AGENDA
FERNANDINA BEACH CITY COMMISSION
REGULAR MEETING
OCTOBER 20, 2020
6:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

Due to the ongoing COVID-19 pandemic, occupancy in the Commission Chambers will be limited. This meeting will be broadcasted live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE / INVOCATION
Invocation by Pastor Shad Goltz of First Baptist Church.

4. PROCLAMATIONS / PRESENTATION

4.1 **PROCLAMATION - 15TH ANNUAL NATIONAL FRIENDS OF LIBRARIES WEEK -** *Recognizes Friends of the Fernandina Beach Library (FOL) and acknowledging the volunteers who work tirelessly to support and fund our local library.*

4.2 **PRESENTATION - PLANNING ADVISORY BOARD -** *Chair Minshew of the Planning Advisory Board will provide an update regarding the achievements and goals of the Planning Advisory Board.*

4.3 **BUDGET SUMMARY -** *Comptroller Pauline Testagrose will answer any questions regarding the PRELIMINARY budget summary for September 2020.*

5. CITY COMMISSION DISCUSSION

5.1 **CONSERVATION / ENVIRONMENT -** *This item is placed on the agenda at the request of Commissioner Lednovich.*

5.2 **WATERFRONT DEVELOPMENT -** *This item is placed on the agenda at the request of Commissioner Lednovich.*

5.3 **MARINA -** *This item is placed on the agenda at the request of Commissioner Ross.*

5.4 **OCEAN HIGHWAY AND PORT AUTHORITY (OHPA) -** *This item is placed on the agenda at the request of Commissioner Ross.*

5.5 **COVID-19 - DISCUSS RESUMING SPECIAL EVENTS**

6. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA OR ITEMS ON THE CONSENT

AGENDA

7. RESOLUTIONS

7.1 **AWARD OF RFQ #2020-02 - WGI, KIMLEY-HORN, EPD AND DESIGN WORKSHOP** - RESOLUTION 2020-148 ACCEPTING THE RANKING RFQ #2020-02 FOR REVISING THE CITY'S COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE TO PROCEED WITH NEGOTIATIONS AND DEVELOPMENT OF SCOPE OF WORK; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the ranked order for purposes of negotiating price and scope of work to complete revisions to the City's Comprehensive Plan and Land Development Code.*

7.2 **RAILROAD CROSSING DESIGN SERVICES-** RESOLUTION 2020-149 APPROVING PASSERO ASSOCIATES, LLC WORK ORDER 20-92 FOR PLANNING SERVICES ASSOCIATED WITH RAILROAD CROSSINGS AT ASH, CENTRE, AND ALACHUA STREETS IN AN AMOUNT NOT TO EXCEED $25,000; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Provides for design services related to Front Street railroad crossings.*

7.3 **ENGINEERING AGREEMENT - FIRST COAST RAILROAD INC.** - RESOLUTION 2020-150 APPROVING A REIMBURSMENT AGREEMENT FOR ENGINEERING SERVICES RELATED TO A NORTH FRONT STREET ROADWAY IMPROVEMENTS IN AN AMOUNT NOT TO EXCEED $18,000; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves reimbursement to First Coast Railroad for engineer review costs associated with railroad safety improvements at Ash, Centre, and Alachua Streets.*

7.4 **SILLING ARCHITECTS - CITY HALL ASSESSMENT -** RESOLUTION 2020-151 APPROVING THE PROPOSAL SUBMITTED BY SILLING ARCHITECTS, INC. IN THE AMOUNT OF $48,500; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves professional services agreement for architecture and engineering services for needs and site assessment associated with City Hall.*

7.5 **SUNSETTING THE PUBLIC, EDUCATIONAL AND GOVERNMENTAL (PEG) COMMITTEE -** RESOLUTION 2020-152 SUNSETTING THE PUBLIC, EDUCATIONAL AND GOVERNMENTAL (PEG) COMMITTEE; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Permanently sunsets the PEG Committee.*

7.6 **AMENDING RESOLUTION 2005-67 - ESTABLISHING THE PARKS AND RECREATION ADVISORY COMMITEE -** RESOLUTION 2020-153 AMENDING RESOLUTION 2005-67 BY REMOVING "AD HOC" FROM SECTION 1 OF THE PARKS AND RECREATION COMMITTEE ENABLING LEGISLATION AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends Resolution 2005-67 by removing "ad hoc" from Section 1 of the Parks and Recreation Advisory Committee enabling legislation.*

7.7 **DRUG-FREE WORKPLACE POLICY UPDATE** - RESOLUTION 2020-154 APPROVING AN UPDATED DRUG-FREE WORKPLACE POLICY; PROVIDING FOR REPEAL OF ANY PREVIOUS POLICIES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the updates to the Drug-Free Workplace Policy.*

7.8 **BUDGET AMENDMENT - MARINA** - RESOLUTION 2020-155 APPROVING AN AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2020/2021; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves an amendment to the budget of $95,900 for the Northern Attenuator Project.*

7.9 **BUDGET AMENDMENT - BUILDING DEPARTMENT -** RESOLUTION 2020-156 APPROVING AN AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2020/2021; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves a budget transfer*

of $191,120 from the Building Fees Fund Reserve account to the Building Fees Fund Professional Services account.

7.10 **AUTHORIZATION TO DEFEND - PURPLE CREEK, LLC** - RESOLUTION 2020-157 AUTHORIZING THE CITY ATTORNEY TO DEFEND THE CITY IN CERTAIN LITIGATION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes the City Attorney to work with the City claims administrator to defend the City of Fernandina Beach in the matter of Purple Creek, LLC, v. City of Fernandina Beach, Case No: 20-CA-211, in the Fourth Judicial Circuit Court for the State of Florida.*

7.11 **LITIGATION AUTHORIZATION - ROYAL AIR FREIGHT, INC** - RESOLUTION 2020-158 AUTHORIZING THE CITY ATTORNEY TO PROCEED WITH FILING A LAWSUIT AGAINST ROYAL AIR FREIGHT, INC., IN CIRCUIT COURT FOR DAMAGES RELATED TO A FUEL SPILL ON AIRPORT PROPERTY; AND PROVIDING AN EFFECTIVE DATE. *Synopsis: Authorizes the City Attorney to engage in litigation against Royal Air Freight, Inc.*

7.12 **LITIGATION AUTHORIZATION - FORECLOSURE AT 610 VERNON STREET** - RESOLUTION 2020-159 APPROVING THE CITY ATTORNEY TO PROCEED WITH A FORECLOSURE COMPLAINT AGAINST KIMBERLY A ROSS PERKINS FOR DEFAULT ON A DEFFERED PAYMENT MORTGAGE FOR A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) REHABILITATION AND REPLACEMENT HOUSING PROGRAM; AND PROVIDING AN EFFECTIVE DATE. *Synopsis: Authorizes the City Attorney to engage in a foreclosure action for property located 610 Vernon Street.*

7.13 **PPI PLAN APPROVAL** - RESOLUTION 2020-160 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING CITY OF FERNANDINA BEACH AND NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS PROGRAM FOR PUBLIC INFORMATION (PPI) PLANNING DOCUMENT IN SUPPORT OF THE CITIES PARTICIPATION IN THE COMMUNITY RATING SYSTEM (CRS) PROGRAM. *Synopsis: Adopts a joint program with Nassau County to provide resources on flood hazards and floodplain-related functions.*

8. ORDINANCE - FIRST READING

8.1 *(Quasi-judicial)* **VOLUNTARY ANNEXATION - PLANTATION HAMMOCK SUBDIVISION** - ORDINANCE 2020-33 ANNEXING APPROXIMATELY 4.32 ACRES OF LAND LOCATED IN THE PLANTATION HAMMOCK SUBDIVISION ON SIMMONS ROAD BETWEEN S. 14TH STREET AND AMELIA ROAD AND 847 SIMMONS ROAD CONTIGUOUS TO THE CITY LIMITS *Synopsis: Requests for annexation of properties located in the Plantation Hammock subdivision located on Simmons Road between S. 14th Street and Amelia Road and 847 Simmons Road, totaling 4.32 acres of land.*

8.2 *(Legislative)* **FUTURE LAND USE ASSIGNMENT -PLANTATION HAMMOCK SUBDIVISION** - ORDINANCE 2020-34 ASSIGNING A FUTURE LAND USE MAP CATEGORY OF LOW DENSITY RESIDENTIAL (LDR) FOR 4.32 ACRES OF LAND LOCATED AT 847 SIMMONS ROAD AND PROPERTIES IN THE PLANTATION HAMMOCK SUBDIVISION *Synopsis: Requests for Future Land Use Map assignment of Low Density Residential (LDR) for properties located in the Plantation Hammock subdivision located on Simmons Road between S. 14th Street and Amelia Road and 847 Simmons Road, totaling 4.32 acres of land.*

8.3 *(Quasi-judicial)* **ZONING MAP ASSIGNMENT - PLANTATION HAMMOCK SUBDIVISION** - ORDINANCE 2020-35 ASSIGNING A ZONING CATEGORY OF LOW DENSITY RESIDENTIAL (R-1) FOR 4.32 ACRES OF LAND LOCATED AT 847 SIMMONS ROAD AND PROPERTIES IN THE PLANTATION HAMMOCK SUBDIVISION *Synopsis: Requests Zoning Map changes for*

properties located in the Plantation Hammock subdivision located on Simmons Road between S. 14th Street and Amelia Road and 847 Simmons Road, assigning the Low Density residential (R-1) zoning district for properties totaling 4.32 acres of land.

8.4 *(Quasi-judicial)* **VOLUNTARY ANNEXATION - SADLER ROAD -** ORDINANCE 2020-36 ANNEXING APPROXIMATELY 3.70 ACRES OF LAND LOCATED AT 2246 SADLER ROAD AND 2233 SADLER ROAD CONTIGUOUS TO THE CITY LIMITS *Synopsis: Requests voluntary annexation of properties located at 2246 Sadler Road totaling 3.24 acres of land and annexation of property at 2233 Sadler Road totaling 0.46 acres of land.*

8.5 *(Legislative)* **FUTURE LAND USE MAP ASSIGNMENT - SADLER ROAD** - ORDINANCE 2020-37 ASSIGNING A FUTURE LAND USE MAP CATEGORY OF GENERAL COMMERCIAL (GC) FOR 3.24 ACRES OF LAND LOCATED AT 2246 SADLER ROAD AND MIXED USE (MU) FOR 0.46 ACRES OF LAND LOCATED AT 2233 SADLER ROAD *Synopsis: Requests properties located at 2246 Sadler Road to be assigned the General Commercial (GC) Future Land Use Map category for property totaling 3.24 acres of land; and requests property located at 2233 Sadler Road to be assigned the Mixed Use (MU) Future Land Use Map category and Mixed Use (MU-1) zoning district for properties totaling 0.46 acres of land.*

8.6 *(Quasi-judicial)* **ZONING MAP ASSIGNMENT - SADLER ROAD -** ORDINANCE 2020-38 ASSIGNING A ZONING MAP CATEGORY OF COMMUNITY COMMERCIAL (C-1) FOR 3.24 ACRES OF LAND LOCATED AT 2246 SADLER ROAD AND MIXED USE (MU-1) FOR 0.46 ACRES OF LAND LOCATED AT 2233 SADLER ROAD *Synopsis: Request for zoning map change of property located at 2246 Sadler Road to assign the Community Commercial (C-1) zoning district for property totaling 3.24 acres of land; and zoning map change for 2233 Sadler Road to assign the Mixed Use (MU-1) zoning district for properties totaling 0.46 acres of land.*

8.7 *(Quasi-judicial)* **VOLUNTARY ANNEXATION - BAPTIST MEDICAL CENTER PROPERTIES** - ORDINANCE 2020-39 ANNEXING APPROXIMATELY 31.39 ACRES OF LAND LOCATED ON THE BAPIST MEDICAL CENTER AT 1250 S. 18TH STREET, 1367 S. 18TH STREET AND INCLUDING VACANT LANDS CONTIGUOUS TO THE CITY LIMITS *Synopsis: Request for annexation of the Baptist Medical Center properties located at 1250 S. 18th Street, 1367 S. 18th Street, and vacant parcels with identification numbers of 00-00-31-0160-000-000 and 00-00-31-1600-0205-002l or properties totaling 31.39 acres of land.*

8.8 *(Legislative)* **FUTURE LAND USE MAP ASSIGNMENT - BAPTIST MEDICAL CENTER PROPERTIES** - ORDINANCE 2020-40 CHANGING THE CITY'S FUTURE LAND USE MAP TO PUBLIC AND INSTITUTIONAL FOR APPROXIMATELY 31.39 ACRES OF LAND LOCATED AT 1250 S. 18TH STREET AND 1367 S. 18TH STREET AND VACANT LANDS FROM THE NASSAU COUNTY FUTURE LAND USE MAP DESIGNATION OF PUBLIC BUILDING GROUNDS *Synopsis: Request for Large-Scale Future Land Use Map Assignment for the Baptist Medical Center properties located at 1250 S. 18th Street, 1367 S. 18th Street, and vacant parcels with identification numbers of 00-00-31-0160-000-000 and 00-00-31-1600-0205-002l, assignment of the Public & Institutional (PI) Future Land Use Map category for properties totaling 31.39 acres of land.*

8.9 *(Quasi-judicial)* **ZONING MAP ASSIGNMENT - BAPTIST MEDICAL CENTER PROPERTIES** - ORDINANCE 2020-41 ASSIGNING A ZONING CATEGORY OF PUBLIC AND INSTITUTIONAL (PI-1) FOR 31.39 ACRES OF LAND LOCATED AT 1250 S. 18TH STREET, 1367 S. 18TH STREET, AND VACANT LANDS *Synopsis: Request for Zoning Map Change for the Baptist Medical Center properties located at 1250 S. 18th Street, 1367 S. 18th Street, and vacant parcels with identification numbers of 00-00-31-0160-000-000 and 00-00-31-1600-0205-002l, assignment of the Public & Institutional (PI) zoning district for properties totaling 31.39 acres of land.*

9. BOARD APPOINTMENTS

9.1 **BOARD OF TRUSTEES OF THE FIREFIGHTERS' AND POLICE OFFICERS' PENSION PLAN** - *one appointment.*

9.2 **GOLF COURSE ADVISORY BOARD -** *two appointments.*

10. CITY MANAGER REPORTS

11. CITY ATTORNEY REPORTS

12. CITY CLERK REPORTS

13. MAYOR/COMMISSIONER COMMENTS

14. ADJOURNMENT

- 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.
- MULTI-MEDIA PRESENTATIONS MUST BE SUBMITTED TO THE CITY CLERK NO LATER THAN THE FRIDAY BEFORE THE MEETING.
- 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.
- AT THE DISCRETION OF THE MAYOR, A RECESS MAY BE SCHEDULED EVERY NINETY MINUTES.

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
15th Annual National Friends Of Libraries Week

ITEM TYPE: Proclamations

REQUESTED ACTION: N/A

SYNOPSIS: Attached is the 15th Annual National Friends of Libraries Week Proclamation recognizing Friends of the Fernandina Beach Library (FOL) and acknowledging the volunteers who work tirelessly to support and fund our local library. FOL President & Volunteer Chair Ms. Jody Mackle and FOL Secretary Ms. Mary Louise Hester will be in attendance to accept the Proclamation.

This item is placed on the agenda at the request of Mayor Miller.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Caroline Best, City Clerk	10/5/2020
Dale L. Martin, City Manager	10/5/2020

Caroline Best

Date: October 02, 2020

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

Proclamation

WHEREAS, throughout the year, the Friends of the Fernandina Beach Library raises critical funding which enables our local library to provide invaluable community resources which offer opportunities for all citizens to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past and present; and

WHEREAS, libraries are the cornerstones of communities, accordingly, the Friends understand the critical need for well-funded libraries and tirelessly advocate to ensure that our public library receives the resources needed to provide a wide range of public services including expert assistance in research, additional programming, equipment, support for children's programs, art exhibitions and special events; and

WHEREAS, libraries open a world of possibilities and transform lives by providing free access to print and electronic materials, and to career development resources and technology. Libraries support democracy and effect social change through their commitment to provide equitable access to information for all users regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status; and

WHEREAS, Friend volunteers routinely contribute thousands of hours each year to the betterment of our library. Their gift of time and commitment sets an example in how volunteerism leads to positive civic engagement to the overall benefit of our community.

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 week of October 18 – 24, 2020 as

"NATIONAL FRIENDS OF LIBRARIES WEEK"

and encourage all residents to visit the library this week to thank the Friends of the Library volunteers for their steadfast efforts and to take advantage of the wonderful resources available therein.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Official Seal of the City of Fernandina Beach, Florida, to be affixed this 20th day of October 2020.

CITY OF FERNANDINA BEACH

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John A. Miller
Mayor - Commissioner

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Presentation
Planning Advisory Board

ITEM TYPE: Presentation

REQUESTED ACTION:

SYNOPSIS: Chair Minshew of the Planning Advisory Board will provide an update regarding the achievements and goals of the Planning Advisory Board.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Dale L. Martin, City Manager 10/13/2020

Date: February 04, 2020

Submitted By: Nicole Bednar, Administrative Services Manager

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Presentation
Budget Summary

ITEM TYPE: Presentation

REQUESTED ACTION:

SYNOPSIS: Comptroller Pauline Testagrose will answer any questions regarding the PRELIMINARY budget summary for September 2020.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Nicole Bednar, Administrative Services Manager 10/13/2020
Dale L. Martin, City Manager 10/13/2020

Date: October 21, 2019

Submitted By: Pauline Testagrose, Comptroller

COMMISSION ACTION:

Monthly Budget Report

PRELIMINARY September 2020

Overall: This is a PRELIMINARY September report for the fiscal year 2019/2020. All revenue and various grant revenues have been accrued for the month of September.

State Update:
The City's State Funding Revenue Sources are listed in the chart below and are at 89.6% of the budget. There was a true-up process that fully distributed the remaining 2019/2020 funds due to the local governments.

City of Fernandina Beach
Revenue Analysis - State Funding Sources

GENERAL FUND (001)	Revised Budget	YTD to Sept	VARIANCE Fav/(UnFav)	Percent
State Revenue				
Discretionary Sales Surtax	1,965,358	1,746,746	(218,612)	88.9%
Local Option Sales Tax	432,084	338,406	(93,678)	78.3%
Insurance Premium Tax	225,000	262,511	37,511	116.7%
Half-Cent Sales Tax	940,628	838,923	(101,705)	89.2%
State Revenue Sharing	241,733	222,808	(18,925)	92.2%
	3,804,803	3,409,394	(395,409)	89.6%

The City's overall expenses are at 78.8% of the budget. All recurring expenses have been recorded. Finance will monitor expenses and prepare budget amendments to ensure budgeted amounts are not exceeded on a line by line basis. Reports comparing current YTD to prior year YTD are also available. Please let the Comptroller know if you wish to see any of these comparative reports.

General Fund: (001)

Total General Fund revenues are at 96.9% of the annual budget. This is primarily due to Property Taxes, Local Business Taxes and Ambulance Services. Specific revenue sources being tracked are detailed below.

	19/20 Budget	Sept 20 YTD $	Sept 20 YTD %	Sept 19 YTD $	Sept 19 YTD %
Local Option Gas Tax	432,084	338,406	78.3%	300,387	76.4%
Small County Surtax	1,965,358	1,746,745	88.9%	1,874,278	94.7%
Half Cent Sales Tax	940,628	838,922	89.2%	912,101	102.6%
Franchise Fees	1,440,000	1,301,567	90.4%	1,418,037	98.5%
Total FY 19/20 Bud	**4,778,070**				
Total FY 18/19 Actual	4,507,916				
Total FY 18/19 Bud	4,700,835				

For expenses, there are no departments over the 100% mark.

Special Revenue Funds: (100 - 190)
In addition to the $1.2M property tax levy, the Land Conservation Trust Fund has received $315,460, year-to-date through September, in donations. This amount includes the funds received from Amelia Bluff and the private anonymous donations. In Fund 110 – Federal Forfeiture and Fund 190 – Law Enforcement Recovery, it was anticipated that expenditures would exceed revenues due to capital purchases.

Debt Service Funds: (220 - 230)
All semiannual interest and principal payments for the fiscal year have been paid on the GO Bonds in Fund 220 and the Series 2013A Utility Bonds in Fund 230.

Capital Improvement Funds: (300 - 330)
The Capital Improvements Fund - 300, payments have been issued for a generator, new fire truck, sidewalks, street paving, Peck Center windows, MLK pool deck and beach monitoring.

Golf Course: (410)
Revenues exceed expenses due to the transfer from the General Fund. Both margins on Pro Shop Sales and Food and Beverage are below the budgeted ratios at 59.9% and 4.5% respectively.

Airport: (420)
Revenues exceeded expenses on a year-to-date basis due to payments for rent and land leases.

Sanitation: (440)
Revenues exceeded expenses year-to-date.

Wastewater: (450)
Revenue exceeds expenses due to septic dumping fees, interest, and miscellaneous fees. Revenue for Wastewater charges are $272,024 or 4.7% higher than September 2019 year-to-date.

Water: (460)
Revenue for Water charges are $115,942 or 2.8% higher than September 2019 year-to-date. As anticipated, expenses exceed revenues due to capital improvements, such as the large new reservoir #3 water plant.

Stormwater: (470)
Expenses exceed revenues primarily due to the loss on the disposal of a fixed asset (street sweeper).

Marina: (480)
Although the Marina is still running a deficit for the month of September, $31,450 was recorded in transient slip rental fees.

Fleet: (510)
Revenues exceed expenses year-to-date. This Fund is meant to be self-supporting.

Utility Billing and Utility Administration: (520 - 530)
It is anticipated in the budget, that Revenues plus Cash Balance Forward exceed Expenditures in Utility Billing and Utility Administration.

CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
REVENUES AND EXPENDITURES
FISCAL YEAR TO DATE THROUGH SEPTEMBER 30, 2020 - PRELIMINARY

100.0%

GENERAL FUND (001)	Revised Budget	Actuals	VARIANCE Fav/(UnFav)	%
REVENUES:				
Property Taxes	$ 15,758,000	$ 15,773,391	$ 15,391	100.1%
Sales /Use/Fuel Taxes	2,622,442	2,347,663	(274,779)	89.5%
Franchise Fees	1,460,000	1,326,892	(133,108)	90.9%
Licenses/Permits	366,750	404,468	37,718	110.3%
Intergovernmental	1,882,361	1,896,187	13,826	100.7%
Charges for Services	1,408,500	1,283,788	(124,712)	91.1%
Fines and Forfeitures	21,500	31,432	9,932	146.2%
Other	485,820	187,550	(298,270)	38.6%
Subtotal	24,005,373	23,251,370	(754,003)	96.9%
Transfers/Reimbursements				
Utility Tax	1,500,000	1,500,000	-	100.0%
Sanitation	36,000	36,000	-	100.0%
Wastewater	360,000	360,000	-	100.0%
Water	180,000	180,000	-	100.0%
Total Revenues (excluding cash balance)	26,081,373	25,327,370	(754,003)	97.1%
EXPENDITURES:				
City Commission	337,388	276,733	60,655	82.0%
City Clerk	538,003	482,685	55,318	89.7%
City Manager	639,551	441,856	197,695	69.1%
Finance	771,266	736,034	35,232	95.4%
Information and Technology	770,257	719,235	51,022	93.4%
Human Resources	392,609	294,989	97,620	75.1%
City Attorney	344,230	323,935	20,295	94.1%
Planning	655,651	549,425	106,226	83.8%
Facility Maintenance	703,410	641,354	62,056	91.2%
Police	6,110,101	5,841,499	268,602	95.6%
Police - Beach Rangers	63,040	46,544	16,496	73.8%
Fire	4,418,286	4,280,128	138,158	96.9%
Fire - Ocean Rescue	375,024	349,636	25,388	93.2%
Building / Permitting	45,650	20,619	25,031	45.2%
Code Enforcement	253,405	236,985	16,420	93.5%
Streets	1,775,646	1,590,813	184,833	89.6%
Downtown	78,949	65,958	12,991	83.5%
Public Assistance	392,000	365,259	26,741	93.2%
Library	14,644	14,361	283	98.1%
Recreation	1,373,548	1,156,481	217,067	84.2%
Parks	1,653,438	1,266,095	387,343	76.6%
Peck	272,033	202,591	69,442	74.5%
MLK Center	197,395	141,157	56,238	71.5%
Youth	342,847	246,889	95,958	72.0%
Aquatics	336,231	229,367	106,864	68.2%
Non-Departmental	259,320	241,151	18,169	93.0%
Contingency	209,307	0	209,307	
Transfers				
Debt Service	423,376	423,376	-	100.0%
Land Conservation	1,207,000	1,207,000	-	100.0%
Historic District Trust	30,000	30,000	-	100.0%
Capital Improvements	1,445,000	1,445,000	-	100.0%
Golf	715,000	715,000	-	100.0%
Cemetery	11,300	11,300	-	100.0%
Marina	300,000	300,000	-	100.0%
Subtotal	27,454,905	24,893,454	2,561,451	90.7%
Encumbrances - All Departments		20,351	(20,351)	
Reserves	4,175,767	-	4,175,767	
Total Expenditures (including Encumbrances)	31,630,672	24,913,806	6,716,866	78.8%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(5,549,299)	413,564	5,962,863	
Fund Balance, October 1, 2019 (Cash Balance)				
Unrestricted	5,549,299	5,549,299	-	
Fund Balance, September 30, 2020	$ -	$ 5,962,863	$ 5,962,863	

City of Fernandina Beach
Revenue Analysis

PRELIMINARY

GENERAL FUND (001)	Revised Budget	Actuals to March	April Actuals	May Actuals	June Actual	July Actual	August Actual	September Actual	YTD to September	VARIANCE Fav/(UnFav)	Percent	Comments
			58.33%	66.67%	75.00%	83.33%	91.67%	100.00%				
General Revenues:												
Property Taxes	$ 15,758,000	$ 14,603,431	$ 411,658	$ 229,612	$ 338,574	$ 182,735	$ 3,909	$ 3,472	$ 15,773,391	$ 15,391	100.1%	
Franchise and Utility Taxes	1,460,000	703,825	98,581	85,458	96,109	112,114	117,612	113,192	1,326,892	(133,108)	90.9%	
Discretionary Sales Surtax	1,965,358	877,224	125,332	187,327	87,814	122,833	206,603	139,613	1,746,746	(218,612)	88.9%	
Local Option Sales Tax	432,084	164,110	28,426	29,465	20,053	33,223	27,836	35,293	338,406	(93,678)	78.3%	State over-estimated revenue
Insurance Premium Tax	225,000	-	-	-				262,511	262,511	37,511	116.7%	Combined amount 260k.
	2,622,442	1,041,334	153,758	216,792	107,867	156,056	234,439	437,417	2,347,663	(274,779)		
Half-Cent Sales Tax	940,628	416,742	70,874	67,836	53,124	69,675	81,591	79,081	838,923	(101,705)	89.2%	
State Revenue Sharing	241,733	114,435	19,072	10,379	10,380	17,180	33,646	17,716	222,808	(18,925)	92.2%	
DEA	12,500	5,144	-	-	-	-	8,546	-	13,690	1,190	109.5%	
School Resource Officer	131,200	95,162	7,389	-	-	-	-	23,942	126,493	(4,707)	96.4%	
FEMA	435,000	646,074	-	-	-	-	-	12,306	658,380	223,380	151.4%	
OHPA - Payment in Lieu	50,000	-	-	-	-	-	-	-	-	(50,000)	0.0%	In Mediation owe (FY19, FY20)
Other / Grants	71,300	27,696	16	576	24	2,738	-	4,844	35,894	(35,406)	50.3%	DOS Preservation ($37.5k)
	1,882,361	1,305,253	97,351	78,791	63,528	89,593	123,783	137,889	1,896,187	13,826		
Licenses/Permits	366,750	280,249	7,100	12,908	17,807	30,421	25,532	30,450	404,468	37,718	110.3%	
Charges for Services	1,408,500	710,891	64,785	34,512	106,176	115,312	153,509	98,601	1,283,786	(124,714)	91.1%	Incl Ambulance /Ocean Rescue
Fines and Forfeitures	21,500	19,169	1,358	687	3,455	2,400	2,016	2,347	31,432	9,932	146.2%	
Other Miscellaneous	320,820	29,641	9,749	5,311	4,328	16,650	1,538	13,586	80,803	(240,017)	25.2%	Beachraker reimb TDC (271k)
Investment Earnings	165,000	67,449	7,680	7,834	7,030	5,608	4,645	6,501	106,747	(58,253)	64.7%	
Total General Revenues	24,005,373	18,761,242	852,020	671,905	744,874	710,889	666,983	843,455	23,251,369	(754,004)	96.9%	
			19,613,262	20,285,167	21,030,041	21,740,930	22,407,914	23,251,369				
			81.70%	84.50%	87.61%	90.57%	93.35%	96.86%				

CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
REVENUES AND EXPENDITURES
FISCAL YEAR TO DATE THROUGH SEPTEMBER 30, 2020 - PRELIMINARY

100.0%

SPECIAL REVENUE FUNDS

FUND #	NAME OF FUND	Revised Budget	Actuals	VARIANCE Fav/(UnFav)	% Used
REVENUES					
100	Law Enforcement Trust (LETF)	$ 2,441	$ 453	$ (1,988)	18.6%
110	Federal Forfeiture	190,385	46,595	(143,790)	24.5%
125	Tree Trust	176,387	125,910	(50,477)	71.4%
126	Historic District (HDC)	51,975	47,431	(4,544)	91.3%
130	CDBG - Economic Development	101,181	3,837	(97,344)	3.8%
135	Land Conservation Trust	1,514,284	1,837,821	323,537	121.4%
140	Building Fees Fund	3,633,742	1,022,964	(2,610,778)	28.2%
145	Wastewater Impact Fees	1,982,529	506,408	(1,476,121)	25.5%
146	Water Impact Fees	685,141	194,186	(490,955)	28.3%
150	Utility Tax	1,808,526	1,881,916	73,390	104.1%
170	Cemetery	1,320,583	161,017	(1,159,566)	12.2%
180	Community Redevelopment Area	55,624	25,050	(30,574)	45.0%
190	Law Enforcement Recovery	220,749	115,453	(105,296)	52.3%
	Total Revenues	$ 11,743,547	$ 5,969,041	$ (5,774,506)	50.8%
EXPENDITURES:					
100	Law Enforcement Trust (LETF)	$ 2,441	-	$ 2,441	0.0%
110	Federal Forfeiture	190,385	162,849	27,536	85.5%
125	Tree Trust	176,387	10,097	166,290	5.7%
126	Historic District (HDC)	51,975	135	51,840	0.3%
130	CDBG - Economic Development	101,181	64,754	36,427	64.0%
135	Land Conservation Trust	1,514,284	623,849	890,435	41.2%
140	Building Fees Fund	3,633,742	1,234,329	2,399,413	34.0%
145	Wastewater Impact Fees	1,982,529	500,000	1,482,529	25.2%
146	Water Impact Fees	685,141	340,000	345,141	49.6%
150	Utility Tax	1,808,526	1,500,000	308,526	82.9%
170	Cemetery	1,320,583	179,550	1,141,033	13.6%
180	Community Redevelopment Area	55,624	-	55,624	0.0%
190	Law Enforcement Recovery	220,749	155,629	65,120	70.5%
	Total Expenditures	$ 11,743,547	$ 4,771,192	$ 6,972,355	40.6%

Special Revenue Funds - amounts shown include budgeted cash balance forward and reserves.

CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
REVENUES AND EXPENDITURES
FISCAL YEAR TO DATE THROUGH SEPTEMBER 30, 2020 - PRELIMINARY

100.0%

CAPITAL PROJECTS FUNDS

FUND #	NAME OF FUND	Revised Budget	Actuals	VARIANCE Fav/(UnFav)	% Used
300	Capital Improvement				
	Revenues	$ 2,592,137	$ 2,338,033	$ (254,104)	90.2%
	Expenses				
	General Government	$ 706,637	702,056	4,581	99.4%
	Information Technology	125,320	125,319	1	100.0%
	Police	52,305	47,459	4,846	90.7%
	Fire	525,000	288,577	236,423	55.0%
	Streets	866,500	614,742	251,758	70.9%
	Recreation	102,375	8,934	93,441	8.7%
	Parks	83,670	24,368	59,302	29.1%
	Peck	55,330	55,329	1	100.0%
	MLK	75,000	74,322	678	99.1%
	Subtotal	2,592,137	1,941,107	651,030	74.9%
	Net Revenues(Expenses)	$ -	$ 396,926	$ (396,926)	0.0%
310	Capital Expansion				
	Revenues				
	Grants/Interest/Loan	$ 1,585,000	$ 110,927	$ (1,474,073)	7.0%
	Admin	1,020,266	102,139	(918,127)	10.0%
	Police	340,431	60,869	(279,562)	17.9%
	Fire	782,072	83,003	(699,069)	10.6%
	Sanitation	-	-	-	0.0%
	Recreation	4,038,460	481,374	(3,557,086)	11.9%
	Subtotal	7,766,229	838,312	(6,927,917)	10.8%
	Expenses				
	Admin	$ 2,522,166	$ 49,073	$ 2,473,093	1.9%
	Police	340,927	-	$ 340,927	0.0%
	Fire	783,503	242,642	$ 540,861	31.0%
	Recreation	4,119,633	1,152,140	$ 2,967,493	28.0%
	Subtotal	7,766,229	1,443,855	6,322,374	18.6%
	Net Revenues(Expenses)	$ -	$ (605,543)	$ (605,543)	0.0%
330	Wastewater Improvement				
	Revenues	$ 6,488,400	$ 1,550,631	$ (4,937,769)	23.9%
	Expenses	6,488,400	-	6,488,400	0.0%
	Net Revenues(Expenses)	$ -	$ 1,550,631	$ 1,550,631	0.0%

CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
REVENUES AND EXPENDITURES
FISCAL YEAR TO DATE THROUGH SEPTEMBER 30, 2020 - PRELIMINARY

100.0%

ENTERPRISE FUNDS	Revised Budget	Actuals	VARIANCE Fav/(UnFav)	% Used
Golf Course Fund 410				
Operating Revenues	$ 1,367,650	$ 1,123,658	$ (243,992)	82.2%
Operating Expense*	1,450,311	1,318,824	131,487	90.9%
Operating Income (Loss)	(82,661)	(195,166)	(112,505)	236.1%
Non Operating Income (Expense) & Transfers	554,269	616,913	62,644	111.3%
Change in Net Position	$ 471,608	$ 421,747	$ (49,861)	89.4%
Airport Fund 420				
Operating Revenues	$ 861,302	$ 865,114	$ 3,812	100.4%
Operating Expense*	546,684	449,320	97,364	82.2%
Operating Income (Loss)	314,618	415,794	101,176	132.2%
Non Operating Income (Expense) & Transfers	2,533,882	193,868	(2,340,014)	7.7%
Change in Net Position	$ 2,848,500	$ 609,662	$ (2,238,838)	21.4%
Sanitation Fund 440				
Operating Revenues	$ 2,520,960	$ 2,654,753	$ 133,793	105.3%
Operating Expense*	2,541,048	2,431,193	109,855	95.7%
Operating Income (Loss)	(20,088)	223,561	243,649	-1112.9%
Non Operating Income (Expense) & Transfers	19,000	17,471	(1,529)	92.0%
Change in Net Position	$ (1,088)	$ 241,032	$ 242,120	-22153.7%
Wastewater Fund 450				
Operating Revenues	$ 6,077,167	$ 6,201,317	$ 124,150	102.0%
Operating Expense*	2,636,631	2,277,869	358,762	86.4%
Operating Income (Loss)	3,440,536	3,923,448	482,912	114.0%
Non Operating Income (Expense) & Transfers	(2,788,629)	(2,759,539)	29,090	99.0%
Change in Net Position	$ 651,907	$ 1,163,910	$ 512,003	178.5%
Water Fund 460				
Operating Revenues	$ 4,365,617	$ 4,406,943	$ 41,326	100.9%
Operating Expense*	2,432,234	1,962,665	469,569	80.7%
Operating Income (Loss)	1,933,383	2,444,278	510,895	126.4%
Non Operating Income (Expense) & Transfers	(954,684)	(998,516)	(43,832)	104.6%
Change in Net Position	$ 978,699	$ 1,445,762	$ 467,063	147.7%
Stormwater Fund 470				
Operating Revenues	$ 825,000	$ 888,347	$ 63,347	107.7%
Operating Expense*	1,007,343	734,134	273,209	72.9%
Operating Income (Loss)	(182,343)	154,213	336,556	-84.6%
Non Operating Income (Expense) & Transfers	983,945	707,672	(276,273)	71.9%
Change in Net Position	$ 801,602	$ 861,885	$ 60,283	107.5%
Marina Fund 480				
Operating Revenues	$ 1,624,715	$ 514,455	$ (1,110,260)	31.7%
Operating Expense*	1,648,280	765,900	882,380	46.5%
Operating Income (Loss)	(23,565)	(251,445)	(227,880)	1067.0%
Non Operating Income (Expense) & Transfers	6,842,294	3,019,229	(3,823,065)	44.1%
Change in Net Position	$ 6,818,729	$ 2,767,784	$ (4,050,945)	40.6%

*Does not include Depreciation Expense and Encumbrances.

Capital Outlay by Fund				
Golf Course Fund 410	$ 639,000	$ 332,862	$ 306,138	52.1%
Airport Fund 420	2,998,178	469,622	$ 2,528,556	15.7%
Sanitation Fund 440	15,000	14,864	136	99.1%
Wastewater Fund 450	1,123,500	334,782	788,718	29.8%
Water Fund 460	1,432,115	1,410,725	21,390	98.5%
Stormwater Fund 470	1,454,295	1,125,311	328,984	77.4%
Marina Fund 480	8,902,205	3,932,191	4,970,014	44.2%
Total Enterprise Funds	$ 16,564,293	$ 7,620,356	$ 8,943,937	46.0%

CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
ENTERPRISE FUNDS
FISCAL YEAR TO DATE THROUGH SEPTEMBER 30, 2020 - PRELIMINARY

Fund	YTD Revenue Excluding Transfers*	YTD Cost Excluding Transfers**	Net	Transfers In	Transfers Out	Debt Service (including Interest)***	Total
Golf Course (410)	1,139,342.96	1,651,685.46	(512,342.50)	715,000.00		113,771.74	88,885.76
Airport (420)	1,173,599.57	918,941.96	254,657.61			114,617.17	140,040.44
Sanitation (440)	2,708,224.39	2,446,056.70	262,167.69		(36,000.00)		226,167.69
Wastewater (450)	6,320,407.63	2,612,650.74	3,707,756.89		(2,878,629.00)		829,127.89
Water (460)	4,483,898.18	3,373,389.80	1,110,508.38	600,000.00	(1,675,471.00)		35,037.38
Storm Water Management (470)	1,639,231.42	1,859,445.28	(220,213.86)			43,212.72	(263,426.58)
Marina (480)	3,797,254.34	4,698,091.13	(900,836.79)	300,000.00		563,569.78	(1,164,406.57)

*Year to Date Revenue includes Grant Revenue and Loan Proceeds.
**Year to Date Cost includes Capital Expenditures.
***Debt Service is made annually and interest is recorded monthly and/or semi annually.

This schedule was added at the request of Commissioner Lednovich

City of Fernandina Beach
Accounts Receivable Analysis

9/30/2020

Utility Billing - Current Accounts

Number of Customers		Delinquency Days	$	Avg Monthly Billing	
8,685	**Active Customers**			**$ 1,074,950.76**	
579		30	58,031.59	Note - Resumed disconnects for nonpay 7/1/20.	
98		60	8,673.32	*	*payment terms + delinquency due to COVID19
61		90	4,489.36	*	
26		120+	6,889.12	*	
-					
579		**Total**	**$ 78,083.39**		

Utility Billings - Closed accounts (not yet turned over to Collection Agency)

117 accts. w/delinquent balances	**$**	**18,514.25**

Utility Billings in Collections

Year based on final billing date	# of Accounts Transferred	Amt of $ Transferred	Amt of $ Recovered by CCI	Amt of $ Recovered by UB	**Total $ Recovered**	**% recovered**
2014 Charged Off	Effective 9/30/17	-	-	-		**0.00%**
2015 Charged Off	Effective 9/30/18	-	-	-		**0.00%**
2016 Charged Off	Effective 9/30/20	-	-	-		**0.00%**
2017 (thru Dec)	148	26,629.59	1,407.24	3,367.91		**17.93%**
2018 (thru Dec)	377	74,599.60	3,753.87	2,790.19		**8.77%**
2019 (thru Dec)	158	46,319.16	932.35	2,988.13		**8.46%**
2020 (thru Mar)	33	6,393.06				
		$ 153,941.41	$ 6,093.46	$ 9,146.23	**$ 15,239.69**	**9.90%**
Recovered to date		$ (15,239.69)				
Balance currently at CCI		**$ 138,701.72**				

Airport

Number of Customers		Delinquency Days	$	Avg Mo'ly Billing	
76	**ALL Customers**			**$47,911.80**	
				(Amelia Island Aviation - acct closed)	
7		30	4,551.80	$ -	
3		60	2,660.45	$ -	
1		90	1,737.97	$ -	
0		120+	-	$ -	
				$ 8,758.77	
7		**Sub Total**	**$ 8,950.22**	**$ 8,758.77**	**$ 17,708.99**

Marina

Number of Customers		Delinquency Days	$	Avg Mo'ly Billing	
165	**ALL Customers**			**$21,264**	
4		30	622.42	Centre Street Restaurant Group	
		60	-		
		90	-		
		120	-		
1	David Johnson - In Collect	150+	880.88	David Johnson	
			1,503.30		
	Customer paid in Advnace (4)		(11,339.07)		
	Total A/R Balance		(9,835.77)		

Peck Center & Other City Leases

Number of Customers		Delinquency Days	$	Avg Mo'ly Billing
7	**ALL Customers**			**1,986.44**
1		30	156.37	
0		60	-	
0		90	-	
0		120+	-	
1		**Sub Total**	**$ 156.37**	

