



**AGENDA**  
**FERNANDINA BEACH CITY COMMISSION**  
**REGULAR MEETING**  
**OCTOBER 2, 2018**  
**6:00 PM**  
**CITY HALL COMMISSION CHAMBERS**  
**204 ASH STREET**  
**FERNANDINA BEACH, FL 32034**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE / INVOCATION**

*Invocation by American Legion Chaplain Bruce Malcolm.*

**4. PROCLAMATIONS**

4.1 **PROCLAMATION - "NATIONAL LONG-TERM CARE RESIDENTS' RIGHTS MONTH"** - *Recognizes the Month of October 2018 as, "National Long-Term Care Residents' Rights Month." Florida Ombudsman Program First Coast District Manager Tracie Rayfield will be in attendance to accept the Proclamation.*

4.2 **PROCLAMATION - "NATIONAL COLONIAL HERITAGE MONTH"** - *Recognizes the month of October as "National Colonial Heritage Month." National Society of Colonial Dames XVII Century, Princess Amelia Chapter President Ms. Georgia Murray and Vice President Lisa Bauer will be present to accept the Proclamation.*

4.3 **PROCLAMATION - "FIRE PREVENTION WEEK"** - *Recognizes October 7, 2018, through October 13, 2018, as "Fire Prevention Week." Fire Chief Ty Silcox will be present to accept the Proclamation.*

4.4 **PROCLAMATION - "COMMUNITY PLANNING MONTH"** - *Celebrates the month of October as "Community Planning Month." The City's Planning Department will be present to accept the Proclamation.*

**5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA OR ITEMS ON THE CONSENT AGENDA**

**6. CONSENT AGENDA**

6.1 **APPROVAL OF MINUTES** - *City Commission/Ocean Highway and Port Authority Joint Special Meeting - March 13, 2018; and City Commission/Nassau County School Board Joint Special Meeting - April 10, 2018.*

- 6.2 **JOB DESCRIPTION AMENDMENT - CITY CLERK - RESOLUTION 2018-139** APPROVING AN UPDATED JOB DESCRIPTION FOR THE POSITION OF THE CITY CLERK; PROVIDING FOR REPEAL OF ANY PREVIOUS JOB DESCRIPTIONS IN CONFLICT HERewith; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends the job description of the City Clerk by removing "salary range" in consistency with other Charter Officer job descriptions.*
- 6.3 **WASTEWATER, REFUSE, AND/OR STORMWATER FEE EXEMPTION FY 2017/2018 YEAR-END PAYMENT - RESOLUTION 2018-140** AUTHORIZING PAYMENT FOR THE APPROVED WASTEWATER, REFUSE, AND/OR STORMWATER FEE EXEMPTION LIST FOR FISCAL YEAR 2017/2018; AND PROVIDING AN EFFECTIVE DATE. *Synopsis: Authorizes Wastewater, Refuse, and/or Stormwater Fee Exemption payments for twenty-five accounts in the total amount of \$21,311.07 for FY 2017/2018.*

## **7. RESOLUTIONS**

- 7.1 **CITY COMMISSION RULES OF PROCEDURE AMENDMENT - RESOLUTION 2018-112** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA AMENDING RULES OF PROCEDURE FOR THE CITY COMMISSION BY PROVIDING FOR DEADLINES FOR INFORMATION SUBMITTED BY COMMISSIONERS FOR REVIEW AT COMMISSION MEETINGS; CLARIFYING INTENT OF COMMISSIONER COMMENTS AT END OF REGULAR MEETINGS; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the amendment of the City Commission Rules of Procedure.*
- 7.2 **MOTION TO RECONSIDER- PROPOSAL APPROVAL - WEATHERPROOFING TECHNOLOGIES, INC. - RESOLUTION 2018-137** APPROVING WEATHERPROOFING TECHNOLOGIES, INC (A SUBSIDIARY OF TREMCO INC.) TO PERFORM ROOF REPAIRS TO THE ATLANTIC RECREATION CENTER IN AN AMOUNT NOT TO EXCEED \$117,959; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves hiring Weatherproofing Technologies, Inc. for the repairs at the Atlantic Recreation Center.*
- 7.3 **AGREEMENT APPROVAL - NASSAU COUNTY DISTRICT SCHOOLS - RESOLUTION 2018-141** APPROVING AN AGREEMENT BETWEEN THE CITY OF FERNANDINA BEACH AND NASSAU COUNTY DISTRICT SCHOOLS TO PROVIDE SCHOOL RESOURCE OFFICERS TO EACH OF FOUR SCHOOLS IN THE CITY LIMITS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the agreement with the Nassau County District Schools to provide school resource officers in schools.*
- 7.4 **INTERAGENCY AGREEMENT APPROVAL - NASSAU COUNTY SCHOOL DISTRICT SUPERINTENDENT, FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROBATION AND COMMUNITY INTERVENTION (DJJ), NASSAU COUNTY SHERIFF'S OFFICE (NCSO) - RESOLUTION 2018-142** APPROVING AN INTERAGENCY AGREEMENT BETWEEN THE NASSAU COUNTY SCHOOL DISTRICT SUPERINTENDENT, THE FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROBATION AND COMMUNITY INTERVENTION (DJJ), NASSAU COUNTY SHERIFF'S OFFICE (NCSO), AND FERNANDINA BEACH POLICE DEPARTMENT (FBPD) REGARDING STUDENT RECORDS AND REPORTS AND STUDENTS' RIGHT OF PRIVACY; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves an Interagency Agreement with the Nassau County School District Superintendent, the Florida Department of Juvenile Justice Probation and Community Intervention, and Nassau County Sheriff's Office.*



- 7.5 **CODE ENFORCEMENT FINE SETTLEMENT - MARK O'BRIEN** - RESOLUTION 2018-143 APPROVING A SETTLEMENT OF CODE ENFORCEMENT FINES AND FEES FOR MARK O'BRIEN CONTINGENT UPON SALE OF PROPERTIES AT 400 SOUTH 8TH STREET AND 421 SOUTH 9TH STREET AND COMPLIANCE WITH ALL CITY CODES BY DECEMBER 31, 2018; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves a settlement for the amount of fines and fees owed by Mark O'Brien to allow for the sale of his properties and their subsequent Code compliance.*

**8. ORDINANCE - FIRST READING**

- 8.1 **CODE AMENDMENT - PEDDLERS** - ORDINANCE 2018-36 AMENDING CHAPTER 26, BUSINESSES, ARTICLE IV, PEDDLERS, OF THE CODE OF ORDINANCES; BY AMENDING SECTION 26-92, EXEMPTIONS FROM PROHIBITION TO CLARIFY THE TERM "OCCASIONAL SALES" AND BY REMOVING PARAGRAPH C; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends Chapter 26 of the City Code pertaining to peddlers.*

**9. ORDINANCES - SECOND READING**

- 9.1 **ZONING MAP AMENDMENT - 1336 S. 14TH STREET & 1451 NECTARINE STREET** - ORDINANCE 2018-24 CHANGING THE CITY'S ZONING MAP FROM NASSAU COUNTY COMMERCIAL INTENSIVE (CI) TO ASSIGN A ZONING MAP CATEGORY OF GENERAL COMMERCIAL (C-2) FOR A PROPERTIES TOTALING APPROXIMATELY 0.66 ACRES OF LAND LOCATED AT 1336 S. 14TH STREET AND 1451 NECTARINE STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Changes the City's zoning map from Nassau County Commercial Intensive (CI) to assign a zoning map category of General Commercial (C-2) to approximately 0.66 acres of land located at 1336 S. 14th Street and 1451 Nectarine Street.*
- 9.2 **ZONING MAP AMENDMENT - TJ COURSON ROAD** - ORDINANCE 2018-27 CHANGING THE CITY'S ZONING MAP FROM NASSAU COUNTY COMMERCIAL INTENSIVE (CI) TO ASSIGN A ZONING MAP CATEGORY OF GENERAL COMMERCIAL (C-2) FOR A PROPERTY TOTALING APPROXIMATELY 0.57 ACRES OF LAND LOCATED ON TJ COURSON ROAD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Assigns a zoning district of General Commercial (C-2) to 0.57 acres of land located on TJ Courson Road.*

**10. CITY COMMISSION DISCUSSION / DIRECTION**

- 10.1 **CONSERVATION LAND ACQUISITION FUNDING** - *This item is placed on the agenda at the request of Vice Mayor Kreger.*

**11. CITY MANAGER REPORTS**

**12. CITY ATTORNEY REPORTS**

**13. CITY CLERK REPORTS**

**14. MAYOR/COMMISSIONER COMMENTS**

**15. ADJOURNMENT**

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- A THREE (3) MINUTE TIME LIMIT MAY BE IMPOSED FOR ALL SPEAKERS (EXCEPT IN A QUASI-JUDICIAL HEARING). A "REQUEST TO SPEAK" FORM IS AVAILABLE ON THE COUNTER AT THE ENTRANCE TO THE COMMISSION CHAMBERS. THE FORM SHOULD BE GIVEN TO THE CITY CLERK UPON COMPLETION.
  - THE MAYOR WILL DETERMINE THE ORDER OF THE SPEAKERS AND MAY IMPOSE MORE RESTRICTIVE TIME LIMITS.
  - ONE PERSON WILL SPEAK AT A TIME AND ADDRESS COMMENTS TO THE MAYOR, NOT INDIVIDUAL CITY COMMISSION MEMBERS.
  - THE CITY COMMISSION MAY ASK QUESTIONS OF SPEAKERS WHO WILL HAVE ONE MINUTE TO RESPOND. ADDITIONAL TIME MAY BE GRANTED AT THE DISCRETION OF THE MAYOR OR BY A MOTION BY THE CITY COMMISSION.
  - SPEAKERS MAY FILE COPIES OF THEIR REMARKS WITH THE CITY CLERK WHO WILL MAKE THEM AVAILABLE TO THE COMMISSION.
  - FERNANDINA BEACH CITIZENS WILL SPEAK BEFORE NONRESIDENTS AND SPEAKERS WILL LIMIT REMARKS TO THE SPECIFIC SUBJECT MATTER.
  - DISCUSSION – DIRECTION - ACTIONS ITEMS MAY BE ACTED UPON BY THE CITY COMMISSION BY EITHER A MOTION AND VOTE IN ACCORDANCE WITH ROBERTS RULES OF ORDER, OR BY A CONSENSUS OF THE CITY COMMISSION.
  - PURSUANT TO RESOLUTION 95-32, IF AN ITEM IS NOT ON THE AGENDA IT REQUIRES A FOUR-FIFTHS VOTE OF THE CITY COMMISSION DECLARING THE ITEM AN EMERGENCY BEFORE ACTION CAN BE TAKEN.
  - *QUASI-JUDICIAL* - DENOTES THAT THE ITEM MUST BE CONDUCTED AS A QUASI-JUDICIAL HEARING IN ACCORDANCE WITH CITY COMMISSION ESTABLISHED PROCEDURE AND FLORIDA STATUTES. ANY PERSON WISHING TO APPEAL ANY QUASI-JUDICIAL DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE.
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Persons with disabilities requiring accommodations in order to participate should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired).

**CITY COMMISSION AGENDA ITEM**  
*City of Fernandina Beach*



SUBJECT: Proclamation  
"National Long-Term Care Residents' Rights Month"

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ITEM TYPE: Proclamations

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REQUESTED ACTION: Presentation

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SYNOPSIS: Attached is a Proclamation recognizing the month of October as, "National Long-Term Care Residents' Rights Month." Florida Ombudsman Program First Coast District Manager Tracie Rayfield will be in attendance to accept the Proclamation.

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FISCAL IMPACT: N/A

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CITY ATTORNEY COMMENTS: N/A

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CITY MANAGER RECOMMENDATION(S): N/A

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Dale Martin, City Manager 09/25/2018

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Submitted By:   
Caroline Best, City Clerk

Date: September 05, 2018

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COMMISSION ACTION:

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# Proclamation

**WHEREAS**, across the United States of America more than 2.6 million citizens reside in 16,000(+) nursing homes and assisted living facilities; and

**WHEREAS**, nursing home residents' rights are guaranteed by the Federal 1987 Nursing Home Reform Law. The law requires nursing homes to promote and protect the rights of each resident and places a strong emphasis on individual dignity and self-determination; and

**WHEREAS**, National Long-Term Care Residents' Rights Month was established to ensure that nursing home residents receive the highest levels of mental, physical, and psychosocial wellbeing care; and

**WHEREAS**, the City of Fernandina Beach wishes to honor and celebrate these citizens, to recognize their rich individuality, and to reaffirm their right to vote and participate politically, including the right to have a say in their care; and

**WHEREAS**, individuals and groups across the country will be celebrating National Long-Term Care Residents' Rights Month with the theme, "Speak Up: Know Your Rights and How to Use Them" to highlight the importance of residents being informed about their rights; being engaged partners in achieving quality care and quality of life; and feeling confident in speaking up about what is important to them.

**NOW, THEREFORE, I**, John A. Miller, by virtue of the authority vested in me as Mayor of the City of Fernandina Beach, Florida, do hereby proclaim October 2018:

## **“NATIONAL LONG-TERM CARE RESIDENTS’ RIGHTS MONTH”**

**IN WITNESS WHEREOF**, I hereunto set my hand and caused the Official Seal of the City of Fernandina Beach, Florida, to be affixed this 2<sup>nd</sup> day of October, 2018.

CITY OF FERNANDINA BEACH

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JOHN A. MILLER  
Mayor - Commissioner



FLORIDA  
**OMBUDSMAN PROGRAM**  
ADVOCATING FOR QUALITY LONG-TERM CARE

**Michael Milliken**  
State Ombudsman

August 28, 2018

John Miller  
City of Fernandina Beach  
204 Ash Street  
Fernandina Beach, FL 32034

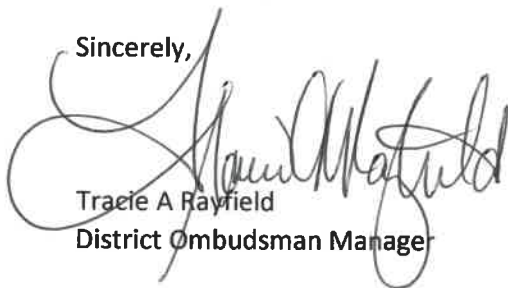
Re: **Resident Rights Month Proclamation**

Dear Honorable Mayor Miller:

The Florida Long Term Care Ombudsman Program requests your assistance in declaring October 2018 National Long Term Care Residents' Rights Month. Resident Rights Month is a time to raise awareness of long term care residents' rights and acknowledge their contributions to our communities.

On behalf of the countless individuals living in our nursing homes, assisted living facilities and adult family care homes, I would like to introduce myself. My name is Tracie Rayfield, and I am the District Ombudsman Manager for the First Coast Council of the Long Term Care Ombudsman Program. In our five (5) counties, over 200 facilities are visited by our trusted volunteers and staff on a quarterly basis. Our goal is to advocate for those who live in these facilities. Please consider Proclaiming October as Residents Rights Month 2018. This year's theme is: "Speak Up: Know Your Rights and How to Use Them".

Sincerely,



Tracie A Rayfield  
District Ombudsman Manager

Enclosures:

**CITY COMMISSION AGENDA ITEM**  
*City of Fernandina Beach*



SUBJECT: Proclamation  
National Colonial Heritage Month

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ITEM TYPE: Proclamations

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REQUESTED ACTION: Presentation

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SYNOPSIS: Attached is a Proclamation to recognize the month of October as "National Colonial Heritage Month." National Society of Colonial Dames XVII Century, Princess Amelia Chapter President Ms. Georgia Murray and Vice President Lisa Bauer will be present to accept the Proclamation.

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FISCAL IMPACT: N/A

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CITY ATTORNEY COMMENTS: N/A

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CITY MANAGER RECOMMENDATION(S): N/A

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|------------------------------------------------|------------|
| Caroline Best, City Clerk                      | 09/05/2018 |
| Nicole Bednar, Administrative Services Manager | 09/14/2018 |
| Dale Martin, City Manager                      | 09/20/2018 |

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Submitted By: Caroline Best, City Clerk Date: September 05, 2018

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COMMISSION ACTION:

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# Proclamation

**WHEREAS**, established in 1915, the National Society Colonial Dames XVII Century is an organization of women, eighteen years of age or over who are lineal descendants of an ancestor who lived and served prior to 1701, in one of the Original Colonies of the United States of America; and

**WHEREAS**, the Society is comprised of chapters located in forty-six states, the District of Columbia, and Canada. Over 11,000 members share a common interest in American history, love of, and respect for, our great nation, and a desire to work together in harmonious fellowship. All in an effort to perpetuate the memory of the colonists and their lasting legacy which is the foundation our great nation; and

**WHEREAS**, the Princess Amelia Chapter of the National Society Colonial Dames XVII Century is locally sponsoring National Colonial Heritage Month during the month of October 2018; and

**WHEREAS**, by virtue of their lineal descent from our nations earliest arrivals, the members of the Society feel an obligation to honor the hardships and heroism of those who sought spiritual and economic freedom in the new world; and

**WHEREAS**, this great country's first arrivals continue to convey the true meaning of inheritance by reminding us that our privilege to live in a free country stemmed from "loving our country, obeying its laws, respecting its flag and defending it against all enemies."

**NOW THEREFORE, BE IT RESOLVED** that the City of Fernandina Beach officially joins with the Princess Amelia Chapter of the National Colonial Heritage Society in proclaiming the month of October 2018 as:

## **"NATIONAL COLONIAL HERITAGE MONTH"**

**IN WITNESS WHEREOF**, I hereunto set my hand and cause the Official Seal of the City of Fernandina Beach, Florida, to be affixed this 2nd day of October, 2018.

CITY OF FERNANDINA BEACH

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John A. Miller  
Mayor-Commissioner

**CITY COMMISSION AGENDA ITEM**  
*City of Fernandina Beach*



SUBJECT: Proclamation  
Fire Prevention Week

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ITEM TYPE: Proclamations

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REQUESTED ACTION: Presentation

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SYNOPSIS: Attached is a Proclamation recognizing October 7, 2018, through October 13, 2018, as "Fire Prevention Week." Fire Chief Ty Silcox will be present to accept the Proclamation.

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FISCAL IMPACT: N/A

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CITY ATTORNEY COMMENTS: N/A

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CITY MANAGER RECOMMENDATION(S): N/A

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Ty Silcox, Fire Chief 09/17/2018

Dale Martin, City Manager 09/21/2018

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Date: September 13, 2018

Submitted By: Kaleigh Simmons, Administrative Coordinator

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COMMISSION ACTION:

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# Proclamation

**WHEREAS**, since 1922, the National Fire Protection Association has sponsored the public observance of Fire Prevention Week making it the longest-running public health observance in the United States of America; and

**WHEREAS**, the City of Fernandina Beach Fire Department, in partnership with the National Fire Protection Association, is steadfastly committed to ensuring the safety and security of all those residing in and visiting Fernandina Beach, Florida; and

**WHEREAS**, Fire Prevention Week is observed each year during the week of October 9 in commemoration of the Great Chicago Fire which began on October 8, 1871 and caused devastating damage. This horrific conflagration killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures, and burned more than 2,000 acres of land; and

**WHEREAS**, the 2018 Fire Prevention Week theme; “Look. Listen. Learn. Be aware – fire can happen anywhere™” effectively serves to remind us that we need to take personal steps to increase our safety from fire; and

**WHEREAS**, statistics indicate the vast majority of citizens are at risk of structure fire in their homes. In 2016, more than 2,700 citizens across our country lost their lives due to residential fires and Fire Departments across the United States responded to 352,000 home fires; and

**WHEREAS**, during Fire Prevention Week, children, adults, and educators learn to stay safe in case of a fire and Firefighters provide lifesaving public outreach in an effort to drastically decrease casualties caused by fire.

**NOW, THEREFORE**, I, John A. Miller, by virtue of the authority vested in me as Mayor of the City of Fernandina Beach, do hereby proclaim October 7-13, 2018, as

## **“FIRE PREVENTION WEEK”**

IN WITNESS WHEREOF, I hereunto set my hand and caused the Official Seal of the City of Fernandina Beach, Florida, to be affixed this 2<sup>nd</sup> day of October, 2018.

CITY OF FERNANDINA BEACH

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John A. Miller  
Mayor-Commissioner

**CITY COMMISSION AGENDA ITEM**  
*City of Fernandina Beach*



SUBJECT: Proclamation  
"Community Planning Month"

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ITEM TYPE: Proclamations

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REQUESTED ACTION: Presentation

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SYNOPSIS: The attached Proclamation celebrates the month of October as "Community Planning Month." The City's Planning Department will be present to accept the Proclamation.

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FISCAL IMPACT: N/A

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CITY ATTORNEY COMMENTS: N/A

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CITY MANAGER RECOMMENDATION(S): N/A

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Dale Martin, City Manager 09/20/2018

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Date: August 22, 2018

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Submitted By: Kelly Gibson, AICP, Planning Manager

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COMMISSION ACTION:

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# Proclamation

WHEREAS, planning helps create access and opportunity for all. Through planning, strategic investments in innovation and infrastructure can boost the economy and strengthen our City; and

WHEREAS, planners help create communities of lasting value. Planning helps to leverage public and private funds that lead to business growth, job creation, and economically resilient communities; and

WHEREAS, planners are skilled at balancing the varied interests and viewpoints that emerge as a community plans its future. Planners consider what is best for the entire community – senior citizens, workers, children, people living with disabilities, business owners, and elected officials through on-going conversations and inclusive outreach to all community stakeholders; and

WHEREAS, planners are committed to ensuring that all residents have safe and affordable housing options. Inclusive growth planning and policies provide current residents a genuine stake in housing and development, while helping new residents obtain access housing opportunities; and

WHEREAS, the month of October is designated as “National Community Planning Month” throughout the United States of America to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of Fernandina Beach; and

WHEREAS, we recognize the many valuable contributions made by our “award winning” planner team in Fernandina Beach and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE, I, John A. Miller, by virtue of the authority vested in me as Mayor of the City of Fernandina Beach, Florida, do hereby proclaim the month of October 2018 as:

## **“COMMUNITY PLANNING MONTH”**

in Fernandina Beach, Florida, in conjunction with the celebration of National Community Planning Month.

IN WITNESS WHEREOF, I hereunto set my hand and cause the Official Seal of the City of Fernandina Beach, Florida, to be affixed this 2<sup>nd</sup> day of October, 2018.

CITY OF FERNANDINA BEACH

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JOHN A. Miller  
Mayor-Commissioner

**CITY COMMISSION AGENDA ITEM**  
*City of Fernandina Beach*



SUBJECT: Approval of Minutes

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ITEM TYPE: Resolution (w/o fiscal impact)

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REQUESTED ACTION: Approve Minutes

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SYNOPSIS: The following minutes are attached for the City Commission's review and consideration for approval.

City Commission/Ocean Highway & Port Authority Joint Special Meeting

March 13,  
2018

City Commission/Nassau County School Board Joint Special Meeting

April 10, 2018

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FISCAL IMPACT: N/A

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CITY ATTORNEY COMMENTS: N/A

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CITY MANAGER RECOMMENDATION(S): N/A

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Nicole Bednar, Administrative Services Manager 09/21/2018

Dale Martin, City Manager 09/21/2018

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Date: September 07, 2018

Submitted By: Caroline Best, City Clerk

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COMMISSION ACTION: Approve

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The City Commission of the City of Fernandina Beach, Florida, met in a Joint Special Meeting with the Ocean Highway Port Authority (OHPA) on Tuesday, March 13, 2018 at 6:00 pm in the City Commission Chambers. Representing the City of Fernandina Beach: Mayor John A. Miller presiding, Vice Mayor Kreger, Commissioners Roy G. Smith, Philip Chapman, Chip Ross, City Manager Dale L. Martin, City Attorney Tammi Bach, and City Clerk Caroline Best. Present for OHPA were Chairman Adam Salzburg, Vice Chairman Carrol Franklin, and Commissioner Lissa Braddock. OHPA Commissioners Robert Sturgess and Danny Fullwood were absent.

Mayor Miller called the meeting to order and led the Pledge of Allegiance to the Flag.

4. OPENING REMARKS: OHPA Chairman Salzburg thanked the City of Fernandina Beach for the opportunity to meet in joint discussions for the furtherance of City and Port interests.

5. DISCUSSION: Applied Technology & Management (ATM) Vice President Mr. Rob Semmes provided a presentation and history of the Marina beginning in the 1990's. Mr. Semmes explained the channel relocation was authorized by the Army Corps of Engineers in the 1990's but the project never received federal funding therefore it has remained unchanged since.

Mr. Coleman Langshaw, former Marina Director, recalled the earlier Corps agreement gave the City approval to encroach upon the channel. It was understood at the time there would be no realignment because the portion of the channel in question had been deactivated.

After additional discussion Mr. Semmes explained OHPA, as the local sponsor for the channel realignment, needs to obtain channel realignment approval prior to moving forward with seeking federal approval.

Mr. Clyde Davis, OHPA Attorney, explained the nuances of foreign trade commodities as they relate to local port activities.

City Commissioners and OHPA Representatives voiced their continued support for one another's organizations and agreed to meet again either quarterly or semi-annually in the near future.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 6: 54 pm.

ATTEST:

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CAROLINE BEST  
City Clerk

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JOHN A. MILLER  
Mayor

The City Commission of the City of Fernandina Beach, Florida met in a Joint Special Meeting with the Nassau County School Board on Tuesday, April 10, 2018 at 6:00 pm in the City Commission Chambers. Present were Mayor John A. Miller presiding, Vice Mayor Len Kreger, Commissioners Roy G. Smith, Ronald “Chip” Ross and Philip A. Chapman, III. Nassau County School Board Members in attendance were Chairwoman Donna Martin, Vice-Chairwoman Gail Cook, School Board Members Mr. Jamie Deonas, Dr. Kimberly Fahlgren, Mr. Jonathan Petree and Superintendent Dr. Kathy Burns. Also present were Nassau County Chief of Legal Services Ray Poole, City Clerk Caroline Best, City Manager Dale L. Martin, and City Attorney Tammi Bach.

Mayor Miller called the meeting to order and led the Pledge of Allegiance to the Flag. Mayor Miller welcomed the Nassau County School Board members and thanked them for meeting with the City Commission for joint discussion.

4.1 NASSAU ALCOHOL CRIME DRUG ABATEMENT COALITION (NACDAC) AND NASSAU COUNTY SCHOOL BOARD COLLABORATIVE PROGRAM COORDINATION: This item was placed on the agenda at the request of Vice Mayor Kreger who began discussion with positive remarks about uniting to combat drug use among students and to reinforce the importance of school safety. As a Nassau Alcohol, Crime and Drug Abatement Coalition (NACDAC) board member along with City Attorney Bach, one City police officer and one City firefighter, Vice Mayor Kreger praised and acknowledged the ongoing efforts of NACDAC, a nonprofit organization that works to connect and educate the public with a campaign geared toward both adults and youth to eliminate drug, tobacco, alcohol use and, at the same time, reduce associated criminal behavior.

NACDAC Executive Director Karrin Clark announced their town hall meeting is scheduled for May 9th at Hilliard Middle-Senior School to educate both youth and parents to the dangers of marijuana “vaping” a type of disguised smoking. Mayor Miller invited Ms. Clark to make a NACDAC presentation at an upcoming City Commission Regular Meeting. Ms. Clark agreed to present and thanked the Commission for the opportunity to inform the public about the NACDAC program.

4.2 SCHOOL SAFETY: This item was placed on the agenda at the request of Vice Mayor Kreger who affirmed that the Fernandina Beach Police Department continues to work with the school district to ensure the continued safety of students. Mayor Miller also assured the School Board has the full support of the City Commission. Superintendent Dr. Burns reported she met on March 6th with City Police Chief Hurley to compile a list of what can be done to ensure further safety.

City Attorney Tammi Bach announced the May 1st City Commission Regular Meeting agenda will have a resolution to provide additional School Resource Officers at Emma Love Hardee Elementary and Southside Elementary schools.

5. OTHER DISCUSSION: Commissioner Ross asked about potential for improvement of traffic flow along Citrona Drive during congested school dismissal times. Superintendent Dr. Kathy Burns replied it is a relative issue that is not as time consuming as it is at other schools and the current priority is safety. Chairwoman Martin agreed, noting traffic congestion is an issue at every school which can be minimized by encouraging students to ride their bicycles, take school buses and walk, when possible and safe. Vice Chairwoman Cook added inclement weather compounds traffic and stressed that abiding by posted speed limits and school zones promotes safety.

Commissioner Ross raised the question of the future of the historic Fernandina Beach Junior High School building. Currently being used for school district administration, Commissioner Ross mused if

the School Board would consider including the building in the Fernandina Beach Historic District, speculating there may be grants available for ongoing maintenance. Mayor Miller asked if any long term plans existed for the building. Dr. Burns replied no current plans call for administration to move out of the building. School Board Member Petree remarked costs to relocate staff would be astronomic. Safety and other concerns are current priorities not necessarily the building. Vice Chairwoman Cook noted her main concern in classifying the building as historic presents restrictive issues and the outer buildings are newer and would not qualify. School Board Member Fahlgren advocated for moving administration to a more centralized location to better serve the needs of the entire county however the state may require the current location remain in the county seat (on the island). Superintendent Burns acknowledged the building has a lot of meaning to many former students.

City Commissioner Chapman, as a thirty-eight year former teacher, asked the School Board to consider field trips based on the science of aviation and meteorology at the soon to be completed City Airport terminal building.

Mayor Miller asked about the Youth Advisory Committee (YAC). City Attorney Bach explained former Mayor's Boner and Lentz started the YAC to teach youth about government however there were issues regarding student residency requirements and meeting quorum challenges due to scheduling conflicts. Dr. Burns suggested Youth Leadership Nassau, a successful government program, as an alternative and offered more discussion around making it more inclusive for student City residents. City Attorney Bach asserted she would reach out to Dr. Burns in the future to discuss options. Mayor Miller mentioned the Comcast cable channel allows students to participate in media and queried expanding the program with students in Nassau County. City Attorney Bach noted the Public Education Governmental (PEG) channel is monitored for compliancy through her office. Vice Chairwoman Cook noted a student recommended expanding to YouTube to reach a larger audience. Chairwoman Martin added journalism students would also benefit from the media program.

Dr. Burns remarked area schools have room for growth with spaces available in each school especially on the island. Projecting kindergarten enrollment is difficult to predict. Fernandina Beach Middle School is scheduled for an upcoming renovation including adding a new cafeteria. Recent requests for expansions of permanent classrooms in Yulee schools have been denied by the Department of Education. With impending construction of the new planned development, Wildlight, in Yulee a Kindergarten - 5th grade elementary school has been built which already has 635 students enrolled.

Commissioner Chapman suggested increased vocational education in local schools is seriously needed. Other Commissioners and School Board members agreed the community would benefit from more graduates with expertise in building, hospitality, culinary and mechanical trades. Dr. Burns and Chairwoman Martin provided examples of such vocational programs currently available in Nassau County schools: a "Tiny House Project" underway at West Nassau High School, highly successful programs in culinary arts, air conditioning and other skilled technical trades requiring industry certification. Dr. Burns and Chairwoman Martin acknowledged a need to improve community outreach with respect to vocational programs that produce skilled, certified, technical workers. Dr. Burns said the district is introducing "career shadowing" programs and looking to attract apprentice programs. She also talked about a program developed with Baptist Nassau designed to prepare special needs students for meaningful work in the labor market.

**DRAFT**

MINUTES

City Commission Joint Special Meeting

April 10, 2018

Page 3 of 3

When asked if the School Board had any outstanding issues with the City, Chairwoman. Martin said they had not. She added she lives in the City, if she had problems she would feel comfortable picking up the phone and calling. She said she appreciated the hard decisions the City Commissioners are called upon to make.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 6:51pm.

ATTEST:

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CAROLINE BEST  
City Clerk

---

JOHN A. MILLER  
Mayor-Commissioner



**CITY COMMISSION AGENDA ITEM**  
*City of Fernandina Beach*



SUBJECT: Resolution 2018-139  
Job Description Amendment - City Clerk

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ITEM TYPE: Resolution (w/o fiscal impact)

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REQUESTED ACTION: Consider Resolution 2018-139.

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SYNOPSIS: The City is committed to providing comprehensive and current job descriptions for every position within the City. It is in the best interest of the City for the City Commission to adopt an updated job description for the position of City Clerk by removing "salary range" in consistency with other Charter Officer job descriptions.

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FISCAL IMPACT: None

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CITY ATTORNEY COMMENTS: N/A

---

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2018-139.

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|                              |            |
|------------------------------|------------|
| Caroline Best, City Clerk    | 09/12/2018 |
| Dale Martin, City Manager    | 09/21/2018 |
| Tammi E. Bach, City Attorney | 09/24/2018 |

---

Date: September 12, 2018

Submitted By: Caroline Best, City Clerk

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COMMISSION ACTION: Adopt

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RESOLUTION 2018-139

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING AN UPDATED JOB DESCRIPTION FOR THE POSITION OF THE CITY CLERK; PROVIDING FOR REPEAL OF ANY PREVIOUS JOB DESCRIPTIONS IN CONFLICT HERewith; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City is committed to providing comprehensive and current job descriptions for every position within the City; and

WHEREAS, it is in the best interest of the City for the City Commission to adopt an updated job description for the position of City Clerk.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the updated job description for the position of City Clerk, attached hereto as Exhibit "A".

SECTION 2. This Resolution supersedes and repeals any previous job descriptions, Resolutions and Ordinances in conflict herewith.

SECTION 3. This Resolution shall become effective immediately upon adoption.

ADOPTED this 2nd day of October, 2018.

ATTEST:

CITY OF FERNANDINA BEACH

\_\_\_\_\_  
CAROLINE BEST  
City Clerk

\_\_\_\_\_  
JOHN A. MILLER  
Commissioner - Mayor

APPROVED AS TO FORM AND LEGALITY:



\_\_\_\_\_  
TAMMI E. BACH  
City Attorney

Title: City Clerk  
Department: City Clerks Office  
FLSA Status: Exempt  
Reports to: City Commission  
Pay Range: ~~\$47,000 - \$70,200~~

**Minimum Qualifications:**

- A. Education and Experience:  
Bachelor's degree in Public or Business Administration or related field preferred. Minimum five years experience in progressively responsible administrative work in a municipal government required; state of Florida experience preferred. Five years experience in the functions of a city clerk's office preferred. Experience and knowledge in Florida records management preferred. Proficiency in Microsoft Office Suite required. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:  
Certified Municipal City Clerk designation preferred.
- C. Knowledge, Abilities, and Skills:  
Must have strong work ethic; must possess excellent oral and written communication skills.  
Excellent interpersonal skills required; customer service experience a plus.  
Must have knowledge of the ordinances, policies and procedures of the city, knowledge of modern management practices and principles, knowledge of archives and records management laws, systems and technology, and knowledge of election laws.

**General Description:**

The City Clerk is responsible to the city commission for the lawful, effective, and efficient management of all functions of the City Clerk's office in accordance with the city charter. Highly responsible administrative and supervisory work. Must be available to work at all city commission meetings, including those held in the evenings or on weekends.

**Essential Functions:**

1. Attends all meetings of the City Commission; records and maintains official records and actions of the city.
2. Serves as custodian of the seal of the city.
3. Coordinates with the City Manager in the preparation of the agenda and related documents for city commission meetings.
4. Responsible for the preparation and publication of all public notices as required by the City Charter or by law.
5. Attends all meetings of the city commission and maintain a record of its proceedings. Responsible for certifying by signature the correctness of commission proceedings, and for obtaining the signature of the presiding officer of the city commission.

6. Coordinates, attends, and participates in other meetings as required.
7. Records and maintains the proceedings of all boards and committees required by the city commission. Coordinates the preparation and indexing of meeting minutes.
8. Establishes and maintains a source data system in accordance with and meeting all requirements of the state's public records laws.
9. Responds to public records requests in a timely manner and in accordance with the state's public records laws.
10. Conducts all municipal elections exercising all authority not reserved to county constitutional officers.
11. Prepares and monitors the department budget. Manages expenses effectively; protects assets by monitoring and enforcing internal controls.
12. Countersigns all outgoing checks after determining that all appropriate and relevant procedures, contained in the financial sections of the city charter, have been complied with.
13. Serves as legal custodian of all city records including, but not limited to, all contracts, deeds, abstracts, insurance policies, and other official documents and performs such other duties as may be required by ordinance or resolution of the city commission, the city charter, or state law.
14. Responsible for authentication of all ordinances, resolutions, and transcripts of legislative functions.
15. Responsible for preparation of all awards, proclamations, certificates and other formal documentation by the city commission.
16. Notifies the city commission of all vacancies on boards or committees established by the city commission.
17. Responsible for filing of all liens, satisfactions, and releases as authorized by the City Manager.
18. Serves as notary public on behalf of the city.
19. Prepares reports and maintains various files; directs record management functions.
20. Responsible for the microfilming and disposition of city records.
21. Coordinates and distributes telecommunications information for all city departments.
22. Trains, develops, and appraises staff effectively. Consults with Human Resources as appropriate.
23. Directs and coordinates staff assignments on a daily basis.
24. Develops and implements departmental policies and procedures to improve the efficiency and professionalism of the department.
25. Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation. Advises city commission and city management of actions and potential risks.
26. Keeps up-to-date on information and technology affecting functional area to increase innovation and ensure compliance.
27. Performs other duties as assigned or required by the city commission.

**Essential Physical Skills:**

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), moderate lifting and carrying (up to 25 lbs.), reaching, pulling, pushing, sitting, walking, standing, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**Environmental Conditions:**

Works inside in an office environment.

Key Competencies: Integrity, Business acumen, Professional knowledge, Analysis, Attention to Detail, Interpersonal skills, Communication (oral and written)

**CITY COMMISSION AGENDA ITEM**  
*City of Fernandina Beach*



SUBJECT: Resolution 2018-140  
Wastewater, Refuse, and/or Stormwater Fee Exemption FY 2017/2018 Year-End  
Payment

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ITEM TYPE: Resolution (w/ fiscal impact)

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REQUESTED ACTION: Consider Resolution 2018-140.

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SYNOPSIS: Each year the City Commission makes provisions for a certain number of applicants to be considered and/or approved for exemption for payment of Wastewater, Refuse, and/or Stormwater Services per the established guidelines.

The attached Resolution authorizes payment for a total of twenty-five applicants for Wastewater, Refuse, and Stormwater Fee Exemptions for Fiscal Year 2017/2018.

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FISCAL IMPACT: Funding in the amount of \$25,000 is budgeted in Aged/Poor Services account #0015640 55600.

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CITY ATTORNEY COMMENTS: No additional comments.

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CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2018-140.

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|                                                |            |
|------------------------------------------------|------------|
| Caroline Best, City Clerk                      | 09/17/2018 |
| Nicole Bednar, Administrative Services Manager | 09/21/2018 |
| Dale Martin, City Manager                      | 09/21/2018 |
| Pauline Testagrose, Comptroller                | 09/21/2018 |
| Tammi E. Bach, City Attorney                   | 09/24/2018 |
| Katie Newton, Legal Assistant                  | 09/24/2018 |

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Submitted By: \_\_\_\_\_ Date: September 14, 2018  
Kim Briley, Deputy City Clerk

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COMMISSION ACTION: Adopt

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RESOLUTION 2018-140

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING PAYMENT FOR THE APPROVED WASTEWATER, REFUSE, AND STORMWATER FEE EXEMPTION LIST FOR FISCAL YEAR 2017/2018; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, each year the City Commission budgets for applicants to be considered and/or approved for exemption for payment of Wastewater, Refuse, and Stormwater Services per the established guidelines.

WHEREAS, for Fiscal Year 2017/2018, the City Commission authorized a total of twenty-five applicants (exemptions) via Resolution #'s: 2017-142, 2017-159, 2017-168, and 2018-01 during the Fiscal Year; and

WHEREAS, this Resolution authorizes payment of the approved accounts for Fiscal Year 2017/2018 in the amount of \$21,311.07 and funding is budgeted in the amount of \$25,000.00 and is available in Aged/Poor Services account # 0015640 55600.

NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1: The City Commission approves the attached list of accounts, Exhibit "A" (Wastewater-\$12,560.51; Refuse-\$5,918.56; and Stormwater-\$2,832.00 for a total amount of \$21,311.07), for payment from the Aged/Poor Services account # 0015640 55600 payable through September 30, 2018, for Wastewater, Refuse, and Stormwater Exemption.

SECTION 2: This Resolution shall become effective immediately.

ADOPTED this 2nd day of October, 2018.

CITY OF FERNANDINA BEACH

\_\_\_\_\_  
John A. Miller  
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



\_\_\_\_\_  
Caroline Best  
City Clerk

\_\_\_\_\_  
Tammi E. Bach  
City Attorney

## 2017-2018 SEWER, REFUSE STMWTR EXEMPTION

| NAME                                                  | NO   | ADDRESS        | ACCT #     | SEWER              | REFUSE            | STORMWTR          | TOTAL              | COMMENTS            |
|-------------------------------------------------------|------|----------------|------------|--------------------|-------------------|-------------------|--------------------|---------------------|
| RUSSELL, ELIZABETH                                    | 212  | NO 8TH STREET  | 02-0103.05 | \$586.46           | \$250.08          | \$144.00          | \$980.54           |                     |
| LAWYER, BESSY                                         | 223  | NO 8TH STREET  | 02-0103.07 | \$490.16           | \$250.08          | \$144.00          | \$884.24           |                     |
| BOUNDS, JUDY                                          | 225  | NO 13TH STREET | 02-0103.95 | \$258.69           | \$125.04          | \$72.00           | \$455.73           | Deceased 3/17/18    |
| EDWARDS, VERNITA S                                    | 918  | SO 7TH STREET  | 02-0107.29 | \$548.88           | \$250.08          | \$144.00          | \$942.96           |                     |
| RICHO, ALAHENDRA                                      | 929  | SO 9TH STREET  | 03-0147.15 | \$652.61           | \$250.08          | \$144.00          | \$1,046.69         |                     |
| ALEXANDER, FRANCES M                                  | 1024 | SO 9TH STREET  | 03-0146.17 | \$474.18           | \$250.08          | \$144.00          | \$868.26           |                     |
| SPAULDING, ANNETTE                                    | 913  | CEDAR STREET   | 03-0147.77 | \$535.38           | \$250.08          | \$144.00          | \$929.46           |                     |
| TRAEYE, PATRICIA                                      | 425  | SO 10TH STREET | 03-0147.87 | \$640.23           | \$250.08          | \$144.00          | \$1,034.31         |                     |
| KIRTSEY, LARRY A                                      | 809  | SO 10TH STREET | 03-0148.13 | \$560.36           | \$250.08          | \$144.00          | \$954.44           |                     |
| LIVINGSTON, WILLA                                     | 916  | SO 10TH STREET | 03-0148.44 | \$443.36           | \$250.08          | \$0.00            | \$693.44           |                     |
| DAWSON, MARTHA                                        | 1107 | SO 11TH STREET | 04-0179.48 | \$501.86           | \$250.08          | \$144.00          | \$895.94           |                     |
| STEWART, CELESTINE                                    | 1004 | SO 11TH STREET | 04-0179.59 | \$577.01           | \$250.08          | \$0.00            | \$827.09           |                     |
| SWACKARD, KENNETH R                                   | 402  | SO 11TH STREET | 04-0179.95 | \$524.36           | \$250.08          | \$144.00          | \$918.44           |                     |
| TURNER, CYNTHIA                                       | 212  | SO 11TH STREET | 04-0180.04 | \$476.88           | \$250.08          | \$144.00          | \$870.96           |                     |
| RICHO, ROBBIE LEE                                     | 1123 | GUM STREET     | 04-0180.30 | \$559.91           | \$250.08          | \$144.00          | \$953.99           |                     |
| OLIVER, GLADIS                                        | 720  | SO 17TH STREET | 04-0180.80 | \$520.08           | \$250.08          | \$144.00          | \$914.16           |                     |
| TURNER, LOIS                                          | 914  | SO 12TH STREET | 04-0180.89 | \$508.83           | \$250.08          | \$144.00          | \$902.91           |                     |
| WILLIAMS, BETTY                                       | 920  | SO 12TH STREET | 04-0180.90 | \$510.86           | \$250.08          | \$144.00          | \$904.94           |                     |
| MUNDY, ALRIA                                          | 1210 | ELM STREET     | 04-0181.16 | \$668.13           | \$250.08          | \$144.00          | \$1,062.21         |                     |
| GRAY, SONIA                                           | 1324 | HICKORY STREET | 05-0216.34 | \$581.96           | \$250.08          | \$0.00            | \$832.04           |                     |
| LAMPKINS, BETTYE                                      | 1316 | HICKORY STREET | 05-0216.36 | \$493.98           | \$250.08          | \$0.00            | \$744.06           |                     |
| DOUGLAS-PETRO, BARBARA                                | 1430 | BEECH ST       | 05-0218.87 | \$335.61           | \$187.56          | \$108.00          | \$631.17           | Acct Closed 6/11/18 |
| REID, MARILYN                                         | 501  | SO 17TH STREET | 06-0260.74 | \$511.53           | \$250.08          | \$144.00          | \$905.61           |                     |
| McFETRIDGE, LESLIE                                    | 996  | CITRONA #2404  | 06-0264.90 | \$128.00           | \$104.20          | \$60.00           | \$292.20           | Acct Closed 2/13/18 |
| MANKOVICH, STANLEY                                    | 127  | NO 14TH STREET | 07-0300.96 | \$471.26           | \$250.08          | \$144.00          | \$865.34           |                     |
| <b>TOTALS</b>                                         |      |                |            | <b>\$12,560.51</b> | <b>\$5,918.56</b> | <b>\$2,832.00</b> | <b>\$21,311.07</b> |                     |
|                                                       |      |                |            |                    |                   |                   |                    |                     |
| NOTE: 10/1/17-06/30/17 REFUSE CHARGE IS \$20.84/MONTH |      |                |            |                    |                   |                   |                    |                     |
| NOTE: 07/1/18-09/30/18 REFUSE CHARGE IS \$20.84/MONTH |      |                |            |                    |                   |                   |                    |                     |
|                                                       |      |                |            |                    |                   |                   |                    |                     |
| Housing Authority exempt from stormwater              |      |                |            |                    |                   |                   |                    |                     |



## CITY COMMISSION AGENDA ITEM

*City of Fernandina Beach*



SUBJECT: Resolution 2018-112  
City Commission Rules of Procedure Amendment

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ITEM TYPE: Resolution (w/o fiscal impact)

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REQUESTED ACTION: Consider Resolution 2018-112

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SYNOPSIS: City Commissioner Philip A. Chapman, III requested the Commission Rules of Procedure be amended to make it clear that discussion items added to City Commission agendas must be submitted in accordance with City Manager-established deadlines unless health, safety and welfare necessitate amending the agenda.

Further, research materials and supporting documentation for agenda items must be provided by City Commissioners to the City Manager and/or City Clerk in accordance with agenda deadlines established by City Manager. Any rebuttal or supplemental documents in response to materials published with an agenda item but submitted after the agenda deadlines for submissions, may require moving an agenda item to the next available meeting.

The portion of the Commission regular meeting agenda, "Commission Comments" is intended for information only. Commissioners shall not elicit debate or request consensus from Commissioners during "Commission Comments".

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FISCAL IMPACT: None.

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CITY ATTORNEY COMMENTS: See above.

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CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2018-112.

---

|                                                |            |
|------------------------------------------------|------------|
| Tammi E. Bach, City Attorney                   | 09/14/2018 |
| Nicole Bednar, Administrative Services Manager | 09/21/2018 |
| Dale Martin, City Manager                      | 09/21/2018 |

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Date: September 14, 2018

Submitted By: Katie Newton, Legal Assistant

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COMMISSION ACTION: Adopt

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## RESOLUTION 2018-112

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA AMENDING RULES OF PROCEDURE FOR THE CITY COMMISSION BY PROVIDING FOR DEADLINES FOR INFORMATION SUBMITTED BY COMMISSIONERS FOR REVIEW AT COMMISSION MEETINGS; CLARIFYING INTENT OF COMMISSIONER COMMENTS AT END OF REGULAR MEETINGS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on May 1, 2012, the City Commission adopted Resolution 2012-70 establishing Rules of Procedure for the City Commission; and

WHEREAS, the City Commission wishes to amend its Rules of Procedure by providing restrictions on adding agenda items with short notice and providing deadlines for Commissioners to provide information for discussion at Commission meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. It is hereby proposed that Section 3.1 of the City Commission Rules of Procedure, be amended to include a subparagraph (g), to read as follows:

(g) The "Commissioner Comments" part of the agenda is for information only. There can be no votes taken or consensus sought during this portion of the Commission meeting. Commissioners shall confine their comments to information only and not elicit responses or debate from other Commissioners.

SECTION 2. It is hereby proposed that Section 6.3 of the City Commission Rules of Procedure, be amended to read as follows:

6.3 Agenda. All discussion items (not resolutions or ordinances) and presentations shall be added to Commission agendas through the City Manager's Office in accordance with deadlines for submission approved by the City Manager. Only discussion items related to health, safety and welfare may be added to a Commission agenda with short notice. Presentations shall be limited to ten (10) minutes unless the City Manager or a majority of the City Commission waives or alters the time limit.

SECTION 3. It is hereby proposed that the City Commission Rules of Procedure, be amended to add a new section 6.4 which shall read as follows:

6.4 Information Provided by Commissioners. Any and all documents, information, memoranda, research materials and agenda item backup materials must be submitted to the City Manager and/or City Clerk in accordance with deadlines for submission approved by the City Manager for Commission meetings. PowerPoint or other projectable presentation formats may be prepared and submitted to the City Clerk for public display in the Commission Chambers on the projection screen as late as 24 hours prior to the public meeting as long as everything in the projectable presentation was previously submitted as backup material in accordance with agenda submission deadlines. If a Commissioner receives the meeting agenda and backup materials for a meeting and wishes to provide supplemental or rebuttal information, documents, research materials in response to information on a published agenda but too late to meet the City Manager's agenda deadlines, the applicable agenda item may be moved to the next available Commission meeting date.

SECTION 4. This Resolution shall be effective immediately upon passage.

ADOPTED this 2nd day of October, 2018.

CITY OF FERNANDINA BEACH

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John A. Miller  
Commissioner-Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



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Caroline Best  
City Clerk

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Tammi E. Bach  
City Attorney

# CITY COMMISSION RULES OF PROCEDURE CITY OF FERNANDINA BEACH, FLORIDA

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## Section 1. AUTHORITY

Florida Statutes provide for open meetings of the City Commission at which reasonable opportunity shall be given for citizens to be heard under such rules as the City Commission may provide. The Rules of Procedure establish guidelines to be followed by all persons attending a City Commission meeting, including members of the City Commission, administrative staff, news media, and visitors. [Section 286.011, Florida Statutes, and City Charter Section 19]

## Section 2. MEETINGS

2.1. Regular Meetings. The City Commission shall meet at 6:00 P.M. on the first and third Tuesdays of each month [Section 2-61 City Code]

2.2. Special Meetings. The Mayor, any two members of the Commission or the City Manager may call special meetings of the Commission upon at least twenty-four (24) hours written notice to every Commissioner [City Charter Section 19] in accordance with Florida Sunshine Law requirements.

(A) Special Meetings of Boards and Committees. The City Manager or any two members of the Commission may call special meetings of any ad hoc or standing committee or board whose members are appointed by the City Commission.

2.3. Public Notice. The agenda for all regular meetings and the notice listing items to be considered shall be posted by the City Clerk's Office on the City's official bulletin board at City Hall and on other public bulletin boards on City property in accordance with the Florida Open Meetings Laws. [Chapter 286, Florida Statutes]

2.4. Quorum. A majority of the members of the City Commission shall constitute a quorum. A quorum of the City Commission must be present to conduct a City Commission regular or special meeting, except that a quorum is not required to hear proclamations and special recognitions. [City Charter Section 21].

2.5. City Manager Participation. The City Manager or City Manager pro tem, shall attend all meetings of the City Commission. The City Manager may make recommendations to the City Commission and shall have the right to take part in all discussions, but shall have no vote. [City Charter Section 29]

2.6. City Attorney Participation. The City Attorney or City Attorney pro tem shall attend all meetings of the City Commission and shall upon request, give an opinion, either written or oral, on questions of law. The City Attorney shall act as the City Commission's parliamentarian. [City Charter Section 31].

2.7. City Clerk Participation. The City Clerk or designated Deputy City Clerk shall attend all meetings of the City Commission and shall keep accurate records of all actions taken by the City Commission. [City Charter Section 47].

2.8. Workshop or Work Session Meetings. During workshop or work session meetings, City Commission members shall refrain from calling on members of the public to speak unless a majority of the City Commission decides by consensus to allow members of the public to speak at a particular workshop or work session.

### Section 3 - CODE OF CONDUCT

#### 3.1. City Commission Members.

(a) During City Commission meetings, City Commission members shall assist in preserving order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the orders of the Mayor (or other presiding officer) or the rules of the City Commission.

(b) A City Commission member desiring to speak shall address the Mayor and, upon recognition by the Mayor, shall confine discussion to the question under debate, avoid discussion of personalities and indecorous language, and refrain from personal attacks and verbal abuse.

(c) A City Commission member desiring to question the administrative staff shall address questions to the City Manager who shall be entitled either to answer the inquiries or to designate some member of city staff for that purpose. City Commission members shall not berate nor admonish staff members.

(d) A City Commission member, once recognized, shall not be interrupted while speaking unless called to order by the Mayor, unless a point of order is raised by another member, or unless the speaker chooses to yield to questions from another member. If a city Commission member is called to order while speaking, that member shall cease speaking

immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be not in order, the member shall remain silent or make additional remarks so as to comply with rules of the City Commission.

(e) City Commission members shall confine their questions to the particular matters before the Commission and in debate shall confine their remarks to the issues before the City Commission.

(f) When there is more than one speaker on the same subject, City Commission members will delay their comments until after all speakers on the subject have been heard.

(g) The “Commissioner Comments” part of the agenda is for information only. There can be no votes taken or consensus sought during this portion of the Commission meeting. Commissioners shall confine their comments to information only and not elicit responses or debate from other Commissioners.

