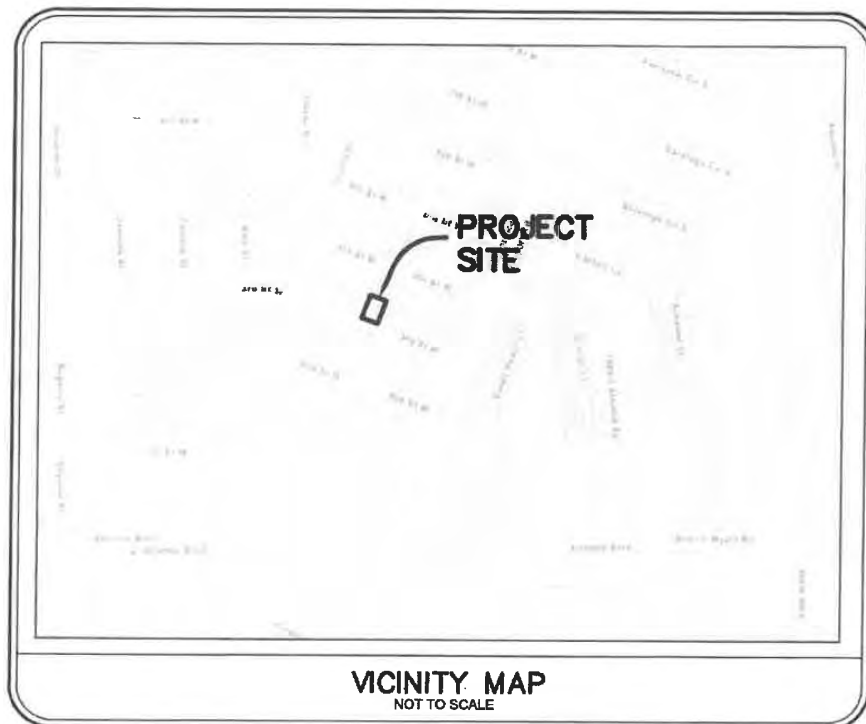
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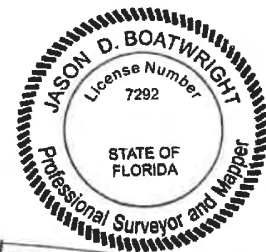
5

MAP OF

LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H",
ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK
18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA,
EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.



CERTIFIED TO:
ASH PROPERTIES, INC.



GENERAL NOTES

1. THIS IS A MAP ONLY, NOT A BOUNDARY SURVEY.
2. BEARING ARE BASED ON THE NORTHERLY RIGHT-OF-WAY LINE OF WEST 3rd STREET, BEING NORTH 69°48'00" WEST, AS PER PLAT.
3. SEE SHEET 2 OF 2 FOR MAP TO ACCOMPANY DESCRIPTION.

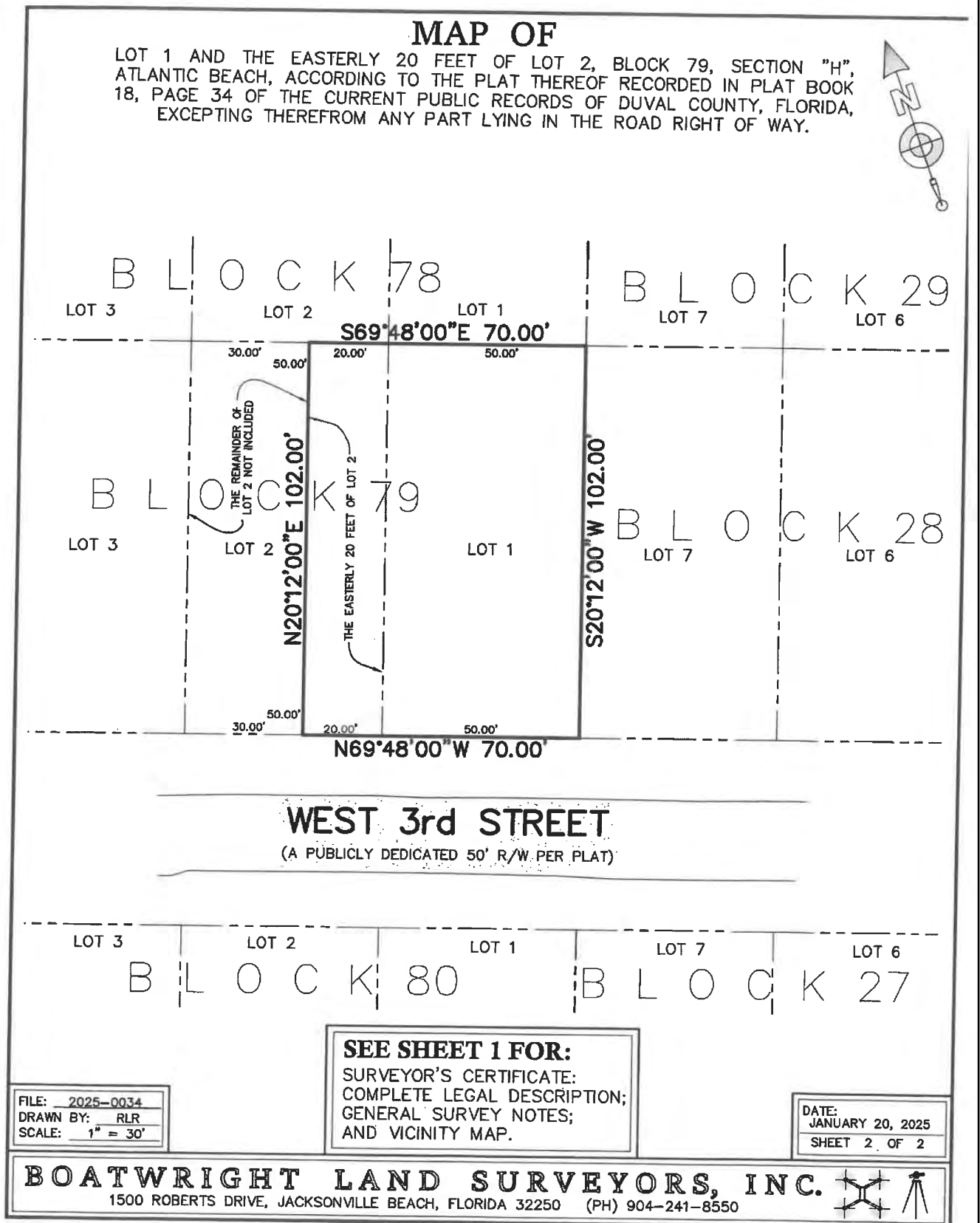
FILE: 2025-0034	DATE: JANUARY 20, 2025
DRAWN BY: RLR	SHEET 1 OF 2
SCALE: 1" = N.A.	