PRELIMINARY

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 GENERAL FUND							
001 GENERAL FUND							
001 31110	PROPERTY TAXES						
	-15,758,000.00	-15,758,000.00	-15,773,390.93	-3,471.51	0.00	15,390.93	100.1%
001 31240	LOCAL OPTION GAS TAX						
	-432,084.00	-432,084.00	-338,406.45	-35,293.05	0.00	-93,677.55	78.3%*
001 31251	STATE/FIRE INSURANCE TAX						
	-125,000.00	-125,000.00	-131,640.70	-131,640.70	0.00	6,640.70	105.3%
001 31252	STATE/POLICE INSURANCE TAX						
	-100,000.00	-100,000.00	-130,870.31	-130,870.31	0.00	30,870.31	130.9%
001 31260	SMALL COUNTY SURTAX						
	-1,965,358.00	-1,965,358.00	-1,746,745.44	-139,612.96	0.00	-218,612.56	88.9%*
001 31610	LOCAL BUSINESS TAX						
	-160,000.00	-160,000.00	-193,982.27	-9,871.22	0.00	33,982.27	121.2%
001 31620	LOCAL BUSINESS TAX - PENALTIES						
	-3,000.00	-3,000.00	-6,047.84	0.00	0.00	3,047.84	201.6%
001 31630	LOCAL BUSINESS TAX-OTHER FEES						
	-50.00	-50.00	-2,433.13	-525.00	0.00	2,383.13	4866.3%
001 31640	LOCAL BUSINESS TAX-PAST DUE FE						
	-2,000.00	-2,000.00	-2,625.60	-13.12	0.00	625.60	131.3%
001 32204	BUILDING PERMIT-DRIVEWAY						
	-6,000.00	-6,000.00	-3,500.00	-245.00	0.00	-2,500.00	58.3%*
001 32210	BUILDING PERMIT-TREE REMOVAL						
	-25,000.00	-25,000.00	-1,065.00	-1,065.00	0.00	-23,935.00	4.3%*
001 32211	BUILDING PERMIT-FENCING						
	-5,000.00	-5,000.00	0.00	0.00	0.00	-5,000.00	.0%*
001 32218	CLEARING/EXCAVATE-PERMITS						
	-25,000.00	-25,000.00	-10,243.00	-1,052.00	0.00	-14,757.00	41.0%*
001 32310	FRANCHISE FEES ELECTRIC						
	-1,440,000.00	-1,440,000.00	-1,301,566.63	-111,336.38	0.00	-138,433.37	90.4%*
001 32340	FRANCHISE FEES GAS						
	-20,000.00	-20,000.00	-25,325.01	-1,855.92	0.00	5,325.01	126.6%
001 32900	CODE ENFORCEMENT FEES & FINES						
	-25,000.00	-25,000.00	-1,225.00	-25.00	0.00	-23,775.00	4.9%*
001 32901	ZONING PLAN REVIEW						
	-18,000.00	-18,000.00	-40,625.00	-3,575.00	0.00	22,625.00	225.7%
001 32903	SIGN PERMITS						
	-2,250.00	-2,250.00	0.00	0.00	0.00	-2,250.00	.0%*
001 32915	ANNEXATION APP FEE						
	-2,200.00	-2,200.00	-4,200.00	-1,500.00	0.00	2,000.00	190.9%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 32916	BOA APP FEES-COMMERCIAL						
	0.00	0.00	-2,000.00	0.00	0.00	2,000.00	100.0%
001 32917	BOA APP FEES-RESIDENTIAL						
	-11,050.00	-11,050.00	-7,650.00	0.00	0.00	-3,400.00	69.2%*
001 32918	ZONING CERTIFICATION FEE						
	-3,200.00	-3,200.00	-1,900.00	-200.00	0.00	-1,300.00	59.4%*
001 32920	CDD COPIES MADE FEE						
	-1,250.00	-1,250.00	0.00	0.00	0.00	-1,250.00	.0%*
001 32921	COMP PLAN AMEND APP FEE						
	-1,500.00	-1,500.00	0.00	0.00	0.00	-1,500.00	.0%*
001 32926	PLAT APPROVAL APP FEE						
	-3,850.00	-3,850.00	-1,700.00	0.00	0.00	-2,150.00	44.2%*
001 32928	REZONING APP FEE						
	-4,200.00	-4,200.00	-2,000.00	-2,000.00	0.00	-2,200.00	47.6%*
001 32929	SITE PLAN REVIEW APP FEE						
	-21,700.00	-21,700.00	-32,900.00	-7,500.00	0.00	11,200.00	151.6%
001 32932	DUE DILIGENCE						
	-750.00	-750.00	-750.00	0.00	0.00	0.00	100.0%
001 32933	TELECOMMUNICATION PERMIT						
	-400.00	-400.00	0.00	0.00	0.00	-400.00	.0%*
001 32935	ADMINISTRATIVE WAIVER						
	0.00	0.00	-3,200.00	-800.00	0.00	3,200.00	100.0%
001 32936	CODE TEXT AMENDMENT						
	-850.00	-850.00	0.00	0.00	0.00	-850.00	.0%*
001 32937	LOT LINE ADJUSTMENTS						
	-2,000.00	-2,000.00	-2,400.00	0.00	0.00	400.00	120.0%
001 32980	OTHER MISC PERMITS						
	0.00	0.00	-11,261.74	0.00	0.00	11,261.74	100.0%
001 32981	SPECIAL EVENT PERMITS						
	-4,500.00	-4,500.00	-10,101.00	0.00	0.00	5,601.00	224.5%
001 32982	SPECIAL BANNER PERMITS						
	-2,000.00	-2,000.00	-685.00	-75.00	0.00	-1,315.00	34.3%*
001 32992	FIRE MARSHALL'S FEES						
	-35,000.00	-35,000.00	-61,732.95	-1,944.05	0.00	26,732.95	176.4%
001 32995	ADDRESS ASSIGNMENT						
	-1,000.00	-1,000.00	-240.00	-60.00	0.00	-760.00	24.0%*
001 33120	FEMA GRANT						
	0.00	-435,000.00	-656,622.33	-10,547.89	0.00	221,622.33	150.9%
001 33170	DOS PRESERVATION						
	-37,500.00	-37,500.00	0.00	0.00	0.00	-37,500.00	.0%*
001 33350	HALF-CENT SALES TAX						
	-940,628.00	-940,628.00	-838,921.73	-79,081.47	0.00	-101,706.27	89.2%*
001 33420	FEMA STATE						
	0.00	0.00	-1,757.98	-1,757.98	0.00	1,757.98	100.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 33512	STATE REVENUE SHARING PROCEED						
	-241,733.00	-241,733.00	-222,808.71	-17,716.14	0.00	-18,924.29	92.2%*
001 33514	MOBILE HOME TAX						
	-800.00	-800.00	-661.61	-23.50	0.00	-138.39	82.7%*
001 33515	ALCOHOLIC BEV LICENSE						
	-23,000.00	-23,000.00	-23,552.55	-1,580.19	0.00	552.55	102.4%
001 33522	FIREFIGHTERS SUPPLEMENT						
	-10,000.00	-10,000.00	-11,678.94	-3,240.00	0.00	1,678.94	116.8%
001 33720	SCHOOL RESOURCE OFFICER						
	-131,200.00	-131,200.00	-126,493.44	-23,941.70	0.00	-4,706.56	96.4%*
001 33721	DEA REIMBURSEMENT						
	-12,500.00	-12,500.00	-13,689.24	0.00	0.00	1,189.24	109.5%
001 33722	NASSAU COUNTY OCEAN RESCUE						
	-130,000.00	-130,000.00	-111,855.22	-2,785.51	0.00	-18,144.78	86.0%*
001 33910	OCEAN,HIGHWAY AND PRT AUTHORIT						
	-50,000.00	-50,000.00	0.00	0.00	0.00	-50,000.00	.0%*
001 34260	AMBULANCE SERVICES						
	-450,000.00	-450,000.00	-554,457.65	-38,652.96	0.00	104,457.65	123.2%
001 34290	SHRIMP FESTIVAL REIMBURSEMENT						
	-6,000.00	-6,000.00	0.00	0.00	0.00	-6,000.00	.0%*
001 34700	TRUST ACTIVITIES NON-TAXABLE						
	-160,000.00	-160,000.00	-201,292.36	-29,086.70	0.00	41,292.36	125.8%
001 34701	TRUST ACTIVITIES TAXABLE						
	-23,000.00	-23,000.00	-32,859.23	-2,584.07	0.00	9,859.23	142.9%
001 34702	PARKS TRUST NON-TAXABLE						
	-12,000.00	-12,000.00	-12,285.28	-650.00	0.00	285.28	102.4%
001 34703	PARKS TRUST TAXABLE						
	0.00	0.00	-4,223.00	-250.00	0.00	4,223.00	100.0%
001 34704	RENTALS NON-TAXABLE						
	-8,000.00	-8,000.00	-4,397.50	0.00	0.00	-3,602.50	55.0%*
001 34705	SOFTBALL COMPLEX						
	-500.00	-500.00	-110.00	0.00	0.00	-390.00	22.0%*
001 34706	PARKS LAWN CHARGES						
	-13,500.00	-13,500.00	-381.46	0.00	0.00	-13,118.54	2.8%*
001 34720	RENTALS						
	-10,000.00	-10,000.00	-4,840.99	0.00	0.00	-5,159.01	48.4%*
001 34721	PECK RENTS						
	-8,000.00	-8,000.00	-835.00	0.00	0.00	-7,165.00	10.4%*
001 34722	PECK RENTS NON-TAXABLE						
	-25,000.00	-25,000.00	-18,040.61	-1,315.49	0.00	-6,959.39	72.2%*
001 34723	PECK TRUST TAXABLE						
	-6,500.00	-6,500.00	-5,768.80	-193.36	0.00	-731.20	88.8%*
001 34724	PECK TRUST NON-TAXABLE						
	-42,000.00	-42,000.00	-16,770.00	-506.00	0.00	-25,230.00	39.9%*

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 34725	MLK RENTS						
	-4,500.00	-4,500.00	-2,084.70	0.00	0.00	-2,415.30	46.3%*
001 34726	MLK RENTS NON-TAXABLE						
	0.00	0.00	-746.00	0.00	0.00	746.00	100.0%
001 34728	MLK TRUST NON-TAXABLE						
	-12,500.00	-12,500.00	-18,090.00	-1,200.00	0.00	5,590.00	144.7%
001 34730	YOUTH TRUST ACTIVITIES						
	-17,000.00	-17,000.00	-34.87	0.00	0.00	-16,965.13	.2%*
001 34731	YOUTH CAMPS						
	-310,000.00	-310,000.00	-187,419.75	-13,616.31	0.00	-122,580.25	60.5%*
001 34741	AQUATICS TRUST NON-TAXABLE						
	-116,000.00	-116,000.00	-66,702.90	-4,855.50	0.00	-49,297.10	57.5%*
001 34742	SWIMMING POOLS						
	-54,000.00	-54,000.00	-37,733.09	-2,905.32	0.00	-16,266.91	69.9%*
001 34743	SWIMMING POOLS NON-TAXABLE						
	0.00	0.00	-2,400.00	0.00	0.00	2,400.00	100.0%
001 34745	GREENWAY						
	0.00	0.00	-205.00	0.00	0.00	205.00	100.0%
001 34746	GREENWAY TAXABLE						
	0.00	0.00	-255.00	0.00	0.00	255.00	100.0%
001 35100	COURT CASES GENERAL FUND						
	-8,000.00	-8,000.00	-10,198.97	-441.72	0.00	2,198.97	127.5%
001 35115	PARKING TICKETS						
	-11,000.00	-11,000.00	-17,142.73	-1,589.47	0.00	6,142.73	155.8%
001 35116	POLICE CITATIONS						
	0.00	0.00	-294.90	-5.00	0.00	294.90	100.0%
001 35120	POLICE EDUCATION						
	-1,500.00	-1,500.00	-1,442.73	-101.42	0.00	-57.27	96.2%*
001 35911	FINGERPRINT-ACCI-INC REPORT						
	-1,000.00	-1,000.00	-2,352.47	-209.05	0.00	1,352.47	235.2%
001 36110	INTEREST						
	-165,000.00	-165,000.00	-106,752.32	-6,501.20	0.00	-58,247.68	64.7%*
001 36210	RENTS						
	-3,044.00	-3,044.00	-3,300.00	0.00	0.00	256.00	108.4%
001 36215	RENTS NON-TAXABLE						
	-23,800.00	-23,800.00	-24,864.76	-4,797.34	0.00	1,064.76	104.5%
001 36990	OTHER REVENUE						
	-15,026.00	-15,026.00	-38,482.77	-8,772.72	0.00	23,456.77	256.1%
001 36992	GAIN ON SALE OF ASSET						
	0.00	0.00	-5,351.00	0.00	0.00	5,351.00	100.0%
001 36995	LATE FEES						
	0.00	0.00	-3.41	0.00	0.00	3.41	100.0%
001 36996	REVENUE-GARNISHMENT FEE						
	-100.00	-100.00	-190.00	-16.00	0.00	90.00	190.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 36997		TDC REVENUE					
	-271,350.00	-271,350.00	0.00	0.00	0.00	-271,350.00	.0%*
001 38215		FROM UTILITY TAX					
	-1,500,000.00	-1,500,000.00	-1,500,000.00	-125,000.00	0.00	0.00	100.0%
001 38244		FROM SANITATION					
	-36,000.00	-36,000.00	-36,000.00	-3,000.00	0.00	0.00	100.0%
001 38245		FROM WASTEWATER OPERATIONS					
	-360,000.00	-360,000.00	-360,000.00	-30,000.00	0.00	0.00	100.0%
001 38246		FROM WATER OPERATIONS					
	-180,000.00	-180,000.00	-180,000.00	-15,000.00	0.00	0.00	100.0%
001 38910		CASH BALANCE FORWARD					
	-5,549,299.00	-5,549,299.00	0.00	0.00	0.00	-5,549,299.00	.0%*
0012200 FIRE							
0012200 36993		DONATIONS/CONTRIBUTIONS					
	-7,500.00	-7,500.00	-8,605.62	1,000.00	0.00	1,105.62	114.7%
TOTAL GENERAL FUND							
	-31,195,672.00	-31,630,672.00	-25,327,369.62	-1,015,455.23	0.00	-6,303,302.38	80.1%
TOTAL REVENUES							
	-31,195,672.00	-31,630,672.00	-25,327,369.62	-1,015,455.23	0.00	-6,303,302.38	
GRAND TOTAL							
	-31,195,672.00	-31,630,672.00	-25,327,369.62	-1,015,455.23	0.00	-6,303,302.38	80.1%

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Revenue	Amount	% Used
Revised Budget	($31,630,672.00)	65.8%
Less: Cash Balance Forward		
38910	5,549,299.00	
38911	.00	
Revised Budget excluding Cash	($26,081,373.00)	
YTD Actual Revenue	($25,327,369.62)	97.1%

Revised Budget excluding Cash	($26,081,373.00)
Less: YTD Expenditures	24,893,454.27
Net (Revenues) Expenditures	($ 1,187,918.73)

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011100	CITY COMMISSION						
	322,388.00	337,388.00	276,732.96	29,211.05	0.00	60,655.04	82.0%
0011200	CITY CLERK						
	538,003.00	538,003.00	482,684.55	37,794.56	0.00	55,318.45	89.7%
0011210	CITY MANAGER						
	639,551.00	639,551.00	441,855.56	36,566.13	5,571.32	192,124.12	70.0%
0011300	FINANCE						
	771,266.00	771,266.00	736,034.35	49,337.17	0.00	35,231.65	95.4%
0011310	INFORMATION TECHNOLOGY						
	747,157.00	770,257.00	719,234.82	39,670.42	0.00	51,022.18	93.4%
0011350	HUMAN RESOURCES						
	392,609.00	392,609.00	294,988.78	26,206.47	0.00	97,620.22	75.1%
0011400	CITY ATTORNEY						
	344,230.00	344,230.00	323,934.75	27,923.35	0.00	20,295.25	94.1%
0011500	PLANNING						
	655,651.00	655,651.00	549,425.19	60,498.00	0.00	106,225.81	83.8%
0011910	NON DEPARTMENTAL						
	259,320.00	259,320.00	241,150.76	24,407.78	0.00	18,169.24	93.0%
0011930	FACILITIES MAINTENANCE						
	689,730.00	703,410.00	641,353.57	48,772.15	0.00	62,056.43	91.2%
0012100	POLICE						
	6,110,101.00	6,110,101.00	5,841,499.13	715,782.67	0.00	268,601.87	95.6%
0012101	POLICE RANGERS						
	63,040.00	63,040.00	46,543.80	7,200.93	0.00	16,496.20	73.8%
0012200	FIRE						
	4,418,808.00	4,418,286.00	4,280,128.43	515,738.07	0.00	138,157.57	96.9%
0012201	FIRE OCEAN RESCUE						
	363,502.00	375,024.00	349,636.05	20,260.37	0.00	25,387.95	93.2%
0012400	BUILDING / PERMITTING						
	20,250.00	45,650.00	20,618.77	4,474.76	0.00	25,031.23	45.2%
0012420	CODE ENFORCEMENT						
	253,405.00	253,405.00	236,984.94	18,283.24	0.00	16,420.06	93.5%
0014100	STREETS						
	1,775,646.00	1,775,646.00	1,590,813.17	200,622.49	8,585.00	176,247.83	90.1%
0015200	DOWNTOWN						
	78,964.00	78,949.00	65,958.08	7,340.78	0.00	12,990.92	83.5%
0015640	PUBLIC ASSISTANCE						
	128,000.00	392,000.00	365,258.64	42,679.77	0.00	26,741.36	93.2%
0017100	LIBRARY						
	14,644.00	14,644.00	14,361.42	2,422.00	0.00	282.58	98.1%
0017200	RECREATION						
	1,372,394.00	1,373,548.00	1,156,481.30	115,245.36	0.00	217,066.70	84.2%
0017210	PARKS						
	1,653,362.00	1,653,438.00	1,266,094.75	157,112.56	6,195.00	381,148.25	76.9%

FOR 2020 12

0017220 PECK

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017220 PECK	248,706.00	272,033.00	202,591.16	39,113.87	0.00	69,441.84	74.5%
0017225 MLK CENTER	197,413.00	197,395.00	141,156.80	14,121.17	0.00	56,238.20	71.5%
0017230 YOUTH	342,847.00	342,847.00	246,889.48	18,932.54	0.00	95,957.52	72.0%
0017240 AQUATICS	337,242.00	336,231.00	229,367.06	30,391.88	0.00	106,863.94	68.2%
0018100 INTERFUND TRANSFERS OUT	3,636,676.00	4,131,676.00	4,131,676.00	202,462.00	0.00	0.00	100.0%
0018200 CONTINGENCIES	150,000.00	209,307.00	0.00	0.00	0.00	209,307.00	.0%
0018300 RESERVES	4,670,767.00	4,175,767.00	0.00	0.00	0.00	4,175,767.00	.0%
GRAND TOTAL	31,195,672.00	31,630,672.00	24,893,454.27	2,492,571.54	20,351.32	6,716,866.41	78.8%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
100 LAW ENFORCEMENT TRUST							
35110 FINES/FORFEITURES							
100 35110 FINES/FORFEITURES	-140.00	-140.00	-434.00	-260.00	0.00	294.00	310.0%
36110 INTEREST							
100 36110 INTEREST	0.00	0.00	-18.70	-1.61	0.00	18.70	100.0%
38910 CASH BALANCE FORWARD							
100 38910 CASH BALANCE FORWARD	-2,301.00	-2,301.00	0.00	0.00	0.00	-2,301.00	.0%*
55200 OPERATING SUPPLIES							
100 55200 OPERATING SUPPLIES	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	.0%
59990 RESERVE							
100 59990 RESERVE	241.00	241.00	0.00	0.00	0.00	241.00	.0%
TOTAL LAW ENFORCEMENT TRUST	0.00	0.00	-452.70	-261.61	0.00	452.70	100.0%
TOTAL REVENUES	-2,441.00	-2,441.00	-452.70	-261.61	0.00	-1,988.30	
TOTAL EXPENSES	2,441.00	2,441.00	0.00	0.00	0.00	2,441.00	
GRAND TOTAL	0.00	0.00	-452.70	-261.61	0.00	452.70	100.0%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
110 FEDERAL FORFEITURE							
35121 SEIZED CONTRABAND							
110 35121 SEIZED CONTRABAND	-25,000.00	-25,000.00	-26,725.69	0.00	0.00	1,725.69	106.9%
36110 INTEREST							
110 36110 INTEREST	0.00	0.00	-791.56	-42.26	0.00	791.56	100.0%
36992 GAIN ON SALE OF ASSET							
110 36992 GAIN ON SALE OF ASSET	0.00	0.00	-19,077.45	0.00	0.00	19,077.45	100.0%
38910 CASH BALANCE FORWARD							
110 38910 CASH BALANCE FORWARD	-165,385.00	-165,385.00	0.00	0.00	0.00	-165,385.00	.0%*
55200 OPERATING SUPPLIES							
110 55200 OPERATING SUPPLIES	15,000.00	9,600.00	9,233.03	1,656.32	0.00	366.97	96.2%
56400 EQUIPMENT							
110 56400 MACH/EQUIP	148,500.00	147,700.00	147,523.18	0.00	0.00	176.82	99.9%
56401 NON CAP EQUIP							
110 56401 EQUIP-NON CAPITAL	0.00	6,200.00	6,092.00	0.00	0.00	108.00	98.3%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
59990 RESERVE							
110 59990 RESERVE	26,885.00	26,885.00	0.00	0.00	0.00	26,885.00	.0%
TOTAL FEDERAL FORFEITURE	0.00	0.00	116,253.51	1,614.06	0.00	-116,253.51	100.0%
TOTAL REVENUES	-190,385.00	-190,385.00	-46,594.70	-42.26	0.00	-143,790.30	
TOTAL EXPENSES	190,385.00	190,385.00	162,848.21	1,656.32	0.00	27,536.79	
GRAND TOTAL	0.00	0.00	116,253.51	1,614.06	0.00	-116,253.51	100.0%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
125 TREE TRUST SPECIAL REV FUND							
32219 TREE TRUST FUND RESERVE							
125 32219 TREE TRUST FUND RESERVE	-52,380.00	-52,380.00	-124,110.00	-4,020.00	0.00	71,730.00	236.9%
36110 INTEREST							
125 36110 INTEREST	0.00	0.00	-1,800.14	-172.54	0.00	1,800.14	100.0%
38910 CASH BALANCE FORWARD							
125 38910 CASH BALANCE FORWARD	-124,007.00	-124,007.00	0.00	0.00	0.00	-124,007.00	.0%*
53100 PROFESSIONAL SERVICES							
125 53100 PROFESSIONAL SERVICES	10,000.00	10,000.00	5,995.00	0.00	0.00	4,005.00	60.0%
54970 PROGRAM COSTS							
125 54970 PROGRAM COSTS	6,900.00	6,900.00	3,740.42	0.00	0.00	3,159.58	54.2%
55200 OPERATING SUPPLIES							
125 55200 OPERATING SUPPLIES	3,900.00	3,900.00	361.95	280.98	0.00	3,538.05	9.3%
59990 RESERVE							
125 59990 RESERVE	155,587.00	155,587.00	0.00	0.00	0.00	155,587.00	.0%