### 3.2 Administrative Staff.

(a) Members of the administrative staff and employees of the City shall observe the same rules of procedures and decorum applicable to members of the City Commission.

(b) Although the Mayor has the authority to preserve decorum in meetings, the City Manager also is responsible for the orderly conduct and decorum of all city employees under the City Manager's direction and control.

(c) The city manager shall take such disciplinary action as may be necessary to ensure that decorum is preserved at all times by city employees in City Commission meetings.

(d) All persons addressing the City Commission, including the city manager, other staff members, or members of the public shall be recognized by the Mayor and shall limit their remarks to the matter under discussion.

(e) All remarks and questions addressed to the City Commission shall be addressed to the City Commission as a whole and not to any individual member.

(f) No staff member, other than the staff member having the floor, shall enter into any discussion either directly or indirectly without permission of the Mayor.

### 3.3 Citizens and Other Visitors.

(a) Citizens and other visitors are welcome to attend all public meetings of the City Commission and will be admitted to the City Commission chamber or other room in which the City Commission is meeting up to the fire safety capacity of the room.

(b) Everyone attending the meeting will refrain from private conversations while the City Commission is in session.

(c) Citizens and other visitors attending City Commission meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the City Commission.

(d) Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the City Commission or while attending the City Commission meeting shall be removed from the room if the Chief of Police or his/her designee is so directed by the Mayor, and the person shall be barred from further audience before the City Commission during that session of the City Commission. If the presiding officer fails to act, any member of the City Commission may move to require enforcement of the rules, and the affirmative vote of a majority of the City Commission shall require the Mayor to act.

(e) Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping and similar demonstrations shall not be permitted by the Mayor, who may direct the Chief of Police or his/her designee to remove offenders from the room. In case the Mayor shall fail to act, any member of the City Commission may move to require enforcement of the rules, and the affirmative vote of the majority of the City Commission shall require the Mayor to act.

(f) No placards, banners, or signs will be permitted in the City Commission chamber or in any other room in which the City Commission is meeting. Exhibits, displays, and visual aids used in connection with presentations to the City Commission, however, are permitted. Video presentations requested by citizens as visual aids will not be broadcasted over cable television.

(g) Citizens or other visitors attending City Commission meetings shall not bring food or drink into the city Commission chamber or into any other room in which the City Commission is meeting.

3.4 Enforcement. The Chief of Police or his/her designee shall act as sergeant-at-arms for the City Commission and shall furnish whatever assistance is needed to enforce the rules of the City Commission.

#### Section 4 - DUTIES AND PRIVILEGES OF MEMBERS

4.1. Seating Arrangement. City Commission members shall occupy the seats in the City Commission chamber assigned to them by the City Clerk.

4.2. Right of Floor. A City Commission member who desires to speak must be recognized by the Mayor. No member shall address the Mayor or demand the floor while a vote is being taken.

4.3. Conflict of Interest. A Commission member prevented from voting by a conflict of interest shall not vote on the matter, but may participate in the discussion, disclose the nature of the conflict of interest to the Commission prior to a vote being taken, and shall otherwise comply with the state law and city ordinances concerning conflicts of interest.



4.4. Right of Appeal. Any member may appeal to the City Commission from a ruling of the Mayor. If the appeal is seconded, the Commissioner making the appeal may briefly explain the ruling; but there shall be no debate on the appeal, and no other Commissioner shall participate in the discussion. The Mayor shall then put the question, "Shall the decision of the chair be sustained?" If a majority of the members present vote "Aye," (or "Yes") the ruling of the chair is sustained; otherwise, it is overruled.

#### 4.5. Voting.

(a) Every Commission member present when a question is called shall vote either "Yes" or "No" except on matters involving a conflict of interests.

(b) After the result of a vote is announced, a Commission member may not change a vote unless, before the adjournment of that meeting, that member or a City Commission member on the prevailing side of the vote makes a motion to reconsider the action.

4.6. Excusal from Attendance. City Commission members are expected to attend meetings and stay in attendance during each meeting. No member shall be excused from attendance at a City Commission meeting except for good and valid reasons.

4.7. Excusal During Meetings. No member should leave a City Commission meeting while in session without advising the Mayor.

4.8. No Cell Phones or Mobile Devices During Meetings. Commissioners shall not have cell phones or other mobile devices on the dais during workshops or meetings of the Commission, and all such devices must be silenced. There shall be no text messaging or emailing during Commission meetings by City Commissioners. The dais is equipped with computers and/or tablets that provide internet access for research during meetings. City staff and the public are specifically exempted from this rule. However, City staff, contractors and consultants shall be mindful of the distracting nature of using mobile devices during Commission meetings and take care to silence all mobile devices.

### Section 5 - CHAIR AND DUTIES

5.1. Chair. The Mayor, if present, shall preside as chair at all meetings of the City Commission. In the absence of the mayor, the Vice Mayor shall preside. In the absence of both the Mayor and Vice Mayor, the Commission shall elect a chair. If the Mayor vacates the chair during a meeting, and the Vice Mayor is not available, the Mayor may, subject to the approval of the City Commission, appoint a temporary chair.

5.2. Call to Order. The meetings of the City Commission shall be called to order by the Mayor.

5.3. Preservation of Order. The Mayor shall preserve order and decorum, call upon the

sergeant-at-arms as necessary to enforce compliance with the rules, and confine members in debate to the question under discussion.

5.4. Questions to be Stated. The Mayor shall state all questions (restate motions) submitted for a vote and announce the result of the vote.

## Section 6 – AGENDA AND PUBLIC SPEAKING

6.1. Citizen Speakers. At City Commission regular meetings, a person may address the City Commission concerning voting items on the agenda or may speak during the portion of the agenda providing for citizen and non-citizen speakers to speak on items not on the agenda in accordance with the following rules:

(a) Speakers to Register. A person wishing to address the City Commission must register with the City Clerk and complete a speaker's form provided by the City Clerk prior to the end of the meeting at which they speak.

(b) Speaker Rules. In order that the City Commission may properly consider each matter brought to it by citizens, speakers are asked to observe the following rules:

(1) Only one person may approach the microphone at any one time, and only the person at the microphone will be allowed to speak.

(2) There will be no substitutions or pooling of speakers.

(3) Speakers must address their comments to the Mayor rather than individual City Commission members or staff.

(4) Speakers may file copies of their remarks or supporting information with the City Clerk. The City Clerk will make the information available to the City Commission and City manager if requested.

(5) A person who addresses the City Commission during a public hearing must limit remarks to the specific subject matter being considered by the City Commission in that public hearing.

(6) Fernandina Beach citizens will be allowed to speak before nonresidents.

(c) Time Limits on Voting Items. The length of time a person will be allowed to speak on voting items at City Commission meetings will be determined according to the following rules:

(1) A person who registers to speak on a voting item on the agenda will be called on at the time the item is considered by the City Commission and will have a maximum of three (3) minutes to speak. The Mayor determines the order in which speakers are called. The order in which speakers are called is not required to be in

the order that items appear on the agenda, nor are all speakers on a particular item required to be called at the same time. If an item is deferred from a City Commission agenda, a speaker who signed up to speak on the item may not be heard until the item is actually considered by the City Commission.

(2) The Mayor may impose more restrictive time limits on voting items that are not public hearings, but for which a large number of persons register to speak.

(d) Time Limits for Speaking about Items not on the Agenda. The City Commission will provide an opportunity for citizens to present concerns or address issues that are not matters for consideration listed on a posted meeting agenda during the portion of the agenda providing for citizen and non-citizen comments at regular City Commission meetings, subject to the following rules:

(1) Each speaker may speak only once, and the length of time a person will be allowed to speak during the open citizen or non-citizen comment is (3) three minutes. If a large number of speakers register for the open comment portion of the agenda, however, the Mayor may, with the concurrence of a majority of the City Commission, impose more restrictive time limits in order to allow the maximum number of persons to speak.

(2) The order in which speakers will be called will be determined by the Mayor.

(e) During designated speaker times, City Commission members may ask factual questions or make a brief acknowledgement of speakers. Speakers will have one (1) minute to respond. More time may be granted to the speaker for a response at the discretion of the Mayor or by a non-debatable motion approved by the City Commission. Commission members will refrain from debate on any item during time allotted to speakers unless a specific time is granted by the Mayor or by a non-debatable motion approved by the City Commission.

(f) Use of Interpreters. Whenever it is necessary for a speaker to use an interpreter to translate his/her comments to the City Commission, the time required for the translation will not be counted against the designated time allotted for the speaker to address the City Commission.

6.2 Order of Business; Public Speaking and Motions. For voting items on an agenda, the order of business shall be: 1) public input for speakers who registered to speak on that agenda item; 2) discussion by the City Commission; 3) motion made by Commission member and seconded by another Commission member; 4) any further discussion; 5) motion or amended motion restated by Mayor; and 6) Mayor asks the City Clerk to conduct the roll call vote.

6.3 Agenda. All discussion items (not resolutions or ordinances) and presentations shall be added to Commission agendas through the City Manager's Office in accordance with deadlines

for submission approved by the City Manager. Only discussion items related to health, safety and welfare may be added to a Commission agenda with short notice. Presentations shall be limited to ten (10) minutes unless the City Manager or a majority of the City Commission waives or alters the time limit.

6.4 Information Provided by Commissioners. Any and all documents, information, memoranda, research materials and agenda item backup materials must be submitted to the City Manager and/or City Clerk in accordance with deadlines for submission approved by the City Manager for Commission meetings. PowerPoint or other projectable presentation formats may be prepared and submitted to the City Clerk for public display in the Commission Chambers on the projection screen as late as 24 hours prior to the public meeting as long as everything in the projectable presentation was previously submitted as backup material in accordance with agenda submission deadlines. If a Commissioner receives the meeting agenda and backup materials for a meeting and wishes to provide supplemental or rebuttal information, documents, research materials in response to information on a published agenda but too late to meet the City Manager's agenda deadlines, the applicable agenda item may be moved to the next available Commission meeting date.

## Section 7 - CONSIDERATION OF ORDINANCES, RESOLUTIONS, AND MOTIONS

7.1. Printed Form. All ordinances and resolutions shall be presented to the City Commission only in printed form.

7.2. Rules of Order. These Rules of Order shall govern the proceedings of the City Commission of the City of Fernandina Beach. If there is a motion or action that is not covered by these Fernandina Beach City Commission Rules of Order, state law, City Charter, City ordinances, City resolutions and then the most recent edition of Roberts Rules of Order Revised shall govern the proceedings of the City Commission, in that order.

7.3. Order of Precedence of Motions. The following motions shall have priority in the order indicated:

1. Adjourn (when privileged) - See notes 1 and 2
2. Take a recess (when privileged) - See notes 1 and 3
3. Raise a question of privilege
4. Lay on the table
5. Previous question - See note 5
6. Limit or extend limits of debate - See notes 3 and 5
7. Postpone to a certain time - See note 3
8. Commit or refer - See note 3
9. Amend - See notes 3 and 4
10. Postpone indefinitely
11. Main motion - See note 3

Note 1: The first two motions are not always privileged. To adjourn shall lose its privileged character and be a main motion if in

any way qualified. To take a recess shall be privileged only when other business is pending.

Note 2: A motion to adjourn is not in order: (1) when repeated without intervening business or discussion; (2) when made as an interruption of a member while speaking; (3) while a vote is being taken.

Note 3: Can be amended - others cannot be amended.

Note 4: A motion to amend shall be non-debatable when the question to be amended is non-debatable.

Note 5: Two-thirds vote of members present required.

#### 7.4. Reconsideration.

(a) A motion to reconsider any action of the City Commission may be made, seconded, and voted on not later than the next succeeding voting agenda meeting of the City Commission. If reconsideration of the Commission action has not been posted on the Commission agenda for the meeting at which the motion to reconsider is made, however, actual reconsideration of the item must be delayed until the next voting agenda meeting after the posting requirements of the Sunshine Law are met.

(b) A motion to reconsider an action of the City Commission may only be made by a member who voted with the prevailing side. It can be seconded by any member. No question shall be twice reconsidered except by unanimous vote of the City Commission, except that action relating to any contract may be reconsidered at any time before the final execution thereof.

7.5. The Previous Question (Calling the Question). When the previous question is moved and seconded, it shall be put as follows: "Shall the main question be considered now?" There shall be no further amendment or debate, but pending amendments shall be put in their order before the main question. If the motion for the previous question is lost, the main question remains before the City Commission. An affirmative vote of two-thirds of the City Commission members present shall be required to approve the previous question. (To demand the previous question is equivalent in effect to moving "that debate now cease, and the City Commission immediately proceed to vote on the pending motion." In practice, this is done with the phrase "Call for the Question," or by simply saying "Question.")

7.6. Withdrawal of Motions. A motion may be withdrawn, or modified, by its mover without asking permission until the motion has been restated by the Mayor. If the mover modifies the motion, the seconder may withdraw the second. After the question has been restated, the mover shall neither withdraw it nor modify it without the consent of the City Commission.

7.7. Amendments to Motions. No proposal of a subject different from that under consideration shall be admitted as a motion or amendment to a motion. A main motion may be amended by the mover stating the main motion with the amended language and having a seconder

to the amended motion. If a majority of the City Commission concede, an amended motion may be amended several times and until the Mayor restates the amended the motion and asks for a vote.

7.8 Suspension of Rules. Subject only to the limitations imposed by the City Charter and state law, any of the foregoing rules may be suspended for the meeting then in session by unanimous vote of the City Commission.

# CITY COMMISSION AGENDA ITEM

*City of Fernandina Beach*



SUBJECT: Resolution 2018-137  
Proposal Approval - Weatherproofing Technologies, Inc.

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ITEM TYPE: Resolution (w/ fiscal impact)

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REQUESTED ACTION: Consider Resolution 2018-137

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SYNOPSIS: Commissioner Chapman has requested reconsideration of the vote on this item pursuant to Section 7.4 of the Commission Rules of Procedure. Commissioner Chapman voted in favor of this Resolution at the September 18, 2018 Commission meeting and can move to reconsider the action. Should the Motion to Reconsider pass by at least 3 votes of the Commission, the Resolution can be modified, approved again in its current form or disapproved all together.

Staff recommends repairs to the Atlantic Recreation Center Auditorium roof, project #19002, utilizing the application of a liquid solution over the entire roof.

The attached Resolution approves hiring Waterproofing Technologies Inc. for the repairs at the Atlantic Recreation Center. The pricing for the roof repairs by Weatherproofing Technologies, Inc. is awarded by pre-bid cooperative purchase contract through the Association of Education Purchasing Agencies (AEPA) via contract #IFB #017-F which is extended to municipalities.

The proposal from Weatherproofing Technologies is \$107,235, and staff recommends approving an additional 10% contingency due to possible unforeseen repairs during the resurfacing process.

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FISCAL IMPACT: Funding is included in the Parks and Recreation Improvements account, 3007200 56300, in Fiscal Year 2018/2019.

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CITY ATTORNEY COMMENTS: No additional comments.

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CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2018-137.

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|                                                           |            |
|-----------------------------------------------------------|------------|
| Jeremiah Glisson, Fleet & Facilities Maintenance Director | 09/25/2018 |
| Nicole Bednar, Administrative Services Manager            | 09/25/2018 |
| Dale Martin, City Manager                                 | 09/25/2018 |
| Pauline Testagrose, Comptroller                           | 09/25/2018 |
| Tammi E. Bach, City Attorney                              | 09/25/2018 |
| Katie Newton, Legal Assistant                             | 09/25/2018 |

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Date: September 25, 2018

Submitted By: Nicole Bednar, Administrative Services Manager

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COMMISSION ACTION: Adopt

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RESOLUTION 2018-137

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING WEATHERPROOFING TECHNOLOGIES, INC (A SUBSIDIARY OF TREMCO INC.) TO PERFORM ROOF REPAIRS TO THE ATLANTIC RECREATION CENTER IN AN AMOUNT NOT TO EXCEED \$117,959; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Atlantic Recreation Center Auditorium has experienced roof leaks; and

WHEREAS, staff recommends Weatherproofing Technologies, Inc. (a subsidiary of Tremco Inc.) to make the necessary repairs and resurface the Atlantic Recreation Center auditorium roof, project #19002; and

WHEREAS, pricing for roof repairs by Weatherproofing Technologies, Inc. is awarded by pre-bid cooperative purchase contract through the Association of Education Purchasing Agencies (AEPA) via contract #IFB #017-F; and

WHEREAS, funding is included in the Parks and Recreation Improvements account, 3007200 56300, in Fiscal Year 2018/2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves Weatherproofing Technologies, Inc. for the repairs at the Atlantic Recreation Center in an amount not to exceed \$117,959.

SECTION 2. The City Manager and City Clerk are hereby authorized to execute all documentation pertaining to this proposal, upon review and approval of the City Attorney.

SECTION 3. This Resolution shall be effective immediately upon passage.

ADOPTED this 18<sup>th</sup> day of September, 2018.

ATTEST:

CITY OF FERNANDINA BEACH

\_\_\_\_\_  
Caroline Best  
City Clerk

\_\_\_\_\_  
John A. Miller  
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:



\_\_\_\_\_  
Tammi E. Bach  
City Attorney



# WTI General Services Proposal

## Proposal Prepared for:

**City of Fernadina Beach  
ATTN: Mr. Jeremiah Glisson  
1017 South 5th Street  
Fernadina Beach, FL 32034**

**July 11th, 2018  
Fernadina Beach Rec Center  
Auditorium Restoration**

**AEPA/PAEC Contract #IFB #017-F  
Proposal #5035005**



# WTI General Services Proposal

Re: Project Name/Address: Fernadina Beach Rec Center  
Customer (the "Customer"): City of Fernadina Beach

Dear Jeremiah Glisson

Thank you for allowing Weatherproofing Technologies, Inc. ("WTI") to provide you with a proposal for work at the above-referenced location.

**CONTRACT PRICE:**

\$ 107,235.08 (plus applicable tax) ☐ Labor Only ☐ Time and Materials NTE ☒ Lump Sum

**SCOPE OF WORK (THE "WORK"):**

\*Please see attached scope of work

1. System can be re-treated in 20 years to extend the life for additional 20 years
2. Proposal Includes Bonds
3. 20 Year QA Warranty
  - a. Inspections / Roof Maintenance to occur in Years 2,5,10,15 of the warranty period
4. Full Plans & Specifications provided upon project award

Alternate: Removal and re-installation of solar panels. \$35,600.58

Unless all Work hereunder is to be performed within thirty (30) days, WTI shall submit an invoice to the Customer at the end of each calendar month for the amount due for the portion of the Work completed during that month. If all Work is to be performed within thirty (30) days, no invoice shall be submitted until all Work has been completed. Customer shall pay WTI in full within thirty (30) days after receipt of each invoice.





# WTI General Services Proposal

## **TERMS AND CONDITIONS:**

This Proposal is an offer by WTI to provide the Scope of Work set forth above to the Customer on the terms and conditions set forth herein and in WTI's standard terms and conditions (a copy of which may be obtained at <http://www.tremcoroofing.com/filesshare/terms/TandCWTL.pdf>), which are hereby incorporated by reference (together, the "Terms and Conditions"). The Terms and Conditions will govern the Work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI. Please confirm your acceptance either by return e-mail to the representative identified below or by having an authorized representative of Customer sign in the space provided below. Upon receipt of acceptance, WTI will process your order and promptly begin the Scope of Work. We appreciate your business and look forward to working with you at your facility.

Sincerely, Brian Blaydes

WEATHERPROOFING TECHNOLOGIES, INC.

By: Brian Blaydes

Title: Field Advisor

Phone: 317-445-1574

E-mail: [bblaydes@tremcoinc.com](mailto:bblaydes@tremcoinc.com)

## **AUTHORIZATION AND ACCEPTANCE:**

Authorization is hereby given to WTI to proceed with the Work.

Customer:

By:

P.O. number (if required):

Print name:

Title:

Date:



PAGE 2

*A Subsidiary of Tremco Incorporated*

3735 Green Road, Beachwood, OH 44122 • [www.tremcoroofing.com](http://www.tremcoroofing.com)

An **RPM** Company

3/28/14



## **City of Fernadina Beach**

### *Fernadina Beach Rec Center Auditorium Restoration*

1. Check in with customer daily upon arrival.
2. Perform daily safety audit as required.
3. Set up Safety equipment as to maintain compliance with WTI/OSHA standards.
4. Meet with WTI foreman at jobsite to review safety plan and scope of work.
5. Remove existing solar panel system from roof completely and discard.
6. Remove all wood sleepers from solar panel area by reversing screw in toggle bolts in lumber prior to lifting wood to prevent damage to gypsum roof deck.
7. Remove sleeper flashing flush with roof.
8. Install 1 ply of Powerply Standard Smooth HW 18" wide over roof areas previously covered by wood sleepers per Tremco spec.
9. Install Powerply Standard FR HW cap overlapping smooth base per Tremco spec.
  - a. Overlap side laps minimum 4"
  - b. Overlap end laps minimum 6"
  - c. Ensure laps and seams are sealed without any voids.
10. Perform 1-hour fire watch at the end of torching.
11. Pressure wash roof and allow to dry.
12. Ensure all repairs are done as needed.
13. Install new Alphaguard roof system as follows:
  - a. Mix curing catalyst into Alphaguard BIO Base Coat.
  - b. Apply to field of roof at a rate of 4 Gallons per 100 square feet.
  - c. Immediately embed 40" high tensile strength polyester reinforcement into wet base coat.
  - d. Overlap side laps 4".
  - e. Overlap end laps 6".

- f. Embed polyester into base coat until completely encapsulated.
- g. Allow to cure.
- h. Mix curing catalyst into Alphaguard BIO Top Coat.
- i. Apply to Alphaguard BIO Top Coat over previously treated base coat areas at a rate of 2 gallons per 100 square feet.

**14. Flashing Application**

- a. Apply Alphaguard Masonry Primer to brick chimney.
- b. Apply Alphaguard BIO Base coat and polyester reinforcing fabric, terminate minimum height of 8".
- c. Allow to cure.
- d. Apply Alphaguard BIO Top coat.

**15. Place all empty buckets into garbage bags to prevent leakage.**

**16. Dispose of all debris/trash into container supplied by WTI.**

**17. Any changes or additions will be performed only after a change order has been executed.**



# Fernandina Beach Recreation







Weatherproofing Technologies, Inc.

3735 Green Road · Beachwood, Ohio 44122 · 216-292-5000

Effective 03/01/2018; Approved by AEPA December 2017

This price is valid for 60 days. After that time, project conditions are subject to reassessment.

**WEATHERPROOFING TECHNOLOGIES, INC. LINE**

**ITEM PRICING**

Contract #: IFB #017-F

City of Fernandina Beach

Atlantic Rec Center Restoration

QUOTE # 5035005

DATE: 7-11-18

| Bid Item Number                                                                                                                                                                                                                                                                 | Description of Cost Factors                                                            | Unit of Measure | Price       | Quantity                  | Project Amount       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------|-------------|---------------------------|----------------------|
| 9.1.1.b                                                                                                                                                                                                                                                                         | Pressure cleaning, horizontal surfaces                                                 | SF              | \$ 0.35     | 8,000                     | \$ 2,800.00          |
| 9.4.68                                                                                                                                                                                                                                                                          | Prime Substrate                                                                        | SF              | \$ 0.30     | 8,000                     | \$ 2,400.00          |
| 9.4.75                                                                                                                                                                                                                                                                          | Two part, bio-based, polyurethane roof coating system                                  | SF              | \$ 8.03     | 8,000                     | \$ 64,240.00         |
| 9.11.6.5                                                                                                                                                                                                                                                                        | Labor Rate for Roofer (Removal of Solar existing Solar Panels)                         | Per Hour        | \$ 90.95    | 48                        | \$ 4,365.60          |
|                                                                                                                                                                                                                                                                                 |                                                                                        |                 |             | <b>SUBTOTAL</b>           | \$ 73,805.60         |
| 9.10.20                                                                                                                                                                                                                                                                         | Difficult access or fall restriction; surcharge                                        | Each            | 15%         |                           | \$ 11,070.84         |
| 9.12.2                                                                                                                                                                                                                                                                          | Multiplication factor for roofs under 10,000 sf                                        | %               | 20%         |                           | \$ 14,761.12         |
| 9.17.6                                                                                                                                                                                                                                                                          | 20 Restoration Warranty Under 10,000 Square Feet Inspections In Years 2, 5, 10 & 15    | EA              | \$ 4,000.00 | 1                         | \$ 4,000.00          |
| 9.11.7                                                                                                                                                                                                                                                                          | Ancillary building weatherization and repair (Most current RS Means Construction Book) | % to be applied | 92%         | \$ 3,445.97               | \$ 3,170.29          |
|                                                                                                                                                                                                                                                                                 |                                                                                        |                 |             | <b>SUBTOTAL</b>           | \$ 106,807.85        |
| 10.2.1                                                                                                                                                                                                                                                                          | Performance and payment bond - bonding rate (percent of project)                       | Percent         | 0.40%       |                           | \$ 427.23            |
|                                                                                                                                                                                                                                                                                 |                                                                                        |                 |             | <b>TOTAL PROJECT COST</b> | <b>\$ 107,235.08</b> |
| <p>* The pricing contained in this proposal meets the Price Warranty/Market Competitive Guarantee" found in Part A of the Terms and Conditions of AEPA IFB#017 and is based part on site-specific conditions and unique circumstances presented on each individual project.</p> |                                                                                        |                 |             |                           |                      |



Weatherproofing Technologies, Inc.  
3735 Green Road · Beachwood, Ohio 44122 · 216-292-5000

Effective 03/01/2018; Approved by AEPA December 2017

This price is valid for 60 days. After that time, project conditions are subject to reassessment.

**WEATHERPROOFING TECHNOLOGIES, INC. LINE  
ITEM PRICING**

Contract #: IFB #017-F

City of Fernandina Beach  
Atlantic Rec Center Restoration  
QUOTE # 5035005  
DATE: 7-11-18

| Bid Item Number                                                                                                                                                                                                                                                                 | Description of Cost Factors                                                                                     | Unit of Measure | Price       | Quantity                  | Project Amount       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------|-------------|---------------------------|----------------------|
| 9.1.1.b                                                                                                                                                                                                                                                                         | Pressure cleaning, horizontal surfaces                                                                          | SF              | \$ 0.35     | 8,000                     | \$ 2,800.00          |
| 9.4.68                                                                                                                                                                                                                                                                          | Prime Substrate                                                                                                 | SF              | \$ 0.30     | 8,000                     | \$ 2,400.00          |
| 9.4.75                                                                                                                                                                                                                                                                          | Two part, bio-based, polyurethane roof coating system                                                           | SF              | \$ 8.03     | 8,000                     | \$ 64,240.00         |
|                                                                                                                                                                                                                                                                                 |                                                                                                                 |                 |             | <b>SUBTOTAL</b>           | \$ 69,440.00         |
| 9.10.20                                                                                                                                                                                                                                                                         | Difficult access or fall restriction; surcharge                                                                 | Each            | 15%         |                           | \$ 10,416.00         |
| 9.12.2                                                                                                                                                                                                                                                                          | Multiplication factor for roofs under 10,000 sf                                                                 | %               | 20%         |                           | \$ 13,888.00         |
| 9.17.6                                                                                                                                                                                                                                                                          | 20 Restoration Warranty Under 10,000 Square Feet Inspections In Years 2, 5, 10 & 15                             | EA              | \$ 4,000.00 | 1                         | \$ 4,000.00          |
| 9.11.7                                                                                                                                                                                                                                                                          | Ancillary building weatherization and repair ( <b>Equipment</b> ) (Most current RS Means Construction Book)     | % to be applied | 92%         | \$ 3,445.97               | \$ 3,170.29          |
| 9.11.7                                                                                                                                                                                                                                                                          | Ancillary building weatherization and repair ( <b>Solar R&amp;R</b> ) (Most current RS Means Construction Book) | % to be applied | 92%         | \$ 44,948.15              | \$ 41,352.30         |
|                                                                                                                                                                                                                                                                                 |                                                                                                                 |                 |             | <b>SUBTOTAL</b>           | \$ 142,266.59        |
| 10.2.1                                                                                                                                                                                                                                                                          | Performance and payment bond - bonding rate (percent of project)                                                | Percent         | 0.40%       |                           | \$ 569.07            |
|                                                                                                                                                                                                                                                                                 |                                                                                                                 |                 |             | <b>TOTAL PROJECT COST</b> | <b>\$ 142,835.66</b> |
| <p>* The pricing contained in this proposal meets the Price Warranty/Market Competitive Guarantee" found in Part A of the Terms and Conditions of AEPA IFB#017 and is based part on site-specific conditions and unique circumstances presented on each individual project.</p> |                                                                                                                 |                 |             |                           |                      |



**EXTENSION OF AGREEMENT  
AEPA BID #017**

Contract EXTENSION AGREEMENT made by and between

**Weatherproofing Technologies, Inc. (Vendor)  
Roofing**

and

**PAEC Florida Bay (Member)**

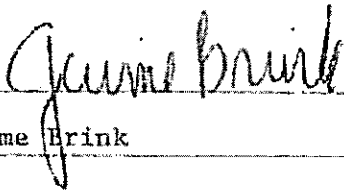
The existing Agreement was initially awarded through February 28, 2018. The Term of Contract and Extension in the AEPA Bid provides the Agreement may be extended for three (3) additional 12-month periods by mutual written agreement through February 28, 2021. AEPA has approved this extension and now the Member and the Vendor desire to extend the Agreement for an additional term to commence February 28, 2018. Upon the signatures of an authorized officer of the Member and the Vendor, the Agreement is hereby extended.

This extension shall be subject to the same Terms and Conditions as contained in the original AEPA Bid, and subject to the Bylaws, Policies and Procedures of AEPA in addition to the Member Terms and Conditions.

**Member**

Authorized Signature  Title Executive Director, PAEC  
Typed Name John T. Selover Date 2/26/18

**Vendor**

Authorized Signature  Title VP  
Typed Name Jaime Brink Date 12/20/17

The Vendor agrees to provide complete information of any deleted and new products or prices as allowed under headings (Discontinued Products) and (New Technology and Price Reduction) of the AEPA Bid.

If you as the Vendor do not want to extend contract, please sign below.

**Discontinue:** We desire to discontinue the contract, effective February 28.

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_  
Typed Name \_\_\_\_\_ Date \_\_\_\_\_

NOTE: This agreement must be received by the Member on or before January 30, 2018.

PAEC 1-10-18  
WCSB 2-12-18

**AEPA IFB #017-F Roofing & Building Envelope Services  
Form B - Acceptance of Bid & Contract Award**

Name of Bidder: Weatherproofing Technologies, Inc.

**Instructions:** PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder's proposal. If approved by AEPA, the Bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

**PART I: BIDDER**

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, associated documents, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies and equipment incurred in compliance with all terms, conditions, specifications and amendments associated with this IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Company Name Weatherproofing Technologies, Inc. Date 3 October 2016  
 Company Address 3735 Green Road City Beachwood State OH Zip 44122  
 Contact Person Paul Hoogenboom Title President  
 Authorized Signature [Signature] Title President  
 Email Address phoogenboom@tremcoinc.com Phone (216) 514-7771

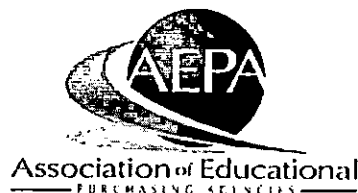
**PART II: AWARDING MEMBER AGENCY**

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2018 unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency PAEC Florida Bay  
 Agency Executive John T. Selover  
 Awarded this 14th day of Feb. 2017 Contract Number AEPA 017-F FL Bay 17-02  
 Contract to commence (Member Agency to select): ☐ \_\_\_\_\_ or ☒ March 1, 2017

BOD: 1/23/17

WCSP: 2/13/17



## Invitation for Bid AEPA IFB #017

### Part A – Terms and Conditions

#### Notice to Bidders

Sealed Bids will be received by the Association of Educational Purchasing Agencies (AEPA) on behalf of its Member Agencies until:

**1:30 p.m. EDT, Wednesday, October 5, 2016**

**For Catalog Bids: Digital Multi-Function Devices/Copiers, Printers and Related Services, LED Lighting, Kitchen Equipment & Supplies.**

**For Construction Related Bids: Athletic Surfaces - Hardwood & Synthetic Flooring, Athletic Field Lighting, Roofing & Building Envelope Services.**

**Each bid package consists of multiple parts:**

**Part A – Notice to Bidders, Bid Procedures, and Terms and Conditions**

**Part B – Commodity Specifications**

**Bid Proposal Checklist**

**Forms A – G**

**Part D - G – Additional Bid Forms if required (varies by commodity)**

All bids shall be submitted online via Public Purchase by the due date and time listed below in the bid and contract timeline. Note that Bidders must be able to provide their proposed products and services in up to 26 states including California, Colorado, Connecticut, Florida, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Jersey, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Texas, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

AEPA bid documents can be downloaded after registering, at no cost, on Public Purchase at [www.publicpurchase.com](http://www.publicpurchase.com). AEPA and/or the respective Member Agencies reserve the right to reject any or all bids in whole or in part; to waive any formalities or irregularities in any bids, and to accept the bids, which in its discretion, within state law, are for the best interest of any of the AEPA Member Agencies and/or their Participating Entities. Bids will be opened and an opening record will be posted to Public Purchase. Bids will be publicly opened at 1:30 PM EDT on October 5, 2016, at Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI 48328.

#### **Bid & Contract Timeline:**

|                              |                                                                                                                                                                      |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August 15, 2016              | Publication of IFB available through Public Purchase. Notification will also be posted to the AEPA website, <a href="http://www.aepacoop.org">www.aepacoop.org</a> . |
| September 7, 2016            | Pre-Bid Conference Call – Must register by Sept. 1, 2016 to participate                                                                                              |
| September 23, 2016           | Deadline for questions from Bidders                                                                                                                                  |
| October 5, 2016, 1:30 pm CST | Deadline for Bid Submittals and Bid Reading via Public Purchase                                                                                                      |

|                                                  |                                                                                                                                 |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| November 9, 2016                                 | Contract Recommendations posted on Public Purchase and the AEPA website, <a href="http://www.aepacoop.org">www.aepacoop.org</a> |
| November 30, 2016                                | AEPA Approval of bids                                                                                                           |
| December 7, 2016                                 | Bidders are advised of the results of the bid via Public Purchase                                                               |
| December 7, 2016 to February 1, 2017             | Vendor Partner's submit required documentation to Member Agencies                                                               |
| No later than March 1, 2017 to February 28, 2018 | Initial contract term (up to fifteen months) – See Term of Contract and Extensions in General Terms & Conditions                |
| March 1, 2018 - 2020                             | Annual contract renewal dates subject to approval by AEPA                                                                       |

For information on how to address all questions regarding this Invitation for Bid (IFB), reference Section II. Bid Procedures, Section C. Questions.

#### AEPA Member Agency Information

| State         | Agency Name                                                             | Contact           | Email                        | Students  |
|---------------|-------------------------------------------------------------------------|-------------------|------------------------------|-----------|
| California    | Monterey County Office of Education d/b/a CalSAVE                       | Ted Witt          | twitt@epylon.com             | 6,000,000 |
| Colorado      | Colorado BOCES Association                                              | John Tillman      | jtillman@my.amigo.net        | 889,000   |
| Connecticut   | Capitol Region Education Council (CREC)                                 | Cara Hart         | chart@crec.org               | 538,000   |
| * Florida     | Panhandle Area Education Consortium                                     | Larche Hardy      | larche_hardy@paec.org        | 2,700,000 |
| Indiana       | Wilson Education Center                                                 | Phil Partenheimer | philp@wesc.k12.in.us         | 1,046,026 |
| Iowa          | Iowa Educators Consortium                                               | Joni Puffett      | jpuffett@iec-ia.org          | 510,010   |
| Kansas        | Southeast Kansas Education Service Center                               | Tina Smith        | tina.smith@greenbush.org     | 468,510   |
| Kentucky      | Green River Regional Educational Cooperative                            | Ann Burden        | ann.burden@grrec.ky.gov      | 675,000   |
| Massachusetts | The Education Cooperative                                               | Joan Preble       | jpreble@tec-coop.org         | 955,739   |
| Michigan      | Oakland Schools                                                         | Tim Loock         | tim.loock@oakland.k12.mi.us  | 1,550,802 |
| Minnesota     | Cooperative Purchasing Connection                                       | Jeremy Kovash     | jkovash@lcsc.org             | 830,482   |
| Missouri      | Cooperating School Districts                                            | Matt Goodman      | mgoodman@edplus.org          | 650,000   |
| Montana       | Montana Cooperative Service                                             | Dave Puyear       | dpuyear@mrea-mt.org          | 144,129   |
| Nebraska      | Nebraska ESU Cooperative Purchasing                                     | Craig Peterson    | Craig.peterson@esucc.org     | 300,000   |
| New Jersey    | Middlesex Regional Educational Services Commission                      | Pat Moran         | pmoran@nresc.k12.nj.us       | 1,369,000 |
| New Mexico    | Cooperative Educational Services                                        | Dotty McKinney    | dotty@ces.org                | 338,223   |
| North Dakota  | North Dakota Educators Service Cooperative                              | Jane Eastes       | jeastes@lcsc.org             | 104,278   |
| Ohio          | Ohio Council of Educational Purchasing Consortium                       | Elmo Kallner      | kallner@mail.mecdc.org       | 1,700,000 |
| Oregon        | Intermountain ESD                                                       | Rob Naughton      | rob.naughton@imesd.k12.or.us | 570,857   |
| Pennsylvania  | Central Susquehanna Intermediate Unit d/b/a Keystone Purchasing Network | Jeff Kimball      | jkimball@csiu.org            | 5,700,000 |

Judy Hall, Program Assistant - (850) 638-6131  
Ext. 2231 - [judy.hall@paec.org](mailto:judy.hall@paec.org)

### Project Services

The Panhandle Area Educational Consortium's (PAEC) Florida Buy Cooperative State Purchasing Program partners with the Association of Educational Purchasing Agencies (AEPA) to leverage the purchasing power of schools in more than half the country. Such purchasing power delivers amazing pricing on everything from office supplies, athletic turf, technology products, and roofing. The Florida Buy Program offers nearly 60 different purchasing contracts from a wide array of products and services. **The contracts are available to all Florida schools, municipalities, county government, colleges and universities, and non-profit organizations. It is absolutely free and no membership is required.**



**[Click Here for Marketplace Catalog](#)**



**The Florida Buy Program offers a solution to Florida's new 2016 education procurement law** requiring Florida Schools and the Florida College System to "review the purchasing agreements and state term contracts available under FS.287.056" before making a purchase of non-instructional products and services. But the new law also allows schools to "use the cooperative state purchasing programs managed through regional educational consortium service organizations" like the Florida Buy program, as a means to determine if their purchasing agreements are to the "economic advantage" of schools or colleges. See the new law [here](#).

To simplify the purchasing process even further, the consortium's Florida Buy Program has an e-commerce shopping platform (Marketplace Catalog) that allows schools to simultaneously shop and compare prices on thousands of catalog items in a secure, easy to use program. The "Amazon like" marketplace accepts P-cards and purchase orders. The consortium staff can set up an approval chain so that school administrators can have the final say before an item is purchased.

Contact the staff at the PAEC Florida Buy program at the number below for assistance with any of your purchasing needs.

**[Notice to Bidders](#)**  
**[\(Click Here for More Information\)](#)**



**Panhandle Area Educational Consortium**  
*Advancing Schools and Communities for Student Success*

753 West Boulevard, Chipley, FL32428 Phone 1877-873-7232



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# Panhandle Area Educational Consortium

Serving the Students of Northwest Florida since 1967



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## Florida Buy\_original\_page

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Business Services

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**Request for Proposal**  
**Emergency and Standby Generators**  
**Due March 29, 2018 by 4:30 pm Central Time**

**Request for Proposal**  
**#18-09 Chain Link Fencing**  
**Due April 26, 2018 not later than 4:30 pm CT**

### Contact Information

**Larche Hardy**, Coordinator of Cooperative Purchasing (850) 638-6131 Ext. 2256 - [larche.hardy@paec.org](mailto:larche.hardy@paec.org)



Panhandle Area Educational Consortium  
 PURCHASING AGENCY

## Florida

**Contact:** Larche Hardy

**Work Phone:** (850) 638-6131 ext. 2256

**Work Email:** Larche.hardy@paec.org



**Website:** <http://www.floridabuy.org/>

## Biography

The AEPA member in Florida is the PAEC Florida Buy.

## Eligible Customers

K-12 Public & Private Schools | Colleges & Universities | Public Libraries | City, County & State Government

## Neighboring States Served

Alabama | Georgia



**The Association of Educational Purchasing Agencies (AEPA) is a multi-state non-profit organization whose members share the common goal of saving public agencies money.**

However, we understand that this unique identity can cause a little confusion about who you need to contact to get information. Below is a list of frequently asked questions for your reference.



## SCHOOLS, EDUCATION, AND GOVERNMENT

? Who is eligible to purchase off of the AEPA contracts? ▾

Our primary customer-base is K-12 schools, but many members extend their contracts to higher education, municipalities, and non-profit organizations. This differs slightly in each state, based on the charters of the member agencies. Check with your local member agency for more details.

? How do I purchase off of the contracts? ➤



RESOLUTION 2018-137

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING WEATHERPROOFING TECHNOLOGIES, INC (A SUBSIDIARY OF TREMCO INC.) TO PERFORM ROOF REPAIRS TO THE ATLANTIC RECREATION CENTER IN AN AMOUNT NOT TO EXCEED ~~\$117,959~~ \$142,835.66; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Atlantic Recreation Center Auditorium has experienced roof leaks; and

WHEREAS, staff recommends Weatherproofing Technologies, Inc. (a subsidiary of Tremco Inc.) to make the necessary repairs and resurface the Atlantic Recreation Center auditorium roof, project #19002; and

WHEREAS, pricing for roof repairs by Weatherproofing Technologies, Inc. is awarded by pre-bid cooperative purchase contract through the Association of Education Purchasing Agencies (AEPA) via contract #IFB #017-F; and

WHEREAS, funding is included in the Parks and Recreation Improvements account, 3007200 56300, in Fiscal Year 2018/2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves Weatherproofing Technologies, Inc. for the repairs at the Atlantic Recreation Center in an amount not to exceed ~~\$117,959~~ \$142,835.66 for the alternate proposal that includes reinstallation of the solar panels.

SECTION 2. The City Manager and City Clerk are hereby authorized to execute all documentation pertaining to this proposal, upon review and approval of the City Attorney.

SECTION 3. This Resolution shall be effective immediately upon passage.

ADOPTED this 18<sup>th</sup> day of September, 2018.

ATTEST:

CITY OF FERNANDINA BEACH

\_\_\_\_\_  
Caroline Best  
City Clerk

\_\_\_\_\_  
John A. Miller  
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:



\_\_\_\_\_  
Tammi E. Bach  
City Attorney

## CITY COMMISSION AGENDA ITEM

*City of Fernandina Beach*



SUBJECT: Resolution 2018-141  
Agreement Approval - Nassau County District Schools

---

ITEM TYPE: Resolution (w/ fiscal impact)

---

REQUESTED ACTION: Consider Resolution 2018-141

---

SYNOPSIS: Mandated by the Florida Legislature after the school shooting at Marjorie Stoneman Douglas High School in Parkland, Florida, attached is an interlocal agreement with the Nassau County District Schools for a total of four temporary School Resource Officers, one assigned to each public school in the City limits, including Southside Elementary and Emma Love Elementary schools. The School District will reimburse the City up to 75% of these four police officers positions, including overtime pay, if necessary.

The purpose of referring to these positions in the Agreement as "temporary" is because the School District is considering options for the 2019/2020 school year that may cost the School District less than paying full salary and benefits for School Resource Officers that are full-time sworn law enforcement officers with other agencies such as City Police and Nassau County Sheriff. This is a one-year agreement that will expire on July 31, 2019.

---

FISCAL IMPACT: The Nassau County School District is paying for the officers' salaries during the school year. The Fernandina Beach Police Department (FBPD) will pay officers who work for FBPD during the summer with monies in the FBPD salaries budget.

---

CITY ATTORNEY COMMENTS: No additional comments.

---

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2018-141.

---

|                                 |            |
|---------------------------------|------------|
| Tammi E. Bach, City Attorney    | 09/14/2018 |
| James Hurley, Chief of Police   | 09/21/2018 |
| Dale Martin, City Manager       | 09/21/2018 |
| Pauline Testagrose, Comptroller | 09/21/2018 |

---

Date: September 11, 2018

Submitted By: Katie Newton, Legal Assistant

---

COMMISSION ACTION: Adopt

---

RESOLUTION 2018-141

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING AN AGREEMENT BETWEEN THE CITY OF FERNANDINA BEACH AND NASSAU COUNTY DISTRICT SCHOOLS TO PROVIDE SCHOOL RESOURCE OFFICERS TO EACH OF FOUR SCHOOLS IN THE CITY LIMITS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Marjory Stoneman Douglas High School Public Safety Act requires the placement of school resource officers in all public schools; and

WHEREAS, the City of Fernandina Beach has four public schools within city limits: Southside Elementary, Emma Love Hardee, Fernandina Beach Middle, and Fernandina Beach High schools; and

WHEREAS, the City is agreeable to provide four School Resource Officer positions, each assigned to one of the abovementioned schools; and

WHEREAS, the Nassau County District Schools will provide compensation for the services of such School Resource Officers during the instructional year.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, THAT:

SECTION 1. The City Commission hereby authorizes the City Manager and City Clerk to execute the School Resource Officers Contract, attached hereto as Exhibit "A," with the Nassau County School District, upon review and approval by the City Attorney.

SECTION 2. This Resolution shall become effective immediately upon passage.

ADOPTED this 2<sup>nd</sup> day of October, 2018.

CITY OF FERNANDINA BEACH

\_\_\_\_\_  
JOHN A. MILLER  
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



\_\_\_\_\_  
CAROLINE BEST  
City Clerk

\_\_\_\_\_  
TAMMI E. BACH  
City Attorney

**FERNANDINA BEACH POLICE DEPARTMENT**  
**SCHOOL RESOURCE OFFICERS CONTRACT**

This Fernandina Beach Police Department School Resource Officers Contract (hereafter "Agreement"), which becomes effective upon full execution by the parties (hereafter "Effective Date"), is made and entered into, by and between the **CITY OF FERNANDINA BEACH, FLORIDA**, a municipal corporation, whose address is 204 Ash Street, Fernandina Beach, FL 32034, (hereinafter "City") and the **NASSAU COUNTY DISTRICT SCHOOLS**, a school District established pursuant to Chapter 1001, Florida Statutes, located at 1201 Atlantic Avenue, Fernandina Beach, FL 32034 (hereafter "District").

**WHEREAS**, the parties desire to continue the performance of law enforcement functions provided at Fernandina Beach schools by School Resource Officers ("SROs") in an effort to promote relations between students, parents, educators and law enforcement personnel, to deter crime on or around school premises by the presence of law enforcement officers, to increase safety and security of students and personnel at school facilities through law enforcement presence on campus, and to enforce local and State laws on school property;

**WHEREAS**, the City is agreeable to provide four (4) SRO positions, each assigned to an elementary school, middle school, or high school campus, to perform the duties and responsibilities of School Resource Officers at Southside Elementary, Emma Love Hardee, Fernandina Beach Middle and Fernandina Beach High schools;

**WHEREAS**, the District is agreeable to compensate the City for the services of the School Resource Officers during the instructional school year;

**WHEREAS**, the City is agreeable to receive compensation from the School Board for the services provided to the School Board by the City; and

**NOW, THEREFORE**, in consideration of the mutual understandings and covenants set forth herein, the parties agree to the following:

1. **PROVISION OF POLICE OFFICERS BY CITY.** Upon execution of this Agreement, the City agrees to provide, train, supervise, and assign SROs as further outlined in this Paragraph. Throughout this Agreement, the provision of SROs by the City shall be known as the "SRO Program."
  - a. The City agrees to continue to provide to the District four (4) SRO positions, each to be assigned to an elementary school, middle school, or high school campus, to perform the duties and responsibilities of School Resource Officers at Southside

Elementary, Emma Love Hardee, Fernandina Beach Middle and Fernandina Beach High schools, who meet the City's SRO position description attached hereto as Exhibit "A." The City's SRO position description is subject to revision by the City from time to time in the City's sole discretion. A copy of the City's SRO position description will be provided to the parties whenever updated.

- b. City agrees to provide all SROs with necessary uniforms, equipment and transportation, and to provide opportunities for the deputies to acquire any mutually agreeable or necessary certification to maintain status in the Fernandina Beach Police Department or as a SRO.
- c. SROs shall report for duty daily at each respective school at least one half hour before the normal instructional work day when students are present for education (hereafter "School Day") and shall not complete their daily shift until at least one half hour after the School Day. The parties acknowledge, understand and agree SROs work an 8.5 hour day pursuant to FBPD policy, and all base salary pay as listed in Exhibit "B" reflects same.
- d. SROs shall coordinate all appropriate SRO functions with the District's supervising principal at each respective school while performing SRO duties on campus.
- e. SROs will be required to perform the duties and functions set forth in the SRO position description attached hereto as Exhibit "A" and pursuant to City's written policies and directives. At all times SROs are under the direct supervision of the chain of command of the City. The District will have City's full cooperation to ensure that SROs will perform all duties consistent with training for SROs. Assigned SROs will not be assigned case-loads for follow up investigation (i.e. detective or Criminal Investigations Division work), unless the SRO is the initial officer generating the case pursuant to performing duties as an SRO, or the case is related to District schools.
- f. SROs may participate in other District functions outside the scope of the duties and functions set forth in the SRO position description attached hereto as Exhibit "A" at the discretion of the individual SRO. In the event other activities are desired by the District on a routine or more recurring basis, the District's Safety Specialist may contact the FBPD Special Operations Sergeant or Lieutenant that supervises SROs to request the handling of these additional duties. District will have the City's cooperation to consider, and if possible to accommodate, District requests.
- g. SROs remain subject to immediate recall for law enforcement functions, emergencies, or disasters at the discretion of the City or designee. It is understood

and agreed that all SROs are Fernandina Beach Police Officers and that during a declared state of emergency may be called into service to assist in such emergency. The parties understand and agree that such emergency service or duties may interrupt the assigned School Resource Officer's duties.

- h. In the event that an assigned SRO is unable to perform his or her duties, whether due to sickness or otherwise, the City agrees to provide another police officer who is not already assigned to another school to fill that vacancy until the assigned SRO returns. Compensation for any incurred overtime costs or benefits for this provision are addressed in Paragraph 2.
- i. The City and SROs provided by the City under this Agreement shall cooperate, communicate, and share information with the District's School Safety Specialist insofar as it pertains to issues related to school safety or the performance of services hereunder.

**2. SRO PROGRAM FUNDING AND COMPENSATION.** The parties agree to funding the SRO Program and to compensation for SROs as follows:

- a. Notwithstanding any other provision herein to the contrary, the District's obligation to reimburse the City in accordance with Paragraphs 2.b through 2.f. shall be strictly limited to reimbursement for salary and benefits costs for actual days worked by SROs during the regular, instructional School Day, for overtime salary and benefits for coverage of SROs as outlined in Paragraph 2.d, for coverage of other District functions or events as outlined in Paragraph 2.e, and for overtime for compliance with the Marjory Stoneman Douglas High School Public Safety Act as outlined in Paragraph 2.f, but shall not include any obligation to reimburse the City for any other costs associated with either the SRO Program or SROs such as, by way of example, vehicle costs, equipment, supplies and training.
- b. The District agrees to compensate the City, as further outlined below in this Paragraph, for the salary and benefits costs of actual days worked during the regular, instructional School Day, for the four police officer SRO positions during the months SROs report for duty at a District School (including teacher pre-planning and post-planning if desired by the District). FBPD will submit a total of ten (10) monthly invoices (one for each month during the School Year) to the District by the 15th of each month during the School Year.
- c. The City will be responsible for all costs and benefits and overtime for SROs during the months SROs are not reporting to the District schools, and also during School

Year holidays, as SROs are historically assigned to other law enforcement functions throughout Fernandina Beach during those periods.

- d. Overtime Costs due to Sickness or Vacation Coverage of an SRO. In the event that any salary overtime costs and benefits that are incurred by City to provide coverage of SRO positions by requiring staffing through mandatory overtime of other police officers from other assignments within the agency, District agrees to compensate City for these salary overtime and benefits costs. Actual salary overtime costs for the SRO coverage of SRO absence by other police officers during the School Day will be itemized in the monthly invoices submitted to District. The District shall remit payment to the City directly for these costs as not contained in the Police Department's budget as funded by the City.
  - e. Overtime Costs due to SRO Coverage of Other District Functions Not Occurring During the School Day. The District hereby agrees to compensate the City for actual salary overtime costs and benefits for hours worked by School Resource Officer for all District events not occurring during the normal instructional School Day when students are present for education (e.g. sports events, fairs, competition, meetings, etc.). Actual salary overtime costs for the SRO coverage of these District events outside the School Day will be itemized in the monthly invoices submitted to District. The District shall remit payment to the City directly for these costs as not contained in the Police Department's budget as funded by the City.
  - f. Current benefits include: FICA, Medicare and retirement. A salary and benefit schedule is attached to this Agreement as Exhibit "B," and an updated salary and benefit schedule will be sent to the School Board annually by October 1 as part of this Agreement.
3. **Liability.** Each party agrees that it shall be solely responsible for the negligent acts or omissions of its officers, employees, contractors and agents. Nothing contained herein shall constitute a waiver by City or District or their agents, employees, or designees of sovereign immunity or a waiver of the limitations on liability, claims, or judgments as set forth in section 768.28, Florida Statutes.
4. **Entire Agreement and Prior Understandings.** This Agreement contains the entire memorialization of mutual assent between the parties and is intended as a final expression of the parties' agreement with respect to all terms included in this Agreement. This Agreement supersedes any and all prior agreements between the parties hereto concerning the subject matter of this Agreement, including but not limited to the Fernandina Beach School Resource Officers Contract executed by the parties in 2013, the First Amendment

thereto executed by the parties in 2014, and the Second Amendment thereto executed by the parties in 2016.