Jason D. Boatwright
JASON D. BOATWRIGHT, P.S.M.
FLORIDA LICENSED SURVEYOR and MAPPER No. LS 7292
FLORIDA LICENSED SURVEYING & MAPPING BUSINESS No. LB 3672
"NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL
SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER."

BOATWRIGHT LAND SURVEYORS, INC.

1500 ROBERTS DRIVE, JACKSONVILLE BEACH, FLORIDA 32250 (PH) 904-241-8550





6



CONCEPTUAL | REZONE LOTS DIAGRAM



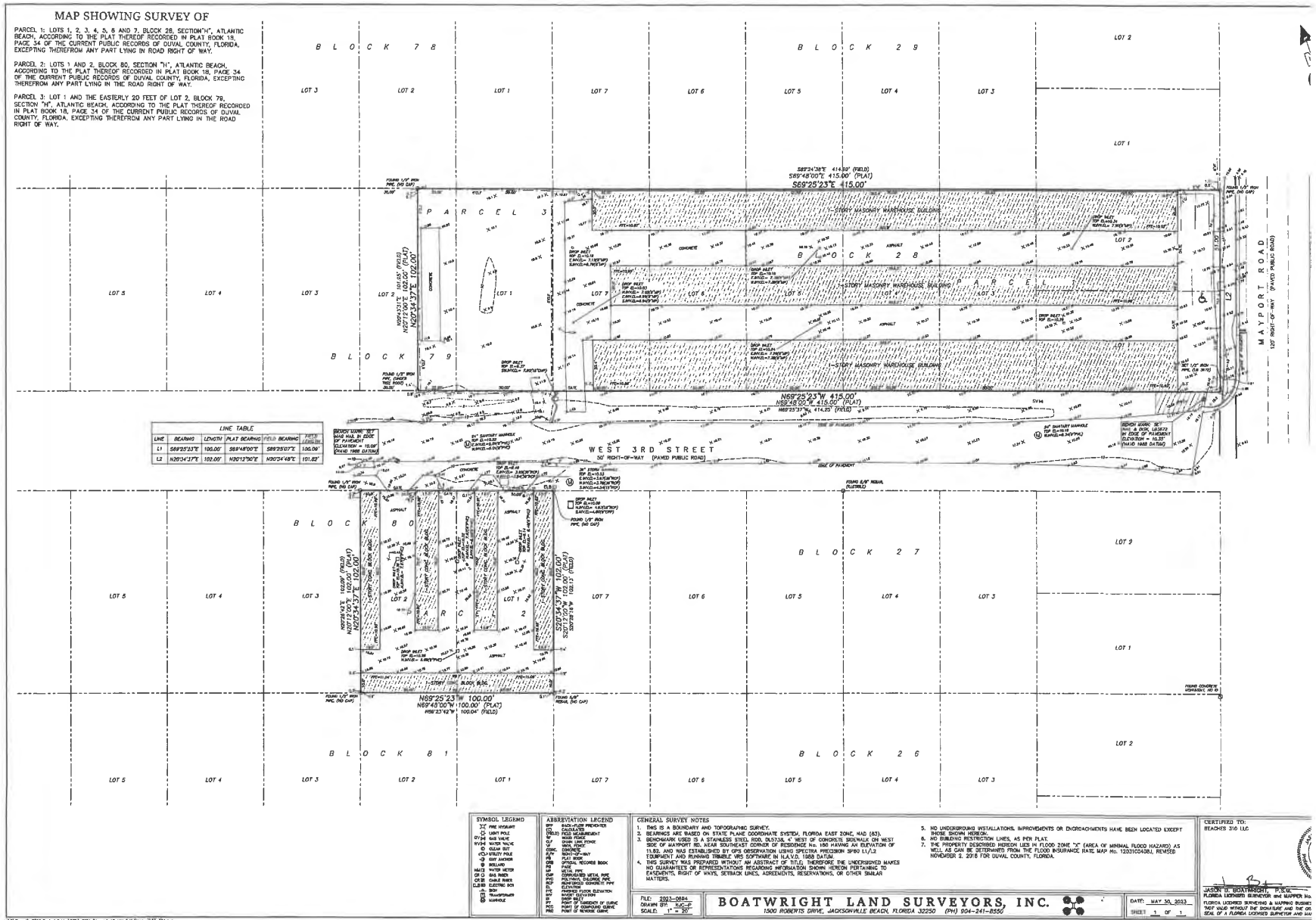
CONCEPTUAL DESIGN

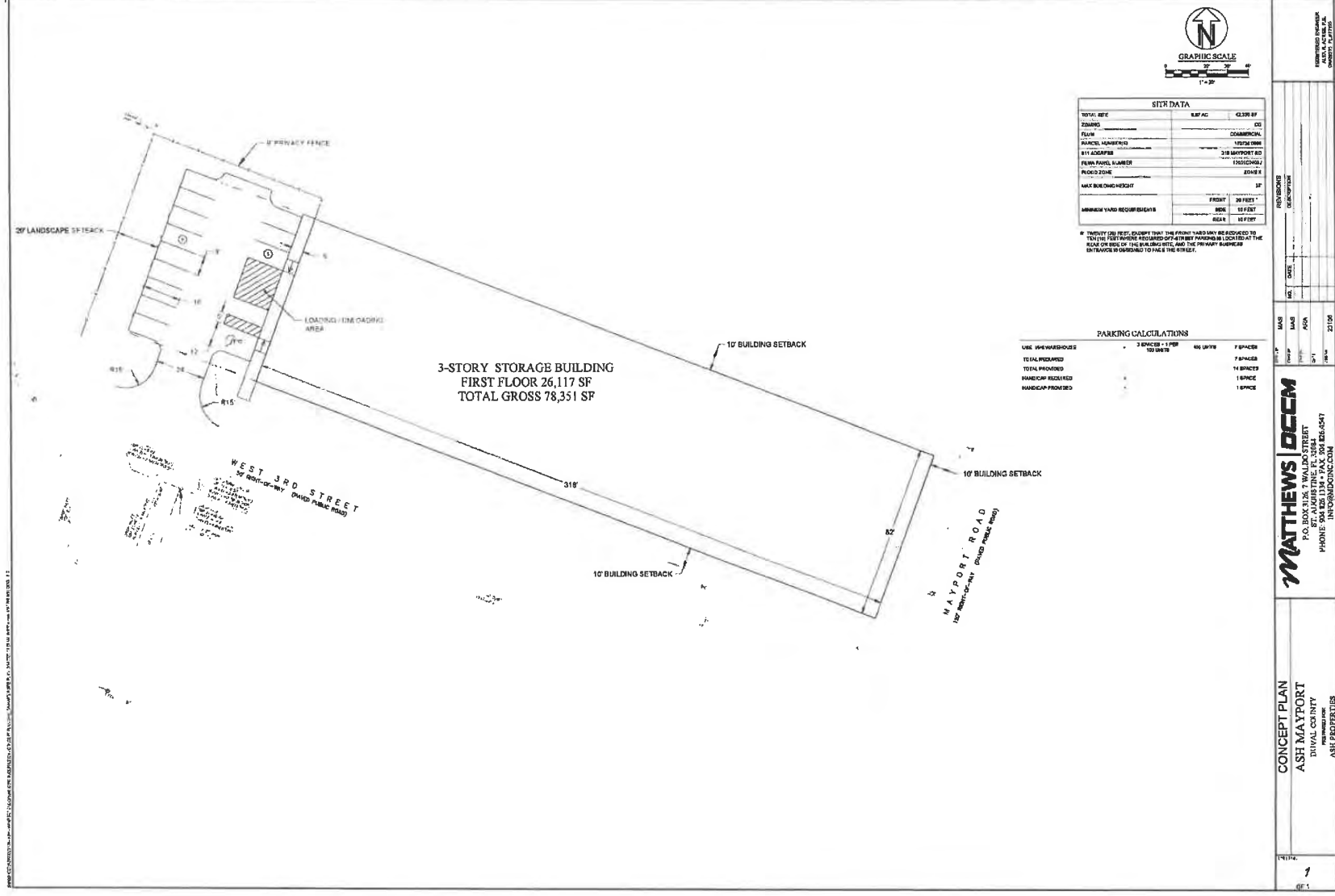
310 MAYPORT ROAD
ATLANTIC BEACH, FL 32233