FOR 2020 12

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL TREE TRUST SPECIAL REV FUND						
0.00	0.00	-115,812.77	-3,911.56	0.00	115,812.77	100.0%
TOTAL REVENUES						
-176,387.00	-176,387.00	-125,910.14	-4,192.54	0.00	-50,476.86	
TOTAL EXPENSES						
176,387.00	176,387.00	10,097.37	280.98	0.00	166,289.63	
GRAND TOTAL						
0.00	0.00	-115,812.77	-3,911.56	0.00	115,812.77	100.0%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
126 HDC SPECIAL REVENUE FUND							
32924 HDC APPLICATION FEE							
126 32924 HDC APPLICATION FEE	0.00	0.00	-11,090.00	-1,240.00	0.00	11,090.00	100.0%
32931 HDC VARIANCE							
126 32931 HDC VARIANCE	-1,700.00	-1,700.00	-6,100.00	0.00	0.00	4,400.00	358.8%
32934 CHANGE OF USE							
126 32934 CHANGE OF USE	-8,025.00	-8,025.00	0.00	0.00	0.00	-8,025.00	.0%*
36110 INTEREST							
126 36110 INTEREST	0.00	0.00	-241.08	-33.28	0.00	241.08	100.0%
38101 FROM GENERAL FUND							
126 38101 FROM GENERAL FUND	-30,000.00	-30,000.00	-30,000.00	-2,500.00	0.00	0.00	100.0%
38910 CASH BALANCE FORWARD							
126 38910 CASH BALANCE FORWARD	-12,250.00	-12,250.00	0.00	0.00	0.00	-12,250.00	.0%*
53100 PROFESSIONAL SERVICES							
126 53100 PROFESSIONAL SERVICES	500.00	500.00	0.00	0.00	0.00	500.00	.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54970 PROGRAM COSTS							
126 54970 PROGRAM COSTS	33,000.00	33,000.00	135.00	0.00	0.00	32,865.00	.4%
59990 RESERVE							
126 59990 RESERVE	18,475.00	18,475.00	0.00	0.00	0.00	18,475.00	.0%
TOTAL HDC SPECIAL REVENUE FUND	0.00	0.00	-47,296.08	-3,773.28	0.00	47,296.08	100.0%
TOTAL REVENUES	-51,975.00	-51,975.00	-47,431.08	-3,773.28	0.00	-4,543.92	
TOTAL EXPENSES	51,975.00	51,975.00	135.00	0.00	0.00	51,840.00	
GRAND TOTAL	0.00	0.00	-47,296.08	-3,773.28	0.00	47,296.08	100.0%

** END OF REPORT - Generated by Susan Carless **

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
130 CDBG ECON DEV							
36110 INTEREST							
130 36110 INTEREST	0.00	0.00	-3,836.66	-296.07	0.00	3,836.66	100.0%
38910 CASH BALANCE FORWARD							
130 38910 CASH BALANCE FORWARD	-101,181.00	-101,181.00	0.00	0.00	0.00	-101,181.00	.0%*
56300 IMPROVEMENTS							
130 56300 IMPROVEMENTS	101,181.00	101,181.00	64,754.00	30,112.00	36,427.00	0.00	100.0%
TOTAL CDBG ECON DEV	0.00	0.00	60,917.34	29,815.93	36,427.00	-97,344.34	100.0%
TOTAL REVENUES	-101,181.00	-101,181.00	-3,836.66	-296.07	0.00	-97,344.34	
TOTAL EXPENSES	101,181.00	101,181.00	64,754.00	30,112.00	36,427.00	0.00	
GRAND TOTAL	0.00	0.00	60,917.34	29,815.93	36,427.00	-97,344.34	100.0%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
135 LAND CONSERVATION TRUST							
36110 INTEREST							
135 36110 INTEREST	0.00	0.00	-8,077.42	-742.12	0.00	8,077.42	100.0%
36601 DONATIONS/LAND CONSERVATION							
135 36601 DONATIONS/LAND CONSERVATION	0.00	0.00	-315,460.00	0.00	0.00	315,460.00	100.0%
36800 CAPITAL CONTRIBUTION							
135 36800 CAPITAL CONTRIBUTION	0.00	-307,284.00	-307,283.75	0.00	0.00	-0.25	100.0%*
38101 FROM GENERAL FUND							
135 38101 FROM GENERAL FUND	-1,207,000.00	-1,207,000.00	-1,207,000.00	0.00	0.00	0.00	100.0%
56100 LAND							
135 56100 LAND	1,000,000.00	1,307,284.00	623,849.25	0.00	0.00	683,434.75	47.7%
59990 RESERVE							
135 59990 RESERVE	207,000.00	207,000.00	0.00	0.00	0.00	207,000.00	.0%
TOTAL LAND CONSERVATION TRUST	0.00	0.00	-1,213,971.92	-742.12	0.00	1,213,971.92	100.0%
TOTAL REVENUES	-1,207,000.00	-1,514,284.00	-1,837,821.17	-742.12	0.00	323,537.17	
TOTAL EXPENSES	1,207,000.00	1,514,284.00	623,849.25	0.00	0.00	890,434.75	
GRAND TOTAL							

FOR 2020 12

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0.00	0.00	-1,213,971.92	-742.12	0.00	1,213,971.92	100.0%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 BUILDING FEES FUND							
32200 BUILDING PERMITS							
140 32200 BUILDING PERMITS	-655,000.00	-655,000.00	-534,799.52	-33,655.92	0.00	-120,200.48	81.6%*
32202 BUILDING PERMIT-CONSTRUCTION							
140 32202 BUILDING PERMIT-CONSTRUCTION	-300,000.00	-300,000.00	-211,592.00	-12,222.00	0.00	-88,408.00	70.5%*
32203 BUILDING PERMIT-DEMOLITION							
140 32203 BUILDING PERMIT-DEMOLITION	-7,500.00	-7,500.00	-4,969.00	-249.00	0.00	-2,531.00	66.3%*
32206 BUILDING PERMIT-AFTER THE FACT							
140 32206 BUILDING PERMIT-AFTER THE FACT	-5,000.00	-5,000.00	-32,158.00	-3,840.00	0.00	27,158.00	643.2%
32207 BUILDING PERMIT-REINSPECTION							
140 32207 BUILDING PERMIT-REINSPECTION	-3,500.00	-3,500.00	-3,780.00	-630.00	0.00	280.00	108.0%
32208 BUILDING PERMIT-2ND REINSPECT							
140 32208 BUILDING PERMIT-2ND REINSPECT	-100.00	-100.00	-980.00	-280.00	0.00	880.00	980.0%
32903 SIGN PERMITS							
140 32903 SIGN PERMITS	-2,250.00	-2,250.00	-4,659.00	-241.00	0.00	2,409.00	207.1%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
32905 ELECTRICAL PERMITS-GENERAL							
140 32905 ELECTRICAL PERMITS-GENERAL	-60,000.00	-60,000.00	-59,475.00	-3,925.00	0.00	-525.00	99.1%*
32906 ELECTRICAL PERMITS-TEMPORARY P							
140 32906 ELECTRICAL PERMITS-TEMPORARY P	-8,500.00	-8,500.00	-5,475.00	-750.00	0.00	-3,025.00	64.4%*
32908 GAS PERMITS-GENERAL							
140 32908 GAS PERMITS-GENERAL	-14,000.00	-14,000.00	-13,760.00	-1,040.00	0.00	-240.00	98.3%*
32909 GAS PERMITS-LP INSTALLATION							
140 32909 GAS PERMITS-LP INSTALLATION	-6,000.00	-6,000.00	-4,650.00	-375.00	0.00	-1,350.00	77.5%*
32911 MECHANICAL							
140 32911 MECHANICAL	-75,000.00	-75,000.00	-35,621.00	-2,240.00	0.00	-39,379.00	47.5%*
32912 PLUMBING PERMITS							
140 32912 PLUMBING PERMITS	-35,000.00	-35,000.00	-29,776.00	-2,150.00	0.00	-5,224.00	85.1%*
32913 PLUMBING-FIXTURE FEES							
140 32913 PLUMBING-FIXTURE FEES	-25,000.00	-25,000.00	-23,527.00	-1,204.00	0.00	-1,473.00	94.1%*
32920 CDD COPIES MADE FEE							
140 32920 CDD COPIES MADE FEE	0.00	0.00	-380.45	-1.00	0.00	380.45	100.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
32960 ADMINISTRATION COST BLDING SU							
140 32960 ADMINISTRATION COST BLDING SU	-2,000.00	-2,000.00	-4,124.94	0.00	0.00	2,124.94	206.2%
32980 OTHER MISC PERMITS							
140 32980 OTHER MISC PERMITS	-1,000.00	-1,000.00	-975.00	-85.00	0.00	-25.00	97.5%*
36110 INTEREST							
140 36110 INTEREST	0.00	0.00	-25,346.75	-1,946.02	0.00	25,346.75	100.0%
36992 GAIN ON SALE OF ASSET							
140 36992 GAIN ON SALE OF ASSET	-24,000.00	-24,000.00	-26,915.45	0.00	0.00	2,915.45	112.1%
38910 CASH BALANCE FORWARD							
140 38910 CASH BALANCE FORWARD	-2,409,892.00	-2,409,892.00	-3,250,862.25	0.00	0.00	840,970.25	134.9%
51200 SALARIES							
140 51200 SALARIES	658,235.00	669,588.00	497,375.88	38,307.16	0.00	172,212.12	74.3%
51350 PART TIME SALARIES							
140 51350 PART-TIME	40,164.00	40,164.00	7,697.10	0.00	0.00	32,466.90	19.2%
51400 OVERTIME							
140 51400 OVERTIME	5,000.00	15,000.00	6,554.71	0.00	0.00	8,445.29	43.7%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52100 FICA							
140 52100 FICA	53,810.00	54,577.00	37,426.34	2,742.13	0.00	17,150.66	68.6%
52200 RETIREMENT							
140 52200 RETIREMENT	150,472.00	152,918.00	120,741.62	9,178.39	0.00	32,176.38	79.0%
52300 HEALTH INSUR							
140 52300 HEALTH INSUR	121,789.00	131,789.00	95,790.23	8,215.47	0.00	35,998.77	72.7%
52301 LIFE INSUR							
140 52301 LIFE INSUR	3,493.00	3,793.00	2,803.15	250.51	0.00	989.85	73.9%
52400 WORKERS' COMP							
140 52400 WORKERS' COMP	10,412.00	10,532.00	10,412.00	864.00	0.00	120.00	98.9%
53100 PROFESSIONAL SERVICES							
140 53100 PROFESSIONAL SERVICES	137,000.00	388,400.00	108,820.15	68,024.99	33,500.01	246,079.84	36.6%
53400 CONTRACTUAL							
140 53400 CONTRACTUAL	109,325.00	101,825.01	46,990.29	1,819.61	0.00	54,834.72	46.1%
54000 TRAINING/TRAVEL							
140 54000 TRAINING/TRAVEL	49,040.00	49,040.00	15,559.37	3,464.75	0.00	33,480.63	31.7%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54100 COMM - PHONE/FAX/ALARM							
140 54100 COMM - PHONE/FAX/ALARM	647.00	647.00	191.10	-483.05	0.00	455.90	29.5%
54101 COMMUNICATIONS-CELLULAR							
140 54101 COMMUNICATIONS-CELLULAR	4,920.00	12,419.99	9,298.30	1,258.80	0.00	3,121.69	74.9%
54500 INSURANCE							
140 54500 INSURANCE	8,470.00	8,470.00	8,470.00	704.00	0.00	0.00	100.0%
54610 R/M BLDG & GROUNDS							
140 54610 R/M BLDG & GROUNDS	0.00	17,365.00	5,631.67	8.55	0.00	11,733.33	32.4%
54620 R/M EQUIPMENT							
140 54620 R/M EQUIPMENT	685.00	685.00	0.00	0.00	0.00	685.00	.0%
54630 R/M VEHICLES-LABOR							
140 54630 R/M VEHICLES-LABOR	1,200.00	2,400.00	2,666.50	712.50	0.00	-266.50	111.1%*
54640 R/M VEHICLES-PARTS							
140 54640 R/M VEHICLES-PARTS	500.00	8,150.00	9,083.93	348.79	0.00	-933.93	111.5%*
54700 PRINTING							
140 54700 PRINTING	9,675.00	2,175.01	423.20	416.00	0.00	1,751.81	19.5%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54934 LEGAL/CONTRACTUAL							
140 54934 LEGAL/CONTRACTUAL	20,825.00	20,825.00	0.00	0.00	0.00	20,825.00	.0%
55100 OFFICE SUPPLIES							
140 55100 OFFICE SUPPLIES	5,000.00	5,000.00	3,496.30	1,254.95	0.00	1,503.70	69.9%
55200 OPERATING SUPPLIES							
140 55200 OPERATING SUPPLIES	8,680.00	98,429.99	101,923.50	3,253.05	0.00	-3,493.51	103.5%*
55210 UNIFORMS							
140 55210 UNIFORMS	4,350.00	4,350.00	3,009.31	1,161.00	0.00	1,340.69	69.2%
55230 GAS/OIL							
140 55230 GAS/OIL	3,500.00	4,000.00	3,694.56	489.15	0.00	305.44	92.4%
55400 BOOKS/SUBS/DUES							
140 55400 BOOKS/SUBS/DUES	21,000.00	21,000.00	7,771.83	225.00	0.00	13,228.17	37.0%
56400 EQUIPMENT							
140 56400 EQUIPMENT	30,000.00	124,671.00	124,108.15	31,556.95	0.00	562.85	99.5%
56401 NON CAP EQUIP							
140 56401 NON CAP EQUIP	5,400.00	5,400.00	4,389.96	0.00	0.00	1,010.04	81.3%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
59990 RESERVE							
140 59990 RESERVE	2,170,150.00	1,680,128.00	0.00	0.00	0.00	1,680,128.00	.0%
TOTAL BUILDING FEES FUND	0.00	0.00	-3,039,497.21	108,938.76	33,500.01	3,005,997.20	100.0%
TOTAL REVENUES	-3,633,742.00	-3,633,742.00	-4,273,826.36	-64,833.94	0.00	640,084.36	
TOTAL EXPENSES	3,633,742.00	3,633,742.00	1,234,329.15	173,772.70	33,500.01	2,365,912.84	
GRAND TOTAL	0.00	0.00	-3,039,497.21	108,938.76	33,500.01	3,005,997.20	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
145 WASTEWATER IMPACT							
36110 INTEREST							
145 36110 INTEREST	-10,800.00	-10,800.00	-11,553.11	-881.85	0.00	753.11	107.0%
36310 IMPACT FEES- INCORPORATED AREA							
145 36310 IMPACT FEES- INCORPORATED AREA	-464,200.00	-464,200.00	-467,979.27	-23,210.00	0.00	3,779.27	100.8%
36311 IMPACT FEES- UNINCORPORATED							
145 36311 IMPACT FEES- UNINCORPORATED	-72,531.00	-72,531.00	-26,875.28	-3,206.69	0.00	-45,655.72	37.1%*
38910 CASH BALANCE FORWARD							
145 38910 CASH BALANCE FORWARD	-1,434,998.00	-1,434,998.00	0.00	0.00	0.00	-1,434,998.00	.0%*
59230 TRANSFER TO UTIL ACQ DS							
145 59230 TRANSFER TO UTIL ACQ DS	500,000.00	500,000.00	500,000.00	41,663.00	0.00	0.00	100.0%
59990 RESERVE							
145 59990 RESERVE	1,482,529.00	1,482,529.00	0.00	0.00	0.00	1,482,529.00	.0%
TOTAL WASTEWATER IMPACT	0.00	0.00	-6,407.66	14,364.46	0.00	6,407.66	100.0%
TOTAL REVENUES	-1,982,529.00	-1,982,529.00	-506,407.66	-27,298.54	0.00	-1,476,121.34	
TOTAL EXPENSES	1,982,529.00	1,982,529.00	500,000.00	41,663.00	0.00	1,482,529.00	
GRAND TOTAL							

FOR 2020 12

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0.00	0.00	-6,407.66	14,364.46	0.00	6,407.66	100.0%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
146 WATER IMPACT							
36110 INTEREST							
146 36110 INTEREST	0.00	0.00	-2,909.01	-176.67	0.00	2,909.01	100.0%
36310 IMPACT FEES- INCORPORATED AREA							
146 36310 IMPACT FEES- INCORPORATED AREA	-191,800.00	-191,800.00	-181,018.33	-11,718.02	0.00	-10,781.67	94.4%*
36311 IMPACT FEES- UNINCORPORATED							
146 36311 IMPACT FEES- UNINCORPORATED	-59,937.00	-59,937.00	-10,258.70	-1,876.22	0.00	-49,678.30	17.1%*
38910 CASH BALANCE FORWARD							
146 38910 CASH BALANCE FORWARD	-433,404.00	-433,404.00	0.00	0.00	0.00	-433,404.00	.0%*
59230 TRANSFER TO UTIL ACQ DS							
146 59230 TRANSFER TO UTIL ACQ DS	340,000.00	340,000.00	340,000.00	28,337.00	0.00	0.00	100.0%
59990 RESERVE							
146 59990 RESERVE	345,141.00	345,141.00	0.00	0.00	0.00	345,141.00	.0%
TOTAL WATER IMPACT	0.00	0.00	145,813.96	14,566.09	0.00	-145,813.96	100.0%
TOTAL REVENUES	-685,141.00	-685,141.00	-194,186.04	-13,770.91	0.00	-490,954.96	
TOTAL EXPENSES	685,141.00	685,141.00	340,000.00	28,337.00	0.00	345,141.00	
GRAND TOTAL							

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ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0.00	0.00	145,813.96	14,566.09	0.00	-145,813.96	100.0%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
150 UTILITY TAX							
31410 ELECTRIC MUNICIPAL TAX							
150 31410 ELECTRIC MUNICIPAL TAX	-700,376.00	-700,376.00	-980,161.81	-116,617.53	0.00	279,785.81	139.9%
31420 TELEPHONE MUNICIPAL TAX							
150 31420 TELEPHONE MUNICIPAL TAX	-659,022.00	-659,022.00	-728,876.46	-66,977.14	0.00	69,854.46	110.6%
31430 WATER MUNICIPAL TAX							
150 31430 WATER MUNICIPAL TAX	0.00	0.00	511.99	295.93	0.00	-511.99	100.0%*
31440 GAS MUNICIPAL TAX							
150 31440 GAS MUNICIPAL TAX	-110,000.00	-110,000.00	-169,865.30	-16,148.10	0.00	59,865.30	154.4%
36110 INTEREST							
150 36110 INTEREST	0.00	0.00	-3,524.03	-387.36	0.00	3,524.03	100.0%
38910 CASH BALANCE FORWARD							
150 38910 CASH BALANCE FORWARD	-339,128.00	-339,128.00	0.00	0.00	0.00	-339,128.00	.0%*
59100 TRANSFER TO GENERAL FUND							
150 59100 TRANSFER TO GENERAL FUND	1,500,000.00	1,500,000.00	1,500,000.00	125,000.00	0.00	0.00	100.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
59990 RESERVE							
150 59990 RESERVE	308,526.00	308,526.00	0.00	0.00	0.00	308,526.00	.0%
TOTAL UTILITY TAX	0.00	0.00	-381,915.61	-74,834.20	0.00	381,915.61	100.0%
TOTAL REVENUES	-1,808,526.00	-1,808,526.00	-1,881,915.61	-199,834.20	0.00	73,389.61	
TOTAL EXPENSES	1,808,526.00	1,808,526.00	1,500,000.00	125,000.00	0.00	308,526.00	
GRAND TOTAL	0.00	0.00	-381,915.61	-74,834.20	0.00	381,915.61	100.0%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
170 CEMETERY							
32970 BURIAL PERMITS							
170 32970 BURIAL PERMITS	-3,000.00	-3,000.00	-4,320.00	-240.00	0.00	1,320.00	144.0%
34560 MARKER SETTING FEES							
170 34560 MARKER SETTING FEES	-2,200.00	-2,200.00	-3,240.00	-320.00	0.00	1,040.00	147.3%
34570 PERPETUAL CARE							
170 34570 PERPETUAL CARE	-50,000.00	-50,000.00	-45,250.15	-4,744.89	0.00	-4,749.85	90.5%*
34580 SALE OF LOTS							
170 34580 SALE OF LOTS	-82,500.00	-82,500.00	-76,315.03	-8,811.94	0.00	-6,184.97	92.5%*
36110 INTEREST							
170 36110 INTEREST	-10,000.00	-10,000.00	-20,663.06	-422.82	0.00	10,663.06	206.6%
36120 UNREALIZED GAIN/LOSS							
170 36120 UNREALIZED GAIN	0.00	0.00	70.95	499.55	0.00	-70.95	100.0%*
38101 FROM GENERAL FUND							
170 38101 FROM GENERAL FUND	-11,300.00	-11,300.00	-11,300.00	-938.00	0.00	0.00	100.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
38910 CASH BALANCE FORWARD							
170 38910 CASH BALANCE FORWARD	-111,261.00	-111,261.00	0.00	0.00	0.00	-111,261.00	.0%*
38913 CASH BAL FOR RESTD CEMET							
170 38913 CASH BAL FOR RESTD CEMET	-1,050,322.00	-1,050,322.00	0.00	0.00	0.00	-1,050,322.00	.0%*
51200 SALARIES							
170 51200 SALARIES	77,162.00	76,252.00	74,531.58	5,878.41	0.00	1,720.42	97.7%
51400 OVERTIME							
170 51400 OVERTIME	2,000.00	2,000.00	2.95	0.00	0.00	1,997.05	.1%
52100 FICA							
170 52100 FICA	6,056.00	6,056.00	5,206.05	407.07	0.00	849.95	86.0%
52200 RETIREMENT							
170 52200 RETIREMENT	18,488.00	18,488.00	17,858.46	1,408.47	0.00	629.54	96.6%
52300 HEALTH INSUR							
170 52300 HEALTH INSUR	26,712.00	26,712.00	26,600.70	2,226.00	0.00	111.30	99.6%
52301 LIFE INSUR							
170 52301 LIFE INSUR	431.00	441.00	433.34	36.19	0.00	7.66	98.3%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52400 WORKERS' COMP							
170 52400 WORKERS' COMP	7,006.00	7,006.00	7,006.00	582.00	0.00	0.00	100.0%
53200 AUDITING							
170 53200 AUDITING	2,265.00	2,265.00	2,265.00	186.00	0.00	0.00	100.0%
53400 CONTRACTUAL							
170 53400 CONTRACTUAL	8,588.00	8,588.00	5,546.60	109.26	0.00	3,041.40	64.6%
54101 COMMUNICATIONS-CELLULAR							
170 54101 COMMUNICATIONS-CELLULAR	0.00	50.00	36.32	8.29	0.00	13.68	72.6%
54300 UTILITIES ELECTRIC							
170 54300 UTILITIES ELECTRIC	3,800.00	3,800.00	1,425.46	220.74	0.00	2,374.54	37.5%
54310 UTILITIES-WATER & WASTEWATER							
170 54310 UTILITIES-WATER & WASTEWATER	1,000.00	1,000.00	160.49	12.12	0.00	839.51	16.0%
54500 INSURANCE							
170 54500 INSURANCE	2,834.00	2,834.00	2,834.00	238.00	0.00	0.00	100.0%
54610 R/M BLDG & GROUNDS							
170 54610 R/M BLDG & GROUNDS	13,000.00	13,000.00	4,317.82	0.00	0.00	8,682.18	33.2%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54620 R/M EQUIPMENT							
170 54620 R/M EQUIPMENT	2,000.00	2,000.00	1,110.27	203.92	0.00	889.73	55.5%
54630 R/M VEHICLES-LABOR							
170 54630 R/M VEHICLES-LABOR	2,200.00	2,200.00	2,556.25	607.50	0.00	-356.25	116.2%*
54640 R/M VEHICLES-PARTS							
170 54640 R/M VEHICLES-PARTS	1,500.00	2,400.00	2,310.37	35.71	0.00	89.63	96.3%
55200 OPERATING SUPPLIES							
170 55200 OPERATING SUPPLIES	2,500.00	2,321.00	154.26	0.00	0.00	2,166.74	6.6%
55210 UNIFORMS							
170 55210 UNIFORMS	1,200.00	1,200.00	781.07	0.00	0.00	418.93	65.1%
55230 GAS/OIL							
170 55230 GAS/OIL	3,000.00	3,000.00	2,283.90	220.36	0.00	716.10	76.1%
56400 EQUIPMENT							
170 56400 MACH/EQUIP	22,000.00	22,129.00	22,128.90	0.00	0.00	0.10	100.0%
59990 RESERVE							
170 59990 RESERVE	40,236.00	40,236.00	0.00	0.00	0.00	40,236.00	.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
59997 RESERVE REST'D FOR CEMETERY							
170 59997 RESERVE REST'D FOR CEMETERY	1,076,605.00	1,076,605.00	0.00	0.00	0.00	1,076,605.00	.0%
TOTAL CEMETERY	0.00	0.00	18,532.50	-2,598.06	0.00	-18,532.50	100.0%
TOTAL REVENUES	-1,320,583.00	-1,320,583.00	-161,017.29	-14,978.10	0.00	-1,159,565.71	
TOTAL EXPENSES	1,320,583.00	1,320,583.00	179,549.79	12,380.04	0.00	1,141,033.21	
GRAND TOTAL	0.00	0.00	18,532.50	-2,598.06	0.00	-18,532.50	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
180 COMM DEVELOP AREA							
31110 PROPERTY TAXES							
180 31110 PROPERTY TAXES	-11,453.00	-11,453.00	-11,453.51	0.00	0.00	0.51	100.0%
31117 PROPERTY TAXES-COUNTY							
180 31117 PROPERTY TAXES-COUNTY	-13,386.00	-13,386.00	-13,386.37	0.00	0.00	0.37	100.0%
36110 INTEREST							
180 36110 INTEREST	0.00	0.00	-209.63	-28.76	0.00	209.63	100.0%
36991 PARKING REVENUE							
180 36991 PARKING REVENUE	-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	.0%*
38910 CASH BALANCE FORWARD							
180 38910 CASH BALANCE FORWARD	-29,785.00	-29,785.00	0.00	0.00	0.00	-29,785.00	.0%*
59990 RESERVE							
180 59990 RESERVE	55,624.00	55,624.00	0.00	0.00	0.00	55,624.00	.0%
TOTAL COMM DEVELOP AREA	0.00	0.00	-25,049.51	-28.76	0.00	25,049.51	100.0%
TOTAL REVENUES	-55,624.00	-55,624.00	-25,049.51	-28.76	0.00	-30,574.49	
TOTAL EXPENSES	55,624.00	55,624.00	0.00	0.00	0.00	55,624.00	
GRAND TOTAL							