5. **Construction and Application.** The section headings or titles in this Agreement are for convenience only and not a part hereof and shall have no effect upon the construction or interpretation of the Agreement. This Agreement shall not be construed against any party as the "drafter" of this Agreement, as the intent of the parties and resulting Agreement is a collaborative effort of all parties.
6. **Severability.** Each provision of this Agreement is intended to be severable. If any court of competent jurisdiction determines that any provision of this Agreement is invalid, illegal or unenforceable in any respect, the rest of the Agreement will remain in force.
7. **Amendment.** Any alterations, amendments, deletions, or waiver of any provisions of this Agreement shall be done in writing and signed by all parties. No alteration, amendment, deletion, or wavier of any provision shall become valid or effective until executed in conformity with this paragraph.
8. **Termination.** This Agreement may be terminated by any party upon ninety (90) days written notice to the other parties. Paragraph III of this Agreement, including but limited to, all obligations of liability and sovereign immunity shall survive termination.
9. **Term and Renewal:** The term of this Agreement begins upon the Effective Date and runs until July 31, 2019. The parties agree that any overtime salary and benefits costs incurred by City under Paragraphs 2.d, 2.e, and 2.f. are subject to this Agreement retroactively back to August 10, 2018 (the first day of the 2018/2019 School Year). This Agreement shall be automatically renewed for successive one year periods unless the Agreement is terminated by a party pursuant to the preceding paragraph.



## **EXHIBIT “A”**



## City of Fernandina Beach

Fernandina Beach Police  
Department

### **Job Description: Police Officer – School Resource Officer**

**Effective Date: 01/08/2013**

**Last Revision:**

#### **Position Concept:**

The School Resource Officer is a sworn, certified member who possesses all the requisite knowledge, skills and physical abilities incumbent upon the position of an entry level police officer. The School Resource Officer works in assigned schools, maintaining effective resources between school officials, students, parents and law enforcement officials. The member performs operations and public relation duties and tasks specific to the position. The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to citizens and their immediate situations, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The School Resource Officer may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

#### **Essential Functions:**

- Develop educational programs
- Attend disciplinary hearing / parent conference
- Conduct active patrol in assigned area
- Attend PTA meetings
- Respond to student unrest or riots
- Respond to bomb threats
- Investigate property crimes
- Conduct follow-up investigations
- Transport student or arrestee
- Maintain Dept-issued vehicle maintenance log
- Maintain issued equipment
- Actively participate in Fernandina Beach Community-relations functions
- Prepare statistical reports / correspondence
- Prepare original and supplemental reports
- Attend social or athletic events
- Provide security for special functions
- Participate in emergency drills
- Conduct frisk or pat down search
- Search for evidence or suspect
- Respond to rescue situations
- Investigate juvenile abuse complaints
- Inspect and maintain patrol vehicle
- Maintain firearms and proficiency

*Note: The omission of a specific duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.*

**Status:**    ☐ Civilian    ☒ Sworn    ☒ Certified    ☒ Non-Exempt

**Blood and Viral Pathogen Risk:**    ☐ Minimal Risk    ☒ Foreseeable Risk

**Education, Professional Certification or License:**

- High School or GED
- Two (2) year degree from an accredited college or university with major course work in sociology, psychology, education or related fields preferred
- State of Florida, Basic Recruit Certificate of Compliance after completion of training in accordance with CJSTC or comparable out of state training
- Successfully complete FTO training
- Successfully complete 8-hour SRO training
- Successful maintenance of proficiency in mandatory in-service training as delineated in FBPD's Operational Directives
- Instructor's Technique Certification preferred
- Valid Florida Driver's License

**Professional Experience:**

- Prior law enforcement experience is preferred but not mandatory
- One (1) year Non-Probationary experience as a police officer with FBPD preferred

**Environmental Conditions:**

- Works under varying degrees of stress
- Works primarily in an office or classroom environment
- Requires some exposure to inclement weather
- May work closely to vehicular traffic flow
- Physical acts requiring strength and endurance may be required
- May involve exposure to dangerous or possible life threatening situations, events or persons
- May involve exposure to morbid crime scenes involving the human body
- May have to inflict bodily harm or kill another human being
- Works with a great deal of autonomy requiring discretion and field decision-making
- Works with a firearm, stun-gun and other required weapons
- Subject to call 24 hours a day

## **Required Skills and Knowledge:**

### **Knowledge of:**

- FBPD's Operational Directives
- Criminal Justice System
- Officer safety techniques
- Geographical area characteristics
- Surfaces conducive to fingerprinting
- Appearance of fingerprints
- Evidence handling & collection
- Illegal substance appearance
- Effects of intoxicants / drugs
- Field sobriety testing
- "Special Function" requirements
- Support units available
- Firearm safety procedures
- Defensive techniques
- First Aid / CPR
- Emergency procedures
- Florida State Statutes
- Crowd control techniques
- Building / area search techniques
- Fingerprinting techniques
- Radio codes, signals; Unit identifications
- Camera operation
- Types of evidence
- Narcotics field test procedures
- Abnormal / mentally ill behavior
- Child abuse procedures
- Social and public assistance agencies
- Case Reporting Manual
- Issue weapon nomenclature
- Public safety concerns
- Human anatomy
- School Board policy

### **Ability to:**

- Handle / remain calm under stress
- Speak, read and write English
- Conduct pat down, search (for officer's safety)
- Recognize basic signs / causes of death
- Evaluate credibility and reliability
- Monitor radio traffic
- Operate a motor vehicle
- Identify makes and models of vehicles
- Operate camera; tape recorder; calculator
- Use approved defensive weapons
- Read gauges and odometers
- Follow commands
- Perform multiple tasks at once
- Detect / Identify suspicious activity
- Recognize danger or potential hazard
- Recognize informative placard or signs
- Operate public address system
- Perform minor vehicle maintenance
- Locate vehicle identification number
- Listen and understand
- Disassemble and reassemble firearm
- Read a map
- Draw diagrams
- Evaluate

**Skills:**

- Interpersonal • Radio • Teach • Basic investigation • Listen • Interview
- Observation • Basic crime scene processing • Organizational • Computer
- Keyboard • Weapons proficiency • Basic comprehension • Counsel
- Basic mathematical • Tactical communication • Basic English grammar

**Physical Requirements:**

- Speak, read and write English understandably
- Accurately read, write and articulate numbers
- Ambulate independently
- Manual dexterity / physical agility
- Run / Jump / Climb / Crawl / Bend / Squat / Kneel / Reach
- Step up / down a 4 - 5 inch street curb
- See at normal level (or with accommodation)
- Hear at normal level (or with accommodation)
- Mental alertness
- Lift / carry / drag <175 lbs.
- Walk at a moderate / fast pace
- Recognize colors
- Sense of smell
- Stand for long periods
- Sit for long periods
- Administer First Aid / CPR

***Reasonable accommodation(s) will be made for otherwise qualified individuals with a disability.***

## **EXHIBIT “B”**

**FBPD SRO PAY SCALE**

Based on a 42 hour work week

| OFFICER         | ANNUAL SALARY | BASE PAY HOURLY | BASE PAY HOURLY WITH BENEFITS | OVERTIME PAY HOURLY | OVERTIME PAY HOURLY WITH BENEFITS |
|-----------------|---------------|-----------------|-------------------------------|---------------------|-----------------------------------|
| HENRY LEE       | 57,657.60     | 26.40           | 43.68                         | 39.60               | 65.52                             |
| JARELL MITCHELL | 42,478.70     | 19.45           | 33.31                         | 29.18               | 49.96                             |
| JASON HEPLER    | 57,919.68     | 26.52           | 43.86                         | 39.78               | 65.80                             |
| WILLIAM EVATT   | 53,049.36     | 24.29           | 40.53                         | 36.44               | 60.80                             |

SUBJECT TO ANNUAL MERIT RAISE ON 10-01-2018 UP TO A MAXIMUM OF 6% PER COLLECTIVE BARGAINING AGREEMENT

**FBPD SRO ANNUAL BENEFITS**

Based on a 42 hour work week

| OFFICER         | HEALTH INSURANCE | LIFE INSURANCE | RETIREMENT | WORKERS COMP | GENERAL LIABILITY | FICA     | TOTAL     |
|-----------------|------------------|----------------|------------|--------------|-------------------|----------|-----------|
| HENRY LEE       | 9,224.16         | 299.28         | 20,912.41  | 2,738.74     | 152.52            | 4,410.81 | 37,737.91 |
| JARELL MITCHELL | 9,224.16         | 216.72         | 15,407.06  | 2,017.74     | 152.52            | 3,249.63 | 30,267.83 |
| JASON HEPLER    | 9,224.16         | 314.76         | 21,007.47  | 2,751.18     | 152.52            | 4,430.86 | 37,882.95 |
| WILLIAM EVATT   | 9,224.16         | 278.64         | 19,241.00  | 2,519.84     | 152.52            | 4,058.28 | 35,474.44 |

**FBPD SRO HOURLY BENEFITS**

| OFFICER         | HEALTH INSURANCE | LIFE INSURANCE | RETIREMENT | WORKERS COMP | GENERAL LIABILITY | FICA | TOTAL HOURLY |
|-----------------|------------------|----------------|------------|--------------|-------------------|------|--------------|
| HENRY LEE       | 4.22             | 0.14           | 9.58       | 1.25         | 0.07              | 2.02 | 17.28        |
| JARELL MITCHELL | 4.22             | 0.10           | 7.05       | 0.92         | 0.07              | 1.49 | 13.85        |
| JASON HEPLER    | 4.22             | 0.14           | 9.62       | 1.26         | 0.07              | 2.03 | 17.35        |
| WILLIAM EVATT   | 4.22             | 0.13           | 8.81       | 1.15         | 0.07              | 1.86 | 16.24        |

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE MADE AND EXECUTED THIS INSTRUMENT FOR THE PURPOSE HEREIN EXPRESSED.

ATTEST:

**CITY OF FERNANDINA BEACH**

\_\_\_\_\_  
Dale L. Martin  
City Manager

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Caroline Best  
City Clerk

APPROVED AS TO FORM AND LEGALITY:



\_\_\_\_\_  
Tammi E. Bach  
City Attorney

**NASSAU COUNTY SCHOOL BOARD**



\_\_\_\_\_  
Dr. Kathy Burns, Superintendent  
Nassau County School Board



\_\_\_\_\_  
Donna Martin, Chairman  
Nassau County School Board

Date: 9/13/18

As authorized for execution by the Nassau County School Board at its meeting on this 13 day  
of Sept 2018.



**FBPD SRO PAY SCALE**

Based on a 42 hour work week

| OFFICER            | ANNUAL<br>SALARY | BASE PAY<br>HOURLY | BASE PAY<br>HOURLY<br>WITH<br>BENEFITS | OVERTIME<br>PAY<br>HOURLY | OVERTIME PAY<br>HOURLY<br>WITH BENEFITS |
|--------------------|------------------|--------------------|----------------------------------------|---------------------------|-----------------------------------------|
| HENRY LEE          | 57,657.60        | 26.40              | 43.68                                  | 39.60                     | 65.52                                   |
| JARELL<br>MITCHELL | 42,478.70        | 19.45              | 33.31                                  | 29.18                     | 49.96                                   |
| JASON<br>HEPLER    | 57,919.68        | 26.52              | 43.86                                  | 39.78                     | 65.80                                   |
| WILLIAM<br>EVATT   | 53,049.36        | 24.29              | 40.53                                  | 36.44                     | 60.80                                   |

SUBJECT TO ANNUAL MERIT RAISE ON 10-01-2018 UP TO A MAXIMUM OF 6% PER COLLECTIVE  
BARGAINING AGREEMENT

**FBPD SRO ANNUAL BENEFITS**

Based on a 42 hour work week

| OFFICER            | HEALTH<br>INSURANCE | LIFE<br>INSURANCE | RETIREMENT | WORKERS<br>COMP | GENERAL<br>LIABILITY | FICA     | TOTAL     |
|--------------------|---------------------|-------------------|------------|-----------------|----------------------|----------|-----------|
| HENRY<br>LEE       | 9,224.16            | 299.28            | 20,912.41  | 2,738.74        | 152.52               | 4,410.81 | 37,737.91 |
| JARELL<br>MITCHELL | 9,224.16            | 216.72            | 15,407.06  | 2,017.74        | 152.52               | 3,249.63 | 30,267.83 |
| JASON<br>HEPLER    | 9,224.16            | 314.76            | 21,007.47  | 2,751.18        | 152.52               | 4,430.86 | 37,882.95 |
| WILLIAM<br>EVATT   | 9,224.16            | 278.64            | 19,241.00  | 2,519.84        | 152.52               | 4,058.28 | 35,474.44 |

**FBPD SRO HOURLY BENEFITS**

| OFFICER            | HEALTH<br>INSURANCE | LIFE<br>INSURANCE | RETIREMENT | WORKERS<br>COMP | GENERAL<br>LIABILITY | FICA | TOTAL<br>HOURLY |
|--------------------|---------------------|-------------------|------------|-----------------|----------------------|------|-----------------|
| HENRY<br>LEE       | 4.22                | 0.14              | 9.58       | 1.25            | 0.07                 | 2.02 | 17.28           |
| JARELL<br>MITCHELL | 4.22                | 0.10              | 7.05       | 0.92            | 0.07                 | 1.49 | 13.85           |
| JASON<br>HEPLER    | 4.22                | 0.14              | 9.62       | 1.26            | 0.07                 | 2.03 | 17.35           |
| WILLIAM<br>EVATT   | 4.22                | 0.13              | 8.81       | 1.15            | 0.07                 | 1.86 | 16.24           |

## CITY COMMISSION AGENDA ITEM

*City of Fernandina Beach*



SUBJECT: Resolution 2018-142  
Interagency Agreement Approval - Nassau County School District Superintendent,  
Florida Department Of Juvenile Justice Probation And Community Intervention (DJJ),  
Nassau County Sheriff's Office (NCSO)

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ITEM TYPE: Resolution (w/ fiscal impact)

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REQUESTED ACTION: Consider Resolution 2018-142.

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SYNOPSIS: Section 985.04 (1)(c), Fla. Stats., requires the Sheriff, Chief of Police, Nassau County School Superintendent and Department of Juvenile Justice to enter into an inter-agency agreement for the purpose of sharing information about juvenile offenders in each county. This agreement is required for every county in the state. Chief Hurley has reviewed and approved the form of this Agreement.

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FISCAL IMPACT: None

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CITY ATTORNEY COMMENTS: No additional comments.

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CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2018-142.

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Tammi E. Bach, City Attorney 09/14/2018

James Hurley, Chief of Police 09/24/2018

Dale Martin, City Manager 09/24/2018

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Date: September 13, 2018

Submitted By: Katie Newton, Legal Assistant

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COMMISSION ACTION: Adopt

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RESOLUTION 2018-142

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING AN INTERAGENCY AGREEMENT BETWEEN THE NASSAU COUNTY SCHOOL DISTRICT SUPERINTENDENT, THE FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROBATION AND COMMUNITY INTERVENTION (DJJ), NASSAU COUNTY SHERIFF'S OFFICE (NCSO), AND FERNANDINA BEACH POLICE DEPARTMENT (FBPD) REGARDING STUDENT RECORDS AND REPORTS AND STUDENTS' RIGHT OF PRIVACY; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Nassau County School District Superintendent, the Florida Department of Juvenile Justice Probation and Community Intervention, Nassau County Sheriff's Office, and the Fernandina Beach Police Department are committed to improving services to children in the juvenile justice system through the sharing of information, elimination of duplication of services, and the coordination of efforts; and

WHEREAS, the Nassau County School District Superintendent, the Florida Department of Juvenile Justice Probation and Community Intervention, Nassau County Sheriff's Office, and the Fernandina Beach Police Department have entered into or may enter into agreements with respect to school safety and protection of Nassau County students; and

WHEREAS, the execution of referenced agreements or others may involve the exchange of confidential information; and

WHEREAS, it is the intent of the parties to protect the rights of student records and reports created, maintained, and used by Nassau County Schools by providing that students and parents shall have right of access, rights of challenge, and rights of privacy with respect to such records and reports; and

WHEREAS, Section 985.04 (1) (c), Florida Statutes, requires agencies to enter into an inter-agency agreement for the purpose of sharing information about juvenile offenders in each county.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, THAT:

SECTION 1. The City Commission hereby authorizes the City Manager and City Clerk to execute the Interagency Agreement hereto attached as Exhibit "A" with the Nassau County School District Superintendent, the Florida Department of Juvenile Justice Probation and Community Intervention, and Nassau County Sheriff's Office, upon review and approval of the City Attorney.

SECTION 2. This Resolution shall become effective immediately upon passage.

ADOPTED this 2<sup>nd</sup> day of October, 2018.

CITY OF FERNANDINA BEACH

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JOHN A. MILLER  
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



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CAROLINE BEST  
City Clerk

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TAMMI E. BACH  
City Attorney

**INTERAGENCY AGREEMENT  
REGARDING STUDENT RECORDS AND REPORTS AND STUDENT'S RIGHT OF PRIVACY**

**THIS INTERAGENCY AGREEMENT REGARDING STUDENT RECORDS AND REPORTS AND STUDENT'S RIGHT OF PRIVACY** (hereinafter referred to as "Interagency Agreement"), which becomes effective upon full execution by the parties (hereafter "Effective Date") is made and entered into, by, and between The Nassau County School District Superintendent, the Florida Department of Juvenile Justice Probation and Community Intervention (DJJ), Nassau County Sheriff's Office (NCSD) , and Fernandina Beach Police Department (FBPD).

**WITNESSETH:**

**WHEREAS**, the parties have entered into or may enter into agreements with respect to school safety and protection of Nassau County students; and

**WHEREAS**, the execution of the referenced agreements or others may involve the exchange of confidential information between the parties to this Agreement; and

**WHEREAS**, student's records and confidential information are subject to privacy protection under Chapter 985.04 and Chapter 1002, Florida Statutes (2018); and

**WHEREAS**, it is the intent of the parties to protect the rights of student records and reports created, maintained, and used by Nassau County Schools by providing that students and parents shall have right of access, rights of challenge, and rights of privacy with respect to such records and reports; and

**WHEREAS**, all parties to this Agreement are committed to improving services to children in the juvenile justice system through the sharing of information, elimination of duplication of services, and the coordination of efforts; and

**WHEREAS**, all parties to this Agreement are committed to providing appropriate programs and services to prevent children from becoming at risk and to intervene with children already involved in the juvenile justice system; and

**WHEREAS**, the exchange of this information is crucial to the protection and safety of the students in Nassau County and the prevention and reduction of juvenile crime to improve school safety.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties to this Agreement hereby agree as follows:

**Recitals**, the above recitals are true and correct and are incorporated into and become a part of this agreement.

**1. Agreement**

- A.** Personally identifiable information may be released without consent of the student or the student's parents to parties to this Interagency Agreement pursuant to Florida Statute 1002.221 (2)(c) (2018).

- B. The relevant contractual relationships between and among the parties related to this Interagency Agreement shall promote the purpose of cooperation and collaboration, and the sharing of appropriate information in a joint effort to improve school safety, prevent juvenile crime, reduce truancy and in-school and out-of-school suspensions and to support alternatives to in-school and out-of-school suspension and expulsions to correct behavior that lead to truancy, suspension, and expulsions, and to support students in successfully completing their education pursuant to Florida Statute 985.04(1)(c), 1002.221 (2)(c) (2018).
- C. All parties agree to promote a coordinated effort among agencies and staff to achieve maximum school and public safety with the goal of reducing juvenile crime.
- D. All parties agree to participate in Interagency planning meetings, as appropriate
- E. All parties agree to assign staff, as appropriate, to participate in a consolidated case management system; to support school safety and to develop plans for at-risk youth and those involved in the juvenile justice system.
- F. All parties to this Interagency Agreement shall cooperate in the dissemination of information relating to students pursuant to any agreement entered into by the parties pursuant to Florida Statute 985.04(1)(c).
- G. To provide technical assistance resource personnel other parties to this Agreement, as appropriate and desirable, through contracts and other agreements.
- H. Information provided in furtherance of this Interagency Agreement is intended solely for use of school safety, determining the appropriate programs and services for each juvenile or the juvenile's family, or the coordinating the delivery of such programs and services. Any other use of the information is subject to the restrictions imposed by Florida Statute 1002.221 (2)(c) (2018).
- I. All parties shall comply with all laws, rules, procedures, etc. relating to records use, security, dissemination, and retention/destruction of any information that is the subject of this Agreement.
- J. All parties shall comply with Florida Statute 943.0525 and shall maintain confidentiality of information that is not otherwise exempt from Florida Statute 119.071(1), or as otherwise provided by law.

#### **Nassau County Schools**

- A. Notify the child's school principal and other appropriate school personnel, within 48 hours of receipt of information of the arrest of a juvenile for a crime of violence or violation of law which would be a felony if committed by an adult. The principal or principal's designee shall in turn promptly provide such information to the appropriate student services personnel, school resource officer, student assistance coordinator if application, and the student's immediate classroom teacher or teachers, Florida Statute 985.04(4)(2018).

- B. Designate and inform all parties to this Agreement of the name, address, and telephone number or numbers of the contact person or persons by geographic region, to be responsible for receiving juvenile arrest information.
- C. Request juvenile criminal history information only for purposes of assessment, placement, or school safety, security of persons and property, Florida Statute 985.04(1)(b)(2018).
- D. Designate and inform the NCSO, FBPD, of the name, address, and telephone number or numbers of the contact person to be responsible for receiving confidential criminal history information, Florida Statute.
- E. Ensure that information obtained through the criminal history database is disseminated only to appropriate district school superintendent personnel and carries an appropriate warning regarding the reliability, confidentiality and control of further dissemination. Further, the district school superintendent shall cause to be adopted and enforced appropriate internal written policies to affect the intent of this paragraph.
- F. Share assessment and treatment, appropriate information concerning student achievement, and behavioral and attendance history on juvenile offenders or juveniles at risk of becoming offenders with parties to this Interagency Agreement for the purpose of school safety.
- G. Assign staff and provide youth services, education programs, where jointly determined and agreed upon by the district school superintendent or her designee, and DJJ.
- H. Notify law enforcement having jurisdiction when an adult or a student commits any of the following offenses on school property, on school sponsored transportation, or at school sponsored activities: Homicide, Sexual Battery, Armed Robbery, Aggravated Battery on a Teacher or other School Personnel, threatening a Teacher or other School Personnel, Kidnapping or Abduction, Arson, Possession, Use or Sale of any Firearm, or Possession, Use or Sale of any Explosive Device. Additionally, if the offense involves a victim, require school officials to notify the victim, and the victim's parents or legal guardian if the victim is a minor, of the offense and of the victim's right to press charges against the offenders, and insure that school personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law.
- I. Notify the law enforcement agency having jurisdiction when an adult or a student commits an offense, though not listed above, the nature of which is such as to compromise school or community safety. These offenses include sale, use of or possession of a controlled substance, and grand theft.
- J. The district school superintendent or her designee will distribute appropriate information with school principals.
- K. Provide notification to any classroom teacher of assignment to the teacher's classroom of a juvenile who has been placed in a probation or commitment program for a felony offense.

### **Department of Juvenile Justice**

- A. Promptly notify the NCSO, FBPD, and district school superintendent, or her designee or their designees, upon learning of the move or other relocation into, out of, or within Nassau County, of a juvenile offender who has been adjudicated delinquent or guilty of or had adjudication of delinquency or guilt withheld for, the commission of a violent misdemeanor or violent felony, Florida Statute 984.04(4)(b)(2018).
- B. Share dispositional, placement and case management information with the appropriate agency or agencies, the district school superintendent, or her designee for purposes of assessment, placement and enhanced supervision of juveniles referred to the DJJ, Florida Statute 984.04(1)(b)(2018).
- C. Provide notification to any classroom teacher of assignment to the teacher's classroom of a juvenile who has been placed in a probation or commitment program for a felony offense.

### **Nassau County Sheriff's Department**

- A. Promptly provide notification to the district school superintendent and/or board member, or her designee, of juveniles arrested within Nassau County for crimes of violence or violations of law which would be a felony if committed by an adult, Florida Statute 985.04 (2018).
- B. Provide Florida summary criminal history information to the district school superintendent, or her designee, upon request, regarding juveniles who are students enrolled in or about to be enrolled in the school district of Nassau County when necessary for assessment, placement or security of persons or property. Further, the Sheriff will establish, and forward to the district school superintendent the internal procedures of the NCSO for receiving, processing and providing information pursuant to such requests, Florida Statute 985.04 (2018).
- C. Ensure that information disseminated pursuant to this Agreement carries an appropriate warning regarding the reliability, confidentiality and control of further dissemination. Such warning shall be in accordance with the Florida Department of Law Enforcement Criminal Justice Information System User Agreement requirements.
- D. Provide technical assistance, education support services and resource officers, as may be appropriate, through contracts and other agreements.
- E. Develop policies and procedures that will reflect that the Sheriff or his designee shall cause the district school superintendent, or her designee and school principal or designated school-site administrator to be notified in a timely manner of incidents or arrest involving students where there is a possibility of on-going violence victimization, or school disruption at the school site.
- F. Provide information to the district school superintendent or her designee concerning those students who meet the statutory definition under Florida Statute 874.03(2), as a criminal gang member.
- G. Notify the district school superintendent, or her designee the name and address of any employee of the school district who is arrested and/or charged with a felony or with a



misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance. Notification to the district school superintendent, or her designee shall be within 48 hours of the arrest or charge and shall include the specific charge for which the employee was arrested charged.

- H. Maintain and provide technical support of an interagency database containing relative information of students enrolled in the Nassau County School District that have risk factors with the possibility of posing a threat regarding school safety.

#### **Fernandina Beach Police Department**

- A. Promptly provide notification to the district school superintendent, or her designee, of juveniles within the School District of Nassau County arrested or taken into custody from crimes of violence or violations of law which would be a felony if committed by an adult, Florida Statute 985.04 (2018).
- B. Provide Florida summary criminal history information to the district school superintendent or her designee, upon request, regarding juveniles who are students enrolled in or about to be enrolled in the school district of Nassau County when necessary for assessment, placement or security of persons or property. Further, the FBPD will establish, and forward to the district school superintendent the internal procedures of the FBPD for receiving, processing and providing information pursuant to such requests.
- C. Ensure that information disseminated pursuant to this Agreement carries an appropriate warning regarding the reliability, confidentiality and control of further dissemination. Such warning shall be in accordance with the Florida Department of Law Enforcement Criminal Justice Information System User Agreement requirements.
- D. Provide technical assistance, education support services and resource officers, as may be appropriate, through contracts and other agreements.
- E. Develop policies and procedures that will reflect that the FBPD shall cause the district school superintendent and school principal or designated school-site administrator to be notified in a timely manner of incidents or arrest involving students where there is a possibility of on-going violence victimization, or school disruption at the school site.
- F. Provide information to the district school superintendent or her designee concerning those students who meet the statutory definition under Florida Statute 874.03(2), as a criminal gang member.
- G. Notify the district school superintendent, or her designee, of the name and address of any employee of the school district who is arrested and/or charged with a felony or with a misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance. Notification to the district school superintendent, or her designee shall be within 48 hours of the arrest or charge and shall include the specific charge for which the employee was arrested charged.

- 2. **Term of Agreement** The term of this Agreement take effect upon the date the last party executes the same ("Effective Date"). This Agreement shall automatically renew for subsequent yearly

terms unless terminated by either party by providing sixty (60) days advance written notice to the other party. This Agreement may be modified or amended upon written agreement of all parties. Any party may terminate this agreement upon sixty (60) days written notice to the other parties.

3. **Entire Agreement** This document embodies the entire agreement and understanding between the parties with respect to the subject matter hereto and supersedes all prior agreements, representation and understandings whether oral, written, or otherwise relating thereto. This Agreement may not be modified or terminated except as provided herein.
4. **Liability**. Each party agrees that it shall be solely responsible for the negligent acts or omissions of its officers, employees, contractors and agents. Nothing contained herein shall constitute a waiver by NCSO or the Sheriff, his agents, employees, or designees of sovereign immunity or a waiver of the limitations on liability, claims, or judgments as set forth in section 768.28, Florida Statutes.
5. **Counterparts** This Agreement may be executed in counterparts to expedite its implementation and Effective Date.

**IN WITNESS WHEREOF**, this Interagency Agreement has been executed by and on behalf of the district school superintendent, or her designee, NCSO, FBPD, and DJJ, on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

NASSAU COUNTY SCHOOL DISTRICT

By: \_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Chief of Legal Services

Date: \_\_\_\_\_

NASSAU COUNTY SHERIFF'S DEPARTMENT

By: \_\_\_\_\_  
Sheriff

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
General Counsel

Date: \_\_\_\_\_

CITY OF FERNANDINA BEACH

By: \_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

Approved as to form and legality:



\_\_\_\_\_  
City Attorney

Attest:

\_\_\_\_\_  
City Clerk

Date: \_\_10/2/2018\_\_\_\_\_

DEPARTMENT OF JUVENILE JUSTICE

By: \_\_\_\_\_  
Chief Probation Officer

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
DJJ Legal Counsel

Date: \_\_\_\_\_

## CITY COMMISSION AGENDA ITEM

*City of Fernandina Beach*



SUBJECT: Resolution 2018-143  
Code Enforcement Fine Settlement - Mark O'Brien

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ITEM TYPE: Resolution (w/ fiscal impact)

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REQUESTED ACTION: Consider Resolution 2018-143

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SYNOPSIS: Section 162.09(3), Fla. Stats. provides that a lien imposed by the Code Enforcement Board for fines runs in favor of the "local governing body", and the "local governing body" may execute a satisfaction or release of lien.

Since 2015 and 2017, respectively, fines have been running against Mark O'Brien and his two properties in the City at 400 South 8th Street and 421 South 9th Street ("Properties") for violations of the City's sign code and poor maintenance of property and structures. The Code Enforcement Board authorized the City Attorney to foreclose on the property at 400 South 8th Street in 2017 after liens had been pending for more than 3 months.

Mayor John A. Miller asked the City Attorney to meet with Mr. O'Brien, the property owner to see if there was any way he could bring the property into compliance or sell the property to someone who would do so prior to foreclosure. The City Attorney contacted a local attorney to see if she would assist Mr. O'Brien with his options for correcting the violations (fix the property on his own or sell it) or in the foreclosure. A local attorney now represents Mr. O'Brien, and the Properties were both listed for sale in April 2018. The fines continue to accrue on these code violations daily, totaling as of October 2, 2018, \$265,853.78 including administrative fees (i.e. staff costs and mailing costs). The listing agent for these properties has found a potential buyer for the Properties in violation, but the amount of the code enforcement liens makes the Properties unmarketable for sale since the current property owner cannot afford to pay the fines and fees.

Code Compliance staff and Commission-appointed Code Enforcement Board members have consistently said over the years, specifically during fine reduction hearings that the "goal of Code Enforcement is compliance, not collecting revenue." Mr. O'Brien has caused City Code Compliance staff to spend many hours in the field inspecting his violations and in the office preparing mailings of notice, staff reports and evidence for hearings, and administrative fees have been assessed for staff time in these code cases. In the interest of getting the properties in compliance and to sell as quickly as possible, Mr. O'Brien's attorney, is requesting from the City Commission a reduction of fines and release of liens contingent upon several conditions being met by Mr. O'Brien and the buyer.

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FISCAL IMPACT: Fees and fines waived will result in reduced revenue for the City.

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CITY ATTORNEY COMMENTS: No additional comments.

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CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2018-143.

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|                                 |            |
|---------------------------------|------------|
| Tammi E. Bach, City Attorney    | 09/24/2018 |
| Dale Martin, City Manager       | 09/25/2018 |
| Pauline Testagrose, Comptroller | 09/25/2018 |

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Date: September 20, 2018

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Submitted By: Nicole Bednar, Administrative Services Manager

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COMMISSION ACTION: Adopt

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## RESOLUTION 2018-143

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A SETTLEMENT OF CODE ENFORCEMENT FINES AND FEES FOR MARK O'BRIEN CONTINGENT UPON SALE OF PROPERTIES AT 400 SOUTH 8<sup>TH</sup> STREET AND 421 SOUTH 9<sup>TH</sup> STREET AND COMPLIANCE WITH ALL CITY CODES BY DECEMBER 31, 2018; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 162.09(3), Fla. Stats. provides that a lien imposed by the Code Enforcement Board for fines runs in favor of the "local governing body", and the "local governing body" may execute a satisfaction or release of lien; and

WHEREAS, since 2015 and 2017, respectively, fines have been running against Mark O'Brien and his two properties in the City at 400 South 8<sup>th</sup> Street and 421 South 9<sup>th</sup> Street ("Properties") for violations of the City's sign code and poor maintenance of property and structures; and

WHEREAS, the Code Enforcement Board authorized the City Attorney to foreclose on the property at 400 South 8<sup>th</sup> Street in 2017 after liens had been pending for more than three months; and

WHEREAS, Mayor John A. Miller asked the City Attorney to meet with Mr. O'Brien, the property owner to see if there was any way he could bring the property into compliance or sell the property to someone who would prior to foreclosure; and

WHEREAS, the City Attorney contacted a local attorney to see if she would assist Mr. O'Brien with his options for correcting the violations (fix the property on his own or sell it) or in the foreclosure; and

WHEREAS, a local attorney now represents Mr. O'Brien, and the Properties were both listed for sale in April 2018; and

WHEREAS, the fines continue to accrue on these code violations daily, totaling as of October 2, 2018, \$265,853.78 including administrative fees (i.e. staff costs and mailing costs); and

WHEREAS, the listing agent for these properties has found a potential buyer for the Properties in violation, but the amount of the code enforcement liens makes the Properties unmarketable for sale since the current property owner cannot afford to pay the fines and fees; and

WHEREAS, Code Compliance staff and Commission-appointed Code Enforcement Board members have consistently said over the years, specifically during fine reduction hearings that the "goal of Code Enforcement is compliance, not collecting revenue"; and

WHEREAS, Mr. O'Brien has caused City Code Compliance staff to spend many hours in the field inspecting his violations and in the office preparing mailings of notice, staff reports and evidence for hearings, and administrative fees have been assessed for staff time in these code cases; and

WHEREAS, in the interest of getting the Properties in compliance and to sell as quickly as possible, Mr. O'Brien's attorney, is requesting from the City Commission a reduction of fines and release of liens contingent upon several conditions being met by Mr. O'Brien and the buyer; and

WHEREAS, the City Commission believes it is in the best interests of the City to have the Properties sold to a new owner who will correct the code violations and redevelop the Properties.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby agrees to reduce all code enforcement fines for the Properties in violation to a fixed amount of \$ [REDACTED] and additional payment of any and all administrative fees in the amount of \$903.78, and City Commission authorizes releases of liens for payment of reduced fine amounts and all administrative fees, in exchange for Mr. O'Brien closing a real property sale on the Properties by November 2, 2018 and correcting all code violations on the Properties by December 31, 2018.

SECTION 2. The City Commission authorizes the City Manager and City Clerk to execute all documents pertaining to such settlement of code enforcement fines and administrative fees upon review and approval of the City Attorney, including, but not limited to, releases of liens.

SECTION 3. This Resolution shall be effective immediately upon passage.

ADOPTED this 2nd day of October, 2018.

CITY OF FERNANDINA BEACH

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John A. Miller  
Commissioner-Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



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Caroline Best  
City Clerk

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Tammi E. Bach  
City Attorney

**STAFF REPORT**  
Case 15-00058  
City of Fernandina Beach Code Enforcement & Appeals Board  
October 1, 2015

Violation Information

Owner Mark O'Brien, 85377 Owens Road, Fernandina Beach, FL 32034

Violation City of Fernandina Beach Code of Ordinances, Section 42-116(b), Cleaning of lots; **Maintenance of structures**; Chapters 5.03.04 (c), Inspection of signs, (d) Unsafe signs and signs violating the Land Development Code (LDC), (f) Maintenance of signs of the City of Fernandina Beach Land Development Code

Location: Taylor Rental Center, 400 South 8<sup>th</sup> Street, Fernandina Beach FL 32034

Summary and Background Information

**July 8, 2015**, I spoke with the business and property owner, Mark O'Brien, about the missing side of his sign after receiving a complaint that the sign for this business is in disrepair. He assured me that the sign would be repaired within two weeks.

**August 31, 2015**, I re-inspected the property and found that the sign was still missing one side.

**September 14, 2015**, I sent a Notice of Violation/Notice of Hearing.

**September 24, 2015**, I re-inspected the property and found that the sign still had not been repaired.

**October 1, 2015**, I re-inspected the property one more time. Nothing had changed. I took pictures.

Conclusion

I have not heard from anyone regarding this case. The sign is still in dis-repair.

Recommendation

Staff recommends assessing a \$100.00 fine per day, until this property is in compliance and administrative fees incurred until compliance is achieved be paid by the respondent as well.

Submitted by:

Michelle D. Forstrom  
Code Compliance Officer

# STAFF REPORT

Case 17-00007

City of Fernandina Beach Code Enforcement & Appeals Board  
May 3, 2017

## Violation Information

Owner: Mark O'Brien, 400 South 8<sup>th</sup> Street, Fernandina Beach, FL 32034

Violation: City of Fernandina Beach Code of Ordinances, Section 42-116(a & b), Cleaning of lots; Maintenance of structures; continuing violation of Chapters 5.03.04 (c), Inspection of signs, (d) Unsafe signs and signs violating the Land Development Code (LDC), (f) Maintenance of signs of the City of Fernandina Beach Land Development Code

Location: Taylor Rental Center, 400 South 8<sup>th</sup> Street, Fernandina Beach FL 32034

## Summary and Background Information

**September 2016**, I received a concerned complaint about the crack in the building.

**September 23, 2016**, I confirmed the crack on the south side of the building. I also found the fence in disrepair, garbage on the outside of the fence, junk piled inside the fence on the north side of the property, vegetation has attached itself to the building and growing on the inside as well, the awning, fascia and soffit are all in disrepair, and inoperable equipment. Now both sides of the sign are gone (which continues to be in violation with a \$100 daily fine continuing to accumulate). The City now considers this sign to be abandoned. I spoke with the business and property owner, Mark O'Brien, and explained that all of the violations found need to be addressed and brought into compliance. I also reminded him of the ongoing daily fines that are still in effect and will be until the sign is brought into compliance. He told me that he was having difficulty with the sign issue, because of the franchise/corporate sign standards. I explained that he should've let me know what was going on and should do so in the future. I gave him until the end of October to bring the property into compliance. I took pictures.

**October 2016 through February 2017**, Each time I drove by I saw no attempt to bring this property into compliance.

**March 8, 2017**, Upon re-inspection of the property, I found no evidence of compliance on any of the violations. The crack in the wall appeared to be worse. I took pictures.

**March 10, 2017**, I sent a Notice of Violation/Notice of Hearing, giving him another thirty (30) days to come into compliance.

**March through April 2017**, I have driven by several times and nothing has been done to bring this property into compliance.

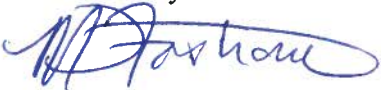
## Conclusion

I have not heard from anyone regarding this case. All violations on this property continue to exist. There has been no attempt to bring this property into compliance. The crack appears to be getting bigger and is a safety concern. The building needs to be assessed by a professional immediately.

## Recommendation

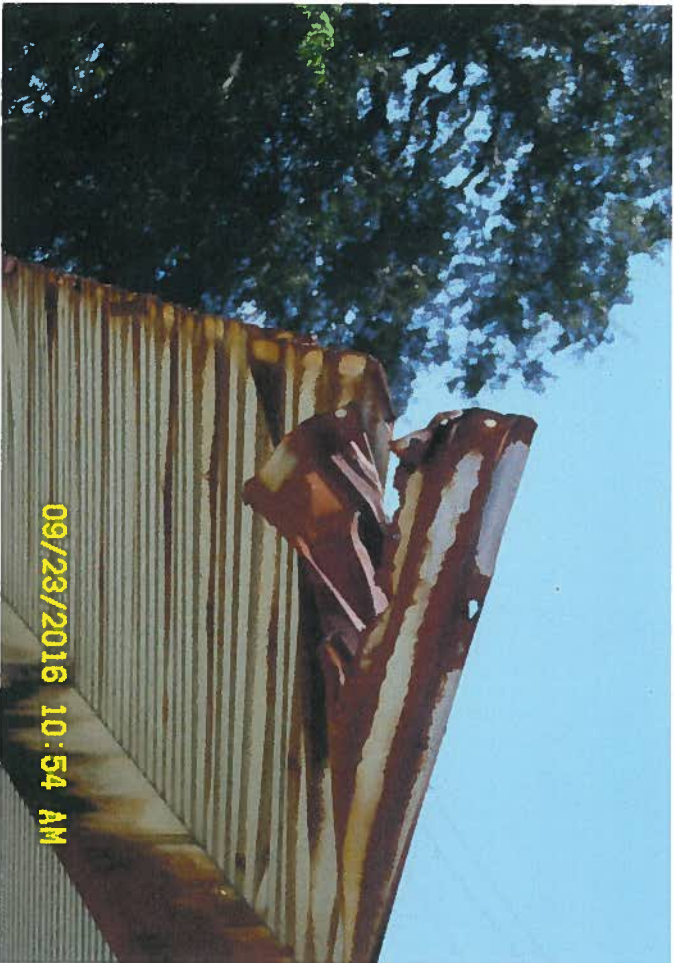
Staff recommends assessing a \$250.00 fine per day, per violation, until this property is in compliance and administrative fees incurred until compliance is achieved, and the respondent must pay all administrative fees and fines in full.

Submitted by:

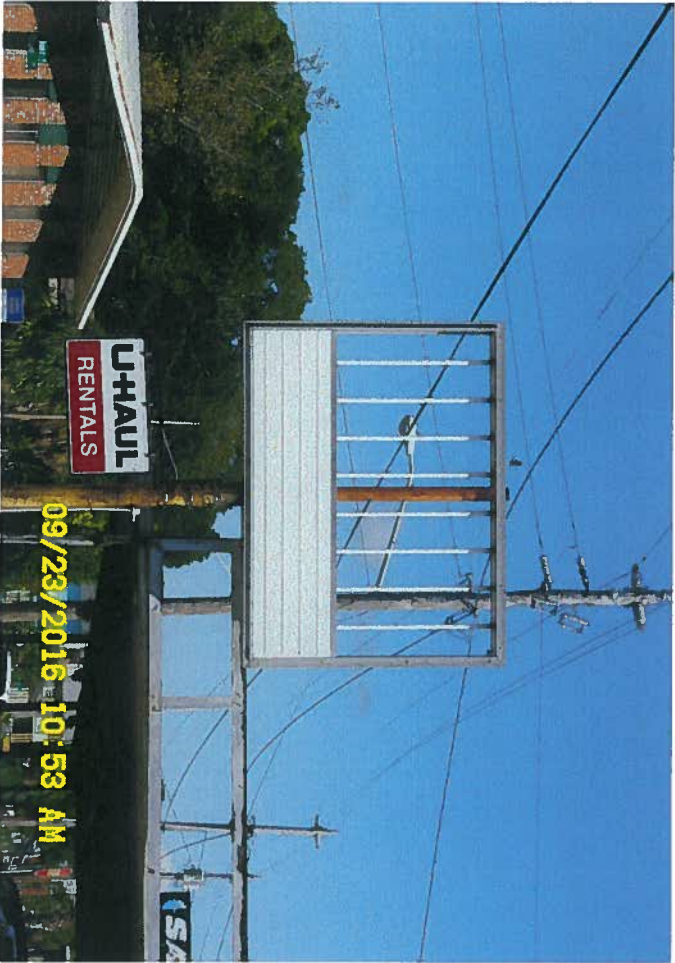


Michelle D. Forstrom  
Code Enforcement Manager





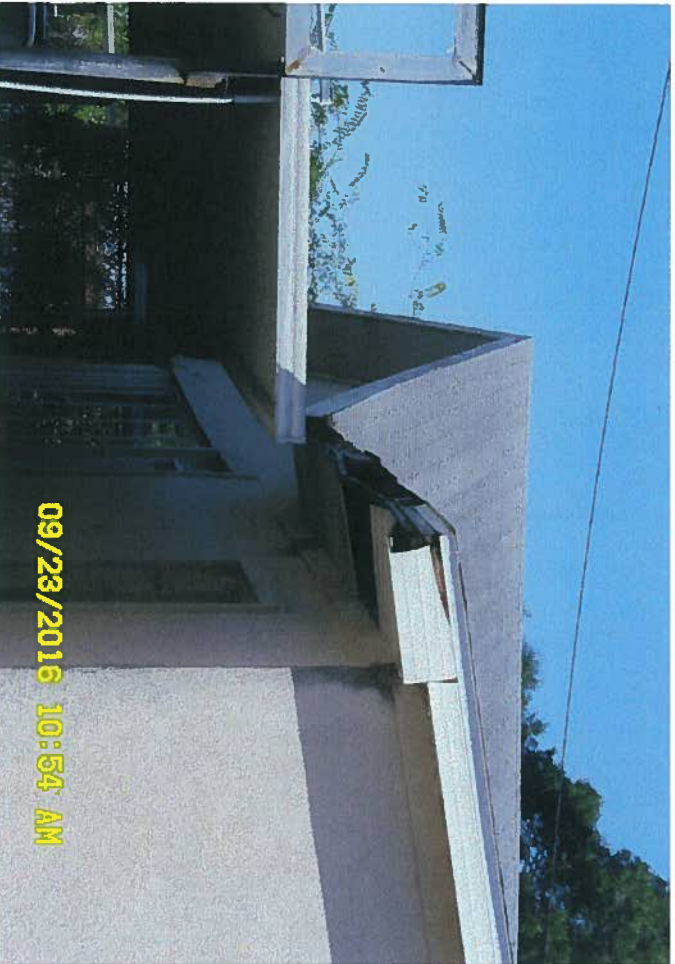
09/23/2016 10:54 AM



09/23/2016 10:53 AM



09/23/2016 10:55 AM

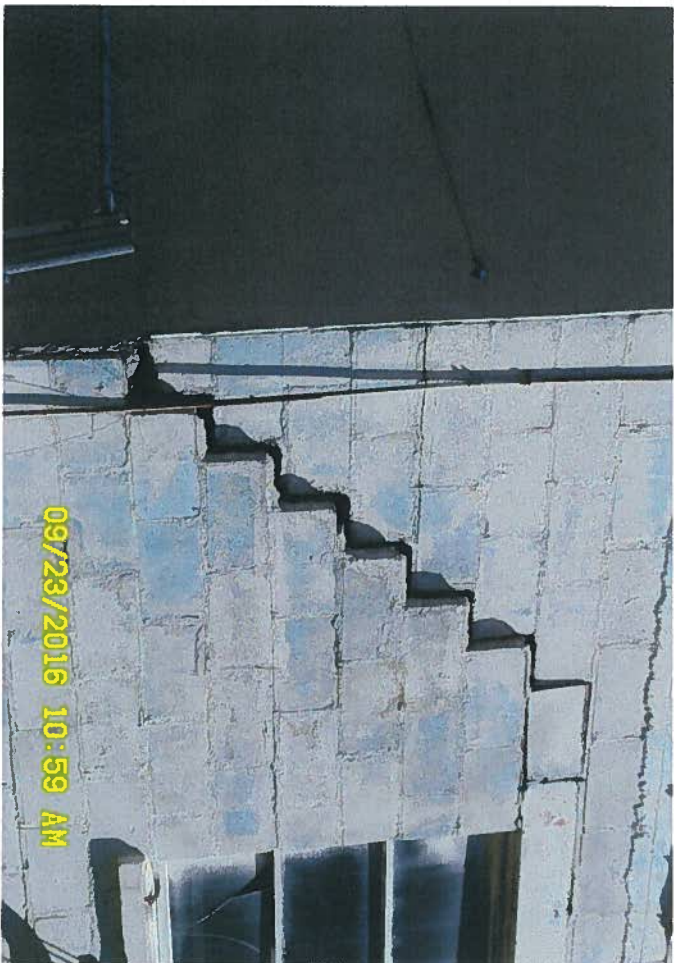


09/23/2016 10:54 AM













3.8.2017 07:34



3.8.2017 07:34



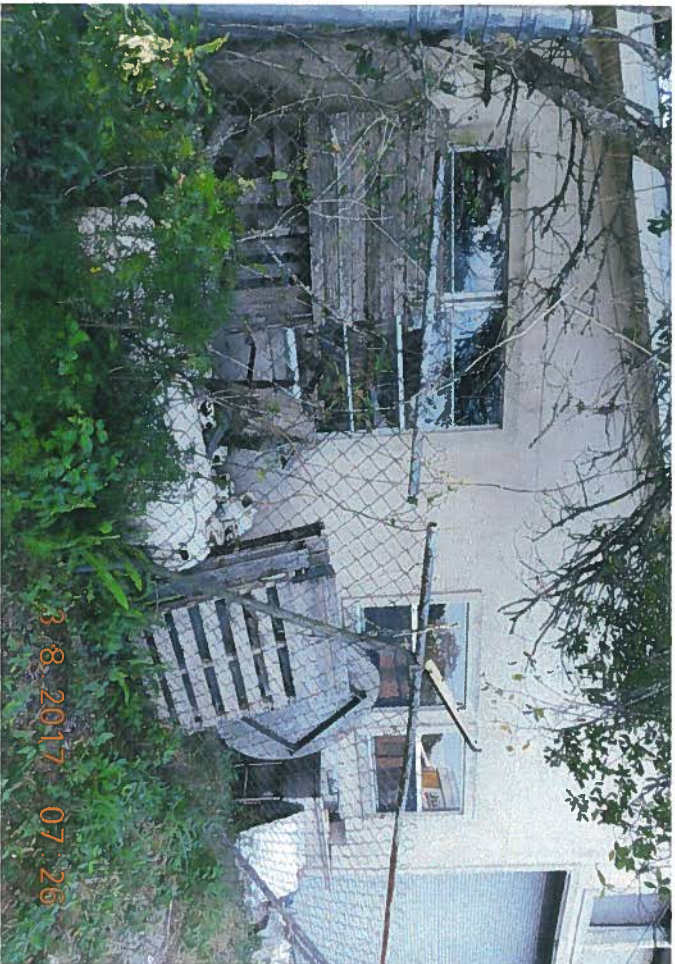
3.8.2017 07:35



3.8.2017 07:34



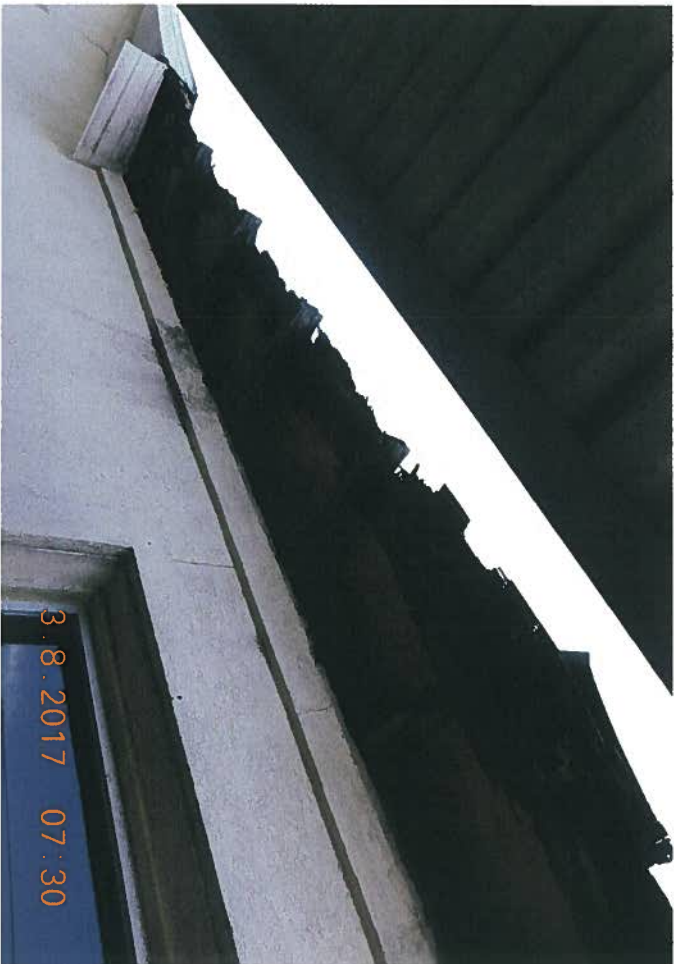
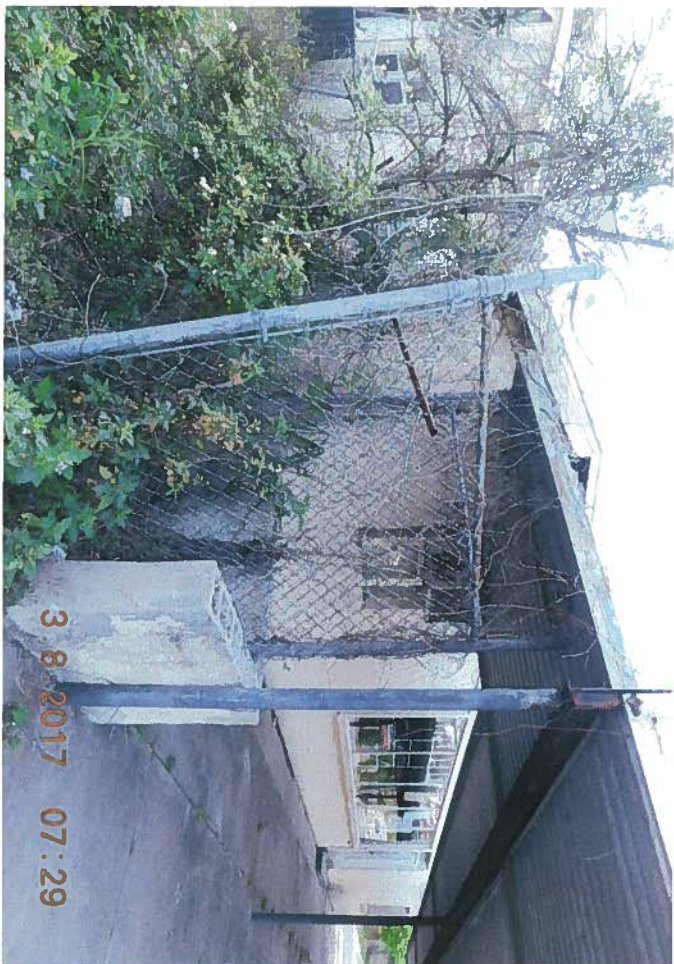