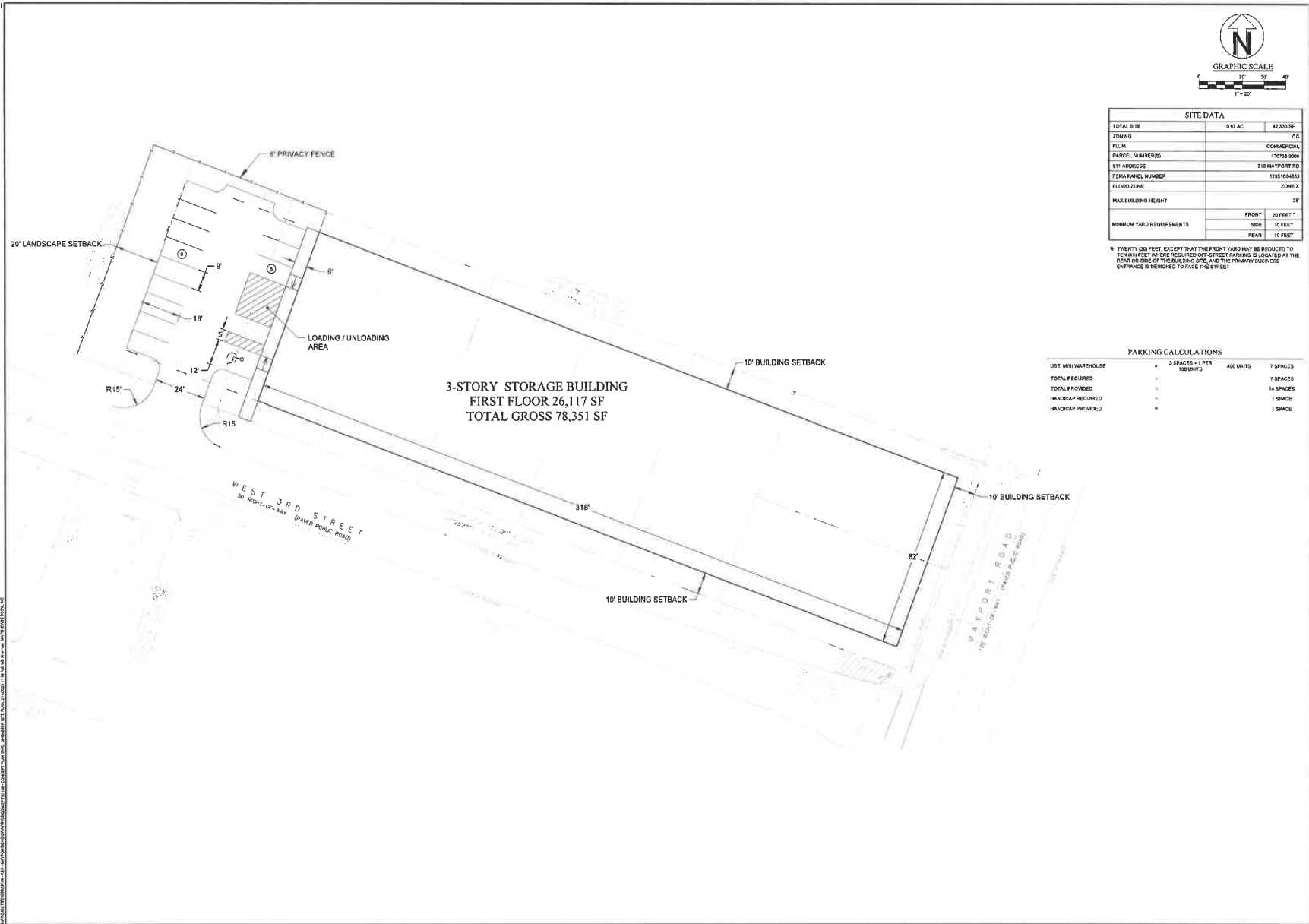
FEBRUARY 14, 2025

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7









ORDINANCE NO. 90-25-254

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

WHEREAS, the City Commission of the City of Atlantic Beach, Florida hereby finds that the change in Future Land Use Map designation enacted by this Ordinance shall provide for orderly growth; encourage the appropriate use of land; protect and conserve the value of property; prevent the overcrowding of land; promote, protect and improve the health, safety, comfort, good order, appearance, convenience, and general welfare of the public; and implement the goals and objectives of the Comprehensive Plan; and

WHEREAS, the lands subject to this change in Future Land Use Map designation were developed in the 1940s through the 1970s and included commercial uses prior to the City's adoption of the first Comprehensive Plan and associated Future Land Use Map; and

WHEREAS, the Community Development Board held a duly noticed public hearing on May 20, 2025, to consider this Ordinance, did not find to be consistent with the City's Comprehensive Plan and voted not to recommend that the City Commission approve this Ordinance; and

WHEREAS, the City Commission considered this Ordinance after proper public notice and comments from staff and the public.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Findings of Fact. The above recitals are hereby incorporated as Findings of Fact in support of this Ordinance, and the City Commission finds as follows:

- a. This change in future land use map designation has been fully considered after public hearings with legal notice duly published as required by law and has met the procedural requirements as set forth in Sections 24-51, 24-62 and the Land Development Regulations.
- b. The proposed Future Land Use Map amendment to Commercial (CM) is consistent the goals, policies and objectives of the City's adopted Comprehensive Plan.
- c. All development within lands subject to this change in future land use map designation to Commercial (CM) and any future development shall be consistent with the zoning, subdivision, Land Development Regulations and other applicable provisions of the Atlantic Beach Code of Ordinances prior to issuance of local permits authorizing construction or site alteration.
- d. The future land use map designation of Commercial (CM) is consistent and compatible

with the surrounding development and future land use map designation to allow commercial uses.