FOR 2020 12

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0.00	0.00	-25,049.51	-28.76	0.00	25,049.51	100.0%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
190 LAW ENFORCE RECOVERY							
34210 FEDERAL LAW ENFORCEMENT SUPP							
190 34210 FEDERAL LAW ENFORCEMENT SUPP	-123,726.00	-123,726.00	-113,415.50	-10,310.50	0.00	-10,310.50	91.7%*
36110 INTEREST							
190 36110 INTEREST	0.00	0.00	-362.20	-35.12	0.00	362.20	100.0%
36992 GAIN ON SALE OF ASSET							
190 36992 GAIN ON SALE OF ASSET	0.00	0.00	-1,675.00	0.00	0.00	1,675.00	100.0%
38910 CASH BALANCE FORWARD							
190 38910 CASH BALANCE FORWARD	-97,023.00	-97,023.00	0.00	0.00	0.00	-97,023.00	.0%*
53400 CONTRACTUAL							
190 53400 CONTRACTUAL	0.00	2,200.00	2,200.00	0.00	0.00	0.00	100.0%
54000 TRAINING/TRAVEL							
190 54000 TRAINING/TRAVEL	11,500.00	6,900.00	2,698.20	0.00	0.00	4,201.80	39.1%
54921 UNDERCOVER							
190 54921 UNDERCOVER	7,000.00	7,000.00	3,000.00	0.00	0.00	4,000.00	42.9%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
55200 OPERATING SUPPLIES							
190 55200 OPERATING SUPPLIES	30,000.00	30,000.00	29,908.56	0.00	0.00	91.44	99.7%
56400 EQUIPMENT							
190 56400 MACH/EQUIP	109,000.00	113,600.00	108,217.41	0.00	0.00	5,382.59	95.3%
56401 NON CAP EQUIP							
190 56401 EQUIP-NON CAPITAL	13,000.00	10,800.00	9,604.99	0.00	0.00	1,195.01	88.9%
59990 RESERVE							
190 59990 RESERVE	50,249.00	50,249.00	0.00	0.00	0.00	50,249.00	.0%
TOTAL LAW ENFORCE RECOVERY	0.00	0.00	40,176.46	-10,345.62	0.00	-40,176.46	100.0%
TOTAL REVENUES	-220,749.00	-220,749.00	-115,452.70	-10,345.62	0.00	-105,296.30	
TOTAL EXPENSES	220,749.00	220,749.00	155,629.16	0.00	0.00	65,119.84	
GRAND TOTAL	0.00	0.00	40,176.46	-10,345.62	0.00	-40,176.46	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
220 BOND DEBT SERVICE							
36110 INTEREST							
220 36110 INTEREST	0.00	0.00	-399.03	0.00	0.00	399.03	100.0%
38101 FROM GENERAL FUND							
220 38101 FROM GENERAL FUND	-423,376.00	-423,376.00	-423,376.00	-35,285.00	0.00	0.00	100.0%
38910 CASH BALANCE FORWARD							
220 38910 CASH BALANCE FORWARD	-4,464.00	-4,464.00	0.00	0.00	0.00	-4,464.00	.0%*
57100 PRINCIPAL							
220 57100 PRINCIPAL	404,000.00	404,000.00	404,000.00	0.00	0.00	0.00	100.0%
57200 INTEREST							
220 57200 INTEREST	19,376.00	19,376.00	19,375.60	0.00	0.00	0.40	100.0%
59990 RESERVE							
220 59990 RESERVE	4,464.00	4,464.00	0.00	0.00	0.00	4,464.00	.0%
TOTAL BOND DEBT SERVICE	0.00	0.00	-399.43	-35,285.00	0.00	399.43	100.0%
TOTAL REVENUES	-427,840.00	-427,840.00	-423,775.03	-35,285.00	0.00	-4,064.97	
TOTAL EXPENSES	427,840.00	427,840.00	423,375.60	0.00	0.00	4,464.40	
GRAND TOTAL							

FOR 2020 12

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0.00	0.00	-399.43	-35,285.00	0.00	399.43	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
230 UTILITY DEBT SERVICE							
36110 INTEREST							
230 36110 INTEREST	0.00	0.00	-9,253.30	-766.53	0.00	9,253.30	100.0%
38140 FROM WW IMPACT FEES							
230 38140 FROM WW IMPACT FEES	-500,000.00	-500,000.00	-500,000.00	-41,663.00	0.00	0.00	100.0%
38141 FROM WATER IMPACT FEES							
230 38141 FROM WATER IMPACT FEES	-340,000.00	-340,000.00	-340,000.00	-28,337.00	0.00	0.00	100.0%
38145 FROM WASTEWATER							
230 38145 FROM WASTEWATER	-418,629.00	-418,629.00	-418,629.00	-34,883.00	0.00	0.00	100.0%
38146 FROM WATER							
230 38146 FROM WATER	-1,495,471.00	-1,495,471.00	-1,495,471.00	-124,618.00	0.00	0.00	100.0%
38910 CASH BALANCE FORWARD							
230 38910 CASH BALANCE FORWARD	-274,000.00	-274,000.00	0.00	0.00	0.00	-274,000.00	.0%*
57100 PRINCIPAL							
230 57100 PRINCIPAL	1,575,000.00	1,575,000.00	1,575,000.00	1,575,000.00	0.00	0.00	100.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
57200 INTEREST							
230 57200 INTEREST	1,179,100.00	1,179,100.00	1,179,126.48	589,550.10	0.00	-26.48	100.0%*
59990 RESERVE							
230 59990 RESERVE	274,000.00	274,000.00	0.00	0.00	0.00	274,000.00	.0%
TOTAL UTILITY DEBT SERVICE	0.00	0.00	-9,226.82	1,934,282.57	0.00	9,226.82	100.0%
TOTAL REVENUES	-3,028,100.00	-3,028,100.00	-2,763,353.30	-230,267.53	0.00	-264,746.70	
TOTAL EXPENSES	3,028,100.00	3,028,100.00	2,754,126.48	2,164,550.10	0.00	273,973.52	
GRAND TOTAL	0.00	0.00	-9,226.82	1,934,282.57	0.00	9,226.82	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
300 CAPITAL IMPROVEMENT							
33324 USACE REFUND							
300 33324 USACE REFUND	0.00	0.00	-224,354.46	0.00	0.00	224,354.46	100.0%
33400 STATE GRANT							
300 33400 STATE GRANT	-64,900.00	-64,900.00	-434,722.12	0.00	0.00	369,822.12	669.8%
33544 8TH CENT GAS TAX							
300 33544 8TH CENT GAS TAX	-125,000.00	-125,000.00	-114,780.27	-9,126.50	0.00	-10,219.73	91.8%*
33710 COUNTY GRANT							
300 33710 COUNTY GRANT	-35,100.00	-35,100.00	-103,669.33	0.00	0.00	68,569.33	295.4%
36110 INTEREST							
300 36110 INTEREST	-12,000.00	-12,000.00	-4,806.65	-89.84	0.00	-7,193.35	40.1%*
38101 FROM GENERAL FUND							
300 38101 FROM GENERAL FUND	-1,445,000.00	-1,445,000.00	-1,445,000.00	-120,413.00	0.00	0.00	100.0%
38152 FROM UB							
300 38152 FROM UB	-10,700.00	-10,700.00	-10,700.04	-891.67	0.00	0.04	100.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
38410 LOAN PROCEEDS							
300 38410 LOAN PROCEEDS	-525,000.00	-525,000.00	0.00	0.00	0.00	-525,000.00	.0%*
38910 CASH BALANCE FORWARD							
300 38910 CASH BALANCE FORWARD	-374,437.00	-374,437.00	0.00	0.00	0.00	-374,437.00	.0%*
TOTAL CAPITAL IMPROVEMENT	-2,592,137.00	-2,592,137.00	-2,338,032.87	-130,521.01	0.00	-254,104.13	90.2%
TOTAL REVENUES	-2,592,137.00	-2,592,137.00	-2,338,032.87	-130,521.01	0.00	-254,104.13	
GRAND TOTAL	-2,592,137.00	-2,592,137.00	-2,338,032.87	-130,521.01	0.00	-254,104.13	90.2%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3001000 GENERAL GOVERNMENT							
57100 PRINCIPAL							
3001000 57100 PRINCIPAL	685,090.00	685,090.00	685,089.92	451,480.20	0.00	0.08	100.0%
57200 INTEREST							
3001000 57200 INTEREST	16,301.00	16,337.00	16,336.57	6,516.14	0.00	0.43	100.0%
57310 BOND EXPENSE							
3001000 57310 BOND EXPENSE	700.00	664.00	630.00	0.00	0.00	34.00	94.9%
59990 RESERVE							
3001000 59990 RESERVE	4,546.00	4,546.00	0.00	0.00	0.00	4,546.00	.0%
TOTAL GENERAL GOVERNMENT	706,637.00	706,637.00	702,056.49	457,996.34	0.00	4,580.51	99.4%
TOTAL EXPENSES	706,637.00	706,637.00	702,056.49	457,996.34	0.00	4,580.51	
3001310 CAP IMP IT							
56400 EQUIPMENT							
3001310 56400 EQUIPMENT	125,000.00	125,320.00	125,319.03	0.00	0.00	0.97	100.0%
TOTAL CAP IMP IT	125,000.00	125,320.00	125,319.03	0.00	0.00	0.97	100.0%
TOTAL EXPENSES	125,000.00	125,320.00	125,319.03	0.00	0.00	0.97	

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3002100 CAP IMP POLICE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3002100 CAP IMP POLICE							
56400 EQUIPMENT							
3002100 56400 EQUIPMENT	55,000.00	52,305.00	47,458.54	1,690.08	0.00	4,846.46	90.7%
TOTAL CAP IMP POLICE	55,000.00	52,305.00	47,458.54	1,690.08	0.00	4,846.46	90.7%
TOTAL EXPENSES	55,000.00	52,305.00	47,458.54	1,690.08	0.00	4,846.46	
3002200 CAP IMP FIRE							
56400 EQUIPMENT							
3002200 56400 MACH/EQUIP	525,000.00	525,000.00	288,577.41	0.00	231,522.59	4,900.00	99.1%
TOTAL CAP IMP FIRE	525,000.00	525,000.00	288,577.41	0.00	231,522.59	4,900.00	99.1%
TOTAL EXPENSES	525,000.00	525,000.00	288,577.41	0.00	231,522.59	4,900.00	
3004100 CAP IMP STREETS							
56311 SIDEWALKS-GENL/MISC							
3004100 56311 SIDEWALKS-GENL/MISC	117,000.00	115,185.00	114,160.40	0.00	0.00	1,024.60	99.1%
56312 STREET STRIPING							
3004100 56312 STREET STRIPING	37,000.00	37,000.00	36,782.05	0.00	0.00	217.95	99.4%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
56320 STREET PAVING/RESURFACING-CAPI							
3004100 56320 STREET PAVNG/RESURFACING-CAPIT	462,500.00	464,315.00	463,799.35	0.00	0.00	515.65	99.9%
56500 INFRASTRUCTURE							
3004100 56500 INFRASTRUCTURE	250,000.00	250,000.00	0.00	0.00	0.00	250,000.00	.0%
TOTAL CAP IMP STREETS	866,500.00	866,500.00	614,741.80	0.00	0.00	251,758.20	70.9%
TOTAL EXPENSES	866,500.00	866,500.00	614,741.80	0.00	0.00	251,758.20	
3007200 CAP IMP REC							
56327 BEACH MONITORING/REPORTING							
3007200 56327 BEACH MONITORING/REPORTING	65,000.00	65,000.00	0.00	0.00	0.00	65,000.00	.0%
56331 BEACH RENOUR / ENGINEERING							
3007200 56331 BEACH RENOUR / ENGINEERING	35,000.00	35,000.00	6,559.00	1,773.00	23,441.00	5,000.00	85.7%
56365 DOWNTOWN WATERFRONT PARKS							
3007200 56365 DOWNTOWN WATERFRONT PARKS	0.00	2,375.00	2,375.00	0.00	0.00	0.00	100.0%
TOTAL CAP IMP REC	100,000.00	102,375.00	8,934.00	1,773.00	23,441.00	70,000.00	31.6%
TOTAL EXPENSES	100,000.00	102,375.00	8,934.00	1,773.00	23,441.00	70,000.00	
3007210 PARKS IMPROVEMENTS							

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3007210 PARKS IMPROVEMENTS ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
56300 IMPROVEMENTS						
3007210 56300 IMPROVEMENTS						
84,000.00	83,670.00	24,368.02	15,000.00	0.00	59,301.98	29.1%
TOTAL PARKS IMPROVEMENTS						
84,000.00	83,670.00	24,368.02	15,000.00	0.00	59,301.98	29.1%
TOTAL EXPENSES						
84,000.00	83,670.00	24,368.02	15,000.00	0.00	59,301.98	
3007220 CAP IMP PECK						
56300 IMPROVEMENTS						
3007220 56300 IMPROVEMENTS						
55,000.00	55,330.00	55,329.35	0.00	0.00	0.65	100.0%
TOTAL CAP IMP PECK						
55,000.00	55,330.00	55,329.35	0.00	0.00	0.65	100.0%
TOTAL EXPENSES						
55,000.00	55,330.00	55,329.35	0.00	0.00	0.65	
3007225 MLK CENTER						
56300 IMPROVEMENTS						
3007225 56300 IMPROVEMENTS						
75,000.00	75,000.00	74,322.15	24,888.71	0.00	677.85	99.1%
TOTAL MLK CENTER						
75,000.00	75,000.00	74,322.15	24,888.71	0.00	677.85	99.1%
TOTAL EXPENSES						
75,000.00	75,000.00	74,322.15	24,888.71	0.00	677.85	
GRAND TOTAL						
2,592,137.00	2,592,137.00	1,941,106.79	501,348.13	254,963.59	396,066.62	84.7%

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Revenues	($2,338,033)
Expenses	$1,941,107
Net	($ 396,926)

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
310 CAPITAL EXPANSION							
33400 STATE GRANT							
310 33400 STATE GRANT	0.00	-75,000.00	-74,991.50	0.00	0.00	-8.50	100.0%*
36110 INTEREST							
310 36110 INTEREST	-10,000.00	-10,000.00	-35,935.07	-2,297.36	0.00	25,935.07	359.4%
38410 LOAN PROCEEDS							
310 38410 LOAN PROCEEDS	-1,500,000.00	-1,500,000.00	0.00	0.00	0.00	-1,500,000.00	.0%*
TOTAL CAPITAL EXPANSION	-1,510,000.00	-1,585,000.00	-110,926.57	-2,297.36	0.00	-1,474,073.43	7.0%
TOTAL REVENUES	-1,510,000.00	-1,585,000.00	-110,926.57	-2,297.36	0.00	-1,474,073.43	
3101000 CAP EXP ADMIN							
32410 IMPACT FEES ADMIN							
3101000 32410 IMPACT FEES ADMIN	-221,500.00	-221,500.00	-102,139.43	-5,277.91	0.00	-119,360.57	46.1%*
38910 CASH BALANCE FORWARD							
3101000 38910 CASH BALANCE FORWARD	-798,766.00	-798,766.00	0.00	0.00	0.00	-798,766.00	.0%*
TOTAL CAP EXP ADMIN	-1,020,266.00	-1,020,266.00	-102,139.43	-5,277.91	0.00	-918,126.57	10.0%
TOTAL REVENUES	-1,020,266.00	-1,020,266.00	-102,139.43	-5,277.91	0.00	-918,126.57	

FOR 2020 12

3102100 CAP EXP POLICE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3102100 CAP EXP POLICE							
32421 IMPACT FEES POLICE							
3102100 32421 IMPACT FEES POLICE	-132,000.00	-132,000.00	-60,868.61	-3,145.30	0.00	-71,131.39	46.1%*
38910 CASH BALANCE FORWARD							
3102100 38910 CASH BALANCE FORWARD	-208,431.00	-208,431.00	0.00	0.00	0.00	-208,431.00	.0%*
TOTAL CAP EXP POLICE	-340,431.00	-340,431.00	-60,868.61	-3,145.30	0.00	-279,562.39	17.9%
TOTAL REVENUES	-340,431.00	-340,431.00	-60,868.61	-3,145.30	0.00	-279,562.39	
3102200 CAP EXP FIRE							
32422 IMPACT FEES FIRE							
3102200 32422 IMPACT FEES FIRE	-180,000.00	-180,000.00	-83,002.68	-4,289.04	0.00	-96,997.32	46.1%*
38910 CASH BALANCE FORWARD							
3102200 38910 CASH BALANCE FORWARD	-602,072.00	-602,072.00	0.00	0.00	0.00	-602,072.00	.0%*
TOTAL CAP EXP FIRE	-782,072.00	-782,072.00	-83,002.68	-4,289.04	0.00	-699,069.32	10.6%
TOTAL REVENUES	-782,072.00	-782,072.00	-83,002.68	-4,289.04	0.00	-699,069.32	
3107200 CAP EXP RECREATION							
32470 IMPACT FEES RECREATION							