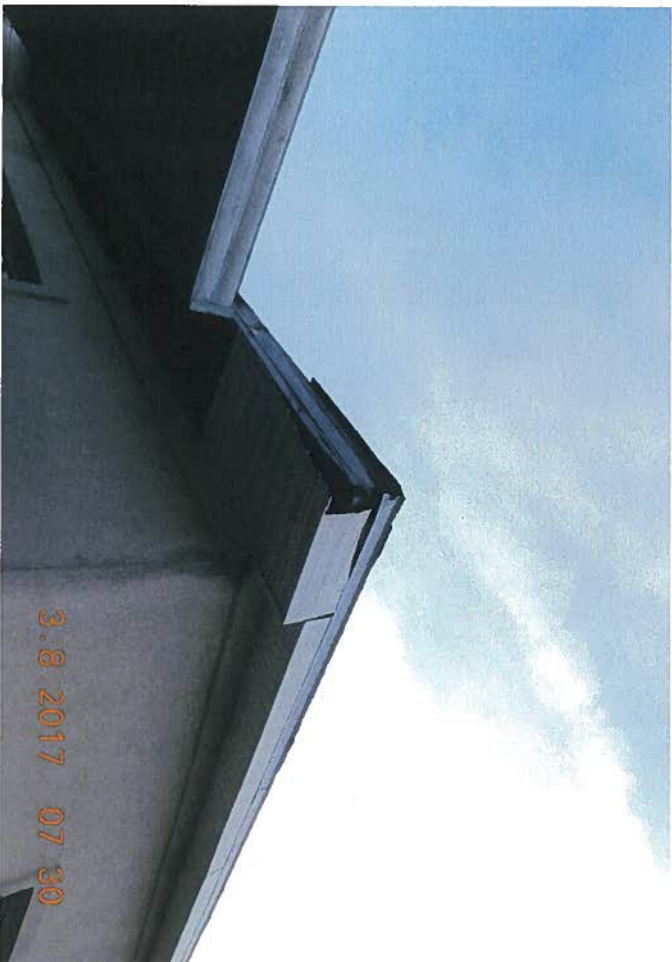




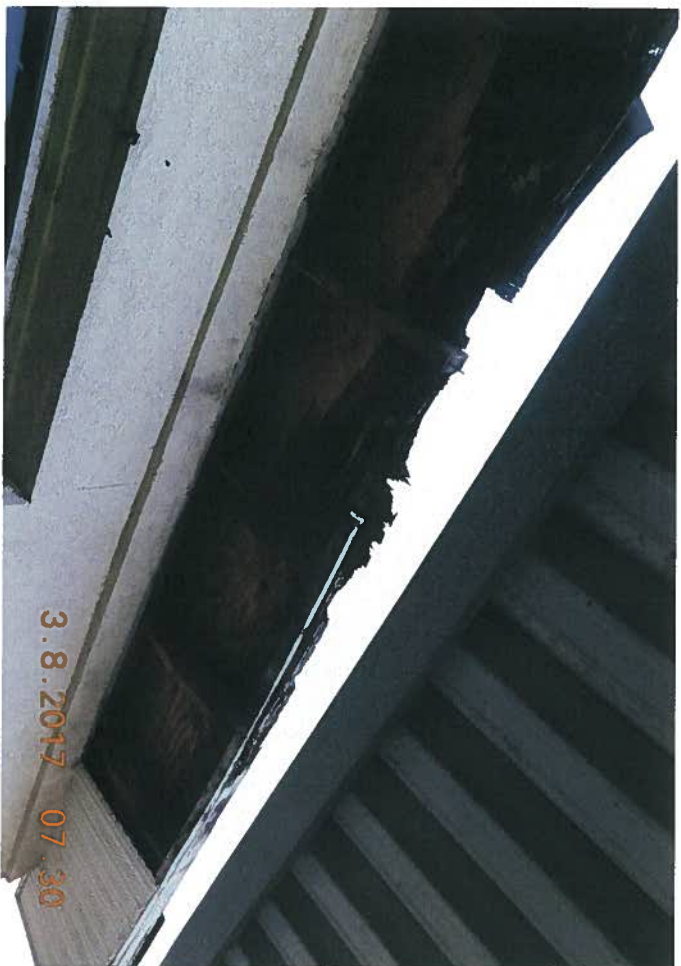








3.8.2017 07:30



3.8.2017 07:30



3.8.2017 07:30



3.8.2017 07:30





3.8.2017 07:31



3.8.2017 07:31

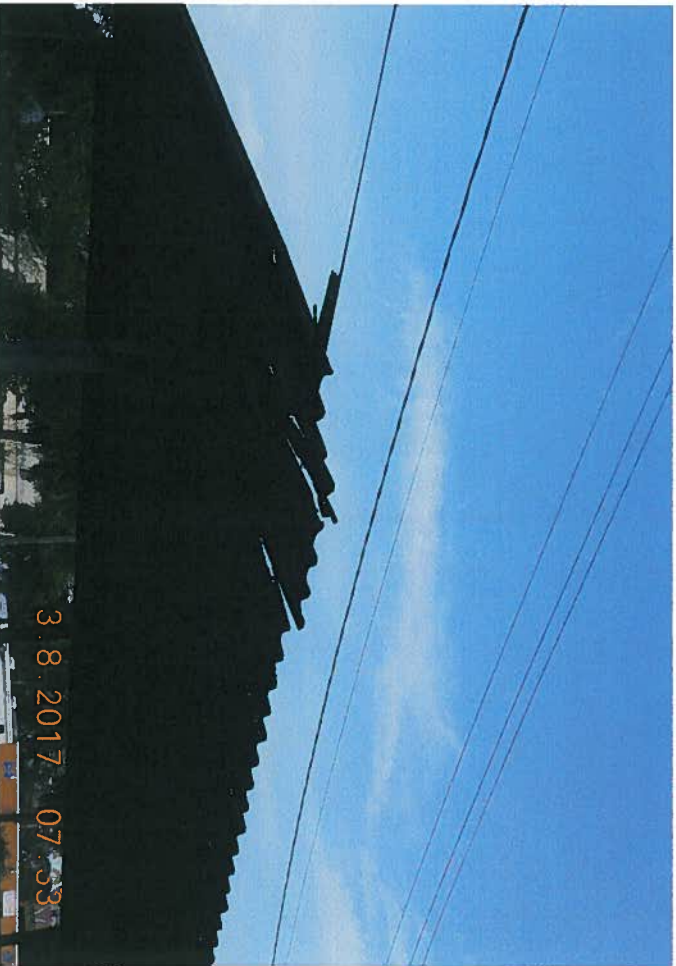


3.8.2017 07:32



3.8.2017 07:31









**CODE ENFORCEMENT & APPEALS BOARD**  
**NOTICE OF VIOATION/NOTICE OF HEARING**

March 13, 2017

Case Number: 17-00007

Cert. #:7012 1640 0001 5937 9395

IN THE MATTER OF:

Mark O'Brien  
Taylor Rental Center  
400 S. 8<sup>th</sup> Street  
Fernandina Beach, FL 32034

PREMISES: Taylor Rental Center, 400 S. 8<sup>th</sup> Street, Fernandina Beach, FL 32034

The brief legal description of the real property upon which this violation occurred is: **BLOCK 134 LOTS 1 2 3 & 7 IN OR 411/427 CITY OF FDNA BEACH, Fernandina Beach, FL 32034.**

The Code Enforcement office of the City of Fernandina Beach has previously notified you of alleged violation(s) of the City of Fernandina Beach Code of Ordinances and contends that the following violation(s) exist: **Section 42-116 (a & b) Cleaning of lots; Maintenance of Structures;** and continuing violation of **Chapters 5.03.04 (c), Inspection of signs, (d) Unsafe signs and signs violating the Land Development Code (LDC), (f) Maintenance of signs** of the City of Fernandina Beach Land Development Code (These can be found on the City's website: [www.fbfl.us/code](http://www.fbfl.us/code)). This letter specifically addresses the garbage and junk on the Date Street side of the property; the crack on the other side of the building that is becoming unsafe; the disrepair of the fence, soffit, fascia, awning and the east side of the building; inoperable equipment behind the front fence; the U-Haul truck that has been parked in the Right-of-Way for quite some time; and the continued violation of the disrepair of the Taylor Rental sign which is still accruing \$100 daily fines.

Therefore, you are hereby directed to remedy and discontinue the problems by: addressing (repairing, removing) all of the violations listed above, by April 12<sup>th</sup>, 2017 thirty (30) days from the date of this notice, and if this office is not notified of compliance by you, this department will refer this matter to the Code Enforcement & Appeals Board for legal action at the date and time listed below.

DATE: May 3, 2017  
TIME: 6:00 p.m.  
LOCATION: City Commission Chambers, 204 Ash Street  
Fernandina Beach, Florida 32034

YOU HAVE THE RIGHT to appear before the Board at that time to answer and defend the allegations that you have violated the above cited provision(s) of the Code of Ordinances.

If the Board finds that you are in violation, they will consider all appropriate actions required to bring the property into compliance, which may include, but is not limited to demolition; the recovery of fees, and fines which may be imposed for the duration of the non-compliance (NOT TO EXCEED \$250.00 per day, per violation).

Please be advised that the Rules of the Code Enforcement & Appeals Board and the Code of Ordinances of the City of Fernandina Beach govern the procedures of the Board.

PLEASE GOVERN YOUR SELF ACCORDINGLY.

If you have any questions, please feel free to contact me (please see my attached business card for contact information).

A handwritten signature in blue ink, appearing to read "M. Forstrom", with a stylized, cursive script.

Michelle D. Forstrom  
Code Compliance Officer

Hearing impaired or non-English speaking individuals may request a language or sign interpreter at least (10) ten working days prior to this hearing. Please contact the City Clerk's office at (904) 310-3115.

U.S. Postal Service<sup>TM</sup>  
**CERTIFIED MAIL<sup>TM</sup> RECEIPT**  
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com).

**OFFICIAL USE**

Postage \$ 4.77  
 Certified Fee 3.30  
 Return Receipt Fee (Endorsement Required) 2.70  
 Restricted Delivery Fee (Endorsement Required)  
 Total Postage & Fees \$ 10.77

Sent To  
 Street, Apt. or PO Box  
 City, State,  
 PS Form 3811, July 2013

**MARK O'BRIEN**  
**TAYLOR RENTAL CENTER**  
**400 S. 8TH STREET**  
**FERNANDINA BEACH, FL 32034**

7012 1640 0001 5937 9395

**SENDER: COMPLETE THIS SECTION**

■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.  
 ■ Print your name and address on the reverse so that we can return the card to you.  
 ■ Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

**MARK O'BRIEN**  
**TAYLOR RENTAL CENTER**  
**400 S. 8TH STREET**  
**FERNANDINA BEACH, FL 32034**

2. Article Number  
 (Transfer from service label) 7012 1640 0001 5937 9395

PS Form 3811, July 2013

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature  
 x Mark O'Brien ☐ Agent ☐ Addressee

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes  
 If YES, enter delivery address below: ☐ No

3. Service Type  
☒ Certified Mail<sup>®</sup> ☐ Priority Mail Express<sup>™</sup>  
☒ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ Collect on Delivery

4. Restricted Delivery? (Extra Fee) ☐ Yes

Domestic Return Receipt



**STAFF REPORT**  
Case 17-00114  
City of Fernandina Beach Code Enforcement & Appeals Board  
January 4, 2018

Violation Information

Owner Mark S. O'Brien  
421 S. 9<sup>th</sup> St.  
Fernandina Beach, FL 32034

Violation City of Fernandina Beach Code of Ordinances, Section; 42-116(a) Cleaning of lots; Maintenance of Structure.

Location: 421 S. 9<sup>th</sup> St., Fernandina Beach FL 32034

Summary and Background Information

**October 04, 2017**, I received a citizen complaint about this property being overgrown.

**October 04, 2017**, I posted a door hanger on the front door with ten (10) days to correct the violation.

**October 23, 2017**, 2nd inspection-No Change.

**November 02, 2017**, I mailed out NOV/NOH letter via certified mail to the owner.

**December 20, 2017**, Field visit-No Change

**December 28, 2017**, NOV/NOH 1 inspection-property still in violation with grass and weeds over 12 inches in height. Took pictures.

Conclusion

The owner has not made contact with me about this violation. The property still remains overgrown.

Recommendation

Staff recommends a \$100.00 per day fine for each violation, along with administrative fees incurred.

Submitted by:



George Wells  
Code Compliance Officer

**Action Report**  
**City of Fernandina Beach**  
**OPEN CASES JANUARY 1, 2008 THROUGH PRESENT**

12/21/2017, 10:05AM

Printed by gwells

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| CASE NUMBER                                                        | DATE OPENED                                 | CODE COMPLIANCE OFFICER CHIP WELLS |
|--------------------------------------------------------------------|---------------------------------------------|------------------------------------|
| 17-00114                                                           | 10/04/2017                                  |                                    |
| MARK S. O'BRIEN                                                    |                                             |                                    |
| 421 S 9TH STREET                                                   |                                             |                                    |
| 42-116                                                             | CLEANING OF LOTS; MAINTENANCE OF STRUCTURES |                                    |
| 10/4/17 REC COMPLT ABOUT VACANT STRUCTURE OVERGROWN WITH WEEDS. GW |                                             |                                    |

ACTION  
10/04/17 INSPECTED PROPERTY-FOUND VACANT STRUCTURE THAT IS COVERED WITH OVERGROWN WEEDS.

---

| CASE NUMBER                                                        | DATE OPENED                                 | CODE COMPLIANCE OFFICER CHIP WELLS |
|--------------------------------------------------------------------|---------------------------------------------|------------------------------------|
| 17-00114                                                           | 10/04/2017                                  |                                    |
| MARK S. O'BRIEN                                                    |                                             |                                    |
| 421 S 9TH STREET                                                   |                                             |                                    |
| 42-116                                                             | CLEANING OF LOTS; MAINTENANCE OF STRUCTURES |                                    |
| 10/4/17 REC COMPLT ABOUT VACANT STRUCTURE OVERGROWN WITH WEEDS. GW |                                             |                                    |

ACTION  
10/04/17 POSTED DOOR HANGER ON FRONT DOOR. 10 DAYS TO CORRECT. GW

---

| CASE NUMBER                                                        | DATE OPENED                                 | CODE COMPLIANCE OFFICER CHIP WELLS |
|--------------------------------------------------------------------|---------------------------------------------|------------------------------------|
| 17-00114                                                           | 10/04/2017                                  |                                    |
| MARK S. O'BRIEN                                                    |                                             |                                    |
| 421 S 9TH STREET                                                   |                                             |                                    |
| 42-116                                                             | CLEANING OF LOTS; MAINTENANCE OF STRUCTURES |                                    |
| 10/4/17 REC COMPLT ABOUT VACANT STRUCTURE OVERGROWN WITH WEEDS. GW |                                             |                                    |

ACTION  
10/23/17 2ND INSPECTION-NO CORRECTIONS TO ORIG. VIOLATION HAS BEEN DONE. GW

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| CASE NUMBER                                                        | DATE OPENED                                 | CODE COMPLIANCE OFFICER CHIP WELLS |
|--------------------------------------------------------------------|---------------------------------------------|------------------------------------|
| 17-00114                                                           | 10/04/2017                                  |                                    |
| MARK S. O'BRIEN                                                    |                                             |                                    |
| 421 S 9TH STREET                                                   |                                             |                                    |
| 42-116                                                             | CLEANING OF LOTS; MAINTENANCE OF STRUCTURES |                                    |
| 10/4/17 REC COMPLT ABOUT VACANT STRUCTURE OVERGROWN WITH WEEDS. GW |                                             |                                    |

ACTION  
11/02/17 SENT OUT NOV/NOH LETTER VIA CERT. MAIL. GW



**CODE ENFORCEMENT & APPEALS BOARD**  
**NOTICE OF VIOATION/NOTICE OF HEARING**

November 2, 2017

Case Number: 17-00114

Cert. #:7013 0600 0000 5302 6412

IN THE MATTER OF:

Mark R. O'Brien  
400 S 8<sup>th</sup> St.  
Fernandina Beach, FL 32034

PREMISES: 421 S. 9<sup>th</sup> St., Fernandina Beach, FL 32034

The brief legal description of the real property upon which this violation occurred is: **BLOCK 134 N1/2 OF LOT 6 IN OR 1718/37 CITY OF FDNA BEACH, Fernandina Beach, FL 32034.**

The Code Enforcement office of the City of Fernandina Beach has previously notified you of alleged violation(s) of the City of Fernandina Beach Code of Ordinances and contends that the following violation(s) exist: **42-116 (a) Cleaning of lots; Maintenance of Structures;** (These can be found on the City's website: [www.fbfl.us/code](http://www.fbfl.us/code)). This letter specifically addresses the overgrowth of grass and weeds on this property.

Therefore, you are hereby directed to remedy and discontinue the problems by: cutting the yard; removing of the debris in the yard, by November 12, 2017 ten (10) days from the date of this notice, and if this office is not notified of compliance by you, this department will refer this matter to the Code Enforcement & Appeals Board for legal action at the date and time listed below.

DATE: January 4, 2018  
TIME: 5:30 p.m.  
LOCATION: City Commission Chambers, 204 Ash Street  
Fernandina Beach, Florida 32034

YOU HAVE THE RIGHT to appear before the Board at that time to answer and defend the allegations that you have violated the above cited provision(s) of the Code of Ordinances.

If the Board finds that you are in violation, they will consider all appropriate actions required to bring the property into compliance, which may include, but is not limited the recovery of fees, and fines which may be imposed for the duration of the non-compliance (NOT TO EXCEED \$250.00 per day, per violation).

Please be advised that the Rules of the Code Enforcement & Appeals Board and the Code of Ordinances of the City of Fernandina Beach govern the procedures of the Board.

PLEASE GOVERN YOUR SELF ACCORDINGLY.

If you have any questions, please feel free to contact me (please see my attached business card for contact information).



George Wells  
Code Compliance Officer

Hearing impaired or non-English speaking individuals may request a language or sign interpreter at least (10) ten working days prior to this hearing. Please contact the City Clerk's office at (904) 310-3115.



## CODE ENFORCEMENT CASE ASSIGNMENT

Date of Complaint: 10/4/17 Person Reporting Complaint: \_\_\_\_\_ Reporter's Phone #: \_\_\_\_\_  
IF GIVEN (Else N/A) IF GIVEN (Else N/A)

Address of Alleged Violation: 421 S. 9th St

Violation Concern: Vac Bldg. needs \$12"

Assigned to: Chip Date Assigned: 10/4/17

Case Number Assigned: 17-00114 Note(s): \_\_\_\_\_

Property Owner's Name: RESEARCH Mark O'Brien

Contact Phone #(s): \_\_\_\_\_

**\*\* ATTACH PROPERTY APPRAISER DATA SHEET FOR THIS PROPERTY \*\***

Investigation Date: 10/4/17

Investigation Findings: CONF VIO

Action Taken: CK for Active case

Follow-Up: 10/23/17 no chg

Date Case Closed: \_\_\_\_\_ Code Compliant Officer's Initials: @



**NASSAU****A. Michael Hickox, CFA, Cert.Res.RD1941**  
**Nassau County Property Appraiser**

Property Search

Sales Search

Nassau Home

|                  |                                                             |                      |                                                    |
|------------------|-------------------------------------------------------------|----------------------|----------------------------------------------------|
| OWNER NAME       | O'BRIEN MARK R                                              | PARCEL NUMBER        | 00-00-31-1800-0134-0061                            |
| MAILING ADDRESS  | 400 SOUTH 8TH STREET                                        | TAX DISTRICT         | FERNANDINA BEACH (DISTRICT 2)                      |
|                  |                                                             | MILLAGE              | 20.2467                                            |
|                  |                                                             | PROPERTY USAGE       | STORES, 1 STORY                                    |
|                  | FERNANDINA BEACH, FL 32034                                  | DEED ACRES           | 0                                                  |
| LOCATION ADDRESS | 421 9TH ST S                                                | HOMESTEAD            | N                                                  |
|                  | FERNANDINA BEACH 32034                                      | PARCEL MAP RECORD    | <a href="#">MAP THIS PARCEL</a>                    |
| SHORT LEGAL      | BLOCK 134 N1/2 OF LOT 6 IN OR 1718/37<br>CITY OF FDNA BEACH | TAX COLLECTOR SEARCH | <a href="#">NASSAU TAX COLLECTOR LINK</a>          |
|                  |                                                             | PROPERTY RECORD CARD | <a href="#">LINK TO PROPERTY RECORD CARD (PDF)</a> |

## 2017 Preliminary Values

|                                |          |
|--------------------------------|----------|
| JUST VALUE OF LAND             | \$19,250 |
| LAND VALUE AGRICULTURAL        | \$0      |
| TOTAL BUILDING VALUE           | \$30,716 |
| TOTAL MISC VALUE               | \$1,013  |
| JUST OR CLASSIFIED TOTAL VALUE | \$50,979 |
| ASSESSED VALUE                 | \$45,263 |
| EXEMPT VALUE                   | \$0      |
| TAXABLE VALUE                  | \$45,263 |

## Land Information

| LAND USE          | LAND UNITS | LAND USE TYPE | SEC-TWN-RNG |
|-------------------|------------|---------------|-------------|
| STORE 1FLR 001100 | 5,000      | SF            | 23-3N-28    |

## Building Information

| TYPE       | TOTAL AREA | HEATED AREA | BED ROOMS | BATHS | PRIMARY EXTERIOR | SECONDARY EXTERIOR | HEATING    | COOLING    | ACTUAL YEAR BUILT | BUILDING SKETCH             |
|------------|------------|-------------|-----------|-------|------------------|--------------------|------------|------------|-------------------|-----------------------------|
| STORE RETL | 1,250      | 1,250       | 0         | 0     | CONC BLOCK       |                    | CONVECTION | CONVECTION | 1970              | <a href="#">SHOW SKETCH</a> |

## Miscellaneous Information

| DESCRIPTION | DIMENSIONS L X W | UNITS | YEAR BUILT |
|-------------|------------------|-------|------------|
| CONCRETE A  | 0 X 0            | 145   | 1970       |
| CONCRETE A  | 0 X 0            | 210   | 2001       |
| FENCE GATE  | 0 X 0            | 1     | 2001       |

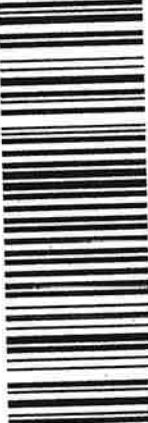
## Sales Information

| SAL DATE   | BOOK PAGE                 | BOOK PAGE | PRICE | INSTRUMENT | DATA REFERROR | APPROVED BY | AT TIME OF SALE | GRANTEE                           | GRANTEE        |
|------------|---------------------------|-----------|-------|------------|---------------|-------------|-----------------|-----------------------------------|----------------|
| 01/04/2011 | <a href="#">1718/37</a>   | 1718/37   | 9100  | TX         | U             | Y           |                 | TAX COLLECTOR                     | O'BRIEN MARK R |
| 06/17/2004 | <a href="#">1238/1353</a> | 1238/1353 | 100   | WD         | U             | Y           |                 | HOLMES WM O & JAMES H SIMMONS III | BROWN ANDRE B  |
| 09/30/2003 | <a href="#">1176/278</a>  | 1176/278  | 10000 | AD         | U             | Y           |                 | HOLMES WILLIAM O                  | BROWN ANDRE B  |
| 09/01/1982 | <a href="#">368/129</a>   | 368/129   | 100   | FS         | U             | Y           |                 |                                   |                |

| SENDER: COMPLETE THIS SECTION                                                                                                                                                                                                                                            |  | COMPLETE THIS SECTION ON DELIVERY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> <li>■ Complete Items 1, 2, and 3.</li> <li>■ Print your name and address on the reverse so that we can return the card to you.</li> <li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul> |  | A. Signature<br><b>X</b> <div style="float: right;"> <input type="checkbox"/> Agent<br/> <input type="checkbox"/> Addressee </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| 1. Article Addressed to:<br><div style="text-align: center; padding: 10px;"> <b>Mark R. O'Brien</b><br/> <b>400 S. 8<sup>th</sup> Street</b><br/> <b>Fernandina Beach, FL 32034</b> </div>                                                                               |  | B. Received by (Printed Name)<br>C. Date of Delivery<br><div style="text-align: right; font-size: 2em; transform: rotate(-90deg);"> 7/5/11 6 5 12h </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 2. Article Number (Transfer from back of mailpiece)<br><div style="text-align: center;"> <br/> 9590 9402 3035 7124 0453 25<br/> 7013 0600 0000 5302 6412 </div>                         |  | 3. Service Type<br><input type="checkbox"/> Adult Signature<br><input type="checkbox"/> Adult Signature Restricted Delivery<br><input checked="" type="checkbox"/> Certified Mail®<br><input type="checkbox"/> Certified Mail Restricted Delivery<br><input type="checkbox"/> Collect on Delivery<br><input type="checkbox"/> Insured Mail<br><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)<br><input type="checkbox"/> Priority Mail Express®<br><input type="checkbox"/> Registered Mail™<br><input type="checkbox"/> Registered Mail Restricted Delivery<br><input type="checkbox"/> Return Receipt for Merchandise<br><input type="checkbox"/> Signature Confirmation™<br><input type="checkbox"/> Signature Confirmation Restricted Delivery |  |
| PS Form 3811, July 2015 PSN 7530-02-000-9053                                                                                                                                                                                                                             |  | Domestic Return Receipt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.

**CERTIFIED MAIL™**



7013 0600 0000 5302 6412  
7013 0600 0000 5302 6412

**U.S. Postal Service™**  
**CERTIFIED MAIL™ RECEIPT**  
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)

OFFICIAL USE

|                                                |        |               |
|------------------------------------------------|--------|---------------|
| Postage                                        | \$ .47 | Postmark Here |
| Certified Fee                                  | 3.30   |               |
| Return Receipt Fee (Endorsement Required)      | 2.70   |               |
| Restricted Delivery Fee (Endorsement Required) | 6.47   |               |

**Mark R. O'Brien**  
**400 S. 8<sup>th</sup> Street**  
**Fernandina Beach, FL 32034**

SENDER: COMPLETE THIS SECTION

■ Complete items 1, 2, and 3.

■ Print your name and address on the reverse so that we can return the card to you.

■ Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Mark R. O'Brien

400 S. 8<sup>th</sup> Street

Fernandina Beach, FL 32034



9590 9402 3035 7124 0453 25

2. Article Number (Transfer from label)

7013 0600 0000 5302 6412

COMPLETE THIS SECTION ON DELIVERY

A. Signature

☒ Mark O'Brien

☐ Agent

☐ Addressee

B. Received by (Printed Name)

MARK O'BRIEN

C. Date of Delivery

11/5/12

D. Is delivery address different from item 1?

☐ Yes

If YES, enter delivery address below: ☐ No

3. Service Type

☐ Adult Signature

☐ Adult Signature Restricted Delivery

☒ Certified Mail®

☐ Certified Mail Restricted Delivery

☐ Collect on Delivery

☐ On Delivery Restricted Delivery

☐ Mail Restricted Delivery

☐ Priority Mail Express®

☐ Registered Mail™

☐ Registered Mail Restricted Delivery

☐ Return Receipt for Merchandise

☐ Signature Confirmation™

☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053

Domestic Return Receipt

U.S. Postal Service<sup>TM</sup>

CERTIFIED MAIL<sup>TM</sup>

RECEIPT

(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)

NOV 02 2012

USPS-32034

Postage

\$ 4.47

Certified Fee

3.30

Return Receipt Fee (Endorsement Required)

2.70

Restricted Delivery Fee (Endorsement Required)

6.47

Mark R. O'Brien

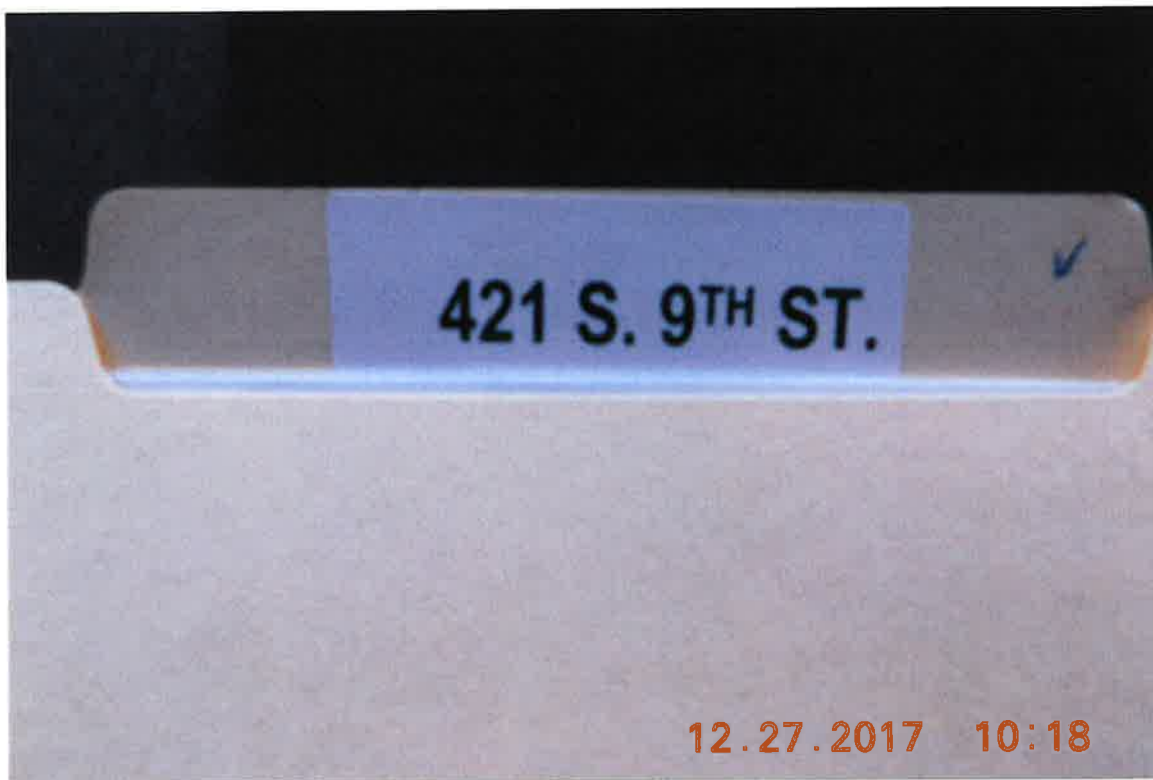
400 S. 8<sup>th</sup> Street

Fernandina Beach, FL 32034

2TH9 20E9 0000 0090 ET02













## City of Fernandina Beach

### FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER OF ENFORCEMENT

Date: May 4, 2017  
Case Number: 17-0007

PARCEL ID#  
00-00-31-1800-0134-0010

IN THE MATTER OF: Respondent Name: Mark O'Brien, Taylor Rental Center  
Respondent Address: 400 S. 8<sup>th</sup> Street, Fernandina Beach, FL 32034

This case having come before the Code Enforcement & Appeals Board of the City of Fernandina Beach on May 3, 2017, a violation hearing having been held, and the Board having heard testimony, does hereby make the following finding of facts, and conclusions of law therefore imposing the following order and penalty.

#### SECTION 1 - FINDINGS OF FACT

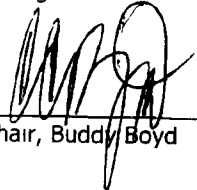
1. The Respondent was properly served notice of these proceedings as required by law on March 13, 2017 and the Respondent was not present at the hearing
2. The real property on which the violations occurred at 400 S. 8<sup>th</sup> Street, Fernandina Beach, FL and a brief legal description being **Block 134 LOTS 1 2 3 & 7 IN OR 411/427, City of Fernandina Beach, FL 32034.**
3. The Respondent is the owner of record of the aforementioned real property
4. The Respondent violated sections of the Fernandina Beach Code of Ordinances Section 42-116 (a & b), Cleaning of lots, Maintenance of Structures, of the City of Fernandina Beach Land Development Code.

#### SECTION 2 - CONCLUSION OF LAW & IMPOSITION OF FINE

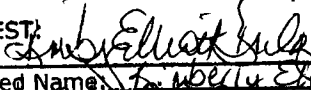
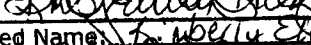
1. Based on the foregoing findings of fact, the Board voted to find the property in violation of 42-116 (a), cleaning of lots and 42-116 (b) maintenance of structures Fees to be assessed at \$250.00 per day per violation beginning May 4, 2017 continuing until such time as it is brought into compliance; and that the respondent pay the administrative fees incurred.
2. The City of Fernandina Beach shall record a certified copy of this order in the public records and this Order shall constitute a lien against the real property on which the violations exist and upon any other real or personal property owned by the Respondent if fines are not paid within thirty (30) days.
3. If the lien remains unpaid for a period of three (3) months from the date of the filing of the lien, the City of Fernandina Beach may foreclose on the lien or sue to recover a money judgment for the amount of the lien plus accrued interest.

#### SECTION 3 - CERTIFICATION OF VOTE

Done and ordered May 3, 2017 at the City of Fernandina Beach, Nassau County, Florida Code Enforcement & Appeals Board Hearing.

By:   
Chair, Buddy Boyd

A Certified True Copy

ATTEST:   
By:   
Printed Name: Deputy City Clerk  
Title: Deputy City Clerk  
Date: 5/25/17

\*Florida Statute 162.11 Appeals -- An aggrieved party, including the local governing body, may appeal a final administrative order of an enforcement board to the circuit court. Such an appeal shall not be a hearing de novo but shall be limited to appellate review of the record created before the enforcement board. An appeal shall be filed within 30 days of the execution of the order to be appealed.



City of Fernandina Beach

FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER OF ENFORCEMENT

Date: October 1, 2015  
Case Number: 15-00058  
IN THE MATTER OF: Respondent Name: Mark O'Brien  
Respondent Address: 400 South 8<sup>th</sup> Street, Fernandina Beach, FL 32034

This case having come before the Code Enforcement & Appeals Board of the City of Fernandina Beach on October 1, 2015, a violation hearing having been held, and the Board having heard testimony, does hereby make the following finding of facts, and conclusions of law therefore imposing the following order and penalty:

SECTION 1 - FINDINGS OF FACT

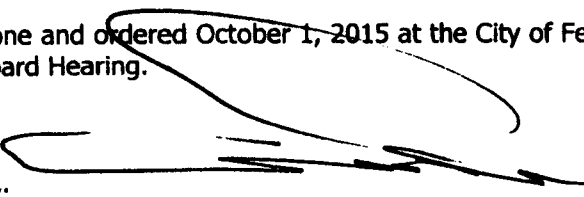
- 1. The Respondent was properly served notice of these proceedings as required by law on September 14, 2015 and the Respondent was not present at the hearing.
- 2. The real property on which the continued violations are occurring at 400 South 8<sup>th</sup> Street, Fernandina Beach, FL and a brief legal description being **Block 134 Lots 1 2 3 & 7 IN OR 411/427 City of Fernandina Beach, FL 32034.**
- 3. The Respondent is the owner of record of the aforementioned real property.
- 4. The Respondent violated sections of the Fernandina Beach Code of Ordinances: Section 42-116 (b) Cleaning of lots; Maintenance of Structures; and Chapters 5.03.04 (c), Inspection of signs, (d) Unsafe signs and sign violating the Land Development Code (LDC), and (f) Maintenance of signs.

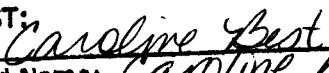
SECTION 2 - CONCLUSION OF LAW & IMPOSITION OF FINE

- 1. Based on the foregoing findings of fact, the Board voted to find the respondent in violation of Violation(s) of the City of Fernandina Beach Code of Ordinances: Section 42-116 (b) Cleaning of lots; Maintenance of Structures; and Chapters 5.03.04 (c), Inspection of signs, (d) Unsafe signs and sign violating the Land Development Code (LDC), (f) Maintenance of signs; and to start assessing a fine of \$100.00 a day starting October 2, 2015 until the property is brought into compliance and to recover administrative fees incurred.
- 2. The City of Fernandina Beach shall record a certified copy of this order in the public records and this Order shall constitute a lien against the real property on which the violations exist and upon any other real or personal property owned by the Respondent if fines are not paid within thirty (30) days.
- 3. If the lien remains unpaid for a period of three (3) months from the date of the filing of the lien, the City of Fernandina Beach may foreclose on the lien or sue to recover a money judgment for the amount of the lien plus accrued interest.

SECTION 3 - CERTIFICATION OF VOTE

Done and ordered October 1, 2015 at the City of Fernandina Beach, Nassau County, Florida Code Enforcement & Appeals Board Hearing.

By:   
Chair Adam Kaufman

ATTEST:  
By:   
Printed Name: Caroline Best  
Title: City Clerk  
Date: May 16, 2017

\*Florida Statute 162.11 Appeals.—An aggrieved party, including the local governing body, may appeal a final administrative order of an enforcement board to the circuit court. Such an appeal shall not be a hearing de novo but shall be limited to appellate review of the record created before the enforcement board. An appeal shall be filed within 30 days of the execution of the order to be appealed.



# City of Fernandina Beach

## FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER OF ENFORCEMENT

Date: January 5, 2018  
Case Number: 17-00114

IN THE MATTER OF: Respondent Name: Mark R. O'Brien  
Respondent Address: 421 S. 9th Street, Fernandina Beach, FL 32034

This case having come before the Code Enforcement & Appeals Board of the City of Fernandina Beach on January 4, 2018, a violation hearing having been held, and the Board having heard testimony, does hereby make the following finding of facts, and conclusions of law therefore imposing the following order and penalty:

### SECTION 1 - FINDINGS OF FACT

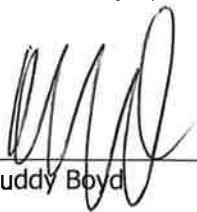
1. The Respondent was properly served notice of these proceedings as required by law on November 2, 2017 and the Respondent was not present at the hearing.
2. The real property on which the violations occurred at 421 S. 9th Street, Fernandina Beach, FL and a brief legal description being **BLOCK 134 N1/2 OF LOT 6 IN OR 1718/37 CITY OF FDNA BEACH, Fernandina Beach, FL 32034.**
3. The Respondent is the owner of record of the aforementioned real property.
4. The Respondent violated sections of the Fernandina Beach Code of Ordinances: **Section 42-116 (A), Cleaning of lots; maintenance of structures.**

### SECTION 2 - CONCLUSION OF LAW & IMPOSITION OF FINE

1. Based on the foregoing findings of fact, the Board voted to find the respondent in violation of Section 42-116 (A), Cleaning of lots; maintenance of structures; if not brought into compliance by January 15, then assess fines of \$100.00 per day until brought into compliance and collect administrative fees.
2. The City of Fernandina Beach shall record a certified copy of this order in the public records and this Order shall constitute a lien against the real property on which the violations exist and upon any other real or personal property owned by the Respondent if fines are not paid within thirty (30) days.
3. If the lien remains unpaid for a period of three (3) months from the date of the filing of the lien, the City of Fernandina Beach may foreclose on the lien or sue to recover a money judgment for the amount of the lien plus accrued interest.

### SECTION 3 - CERTIFICATION OF VOTE

Done and ordered January 4, 2018 at the City of Fernandina Beach, Nassau County, Florida Code Enforcement & Appeals Board Hearing.

By:   
Chair, Buddy Boyd

\*Florida Statute 162.11 Appeals.—An aggrieved party, including the local governing body, may appeal a final administrative order of an enforcement board to the circuit court. Such an appeal shall not be a hearing de novo but shall be limited to appellate review of the record created before the enforcement board. An appeal shall be filed within 30 days of the execution of the order to be appealed.

**ADMINISTRATIVE FEES INCURRED FROM  
421 S. 9TH STREET  
AS OF 10/02/18  
CODE CASE #17-00114**

| <b><u>STAFF PERSONNEL OR ITEMS</u></b>                                    | <b><u># OF<br/>UNITS<br/>OR<br/>HOURS</u></b> | <b><u>PRICE<br/>OR<br/>RATE<br/>PER<br/>HOUR</u></b> | <b><u>TOTAL</u></b> |
|---------------------------------------------------------------------------|-----------------------------------------------|------------------------------------------------------|---------------------|
| Michelle Forstrom, Code Enforcement Manager                               | 2                                             | \$23.13                                              | \$46.26             |
| George Wells, Code Compliance Officers                                    | 5.5                                           | \$20.80                                              | \$114.40            |
| Katie Newton, Board Secretary/Legal Assistant                             | 1                                             | \$21.63                                              | \$21.63             |
| Record Findings of Facts with the Clerk of Circuit Court of Nassau County | 1                                             | \$10.00                                              | \$10.00             |
| Certified letters mailed                                                  | 1                                             | \$6.48                                               | \$6.48              |
| First Class letters mailed                                                | 1                                             | \$0.48                                               | \$0.48              |

**TOTAL ADMINISTRATIVE FEES DUE**

**\$199.25**

**\*\* TOTAL AMOUNT DUE MUST BE PAID IN FULL TO CLOSE THIS CASE AND AVOID A LIEN ON THIS PROPERTY**



**FINES AND FEES INCURRED FROM  
421 S. 9TH STREET  
AS OF 10/02/18**

**CODE CASE #17-00114**

| <b><u>DATES</u></b>                   | <b><u># OF<br/>DAYS</u></b> | <b><u>FINE<br/>PER<br/>DAY</u></b> | <b><u>TOTAL</u></b> |
|---------------------------------------|-----------------------------|------------------------------------|---------------------|
| JANUARY 15 THROUGH JANUARY 31, 2018   | 17                          | \$100.00                           | \$1,700.00          |
| FEBRUARY 2018                         | 28                          | \$100.00                           | \$2,800.00          |
| MARCH 2018                            | 31                          | \$100.00                           | \$3,100.00          |
| APRIL 2018                            | 30                          | \$100.00                           | \$3,000.00          |
| MAY 2018                              | 31                          | \$100.00                           | \$3,100.00          |
| JUNE 2018                             | 30                          | \$100.00                           | \$3,000.00          |
| JULY 2018                             | 31                          | \$100.00                           | \$3,100.00          |
| AUGUST 2018                           | 31                          | \$100.00                           | \$3,100.00          |
| SEPTEMBER 2018                        | 30                          | \$100.00                           | \$3,000.00          |
| OCTOBER 1 THROUGHT OCTOBER 2, 2018    | 2                           | \$100.00                           | \$200.00            |
|                                       |                             |                                    | \$0.00              |
|                                       |                             |                                    | \$0.00              |
|                                       |                             |                                    | \$0.00              |
| <b>TOTAL FINES</b>                    |                             |                                    | <b>\$26,100.00</b>  |
| <b>TOTAL FEES</b>                     |                             |                                    | <b>\$199.25</b>     |
| <b>GRAND TOTAL DUE AS OF 10/02/18</b> |                             |                                    | <b>\$26,299.25</b>  |

**\*\* TOTAL AMOUNT DUE MUST BE PAID IN FULL TO CLOSE THIS CASE AND AVOID A LIEN ON THIS PROPERTY \*\***

**ADMINISTRATIVE FEES INCURRED FROM  
400 SOUTH 8TH STREET  
AS OF 10/02/18  
CODE CASE #15-00064**

| <b><u>STAFF PERSONNEL</u></b>                                                | <b><u># OF<br/>UNITS<br/>OR<br/>HOURS</u></b> | <b><u>RATE<br/>PER<br/>HOUR</u></b> | <b><u>TOTAL</u></b> |
|------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------|---------------------|
| Michelle Forstrom, Code Compliance Officer                                   | 4                                             | \$18.69                             | <b>\$74.76</b>      |
| Michelle Forstrom, Code Enforcement Manager                                  | 4                                             | \$21.17                             | <b>\$84.68</b>      |
| Michelle Forstrom, Code Enforcement Manager                                  | 3                                             | \$23.13                             | <b>\$69.39</b>      |
| Cathy Sabattini, Board Secretary & Staff Assistant                           | 2.2                                           | \$15.25                             | <b>\$33.55</b>      |
| Katie Newton, Board Secretary/Legal Assistant                                | 5.5                                           | \$21.63                             | <b>\$118.97</b>     |
| Record Findings of Facts with the Clerk of Circuit Court<br>of Nassau County | 1                                             | \$10.00                             | <b>\$10.00</b>      |
| Certified letters mailed                                                     | 1                                             | \$6.48                              | <b>\$6.48</b>       |
| First Class letters mailed                                                   | 2                                             | \$0.48                              | <b>\$0.96</b>       |
| <b>TOTAL</b>                                                                 |                                               |                                     | <b>\$398.79</b>     |

**FINES AND FEES INCURRED FROM  
400 SOUTH 8TH STREET  
AS OF 10/02/18  
CODE CASE #15-00058**

| <b><u>DATES</u></b>        | <b><u># OF<br/>DAYS</u></b> | <b><u>FINE<br/>PER<br/>DAY</u></b> | <b><u>TOTAL</u></b> |
|----------------------------|-----------------------------|------------------------------------|---------------------|
| OCTOBER 2 THROUGH 31, 2015 | 29                          | \$100.00                           | <b>\$2,900.00</b>   |
| NOVEMBER 2015              | 30                          | \$100.00                           | <b>\$3,000.00</b>   |
| DECEMBER 2015              | 31                          | \$100.00                           | <b>\$3,100.00</b>   |
| JANUARY 2016               | 31                          | \$100.00                           | <b>\$3,100.00</b>   |
| FEBRUARY 2016              | 29                          | \$100.00                           | <b>\$2,900.00</b>   |
| MARCH 2016                 | 31                          | \$100.00                           | <b>\$3,100.00</b>   |
| APRIL 2016                 | 30                          | \$100.00                           | <b>\$3,000.00</b>   |
| MAY 2016                   | 31                          | \$100.00                           | <b>\$3,100.00</b>   |
| JUNE 2016                  | 30                          | \$100.00                           | <b>\$3,000.00</b>   |
| JULY 2016                  | 31                          | \$100.00                           | <b>\$3,100.00</b>   |
| AUGUST 2016                | 31                          | \$100.00                           | <b>\$3,100.00</b>   |
| SEPTEMBER 2016             | 30                          | \$100.00                           | <b>\$3,000.00</b>   |
| OCTOBER 2016               | 31                          | \$100.00                           | <b>\$3,100.00</b>   |
| NOVEMBER 2016              | 30                          | \$100.00                           | <b>\$3,000.00</b>   |
| DECEMBER 2016              | 31                          | \$100.00                           | <b>\$3,100.00</b>   |
| JANUARY 2017               | 31                          | \$100.00                           | <b>\$3,100.00</b>   |
| FEBRUARY 2017              | 28                          | \$100.00                           | <b>\$2,800.00</b>   |
| MARCH 2017                 | 31                          | \$100.00                           | <b>\$3,100.00</b>   |
| APRIL 2017                 | 30                          | \$100.00                           | <b>\$3,000.00</b>   |
| MAY 2017                   | 31                          | \$100.00                           | <b>\$3,100.00</b>   |
| JUNE 2017                  | 30                          | \$100.00                           | <b>\$3,000.00</b>   |
| JULY 2017                  | 31                          | \$100.00                           | <b>\$3,100.00</b>   |
| AUGUST 2017                | 31                          | \$100.00                           | <b>\$3,100.00</b>   |
| SEPTEMBER 2017             | 30                          | \$100.00                           | <b>\$3,000.00</b>   |

**FINES AND FEES INCURRED FROM  
400 SOUTH 8TH STREET  
AS OF 10/02/18  
CODE CASE #15-00058**

|                                  |    |          |                   |
|----------------------------------|----|----------|-------------------|
| OCTOBER 2017                     | 31 | \$100.00 | <b>\$3,100.00</b> |
| NOVEMBER 2017                    | 30 | \$100.00 | <b>\$3,000.00</b> |
| DECEMBER 2017                    | 31 | \$100.00 | <b>\$3,100.00</b> |
| JANUARY 2018                     | 31 | \$100.00 | <b>\$3,100.00</b> |
| FEBRUARY 2018                    | 28 | \$100.00 | <b>\$2,800.00</b> |
| MARCH 2018                       | 31 | \$100.00 | <b>\$3,100.00</b> |
| APRIL 2018                       | 30 | \$100.00 | <b>\$3,000.00</b> |
| MAY 2018                         | 31 | \$100.00 | <b>\$3,100.00</b> |
| JUNE 2018                        | 30 | \$100.00 | <b>\$3,000.00</b> |
| JULY 2018                        | 31 | \$100.00 | <b>\$3,100.00</b> |
| AUGUST 2018                      | 31 | \$100.00 | <b>\$3,100.00</b> |
| SEPTEMBER 2018                   | 30 | \$100.00 | <b>\$3,000.00</b> |
| OCTOBER 1 THROUGH OCTOBER2, 2018 | 2  | \$100.00 | <b>\$200.00</b>   |

|                    |                     |
|--------------------|---------------------|
| <b>TOTAL FINES</b> | <b>\$109,600.00</b> |
|--------------------|---------------------|

|                   |                 |
|-------------------|-----------------|
| <b>TOTAL FEES</b> | <b>\$398.79</b> |
|-------------------|-----------------|

|                                              |                     |
|----------------------------------------------|---------------------|
| <b>GRAND TOTAL DUE AS OF OCTOBER 2, 2018</b> | <b>\$109,998.79</b> |
|----------------------------------------------|---------------------|

**ADMINISTRATIVE FEES INCURRED FROM  
400 SOUTH 8TH STREET  
AS OF 10/02/18  
CODE CASE #17-00007**

| <b><u>STAFF PERSONNEL</u></b>                                                | <b><u># OF<br/>UNITS<br/>OR<br/>HOURS</u></b> | <b><u>RATE<br/>PER<br/>HOUR</u></b> | <b><u>TOTAL</u></b> |
|------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------|---------------------|
| Michelle Forstrom, Code Enforcement Manager                                  | 6                                             | \$21.17                             | <b>\$127.02</b>     |
| Michelle Forstrom, Code Enforcement Manager                                  | 2.5                                           | \$23.13                             | <b>\$57.83</b>      |
| Angela Lester, Board Secretary/Administrator Coordinator                     | 2                                             | \$19.28                             | <b>\$38.56</b>      |
| Katie Newton, Board Secretary/Legal Assistant                                | 3                                             | \$21.63                             | <b>\$64.89</b>      |
| Record Findings of Facts with the Clerk of Circuit Court of<br>Nassau County | 1                                             | \$10.00                             | <b>\$10.00</b>      |
| Certified letters mailed                                                     | 1                                             | \$6.48                              | <b>\$6.48</b>       |
| First Class letters mailed                                                   | 2                                             | \$0.48                              | <b>\$0.96</b>       |
| <b>TOTAL</b>                                                                 |                                               |                                     | <b>\$305.74</b>     |



**FINES AND FEES INCURRED FROM  
400 SOUTH 8TH STREET  
AS OF 10/02/18  
CODE CASE #17-00007**

| <b><u>DATES</u></b>               | <b><u># OF<br/>DAYS</u></b> | <b><u>FINE<br/>PER<br/>DAY</u></b> | <b><u>TOTAL</u></b> |
|-----------------------------------|-----------------------------|------------------------------------|---------------------|
| MAY 3 THROUGH 31 2017             | 28                          | \$250.00                           | <b>\$7,000.00</b>   |
| JUNE 2017                         | 30                          | \$250.00                           | <b>\$7,500.00</b>   |
| JULY 2017                         | 31                          | \$250.00                           | <b>\$7,750.00</b>   |
| AUGUST 2017                       | 31                          | \$250.00                           | <b>\$7,750.00</b>   |
| SEPTEMBER 2017                    | 30                          | \$250.00                           | <b>\$7,500.00</b>   |
| OCTOBER 2017                      | 31                          | \$250.00                           | <b>\$7,750.00</b>   |
| NOVEMBER 2017                     | 30                          | \$250.00                           | <b>\$7,500.00</b>   |
| DECEMBER 2017                     | 31                          | \$250.00                           | <b>\$7,750.00</b>   |
| JANUARY 2018                      | 31                          | \$250.00                           | <b>\$7,750.00</b>   |
| FEBRUARY 2018                     | 28                          | \$250.00                           | <b>\$7,000.00</b>   |
| MARCH 2018                        | 31                          | \$250.00                           | <b>\$7,750.00</b>   |
| APRIL 2018                        | 30                          | \$250.00                           | <b>\$7,500.00</b>   |
| MAY 2018                          | 31                          | \$250.00                           | <b>\$7,750.00</b>   |
| JUNE 2018                         | 30                          | \$250.00                           | <b>\$7,500.00</b>   |
| JULY 2018                         | 31                          | \$250.00                           | <b>\$7,750.00</b>   |
| AUGUST 2018                       | 31                          | \$250.00                           | <b>\$7,750.00</b>   |
| SEPTEMBER 2018                    | 30                          | \$250.00                           | <b>\$7,500.00</b>   |
| OCTOBER 1 THROUGH OCTOBER 2, 2018 | 2                           | \$250.00                           | <b>\$500.00</b>     |
| <b>TOTAL FINES</b>                |                             |                                    | <b>\$129,250.00</b> |
| <b>TOTAL FEES</b>                 |                             |                                    | <b>\$305.74</b>     |

**FINES AND FEES INCURRED FROM  
400 SOUTH 8TH STREET  
AS OF 10/02/18  
CODE CASE #17-00007**

**GRAND TOTAL DUE AS OF OCTOBER 2, 2018**

**\$129,555.74**

**CITY COMMISSION AGENDA ITEM**  
*City of Fernandina Beach*



SUBJECT: Ordinance 2018-36  
Code Amendment - Peddlers

---

ITEM TYPE: Ordinance (w/o fiscal impact)

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REQUESTED ACTION: Consider Ordinance 2018-36 at First Reading.