SECTION 2. Affected Properties. Pursuant to this change in Future Land Use Map designation procedure, the Future Land Use Map designation of those certain lands within the City of Atlantic Beach, as more particularly described in Exhibit A, attached hereto and made a part hereof, are hereby reclassified from Residential Medium (RM) to Commercial (CM).

SECTION 3. Future Land Use Map Revised. The Director of Planning and Community Development is hereby directed to revise the official Future Land Use Map of the City of Atlantic Beach to reflect the change in Future Land Use designation for those properties described in Exhibit A from Residential Medium (RM) to Commercial (CM) and to submit documentation to the Florida Department of Economic Opportunity as required by Section 163.3187, Florida Statutes.

SECTION 4. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 5. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 6. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first res ____ day of ____, 2025

PASSED by the City Commission on second and final reading this ____ day of ____, 2025.

CITY OF ATLANTIC BEACH

Attest

Curtis Ford, Mayor

Donna L. Bartle, City Clerk

Approved as to form and correctness:

Jason Gabriel, City Attorney

Exhibit A

The lands subject to this Ordinance No. 90-25-254 changing their Future Land Use designation from Residential Medium (RM) to Commercial (CM) shall be those described below. All Book and Page information can be found in the current public records of Duval County, Florida.

Address	RE Number	Legal Description
310 Mayport Road	170736-0000	LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.

ORDINANCE NO. 90-25-255

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, REZONING THOSE LANDS DESCRIBED IN ATTACHED EXHIBIT A FROM RESIDENTIAL, GENERAL, TWO- FAMILY (RG), TO COMMERCIAL, GENERAL (CG); PROVIDING FINDINGS OF FACT; REQUIRING RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Atlantic Beach, Florida hereby finds that the change in zoning classification enacted by this Ordinance shall provide for orderly growth; encourage the appropriate use of land; protect and conserve the value of property; prevent the overcrowding of land; promote, protect and improve the health, safety, comfort, good order, appearance, convenience, and general welfare of the public; and implement the goals and objectives of the Comprehensive Plan; and

WHEREAS, the lands subject to this change in zoning classification were largely developed in 1975 prior to significant changes to the Land Development Regulations and the Official Zoning Map; and

WHEREAS, the Community Development Board held a duly noticed public hearing on May 20, 2025, to consider this rezoning request and did not find it to be consistent with the City's Comprehensive Plan and voted not to recommend that the City Commission approve this rezoning request; and

WHEREAS, the City Commission considered this Ordinance after proper public notice and comments from staff and the public.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Findings of Fact. The above recitals are hereby incorporated as Findings of Fact in support of this Ordinance, and the City Commission finds as follows:

- a. This change in zoning district classification has been fully considered after public hearings with legal notice duly published as required by law and has met the procedural requirements as set forth in Sections 24-51, 24-62 and the Land Development Regulations.
- b. The proposed rezoning to Commercial, General (CG) is consistent with the proposed Future Land Use Map Commercial (CM) designation and the goals, policies and objectives of the City's adopted Comprehensive Plan.
- c. All development within lands subject to this rezoning to Commercial, General (CG) and any future development shall be consistent with the zoning, subdivision, Land Development Regulations and other applicable provisions of the Atlantic Beach Code of Ordinances prior to issuance of local permits authorizing construction or site alteration.

- d. The zoning district classification of Commercial, General (CG) is consistent and compatible with the surrounding development and zoning districts in that the adjoining properties.

SECTION 2. Affected Properties. Pursuant to this change in zoning district designation procedure, the zoning district classification of those certain lands within the City of Atlantic Beach, as more particularly described in Exhibit A, attached hereto and made a part hereof, are hereby reclassified as Commercial, General (CG) from Residential, General, Two-Family (RG). This reclassification does not grant authority for any specific uses on said lands. Any proposed use on said lands shall be reviewed and approved in accordance with the provisions of Chapter 24, Land Development Regulations.

SECTION 3. Zoning Map Revised. The Neighborhood Department Director is hereby directed to revise the official Zoning Map of the City of Atlantic Beach to reflect the change in zoning classification for those properties described in Exhibit A from Residential, Single-Family (RS-2), to Commercial, General (CG).

SECTION 4. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 5. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 6. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first reading this _____ day of _____, 2025.

PASSED by the City Commission on second and final reading this _____ day of _____, 2025.