FOR 2020 12

3107200 CAP EXP RECREATION

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3107200 32470	IMPACT FEES RECREATION						
	-1,442,500.00	-1,442,500.00	-481,373.82	-34,371.90	0.00	-961,126.18	33.4%*
38910	CASH BALANCE FORWARD						
3107200 38910	CASH BALANCE FORWARD						
	-2,595,960.00	-2,595,960.00	0.00	0.00	0.00	-2,595,960.00	.0%*
TOTAL	CAP EXP RECREATION						
	-4,038,460.00	-4,038,460.00	-481,373.82	-34,371.90	0.00	-3,557,086.18	11.9%
	TOTAL REVENUES						
	-4,038,460.00	-4,038,460.00	-481,373.82	-34,371.90	0.00	-3,557,086.18	
	GRAND TOTAL						
	-7,691,229.00	-7,766,229.00	-838,311.11	-49,381.51	0.00	-6,927,917.89	10.8%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3101000 CAP EXP ADMIN							
56200 BUILDING							
3101000 56200 BUILDING	1,500,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00	.0%
56368 MAIN STREET IMPROVEMENTS							
3101000 56368 MAIN STREET IMPROVEMENTS	0.00	25,600.00	29,847.08	0.00	0.00	-4,247.08	116.6%*
56500 INFRASTRUCTURE							
3101000 56500 INFRASTRUCTURE	50,500.00	50,500.00	19,226.06	0.00	0.00	31,273.94	38.1%
59990 RESERVE							
3101000 59990 RESERVE	971,666.00	946,066.00	0.00	0.00	0.00	946,066.00	.0%
TOTAL CAP EXP ADMIN	2,522,166.00	2,522,166.00	49,073.14	0.00	0.00	2,473,092.86	1.9%
TOTAL EXPENSES	2,522,166.00	2,522,166.00	49,073.14	0.00	0.00	2,473,092.86	
3102100 CAP EXP POLICE							
59990 RESERVE							
3102100 59990 RESERVE	340,927.00	340,927.00	0.00	0.00	0.00	340,927.00	.0%
TOTAL CAP EXP POLICE	340,927.00	340,927.00	0.00	0.00	0.00	340,927.00	.0%
TOTAL EXPENSES	340,927.00	340,927.00	0.00	0.00	0.00	340,927.00	

FOR 2020 12

3102200 CAP EXP FIRE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3102200 CAP EXP FIRE							
56200 BUILDING							
3102200 56200 BUILDING	0.00	285,750.00	226,997.00	79,135.00	58,753.00	0.00	100.0%
56400 EQUIPMENT							
3102200 56400 MACH/EQUIP	182,044.00	42,044.00	15,645.36	0.00	19,998.00	6,400.64	84.8%
59990 RESERVE							
3102200 59990 RESERVE	601,459.00	455,709.00	0.00	0.00	0.00	455,709.00	.0%
TOTAL CAP EXP FIRE	783,503.00	783,503.00	242,642.36	79,135.00	78,751.00	462,109.64	41.0%
TOTAL EXPENSES	783,503.00	783,503.00	242,642.36	79,135.00	78,751.00	462,109.64	
3107200 CAP EXP RECREATION							
56100 LAND							
3107200 56100 LAND	0.00	900,000.00	875.00	0.00	0.00	899,125.00	.1%
56200 BUILDING							
3107200 56200 BUILDING	655,000.00	655,000.00	313,890.79	18,125.53	0.00	341,109.21	47.9%
56300 IMPROVEMENTS							
3107200 56300 IMPROVEMENTS	1,601,500.00	1,676,500.00	819,969.01	64,686.65	224,610.40	631,920.59	62.3%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
56400 EQUIPMENT							
3107200 56400 MACH/EQUIP	18,000.00	18,000.00	17,405.00	0.00	0.00	595.00	96.7%
56500 INFRASTRUCTURE							
3107200 56500 INFRASTRUCTURE	900,000.00	0.00	0.00	0.00	0.00	0.00	.0%
59990 RESERVE							
3107200 59990 RESERVE	870,133.00	870,133.00	0.00	0.00	0.00	870,133.00	.0%
TOTAL CAP EXP RECREATION	4,044,633.00	4,119,633.00	1,152,139.80	82,812.18	224,610.40	2,742,882.80	33.4%
TOTAL EXPENSES	4,044,633.00	4,119,633.00	1,152,139.80	82,812.18	224,610.40	2,742,882.80	
GRAND TOTAL	7,691,229.00	7,766,229.00	1,443,855.30	161,947.18	303,361.40	6,019,012.30	22.5%

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Revenues	($ 838,312)
Expenses	$1,443,855
Net	$ 605,543

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
330 WASTEWATER IMPROVEMENT							
36110 INTEREST							
330 36110 INTEREST	0.00	0.00	-51,366.95	-4,092.62	0.00	51,366.95	100.0%
36120 UNREALIZED GAIN/LOSS							
330 36120 UNREALIZED GAIN	0.00	0.00	735.64	252.32	0.00	-735.64	100.0%*
38145 FROM WASTEWATER							
330 38145 FROM WASTEWATER	-1,500,000.00	-1,500,000.00	-1,500,000.00	-125,000.00	0.00	0.00	100.0%
38910 CASH BALANCE FORWARD							
330 38910 CASH BALANCE FORWARD	-4,988,400.00	-4,988,400.00	0.00	0.00	0.00	-4,988,400.00	.0%*
59990 RESERVE							
330 59990 RESERVE	6,488,400.00	6,488,400.00	0.00	0.00	0.00	6,488,400.00	.0%
TOTAL WASTEWATER IMPROVEMENT	0.00	0.00	-1,550,631.31	-128,840.30	0.00	1,550,631.31	100.0%
TOTAL REVENUES	-6,488,400.00	-6,488,400.00	-1,550,631.31	-128,840.30	0.00	-4,937,768.69	
TOTAL EXPENSES	6,488,400.00	6,488,400.00	0.00	0.00	0.00	6,488,400.00	
GRAND TOTAL	0.00	0.00	-1,550,631.31	-128,840.30	0.00	1,550,631.31	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 GOLF							
33120 FEMA FED GRANT							
410 33120 FEMA GRANT	0.00	0.00	-707.88	0.00	0.00	707.88	100.0%
34710 GREEN FEES							
410 34710 GREEN FEES	-283,185.00	-283,185.00	-333,783.60	-20,506.24	0.00	50,598.60	117.9%
34713 GOLF CARTS							
410 34713 GOLF CARTS	-456,931.00	-456,931.00	-327,088.80	-29,328.22	0.00	-129,842.20	71.6%*
34714 RANGE FEES							
410 34714 RANGE FEES	-45,370.00	-45,370.00	-22,225.62	-120.00	0.00	-23,144.38	49.0%*
34715 PRO SHOP SALES							
410 34715 PRO SHOP SALES	-74,352.00	-74,352.00	-60,163.01	-6,866.90	0.00	-14,188.99	80.9%*
34716 SNACK BAR SALES							
410 34716 SNACK BAR SALES	-327,822.00	-327,822.00	-230,527.05	-12,191.28	0.00	-97,294.95	70.3%*
34718 FACILITY RENTAL							
410 34718 FACILITY RENTAL	-41,748.00	-41,748.00	-39,588.25	-2,054.13	0.00	-2,159.75	94.8%*

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
34719 SCHOOL OF GOLF							
410 34719 SCHOOL OF GOLF	-3,600.00	-3,600.00	0.00	0.00	0.00	-3,600.00	.0%*
34733 MEMBERSHIPS							
410 34733 MEMBERSHIPS	-134,642.00	-134,642.00	-110,281.62	-599.97	0.00	-24,360.38	81.9%*
36990 OTHER REVENUE							
410 36990 OTHER REVENUE	-22,292.00	-22,292.00	-25,200.93	-3,136.33	0.00	2,908.93	113.0%
36992 GAIN ON SALE OF ASSET							
410 36992 GAIN ON SALE OF ASSET	0.00	0.00	10,223.80	0.00	0.00	-10,223.80	100.0%*
38101 FROM GENERAL FUND							
410 38101 FROM GENERAL FUND	-220,000.00	-715,000.00	-715,000.00	-18,326.00	0.00	0.00	100.0%
38910 CASH BALANCE FORWARD							
410 38910 CASH BALANCE FORWARD	1,001,163.00	1,001,163.00	0.00	0.00	0.00	1,001,163.00	.0%
52350 OPEB COSTS							
410 52350 OPEB COSTS	878.00	878.00	878.00	75.00	0.00	0.00	100.0%
53100 PROFESSIONAL SERVICES							
410 53100 PROFESSIONAL SERVICES	0.00	2,723.00	3,138.48	0.00	0.00	-415.48	115.3%*

LY $109,070.55

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53200 AUDITING							
410 53200 AUDITING	6,795.00	6,795.00	6,795.00	569.00	0.00	0.00	100.0%
53400 CONTRACTUAL							
410 53400 CONTRACTUAL	648,744.00	648,744.00	625,624.00	51,993.85	0.00	23,120.00	96.4%
54000 TRAINING/TRAVEL							
410 54000 TRAINING/TRAVEL	6,768.00	6,768.00	2,124.09	0.00	0.00	4,643.91	31.4%
54100 COMM - PHONE/FAX/ALARM							
410 54100 COMM - PHONE/FAX/ALARM	1,200.00	1,200.00	745.07	102.02	0.00	454.93	62.1%
54101 COMMUNICATIONS-CELLULAR							
410 54101 COMMUNICATIONS-CELLULAR	2,520.00	2,520.00	630.00	70.00	0.00	1,890.00	25.0%
54103 COMMUNICATIONS-INTERNET							
410 54103 COMMUNICATIONS-INTERNET	7,900.00	7,900.00	2,669.82	153.33	0.00	5,230.18	33.8%
54200 POSTAGE							
410 54200 POSTAGE	600.00	600.00	667.18	22.00	0.00	-67.18	111.2%*
54300 UTILITIES ELECTRIC							
410 54300 UTILITIES ELECTRIC	64,200.00	64,200.00	58,560.66	5,054.05	0.00	5,639.34	91.2%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54310 UTILITIES-WATER & WASTEWATER							
410 54310 UTILITIES-WATER & WASTEWATER	9,050.00	9,050.00	12,637.34	613.69	0.00	-3,587.34	139.6%*
54400 RENTALS/LEASES							
410 54400 RENTALS/LEASES	7,560.00	7,560.00	6,387.80	428.86	0.00	1,172.20	84.5%
54500 INSURANCE							
410 54500 INSURANCE	71,400.00	71,400.00	67,451.35	-8,001.25	0.00	3,948.65	94.5%
54610 R/M BLDG & GROUNDS							
410 54610 R/M BLDG & GROUNDS	1,200.00	17,200.00	22,626.44	1,250.32	0.00	-5,426.44	131.5%*
54620 R/M EQUIPMENT							
410 54620 R/M EQUIPMENT	49,200.00	49,200.00	49,437.01	3,229.19	0.00	-237.01	100.5%*
54800 PROMOTIONAL							
410 54800 PROMOTIONAL	32,175.00	32,175.00	24,501.20	744.00	0.00	7,673.80	76.1%
54900 MISC EXPENSE							
410 54900 MISC EXPENSE	0.00	799.00	798.67	0.00	0.00	0.33	100.0%
55100 OFFICE SUPPLIES							
410 55100 OFFICE SUPPLIES	1,956.00	1,956.00	1,366.96	225.78	0.00	589.04	69.9%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
55200 OPERATING SUPPLIES							
410 55200 OPERATING SUPPLIES	174,608.00	174,608.00	141,839.19	8,896.46	0.00	32,768.81	81.2%
55210 UNIFORMS							
410 55210 UNIFORMS	7,200.00	7,200.00	6,415.32	470.92	0.00	784.68	89.1%
55230 GAS/OIL							
410 55230 GAS/OIL	30,600.00	27,078.00	20,507.62	1,604.01	0.00	6,570.38	75.7%
55400 BOOKS/SUBS/DUES							
410 55400 BOOKS/SUBS/DUES	7,900.00	7,900.00	4,508.75	0.00	0.00	3,391.25	57.1%
55545 PRO SHOP COST OF SALES							
410 55545 PRO SHOP COST OF SALES	46,098.00	46,098.00	37,816.67	6,388.93	0.00	8,281.33	82.0%
55550 F&B COST OF SALES							
410 55550 F&B COST OF SALES	141,537.00	141,537.00	114,565.07	8,183.44	0.00	26,971.93	80.9%
55555 F&B PERSONNEL COSTS							
410 55555 F&B PERSONNEL COSTS	114,222.00	114,222.00	106,132.04	8,882.43	0.00	8,089.96	92.9%
56200 BUILDING							
410 56200 BUILDING	45,000.00	29,000.00	0.00	0.00	0.00	29,000.00	.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
56300 IMPROVEMENTS							
410 56300 IMPROVEMENTS	40,000.00	535,000.00	267,993.34	84,920.93	252,800.00	14,206.66	97.3%
56400 EQUIPMENT							
410 56400 MACH/EQUIP	75,000.00	75,000.00	64,868.39	0.00	0.00	10,131.61	86.5%
57100 PRINCIPAL							
410 57100 PRINCIPAL	175,722.00	175,722.00	109,293.60	109,293.60	0.00	66,428.40	62.2%
57200 INTEREST							
410 57200 INTEREST	7,301.00	7,301.00	4,478.14	1,632.23	0.00	2,822.86	61.3%
59990 RESERVE							
410 59990 RESERVE	-1,168,555.00	-1,168,555.00	0.00	0.00	0.00	-1,168,555.00	.0%*
TOTAL GOLF	0.00	0.00	-88,885.76	193,673.72	252,800.00	-163,914.24	100.0%
TOTAL REVENUES	-608,779.00	-1,103,779.00	-1,854,342.96	-93,129.07	0.00	750,563.96	
TOTAL EXPENSES	608,779.00	1,103,779.00	1,765,457.20	286,802.79	252,800.00	-914,478.20	
GRAND TOTAL	0.00	0.00	-88,885.76	193,673.72	252,800.00	-163,914.24	100.0%

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Golf	Budget		Sept YTD	
Pro Shop Sales	74,352.00		60,163.01	
Cost of Good Sold	46,098.00		37,816.67	
Profit/(Loss)	28,254.00	61.3%	22,346.34	59.9%

Golf	Budget		Sept YTD	
F&B Sales	327,822.00		230,527.05	
Cost of Good Sold	255,759.00		220,697.11	
Profit/(Loss)	72,063.00	28.2%	9,829.94	4.5%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 AIRPORT							
33220 FAA GRANT							
420 33220 FAA GRANT	-2,143,000.00	-2,143,000.00	-174,131.00	-5,757.58	0.00	-1,968,869.00	8.1%*
33323 FDOT GRANT							
420 33323 FDOT GRANT	-505,500.00	-505,500.00	-136,897.76	-9,638.27	0.00	-368,602.24	27.1%*
34704 RENTALS NON-TAXABLE							
420 34704 RENTALS NON-TAXABLE	0.00	0.00	-750.00	0.00	0.00	750.00	100.0%
34720 RENTALS							
420 34720 RENTALS	0.00	0.00	-1,391.58	0.00	0.00	1,391.58	100.0%
34970 FUEL FLOW FEES							
420 34970 FUEL FLOW FEES	-24,800.00	-24,800.00	-23,025.68	-632.48	0.00	-1,774.32	92.8%*
34971 LEASE PAYMENTS-LAND LEASE							
420 34971 LEASE PAYMENTS-LAND LEASE	-69,797.00	-69,797.00	-91,103.44	-6,511.75	0.00	21,306.44	130.5%
34972 BUILDING LEASE							
420 34972 BUILDING LEASE	0.00	0.00	-5,633.29	-433.33	0.00	5,633.29	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
34973 LAND LEASE- AMELIA RIVER							
420 34973 LAND LEASE- AMELIA RIVER	-205,960.00	-205,960.00	-213,505.78	-18,653.35	0.00	7,545.78	103.7%
34974 LAND LEASE PAYMENTS-NON TAXABL							
420 34974 LAND LEASE PAYMENTS-NON TAXABL	-37,105.00	-37,105.00	-38,708.95	-3,163.86	0.00	1,603.95	104.3%
34975 RENT/LEASE PAYMENTS							
420 34975 RENT/LEASE PAYMENTS	-293,707.00	-293,707.00	-290,401.63	-21,167.85	0.00	-3,305.37	98.9%*
34976 8 FLAGS RENT (TAXABLE)							
420 34976 8 FLAGS RENT (TAXABLE)	-67,017.00	-67,017.00	-45,847.64	0.00	0.00	-21,169.36	68.4%*
34978 8 FLAGS RENT NON-TAXABLE							
420 34978 8 FLAGS RENT NON-TAXABLE	-50,266.00	-50,266.00	-68,963.84	-4,606.22	0.00	18,697.84	137.2%
34979 TRANSIENT HANGAR REVENUE							
420 34979 TRANSIENT REVENUE	0.00	0.00	-6,243.87	-1,053.87	0.00	6,243.87	100.0%
36110 INTEREST							
420 36110 INTEREST	0.00	0.00	-5,386.98	-417.71	0.00	5,386.98	100.0%
36990 OTHER REVENUE							
420 36990 OTHER REVENUE	-112,650.00	-112,650.00	-76,549.66	-120.00	0.00	-36,100.34	68.0%*

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
36991 PARKING REVENUE							
420 36991 AIRCRAFT PARKING REVENUE	-2,004.00	-2,004.00	-1,700.00	0.00	0.00	-304.00	84.8%*
36992 GAIN ON SALE OF ASSET							
420 36992 GAIN ON SALE OF ASSET	0.00	0.00	7,930.14	0.00	0.00	-7,930.14	100.0%*
36995 LATE FEES							
420 36995 LATE FEES	0.00	0.00	-1,288.61	0.00	0.00	1,288.61	100.0%
38910 CASH BALANCE FORWARD							
420 38910 CASH BALANCE FORWARD	-173,581.00	-173,581.00	0.00	0.00	0.00	-173,581.00	.0%*
51200 SALARIES							
420 51200 SALARIES	128,570.00	128,570.00	126,848.43	10,005.40	0.00	1,721.57	98.7%
51350 PART TIME SALARIES							
420 51350 PART-TIME	15,809.00	15,809.00	0.00	0.00	0.00	15,809.00	.0%
52100 FICA							
420 52100 FICA	11,045.00	11,045.00	8,833.90	703.41	0.00	2,211.10	80.0%
52200 RETIREMENT							
420 52200 RETIREMENT	30,806.00	30,806.00	30,389.96	2,397.30	0.00	416.04	98.6%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52300 HEALTH INSUR							
420 52300 HEALTH INSUR	29,687.00	29,687.00	29,619.72	2,479.02	0.00	67.28	99.8%
52301 LIFE INSUR							
420 52301 LIFE INSUR	713.00	737.00	736.49	61.57	0.00	0.51	99.9%
52350 OPEB COSTS							
420 52350 OPEB COSTS	1,756.00	1,756.00	1,756.00	150.00	0.00	0.00	100.0%
52400 WORKERS' COMP							
420 52400 WORKERS' COMP	3,150.00	3,150.00	3,150.00	257.00	0.00	0.00	100.0%
53100 PROFESSIONAL SERVICES							
420 53100 PROFESSIONAL SERVICES	25,000.00	25,000.00	12,750.00	0.00	0.00	12,250.00	51.0%
53200 AUDITING							
420 53200 AUDITING	6,795.00	6,795.00	6,795.00	569.00	0.00	0.00	100.0%
53400 CONTRACTUAL							
420 53400 CONTRACTUAL	54,790.00	54,790.00	30,164.09	1,836.38	0.00	24,625.91	55.1%
54000 TRAINING/TRAVEL							
420 54000 TRAINING/TRAVEL	3,000.00	3,000.00	27.51	0.00	0.00	2,972.49	.9%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54100 COMM - PHONE/FAX/ALARM							
420 54100 COMM - PHONE/FAX/ALARM	2,203.00	2,203.00	1,719.11	161.64	0.00	483.89	78.0%
54101 COMMUNICATIONS-CELLULAR							
420 54101 COMMUNICATIONS-CELLULAR	2,000.00	2,000.00	1,308.84	101.97	0.00	691.16	65.4%
54103 COMMUNICATIONS-INTERNET							
420 54103 COMMUNICATIONS-INTERNET	5,750.00	5,750.00	2,040.50	185.50	0.00	3,709.50	35.5%
54200 POSTAGE							
420 54200 POSTAGE	100.00	100.00	68.00	24.60	0.00	32.00	68.0%
54300 UTILITIES ELECTRIC							
420 54300 UTILITIES ELECTRIC	42,000.00	39,963.00	31,311.05	3,742.52	0.00	8,651.95	78.4%
54310 UTILITIES-WATER & WASTEWATER							
420 54310 UTILITIES-WATER & WASTEWATER	13,400.00	13,400.00	8,092.24	0.00	0.00	5,307.76	60.4%
54500 INSURANCE							
420 54500 INSURANCE	42,349.00	42,349.00	42,349.00	3,530.00	0.00	0.00	100.0%
54610 R/M BLDG & GROUNDS							
420 54610 R/M BLDG & GROUNDS	94,000.00	93,600.00	83,808.23	3,969.03	0.00	9,791.77	89.5%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54620 R/M EQUIPMENT							
420 54620 R/M EQUIPMENT	1,500.00	1,500.00	53.96	0.00	0.00	1,446.04	3.6%
54630 R/M VEHICLES-LABOR							
420 54630 R/M VEHICLES-LABOR	4,600.00	6,000.00	5,286.25	0.00	0.00	713.75	88.1%
54640 R/M VEHICLES-PARTS							
420 54640 R/M VEHICLES-PARTS	5,000.00	6,500.00	6,134.56	73.89	0.00	365.44	94.4%
54700 PRINTING							
420 54700 PRINTING	1,057.00	1,057.00	0.00	0.00	0.00	1,057.00	.0%
54800 PROMOTIONAL							
420 54800 PROMOTIONAL	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
54910 BILLING COSTS							
420 54910 BILLING COSTS	7,300.00	7,300.00	7,300.00	612.00	0.00	0.00	100.0%
55100 OFFICE SUPPLIES							
420 55100 OFFICE SUPPLIES	7,300.00	2,907.00	616.53	0.00	0.00	2,290.47	21.2%
55200 OPERATING SUPPLIES							
420 55200 OPERATING SUPPLIES	2,285.00	2,285.00	1,939.28	1,491.40	0.00	345.72	84.9%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
55210 UNIFORMS							
420 55210 UNIFORMS	400.00	400.00	24.00	0.00	0.00	376.00	6.0%
55230 GAS/OIL							
420 55230 GAS/OIL	5,000.00	6,500.00	5,542.71	264.12	0.00	957.29	85.3%
55400 BOOKS/SUBS/DUES							
420 55400 BOOKS/SUBS/DUES	525.00	725.00	655.00	0.00	0.00	70.00	90.3%
56300 IMPROVEMENTS							
420 56300 IMPROVEMENTS	2,860,250.00	2,965,585.00	437,055.98	22,888.17	2,857,918.14	-329,389.12	111.1%*
56400 EQUIPMENT							
420 56400 MACH/EQUIP	30,000.00	30,200.00	30,172.62	0.00	0.00	27.38	99.9%
56401 NON CAP EQUIP							
420 56401 EQUIP-NON CAPITAL	1,000.00	2,393.00	2,393.00	0.00	0.00	0.00	100.0%
57100 PRINCIPAL							
420 57100 PRINCIPAL	79,000.00	79,000.00	79,000.00	79,000.00	0.00	0.00	100.0%
57200 INTEREST							
420 57200 INTEREST	35,005.00	35,618.00	35,617.17	17,802.40	0.00	0.83	100.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
59990 RESERVE							
420 59990 RESERVE	131,242.00	25,907.00	0.00	0.00	0.00	25,907.00	.0%
TOTAL AIRPORT	0.00	0.00	-140,040.44	80,150.05	2,857,918.14	-2,717,877.70	100.0%
TOTAL REVENUES	-3,685,387.00	-3,685,387.00	-1,173,599.57	-72,156.27	0.00	-2,511,787.43	
TOTAL EXPENSES	3,685,387.00	3,685,387.00	1,033,559.13	152,306.32	2,857,918.14	-206,090.27	
GRAND TOTAL	0.00	0.00	-140,040.44	80,150.05	2,857,918.14	-2,717,877.70	100.0%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
440 SANITATION							
34340 GARBAGE FEES							
440 34340 GARBAGE FEES	-2,520,960.00	-2,520,960.00	-2,654,753.18	-229,221.62	0.00	133,793.18	105.3%
36110 INTEREST							
440 36110 INTEREST	0.00	0.00	-1,704.77	-67.30	0.00	1,704.77	100.0%
36990 OTHER REVENUE							
440 36990 OTHER REVENUE	-19,000.00	-19,000.00	-51,766.44	-2,098.60	0.00	32,766.44	272.5%
38910 CASH BALANCE FORWARD							
440 38910 CASH BALANCE FORWARD	-102,008.00	-102,008.00	0.00	0.00	0.00	-102,008.00	.0%*
53200 AUDITING							
440 53200 AUDITING	6,795.00	6,795.00	6,795.00	569.00	0.00	0.00	100.0%
53400 CONTRACTUAL							
440 53400 CONTRACTUAL	125,000.00	123,500.00	55,334.68	8,375.76	0.00	68,165.32	44.8%
53440 SANITATION SERVICES EXPENSE							
440 53440 SANITATION SERVICES EXPENSE	2,291,553.00	2,291,553.00	2,254,483.95	209,860.00	0.00	37,069.05	98.4%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53444 RECYCLING SERVICES							
440 53444 RECYCLING SERVICES	20,000.00	20,000.00	20,000.00	1,663.00	0.00	0.00	100.0%
54910 BILLING COSTS							
440 54910 BILLING COSTS	92,000.00	92,000.00	92,000.00	7,663.00	0.00	0.00	100.0%
55200 OPERATING SUPPLIES							
440 55200 OPERATING SUPPLIES	700.00	2,200.00	1,789.70	0.00	0.00	410.30	81.4%
55644 NON PROFIT KNB							
440 55644 NON PROFIT KNB	5,000.00	5,000.00	789.19	0.00	0.00	4,210.81	15.8%
56401 NON CAP EQUIP							
440 56401 NON CAP EQUIP	15,000.00	15,000.00	14,864.18	6,527.50	0.00	135.82	99.1%
59100 TRANSFER TO GENERAL FUND							
440 59100 TRANSFER TO GENERAL FUND	36,000.00	36,000.00	36,000.00	3,000.00	0.00	0.00	100.0%
59990 RESERVE							
440 59990 RESERVE	49,920.00	49,920.00	0.00	0.00	0.00	49,920.00	.0%
TOTAL SANITATION	0.00	0.00	-226,167.69	6,270.74	0.00	226,167.69	100.0%
TOTAL REVENUES	-2,641,968.00	-2,641,968.00	-2,708,224.39	-231,387.52	0.00	66,256.39	
TOTAL EXPENSES							