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SYNOPSIS: The attached Ordinance updates Section 26-92 of the City Code to more clearly define occasional sales.

---

FISCAL IMPACT: None

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CITY ATTORNEY COMMENTS: No additional comments.

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CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve proposed Ordinance 2018-36 at First Reading.

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Tammi E. Bach, City Attorney 09/14/2018

Dale Martin, City Manager 09/24/2018

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Date: August 28, 2018

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Submitted By: Katie Newton, Legal Assistant

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COMMISSION ACTION: Approve

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ORDINANCE 2018-36

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING CHAPTER 26, BUSINESSES, ARTICLE IV, PEDDLERS, OF THE CODE OF ORDINANCES; BY AMENDING SECTION 26-92, EXEMPTIONS FROM PROHIBITION TO CLARIFY THE TERM "OCCASIONAL SALES" AND BY REMOVING PARAGRAPH C; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach has a duty to regulate businesses operations within the city limits; and

WHEREAS, Chapter 26, Article IV of the City Code of Ordinances regulates peddling and solicitation as part of these regulations; and

WHEREAS, certain revisions are necessary to update the Code of Ordinances regarding peddling and solicitation.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. It is hereby proposed that Section 26-92 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

**Sec. 26-92. Exemptions from prohibition.**

- (a) Hawking, soliciting or peddling by any charitable, religious, fraternal, youth, civic, service, or other such organization when the organization makes occasional (no more than twice per year and for no more than five consecutive days) sales or engages in fundraising projects when such projects are performed exclusively by the members thereof and when the proceeds derived from such activities are used exclusively in the charitable, religious, fraternal, youth, civic, and service activities of the organization; and hawking, soliciting or peddling by any person licensed under F.S. ch. 626 while acting within the scope of his licensed authority or by any person legitimately engaged in a training program in preparation for licensing under F.S. ch. 626, shall be exempt from all provisions of section 26-92.
- (b) A student may peddle school pennants, insignia or other articles outside a regularly established place of business without a permit if he has written approval of his school authority and prominently displays evidence thereof on his person.
- (c) ~~Nothing herein shall be construed to prohibit the sale of art, food and other items from booths by vendors during the annual shrimp festival, as permitted by the shrimp festival committee.~~

SECTION 2. All Ordinances or parts of Ordinances and all Resolutions in conflict herewith be and the same are hereby repealed.

SECTION 3. SEVERABILITY. If any provision or portion of the Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of the Ordinance shall remain in full force and effect.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its final adoption.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

CITY OF FERNANDINA BEACH

\_\_\_\_\_  
Caroline Best  
City Clerk

\_\_\_\_\_  
John A. Miller  
Commissioner-Mayor

APPROVED AS TO FORM &  
LEGALITY:



\_\_\_\_\_  
Tammi E. Bach  
City Attorney

## CITY COMMISSION AGENDA ITEM

*City of Fernandina Beach*



SUBJECT: Ordinance 2018-24  
Zoning Map Amendment - 1336 S. 14th Street & 1451 Nectarine Street

---

ITEM TYPE: Ordinances (w/ fiscal impact)

---

REQUESTED ACTION: Consider Ordinance 2018-24 at Second Reading.

---

SYNOPSIS: This Ordinance changes the City's zoning map from Nassau County Commercial Intensive (CI) to assign a zoning map category of General Commercial (C-2) for properties totaling approximately 0.66 acres of land with 2 parcels located at 1336 S. 14th Street and 1451 Nectarine Street: Parcel Identification #s: 00-00-31-1800-0266-0052 and 00-00-31-1800-0266-0062.

This is a commercial property currently operating as a daycare facility and an adjoining parcel containing a vacant mobile home.

This Ordinance was approved at First Reading by the City Commission on August 21, 2018.

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FISCAL IMPACT: Fiscal impact will be based upon proposed future development (number of sites and structures, infrastructure construction and maintenance, etc.).

---

CITY ATTORNEY COMMENTS: No additional comments.

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CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve proposed Ordinance 2018-24 at Second Reading.

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|                                                |            |
|------------------------------------------------|------------|
| Nicole Bednar, Administrative Services Manager | 09/21/2018 |
| Dale Martin, City Manager                      | 09/21/2018 |
| Pauline Testagrose, Comptroller                | 09/21/2018 |
| Tammi E. Bach, City Attorney                   | 09/24/2018 |

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Date: August 22, 2018

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Submitted By: Kelly Gibson, AICP, Planning Manager

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COMMISSION ACTION: Enact

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ORDINANCE 2018-24

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, CHANGING THE CITY'S ZONING MAP FROM NASSAU COUNTY COMMERCIAL INTENSIVE (CI) TO ASSIGN A ZONING MAP CATEGORY OF GENERAL COMMERCIAL (C-2) FOR A PROPERTIES TOTALING APPROXIMATELY 0.66 ACRES OF LAND LOCATED AT 1336 S. 14<sup>TH</sup> STREET AND 1451 NECTARINE STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning Advisory Board reviewed the Zoning Map Amendment request under PAB Case# 2018-12 at its Regular Meeting on July 11, 2018, and by a vote of 5-0 recommended approval of the applicants request to assign the General Commercial (C-2) zoning classification; and

WHEREAS, notice of public hearing on such application was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on June 29, 2018; and

WHEREAS, City Planning staff found the applicant's request to be consistent with the direction of the Comprehensive Plan, specifically policies 1.02.02, 1.02.03, 1.02.04, 1.02.10, 1.03.01, 1.04.03, 1.07.09, 4.01.01, and 4.01.02 and recommends approval of the applicant's request for the assignment of the General Commercial/ C-2 zoning classification.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. PROPERTY INVOLVED. The properties identified for this change of the City's Zoning Map are identified as Parcel ID numbers 00-00-31-1800-0266-0052 and 00-00-31-1800-0266-0062 and total approximately 0.66 acres of land as shown on the map, attached hereto as Exhibit "A".

SECTION 2. ZONING CHANGE. For the properties in question, the City's Zoning Map is hereby changed to General Commercial (C-2).

SECTION 3. SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

SECTION 4. This Ordinance shall take effect immediately after its final adoption.

ADOPTED this 2nd day of October, 2018.

CITY OF FERNANDINA BEACH

---

JOHN A. MILLER  
Mayor - Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



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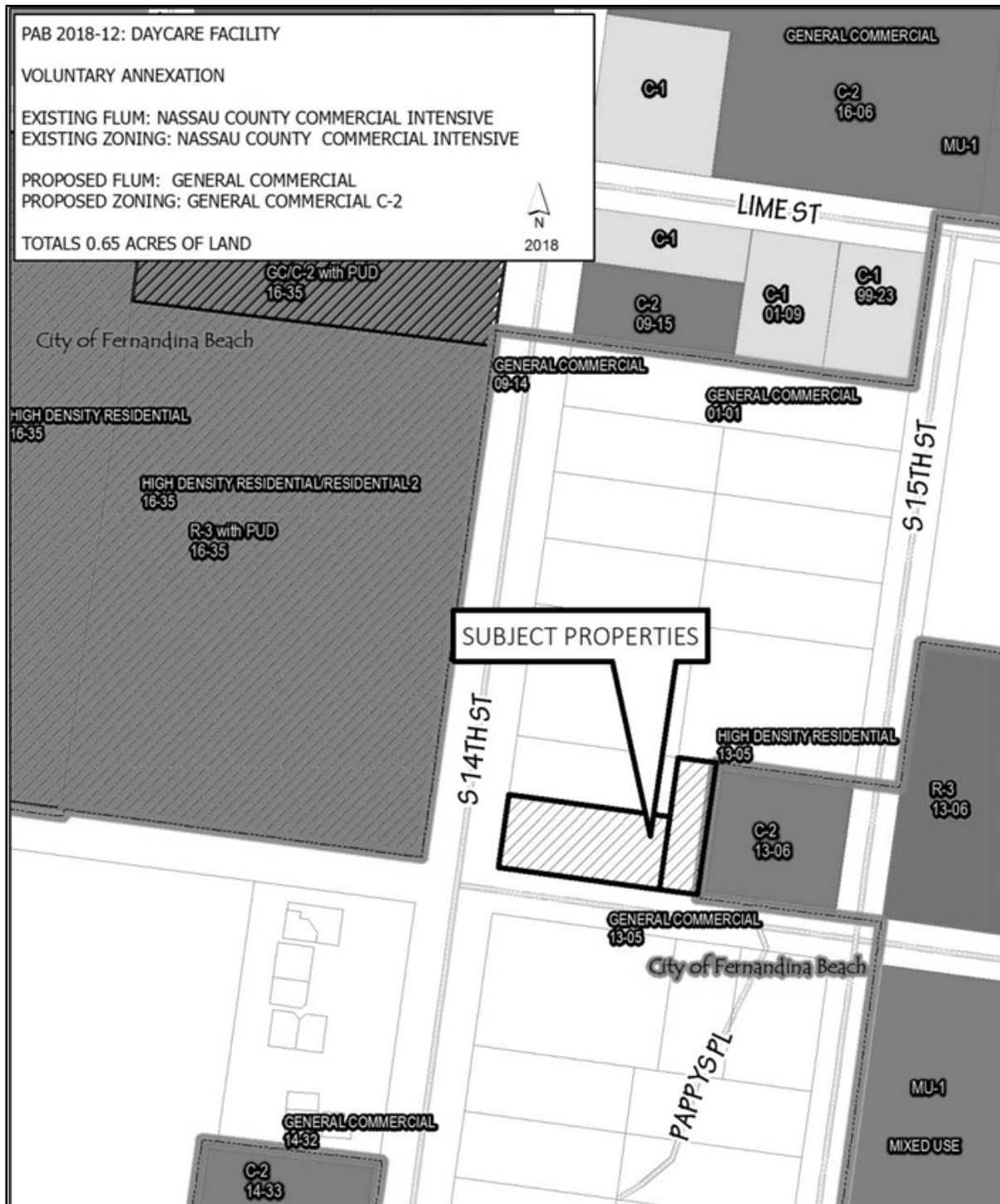
CAROLINE BEST  
City Clerk

---

TAMMI E. BACH  
City Attorney

**ORDINANCE 2018-24**  
**EXHIBIT "A"**

REQUEST FOR A ZONING MAP CHANGE FOR 0.66 ACRES OF LAND FROM NASSAU COUNTY COMMERCIAL INTENSIVE (CI) TO CITY OF FERNANDINA BEACH GENERAL COMMERCIAL (C-2) FOR PROPERTIES LOCATED AT 1336 S. 14<sup>TH</sup> STREET AND 1451 NECTARINE STREET AND IDENTIFIED AS PARCEL ID#S 00-00-31-1800-0266-0052 AND 00-00-31-1800-0266-0062.



**OFFICE USE ONLY**

REC'D: \_\_\_\_\_ BY: \_\_\_\_\_

PAYMENT: \$ N/A TYPE: \_\_\_\_\_

APPLICATION #: \_\_\_\_\_

CASE #: 2018-12BOARD MEETING DATE: July 11, 2018**PLANNING ADVISORY BOARD APPLICATION**

- |                                                                                                       |                                                                   |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input checked="" type="checkbox"/> ZONING MAP AMENDMENT<br>(≤ 10 acres \$850 / > 10 acres \$1,600)   | <input type="checkbox"/> SUBDIVISION PLAT – PRELIM (\$750)        |
| <input checked="" type="checkbox"/> LAND USE MAP AMENDMENT<br>(≤ 10 acres \$850 / > 10 acres \$1,600) | <input type="checkbox"/> SUBDIVISION PLAT – FINAL (\$850)         |
| <input type="checkbox"/> LDC TEXT AMENDMENT (\$850)                                                   | <input type="checkbox"/> VACATION OF R.O.W. (\$850)               |
| <input type="checkbox"/> COMP PLAN AMENDMENT (\$850)                                                  | <input checked="" type="checkbox"/> VOLUNTARY ANNEXATION (\$1050) |

**APPLICANT INFORMATION****Owner Name:** Louis A. Llerandi and Rosemarie C. LlerandiMailing Address: 1540 Lisa Avenue Fernandina Beach, FL 32034Telephone: 904-430-3910 Fax: \_\_\_\_\_Email: LALLERANDI@GMAIL.COM**Agent Name:** City of Fernandina BeachMailing Address: 204 Ash StreetTelephone: 904-310-3135 Fax: \_\_\_\_\_Email: dmartin@fbfl.org**PROPERTY INFORMATION**Street Address: 1336 S. 14th Street and 1451 Nectarine StreetParcel Identification Number(s): 00-00-31-1800-0266-0052 and 00-00-31-1800-0266-0062

Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_ Subdivision: \_\_\_\_\_

BLOCK 266 E210 FT OF S94.75 FT OF LOT 5 PT OR 1580/1847

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

**PROJECT INFORMATION**

Total Number of Lots/Parcels: 2 lots equaling 0.66 acres

Less than One (1) acre Sq. Footage: \_\_\_\_\_ One (1) Acre or Greater: \_\_\_\_\_

Existing Zoning Classification: Nassau County Commercial Intensive (CI)

Existing Future Land Use Classification: Nassau County Commercial

Previous Planning/Zoning Approvals: n/a

Description of Request: Reference: Resolution 2017-194 - Voluntary Annexation Agreement

Voluntary Annexation, Assignment of General Commercial (GC) Future Land Use Map Category, and Zoning  
Map District of C-2 for property contiguous to the City Limits. Property was previously approved for extension of  
water and sewer services.

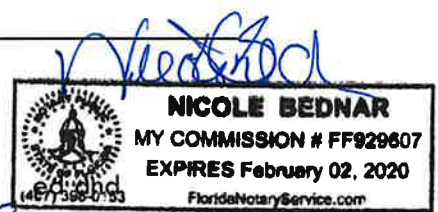
**SIGNATURE/NOTARY**

The undersigned state \_\_\_\_\_ above information is true and correct as (s)he is inform \_\_\_\_\_ believes.

7/3/18  
Date

[Signature]  
Signature of Applicant

STATE OF FLORIDA }  
COUNTY OF NASSAU } ss the



Subscribed and sworn to before me this 3rd day of July, 2018.

[Signature]  
Notary Public: Signature

Nicole Bednar  
Printed Name

Feb. 2, 2020  
My Commission Expires

Personally Known X OR Produced Identification \_\_\_\_\_ ID Produced: \_\_\_\_\_

City of Fernandina Beach Community Development Department · 204 Ash Street Fernandina Beach, FL 32034  
P: 904.310.3135 F: 904.310.3460 www.fbfl.us/cdd

[Property Search](#)
[Sales Search](#)
[Nassau Home](#)

|                  |                                                            |
|------------------|------------------------------------------------------------|
| OWNER NAME       | LLERANDI LOUIS A & ROSEMARIE C                             |
| MAILING ADDRESS  | 1540 LISA AVE                                              |
|                  | FERNANDINA BEACH, FL 32034                                 |
| LOCATION ADDRESS | 1336 14TH ST S                                             |
|                  | FERNANDINA BEACH 32034                                     |
| SHORT LEGAL      | BLOCK 266 E210 FT OF S94.75 FT OF LOT<br>5 PT OR 1580/1847 |

|                      |                                                    |
|----------------------|----------------------------------------------------|
| PARCEL NUMBER        | 00-00-31-1800-0266-0052                            |
| TAX DISTRICT         | UNINCORPORATED MIDDLE ISLAND (DISTRICT 8)          |
| MILLAGE              | 15.3904                                            |
| PROPERTY USAGE       |                                                    |
| DEED ACRES           | 0                                                  |
| HOMESTEAD            | N                                                  |
| PARCEL MAP RECORD    | <a href="#">MAP THIS PARCEL</a>                    |
| TAX COLLECTOR SEARCH | <a href="#">NASSAU TAX COLLECTOR LINK</a>          |
| PROPERTY RECORD CARD | <a href="#">LINK TO PROPERTY RECORD CARD (PDF)</a> |

## 2017 Certified Values

|                                |           |
|--------------------------------|-----------|
| JUST VALUE OF LAND             | \$99,481  |
| LAND VALUE AGRICULTURAL        | \$0       |
| TOTAL BUILDING VALUE           | \$100,117 |
| TOTAL MISC VALUE               | \$8,597   |
| JUST OR CLASSIFIED TOTAL VALUE | \$208,195 |
| ASSESSED VALUE                 | \$208,195 |
| EXEMPT VALUE                   | \$0       |
| TAXABLE VALUE                  | \$208,195 |

## Land Information

| LAND USE          | LAND UNITS | LAND UNIT TYPE | SEC-TWN-RNG |
|-------------------|------------|----------------|-------------|
| PROF DAYCA 001920 | 19,896     | SF             | 25-3N-28    |

## Building Information

| TYPE       | TOTAL AREA | HEATED AREA | BED ROOMS | BATHS | PRIMARY EXTERIOR | SECONDARY EXTERIOR | HEATING    | COOLING    | ACTUAL YEAR BUILT | BUILDING SKETCH             |
|------------|------------|-------------|-----------|-------|------------------|--------------------|------------|------------|-------------------|-----------------------------|
| DAYCARE HM | 2,775      | 2,619       | 0         | 0     | AVERAGE          | CEMENT BRK         | FORCED AIR | FORCED AIR | 1959              | <a href="#">SHOW SKETCH</a> |

## Miscellaneous Information

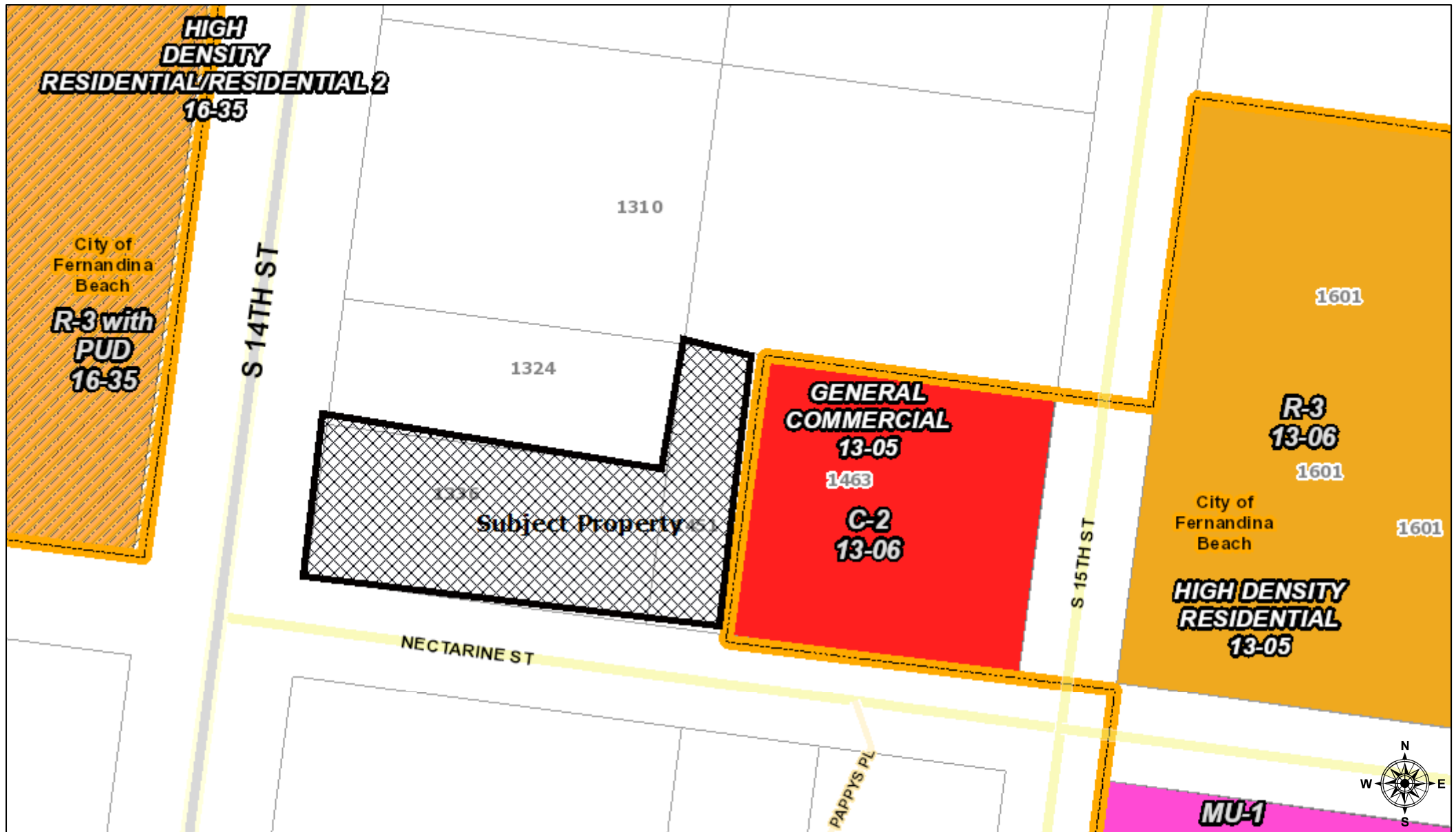
| DESCRIPTION | DIMENSIONS L x W | UNITS | YEAR BUILT |
|-------------|------------------|-------|------------|
| ASPHALT C   | 0 X 0            | 3537  | 2000       |
| ASPHALT C   | 0 X 0            | 294   | 2005       |
| CONCRETE A  | 13 X 5           | 65    | 2000       |
| CL FNC 4'   | 0 X 0            | 45    | 2000       |
| CONCRETE A  | 0 X 0            | 284   | 1989       |

## Sales Information

| SALE DATE  | BOOK / PAGE               | BOOK / PAGE | PRICE  | INSTRUMENT | QUALIFICATION | IMPROVED? (AT TIME OF SALE) | GRANTOR              | GRANTEE                        |
|------------|---------------------------|-------------|--------|------------|---------------|-----------------------------|----------------------|--------------------------------|
| 08/12/2008 | <a href="#">1580/1847</a> | 1580/1847   | 525000 | WD         | Q             | Y                           | CRAVEY W L & LINDA R | LLERANDI LOUIS A & ROSEMARIE C |
| 01/01/1974 | <a href="#">164/290</a>   | 164/290     | 16600  | WD         | Q             | Y                           |                      |                                |
| 01/01/1970 | <a href="#">107/52</a>    | 107/52      | 13500  | TA         | U             | Y                           |                      |                                |

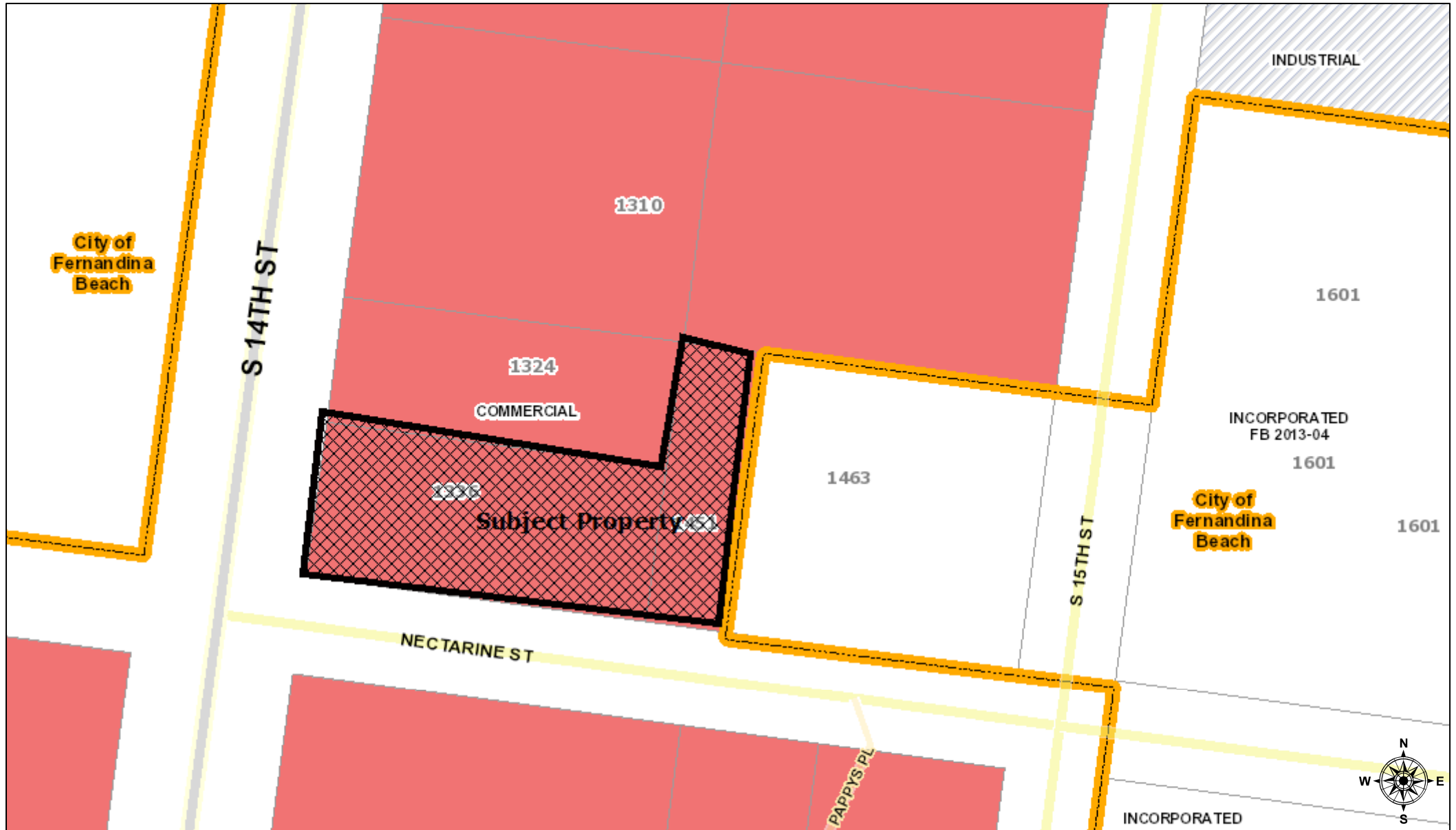


# City Land Use and Zoning: 1336 S. 14th Street + 1451 Nectarine Street

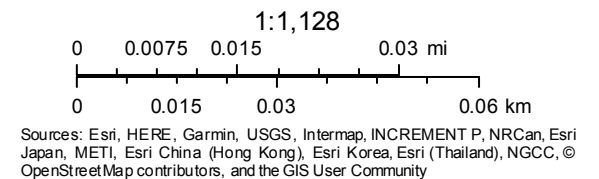


July 3, 2018

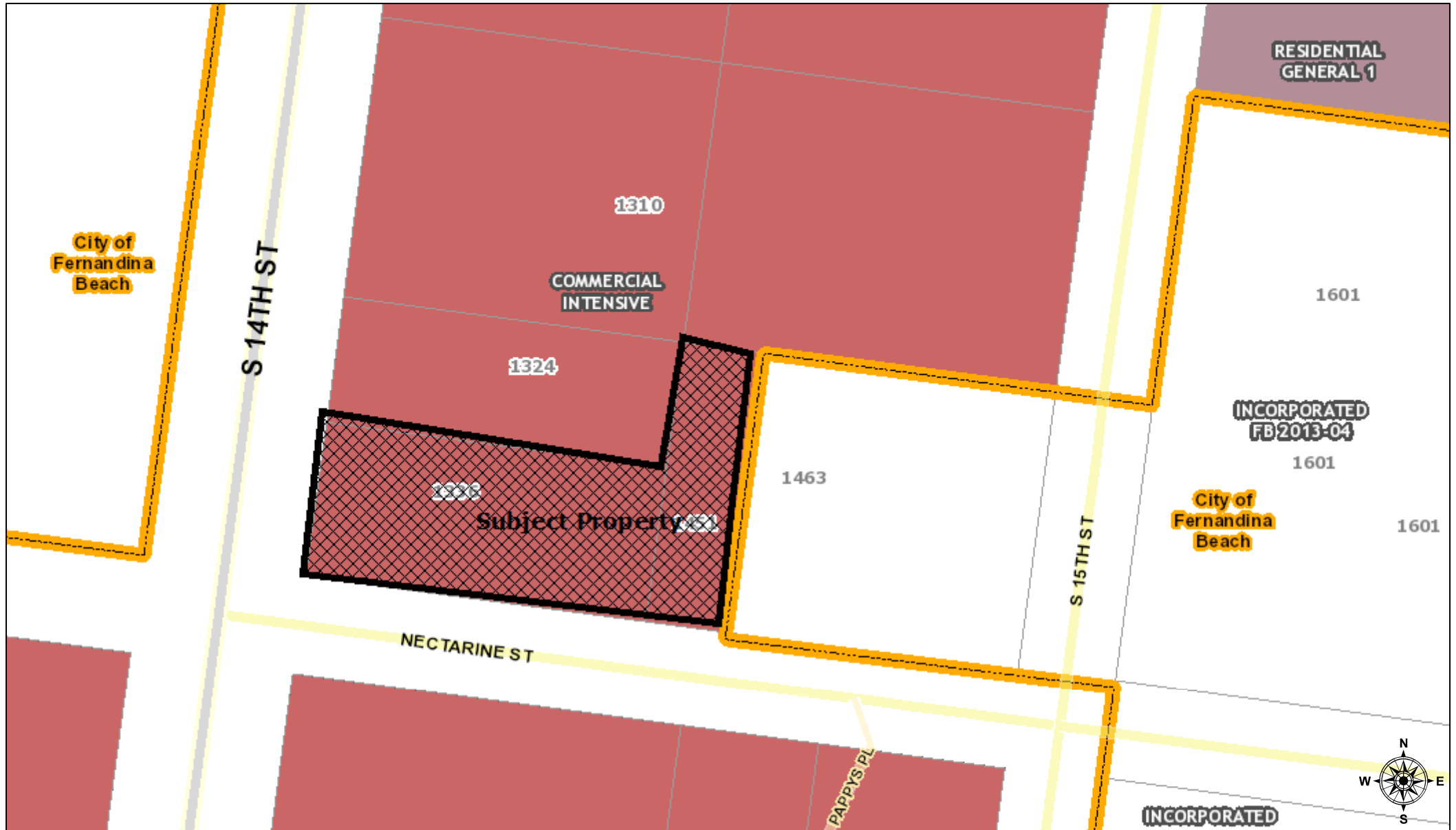
# Existing Land Use: 1336 S. 14th Street + 1451 Nectarine Street



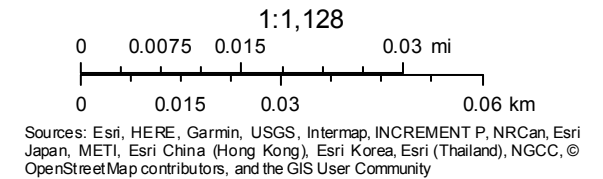
July 3, 2018



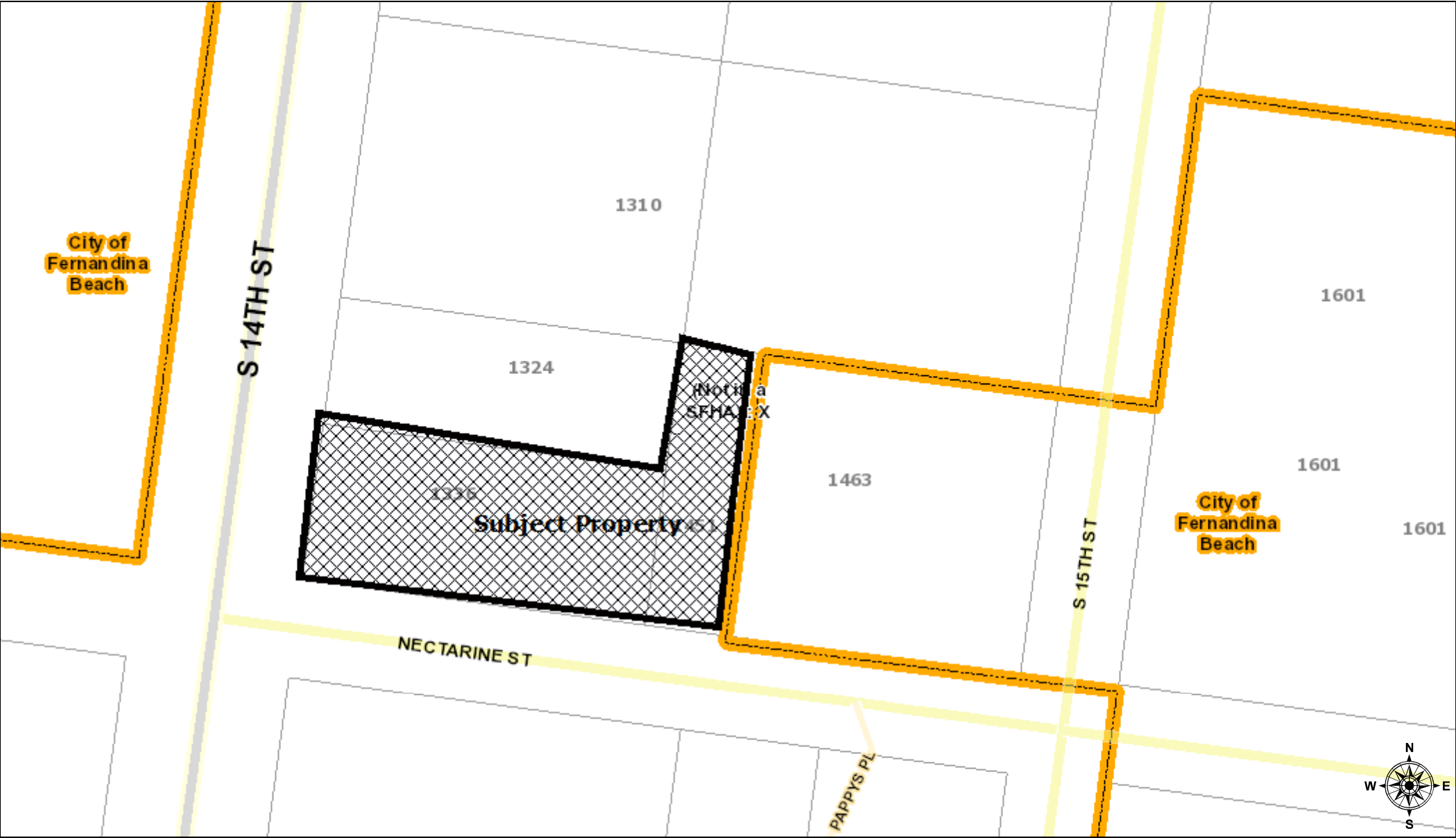
# Existing Zoning: 1336 S. 14th Street + 1451 Nectarine Street



July 3, 2018



Floodzone: 1336 S. 14th Street + 1451 Nectarine Street



July 3, 2018

Flood Zones - Effective Date August 2, 2017

- |                                                                                        |                                                                                                                           |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|  A,  |  VE,                                   |
|  AE, |  X, 0.2 PCT ANNUAL CHANCE FLOOD HAZARD |
|  AO, |  X, AREA OF MINIMAL FLOOD HAZARD       |

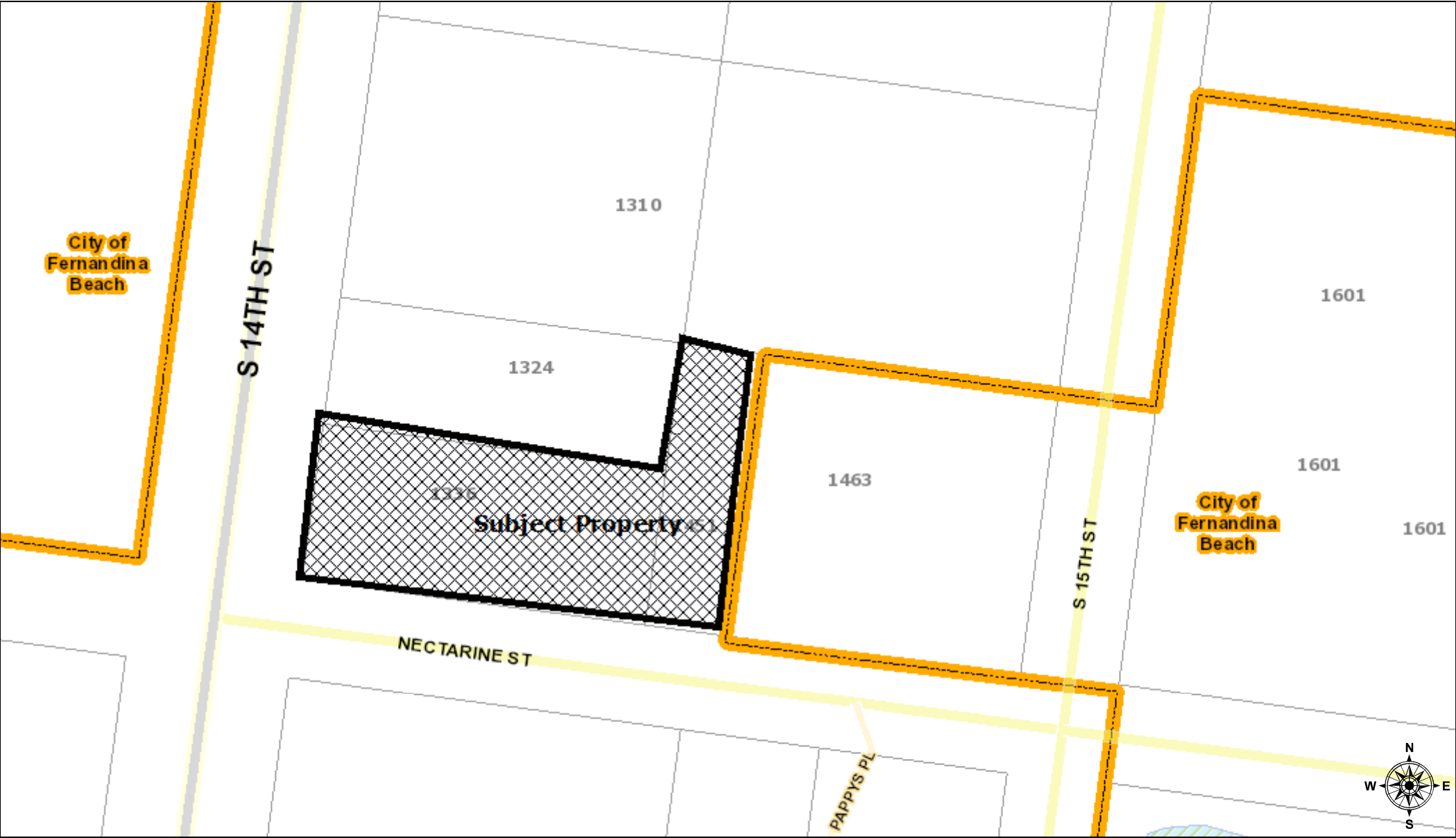
1:1,128

0 0.0075 0.015 0.03 mi

0 0.015 0.03 0.06 km

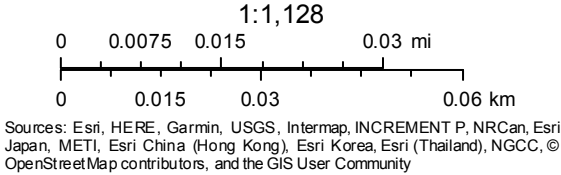
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

# Potential Wetlands: 1336 S. 14th Street + 1451 Nectarine Street

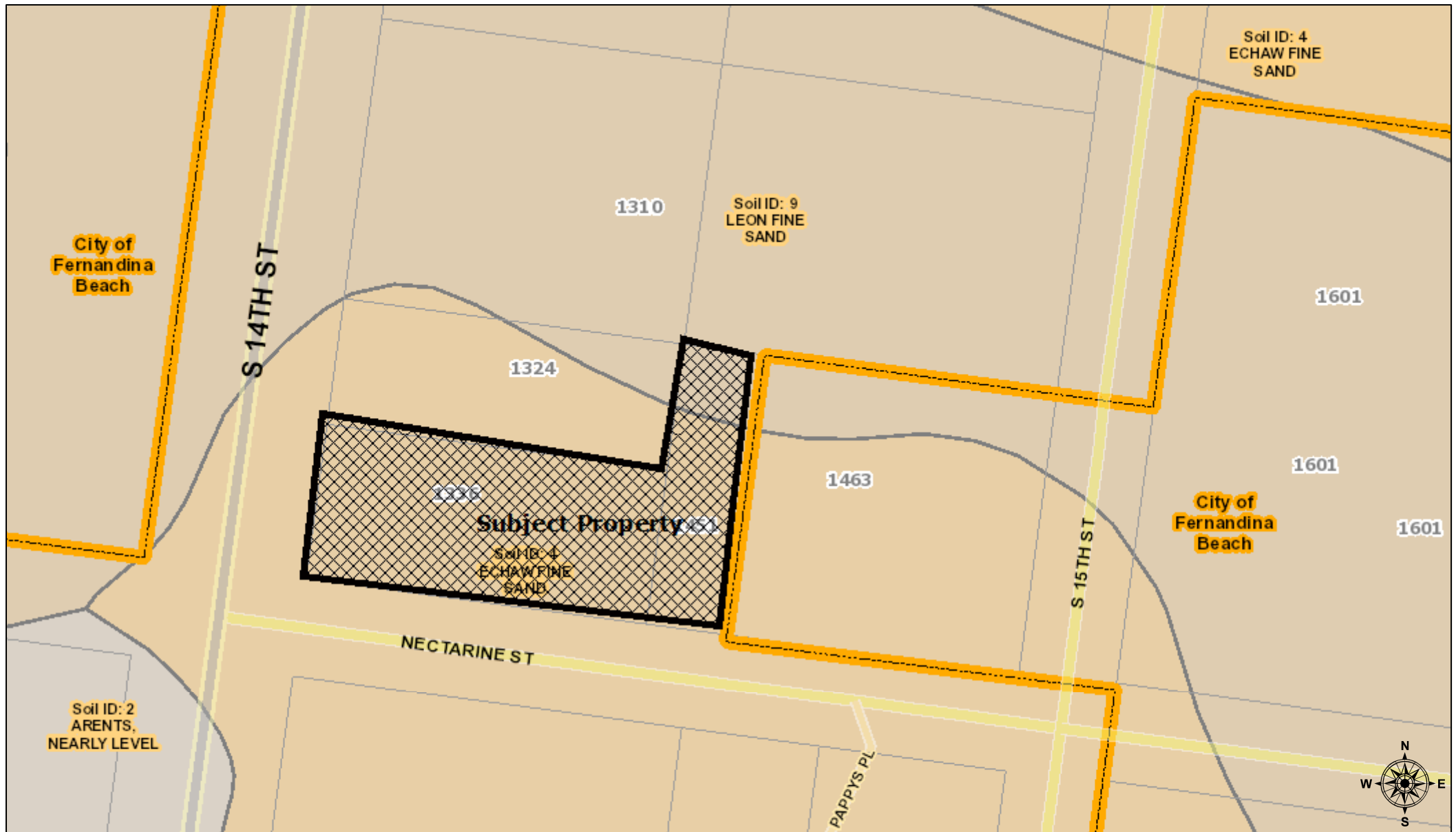


July 3, 2018

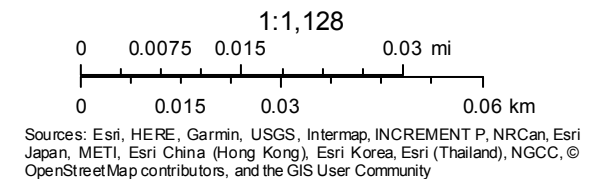
-  Land Parcels
-  Potential Wetlands



# Soils: 1336 S. 14th Street + 1451 Nectarine Street

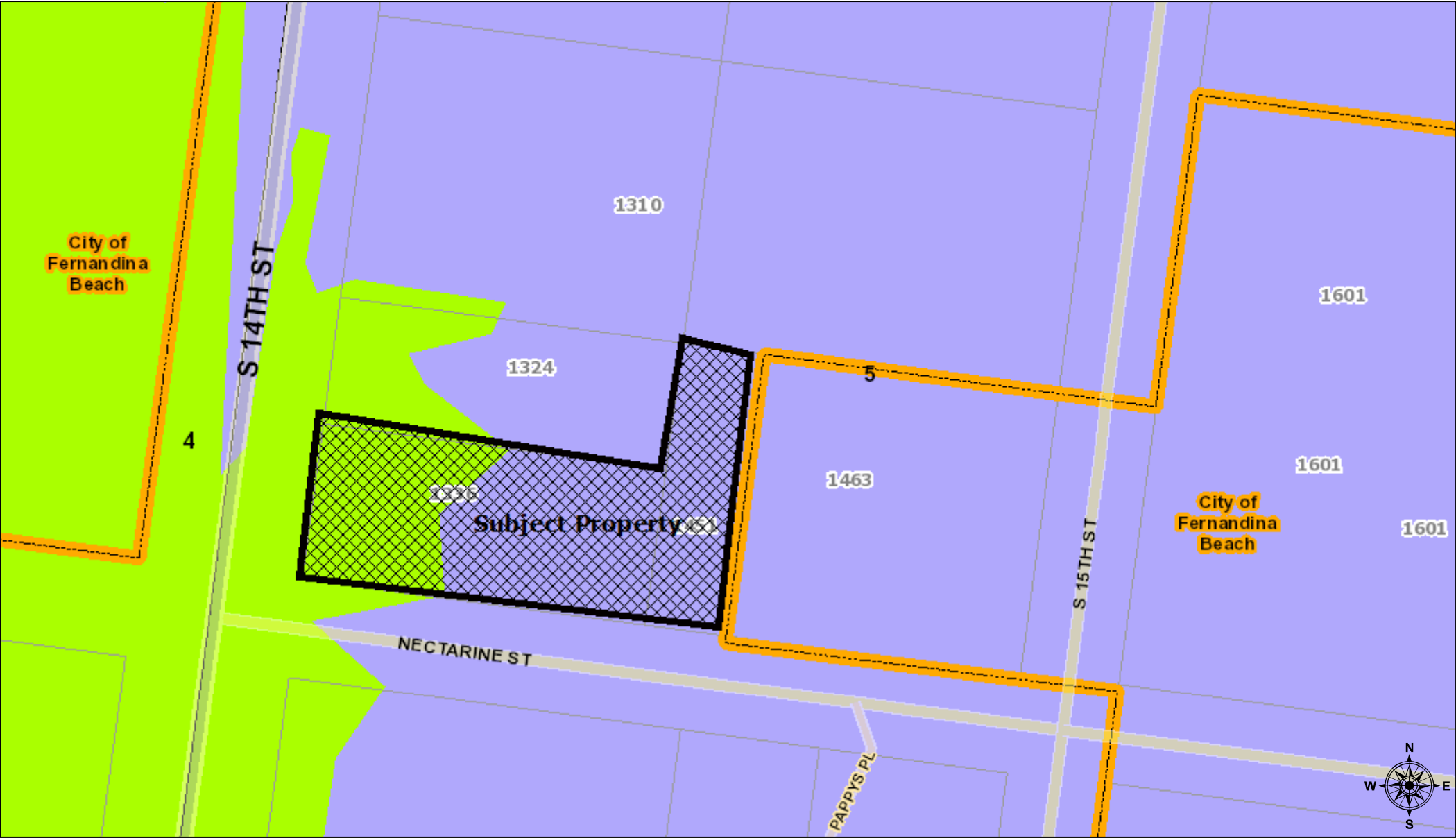


July 3, 2018





Storm Surge Zone: 1336 S. 14th Street + 1451 Nectarine Street



July 3, 2018

Evacuation Routes

**Storm Surge**

1

2

3

4

5

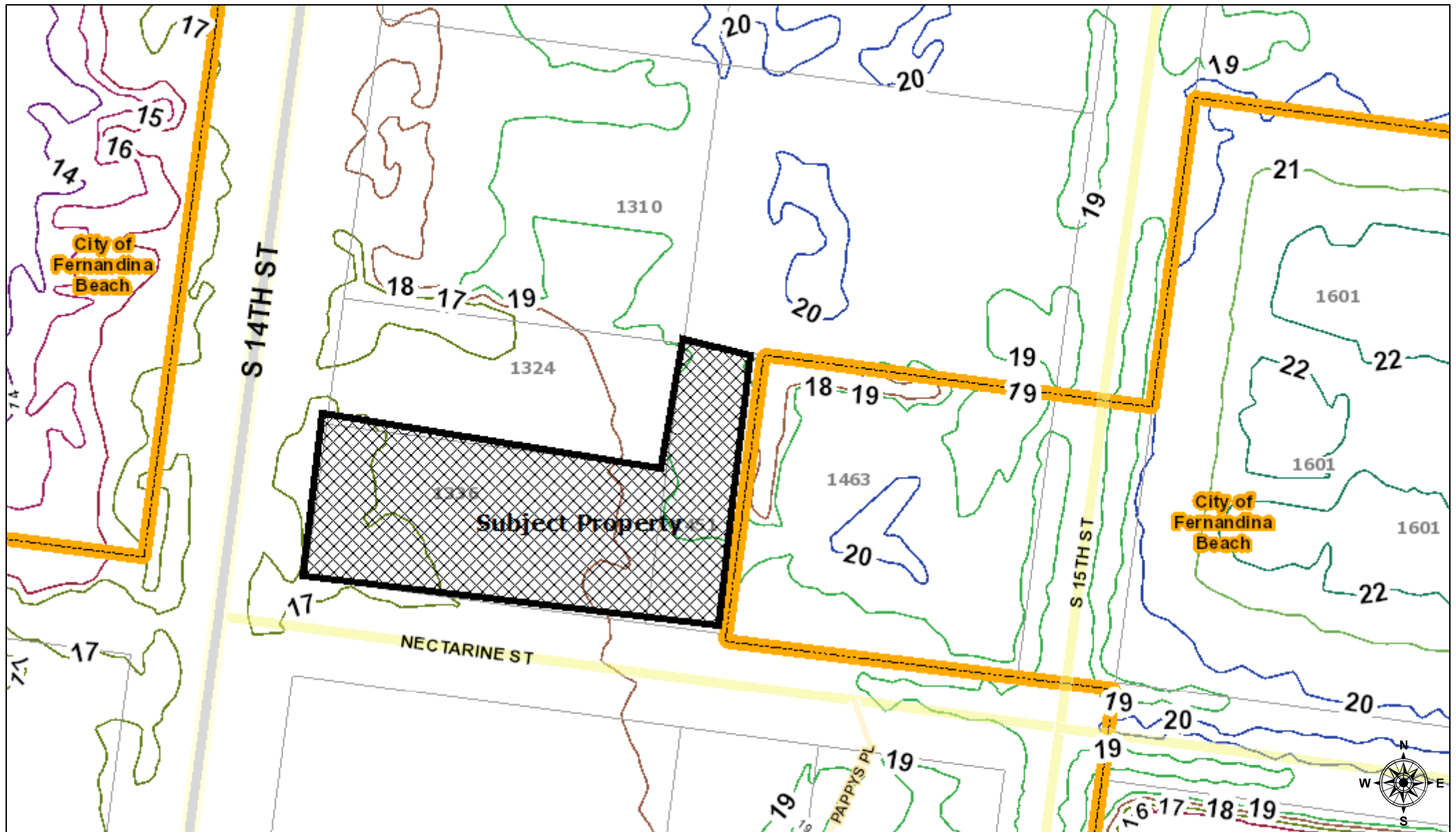
1:1,128

0 0.0075 0.015 0.03 mi

0 0.015 0.03 0.06 km

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

# Topography: 1336 S. 14th Street + 1451 Nectarine Street

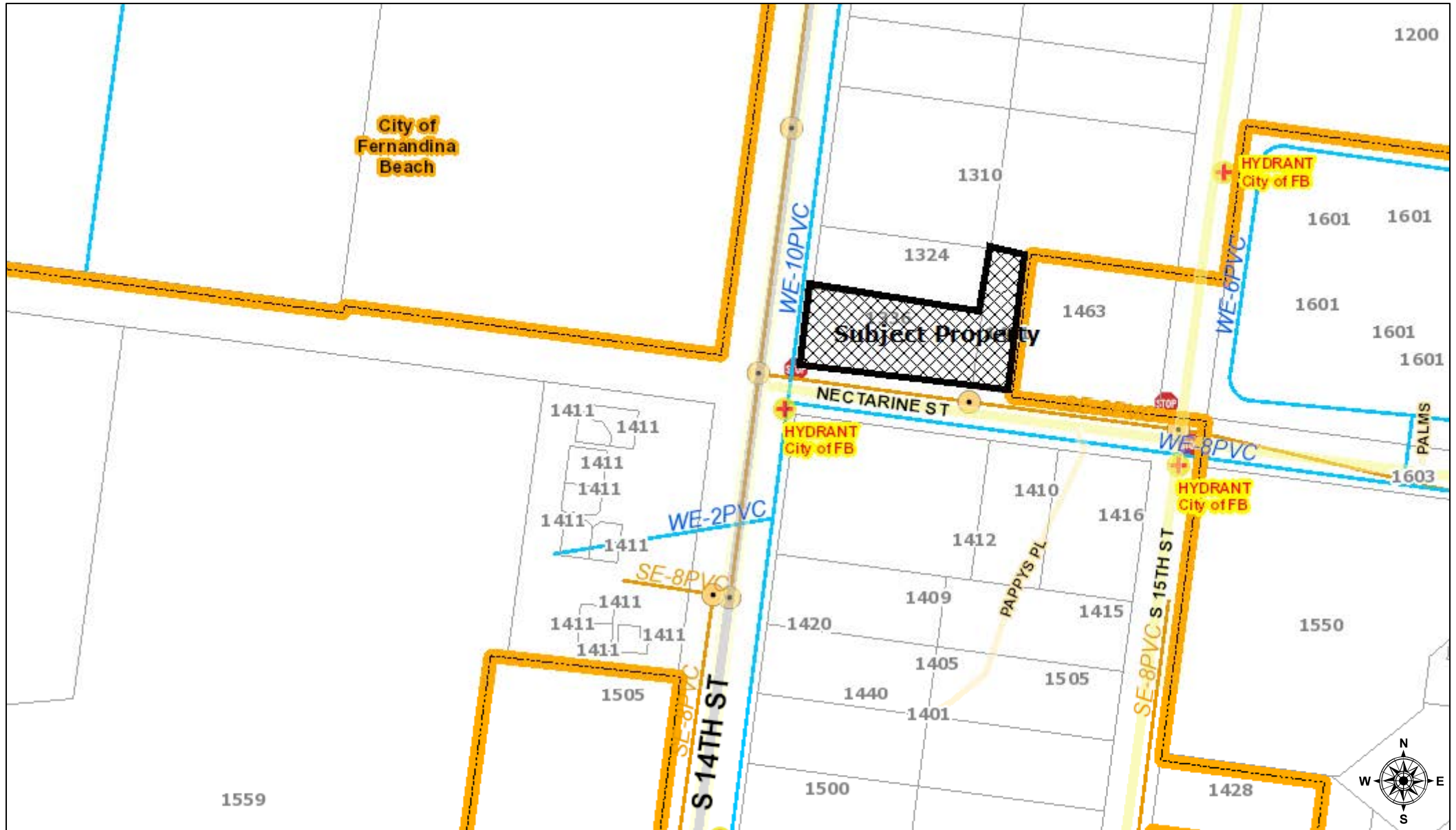


July 3, 2018

□ Land Parcels

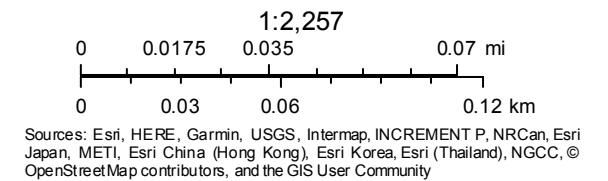
1:1,128  
 0 0.0075 0.015 0.03 mi  
 0 0.015 0.03 0.06 km  
 Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

# 1336 S. 14th Street + 1451 Nectarine Street - Utilities



July 3, 2018

- |  |               |  |                          |  |                           |
|--|---------------|--|--------------------------|--|---------------------------|
|  | Land Parcels  |  | Water Distribution Lines |  | Cross Culverts Elevations |
|  | Water Hydrant |  | Sewer Lines              |  | Cross Culvert Pipes       |
|  | Sewer Manhole |  | Signs                    |  |                           |







NOTICE OF  
PUBLIC HEARING  
A REQUEST HAS  
BEEN MADE THAT  
MAY AFFECT THE  
GENERAL USE OR  
APPEARANCE OF  
THIS PROPERTY.  
APPROPRIATE  
DO NOT REMOVE





CITY OF FERNANDINA FLORIDA  
**NOTICE OF  
PUBLIC HEARING**  
A REQUEST HAS  
BEEN MADE THAT  
WILL AFFECT THE  
OWNING, USE, OR  
APPEARANCE OF  
THIS PROPERTY.  
FOR MORE INFORMATION  
904-234-3135  
**DO NOT REMOVE**



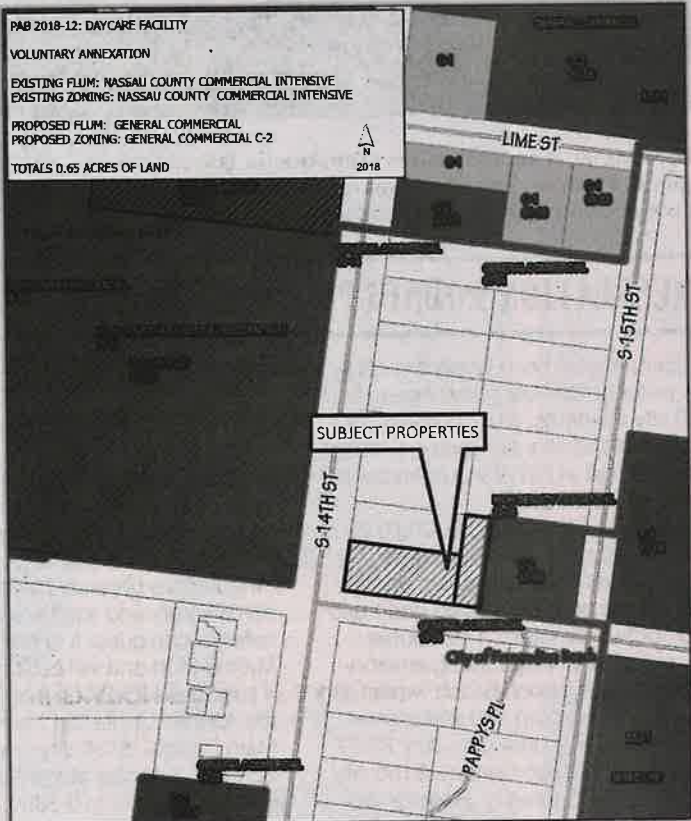


# NOTICE OF PUBLIC HEARING PLANNING ADVISORY BOARD CITY OF FERNANDINA BEACH

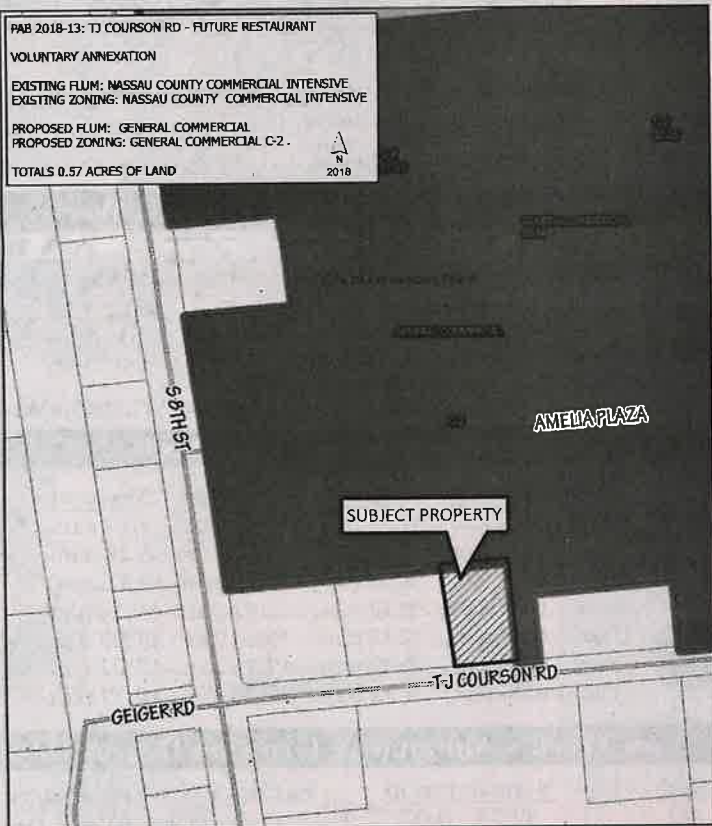
NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Wednesday, July 11 at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following

**LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB CASE 2018-14):** THE CITY OF FERNANDINA BEACH, REQUESTS MINOR AMENDMENTS TO MODIFY CHAPTER 8 HISTORIC DISTRICTS, SECTION 8.03.03(B) CERTIFICATE OF APPROVAL MATRIX AND SECTION 8.03.09 APPEALS.