CITY OF ATLANTIC BEACH

Curtis Ford, Mayor

Attest:

Donna Bartle, City Clerk

Approved as to form and correctness:

Jason Garbiel, City Attorney

Exhibit A

The lands subject to this Ordinance No. 90-25-255 changing their zoning district designation from Residential, General, Two-Family (RG) to Commercial, General (CG) shall be those described on the attached survey.

Address	RE Number	Legal Description
310 Mayport Road	170736-0000	LOT 1 AND THE EASTERLY 20 FEET OF LOT 2, BLOCK 79, SECTION "H", ATLANTIC BEACH, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 18, PAGE 34 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, EXCEPTING THEREFROM ANY PART LYING IN THE ROAD RIGHT OF WAY.



MINUTES
Community Development Board (CDB) Meeting
Tuesday, May 20, 2025 - 6:00 PM
City Hall, Commission Chamber
800 Seminole Road, Atlantic Beach, FL 32233

Present:

Kirk Hansen, Chair
Ellen Golombek, Vice Chair
Jennifer Lagner, Member
Angela Farford, Member
Harold Gear, Member
Richard Arthur, Member
Jeff Haynie, Member

Absent:

Gregory (Greg) Beliles, Alternate Member

Also Present:

Amanda Askew, Neighborhoods Department Dir. (NDD)
Abrielle Genest, Principal Planner
Valerie Jones, Recording Clerk
Robert Graham, City Attorney (CA)

1. CALL TO ORDER AND ROLL CALL

Chair Hansen called the meeting to order at 6:00 p.m. Mr. Haynie was late for the meeting and arrived at 6:30 p.m.

2. APPROVAL OF MINUTES

- A. Approve minutes of the April 15, 2025 regular meeting of the Community Development Board.

3. OLD BUSINESS

There was no old business.

4. NEW BUSINESS

A. 324 Aquatic Drive ZVAR25-0009 (Michelle Meeker)

Request for a variance to Section 24-82(b)(1) to exceed the maximum four (4) foot rear yard projection and Section 24-81(c) to allow construction of a covered porch within an easement at 324 Aquatic Drive.

STAFF REPORT: Planner Genest presented the information as explained in the staff report. She also provided a PowerPoint presentation.

APPLICANT REPORT: Michelle Meeker introduced herself as the owner of the property. She said that all she wanted to do was replace it like-for-like. She said she had a representative that was going to speak on her behalf.

Community Development Board (CDB)
May 20, 2025

Page 1 of 8

Michael Herzberg introduced himself. He referred to a handout that the Board had. Mr. Herzberg said that the screen structure was already there when Ms. Meeker purchased the property in 2018. He pointed out how there were four structures that encroach into the setback and that there isn't any documented permit history for her home. Mr. Herzberg explained how the home has an excessively large front yard setback at 42-feet and only a 1-foot rear yard setback creating an unreasonable limitation on any construction. He said that Ms. Meeker is proposing to tear down an existing unpermitted improvement made by the previous owner and replace it with a newer one. He said in regard to Public Works concerns this would not further create an encroachment into that and there would still be ample room to work in.

Mr. Arthur asked about the side of the house since it looks like it's encroaching into the setback. Mr. Herzberg said it does encroach and would continue to encroach even if the variance isn't granted.

Chair Hansen asked Planner Genest to elaborate on Public Works concerns. Planner Genest said the area has had flooding in the past, so the ditch needs to be maintained so they need access through that easement. She confirmed for Ms. Lagner that the applicant is only replacing what is currently there. Planner Genest also confirmed for Mr. Arthur that the small section that projects out on the survey was in the original plans along with the 8x11 patio according to the survey.

BOARD DISCUSSION: Mr. Gear said he went and looked over the fence and saw the existing encroachment but since the applicant isn't going past that it wouldn't be an issue.

PUBLIC COMMENT: Chair Hansen opened the floor to public comment. There were no public comments. Ms. Lagner agreed.

MOTION: To **APPROVE ZVAR25-0009** based on condition #2 "Surrounding conditions or circumstances impacting the property disparately from nearby properties".

Motion: *Harold Gear*
Second: *Jennifer Lagner*

<i>Kirk Hansen</i>	<i>For</i>
<i>Ellen Golombek</i>	<i>For</i>
<i>Jennifer Lagner (Seconded By)</i>	<i>For</i>
<i>Angela Farford</i>	<i>For</i>
<i>Harold Gear (Moved By)</i>	<i>For</i>
<i>Richard Arthur</i>	<i>For</i>

Motion passed 6 to 0.

Community Development Board (CDB)
May 20, 2025

Page 2 of 8

- B. 1025 and 1039 Beach Avenue ZVAR25-0010 and ZVAR25-0011 (Nathan Bussey)**
Request for a variance to Section 24-108(e)(3)(a) to reduce the minimum side yard setbacks on each side of the proposed single-family homes at 1025 Beach Avenue and 1039 Beach Avenue.

STAFF REPORT: Director Askew presented the information as explained in the staff report. She also provided a PowerPoint presentation.