FOR 2020 12

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
2,641,968.00	2,641,968.00	2,482,056.70	237,658.26	0.00	159,911.30	
GRAND TOTAL						
0.00	0.00	-226,167.69	6,270.74	0.00	226,167.69	100.0%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 WASTEWATER							
34345 WASTEWATER CHARGES							
450 34345 WASTEWATER CHARGES	-6,005,917.00	-6,005,917.00	-6,057,703.98	-527,711.21	0.00	51,786.98	100.9%
34530 SEPTIC DUMPING							
450 34530 SEPTIC DUMPING	-35,000.00	-35,000.00	-54,510.20	-4,636.80	0.00	19,510.20	155.7%
34535 WASTEWATER TAP FEES							
450 34535 WASTEWATER TAP FEES	-31,250.00	-31,250.00	-41,821.00	-6,571.00	0.00	10,571.00	133.8%
34910 WASTEWATER MISCELLANEOUS FEES							
450 34910 WASTEWATER MISCELLANEOUS FEES	-5,000.00	-5,000.00	-47,282.15	-2,025.00	0.00	42,282.15	945.6%
36110 INTEREST							
450 36110 INTEREST	-90,000.00	-90,000.00	-119,223.44	-7,768.53	0.00	29,223.44	132.5%
36120 UNREALIZED GAIN/LOSS							
450 36120 UNREALIZED GAIN	0.00	0.00	735.64	252.32	0.00	-735.64	100.0%*
36992 GAIN ON SALE OF ASSET							
450 36992 GAIN ON SALE OF ASSET	0.00	0.00	-602.50	0.00	0.00	602.50	100.0%

LY $5,785,679.46

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
38910 CASH BALANCE FORWARD							
450 38910 CASH BALANCE FORWARD	-6,017,119.00	-6,017,119.00	0.00	0.00	0.00	-6,017,119.00	.0%*
51200 SALARIES							
450 51200 SALARIES	568,299.00	568,299.00	546,307.97	43,185.64	0.00	21,991.03	96.1%
51350 PART TIME SALARIES							
450 51350 PART-TIME	31,948.00	31,948.00	18,135.53	0.00	0.00	13,812.47	56.8%
51400 OVERTIME							
450 51400 OVERTIME	100,000.00	107,499.00	107,499.81	4,099.56	0.00	-0.81	100.0%*
52100 FICA							
450 52100 FICA	53,569.00	53,569.00	48,197.77	3,375.42	0.00	5,371.23	90.0%
52200 RETIREMENT							
450 52200 RETIREMENT	139,656.00	139,656.00	153,608.51	11,227.80	0.00	-13,952.51	110.0%*
52300 HEALTH INSUR							
450 52300 HEALTH INSUR	168,423.00	168,423.00	162,331.73	12,845.78	0.00	6,091.27	96.4%
52301 LIFE INSUR							
450 52301 LIFE INSUR	3,158.00	3,238.00	3,237.15	266.31	0.00	0.85	100.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52350 OPEB COSTS							
450 52350 OPEB COSTS	15,361.00	15,361.00	15,361.00	1,281.00	0.00	0.00	100.0%
52400 WORKERS' COMP							
450 52400 WORKERS' COMP	20,189.00	20,189.00	20,189.00	1,687.00	0.00	0.00	100.0%
53200 AUDITING							
450 53200 AUDITING	14,345.00	14,345.00	14,345.00	1,200.00	0.00	0.00	100.0%
53400 CONTRACTUAL							
450 53400 CONTRACTUAL	251,098.00	251,098.00	157,427.77	11,890.44	0.00	93,670.23	62.7%
54000 TRAINING/TRAVEL							
450 54000 TRAINING/TRAVEL	16,375.00	14,145.00	4,533.00	113.00	0.00	9,612.00	32.0%
54100 COMM - PHONE/FAX/ALARM							
450 54100 COMM - PHONE/FAX/ALARM	3,555.00	3,555.00	764.05	71.96	0.00	2,790.95	21.5%
54101 COMMUNICATIONS-CELLULAR							
450 54101 COMMUNICATIONS-CELLULAR	2,400.00	2,550.00	2,525.09	214.80	0.00	24.91	99.0%
54103 COMMUNICATIONS-INTERNET							
450 54103 COMMUNICATIONS-INTERNET	1,635.00	3,635.00	3,378.68	292.26	0.00	256.32	92.9%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54200 POSTAGE							
450 54200 POSTAGE	3,000.00	3,000.00	494.52	33.55	0.00	2,505.48	16.5%
54300 UTILITIES ELECTRIC							
450 54300 UTILITIES ELECTRIC	190,000.00	182,501.00	154,158.56	12,416.35	0.00	28,342.44	84.5%
54310 UTILITIES-WATER & WASTEWATER							
450 54310 UTILITIES-WATER & WASTEWATER	31,287.00	31,287.00	20,763.58	774.85	0.00	10,523.42	66.4%
54320 UTILITIES-PROPANE/OTHER							
450 54320 UTILITIES-PROPANE/OTHER	7,800.00	7,800.00	0.00	0.00	0.00	7,800.00	.0%
54500 INSURANCE							
450 54500 INSURANCE	71,388.00	71,388.00	71,388.00	5,949.00	0.00	0.00	100.0%
54610 R/M BLDG & GROUNDS							
450 54610 R/M BLDG & GROUNDS	20,000.00	20,000.00	9,116.07	0.00	0.00	10,883.93	45.6%
54620 R/M EQUIPMENT							
450 54620 R/M EQUIPMENT	110,000.00	110,000.00	70,110.13	2,246.36	5,812.50	34,077.37	69.0%
54630 R/M VEHICLES-LABOR							
450 54630 R/M VEHICLES-LABOR	27,000.00	27,000.00	25,016.00	2,164.50	0.00	1,984.00	92.7%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54640 R/M VEHICLES-PARTS							
450 54640 R/M VEHICLES-PARTS	40,000.00	40,000.00	38,266.16	1,213.38	0.00	1,733.84	95.7%
54910 BILLING COSTS							
450 54910 BILLING COSTS	200,000.00	200,000.00	200,000.00	16,663.00	0.00	0.00	100.0%
54920 UTILITY ADMIN COSTS							
450 54920 UTILITY ADMIN COSTS	225,000.00	225,000.00	225,000.00	18,750.00	0.00	0.00	100.0%
55100 OFFICE SUPPLIES							
450 55100 OFFICE SUPPLIES	1,100.00	1,100.00	319.99	0.00	0.00	780.01	29.1%
55200 OPERATING SUPPLIES							
450 55200 OPERATING SUPPLIES	198,120.00	198,120.00	105,074.81	15,341.63	0.00	93,045.19	53.0%
55210 UNIFORMS							
450 55210 UNIFORMS	10,525.00	10,525.00	5,630.25	1,477.45	0.00	4,894.75	53.5%
55220 JANITORIAL SUPPLIES							
450 55220 JANITORIAL SUPPLIES	1,500.00	2,100.00	1,899.38	0.00	0.00	200.62	90.4%
55230 GAS/OIL							
450 55230 GAS/OIL	30,000.00	29,400.00	24,692.63	1,787.22	0.00	4,707.37	84.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
55240 CHEMICALS							
450 55240 CHEMICALS	70,000.00	70,000.00	63,172.40	10,599.92	0.00	6,827.60	90.2%
55300 ROAD MATERIALS							
450 55300 ROAD MATERIALS	8,000.00	8,000.00	4,401.49	0.00	0.00	3,598.51	55.0%
55400 BOOKS/SUBS/DUES							
450 55400 BOOKS/SUBS/DUES	1,900.00	1,900.00	523.00	12.50	0.00	1,377.00	27.5%
56300 IMPROVEMENTS							
450 56300 IMPROVEMENTS	940,000.00	940,000.00	314,493.47	18,662.16	10,801.60	614,704.93	34.6%
56400 EQUIPMENT							
450 56400 MACH/EQUIP	160,000.00	160,000.00	18,067.24	2,560.35	0.00	141,932.76	11.3%
56401 NON CAP EQUIP							
450 56401 EQUIP-NON CAPITAL	23,500.00	23,500.00	2,221.00	0.00	0.00	21,279.00	9.5%
59100 TRANSFER TO GENERAL FUND							
450 59100 TRANSFER TO GENERAL FUND	360,000.00	360,000.00	360,000.00	30,000.00	0.00	0.00	100.0%
59230 TRANSFER TO UTIL ACQ DS							
450 59230 TRANSFER TO UTIL ACQ DS	418,629.00	418,629.00	418,629.00	34,883.00	0.00	0.00	100.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
59330 TRANSFER TO WW CAPITAL							
450 59330 TRANSFER TO WW CAPITAL	1,500,000.00	1,500,000.00	1,500,000.00	125,000.00	0.00	0.00	100.0%
59460 TRANSFER TO WATER FUND							
450 59460 TRANSFER TO WATER FUND	600,000.00	600,000.00	600,000.00	50,000.00	0.00	0.00	100.0%
59990 RESERVE							
450 59990 RESERVE	5,545,526.00	5,545,526.00	0.00	0.00	0.00	5,545,526.00	.0%
TOTAL WASTEWATER	0.00	0.00	-829,127.89	-106,174.03	16,614.10	812,513.79	100.0%
TOTAL REVENUES	-12,184,286.00	-12,184,286.00	-6,320,407.63	-548,460.22	0.00	-5,863,878.37	
TOTAL EXPENSES	12,184,286.00	12,184,286.00	5,491,279.74	442,286.19	16,614.10	6,676,392.16	
GRAND TOTAL	0.00	0.00	-829,127.89	-106,174.03	16,614.10	812,513.79	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 WATER							
34346 WATER CHARGES			LY $4,187,354.92				
460 34346 WATER CHARGES	-4,233,544.00	-4,233,544.00	-4,303,296.51	-381,279.17	0.00	69,752.51	101.6%
34610 WATER TAP CHARGES							
460 34610 WATER TAP CHARGES	-53,560.00	-53,560.00	-46,250.00	-7,750.00	0.00	-7,310.00	86.4%*
34620 WATER METER INSTALLATION FEES							
460 34620 WATER METER INSTALLATION FEES	-37,801.00	-37,801.00	-16,755.82	-1,683.44	0.00	-21,045.18	44.3%*
34621 WATER NONPAY RECONNECT FEE							
460 34621 WATER NONPAY RECONNECT FEE	-30,000.00	-30,000.00	-34,147.68	1,793.67	0.00	4,147.68	113.8%
34910 WASTEWATER MISCELLANEOUS FEES							
460 34910 MISCELLANEOUS FEES	-10,712.00	-10,712.00	-6,492.88	0.00	0.00	-4,219.12	60.6%*
36110 INTEREST							
460 36110 INTEREST	-79,745.00	-79,745.00	-46,741.41	-2,965.05	0.00	-33,003.59	58.6%*
36120 UNREALIZED GAIN/LOSS							
460 36120 UNREALIZED GAIN	0.00	0.00	744.19	259.96	0.00	-744.19	100.0%*