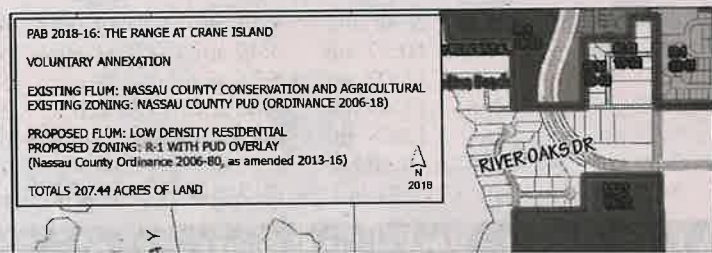
**VOLUNTARY ANNEXATION, FUTURE LAND USE MAP AMENDMENT/ ZONING MAP CHANGE (PAB CASE 2018-12):** THE CITY OF FERNANDINA BEACH, FLORIDA, REQUESTS VOLUNTARY ANNEXATION INTO THE CITY OF FERNANDINA BEACH, ASSIGNMENT OF A FUTURE LAND USE MAP CATEGORY AND ZONING CHANGE FROM UNINCORPORATED NASSAU COUNTY COMMERCIAL LAND USE / COMMERCIAL INTENSIVE (CI) ZONING TO FERNANDINA BEACH GENERAL COMMERCIAL LAND USE AND C-2 ZONING FOR PROPERTY LOCATED AT 1336 S. 14TH STREET AND 1451 NECTARINE STREET TOTALING APPROXIMATELY 0.65 ACRES OF LAND.



**VOLUNTARY ANNEXATION, FUTURE LAND USE MAP AMENDMENT/ ZONING MAP CHANGE (PAB CASE 2018-13):** THE CITY OF FERNANDINA BEACH, FLORIDA, REQUESTS VOLUNTARY ANNEXATION INTO THE CITY OF FERNANDINA BEACH, ASSIGNMENT OF A FUTURE LAND USE MAP CATEGORY AND ZONING CHANGE FROM UNINCORPORATED NASSAU COUNTY COMMERCIAL LAND USE / COMMERCIAL INTENSIVE (CI) ZONING TO FERNANDINA BEACH GENERAL COMMERCIAL LAND USE AND GENERAL COMMERCIAL (C-2) ZONING FOR PROPERTY LOCATED ON TJ COURSON ROAD TOTALING APPROXIMATELY 0.57 ACRES OF LAND.



**VOLUNTARY ANNEXATION, FUTURE LAND USE MAP AMENDMENT/ ZONING MAP CHANGE (PAB CASE 2018-16):** THE RANGE AT CRANE ISLAND LLC, REQUESTS VOLUNTARY ANNEXATION INTO THE CITY OF FERNANDINA BEACH, ASSIGNMENT OF A FUTURE LAND USE MAP CATEGORY AND ZONING CHANGE FROM UNINCORPORATED NASSAU COUNTY CONSERVATION AND AGRICULTURAL LAND USE / PLANNED UNIT DEVELOPMENT (PUD) ZONING TO FERNANDINA BEACH LOW DENSITY RESIDENTIAL (LDR) LAND USE AND LOW DENSITY RESIDENTIAL (R-1) ZONING WITH PLANNED UNIT DEVELOPMENT (PUD) DESCRIBED IN NASSAU COUNTY ORDINANCE 2006-80 AND AMENDED BY ORDINANCE 2013-16 FOR PROPERTY LOCATED ON THE INTERCOASTAL WATERWAY, IDENTIFIED AS CRANE ISLAND, AND TOTALING APPROXIMATELY 207.44 ACRES OF LAND.



SOURCE: FLORIDA FOREST SERVICE

Very thick “duff” still smoldering as of Thursday morning in the area of Piney Island has been hard to put out. Nassau County Fire Rescue teams are helping the Florida Forest Service by filling tanks on site, according to NCFR Chief Brady Rigdon.

## Piney Island Fire area's 'duff' still smoldering

PEG DAVIS  
News-Leader

A series of small fires that started Saturday afternoon along the railroad tracks between Blackrock Road and Creekside Drive in Nassau County eventually burned 30 acres next to Piney Island Drive. That site was still smoldering as of Thursday morning, though a thunderstorm on Wednesday night helped to tamp down the remaining hot spots.

The fires were apparently set along the tracks by sparks from a passing train.

According to Nassau County Fire Rescue Chief Brady Rigdon, “There is still some smoke from the fire due to the fact that the material that is burning is very thick (known as duff). The Florida Forest Service has the lead in fighting this fire and they have brought in some additional crews and equipment. ... NCFR is helping them a couple of times each day by providing water to fill large basin tanks they have on site.”

Annaleasa Winter, a wild-fire mitigation specialist and point of contact in the Florida Forest Service's Jacksonville District office, wrote on Twitter on Saturday that the FFS was “working to contain two small wildfires near the railroad tracks off Blackrock Road and Windsor Drive.”

Smoke billowed on Saturday afternoon from other spots along the railroad tracks, including one on the east side of the Thomas J. Shave Jr. Bridge near Creekside Drive and the Amelia Island Marina.

Winter tweeted on Tuesday that the FFS’ “forestry firefight-



SOURCE: FLORIDA FOREST SERVICE

A map provided by the Florida Forest Service shows the area that burned near Piney Island after sparks from a passing train on Saturday afternoon possibly caught dry grasses on fire.

ers were working with railroad crews to bring water into the inaccessible area of the Piney Island Fire.”

Another tweet said that the burned area at Piney Island, which is now 100 percent contained, was still “holding significant heat. Duff layer is burning down 12-14 (inch-

es) & green pockets are still burning out to the marsh. I put 2,000 (gallons) of water spots yesterday. It will continue to burn until substantial rain. There were no injuries reported or structures burned as a result of the fires.

pegdavis@fbnewslead



SOURCE: FLORIDA FOREST SERVICE

The Florida Forest Service's forestry firefighters worked with railroad crews to bring water to the area of the Piney Island fire.







**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DEPARTMENT**

June 29, 2018

# NOTICE OF PUBLIC HEARING PLANNING ADVISORY BOARD

A public hearing has been scheduled for the Planning Advisory Board to consider an application for a **VOLUNTARY ANNEXATION, ASSIGNMENT OF FUTURE LAND USE MAP CATEGORY, and ZONING MAP CHANGE** of properties located at 1336 S. 14<sup>th</sup> Street and 1451 Nectarine Street (PAB Case# 2018-12). The application will be heard by the Planning Advisory Board at **5:00 PM** on **Wednesday, July 11, 2018** in the City Commission Chambers located at 204 Ash Street, Fernandina Beach, Florida.

The subject properties considered at this hearing are located at the northeast corner of S. 14<sup>th</sup> Street and Nectarine Street. The identified properties total approximately 0.65 acres of land. Property information may be located at [www.nassauflpa.com](http://www.nassauflpa.com). The subject properties and surrounding zoning districts have been identified in the graphic contained herein.

The subject property will be considered to annex into the City limits, assign a Future Land Use Map Category of General Commercial and Zoning District of C-2. The property is contiguous to the municipal boundary on its eastern side.

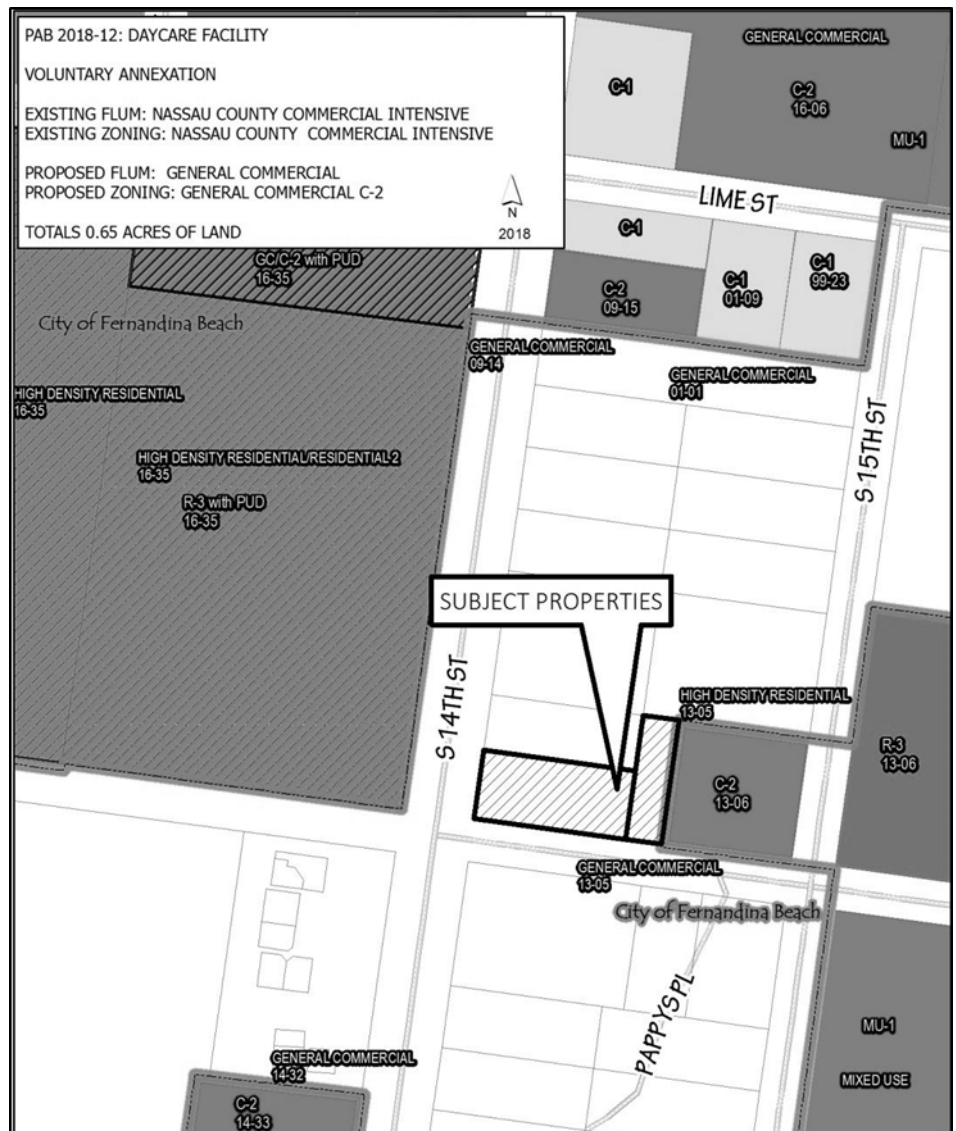
The case will follow all applicable Florida Statutes. As required by law, the Planning Advisory Board will hear the case at its regular meeting on **Wednesday, July 11, 2018 at 5:00 PM.**

Following the PAB hearing, the City Commission will consider ordinances to approve the **Annexation, Future Land Use Map and Zoning District assignments** at a scheduled and noticed regular meeting date.

To follow the case, please check the City's website at [www.fbfl.us](http://www.fbfl.us). For more information please contact the Planning Department at (904) 310-3135.

A copy of the records for all applications may be reviewed in the Planning Department in City Hall located at 204 Ash Street, between the hours of 8:00AM – 5:00PM, Monday through Friday.

*Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this hearing should contact 310-3100, TTY 711, (TTY number for all City offices) or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation. If any person decides to appeal any decision made by the board/commission with respect to any matter considered at such hearing, s/he will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*



STERLING MEDICAL PARTNERS LLC  
200 CLATTER BRIDGE RD  
PONTE VEDRA, FL 32081

ALEX LLARENA REAL ESTATE LLC  
1340 SOUTH 14TH ST  
FERNANDINA BEACH, FL 32034

R & P PROPERTIES LLC  
17550 MONTESSA TERRACE  
JACKSONVILLE, FL 32226

MCGRATH COMMERCIAL PROPERTIES  
1411 SOUTH 14TH ST SUITE D  
FERNANDINA BEACH, FL 32034

AMELIA AUDIOLOGY LLC  
1411 SOUTH 14TH STR SUITE F  
FERNANDINA BEACH, FL 32034

AMELIA FAMILY EYECARE LLC  
685 GROVE PARK CIRCLE  
FERNANDINA BEACH, FL 32034

OGBURN MINNIE & BATEMAN BRANDY  
86037 SPRING MEADOW AVE  
YULEE, FL 32097

CRITICAL DESIGN ASSOCIATES INC  
PO BOX 81  
REINHOLDS, PA 175690081

BYRD DABNEY L & HAMPTON ROBIN  
1411 S 14TH ST STE K  
FERNANDINA BEACH, FL 32034

MOTES JULIE  
1411 S 14TH ST  
FERNANDINA BEACH, FL 32034

FOURTEENTH STREET PROFESSIONAL  
PLAZA  
961146 BUCCANNEER TRAIL  
AMELIA ISLAND, FL 32034

FAMILY EXTENDED CARE OF AMELIA  
ISLAND  
2700 W 81ST ST  
HIALEAH, FL 33016

MAURER KATHLEEN E  
1538 PENBROOK DRIVE  
FERNANDINA BEACH, FL 32034

HARRIS LARRY W & BARBARA  
1601 NECTARINE ST UNIT A2  
FERNANDINA BEACH, FL 32034

HERTZ LAWRENCE R & JOANN L/E  
2811 ATLANTIC AVE #304  
FERNANDINA BEACH, FL 32034

GILLIS CHARLES P & SHIRLEY S  
245 MOSLEY TOWN RD  
TARRYTOWN, GA 30470

MCCALLAR GREGORY F & MELISSA L  
859 FLORA ELLEN ST  
HINESVILLE, GA 31313

ROSS ROBERT GERRIT &  
ROSS DINA CUPPETT  
95491 SAGO DRIVE  
FERNANDINA BEACH, FL 32034

JOLLY NANCY A  
1601 NECTARINE ST A7  
FERNANDINA BEACH, FL 32034

NIGHMAN CHARLES W & RHONDA L  
1515 HIGHBRIDGE ROAD  
CUYAHOGA FALLS, OH 44223

MORRIS WILLIAM D LIVING TRUST  
WILLIAM & DIANE MORRIS TRUSTEE  
1601 NECTARINE ST UNIT B-1  
FERNANDINA BEACH, FL 32034

JAMES PAMELA L  
1601 NECTARINE ST  
FERNANDINA BEACH, FL 32034

STEWART LOIS &  
STEWART ALISON C (T/I/C)  
1601 NECTARINE STREET #B3  
FERNANDINA BEACH, FL 32034

MURPHY JOSEPH W & DOROTHY P  
2606 RIDGETOP ROAD  
AMES, IA 50014

MOBLEY VERA H  
3 SOUND VIEW LANE  
SAVANNAH, GA 31411

BRANDON KELLY M  
1601 NECTARINE ST B7  
FERNANDINA BEACH, FL 32034

WERKEMA DONALD  
7259 RAMOTH DRIVE  
JACKSONVILLE, FL 32226

SOKOLOWSKI JACKIE &  
MARQUESS GEORGE E (JT/RS)  
114 SAWGRASS CT  
BALTIMORE, MD 21220

EHRENBERG BARBARA  
1601 NECTARINE ST C2  
FERNANDINA BEACH, FL 32034

KALOCSAY SUSAN M TRUSTEE  
OF SUSAN M KALOCSAY TRUST  
806 FAIRPLAINS  
GREENVILLE, MI 48838



BRANCH RONALD F & JANET L  
85025 CHRISTIAN WAY APT 1118  
YULEE, FL 32097

DRUMMER SUZANNE S  
1601 NECTARINE STREET C5  
FERNANDINA BEACH, FL 32034

GARVIN LARRY & KIMBERLEE  
1002 TUDOR DR  
BUTLER, PA 16001

MAGUIRE STEPHEN J  
PO BOX 1057  
MARSHALL, VA 201151057

PARMELEE KENNETH ARNOLD JR  
1601 NECTARINE ST UNIT C8  
FERNANDINA BEACH, FL 32034

JAMEYSON MARLA J MCDANIEL &  
KOVALCIK RADOSLAV (T/I/C)  
544 SPANISH WAY W  
FERNANDINA BEACH, FL 32034

HARDY JOHN R & MARY ANN  
326 TR TRAIL  
HOLLAND, MI 49424

PODESTA ANIRINA P  
1601 NECTARINE STREET #D3  
FERNANDINA BEACH, FL 32034

GRANDA SARAH W & CEDRIC A  
24 RIVER RIDGE COURT  
BLUE RIDGE, GA 30513

NOBLE BRADLEY & LOIS  
1000 RANSOM ROAD  
DALLAS, PA 18612

COTTON JOHN W SR & MICHELLE  
485 CENTER ST  
DENNIS PORT, MA 26391026

BOSKO KIMBERLY  
330 NORTH JEFFERSON #1802  
CHICAGO, IL 60661

KRAUTHEIM CHRISTOPHER M  
4015 YORKTOWN DR  
MARCUS HOOK, PA 190602458

THOMAS KIMBERLY  
95953 GRAYLON DR  
YULEE, FL 32097

HALL CAROLYN R TRUSTEE  
OF THOMAS W HALL TRUST  
620 SOUTH ANTLER STREET  
GLADWIN, MI 48624

MERTZ KENNETH A JR &  
HILL BEVERLY (H&W)  
2750 JEAN LAFITTE DRIVE  
FERNANDINA BEACH, FL 32034

WERNER SHARON SUE L/E  
1601 NECTARINE ST #E4  
FERNANDINA BEACH, FL 32034

MARETT JAMES TRUSTEE  
OF JAMES MARETT FAMILY LAND TR  
1 RUE MANOLO 66400 CERET

HENDERSON HARLAN  
961084 BUCCANEER TRAIL  
FERNANDINA BEACH, FL 320345349

MCLEAN MARY  
1601 NECTARINE ST APT E7  
FERNANDINA BEACH, FL 320341918

CRIDER HARRELL & JANE B  
222 HOLLY CREEK DR  
ORANGEBURG, SC 29118

REHM NANCY JANE  
1601 NECTARINE STREET F1  
FERNANDINA BEACH, FL 32034

STRAIN ROBERT W  
1601 NECTARINE STREET APT F2  
FERNANDINA BEACH, FL 32034

SHAHER KENNETH W & ELIZABETH L  
TRUSTEES OF ELIZABETH SHAHER LIVING  
TRUST  
86068 MORICHES DR  
FERNANDINA BEACH, FL 32034

NUGENT PAUL W & CAROLYN M  
112 RIVER RIDGE ROAD  
BRUNSWICK, GA 31523

SEEMAN GEORGE & HOPE CONYERS  
TRUSTEES OF GEORGE SEEMAN & HOPE  
CONYERS FAMILY REV TRUST  
1641 PARK AVENUE  
FERNANDINA BEACH, FL 320341915

SAGER CYNTHIA ANN  
332 WOODSIDE CIR  
CADILLAC, MI 49601

FOWLER PATRICIA ANN  
4014 W ARDSLEY LN  
BLOOMINGTON, IN 47404

DAVIS LUCRETIA MORRIS &  
MORRIS EDWARD GENE ET AL JT/RS  
1601 NECTARINE STREET #F8  
FERNANDINA BEACH, FL 32034

SHAHER KENNETH W & ELIZABETH L  
TRUSTEES OF ELIZABETH SHAHER LIVING  
TRUST  
86068 MORICHES DR  
FERNANDINA BEACH, FL 32034

MILLER RICHARD A  
MILLER ANDREA (JT/RS)  
1601 NECTARINE ST G2  
FERNANDINA BEACH, FL 32034

LLOYD RICHARD W  
P O BOX 336  
FERNANDINA BEACH, FL 32035

REID JOAN E TRUSTEE  
OF REID FAMILY REVOCABLE TRUST  
1325 DATE ST  
FERNANDINA BEACH, FL 32034

DONIKU ELION  
1601 NECTARINE STREET #G5  
FERNANDINA BEACH, FL 32034

PEYSER ALAN  
1 MERRALL DRIVE  
LAWRENCE, NY 11559

LOBOZZO JAMES V & ALANA V  
1601 NECTARINE ST APT G7  
FERNANDINA BEACH, FL 32034

DAVIS MICHELLE H  
265 KINGSLAND DR  
FOLKSTON, GA 31537

SHAHER KENNETH W & ELIZABETH L  
TRUSTEES OF KENNETH W SHAHER LIVING  
TRUST  
86068 MORICHES DR  
FERNANDINA BEACH, FL 32034

SWARINGEN DEBORAH & JAMES  
1601 NECTARINE ST #H2  
FERNANDINA BEACH, FL 32034

SIKES COOKIE MAMIE  
PO BOX 1034  
HILLIARD, FL 320461034

DAVIS FRANCIS STOKES  
1601 NECTARINE ST H5  
FERNANDINA BEACH, FL 32034

STENSON DAVID A & PAMELA J  
3012 E DONALD AVE  
CUDAHY, WI 53110

DADD ANN M  
701 CATHERINE STREET  
KEY WEST, FL 33040

MCCORMICK JOHN WILLIAM  
4784 VILLAGE GROVE CT  
ST JOHNS, FL 32259

SMITH THOMAS M & BARBARA T  
TRUSTEES OF SMITH LVG TRUST  
1601 NECTARINE AVE #I-1  
FERNANDINA BEACH, FL 32034

BEATON MARILYN T L/E  
1601 NECTARINE ST #I-2  
FERNANDINA BEACH, FL 32034

VOLP LIVING TRUST ET AL  
1777 SCHOOL STREET  
FERNANDINA BEACH, FL 32034

TENNYSON JAMES B & KATHY MAE  
363 LAKESHORE ROAD  
PELHAM, GA 31779

MCWHIRTER SHELLEY L  
1601 NECTARINE ST UNIT I-5  
FERNANDINA BEACH, FL 32034

MCNEAL FREDERICK S & SUSAN R  
1150 S FLETCHER AVE  
FERNANDINA BEACH, FL 32034

HESSE KARIN F &  
HANLEY KEVIN M CO-TRUSTEES OF H & H  
TRUST  
428 WASHINGTON AVENUE  
CARNEGIE, PA 15106

QUINN KELLEY A  
719 AURORA OAKS DR  
NEW ORLEANS, LA 70131

CARROLL MARY ELLEN  
1240 HARRISON POINT TRL  
FERNANDINA BEACH, FL 320345019

JOHNSON GEORGE W & TERESE  
11 WOODLAND TRAIL  
HAMBRUG, NJ 7419

JARA EDGARDO I &  
SCHULZ SANDRA R (H&W)  
1601 NECTARINE STREET J3  
FERNANDINA BEACH, FL 32034

JODWAY MICHAEL & KOLLEEN  
1113 MERIMACK CIRCLE  
MEDINA, OH 44256

WRIGHT CARSON A & LIBBY P  
1601 NECTARINE ST APT J5  
FERNANDINA BEACH, FL 32034

ANDERSON RALPH H & MAUREEN E  
24 CHANTER DRIVE  
FLETCHER, NC 28732

HOBRECHT JENNIFER ANN  
9526 WEST BANCROFT ST  
HOLLAND, OH 43528

WERKEMA ROBERT  
8310 RUM CREEK TRL NE  
ROCKFORD, MI 493419662



TDK LAND LLC  
1610 S CHURCH ST STE C  
MURFREESBORO, TN 37130

PARCO PROPERTIES INC  
4300 S FLETCHER AV  
FERNANDINA BEACH, FL 32034

1324 SOUTH 14TH ST LLC  
7128 DEVONSHIRE RD  
ALEXANDRIA, VA 22307

CEMR INC  
86229 NORTH HAMPTON CLUB WAY  
FERNANDINA BEACH, FL 32034

LLERANDI LOUIS A & ROSEMARIE C  
1540 LISA AV  
FERNANDINA BEACH, FL 32034

PARCO PROPERTIES INC  
4300 S FLETCHER AV  
FERNANDINA BEACH, FL 32034

TOADFISH OF AMELIA LLC  
233 EAST BAY ST STE 610  
JACKSONVILLE, FL 32202

PAPPY'S LLP  
233 EAST BAY ST STE 610  
JACKSONVILLE, FL 32202

D & S AMELIA PROPERTIES INC  
4300 S FLETCHER AV  
FERNANDINA BEACH, FL 32034

RESOLUTION 2017-194

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, APPROVING THE EXTENSION OF WATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR TWO PARCELS CONTAINING APPROXIMATELY 0.66 ACRES OF LAND LOCATED AT 1336 S. 14<sup>th</sup> STREET AND 1451 NECTARINE STREET; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, property owners, Louis A. Llerandi and Rosemarie C. Llerandi, have completed the City of Fernandina Beach Voluntary Annexation Petition/ Water/Sewer Annexation Agreement Application pursuant to Chapter 171.044, Florida Statutes, for two (2) parcels containing approximately 0.66 acres together located at 1336 S. 14<sup>th</sup> Street and 1451 Nectarine Street (Parcel ID Numbers: 00-00-31-1800-0266-0052 and 00-00-31-1800-0266-0062); and

WHEREAS, staff has determined the request is consistent with the City's Municipal Code Sections 82-44 and 82-403, its Comprehensive Plan, and Land Development Code; and

WHEREAS, the City Commission has determined that it is in the best interest of the City to provide water and sewer services to the subject property.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby authorizes the extension of water and sewer services to the property owners identified, whose property is located outside the corporate limits of the City at 1336 S. 14<sup>th</sup> Street and 1451 Nectarine Street and noted as parcel identification numbers 00-00-31-1800-0266-0052 and 00-00-31-1800-0266-0062 and approves the Voluntary Annexation Petition, attached hereto as Exhibit "1".

SECTION 2. The City Commission authorized the City Manager and the City Clerk to execute said petition on behalf of the City of Fernandina Beach.

SECTION 3. The City Clerk is hereby directed to record the petition in the public records of Nassau County, Florida, as required by Ordinance No. 2001-01.

SECTION 4. This Resolution shall be effective immediately upon passage.

ADOPTED this 5<sup>th</sup> day of December, 2017.

INSTR # 201736886, Book 2164, Page 1930  
Pages 11  
Doc Type UNK, Recorded 12/18/2017 at 10:55 AM,  
John A Crawford, Nassau County Clerk of Circuit Court  
Rec. Fee \$95.00  
#4

CITY OF FERNANDINA BEACH



ROBIN C. LENTZ  
Commissioner - Mayor

ATTEST:



CAROLINE BEST  
City Clerk

APPROVED AS TO FORM AND LEGALITY:



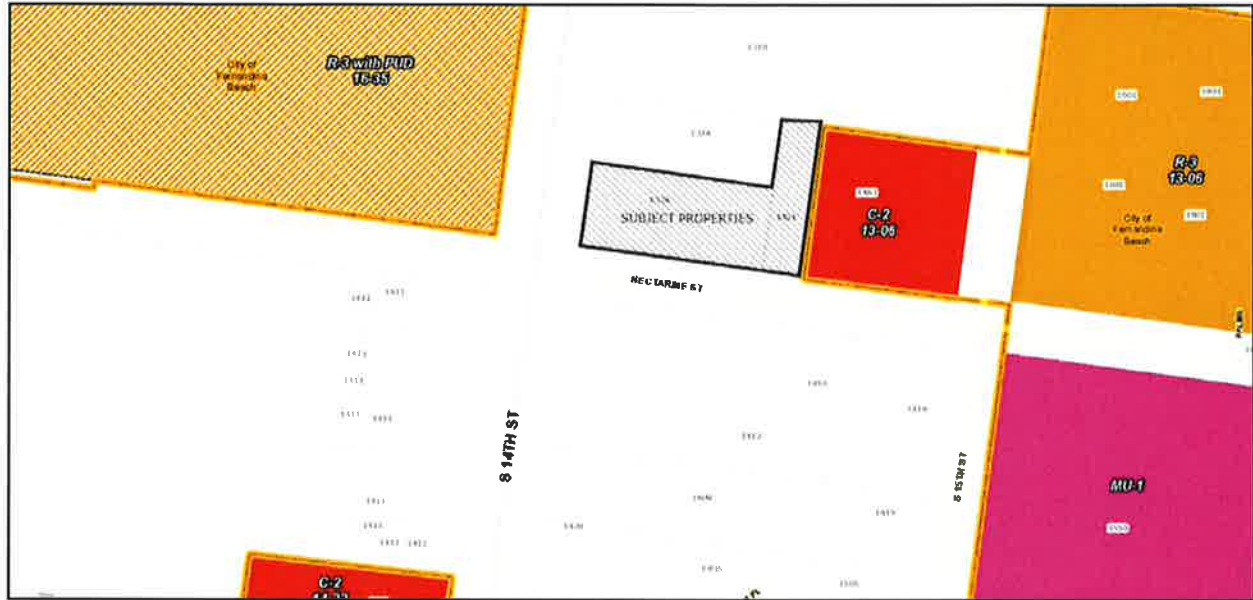
TAMMI E. BACH  
City Attorney



**RESOLUTION 2017-  
EXHIBIT "A"**

**WATER AND SEWER AGREEMENT/ VOLUNTARY PETITION FOR ANNEXATION OF  
PARCEL ID NUMBERS: 00-00-31-1800-0266-0052 AND 00-00-31-1800-0266-0062**

**LOCATED AT 1336 S. 14<sup>TH</sup> STREET AND 1451 NECTARINE STREET  
TOTALING APPROXIMATELY 0.66 ACRES OF LAND**



OFFICE USE ONLY

REC'D: 11/3/17 BY: KG  
PAYMENT: \$ 300 TYPE: MC  
APPLICATION #: 2017-0001590  
CASE #: -  
CC MEETING DATE: 12/5/17



**WATER/SEWER & VOLUNTARY ANNEXATION  
APPLICATION**

**APPLICANT INFORMATION**

**Owner Name:** Louis A & Rosemarie C Llerandi

**Mailing Address:** 1540 Lisa Ave, Fernandina Beach, FL 32034

**Telephone:** 904-430-3910 **Fax:** 904-432-8053

**Email:** lallerandi@gmail.com

**Agent Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**PROPERTY INFORMATION**

**Street Address:** 1336 s 14th St & 1451 Nectarine St, Fernandina Beach, FL 32034

**Parcel Identification Number(s):** 00-00-31-1800-0266-0052 / 00-00-31-1800-0266-0062

**PROJECT INFORMATION**

**Total Number of Lots/Parcels:** 2

**Less than One (1) acre Sq. Footage:** 19892 / 8601 **One (1) Acre or Greater:** \_\_\_\_\_

**Existing Zoning Classification:** \_\_\_\_\_

**Existing Future Land Use Classification:** \_\_\_\_\_



Description of Request: Request for sewer services

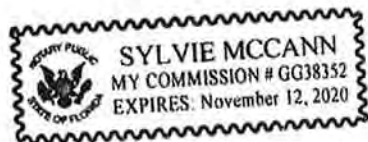
**SIGNATURE/NOTARY**

The undersigned states the above information is true and correct as (s)he is informed and believes.

11.3.17  
Date

[Signature]  
Signature of Applicant

STATE OF FLORIDA }  
COUNTY OF NASSAU } ss



Subscribed and sworn to before me this 3 day of NOV, 2017

[Signature]  
Notary Public: Signature

SYLVIE MCCANN  
Printed Name

11/12/20  
My Commission Expires

Personally Known \_\_\_\_\_ OR Produced Identification ✓ ID Produced: FL DL

CITY OF FERNANDINA BEACH  
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 5th day of December, 2017 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Louis A & Rosemarie C Llerandi (hereinafter collectively referred to as the "Applicants").

WHEREAS, this Annexation Agreement / Petition for Annexation (hereinafter referred to as "Agreement") shall be considered entered into upon execution, where the actual annexation of land shall occur once the subject property becomes contiguous to any boundary demarking the incorporated area of the City of Fernandina Beach and upon the execution of an Ordinance by the City Commission of the City authorizing and approving the execution of such annexation, consistent with the mutual promises, covenants and acknowledgments agreed to by the City Commission and the Applicants, as contained in this Agreement; and

WHEREAS, the Applicants collectively, are the owners of record of the parcel of land known and described as follows, comprising the property which is the subject of this Agreement (the "Property"):

**PARCEL ID#:** 00-00-31-1800-0266-0052 / 00-00-31-0266-0062

**GENERALLY DESCRIBED AS:** Block 266 E210 FT OF S94.75 FT of Lot 5 PT OR 1580/1847  
Block 266 W50 FT OF Lot 6 PT OR 1580/1847 R434109 & R434110

**ADDRESSED AS:** 1336 S 14th St & 1451 Nectarine St

**See Attached Exhibit "A"**

WHEREAS, the covenants and acknowledgments contained herein have been made in consideration of annexation into the City of Fernandina Beach of the above described Property; and

WHEREAS, it is the desire of the City to provide for appropriate use of the Property; and

WHEREAS, the Applicants are willing to have the Property annexed to the City and the City desires and believes that it would be in the best interest of the City to annex the Property, which is located outside the corporate limits of the City in Nassau County, Florida, at such time as the Property become contiguous; and

NOW, THEREFORE, in consideration of the mutual promises, covenants and acknowledgments stated herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Effective Date:** This Agreement shall become effective upon execution.
2. **Execution:** The parties hereto agree to execute any and all such documents as are reasonably necessary to carry out the terms and provisions of this Agreement.
3. **Binding Effect:** The parties hereto do covenant and agree that this Agreement and its Exhibits, shall be binding on their successors and assigns, including the political subdivisions as the City of Fernandina Beach.
4. **Water and/or Sanitary Sewer:** The Applicants shall be permitted to tap into the City's water and/or sanitary sewer system at a point determined by the City. The Applicants shall also be responsible for payment to the City of any and all applicable fees that are assessable under City Ordinance and State Law.



5. Land Use and Zoning: Upon Annexation of the Property, and until the adoption by the City Commission of the City's Comprehensive Plan and zoning district for the Property, the Comprehensive Plan (including future land use) and zoning ordinances and regulations shall remain in full force and effect for the Property, and shall be enforced by the City. The City shall adopt the future land use designation and zoning district for the Property that most closely approximate to the current Nassau County future land use designation and zoning district for the Property regarding allowable uses and development standards.

6. Governing Law: The laws of the State of Florida shall govern the interpretation, validity and construction of the terms and provisions of this Agreement. If any term or provision of this Agreement is declared illegal or invalid for any reason by a court of competent jurisdiction, the remaining terms and provisions of this Agreement shall, nevertheless, remain in full force and effect.

7. Entire Agreement: The parties hereto acknowledge that this Agreement constitutes the sole agreement between the parties; that all prior proposals and agreements, whether oral or written, are hereby superseded; and that this Agreement may not be changed, altered or modified except in writing and signed by the parties hereto. The parties hereto further acknowledge that, in entering into this Agreement, each party has not been induced by, has not relied upon, and has not included as part of the basis of the bargain herein, any representation or statement, whether expressed or implied, made by any agent, representative or employee, which representation or statement is not approved by the other at any public hearing or work session of the City Commission or otherwise made as part of the official public record in the proceedings related to this Agreement. This Agreement binds the Applicants' Property to being annexed into the City once the Property becomes contiguous to any boundary demarking the incorporated area of the City of Fernandina Beach and upon the execution of an Ordinance by the City Commission of the City authorizing and approving the execution of such agreement, consistent with the mutual promises, covenants and acknowledgments agreed to by the City Commission.

8. Default: In the event either of the parties default in the performance of the obligations set forth in this Agreement, then the other may, upon notice to defaulting party, allow the defaulting party sixty (60) days to cure the default or provide evidence to the non-defaulting party that such default will be cured in a timely manner if it cannot be cured during said period. If the defaulting party fails to cure such default or provide such evidence as provided above, then, with notice to defaulting party, the other party may begin proceedings to require specific performance of this Agreement or bring suit for damages for breach of the Agreement. The prevailing party shall be entitled to a reasonable attorney's fee for having brought such action.

8. Recording: This Agreement shall run with the land and a copy of this Agreement for Annexation shall be filed and recorded by the City Clerk's Office with the Nassau County Clerk of Circuit Court.

IN WITNESS WHEREOF, the City and Applicant(s) have caused this instrument to be executed by their respective proper parties duly authorized to execute the same on the day and the year first above written.

CITY OF FERNANDINA BEACH

ATTEST:



DALE L. MARTIN  
City Manager



CAROLINE BEST  
City Clerk

APPROVED AS TO FORM AND LEGALITY:



TAMMI E. BACH  
City Attorney

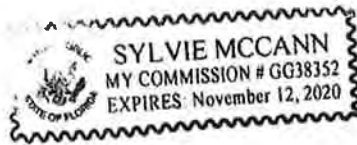
APPLICANT(S)



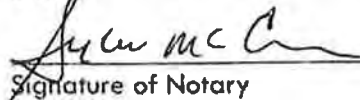
By: \_\_\_\_\_  
Applicant

By: \_\_\_\_\_  
Applicant

STATE OF FLORIDA  
COUNTY OF Nassau



Sworn and subscribed before me this 3 day of Nov., 2017.



EXP 11/12/20

Signature of Notary

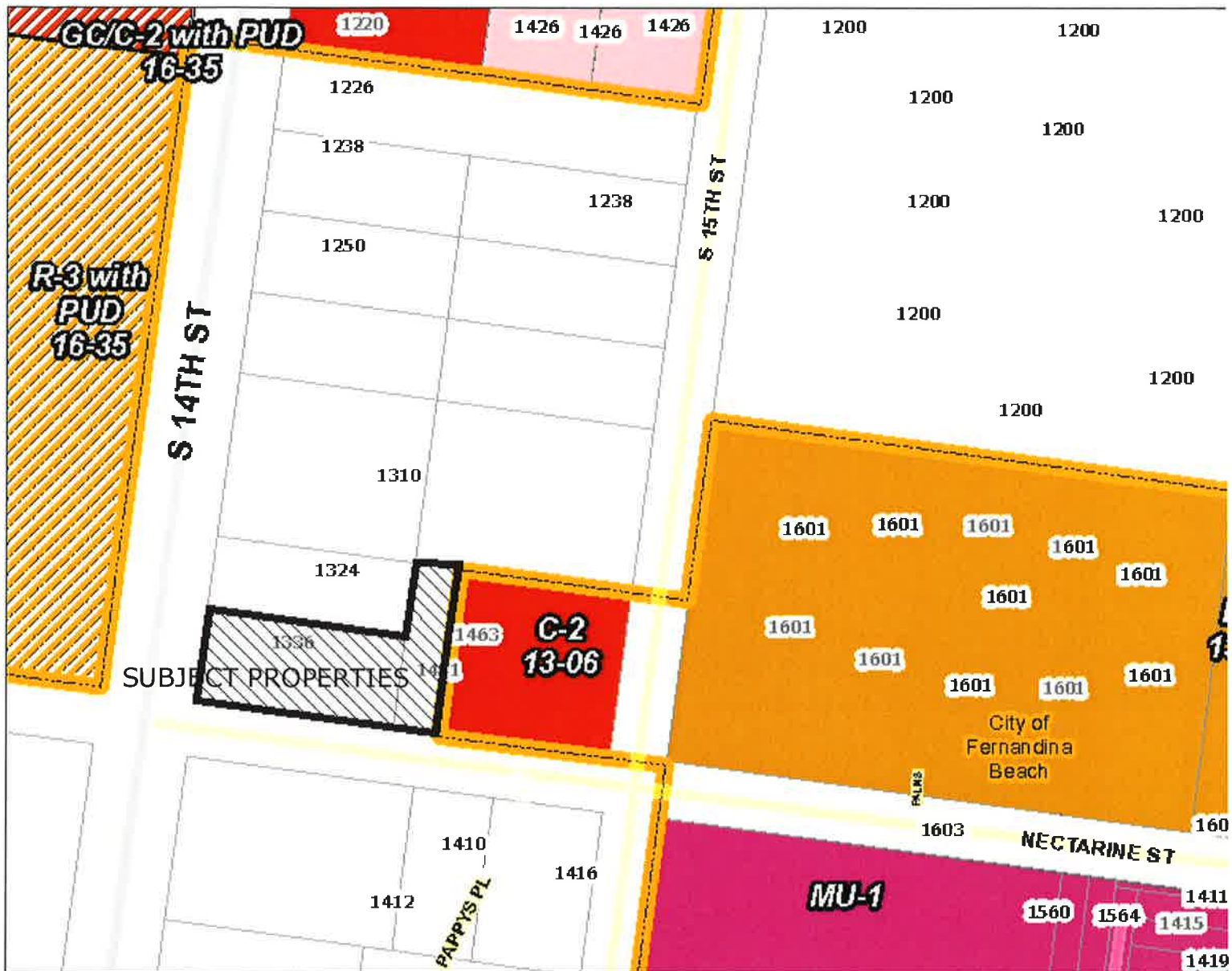
My Commission Expires:

Type of Identification Produced FL DL



EXHIBIT A  
NASSAU COUNTY PROPERTY APPRAISER  
PARCEL REPORT

# 1336 S. 14TH STREET AND 1451 NECTARINE ST



November 17, 2017

## Municipal Boundary

-  City of Fernandina Beach
-  Town of Callahan

-  Town of Hilliard
-  Land Parcels



|                  |                                                         |                      |                                                    |
|------------------|---------------------------------------------------------|----------------------|----------------------------------------------------|
| OWNER NAME       | LLERANDI LOUIS A & ROSEMARIE C                          | PARCEL NUMBER        | 00-00-31-1800-0266-0052                            |
| MAILING ADDRESS  | 1540 LISA AVE                                           | TAX DISTRICT         | UNINCORPORATED MIDDLE ISLAND (DISTRICT 8)          |
|                  |                                                         | MILLAGE              | 15.6117                                            |
|                  |                                                         | PROPERTY USAGE       |                                                    |
|                  | FERNANDINA BEACH, FL 32034                              | DEED ACRES           | 0                                                  |
| LOCATION ADDRESS | 1336 14TH ST S                                          | HOMESTEAD            | N                                                  |
|                  | FERNANDINA BEACH 32034                                  | PARCEL MAP RECORD    | <a href="#">MAP THIS PARCEL</a>                    |
| SHORT LEGAL      | BLOCK 266 E210 FT OF S94.75 FT OF LOT 5 PT OR 1580/1847 | TAX COLLECTOR SEARCH | <a href="#">NASSAU TAX COLLECTOR LINK</a>          |
|                  |                                                         | PROPERTY RECORD CARD | <a href="#">LINK TO PROPERTY RECORD CARD (PDF)</a> |

## 2017 Certified Values

|                                |           |
|--------------------------------|-----------|
| JUST VALUE OF LAND             | \$99,481  |
| LAND VALUE AGRICULTURAL        | \$0       |
| TOTAL BUILDING VALUE           | \$100,117 |
| TOTAL MISC VALUE               | \$8,597   |
| JUST OR CLASSIFIED TOTAL VALUE | \$208,195 |
| ASSESSED VALUE                 | \$208,195 |
| EXEMPT VALUE                   | \$0       |
| TAXABLE VALUE                  | \$208,195 |

## Land Information

| LAND USE          | LAND UNITS | LAND UNIT TYPE | SEC-TWN-RNG |
|-------------------|------------|----------------|-------------|
| PROF DAYCA 001920 | 19,896     | SF             | 25-3N-28    |

## Building Information

| TYPE       | TOTAL AREA | HEATED AREA | BED ROOMS | BATHS | PRIMARY EXTERIOR | SECONDARY EXTERIOR | HEATING    | COOLING    | ACTUAL YEAR BUILT | BUILDING SKETCH             |
|------------|------------|-------------|-----------|-------|------------------|--------------------|------------|------------|-------------------|-----------------------------|
| DAYCARE HM | 2,775      | 2,619       | 0         | 0     | AVERAGE          | CEMENT BRK         | FORCED AIR | FORCED AIR | 1959              | <a href="#">SHOW SKETCH</a> |

## Miscellaneous Information

| DESCRIPTION | DIMENSIONS L x W | UNITS | YEAR BUILT |
|-------------|------------------|-------|------------|
| ASPHALT C   | 0 X 0            | 3537  | 2000       |
| ASPHALT C   | 0 X 0            | 294   | 2005       |
| CONCRETE A  | 13 X 5           | 65    | 2000       |
| CL FNC 4'   | 0 X 0            | 45    | 2000       |
| CONCRETE A  | 0 X 0            | 284   | 1989       |

## Sales Information

| SALE DATE  | BOOK / PAGE               | BOOK / PAGE | PRICE  | INSTRUMENT | QUALIFICATION | IMPROVED? (AT TIME OF SALE) | GRANTOR              | GRANTEE                        |
|------------|---------------------------|-------------|--------|------------|---------------|-----------------------------|----------------------|--------------------------------|
| 08/12/2008 | <a href="#">1580/1847</a> | 1580/1847   | 525000 | WD         | Q             | Y                           | CRAVEY W L & LINDA R | LLERANDI LOUIS A & ROSEMARIE C |
| 01/01/1974 | <a href="#">164/290</a>   | 164/290     | 16600  | WD         | Q             | Y                           |                      |                                |
| 01/01/1970 | <a href="#">107/52</a>    | 107/52      | 13500  | TA         | U             | Y                           |                      |                                |

Property Search

Sales Search

Nassau Home

|                  |                                                                |                      |                                                    |
|------------------|----------------------------------------------------------------|----------------------|----------------------------------------------------|
| OWNER NAME       | LLERANDI LOUIS A & ROSEMARIE C                                 | PARCEL NUMBER        | 00-00-31-1800-0266-0062                            |
| MAILING ADDRESS  | 1540 LISA AV                                                   | TAX DISTRICT         | UNINCORPORATED MIDDLE ISLAND (DISTRICT 8)          |
|                  |                                                                | MILLAGE              | 15 6117                                            |
|                  |                                                                | PROPERTY USAGE       | MOBILE HOME                                        |
|                  | FERNANDINA BEACH, FL 32034                                     | DEED ACRES           | 0                                                  |
| LOCATION ADDRESS | 1451 NECTARINE ST                                              | HOMESTEAD            | N                                                  |
|                  | FERNANDINA BEACH 32034                                         | PARCEL MAP RECORD    | <a href="#">MAP THIS PARCEL</a>                    |
| SHORT LEGAL      | BLOCK 266 W50 FT OF LOT 6 PT OR<br>1580/1847 R434109 & R434110 | TAX COLLECTOR SEARCH | <a href="#">NASSAU TAX COLLECTOR LINK</a>          |
|                  |                                                                | PROPERTY RECORD CARD | <a href="#">LINK TO PROPERTY RECORD CARD (PDF)</a> |

## 2017 Certified Values

|                                |          |
|--------------------------------|----------|
| JUST VALUE OF LAND             | \$15,051 |
| LAND VALUE AGRICULTURAL        | \$0      |
| TOTAL BUILDING VALUE           | \$15,070 |
| TOTAL MISC VALUE               | \$1,218  |
| JUST OR CLASSIFIED TOTAL VALUE | \$31,339 |
| ASSESSED VALUE                 | \$31,339 |
| EXEMPT VALUE                   | \$0      |
| TAXABLE VALUE                  | \$31,339 |