Ms. Farford asked if the City had minimum structure width requirements. Director Askew said they did not. She said the applicant had one year after the fire to build back to previous setback and density

APPLICANT REPORT: Nathan Bussey of BuildPath Construction Advisors introduced himself as representing the owners. He said the proposed plan was to build back a structure that was 22 1/2 feet wide with 1,700 square feet per lot on the footprint which would be what is intended for the area and the charm of the neighborhood. Mr. Bussey said that the applicants are restricted by what can be built and still have value to their properties that they've owned for 20 plus years. He said the medium density zoning conflicts with the land use as to what the applicant can build back.

Chair Hansen asked if the owners today are the same owners that were there when there was a fire. Mr. Bussey said yes, they are the same owners.

Mr. Bussey said that it has been listed as one lot assembled together with a large structure with 3 different realtors and hasn't had an offer showing that it isn't what the market wants.

PUBLIC COMMENT: Chair Hansen opened the floor to public comment. He read a letter from Howard Loft who was not in favor of approving this request.

Nathan Gray introduced himself as working on behalf of the owners. He explained that these 2 lots are very standard for ocean front lots between 10th Street and 16th Street which currently have 2- and 3-foot setbacks. Mr. Gray said that regulations have made these parcels effectively unusable. He said it is difficult to tell an owner they can build a 15-foot-wide house that would be less than a builder grade townhome which is 16-foot wide. Mr. Gray said he understands the concerns about fires but there are many homes in neighborhood that have even smaller setbacks.

Terrie Bradshaw of 75 10th Street introduced herself and said the fire did a lot of damage to her home and does not support the approval of this request.

Bill Taylor of 95 10th Street introduced himself. He had questions about the L-shaped lot, could it be built on and would the variance be a normal variance or a 3-foot variance?

Scott Cairns introduced himself and said he and family members own 4 of the townhouses. He said he wants the lots developed and said the standard 5-foot setback would be fine. Mr. Cairns was not opposed to the variance.

Community Development Board (CDB)
May 20, 2025

Deborah Oken of 1073 Beach Avenue said she has a 100-year-old house on a 30-foot lot, and it touches the boundaries on one side. She said the variance request was a reasonable request.

BOARD DISCUSSION: Ms. Golombek asked Director Askew if they could build townhomes. Director Askew said yes, the zoning district does allow townhomes so they could have a shared wall, but the difficulty is when you have 2 different property owners.

Mr. Arthur asked which lot was 33 feet wide. Director Askew had the applicant return to the podium. Mr. Bussey said that 1025 Beach was the 33 feet wide lot. He said that he didn't think townhomes would be the highest and best thing to build fitting the charm of the neighborhood. Mr. Bussey said that they could use the additional 3 feet on the south setback by the condos.

Mr. Gear said that if the applicants agreed to build townhouses, then they would meet the setbacks. Chair Hansen said that since the applicants had 1 year to apply to build back to what they had before but didn't and the concerns of the neighbors he couldn't support this request. He thought that the owners should get together and figure out a deal between the two of them. Ms. Farford agreed and was concerned about the closeness of the structures. Mr. Arthur said he was leery of suggesting that any applicant can get with their neighbors and come up with a new plan. Chair Hansen said he is just suggesting combination of the lots as a possible solution.

Nathan Gray said that suggesting townhomes to the applicants the Board is forcing them to get into a partnership agreement which is what they are doing right now. He said they have been trying to sell the properties as one for 18 months. Mr. Gray said surrounding properties are selling for \$7.5 million and the maximum sale for condos and townhomes would be \$1.5 million. He said that what they are suggesting for setbacks is larger than the setbacks were before.

MOTION: To **DENY ZVAR25-0010** due to it not meeting any of the criteria.

Motion: *Jennifer Lagner*

Second: *Angela Farford*

Kirk Hansen

For

Ellen Golombek

For

Jennifer Lagner (Moved By)

For

Angela Farford (Seconded By)

For

Harold Gear

For

Richard Arthur

For

Motion passed 6 to 0.

Community Development Board (CDB)
May 20, 2025

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MOTION: To DENY ZVAR25-0011 due to it not meeting any of the criteria.

Motion: *Harold Gear*

Second: *Angela Farford*

Kirk Hansen

For

Ellen Golombek

For

Jennifer Lagner

For

Angela Farford (Seconded By)

For

Harold Gear (Moved By)

For

Richard Arthur

For

Motion passed 6 to 0.

C. 310 Mayport Road COMP25-0001 and REZN25-0001 (Randall Whitfield)

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

STAFF REPORT: Director Askew presented the information as explained in the staff report. She also provided a PowerPoint presentation. Director Askew reminded the Board that this would be a recommendation to the City Commission and would go before them at the June 23rd meeting. Mr. Arthur asked that since they have a variance to tear down and build back storage would they have to get approval again on this one lot. Director Askew said that since they are putting parking on this lot they wouldn't have to.

APPLICANT REPORT: Michael Traynor, an attorney with Orr Cook, office at 818 A1A North. He said he was representing Randall Whitfield. Mr. Traynor said they plan to make the access to the property on 3rd Street West instead of Mayport Road making it safer to enter. He said the front would be landscaped making it more attractive.

Mr. Arthur asked why all of this couldn't be done with the existing 415 by 102-foot area that is zoned CG already. Mr. Traynor said that they want to get the entrance off of Mayport Road and put the parking in the rear. He added that it would also put all of the property under the same zoning. A design board was presented showing the landscaping and fencing. In response to a question from Mr. Arthur, Director Askew went over the considerations listed on page 94-95 of the agenda packet. Ms. Golombek said that she liked the idea of eliminating the multiple entrances off of 3rd Street West and only having one.

BOARD DISCUSSION: Ms. Golombek asked if the Board can put conditions on this request. Director Askew said they cannot.

Community Development Board (CDB)
May 20, 2025

Page 5 of 8

MOTION: To recommend **APPROVAL** of COMP25-0001 and REZN25-0001 to the City Commission.

Motion: *Ellen Golombek*
Second: *Harold Gear*

Mr. Haynie said he doesn't see how it is consistent with the Comprehensive Plan and pointed to page 94 of the agenda packet where Director Askew had laid out some of the relevant policies. He said the plan is telling them that there is not a goal of adding commercial property to this area and if commercial property is added the plan is saying it will not be for this use. Chair Hansen said that it is already storage units and that's not going away. Mr. Haynie said he thought it was awkward to add commercial general to that neighborhood on one lot. Mr. Arthur said they could just put the parking on the existing commercial general lots. He said he was concerned about the expansion of a carve out when what they want to do can be done on site. Ms. Lagner said she wasn't in favor of this. Mr. Gear said there is a similar carve out a couple of streets over.

<i>Kirk Hansen</i>	<i>Against</i>
<i>Ellen Golombek (Moved By)</i>	<i>For</i>
<i>Jennifer Lagner</i>	<i>Against</i>
<i>Angela Farford</i>	<i>For</i>
<i>Harold Gear (Seconded By)</i>	<i>For</i>
<i>Richard Arthur</i>	<i>Against</i>
<i>Jeff Haynie</i>	<i>Against</i>

Motion failed 3 to 4.

MOTION: To recommend **DENIAL** of COMP25-0001 and REZN25-0001 to the City Commission due to it not being consistent with the Comprehensive Plan.

Motion: *Jeff Haynie*
Second: *Jennifer Lagner*

<i>Kirk Hansen</i>	<i>For</i>
<i>Ellen Golombek</i>	<i>Against</i>
<i>Jennifer Lagner (Seconded By)</i>	<i>For</i>
<i>Angela Farford</i>	<i>Against</i>
<i>Harold Gear</i>	<i>Against</i>
<i>Richard Arthur</i>	<i>For</i>
<i>Jeff Haynie (Moved By)</i>	<i>For</i>

Motion passed 4 to 3.

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5. **REPORTS**

A. **400 square foot trigger for Stormwater**

The Board discussed this topic and decided to have this trigger removed from the Code

MOTION: To recommend the amendment of Section 24-89 to strike paragraph C1.

Motion: *Harold Gear*

Second: *Jennifer Lagner*

Director Askew went over the explanation of the paragraph explaining that the trigger for on-site stormwater storage was for the addition of 400 square feet even if you are under the 45% pervious ratio. She said this also applies to new builds. Mr. Arthur said that it doesn't make sense to apply this to lots that are under their 45% pervious ratio. He said it puts burden on the residents and their property rights.

Kirk Hansen

For

Ellen Golombek

Against

Jennifer Lagner (Seconded By)

For

Angela Farford

For

Harold Gear (Moved By)

For

Richard Arthur

For

Jeff Haynie

For

Motion passed 6 to 1.

B. **Shared Parking**

Director Askew explained in detail how the Shared Parking is addressed in the Code. Chair Hansen said it appears there's a quirk in the code because the on-site parking in some cases doesn't count toward the requirement. Director Askew explained that the site Chair Hansen was referring to didn't have enough on-site parking to share. She said you have to have the required parking for your required uses whether you are open from 8-10 a.m. or 24 hours. Chair Hansen said they should be able to have a shared parking agreement with the building they are in. Mr. Gear said there would have to be a legal agreement. Mr. Arthur wondered how Staff would differentiate between when a business is closed and when that space could be counted toward on-site parking. Mr. Haynie suggested they keep the 400 feet requirement since that can be handled with a variance. Ms. Golombek agreed.

MOTION: To recommend to the City Commission that shared parking Section 24-161 be amended to allow for allocation of on-site parking based on hours of operation of shared tenants.

Motion: *Harold Gear*

Second: *Jennifer Lagner*

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<i>Kirk Hansen</i>	<i>For</i>
<i>Ellen Golombek</i>	<i>For</i>
<i>Jennifer Lagner (Seconded By)</i>	<i>For</i>
<i>Angela Farford</i>	<i>For</i>
<i>Harold Gear (Moved By)</i>	<i>For</i>
<i>Richard Arthur</i>	<i>For</i>
<i>Jeff Haynie</i>	<i>For</i>

Motion passed 7 to 0.

6. PUBLIC COMMENT

There were no public comments.

7. ADJOURNMENT

There being no further discussion, Chair Hansen declared the meeting adjourned at 7:45 p.m.

Attest:

Amanda Askew

Kirk Hansen, Chair

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