## Land Information

|               |            |                |             |
|---------------|------------|----------------|-------------|
| LAND USE      | LAND UNITS | LAND UNIT TYPE | SEC TWN-RNG |
| SFR/MH 000102 | 8,601      | SF             | 25-3N-28    |

## Building Information

| TYPE    | TOTAL AREA | HEATED AREA | BED ROOMS | BATHS | PRIMARY EXTERIOR | SECONDARY EXTERIOR | HEATING    | COOLING    | ACTUAL YEAR BUILT | BUILDING SKETCH             |
|---------|------------|-------------|-----------|-------|------------------|--------------------|------------|------------|-------------------|-----------------------------|
| M/H 93- | 1,152      | 1,152       | 3         | 2     | AVERAGE          |                    | AIR DUCTED | FORCED AIR | 1985              | <a href="#">SHOW SKETCH</a> |

## Miscellaneous Information

| DESCRIPTION | DIMENSIONS L x W | UNITS | YEAR BUILT |
|-------------|------------------|-------|------------|
| WD DECK A   | 16 X 10          | 160   | 1988       |
| WD DECK A   | 8 X 8            | 64    | 1988       |
| CONCRETE A  | 20 X 20          | 400   | 1988       |

## Sales Information

| SALE DATE  | BOOK / PAGE               | BOOK / PAGE | PRICE  | INSTRUMENT | QUALIFICATION | IMPROVED? (AT TIME OF SALE) | GRANTOR                    | GRANTEE                        |
|------------|---------------------------|-------------|--------|------------|---------------|-----------------------------|----------------------------|--------------------------------|
| 08/12/2008 | <a href="#">1580/1847</a> | 1580/1847   | 525000 | WD         | Q             | Y                           | CRAVEY WILLIAM L & LINDA R | LLERANDI LOUIS A & ROSEMARIE C |
| 11/01/1978 | <a href="#">278/587</a>   | 278/587     | 4000   | WD         | Q             | N                           |                            |                                |
| 01/01/1972 | <a href="#">119/705</a>   | 119/705     | 1000   | TA         | Q             | N                           |                            |                                |





**APPLICATION FOR VOLUNTARY ANNEXATION, LAND USE AND ZONING**  
**1336 N. 14<sup>TH</sup> STREET AND 1451 NECTARINE STREET**

**APPLICATION & SURROUNDING AREA INFORMATION:**

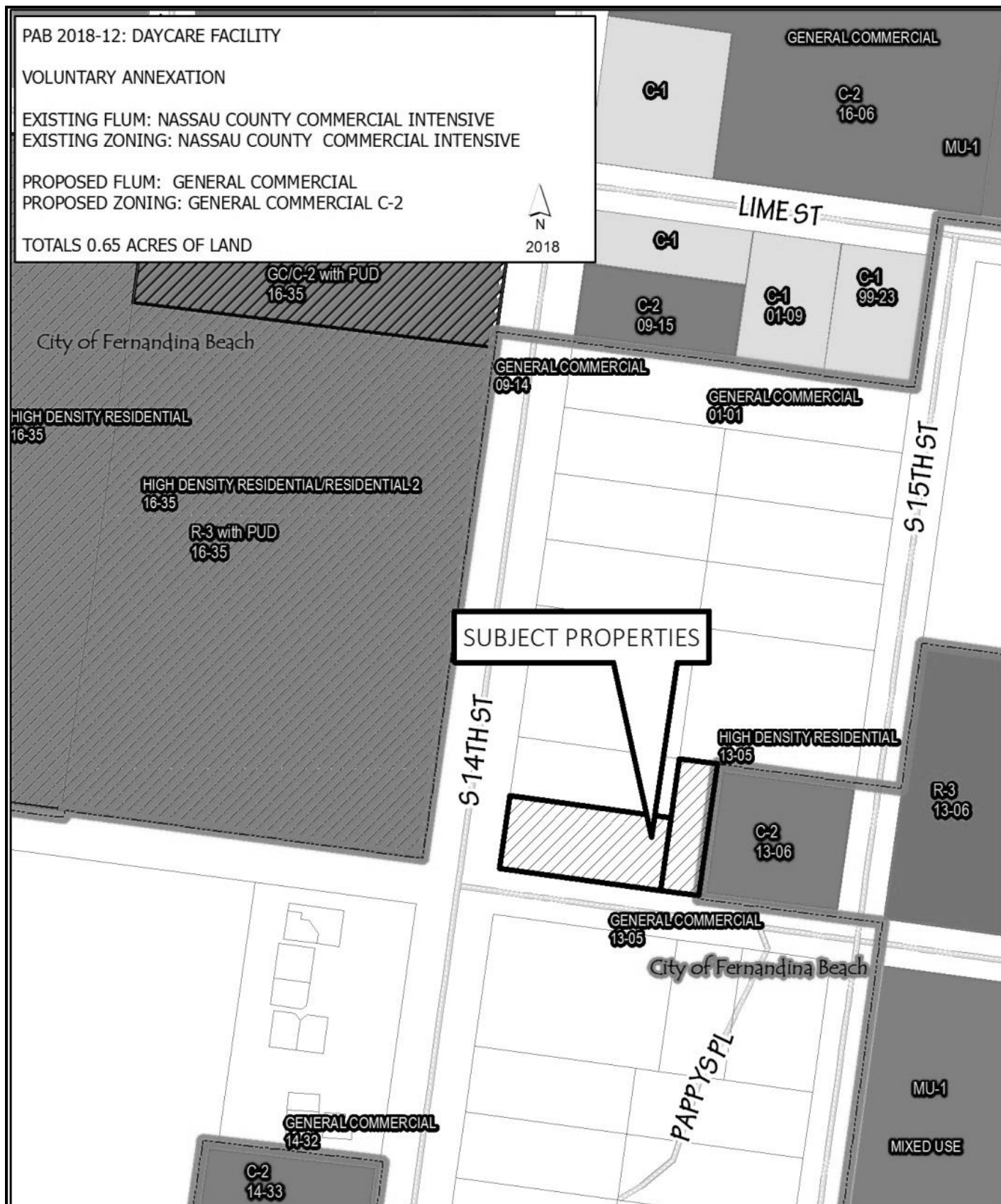
|                               |                                                                                                                      |                                               |                          |                      |                          |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------|----------------------|--------------------------|
| <b>OWNER/APPLICANT:</b>       | Louis A. Llerandi and Rosemarie C. Llerandi                                                                          |                                               |                          |                      |                          |
| <b>AGENT:</b>                 | City of Fernandina Beach, Florida                                                                                    |                                               |                          |                      |                          |
| <b>REQUESTED ACTION:</b>      | Voluntary Annexation, Assignment of a Future Land Use Map Category of General Commercial and, Zoning District of C-2 |                                               |                          |                      |                          |
| <b>LOCATION:</b>              | 1336 S. 14 <sup>th</sup> Street and 1451 Nectarine Street                                                            |                                               |                          |                      |                          |
| <b>CURRENT ZONING:</b>        | Nassau County Commercial Intensive                                                                                   |                                               |                          |                      |                          |
| <b>CURRENT LAND USE:</b>      | Nassau County Commercial                                                                                             |                                               |                          |                      |                          |
| <b>EXISTING USES ON SITE:</b> | 1336 S. 14 <sup>th</sup> Street – Daycare Center<br>1451 Nectarine Street – Vacant Mobile Home                       |                                               |                          |                      |                          |
| <b>PROPERTY SIZE:</b>         | Approximately 0.66 Acres of Land                                                                                     |                                               |                          |                      |                          |
| <b>ADJACENT PROPERTIES:</b>   | <b><u>Direction</u></b>                                                                                              | <b><u>Existing Use(s)</u></b>                 | <b><u>Year Built</u></b> | <b><u>Zoning</u></b> | <b><u>FLUM</u></b>       |
| <b>NASSAU COUNTY</b>          | North                                                                                                                | Offices                                       | 1970                     | CI                   | Commercial               |
| <b>NASSAU COUNTY</b>          | South                                                                                                                | Vacant                                        | N/A                      | CI                   | Commercial               |
|                               | East                                                                                                                 | Vacant/<br>Apartments<br>(Under Construction) | 2018                     | PUD/<br>R-3          | High Density Residential |
|                               | West                                                                                                                 | Medical Office                                | 2006                     | C-2                  | General Commercial       |

\*\*\* All required application materials have been received. All fees have been paid. All required notices have been made. All copies of required materials are part of the official record and have been made available on the City's website, the City Clerk's Office and at the Community Development Department Office. \*\*\*



**STAFF REPORT**  
**PAB 2018- 12 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**July 11, 2018**

**Kelly N. Gibson, AICP**  
**Planning Manager**







**SUMMARY OF REQUEST AND BACKGROUND INFORMATION:**

The City of Fernandina Beach requests an annexation of two parcels of land located at 1336 S. 14<sup>th</sup> Street and 1451 Nectarine Street. These properties are contiguous to the municipal limits on the western property boundary of 1336 S. 14<sup>th</sup> Street and the eastern property boundary of 1451 Nectarine Street. As consistent with municipal code section 82-44, the property owner entered into a voluntary annexation agreement with the City in December 2017. Resolution 2017-174 approves the extension of water and sewer services. Assignment of the General Commercial (GC) Future Land Use Map (FLUM) category and C-2 (General Commercial) zoning district is requested for the subject properties. The requested FLUM and zoning categories are consistent with the properties' existing Nassau County land use and zoning assignments. The property located at 1336 S. 14<sup>th</sup> Street currently serves as a children's daycare center and offers voluntary pre-kindergarten and afterschool care activities. Adjoining the site is a vacant mobile home with an address of 1451 Nectarine Street, which currently serves as a storage area and employee parking for the daycare center.

**CONSISTENCY WITH THE COMPREHENSIVE PLAN / LAND DEVELOPMENT CODE:**

This is a voluntary annexation of property as compliant with all applicable Florida Statutes and the City's Municipal Code. The annexation area is compact, does not create an "enclave", and represents a logical extension of the City boundary. The area is a logical extension of urban development and any development or redevelopment is capable of achieving full compliance with the City's Land Development Code and Comprehensive Plan. The City is able to serve this property and meet or exceed all levels of service required by Comprehensive Plan policies referenced herein.

| <b><i>Applicable Policy Reference</i></b> | <b><i>Determination of Consistency</i></b> |
|-------------------------------------------|--------------------------------------------|
| CP 1.02.02                                | ✓                                          |
| CP 1.02.03                                | ✓                                          |
| CP 1.02.04                                | ✓                                          |
| CP 1.02.10                                | ✓                                          |
| CP 1.03.01                                | ✓                                          |
| CP 1.04.03                                | ✓                                          |
| CP 1.07.09                                | ✓                                          |
| CP 4.01.01                                | ✓                                          |
| CP 4.01.02                                | ✓                                          |
| LDC 11.01.07                              | ✓                                          |

**CONCLUSION AND STAFF RECOMMENDATIONS:**

The requested action is consistent with the City's Comprehensive Plan and the Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the General Commercial FLUM category, and C-2 zoning district. Following the recommendation of the Planning Advisory Board (PAB), the application will move forward to the City Commission in the form of three separate ordinances at a public hearing anticipated for August 21, 2018.

**MOTION TO CONSIDER:**

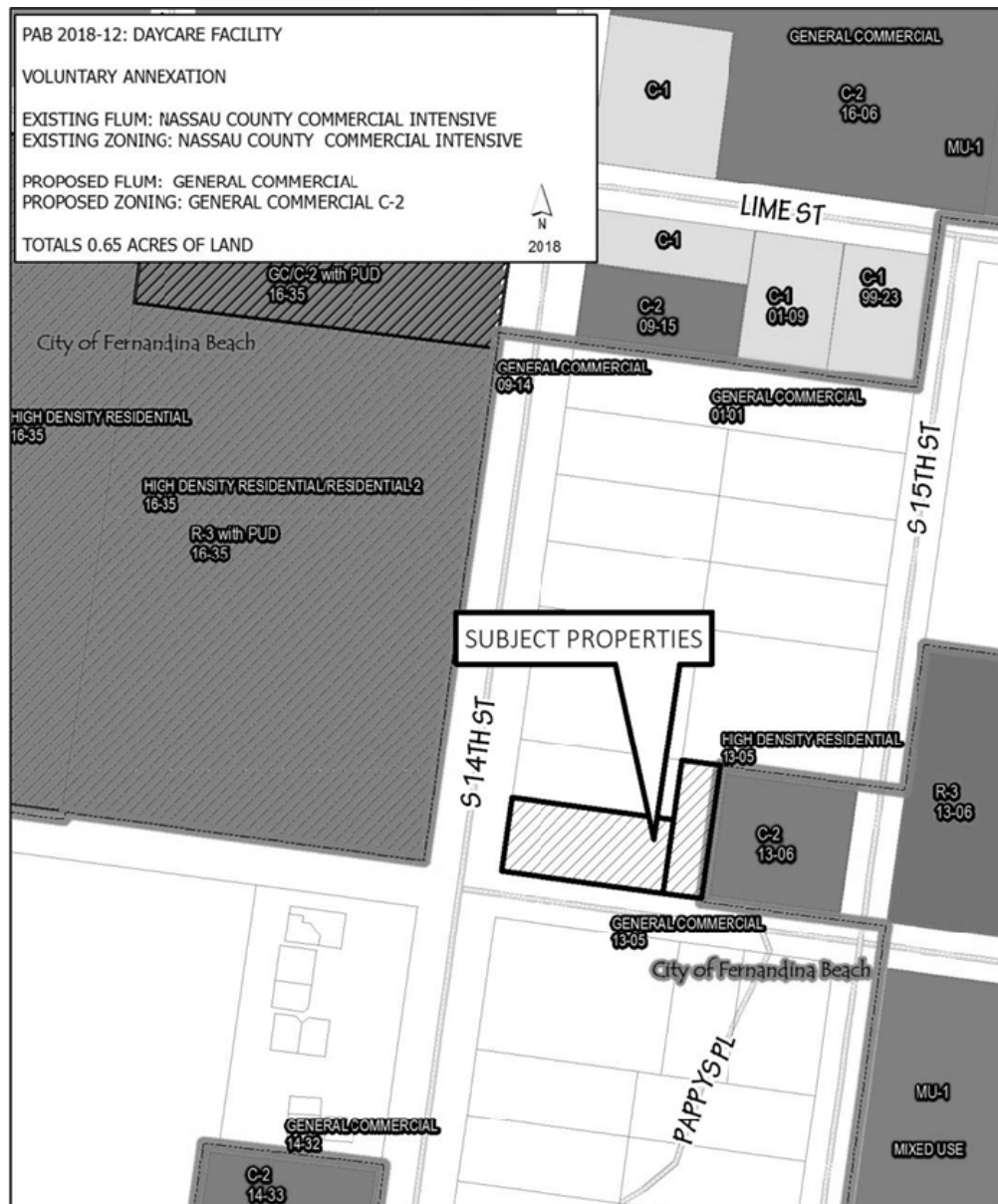
I move to recommend **(approval or denial)** of PAB case number 2018-12 to the City Commission requesting that a Voluntary Annexation, Assignment of the General Commercial land use category, and C-2 zoning district for property located at 1336 S. 14<sup>th</sup> Street and 1451 Nectarine be **(approved or denied)** and that PAB case 2018-12, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

NOTICE OF PUBLIC HEARING  
CITY COMMISSION  
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, October 2, 2018, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

**ORDINANCE 2018-24**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, CHANGING THE CITY'S ZONING MAP FROM NASSAU COUNTY COMMERCIAL INTENSIVE (CI) TO ASSIGN A ZONING MAP CATEGORY OF GENERAL COMMERCIAL (C-2) FOR A PROPERTIES TOTALING APPROXIMATELY 0.66 ACRES OF LAND LOCATED AT 1336 S. 14<sup>TH</sup> STREET AND 1451 NECTARINE STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**





Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Copies of the applications with description by metes and bounds and the ordinance can be obtained in the office of the City Clerk, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. For information on the application, please contact the Staff of the City Clerk's Office at 310-3115.

*Note:*

***Please run as a DISPLAY in the September 19, 2018 edition of the News Leader.***

***Please send proof of publication to:***

*City Clerk's Office*

*City Hall, 204 Ash Street*

*Fernandina Beach, FL 32034*

*904-310-3115*

## CITY COMMISSION AGENDA ITEM

*City of Fernandina Beach*



SUBJECT: Ordinance 2018-27  
Zoning Map Amendment -TJ Courson Road

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ITEM TYPE: Ordinances (w/ fiscal impact)

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REQUESTED ACTION: Consider Ordinance 2018-27 at Second Reading.

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SYNOPSIS: The City of Fernandina Beach requests an annexation of 0.57 acres of land located next to the Amelia Plaza shopping center on TJ Courson Road. The property is contiguous to the municipal limits on its northern property boundary. As consistent with municipal code section 82-44, the property owner entered into a voluntary annexation agreement with the City in May 2018. Resolution 2018-60 approves the extension of water and sewer services.

Assignment of the General Commercial (GC) Future Land Use Map (FLUM) category and C-2 (General Commercial) zoning district is requested for the subject properties. The requested FLUM and zoning categories are consistent with the properties' existing Nassau County land use and zoning assignments. The property is vacant at this time with anticipated development of a new structure for Townies Pizzeria in the near future. The property owners are working with the City's Technical Review Committee and have completed a pre-application conference.

This Ordinance was approved at First Reading by the City Commission on August 21, 2018.

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FISCAL IMPACT: 25% surcharge on utilities services based on monthly usage to be paid to the City Utilities Department until such time that the property is annexed into the municipal limits.

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CITY ATTORNEY COMMENTS: No additional comments.

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CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve proposed Ordinance 2018-27 at Second Reading.

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|                                                |            |
|------------------------------------------------|------------|
| Nicole Bednar, Administrative Services Manager | 09/21/2018 |
| Dale Martin, City Manager                      | 09/21/2018 |
| Pauline Testagrose, Comptroller                | 09/21/2018 |
| Tammi E. Bach, City Attorney                   | 09/24/2018 |

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*Kelly N. Gibson, AICP*

Date: August 22, 2018

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Submitted By: Kelly Gibson, AICP, Planning Manager

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COMMISSION ACTION: Enact

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ORDINANCE 2018-27

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, CHANGING THE CITY'S ZONING MAP FROM NASSAU COUNTY COMMERCIAL INTENSIVE (CI) TO ASSIGN A ZONING MAP CATEGORY OF GENERAL COMMERCIAL (C-2) FOR A PROPERTY TOTALING APPROXIMATELY 0.57 ACRES OF LAND LOCATED ON TJ COURSON ROAD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning Advisory Board (PAB) reviewed the Zoning Map Amendment request under PAB Case# 2018-13 at its Regular Meeting on July 11, 2018, and by a vote of 5-0 recommended approval of the applicants request to assign the General Commercial (C-2) Zoning Map Category; and

WHEREAS, notice of public hearing on such application was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on June 29, 2018; and

WHEREAS, City Planning staff found the applicant's request to be consistent with the direction of the Comprehensive Plan, specifically policies 1.02.02, 1.02.03, 1.02.04, 1.02.10, 1.03.01, 1.04.03, 1.07.09, 4.01.01, and 4.01.02 and recommends approval of the applicant's request for the assignment of the General Commercial/ C-2 Zoning Map Category.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. PROPERTY INVOLVED. The property identified for this change of the City's Zoning Map is identified as Parcel ID number 00-00-30-0800-0015-0060 and totals approximately 0.57 acres of land as shown on the map, attached hereto as Exhibit "A".

SECTION 2. ZONING MAP. For the property in question, the City's Zoning Map is hereby changed to General Commercial (C-2).

SECTION 3. SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

SECTION 4. This Ordinance shall take effect immediately after its final adoption.

ADOPTED this 2nd day of October, 2018.

CITY OF FERNANDINA BEACH

---

JOHN A. MILLER  
Mayor - Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



---

CAROLINE BEST  
City Clerk

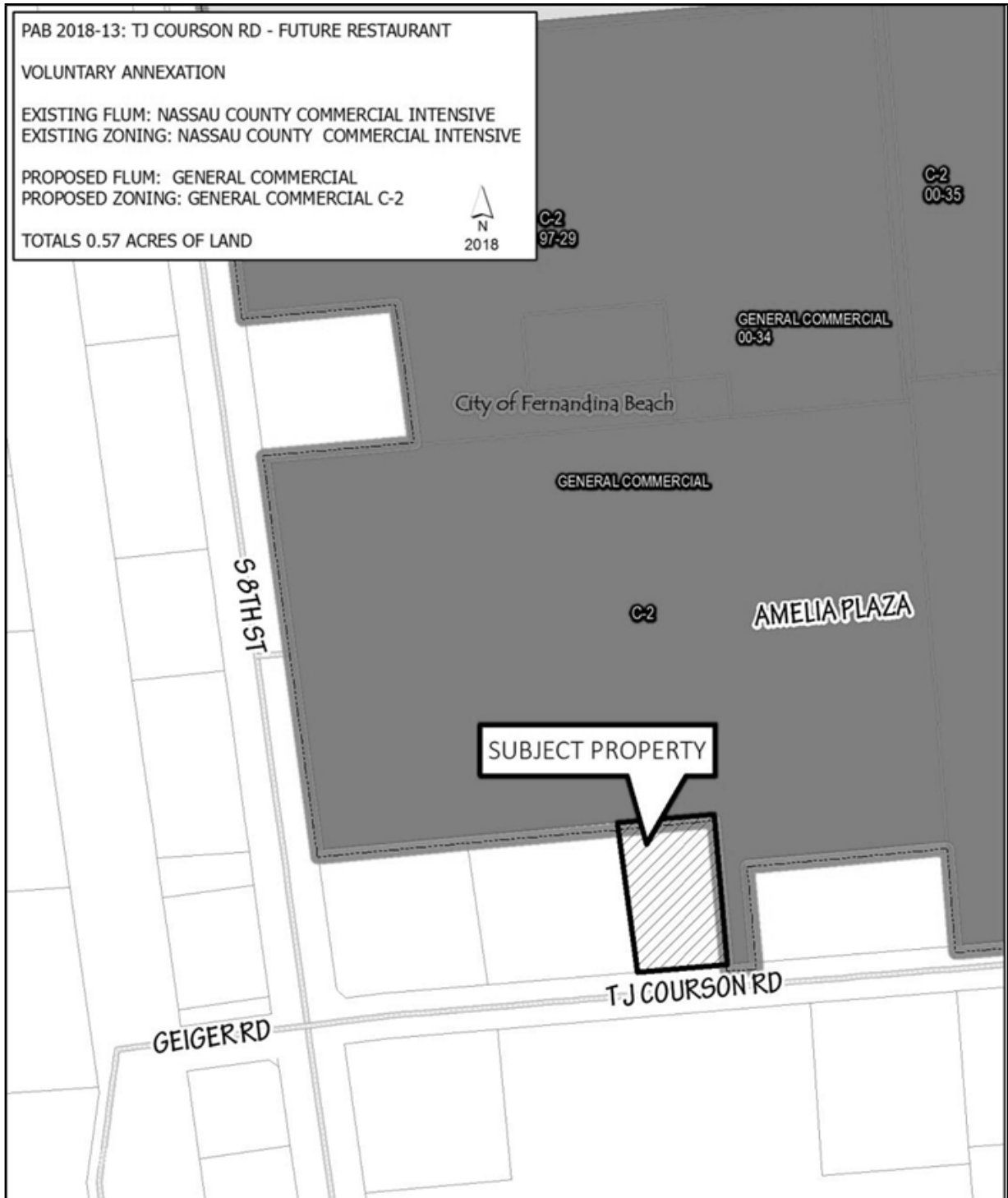
---

TAMMI E. BACH  
City Attorney



**ORDINANCE 2018-27**  
**EXHIBIT "A"**

REQUEST FOR A ZONING MAP CHANGE FOR 0.57 ACRES OF LAND FROM NASSAU COUNTY COMMERCIAL INTENSIVE (CI) TO CITY OF FERNANDINA BEACH GENERAL COMMERCIAL (C-2) FOR PROPERTY LOCATED ON TJ COURSON ROAD AND IDENTIFIED AS PARCEL ID# 00-00-30-0800-0015-0060.



**OFFICE USE ONLY**

REC'D: \_\_\_\_\_ BY: \_\_\_\_\_

PAYMENT: \$ N/A TYPE: \_\_\_\_\_

APPLICATION #: \_\_\_\_\_

CASE #: 2018-13BOARD MEETING DATE: July 11, 2018**PLANNING ADVISORY BOARD APPLICATION**

- |                                                                                                              |                                                                          |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>ZONING MAP AMENDMENT</b><br>(≤ 10 acres \$850 / > 10 acres \$1,600)   | <input type="checkbox"/> <b>SUBDIVISION PLAT – PRELIM</b> (\$750)        |
| <input checked="" type="checkbox"/> <b>LAND USE MAP AMENDMENT</b><br>(≤ 10 acres \$850 / > 10 acres \$1,600) | <input type="checkbox"/> <b>SUBDIVISION PLAT – FINAL</b> (\$850)         |
| <input type="checkbox"/> <b>LDC TEXT AMENDMENT</b> (\$850)                                                   | <input type="checkbox"/> <b>VACATION OF R.O.W.</b> (\$850)               |
| <input type="checkbox"/> <b>COMP PLAN AMENDMENT</b> (\$850)                                                  | <input checked="" type="checkbox"/> <b>VOLUNTARY ANNEXATION</b> (\$1050) |

**APPLICANT INFORMATION****Owner Name:** Prestar Ltd (Matt Klabacka - Townies Pizzeria)**Mailing Address:** PO Box 50682 Henderson, NC 89120**Telephone:** 702-610-8575 **Fax:** \_\_\_\_\_**Email:** mattk@towniespizzeria.com**Agent Name:** City of Fernandina Beach**Mailing Address:** 204 Ash Street**Telephone:** 904-310-3135 **Fax:** \_\_\_\_\_**Email:** dmartin@fbfl.org**PROPERTY INFORMATION****Street Address:** TJ Courson Road PT OF LOT 15 (S-6) & PT OF ABND ALLEY IN OR 1980/1043**Parcel Identification Number(s):** 00-00-30-0800-0015-0060**Lot Number:** \_\_\_\_\_ **Block Number:** \_\_\_\_\_ **Subdivision:** \_\_\_\_\_**Section:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_



**PROJECT INFORMATION**

Total Number of Lots/Parcels: 1 - lot equaling 0.57 acres

Less than One (1) acre Sq. Footage: \_\_\_\_\_ One (1) Acre or Greater: \_\_\_\_\_

Existing Zoning Classification: Nassau County Commercial Intensive (CI)

Existing Future Land Use Classification: Nassau County Commercial

Previous Planning/Zoning Approvals: n/a

Description of Request: Reference: Resolution 2018-60 - Voluntary Annexation Agreement

Voluntary Annexation, Assignment of General Commercial (GC) Future Land Use Map Category, and Zoning  
Map District of C-2 for property contiguous to the City Limits. Property was previously approved for extension of  
water and sewer services.

**SIGNATURE/NOTARY**

The undersigned state \_\_\_\_\_ above information is true and correct as (s)he is inform \_\_\_\_\_ believes.

Date 7/2/18

[Signature]  
Signature of Applicant

[Signature]

STATE OF FLORIDA }  
COUNTY OF NASSAU } ss  
                                  the



Subscribed and sworn to before me this 3rd day of July, 2018.

[Signature]  
Notary Public: Signature

Nicole Bednar  
Printed Name

Feb. 2, 2020  
My Commission Expires

Personally Known X OR Produced Identification \_\_\_\_\_ ID Produced: \_\_\_\_\_

[Property Search](#)
[Sales Search](#)
[Nassau Home](#)

**OWNER NAME** PRESTAR LTD  
**MAILING ADDRESS** PO BOX 50682  
  
**LOCATION ADDRESS** HENDERSON, NV 89120  
T J COURSON RD  
FERNANDINA BEACH 32034  
**SHORT LEGAL** PT OF LOT 15 (S-6) & PT OF ABND ALLEY  
IN OR 1980/1043

**PARCEL NUMBER** 00-00-30-0800-0015-0060  
**TAX DISTRICT** UNINCORPORATED MIDDLE ISLAND (DISTRICT 8)  
**MILLAGE** 15.3904  
**PROPERTY USAGE** VACANT COMMERCIAL  
**DEED ACRES** 0  
**HOMESTEAD** N  
**PARCEL MAP RECORD** [MAP THIS PARCEL](#)  
**TAX COLLECTOR SEARCH** [NASSAU TAX COLLECTOR LINK](#)  
**PROPERTY RECORD CARD** [LINK TO PROPERTY RECORD CARD \(PDF\)](#)

## 2017 Certified Values

|                                |           |
|--------------------------------|-----------|
| JUST VALUE OF LAND             | \$154,800 |
| LAND VALUE AGRICULTURAL        | \$0       |
| TOTAL BUILDING VALUE           | \$0       |
| TOTAL MISC VALUE               | \$0       |
| JUST OR CLASSIFIED TOTAL VALUE | \$154,800 |
| ASSESSED VALUE                 | \$154,800 |
| EXEMPT VALUE                   | \$0       |
| TAXABLE VALUE                  | \$154,800 |

## Land Information

| LAND USE          | LAND UNITS | LAND UNIT TYPE | SEC-TWN-RNG |
|-------------------|------------|----------------|-------------|
| COMMERCIAL 001000 | 25,800     | SF             | 30-3N-28    |

## Building Information

There is no Building Information for this record.

## Miscellaneous Information

There is no Miscellaneous Information for this record.

## Sales Information

| SALE DATE  | BOOK / PAGE               | BOOK / PAGE | PRICE  | INSTRUMENT | QUALIFICATION | IMPROVED? (AT TIME OF SALE) | GRANTOR                                      | GRANTEE                                      |
|------------|---------------------------|-------------|--------|------------|---------------|-----------------------------|----------------------------------------------|----------------------------------------------|
| 05/14/2015 | <a href="#">1980/1043</a> | 1980/1043   | 179000 | WD         | Q             | N                           | MANNING MARK V (50% INT) & DANIEL I MCCRANIE | PRESTAR LTD                                  |
| 11/06/2012 | <a href="#">1823/1460</a> | 1823/1460   | 100000 | WD         | U             | N                           | AMELIA PLAZA (E&A) LLC                       | MANNING MARK V ETAL                          |
| 10/09/2000 | <a href="#">952/1842</a>  | 952/1842    | 129000 | WD         | U             | N                           | EDENS & AVANT PROPERTIES LIMITED PARTNERSHIP | AMELIA PLAZA (E&A) LLC                       |
| 10/09/1998 | <a href="#">851/1716</a>  | 851/1716    | 100    | WD         | U             | N                           | LAT PURSER CO                                | EDENS & AVANT PROPERTIES LIMITED PARTNERSHIP |



# TJ Courson - Existing Land Use Category



July 3, 2018

## Municipal Boundary



City of Fernandina Beach

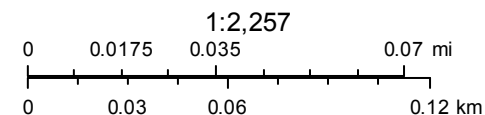
Town of Callahan



Town of Hilliard



Land Parcels



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

# TJ Courson - Existing Zoning



July 3, 2018

## Municipal Boundary



City of Fernandina Beach

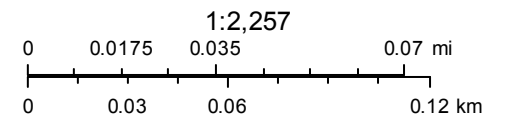
Town of Callahan



Town of Hilliard



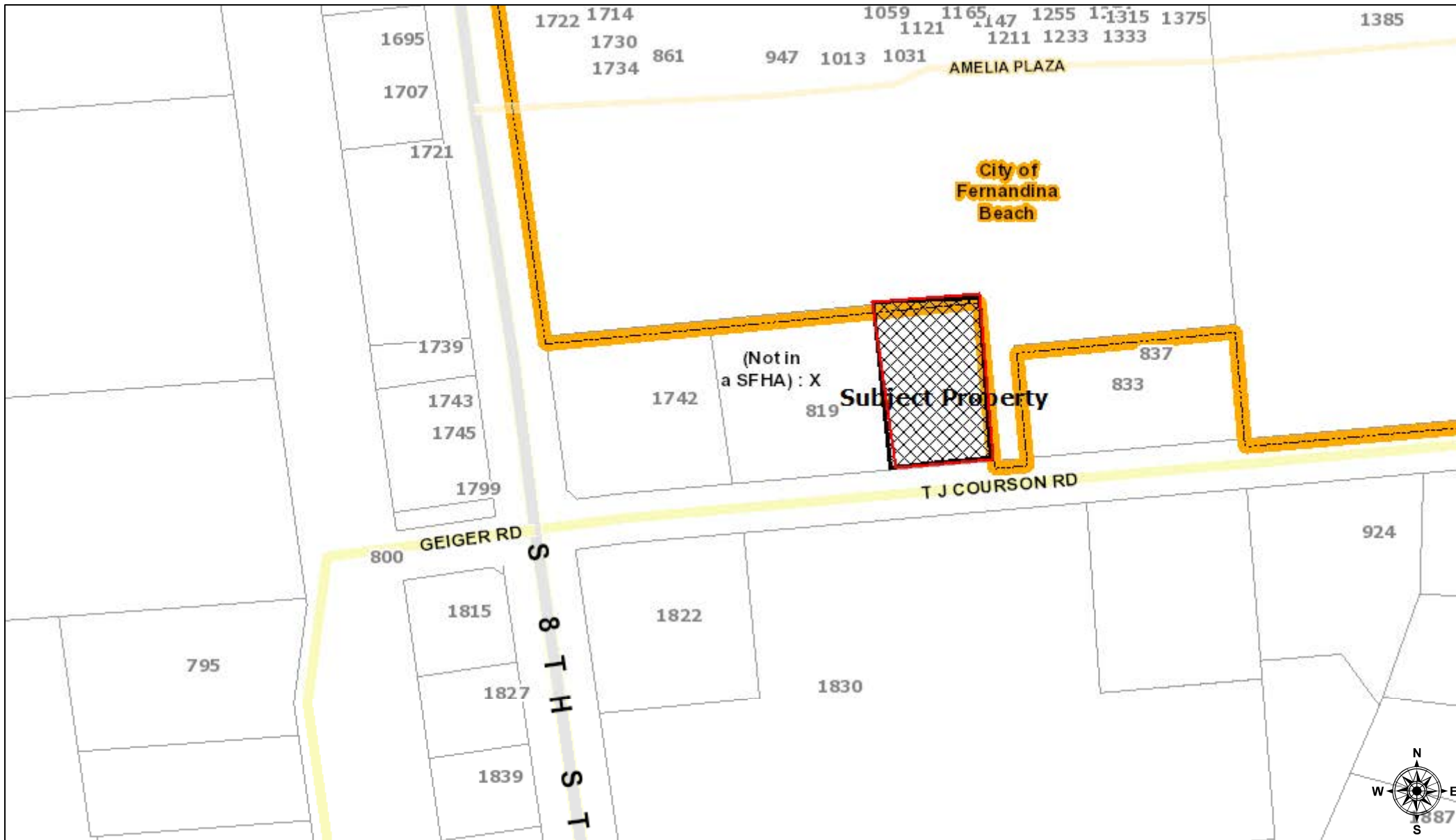
Land Parcels



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community



# TJ Courson - Flood Zone



July 3, 2018

**Municipal Boundary**

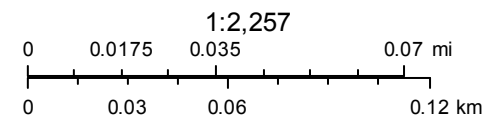

City of Fernandina Beach

Town of Callahan



Town of Hilliard

 Land Parcels



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

# TJ Courson - Potential Wetlands



July 3, 2018

## Municipal Boundary



City of Fernandina Beach



Town of Callahan



Town of Hilliard

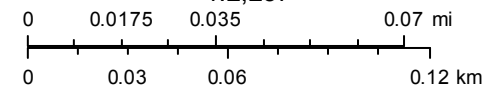


Land Parcels



Potential Wetlands

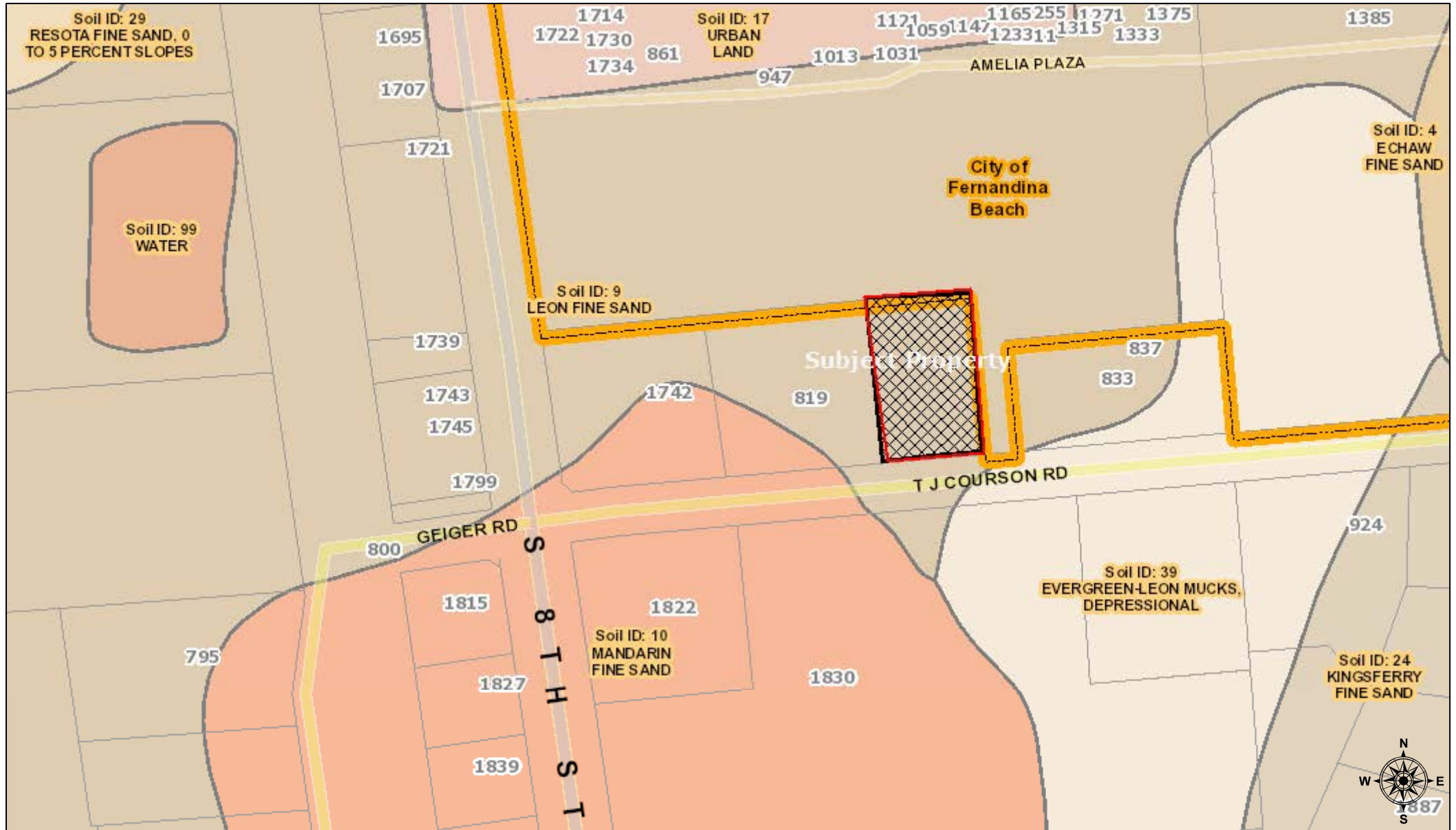
1:2,257



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community



# TJ Courson - Soils



July 3, 2018

## Municipal Boundary



City of Fernandina Beach

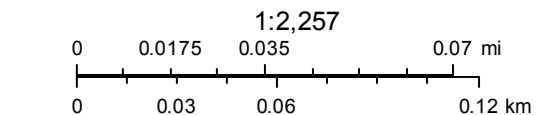
Town of Callahan



Town of Hilliard

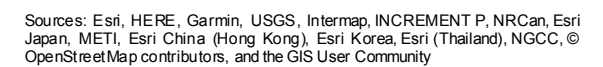


Land Parcels



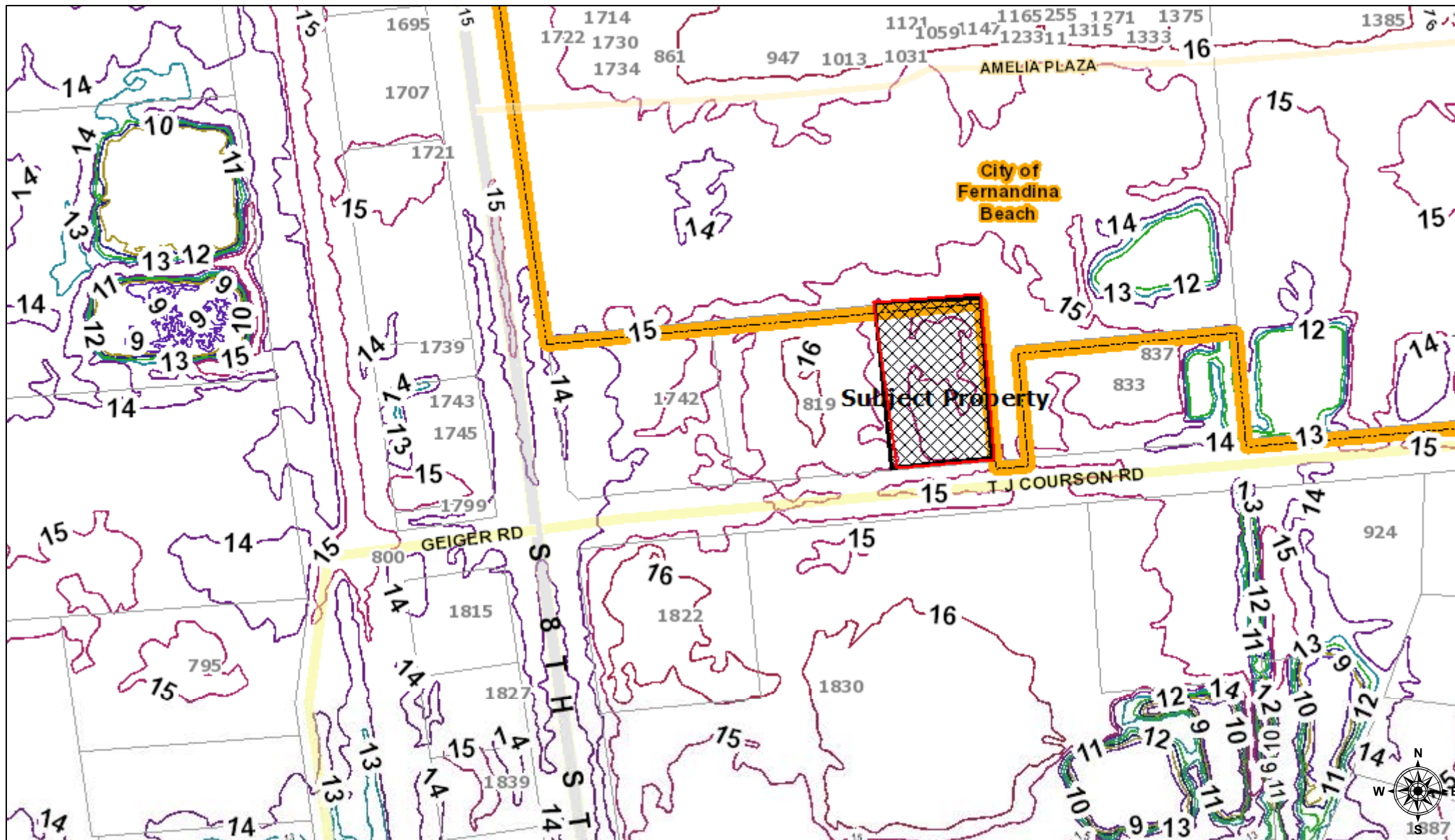
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

5





# TJ Courson - Topography



July 3, 2018

**Municipal Boundary**



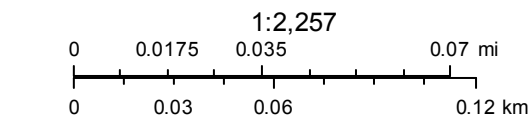
City of Fernandina Beach

Town of Callahan



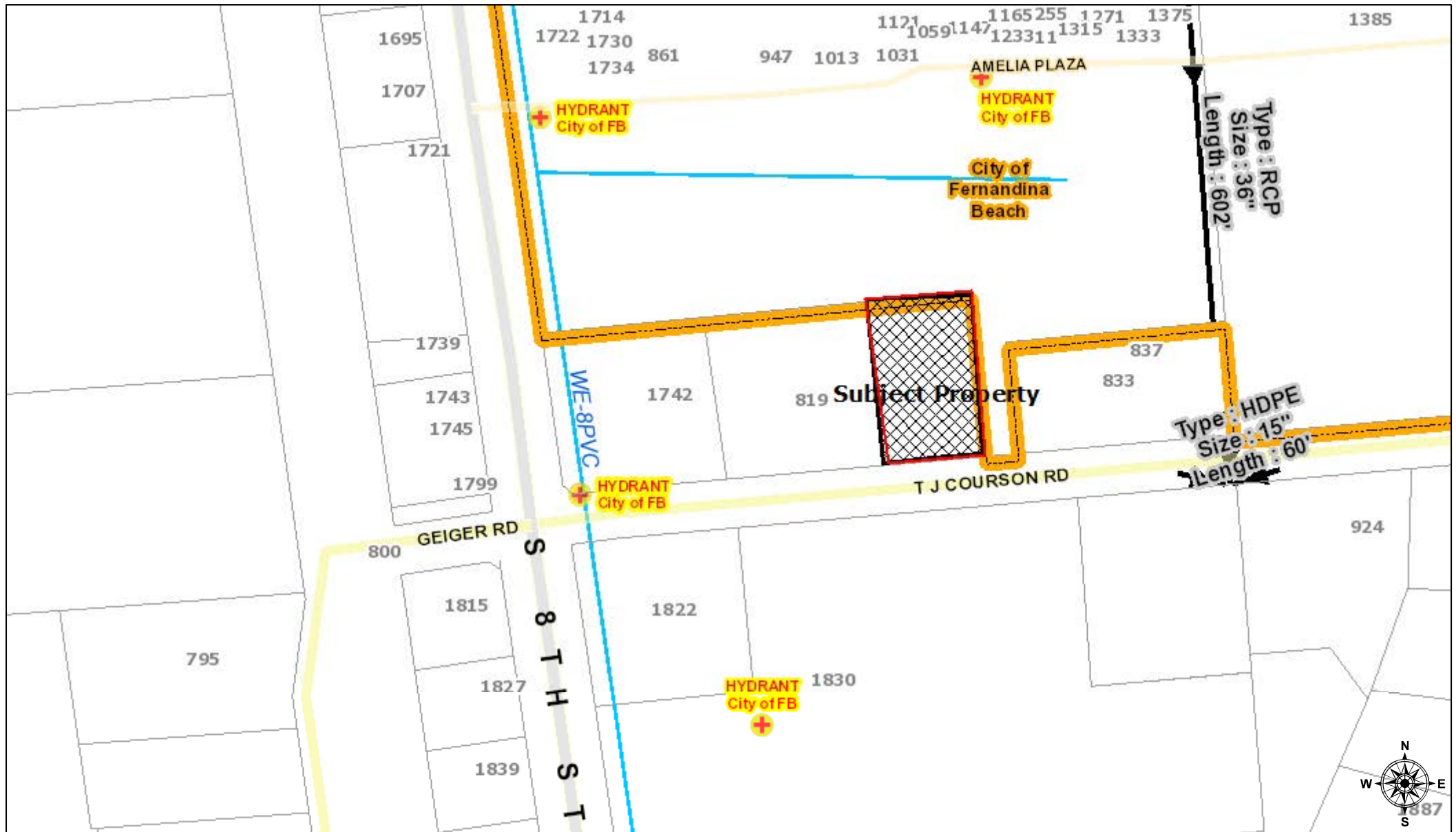
Town of Hilliard

Land Parcels



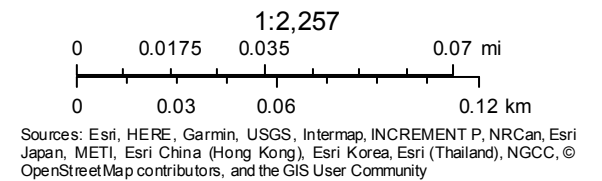
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

# TJ Courson - Utilities



July 3, 2018

- |  |               |  |                          |  |                           |
|--|---------------|--|--------------------------|--|---------------------------|
|  | Land Parcels  |  | Water Distribution Lines |  | Cross Culverts Elevations |
|  | Water Hydrant |  | Sewer Lines              |  | Cross Culvert Pipes       |
|  | Sewer Manhole |  | Signs                    |  |                           |







Future Home  
Of:  
  
Townies  
PIZZERIA

NOTICE OF  
PUBLIC HEARING  
DO NOT REMOVE



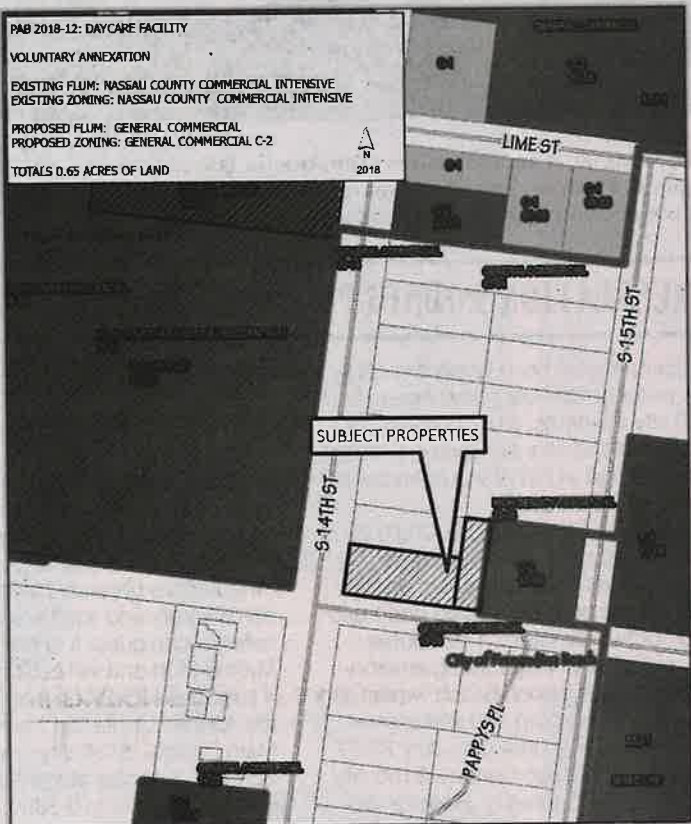


# NOTICE OF PUBLIC HEARING PLANNING ADVISORY BOARD CITY OF FERNANDINA BEACH

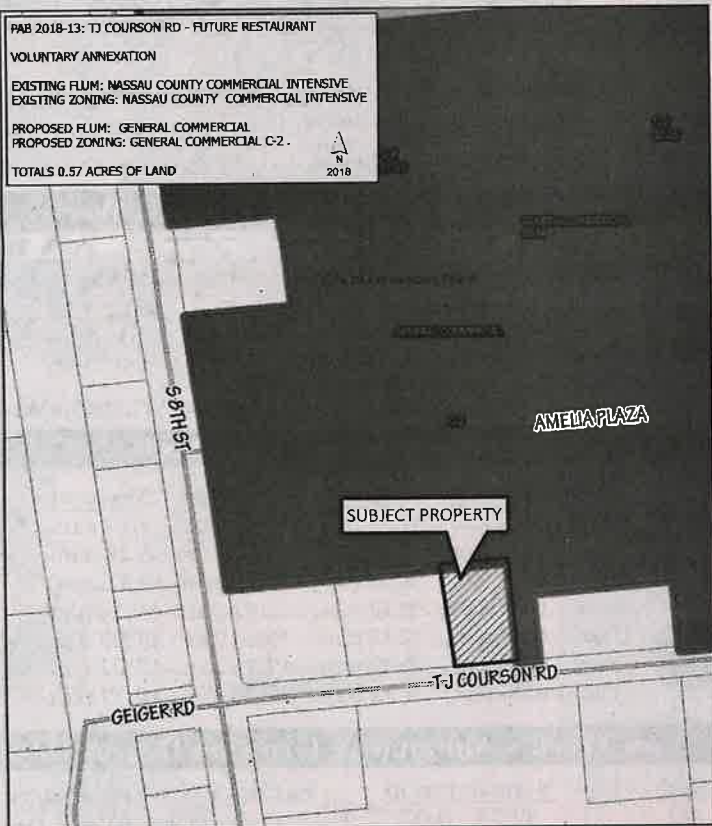
NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Wednesday, July 11 at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following

**LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB CASE 2018-14):** THE CITY OF FERNANDINA BEACH, REQUESTS MINOR AMENDMENTS TO MODIFY CHAPTER 8 HISTORIC DISTRICTS, SECTION 8.03.03(B) CERTIFICATE OF APPROVAL MATRIX AND SECTION 8.03.09 APPEALS.

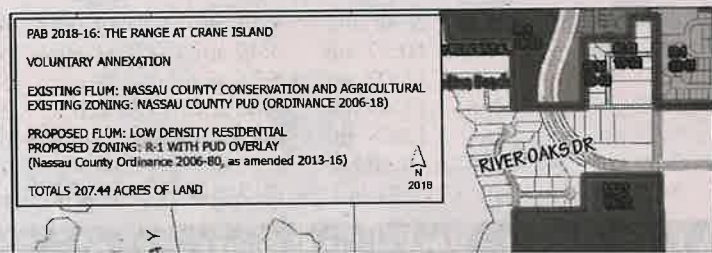
**VOLUNTARY ANNEXATION, FUTURE LAND USE MAP AMENDMENT/ ZONING MAP CHANGE (PAB CASE 2018-12):** THE CITY OF FERNANDINA BEACH, FLORIDA, REQUESTS VOLUNTARY ANNEXATION INTO THE CITY OF FERNANDINA BEACH, ASSIGNMENT OF A FUTURE LAND USE MAP CATEGORY AND ZONING CHANGE FROM UNINCORPORATED NASSAU COUNTY COMMERCIAL LAND USE / COMMERCIAL INTENSIVE (CI) ZONING TO FERNANDINA BEACH GENERAL COMMERCIAL LAND USE AND C-2 ZONING FOR PROPERTY LOCATED AT 1336 S. 14TH STREET AND 1451 NECTARINE STREET TOTALING APPROXIMATELY 0.65 ACRES OF LAND.



**VOLUNTARY ANNEXATION, FUTURE LAND USE MAP AMENDMENT/ ZONING MAP CHANGE (PAB CASE 2018-13):** THE CITY OF FERNANDINA BEACH, FLORIDA, REQUESTS VOLUNTARY ANNEXATION INTO THE CITY OF FERNANDINA BEACH, ASSIGNMENT OF A FUTURE LAND USE MAP CATEGORY AND ZONING CHANGE FROM UNINCORPORATED NASSAU COUNTY COMMERCIAL LAND USE / COMMERCIAL INTENSIVE (CI) ZONING TO FERNANDINA BEACH GENERAL COMMERCIAL LAND USE AND GENERAL COMMERCIAL (C-2) ZONING FOR PROPERTY LOCATED ON TJ COURSON ROAD TOTALING APPROXIMATELY 0.57 ACRES OF LAND.



**VOLUNTARY ANNEXATION, FUTURE LAND USE MAP AMENDMENT/ ZONING MAP CHANGE (PAB CASE 2018-16):** THE RANGE AT CRANE ISLAND LLC, REQUESTS VOLUNTARY ANNEXATION INTO THE CITY OF FERNANDINA BEACH, ASSIGNMENT OF A FUTURE LAND USE MAP CATEGORY AND ZONING CHANGE FROM UNINCORPORATED NASSAU COUNTY CONSERVATION AND AGRICULTURAL LAND USE / PLANNED UNIT DEVELOPMENT (PUD) ZONING TO FERNANDINA BEACH LOW DENSITY RESIDENTIAL (LDR) LAND USE AND LOW DENSITY RESIDENTIAL (R-1) ZONING WITH PLANNED UNIT DEVELOPMENT (PUD) DESCRIBED IN NASSAU COUNTY ORDINANCE 2006-80 AND AMENDED BY ORDINANCE 2013-16 FOR PROPERTY LOCATED ON THE INTERCOASTAL WATERWAY, IDENTIFIED AS CRANE ISLAND, AND TOTALING APPROXIMATELY 207.44 ACRES OF LAND.



SOURCE: FLORIDA FOREST SERVICE

Very thick “duff” still smoldering as of Thursday morning in the area of Piney Island has been hard to put out. Nassau County Fire Rescue teams are helping the Florida Forest Service by filling tanks on site, according to NCFR Chief Brady Rigdon.

## Piney Island Fire area's ‘duff’ still smoldering

PEG DAVIS  
News-Leader

A series of small fires that started Saturday afternoon along the railroad tracks between Blackrock Road and Creekside Drive in Nassau County eventually burned 30 acres next to Piney Island Drive. That site was still smoldering as of Thursday morning, though a thunderstorm on Wednesday night helped to tamp down the remaining hot spots.

The fires were apparently set along the tracks by sparks from a passing train.

According to Nassau County Fire Rescue Chief Brady Rigdon, “There is still some smoke from the fire due to the fact that the material that is burning is very thick (known as duff). The Florida Forest Service has the lead in fighting this fire and they have brought in some additional crews and equipment. ... NCFR is helping them a couple of times each day by providing water to fill large basin tanks they have on site.”

Annaleasa Winter, a wild-fire mitigation specialist and point of contact in the Florida Forest Service’s Jacksonville District office, wrote on Twitter on Saturday that the FFS was “working to contain two small wildfires near the railroad tracks off Blackrock Road and Windsor Drive.”

Smoke billowed on Saturday afternoon from other spots along the railroad tracks, including one on the east side of the Thomas J. Shave Jr. Bridge near Creekside Drive and the Amelia Island Marina.

Winter tweeted on Tuesday that the FFS’ “forestry firefight-



SOURCE: FLORIDA FOREST SERVICE

A map provided by the Florida Forest Service shows the area that burned near Piney Island after sparks from a passing train on Saturday afternoon possibly caught dry grasses on fire.

ers were working with railroad crews to bring water into the inaccessible area of the Piney Island Fire.”

Another tweet said that the burned area at Piney Island, which is now 100 percent contained, was still “holding significant heat. Duff layer is burning down 12-14 (inch-

es) & green pockets are still burning out to the marsh. About 2,000 (gallons) of water were put out yesterday. It will continue to burn until substantial rain. There were no injuries reported or structures burned as a result of the fires.

pegdavis@fbnewslead



SOURCE: FLORIDA FOREST SERVICE

The Florida Forest Service’s forestry firefighters worked with railroad crews to bring water to the area of the Piney Island fire.

SEDA

NEW HOMES

JULY SAVINGS

Spectacular





**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DEPARTMENT**

June 29, 2018

**NOTICE OF PUBLIC HEARING  
PLANNING ADVISORY BOARD**

A public hearing has been scheduled for the Planning Advisory Board to consider an application for a **VOLUNTARY ANNEXATION, ASSIGNMENT OF FUTURE LAND USE MAP CATEGORY, and ZONING MAP CHANGE** of property located on TJ Courson Road (PAB Case# 2018-13). The application will be heard by the Planning Advisory Board at **5:00 PM** on **Wednesday, July 11, 2018** in the City Commission Chambers located at 204 Ash Street, Fernandina Beach, Florida.

The subject property considered at this hearing is located on the eastern side of TJ Courson Road. The identified property totals approximately 0.57 acres of land. Property information may be located at [www.nassauflpa.com](http://www.nassauflpa.com). The subject property and surrounding zoning districts have been identified in the graphic contained herein.

The subject property will be considered to annex into the City limits, assign a Future Land Use Map Category of General Commercial and Zoning District of C-2. The property is contiguous to the municipal boundary on its eastern side.

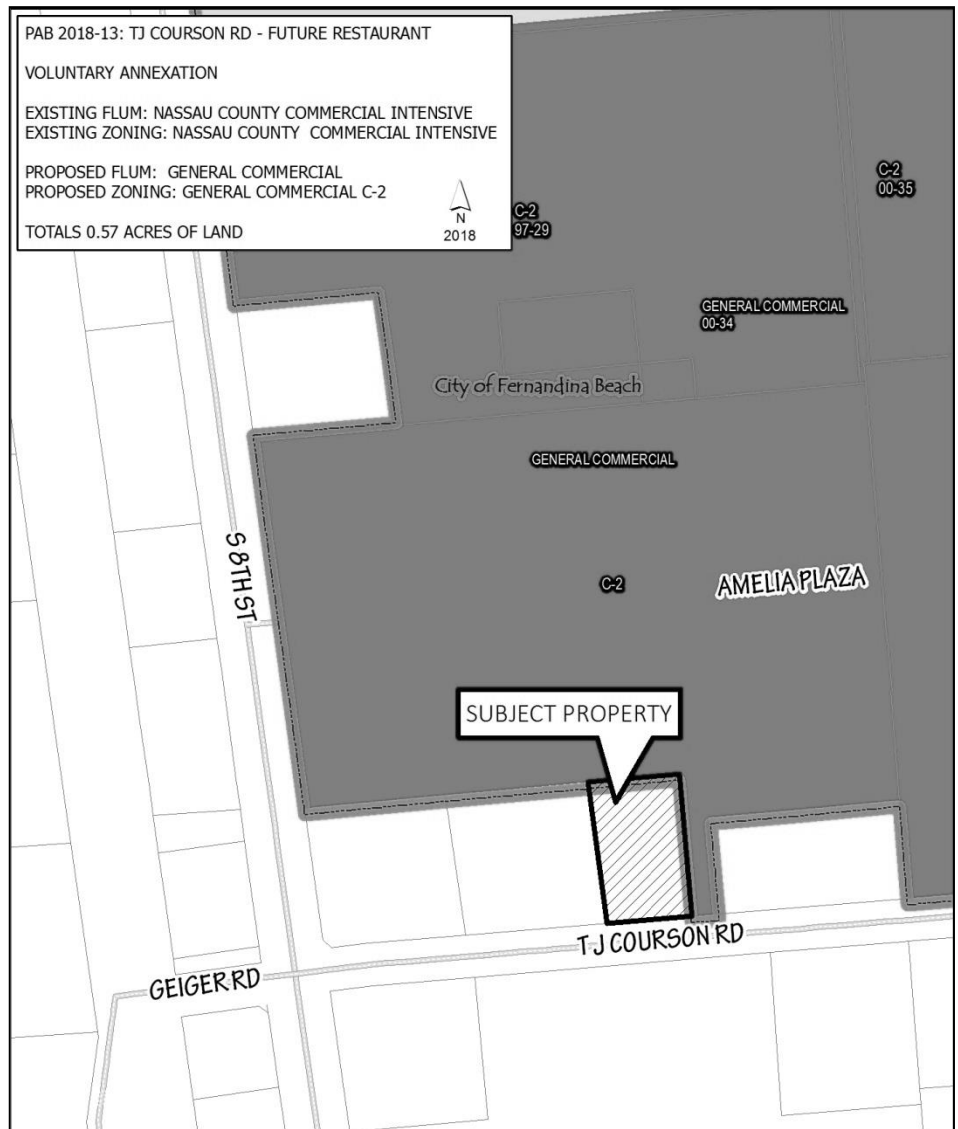
The case will follow all applicable Florida Statutes. As required by law, the Planning Advisory Board will hear the case at its regular meeting on **Wednesday, July 11, 2018 at 5:00 PM**.

Following the PAB hearing, the City Commission will consider ordinances to approve the **Annexation, Future Land Use Map and Zoning District assignments** at a scheduled and noticed regular meeting date.

To follow the case, please check the City's website at [www.fbfl.us](http://www.fbfl.us). For more information please contact the Planning Department at (904) 310-3135.

A copy of the records for all applications may be reviewed in the Planning Department in City Hall located at 204 Ash Street, between the hours of 8:00AM – 5:00PM, Monday through Friday.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this hearing should contact 310-3100, TTY 711, (TTY number for all City offices) or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation. If any person decides to appeal any decision made by the board/commission with respect to any matter considered at such hearing, s/he will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.



AMELIA IMPROVEMENTS LLC  
C/O DLC MANAGEMENT CORPORATION  
580 WHITE PLAINS ROAD THIRD FLOOR  
TARRYTOWN NY 10591

BANK OF AMERICA  
ATTN: CORP REAL ESTATE  
ASMTS NC1-001-03-81  
101 N TRYON STREET  
CHARLOTTE NC 28255

COMPASS BANK  
ATTN: KIMBER ARLINGTON ACCOUNTING  
DIVISION  
PO BOX 10566  
BIRMINGHAM AL 35296

CUERVO HOLDINGS LLC  
444 BRICKELL AVE SUITE 700  
MIAMI FL 33131

NASSAU HEALTH FOODS INC  
833 T J COURSON STREET  
FERNANDINA BEACH FL 32034

PRESTAR LTD  
PO BOX 50682  
HENDERSON NV 89120

U HAUL CO OF FLORIDA 26 LLC  
2727 N CENTRAL AVE  
PHOENIX AZ 85004



RESOLUTION 2018-60

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, APPROVING THE EXTENSION OF WATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE PARCEL CONTAINING APPROXIMATELY 0.57 ACRES OF LAND LOCATED AT TJ COURSON; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, property owners, Prestar LTD Inc, have completed the City of Fernandina Beach Voluntary Annexation Petition/ Water/Sewer Annexation Agreement Application pursuant to Chapter 171.044, Florida Statutes, for one parcel containing approximately 0.057 acres located TJ Courson Road (Parcel ID Number: 00-00-30-0800-0015-0060); and

WHEREAS, staff has determined the request is consistent with the City's Municipal Code Sections 82-44 and 82-403, its Comprehensive Plan, and Land Development Code; and

WHEREAS, the City Commission has determined that it is in the best interest of the City to provide water services to the subject property.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission here hereby authorizes the extension of water services to the property owners identified, whose property is located outside the corporate limits of the City at TJ Courson Road and noted as parcel 00-00-30-0800-0015-0060, and approves the Voluntary Annexation Petition, attached hereto as "Exhibit 1".

SECTION 2. The City Commission authorized the City Manager and the City Clerk to execute said petition on behalf of the City of Fernandina Beach.

SECTION 3. The City Clerk is hereby directed to record the petition in the public records of Nassau County, Florida, as required by Ordinance No. 2001-01

SECTION 4. This Resolution shall be effective immediately upon passage.

ADOPTED this 1<sup>st</sup> day of May, 2018.

CITY OF FERNANDINA BEACH

  
JOHN A. MILLER  
Commissioner - Mayor

APPROVED AS TO FORM AND LEGALITY



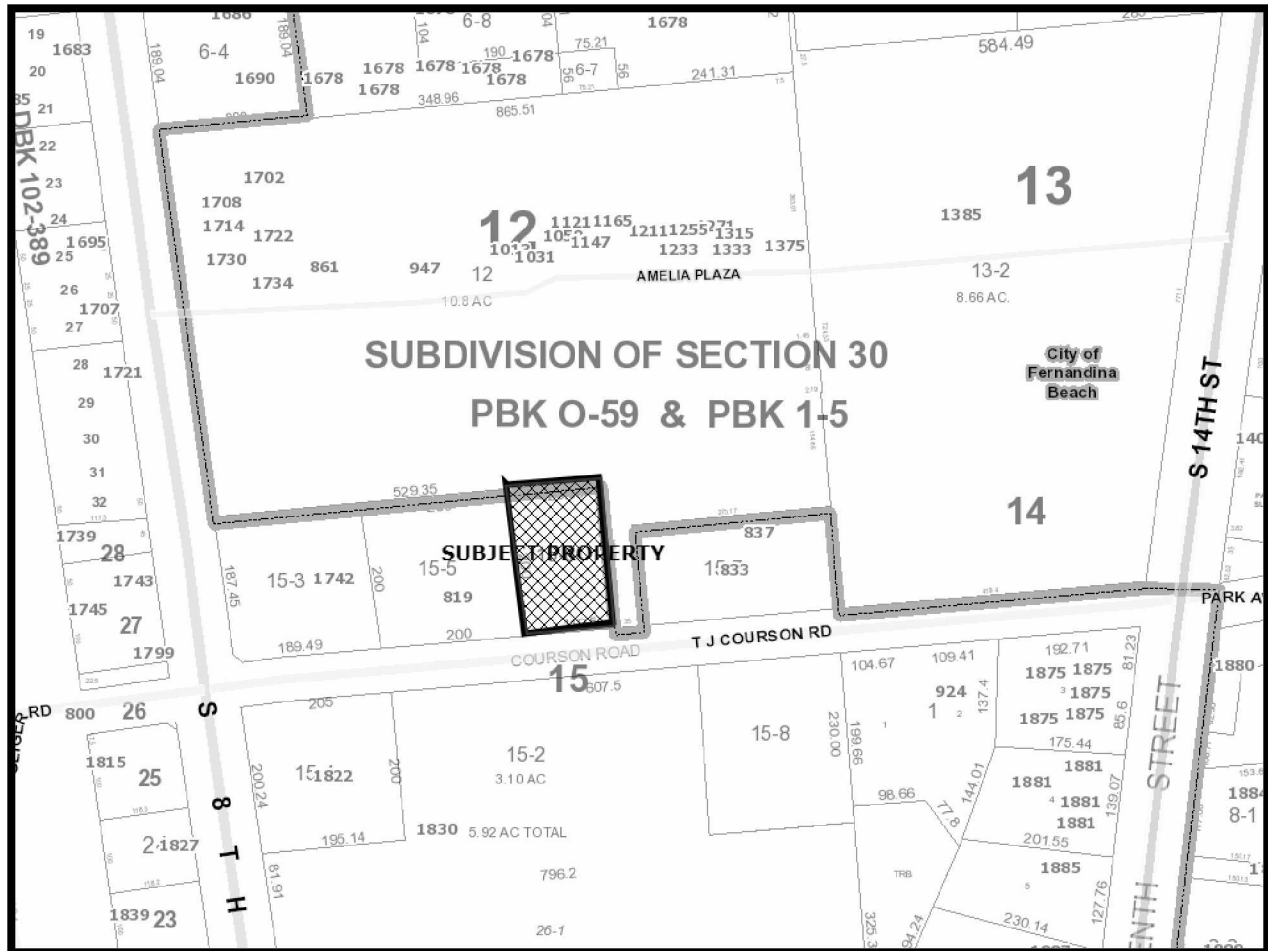
TAMMI E. BACH  
City Attorney

ATTEST:



CAROLINE BEST  
City Clerk

WATER AND SEWER AGREEMENT/ VOLUNTARY PETITION FOR ANNEXATION OF  
PARCEL ID NUMBER: 00-00-30-0800-0015-0060 LOCATED ON TJ COURSON ROAD  
TOTALING APPROXIMATELY 0.57 ACRES OF LAND







OFFICE USE ONLY

REC'D: KG BY: 4/10/18  
PAYMENT: \$ 300 TYPE: ✓ #1141  
APPLICATION #: 2016-000556  
CASE #: N/A  
CC MEETING DATE: May 1, 2018

WATER/SEWER & VOLUNTARY ANNEXATION  
APPLICATION

APR 10 PM 3:18

APPLICANT INFORMATION

Owner Name: ~~Prestar~~ Prestar, LTD Inc.  
Mailing Address: P.O. Box 77089 JAX, FL 32226  
Telephone: 702-610-8574 Fax: \_\_\_\_\_  
Email: mattk@towniespizzeria.com / angiek@towniespizzeria.com  
Agent Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

PROPERTY INFORMATION

Street Address: \_\_\_\_\_  
Parcel Identification Number(s): 00-00-30-0800-0015-0060

PROJECT INFORMATION

Total Number of Lots/Parcels: 1  
Less than One (1) acre Sq. Footage: 5706 One (1) Acre or Greater: \_\_\_\_\_  
Existing Zoning Classification: Nassau County Commercial Intensive (C.I.)  
Existing Future Land Use Classification: Nassau County Commercial

CITY OF FERNANDINA BEACH  
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 1<sup>st</sup> day of May, 2018 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Preser, LTD, INC (hereinafter collectively referred to as the "Applicants").

WHEREAS, this Annexation Agreement/ Petition for Annexation (hereinafter referred to as "Agreement") shall be considered entered into upon execution, where the actual annexation of land shall occur once the subject property becomes contiguous to any boundary demarking the incorporated area of the City of Fernandina Beach and upon the execution of an Ordinance by the City Commission of the City authorizing and approving the execution of such annexation, consistent with the mutual promises, covenants and acknowledgments agreed to by the City Commission and the Applicants, as contained in this Agreement; and

WHEREAS, the Applicants collectively, are the owners of record of the parcel of land known and described as follows, comprising the property which is the subject of this Agreement (the "Property"):

**PARCEL ID#:** 00-00-30-0800-0015-0060

**GENERALLY DESCRIBED AS:** PT of LOT 15 (S6) CPT of ARND ALLEY IN OR 1980/1043

**ADDRESSED AS:** \_\_\_\_\_

**See Attached Exhibit "A"**

WHEREAS, the covenants and acknowledgments contained herein have been made in consideration of annexation into the City of Fernandina Beach of the above described Property; and

WHEREAS, it is the desire of the City to provide for appropriate use of the Property; and

WHEREAS, the Applicants are willing to have the Property annexed to the City and the City desires and believes that it would be in the best interest of the City to annex the Property, which is located outside the corporate limits of the City in Nassau County, Florida, at such time as the Property become contiguous; and

NOW, THEREFORE, in consideration of the mutual promises, covenants and acknowledgments stated herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Effective Date:** This Agreement shall become effective upon execution.
2. **Execution:** The parties hereto agree to execute any and all such documents as are reasonably necessary to carry out the terms and provisions of this Agreement.
3. **Binding Effect:** The parties hereto do covenant and agree that this Agreement and its Exhibits, shall be binding on their successors and assigns, including the political subdivisions as the City of Fernandina Beach.
4. **Water and/or Sanitary Sewer:** The Applicants shall be permitted to tap into the City's water and/or sanitary sewer system at a point determined by the City. The Applicants shall also be responsible for payment to the City of any and all applicable fees that are assessable under City Ordinance and State Law.



Description of Request: Water / Sewer Services

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**SIGNATURE/NOTARY**

The undersigned states the above information is true and correct as (s)he is informed and believes.

4/10/18  
Date

[Signature]  
Signature of Applicant

STATE OF FLORIDA }  
COUNTY OF NASSAU } ss

KAREN M. AUSTIN  
Notary Public, State of Florida  
My Comm. Expires June 18, 2018  
Commission No. FF 126104

Subscribed and sworn to before me this 10 day of April, 2018.

Karen m. Austin  
Notary Public: Signature

Karen m. Austin  
Printed Name

My Commission Expires

Personally Known \_\_\_\_\_ OR Produced Identification ✓ ID Produced: Nevada DL  
exp 2-4-22

5. Land Use and Zoning: Upon Annexation of the Property and until the adoption by the City Commission of the City's Comprehensive Plan and zoning district for the Property, the Comprehensive Plan (including future land use) and zoning ordinances and regulations shall remain in full force and effect for the Property, and shall be enforced by the City. The City shall adopt the future land use designation and zoning district for the Property that most closely approximate to the current Nassau County future land use designation and zoning district for the Property regarding allowable uses and development standards.

6. Governing Law: The laws of the State of Florida shall govern the interpretation, validity and construction of the terms and provisions of this Agreement. If any term or provision of this Agreement is declared illegal or invalid for any reason by a court of competent jurisdiction, the remaining terms and provisions of this Agreement shall, nevertheless, remain in full force and effect.

7. Entire Agreement: The parties hereto acknowledge that this Agreement constitutes the sole agreement between the parties; that all prior proposals and agreements, whether oral or written, are hereby superseded; and that this Agreement may not be changed, altered or modified except in writing and signed by the parties hereto. The parties hereto further acknowledge that, in entering into this Agreement, each party has not been induced by, has not relied upon, and has not included as part of the basis of the bargain herein, any representation or statement, whether expressed or implied, made by any agent, representative or employee, which representation or statement is not approved by the other at any public hearing or work session of the City Commission or otherwise made as part of the official public record in the proceedings related to this Agreement. This Agreement binds the Applicants' Property to being annexed into the City once the Property becomes contiguous to any boundary demarking the incorporated area of the City of Fernandina Beach and upon the execution of an Ordinance by the City Commission of the City authorizing and approving the execution of such agreement, consistent with the mutual promises, covenants and acknowledgments agreed to by the City Commission.

8. Default: In the event either of the parties default in the performance of the obligations set forth in this Agreement, then the other may, upon notice to defaulting party, allow the defaulting party sixty (60) days to cure the default or provide evidence to the non-defaulting party that such default will be cured in a timely manner if it cannot be cured during said period. If the defaulting party fails to cure such default or provide such evidence as provided above, then, with notice to defaulting party, the other party may begin proceedings to require specific performance of this Agreement or bring suit for damages for breach of the Agreement. The prevailing party shall be entitled to a reasonable attorney's fee for having brought such action.

8. Recording: This Agreement shall run with the land and a copy of this Agreement for Annexation shall be filed and recorded by the City Clerk's Office with the Nassau County Clerk of Circuit Court.

IN WITNESS WHEREOF, the City and Applicant(s) have caused this instrument to be executed by their respective proper parties duly authorized to execute the same on the day and the year first above written.

CITY OF FERNANDINA BEACH

ATTEST:



DALE L. MARTIN  
City Manager



CAROLINE BEST  
City Clerk



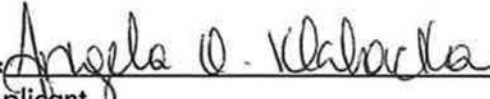
APPROVED AS TO FORM AND LEGALITY:



TAMMI E. BACH  
City Attorney

APPLICANT(S)

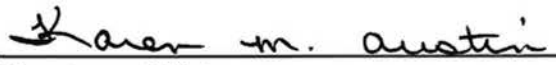
By:   
Applicant

By:   
Applicant

STATE OF FLORIDA  
COUNTY OF Nassau

KAREN M. AUSTIN  
Notary Public, State of Florida  
My Comm. Expires June 18, 2018  
Commission No. FF 126104

Sworn and subscribed before me this 10 day of April, 2018.

  
Signature of Notary

My Commission Expires:

Type of Identification Produced Nevada DL

**EXHIBIT A**

**NASSAU COUNTY PROPERTY APPRAISER  
PARCEL REPORT**



# NASSAU

A. Michael Hickox, CFA, Cert. Res. RD1941  
Nassau County Property Appraiser

Property Search Sales Search Nassau Home

|                  |                                                          |                      |                                                    |
|------------------|----------------------------------------------------------|----------------------|----------------------------------------------------|
| OWNER NAME       | PRESTAR LTD                                              | PARCEL NUMBER        | 00-00-30-0800-0015-0060                            |
| MAILING ADDRESS  | PO BOX 50682                                             | TAX DISTRICT         | UNINCORPORATED MIDDLE ISLAND (DISTRICT 8)          |
|                  |                                                          | MILLAGE              | 15.3904                                            |
|                  |                                                          | PROPERTY USAGE       | VACANT COMMERCIAL                                  |
|                  | HENDERSON, NV 89120                                      | DEED ACRES           | 0                                                  |
| LOCATION ADDRESS | T J COURSON RD                                           | HOMESTEAD            | N                                                  |
|                  | FERNANDINA BEACH 32034                                   | PARCEL MAP RECORD    | <a href="#">MAP THIS PARCEL</a>                    |
| SHORT LEGAL      | PT OF LOT 15 (S-6) & PT OF ABND ALLEY<br>IN OR 1980/1043 | TAX COLLECTOR SEARCH | <a href="#">NASSAU TAX COLLECTOR LINK</a>          |
|                  |                                                          | PROPERTY RECORD CARD | <a href="#">LINK TO PROPERTY RECORD CARD (PDF)</a> |

## 2017 Certified Values

|                                |           |
|--------------------------------|-----------|
| JUST VALUE OF LAND             | \$154,800 |
| LAND VALUE AGRICULTURAL        | \$0       |
| TOTAL BUILDING VALUE           | \$0       |
| TOTAL MISC VALUE               | \$0       |
| JUST OR CLASSIFIED TOTAL VALUE | \$154,800 |
| ASSESSED VALUE                 | \$154,800 |
| EXEMPT VALUE                   | \$0       |
| TAXABLE VALUE                  | \$154,800 |

## Land Information

| LAND USE          | LAND UNITS | LAND UNIT TYPE | SEC. TWP. RNG. |
|-------------------|------------|----------------|----------------|
| COMMERCIAL 001000 | 25,800     | SF             | 30-3N-28       |

## Building Information

There is no Building Information for this record.

## Miscellaneous Information

There is no Miscellaneous Information for this record.

## Sales Information

| SALE DATE  | BOOK / PAGE               | BOOK / PAGE | PRICE  | INSTRUMENT | QUALIFICATION | IMPROVED? (AT TIME OF SALE) | GRANTOR                                      | GRANTEE                                      |
|------------|---------------------------|-------------|--------|------------|---------------|-----------------------------|----------------------------------------------|----------------------------------------------|
| 05/14/2015 | <a href="#">1980/1043</a> | 1980/1043   | 179000 | WD         | Q             | N                           | MANNING MARK V (50% INT) & DANIEL I MCCRANIE | PRESTAR LTD                                  |
| 11/06/2012 | <a href="#">1823/1460</a> | 1823/1460   | 100000 | WD         | U             | N                           | AMELIA PLAZA (E&A) LLC                       | MANNING MARK V ETAL                          |
| 10/09/2000 | <a href="#">952/1842</a>  | 952/1842    | 129000 | WD         | U             | N                           | EDENS & AVANT PROPERTIES LIMITED PARTNERSHIP | AMELIA PLAZA (E&A) LLC                       |
| 10/09/1998 | <a href="#">851/1716</a>  | 851/1716    | 100    | WD         | U             | N                           | LAT PURSER CO                                | EDENS & AVANT PROPERTIES LIMITED PARTNERSHIP |

CITY OF FERNANDINA BEACH



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

## Detail by Entity Name

Foreign Profit Corporation  
PRESTAR LIMITED, INC.

### Cross Reference Name

PRESTAR, LTD., INC.

### Filing Information

|                        |              |
|------------------------|--------------|
| <b>Document Number</b> | F15000002720 |
| <b>FEI/EIN Number</b>  | 88-0423923   |
| <b>Date Filed</b>      | 06/16/2015   |
| <b>State</b>           | NV           |
| <b>Status</b>          | ACTIVE       |

### Principal Address

6370 Annie Oakley Dr.  
Las Vegas, NV 89120

Changed: 02/10/2017

### Mailing Address

P.O. BOX 77089  
JAX, FL 32218

Changed: 03/11/2018

### Registered Agent Name & Address

KLBACKA, MATHEW  
819 TJ Courson Rd  
Fernandina Beach, FL 32034

Address Changed: 02/10/2017

### Officer/Director Detail

#### **Name & Address**

Title C

KLBACKA, MATT  
819 TJ Courson Rd  
Fernandina Beach, FL 32034

Title P



KLABACKA, MATHEW L  
819 TJ Courson Rd  
Fernandina Beach, FL 32034

Title TS

KLABACKA, ANGELA O  
PO BOX 50682  
HENDERSON, NV 89016

**Annual Reports**

| <b>Report Year</b> | <b>Filed Date</b> |
|--------------------|-------------------|
| 2016               | 04/26/2016        |
| 2017               | 02/10/2017        |
| 2018               | 03/11/2018        |

**Document Images**

|                                              |                                          |
|----------------------------------------------|------------------------------------------|
| <a href="#">03/11/2018 -- ANNUAL REPORT</a>  | <a href="#">View image in PDF format</a> |
| <a href="#">02/10/2017 -- ANNUAL REPORT</a>  | <a href="#">View image in PDF format</a> |
| <a href="#">04/26/2016 -- ANNUAL REPORT</a>  | <a href="#">View image in PDF format</a> |
| <a href="#">06/16/2015 -- Foreign Profit</a> | <a href="#">View image in PDF format</a> |

# MAP OF BOUNDARY SURVEY

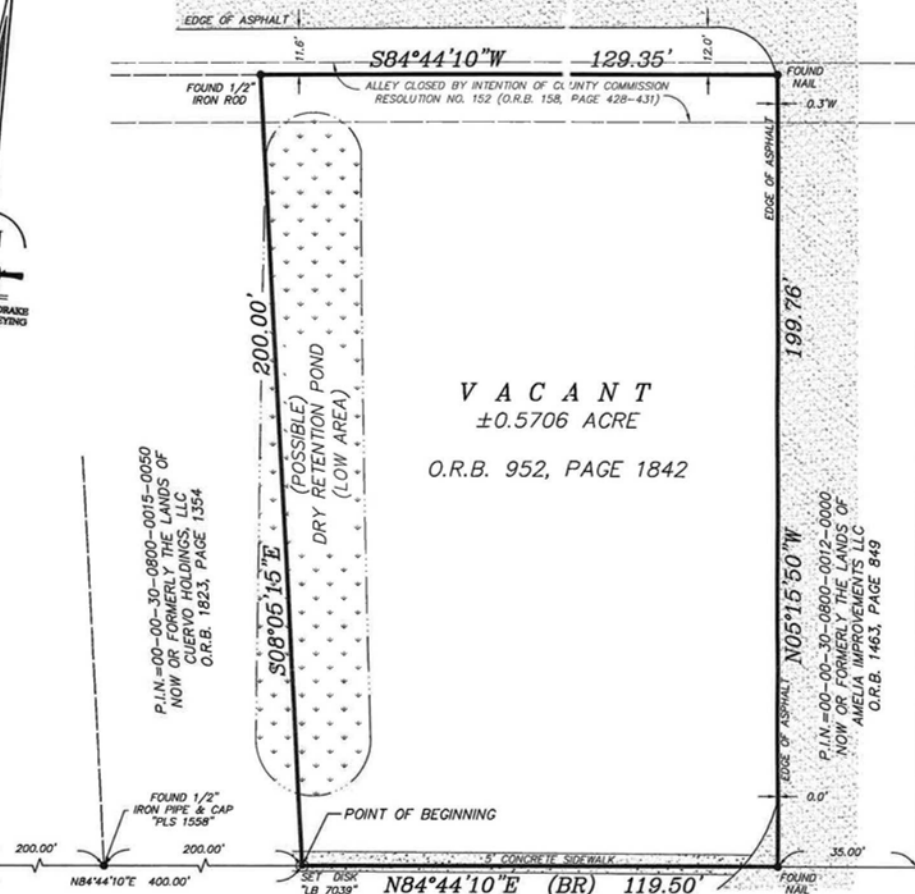
A PORTION OF CASHEN LOT 15 AND A PORTION OF ALLEY (NOW CLOSED), LYING NORTHERLY AND ADJOINING SAID LOT 15, SECTION 30, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA AS RECORDED IN OFFICIAL RECORDS BOOK 952, PAGES 1842 THROUGH 1845 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

P.I.N.=00-00-30-0800-0012-0000  
NOW OR FORMERLY THE LANDS OF  
AMELIA IMPROVEMENTS LLC  
O.R.B. 1463, PAGE 849

P.I.N.=00-00-30-0800-0012-0000  
NOW OR FORMERLY THE LANDS OF  
AMELIA IMPROVEMENTS LLC  
O.R.B. 1463, PAGE 849



STATE ROAD 200 (A-1-A) (90' R/W)



VACANT  
±0.5706 ACRE

O.R.B. 952, PAGE 1842

**TJ COURSON ROAD**

(60-FOOT RIGHT-OF-WAY)

## SURVEY NOTES:

- 1) The "Legal Description" hereon is in accord with the description provided by the client.
- 2) Underground improvements were not located or shown.
- 3) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
- 4) Bearings shown hereon are based on N84°44'10"E for the northerly right-of-way line of TJ Courson Road. The bearing reference line is indicated as thus (BR).
- 5) "Unless it bears the signature and the original raised seal of a Florida licensed surveyor and mapper, this map/report is for informational purposes only and is not valid."
- 6) The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel 12089C-0239-G, Dated 08/02/2017. Flood Zone information listed above and shown on this survey is provided as a courtesy and is approximate at best. All data should be verified by Nassau County Building Department for accuracy. We assume no liability for its accuracy. Flood Zone information is not covered by the certification hereon and is not required to be shown per Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.
- 7) This survey is protected by copyright and is certified only to the entities listed and only for this particular transaction. Any use or reproduction of this survey without the express written permission of the surveyor is prohibited. Use of this survey in any subsequent transactions is expressly prohibited and is not authorized. The surveyor expressly disclaims any certification to any parties in future transactions. No entity other than those listed should rely upon this survey.

THE INFORMATION SHOWN HEREON MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

MICHAEL A. MANZIE, P.L.S. 4069

CERTIFIED TO:  
MATT KLBACKA

## LEGEND

± = CENTERLINE  
CONCRETE FLATWORK  
B.R. = BEARING REFERENCE  
O.R.B. = OFFICIAL RECORDS BOOK  
P.I.N. = PARCEL IDENTIFICATION NUMBER

**MANZIE & DRAKE LAND SURVEYING**

117 South Ninth Street, Fernandina Beach, FL 32034

(904) 491-5700 FAX (904) 491-5777

Certificate of Authorization Number "LB 7039"

"OUR SIGHTS ARE ON THE FUTURE,  
SET YOUR SITES ON US."

SCALE: 1"=30' JOB NO: 18427 DATE: 03/20/2018 CADD: WKD

F.B. NO: X-257 PAGE NO: 36 FIELD CREW: SS FILE NO: A-3160





**APPLICATION FOR VOLUNTARY ANNEXATION, LAND USE AND ZONING**  
**TJ COURSON ROAD – FUTURE TOWNIES PIZZERIA**

**APPLICATION & SURROUNDING AREA INFORMATION:**

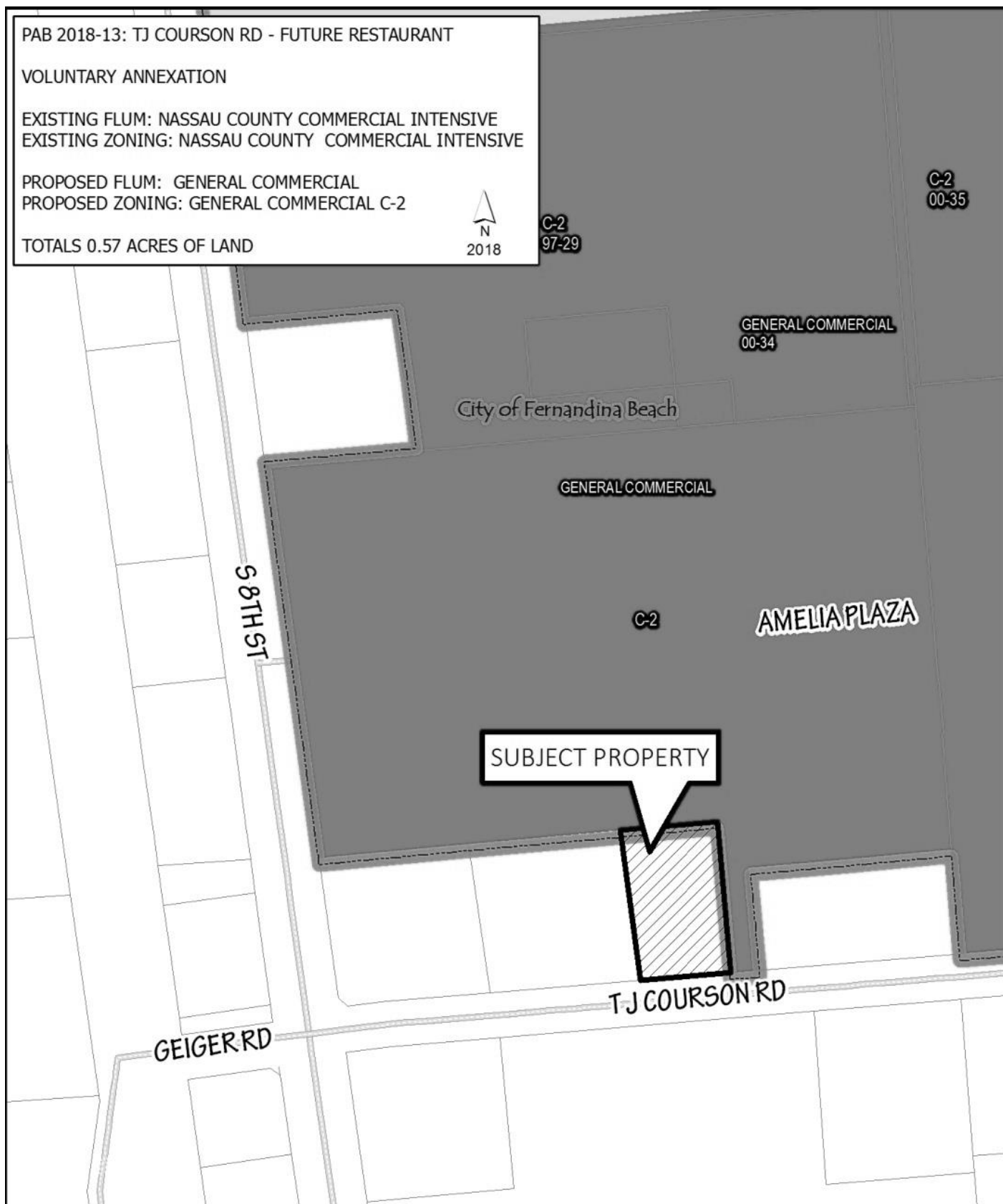
|                               |                                                                                                                      |                                       |                          |                      |                    |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------|----------------------|--------------------|
| <b>OWNER/APPLICANT:</b>       | PreStar LTD, Inc. – Townies Pizzeria                                                                                 |                                       |                          |                      |                    |
| <b>AGENT:</b>                 | City of Fernandina Beach, Florida                                                                                    |                                       |                          |                      |                    |
| <b>REQUESTED ACTION:</b>      | Voluntary Annexation, Assignment of a Future Land Use Map Category of General Commercial and, Zoning District of C-2 |                                       |                          |                      |                    |
| <b>LOCATION:</b>              | TJ Courson at Amelia Plaza (Outparcel)                                                                               |                                       |                          |                      |                    |
| <b>CURRENT ZONING:</b>        | Nassau County Commercial Intensive                                                                                   |                                       |                          |                      |                    |
| <b>CURRENT LAND USE:</b>      | Nassau County Commercial                                                                                             |                                       |                          |                      |                    |
| <b>EXISTING USES ON SITE:</b> | TJ Courson Road                                                                                                      |                                       |                          |                      |                    |
| <b>PROPERTY SIZE:</b>         | Approximately 0.57 Acres of Land                                                                                     |                                       |                          |                      |                    |
| <b>ADJACENT PROPERTIES:</b>   | <b><u>Direction</u></b>                                                                                              | <b><u>Existing Use(s)</u></b>         | <b><u>Year Built</u></b> | <b><u>Zoning</u></b> | <b><u>FLUM</u></b> |
|                               | North                                                                                                                | Amelia Plaza Shopping Center          | 1978-1987                | C-2                  | General Commercial |
| <b>NASSAU COUNTY</b>          | South                                                                                                                | U-Haul Storage Center                 | 1985                     | CI                   | Commercial         |
| <b>NASSAU COUNTY</b>          | East                                                                                                                 | Restaurant (current Townies Pizzeria) | 1988                     | CI                   | Commercial         |
| <b>NASSAU COUNTY</b>          | West                                                                                                                 | Health Food Store                     | 1995                     | CI                   | Commercial         |

\*\*\* All required application materials have been received. All fees have been paid. All required notices have been made. All copies of required materials are part of the official record and have been made available on the City's website, the City Clerk's Office and at the Community Development Department Office. \*\*\*



**STAFF REPORT**  
**PAB 2018- 13 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**July 11, 2018**

**Kelly N. Gibson, AICP**  
**Planning Manager**







**SUMMARY OF REQUEST AND BACKGROUND INFORMATION:**

The City of Fernandina Beach requests an annexation 0.57 acres of land located next to the Amelia Plaza shopping center on TJ Courson Road. The property is contiguous to the municipal limits on its northern property boundary. As consistent with municipal code section 82-44, the property owner entered into a voluntary annexation agreement with the City in May 2018. Resolution 2018-60 approves the extension of water and sewer services. Assignment of the General Commercial (GC) Future Land Use Map (FLUM) category and C-2 (General Commercial) zoning district is requested for the subject properties. The requested FLUM and zoning categories are consistent with the properties' existing Nassau County land use and zoning assignments. The property is vacant at this time with anticipated development of a new structure for Townies Pizzeria in the near future. The property owners are working with the City's Technical Review Committee and have completed a pre-application conference.

**CONSISTENCY WITH THE COMPREHENSIVE PLAN / LAND DEVELOPMENT CODE:**

This is a voluntary annexation of property as compliant with all applicable Florida Statutes and the City's Municipal Code. The annexation area is compact, does not create an "enclave", and represents a logical extension of the City boundary. The area is a logical extension of urban development and any development or redevelopment is capable of achieving full compliance with the City's Land Development Code and Comprehensive Plan. The City is able to serve this property and meet or exceed all levels of service required by Comprehensive Plan policies referenced herein.

| <b><i>Applicable Policy Reference</i></b> | <b><i>Determination of Consistency</i></b> |
|-------------------------------------------|--------------------------------------------|
| CP 1.02.02                                | ✓                                          |
| CP 1.02.03                                | ✓                                          |
| CP 1.02.04                                | ✓                                          |
| CP 1.02.10                                | ✓                                          |
| CP 1.03.01                                | ✓                                          |
| CP 1.04.03                                | ✓                                          |
| CP 1.07.09                                | ✓                                          |
| CP 4.01.01                                | ✓                                          |
| CP 4.01.02                                | ✓                                          |
| LDC 11.01.07                              | ✓                                          |

**CONCLUSION AND STAFF RECOMMENDATIONS:**

The requested action is consistent with the City's Comprehensive Plan and the Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the General Commercial FLUM category, and C-2 zoning district. Following the recommendation of the Planning Advisory Board (PAB), the application will move forward to the City Commission in the form of three separate ordinances at a public hearing anticipated for August 21, 2018.

**MOTION TO CONSIDER:**

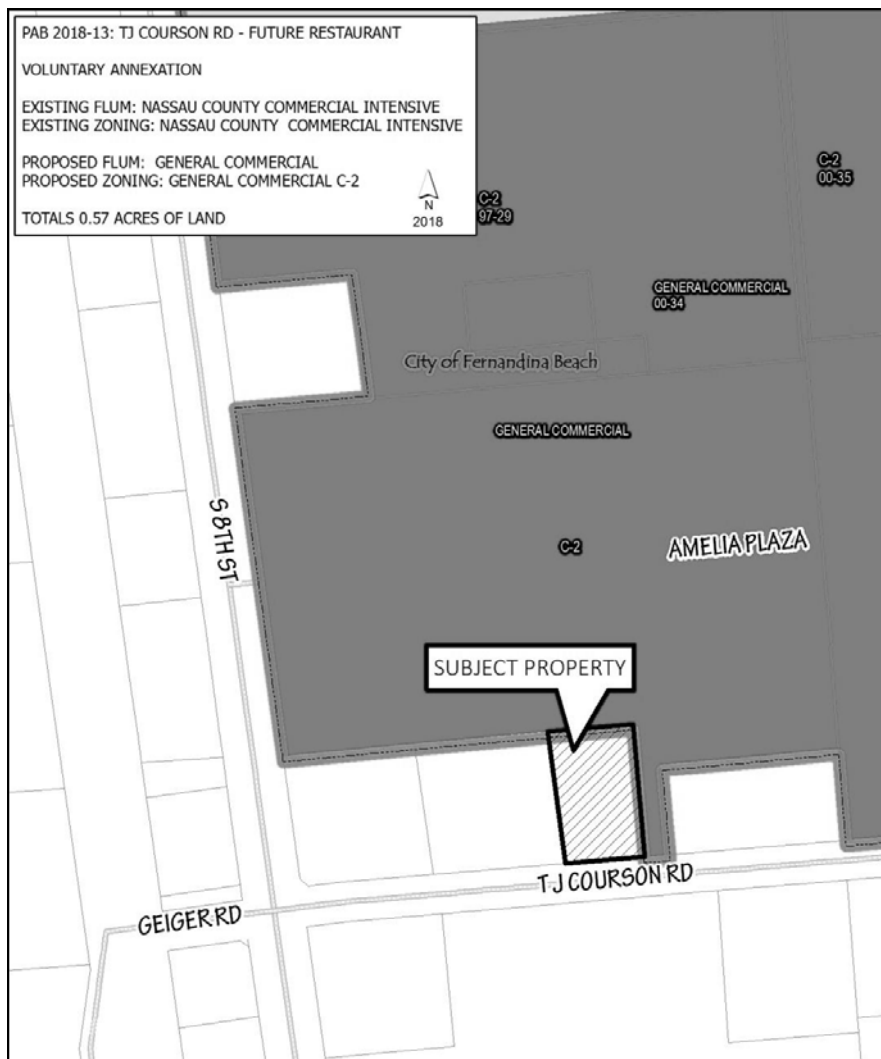
I move to recommend **(approval or denial)** of PAB case number 2018-13 to the City Commission requesting that a Voluntary Annexation, Assignment of the General Commercial land use category, and C-2 zoning district for property located on TJ Courson Road adjoining the Amelia Plaza Shopping Center to be **(approved or denied)** and that PAB case 2018-13, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

NOTICE OF PUBLIC HEARING  
CITY COMMISSION  
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, October 2, 2018, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

**ORDINANCE 2018-27**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, CHANGING THE CITY'S ZONING MAP FROM NASSAU COUNTY COMMERCIAL INTENSIVE (CI) TO ASSIGN A ZONING MAP CATEGORY OF GENERAL COMMERCIAL (C-2) FOR A PROPERTY TOTALING APPROXIMATELY 0.57 ACRES OF LAND LOCATED ON TJ COURSON ROAD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**



Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Copies of the applications with description by metes and bounds and the ordinance can be obtained in the office of the City Clerk, City



Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. For information on the application, please contact the Staff of the City Clerk's Office at 310-3115.

*Note:*

***Please run as a DISPLAY in the September 19, 2018 edition of the News Leader.***

***Please send proof of publication to:***

*City Clerk's Office*

*City Hall, 204 Ash Street*

*Fernandina Beach, FL 32034*

*904-310-3115*

**CITY COMMISSION AGENDA ITEM**  
*City of Fernandina Beach*



SUBJECT: Discussion  
Conservation Land Acquisition Funding

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ITEM TYPE: Discussion

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REQUESTED ACTION:

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SYNOPSIS: This item is placed on the agenda at the request of Vice Mayor Kreger.

Funding options are:

- a. A Bond Issue
- b. Establishment of an Open Space land Conservation Impact fee
- c. Establishment of an Island wide MSTU.

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FISCAL IMPACT:

---

CITY ATTORNEY COMMENTS: N/A

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CITY MANAGER RECOMMENDATION(S): N/A

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Dale Martin, City Manager 09/25/2018

Tammi E. Bach, City Attorney 09/25/2018

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Date: September 13, 2018

Submitted By: Nicole Bednar, Administrative Services Manager

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COMMISSION ACTION:

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# Conservation Trust Fund

HOW TO FUND IT?

# General Obligation Bonds

- ◆ Pledges ad valorem (property) taxes to repay loan, per Florida law must be approved by voters
- ◆ Step 1: Commission adopts a resolution approving a bond referendum and setting election date (general election or special election) to approve levy of additional millage and borrowing funds secured by additional millage (See Section 100.211, Fla. Stats.)
- ◆ Step 2: Hold the bond referendum election observing special publication requirements for the election (See Section 100.342, Fla. Stats.), and special election cost ~ \$23,000 but mail-in ballot election may be cheaper option
- ◆ Step 3: If voters approve the bond referendum, adopt a resolution borrowing funds and issuing bonds pledging ad valorem taxes (See Section 166.101, Fla. Stats.)



# General Obligation Bonds cont.

- ◆ Step 4: Validate bonds through a bond validation lawsuit to insure that the bond referendum process cannot be challenged later (See. Ch. 75, Fla. Stats.), and this is not a requirement but a good idea to protect the Conservation Fund from legal fees later on
- ◆ GENERAL OBLIGATION BOND ADOPTION AND VALIDATION LAWSUIT TAKES ABOUT 6-9 MONTHS / COST \$23,000 FOR ELECTION / \$50,000 FOR VALIDATION LEGAL FEES
  - ◆ AT LEAST 6 WEEKS OF LEAD TIME TO ADOPT REFERENDUM RESOLUTION AND PUBLISH NOTICES FOR REFERENDUM ELECTION IN NEWSPAPER

# Municipal Services Taxing Unit

## “MSTU”

- ◆ Only counties can adopt an MSTU (See Ch. 125, Fla. Stats.)
- ◆ Cities can consent to have an MSTU levied within city limits (i.e. Sand Tax adopted for Amelia Island in 2016)
- ◆ Nassau County would adopt an ordinance approving an MSTU on Amelia Island for Land Conservation (no referendum necessary)
- ◆ The City would adopt an ordinance consenting to the MSTU levy within city limits (no referendum necessary)
- ◆ The MSTU monies are spent as specified in the County ordinance adopting it, and the County is responsible for the budgeting and expenditures for conservation
- ◆ The City can opt-out of the MSTU at any time



# MSTU cont.

- ◆ MSTU ADOPTION TAKES ABOUT 90 DAYS, NO LEGAL FEES OR OTHER ADMINISTRATIVE COSTS
  - ◆ MUST BE ADOPTED BEFORE JANUARY 1<sup>ST</sup> IN ORDER TO GET ON THE TAX ROLLS FOR THE NEXT TAX YEAR

# Conservation/Open Space Impact Fee

- ◆ Impact fees are enacted by ordinance and require new development to pay for the cost of additional “infrastructure”
- ◆ Open Space and conservation land, known as “green infrastructure” is arguably the most critical infrastructure to citizens and visitors alike
- ◆ Step 1: City hires a consultant to do an impact fee study that applies the dual rational nexus analysis to a new conservation impact fee and justifies the impact fee rate for new residential and commercial development (cost ~ \$10,000-\$30,000)
- ◆ Step 2: City adopts a new impact fee ordinance establishing the conservation impact fee and creates a trust fund for revenues and expenditures (90 days’ advance notice to public before fee can be assessed, See Section 163.31801, Fla. Stats.)



# Impact Fee cont.

- ◆ IMPACT FEE STUDY TAKES ABOUT 6 MONTHS WITH COMPETITIVE BIDDING AND ORDINANCE ADOPTION/ COST \$10,000-\$30,000 FOR CONSULTANT / NO LEGAL FEES OR ADMINISTRATIVE FEES
  - ◆ AT LEAST 90 DAYS ADVANCE NOTICE BEFORE ORDINANCE CAN GO INTO EFFECT (TOTALING 9 MONTHS BEFORE COLLECTION OF IMPACT FEES BEGINS)

# Other City and County Funding Sources

- ◆ 1) Increasing millage rate without a bond referendum and dedicating a certain millage to conservation (City Commission vote only)
- ◆ 2) Planning Department Development Application Fees can be analyzed and increased with a portion going to Conservation Trust Fund (City Commission Vote only)
- ◆ 3) Nassau County could dedicate portions of sales tax revenues to conservation
- ◆ 4) Private money donations to City and/or County for conservation
- ◆ 5) Land donations to City or County for conservation