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
36323 EXTENSION CHARGES							
460 36323 EXTENSION CHARGES	-24,720.00	-24,720.00	-16,525.00	-5,450.00	0.00	-8,195.00	66.8%*
36990 OTHER REVENUE							
460 36990 OTHER REVENUE	0.00	0.00	-2,000.00	-2,000.00	0.00	2,000.00	100.0%
36992 GAIN ON SALE OF ASSET							
460 36992 GAIN ON SALE OF ASSET	0.00	0.00	-896.50	0.00	0.00	896.50	100.0%
36995 LATE FEES							
460 36995 LATE FEES	-16,322.00	-16,322.00	-11,536.57	265.65	0.00	-4,785.43	70.7%*
38145 FROM WASTEWATER							
460 38145 FROM WASTEWATER	-600,000.00	-600,000.00	-600,000.00	-50,000.00	0.00	0.00	100.0%
38910 CASH BALANCE FORWARD							
460 38910 CASH BALANCE FORWARD	-5,182,226.00	-5,182,226.00	0.00	0.00	0.00	-5,182,226.00	.0%*
38912 RESERVE - R & R FUND							
460 38912 RESERVE - R & R FUND	-200,000.00	-200,000.00	0.00	0.00	0.00	-200,000.00	.0%*
51200 SALARIES							
460 51200 SALARIES	509,731.00	509,731.00	454,112.08	37,271.02	0.00	55,618.92	89.1%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51350 PART TIME SALARIES							
460 51350 PART-TIME	0.00	1,106.00	1,105.08	0.00	0.00	0.92	99.9%
51400 OVERTIME							
460 51400 OVERTIME	105,000.00	112,499.00	110,510.65	5,806.90	0.00	1,988.35	98.2%
52100 FICA							
460 52100 FICA	47,027.00	47,027.00	41,514.35	3,140.86	0.00	5,512.65	88.3%
52200 RETIREMENT							
460 52200 RETIREMENT	122,316.00	122,316.00	126,721.94	9,203.02	0.00	-4,405.94	103.6%*
52300 HEALTH INSUR							
460 52300 HEALTH INSUR	134,776.00	134,776.00	122,747.03	11,061.93	0.00	12,028.97	91.1%
52301 LIFE INSUR							
460 52301 LIFE INSUR	2,744.00	2,744.00	2,555.92	227.96	0.00	188.08	93.1%
52350 OPEB COSTS							
460 52350 OPEB COSTS	14,483.00	14,483.00	14,483.00	1,206.00	0.00	0.00	100.0%
52400 WORKERS' COMP							
460 52400 WORKERS' COMP	23,942.00	23,942.00	23,942.00	1,997.00	0.00	0.00	100.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53100 PROFESSIONAL SERVICES							
460 53100 PROFESSIONAL SERVICES	0.00	0.00	-30.45	0.00	0.00	30.45	100.0%
53200 AUDITING							
460 53200 AUDITING	9,815.00	9,815.00	9,815.00	817.00	0.00	0.00	100.0%
53400 CONTRACTUAL							
460 53400 CONTRACTUAL	149,980.00	149,980.00	104,076.55	6,242.14	0.00	45,903.45	69.4%
54000 TRAINING/TRAVEL							
460 54000 TRAINING/TRAVEL	12,120.00	10,014.00	3,801.35	21.90	0.00	6,212.65	38.0%
54100 COMM - PHONE/FAX/ALARM							
460 54100 COMM - PHONE/FAX/ALARM	2,115.00	2,115.00	994.00	93.30	0.00	1,121.00	47.0%
54101 COMMUNICATIONS-CELLULAR							
460 54101 COMMUNICATIONS-CELLULAR	5,000.00	5,000.00	3,964.02	392.20	0.00	1,035.98	79.3%
54103 COMMUNICATIONS-INTERNET							
460 54103 COMMUNICATIONS-INTERNET	5,250.00	5,250.00	3,015.11	275.42	0.00	2,234.89	57.4%
54200 POSTAGE							
460 54200 POSTAGE	1,825.00	1,825.00	258.91	0.00	0.00	1,566.09	14.2%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54300 UTILITIES ELECTRIC							
460 54300 UTILITIES ELECTRIC	275,000.00	267,501.00	209,508.27	18,842.40	0.00	57,992.73	78.3%
54310 UTILITIES-WATER & WASTEWATER							
460 54310 UTILITIES-WATER & WASTEWATER	1,000.00	1,000.00	801.98	135.27	0.00	198.02	80.2%
54320 UTILITIES-PROPANE/OTHER							
460 54320 UTILITIES-PROPANE/OTHER	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	.0%
54440 LAND RENT							
460 54440 LAND RENT	25,000.00	25,000.00	17,525.84	1,534.39	0.00	7,474.16	70.1%
54500 INSURANCE							
460 54500 INSURANCE	30,315.00	30,315.00	30,315.00	2,529.00	0.00	0.00	100.0%
54610 R/M BLDG & GROUNDS							
460 54610 R/M BLDG & GROUNDS	3,000.00	4,000.00	3,449.91	178.54	0.00	550.09	86.2%
54620 R/M EQUIPMENT							
460 54620 R/M EQUIPMENT	230,000.00	230,000.00	24,666.97	5,642.90	0.00	205,333.03	10.7%
54630 R/M VEHICLES-LABOR							
460 54630 R/M VEHICLES-LABOR	14,000.00	14,000.00	13,346.15	22.50	0.00	653.85	95.3%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54640 R/M VEHICLES-PARTS							
460 54640 R/M VEHICLES-PARTS	20,000.00	19,885.00	18,350.23	361.22	0.00	1,534.77	92.3%
54800 PROMOTIONAL							
460 54800 PROMOTIONAL	10,000.00	10,000.00	2,500.00	0.00	0.00	7,500.00	25.0%
54910 BILLING COSTS							
460 54910 BILLING COSTS	200,000.00	200,000.00	200,000.00	16,663.00	0.00	0.00	100.0%
54920 UTILITY ADMIN COSTS							
460 54920 UTILITY ADMIN COSTS	225,000.00	225,000.00	225,000.00	18,750.00	0.00	0.00	100.0%
55100 OFFICE SUPPLIES							
460 55100 OFFICE SUPPLIES	1,000.00	1,000.00	339.93	114.94	0.00	660.07	34.0%
55200 OPERATING SUPPLIES							
460 55200 OPERATING SUPPLIES	161,420.00	161,420.00	136,413.93	4,245.03	0.00	25,006.07	84.5%
55210 UNIFORMS							
460 55210 UNIFORMS	9,900.00	9,900.00	7,977.70	2,221.94	0.00	1,922.30	80.6%
55220 JANITORIAL SUPPLIES							
460 55220 JANITORIAL SUPPLIES	450.00	450.00	385.11	0.00	0.00	64.89	85.6%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
55230 GAS/OIL							
460 55230 GAS/OIL	35,000.00	35,000.00	29,011.04	2,515.65	0.00	5,988.96	82.9%
55240 CHEMICALS							
460 55240 CHEMICALS	25,000.00	25,000.00	12,685.00	2,116.00	0.00	12,315.00	50.7%
55300 ROAD MATERIALS							
460 55300 ROAD MATERIALS	8,000.00	8,000.00	4,903.71	0.00	0.00	3,096.29	61.3%
55400 BOOKS/SUBS/DUES							
460 55400 BOOKS/SUBS/DUES	6,140.00	6,140.00	1,897.95	87.50	0.00	4,242.05	30.9%
56300 IMPROVEMENTS							
460 56300 IMPROVEMENTS	1,370,000.00	1,370,000.00	1,364,635.08	6,391.04	0.00	5,364.92	99.6%
56400 EQUIPMENT							
460 56400 MACH/EQUIP	37,000.00	40,103.00	40,102.85	0.00	0.00	0.15	100.0%
56401 NON CAP EQUIP							
460 56401 EQUIP-NON CAPITAL	25,000.00	22,012.00	5,986.61	0.00	0.00	16,025.39	27.2%
59100 TRANSFER TO GENERAL FUND							
460 59100 TRANSFER TO GENERAL FUND	180,000.00	180,000.00	180,000.00	15,000.00	0.00	0.00	100.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
59230 TRANSFER TO UTIL ACQ DS							
460 59230 TRANSFER TO UTIL ACQ DS	1,495,471.00	1,495,471.00	1,495,471.00	124,618.00	0.00	0.00	100.0%
59910 CONTINGENCY R & R							
460 59910 CONTINGENCY R & R	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	.0%
59990 RESERVE							
460 59990 RESERVE	4,728,810.00	4,728,810.00	0.00	0.00	0.00	4,728,810.00	.0%
TOTAL WATER	0.00	0.00	-35,037.38	-149,082.41	0.00	35,037.38	100.0%
TOTAL REVENUES	-10,468,630.00	-10,468,630.00	-5,083,898.18	-448,808.38	0.00	-5,384,731.82	
TOTAL EXPENSES	10,468,630.00	10,468,630.00	5,048,860.80	299,725.97	0.00	5,419,769.20	
GRAND TOTAL	0.00	0.00	-35,037.38	-149,082.41	0.00	35,037.38	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 STORMWATER							
33120 FEMA FED GRANT							
470 33120 FEMA FED GRANT	-383,803.00	-383,803.00	0.00	0.00	0.00	-383,803.00	.0%*
33400 STATE GRANT							
470 33400 STATE GRANT	-231,197.00	-231,197.00	-198,220.57	0.00	0.00	-32,976.43	85.7%*
33700 SJRWMD GRANT							
470 33700 SJRWMD GRANT	-412,945.00	-412,945.00	-412,945.00	0.00	0.00	0.00	100.0%
34347 WATER DRAINAGE FEES			LY $885,503.05				
470 34347 WATER DRAINAGE FEES	-825,000.00	-825,000.00	-884,567.17	-77,318.54	0.00	59,567.17	107.2%
34910 WASTEWATER MISCELLANEOUS FEES							
470 34910 MISCELLANEOUS FEES	0.00	0.00	-3,779.95	0.00	0.00	3,779.95	100.0%
36110 INTEREST							
470 36110 INTEREST	0.00	0.00	-214.60	0.00	0.00	214.60	100.0%
36990 OTHER REVENUE							
470 36990 OTHER REVENUE	0.00	0.00	-5,023.00	-5,023.00	0.00	5,023.00	100.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
36992 GAIN ON SALE OF ASSET							
470 36992 GAIN ON SALE OF ASSET	0.00	0.00	94,026.87	0.00	0.00	-94,026.87	100.0%*
38410 LOAN PROCEEDS							
470 38410 LOAN PROCEEDS	-235,000.00	-235,000.00	-228,508.00	0.00	0.00	-6,492.00	97.2%*
38910 CASH BALANCE FORWARD							
470 38910 CASH BALANCE FORWARD	-365,173.00	-365,173.00	0.00	0.00	0.00	-365,173.00	.0%*
51200 SALARIES							
470 51200 SALARIES	284,591.00	284,591.00	266,595.36	21,567.51	0.00	17,995.64	93.7%
51400 OVERTIME							
470 51400 OVERTIME	13,000.00	13,000.00	8,156.19	1,812.97	0.00	4,843.81	62.7%
52100 FICA							
470 52100 FICA	22,766.00	22,766.00	19,617.24	1,596.84	0.00	3,148.76	86.2%
52200 RETIREMENT							
470 52200 RETIREMENT	68,188.00	68,188.00	65,520.15	5,362.74	0.00	2,667.85	96.1%
52300 HEALTH INSUR							
470 52300 HEALTH INSUR	72,481.00	72,481.00	67,894.68	5,412.83	0.00	4,586.32	93.7%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52301 LIFE INSUR							
470 52301 LIFE INSUR	1,576.00	1,576.00	1,515.34	122.26	0.00	60.66	96.2%
52350 OPEB COSTS							
470 52350 OPEB COSTS	2,194.00	2,194.00	2,194.00	181.00	0.00	0.00	100.0%
52400 WORKERS' COMP							
470 52400 WORKERS' COMP	15,468.00	15,468.00	15,468.00	1,289.00	0.00	0.00	100.0%
53100 PROFESSIONAL SERVICES							
470 53100 PROFESSIONAL SERVICES	75,000.00	75,000.00	12,805.13	195.00	0.00	62,194.87	17.1%
53200 AUDITING							
470 53200 AUDITING	6,040.00	6,040.00	6,040.00	507.00	0.00	0.00	100.0%
53400 CONTRACTUAL							
470 53400 CONTRACTUAL	209,238.00	208,038.00	109,871.95	6,633.49	0.00	98,166.05	52.8%
54000 TRAINING/TRAVEL							
470 54000 TRAINING/TRAVEL	6,583.00	5,983.00	2,825.82	0.00	0.00	3,157.18	47.2%
54100 COMM - PHONE/FAX/ALARM							
470 54100 COMM - PHONE/FAX/ALARM	216.00	216.00	0.00	0.00	0.00	216.00	.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54101 COMMUNICATIONS-CELLULAR							
470 54101 COMMUNICATIONS-CELLULAR	2,500.00	2,500.00	2,424.58	354.54	0.00	75.42	97.0%
54103 COMMUNICATIONS-INTERNET							
470 54103 COMMUNICATIONS-INTERNET	1,635.00	1,635.00	736.28	62.77	0.00	898.72	45.0%
54200 POSTAGE							
470 54200 POSTAGE	50.00	50.00	0.00	0.00	0.00	50.00	.0%
54300 UTILITIES ELECTRIC							
470 54300 UTILITIES ELECTRIC	3,600.00	4,600.00	4,213.32	389.60	0.00	386.68	91.6%
54310 UTILITIES-WATER & WASTEWATER							
470 54310 UTILITIES-WATER & WASTEWATER	600.00	1,100.00	864.12	70.80	0.00	235.88	78.6%
54500 INSURANCE							
470 54500 INSURANCE	847.00	847.00	847.00	66.00	0.00	0.00	100.0%
54610 R/M BLDG & GROUNDS							
470 54610 R/M BLDG & GROUNDS	2,500.00	2,500.00	2,254.18	0.00	0.00	245.82	90.2%
54620 R/M EQUIPMENT							
470 54620 R/M EQUIPMENT	5,000.00	5,000.00	835.80	0.00	0.00	4,164.20	16.7%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54630 R/M VEHICLES-LABOR							
470 54630 R/M VEHICLES-LABOR	8,500.00	8,500.00	8,560.75	1,365.00	0.00	-60.75	100.7%*
54640 R/M VEHICLES-PARTS							
470 54640 R/M VEHICLES-PARTS	12,000.00	12,000.00	11,002.30	924.91	0.00	997.70	91.7%
54700 PRINTING							
470 54700 PRINTING	500.00	500.00	72.00	0.00	0.00	428.00	14.4%
54800 PROMOTIONAL							
470 54800 PROMOTIONAL	1,500.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
54910 BILLING COSTS							
470 54910 BILLING COSTS	35,000.00	35,000.00	35,000.00	2,913.00	0.00	0.00	100.0%
55100 OFFICE SUPPLIES							
470 55100 OFFICE SUPPLIES	1,500.00	2,700.00	73.96	73.96	0.00	2,626.04	2.7%
55200 OPERATING SUPPLIES							
470 55200 OPERATING SUPPLIES	135,060.00	133,430.00	73,687.26	5,663.96	0.00	59,742.74	55.2%
55210 UNIFORMS							
470 55210 UNIFORMS	3,300.00	4,030.00	4,016.92	525.98	0.00	13.08	99.7%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
55230 GAS/OIL							
470 55230 GAS/OIL	15,000.00	15,000.00	9,676.38	519.51	0.00	5,323.62	64.5%
55400 BOOKS/SUBS/DUES							
470 55400 BOOKS/SUBS/DUES	910.00	1,410.00	1,365.20	165.00	0.00	44.80	96.8%
56300 IMPROVEMENTS							
470 56300 IMPROVEMENTS	1,209,295.00	1,209,295.00	890,968.28	69,743.98	52,921.34	265,405.38	78.1%
56400 EQUIPMENT							
470 56400 MACH/EQUIP	235,000.00	235,000.00	233,255.00	0.00	0.00	1,745.00	99.3%
56401 NON CAP EQUIP							
470 56401 EQUIP-NON CAPITAL	10,000.00	10,000.00	1,088.09	1,088.09	0.00	8,911.91	10.9%
57100 PRINCIPAL							
470 57100 PRINCIPAL	44,000.00	40,000.00	39,779.36	0.00	0.00	220.64	99.4%
57200 INTEREST							
470 57200 INTEREST	0.00	4,000.00	3,433.36	0.00	0.00	566.64	85.8%
59990 RESERVE							
470 59990 RESERVE	-52,520.00	-52,520.00	0.00	0.00	0.00	-52,520.00	.0%*

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL STORMWATER	0.00	0.00	263,426.58	46,266.20	52,921.34	-316,347.92	100.0%
TOTAL REVENUES	-2,453,118.00	-2,453,118.00	-1,639,231.42	-82,341.54	0.00	-813,886.58	
TOTAL EXPENSES	2,453,118.00	2,453,118.00	1,902,658.00	128,607.74	52,921.34	497,538.66	
GRAND TOTAL	0.00	0.00	263,426.58	46,266.20	52,921.34	-316,347.92	100.0%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 MARINA							
480 33120 FEMA GRANT	-7,047,971.00	-7,047,971.00	-110,626.88	0.00	0.00	-6,937,344.12	1.6%*
480 33400 STATE GRANT	-200,000.00	-200,000.00	-5,578.59	-12,731.28	0.00	-194,421.41	2.8%*
480 33420 FEMA STATE	-1,174,662.00	-1,174,662.00	-18,437.81	0.00	0.00	-1,156,224.19	1.6%*
480 34750 SLIP RENTALS - PERMANENT	-190,550.00	-190,550.00	-205,843.43	-21,060.43	0.00	15,293.43	108.0%
480 34755 SLIP RENTALS - TRANSIENT	-433,350.00	-433,350.00	-258,204.88	-31,540.03	0.00	-175,145.12	59.6%*
480 34757 SLIP RENTALS - NON-TAXABLE	-31,850.00	-31,850.00	-8,123.08	-1,334.75	0.00	-23,726.92	25.5%*
480 34759 DOCK STORE RENT	0.00	0.00	-400.00	-200.00	0.00	400.00	100.0%
480 34760 BUSINESS RENTALS	-25,000.00	-25,000.00	-25,205.68	-2,122.06	0.00	205.68	100.8%
480 34762 MOORINGS-TAXABLE	-26,665.00	-26,665.00	-7,964.29	-25.00	0.00	-18,700.71	29.9%*
480 34766 SERVICES-NON TAXABLE	-100.00	-100.00	-238.11	-4.00	0.00	138.11	238.1%
480 34767 SERVICES-TAXABLE	-1,200.00	-1,200.00	-1,618.44	-72.90	0.00	418.44	134.9%
480 34770 FUEL-DIESEL	-740,000.00	-740,000.00	0.00	0.00	0.00	-740,000.00	.0%*
480 34771 FUEL-GAS	-179,000.00	-179,000.00	0.00	0.00	0.00	-179,000.00	.0%*
480 34773 FUEL-DIESEL NON-TAXABLE	-5,000.00	-5,000.00	0.00	0.00	0.00	-5,000.00	.0%*
480 34775 FUEL-DISCOUNTS DIESEL	7,335.00	7,335.00	0.00	0.00	0.00	7,335.00	.0%
480 34776 FUEL-DISCOUNTS GAS	665.00	665.00	0.00	0.00	0.00	665.00	.0%
480 36215 NON-TAXABLE RENT	0.00	0.00	-6,857.38	-622.22	0.00	6,857.38	100.0%
480 36990 OTHER REVENUE	-600.00	-600.00	194.79	9.14	0.00	-794.79	-32.5%*
480 38101 FROM GENERAL FUND	-300,000.00	-300,000.00	-300,000.00	-25,000.00	0.00	0.00	100.0%
480 38410 LOAN PROCEEDS	-7,321,100.00	-7,321,100.00	-3,148,350.56	-88,000.00	0.00	-4,172,749.44	43.0%*

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 38910	CASH BALANCE FORWARD						
	1,104,719.00	1,104,719.00	0.00	0.00	0.00	1,104,719.00	.0%
480 51300	SEASONAL/TEMPORARY						
	80,000.00	102,120.00	100,919.70	3,000.00	0.00	1,200.30	98.8%
480 52100	FICA						
	6,150.00	8,415.00	7,757.43	229.50	0.00	657.57	92.2%
480 52400	WORKERS' COMP						
	1,850.00	1,850.00	1,850.00	156.00	0.00	0.00	100.0%
480 53100	PROFESSIONAL SERVICES						
	20,000.00	21,304.00	21,303.47	1,035.00	0.00	0.53	100.0%
480 53200	AUDITING						
	6,795.00	6,795.00	6,795.00	569.00	0.00	0.00	100.0%
480 53400	CONTRACTUAL						
	492,198.00	470,198.00	410,041.06	61,609.80	3,990.32	56,166.62	88.1%
480 54000	TRAINING/TRAVEL						
	1,650.00	346.00	0.00	0.00	0.00	346.00	.0%
480 54100	COMM - PHONE/FAX/ALARM						
	3,675.00	3,675.00	2,990.59	273.86	0.00	684.41	81.4%
480 54101	COMMUNICATIONS-CELLULAR						
	2,780.00	2,780.00	2,274.83	137.64	0.00	505.17	81.8%
480 54103	COMMUNICATIONS-INTERNET						
	10,900.00	10,900.00	5,673.86	174.42	0.00	5,226.14	52.1%
480 54300	UTILITIES ELECTRIC						
	41,225.00	41,225.00	14,093.08	545.90	0.00	27,131.92	34.2%
480 54310	UTILITIES-WATER & WASTEWATER						
	30,025.00	30,025.00	13,250.57	1,112.22	0.00	16,774.43	44.1%
480 54400	RENTALS/LEASES						
	3,024.00	6,324.00	3,591.00	0.00	0.00	2,733.00	56.8%
480 54500	INSURANCE						
	65,338.00	65,338.00	65,338.00	5,443.00	0.00	0.00	100.0%
480 54610	R/M BLDG & GROUNDS						
	44,500.00	63,500.00	47,023.08	20,412.80	0.00	16,476.92	74.1%
480 54620	R/M EQUIPMENT						
	7,750.00	7,750.00	7,409.37	0.00	0.00	340.63	95.6%
480 54630	R/M VEHICLES-LABOR						
	0.00	1,500.00	530.00	0.00	0.00	970.00	35.3%
480 54640	R/M VEHICLES-PARTS						
	0.00	1,500.00	591.93	0.00	0.00	908.07	39.5%
480 54675	R/M MOORING FIELD						
	23,600.00	23,600.00	22,502.27	0.00	0.00	1,097.73	95.3%
480 54700	PRINTING						
	3,300.00	3,300.00	48.00	0.00	0.00	3,252.00	1.5%
480 54800	PROMOTIONAL						
	2,400.00	2,400.00	1,106.78	0.00	0.00	1,293.22	46.1%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 55100	OFFICE SUPPLIES						
	6,800.00	6,800.00	2,726.74	304.53	0.00	4,073.26	40.1%
480 55200	OPERATING SUPPLIES						
	59,185.00	49,660.00	22,149.73	5,157.30	0.00	27,510.27	44.6%
480 55210	UNIFORMS						
	1,600.00	1,600.00	731.00	90.00	0.00	869.00	45.7%
480 55220	JANITORIAL SUPPLIES						
	2,800.00	2,800.00	152.43	0.00	0.00	2,647.57	5.4%
480 55230	GAS/OIL						
	1,750.00	1,750.00	100.00	0.00	0.00	1,650.00	5.7%
480 55400	BOOKS/SUBS/DUES						
	825.00	825.00	512.75	0.00	0.00	312.25	62.2%
480 55510	FUEL FOR RESALE						
	710,000.00	710,000.00	4,437.81	1,100.88	0.00	705,562.19	.6%
480 56200	BUILDING						
	6,540,365.00	6,515,980.00	3,029,013.01	72,527.41	91,834.94	3,395,132.05	47.9%
480 56300	IMPROVEMENTS						
	2,380,000.00	2,380,000.00	903,177.64	76,426.09	0.00	1,476,822.36	37.9%
480 56400	MACH/EQUIP						
	0.00	6,225.00	0.00	0.00	0.00	6,225.00	.0%
480 57100	PRINCIPAL						
	8,720,557.00	8,720,557.00	344,000.00	344,000.00	0.00	8,376,557.00	3.9%
480 57200	INTEREST						
	481,482.00	481,482.00	219,569.78	30,690.56	0.00	261,912.22	45.6%
480 59990	RESERVE						
	-3,188,195.00	-3,188,195.00	0.00	0.00	0.00	-3,188,195.00	.0%*
TOTAL MARINA							
	0.00	0.00	1,164,406.57	442,292.38	95,825.26	-1,260,231.83	100.0%
	TOTAL REVENUES						
	-16,564,329.00	-16,564,329.00	-4,097,254.34	-182,703.53	0.00	-12,467,074.66	
	TOTAL EXPENSES						
	16,564,329.00	16,564,329.00	5,261,660.91	624,995.91	95,825.26	11,206,842.83	
	GRAND TOTAL						
	0.00	0.00	1,164,406.57	442,292.38	95,825.26	-1,260,231.83	100.0%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
510 FLEET							
36110 INTEREST							
510 36110 INTEREST	0.00	0.00	-0.07	-0.07	0.00	0.07	100.0%
36990 OTHER REVENUE							
510 36990 OTHER REVENUE	-9,000.00	-9,000.00	-6,682.30	-4,859.80	0.00	-2,317.70	74.2%*
36992 GAIN ON SALE OF ASSET							
510 36992 GAIN ON SALE OF ASSET	-45,000.00	-45,000.00	-58,761.18	-9,046.60	0.00	13,761.18	130.6%
36994 LOANER VEHICLE REVENUE							
510 36994 LOANER VEHICLE REVENUE	-2,000.00	-2,000.00	-676.80	-21.90	0.00	-1,323.20	33.8%*
38045 LABOR							
510 38045 LABOR	0.00	0.00	-1,333.75	-296.25	0.00	1,333.75	100.0%
38047 HUMANE SOCIETY-PARTS							
510 38047 HUMANE SOCIETY-PARTS	-500.00	-500.00	0.00	0.00	0.00	-500.00	.0%*
38048 HUMANE SOCIETY-LABOR							
510 38048 HUMANE SOCIETY-LABOR	-600.00	-600.00	0.00	0.00	0.00	-600.00	.0%*

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
38049 HUMANE SOCIETY-FUEL							
510 38049 HUMANE SOCIETY-FUEL	-3,000.00	-3,000.00	-1,535.77	0.00	0.00	-1,464.23	51.2%*
38053 GAS/OIL							
510 38053 GAS/OIL	-362,000.00	-362,000.00	-269,658.52	-22,811.91	0.00	-92,341.48	74.5%*
38144 FROM SANITATION							
510 38144 FROM SANITATION	-20,000.00	-20,000.00	-20,000.00	-1,663.00	0.00	0.00	100.0%
38910 CASH BALANCE FORWARD							
510 38910 CASH BALANCE FORWARD	43,889.00	43,889.00	0.00	0.00	0.00	43,889.00	.0%
TOTAL FLEET	-398,211.00	-398,211.00	-358,648.39	-38,699.53	0.00	-39,562.61	90.1%
TOTAL REVENUES	-398,211.00	-398,211.00	-358,648.39	-38,699.53	0.00	-39,562.61	
5101000 GENERAL FUND							
38040 PARTS							
5101000 38040 PARTS	-268,250.00	-268,250.00	-254,578.58	-41,570.18	0.00	-13,671.42	94.9%*
38045 LABOR							
5101000 38045 LABOR	-159,100.00	-159,100.00	-158,400.00	-13,200.00	0.00	-700.00	99.6%*

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL GENERAL FUND	-427,350.00	-427,350.00	-412,978.58	-54,770.18	0.00	-14,371.42	96.6%
TOTAL REVENUES	-427,350.00	-427,350.00	-412,978.58	-54,770.18	0.00	-14,371.42	
5102400 FLEET BUILDING/PERMITTING							
38040 PARTS							
5102400 38040 PARTS	0.00	0.00	-7,902.18	-348.79	0.00	7,902.18	100.0%
TOTAL FLEET BUILDING/PERMITTING	0.00	0.00	-7,902.18	-348.79	0.00	7,902.18	100.0%
TOTAL REVENUES	0.00	0.00	-7,902.18	-348.79	0.00	7,902.18	
5102401 FLEET BUILDING/PERMITTING							
38045 LABOR							
5102401 38045 LABOR	0.00	0.00	-2,666.50	-712.50	0.00	2,666.50	100.0%
TOTAL FLEET BUILDING/PERMITTING	0.00	0.00	-2,666.50	-712.50	0.00	2,666.50	100.0%
TOTAL REVENUES	0.00	0.00	-2,666.50	-712.50	0.00	2,666.50	
5103900 CEMETERY							
38040 PARTS							
5103900 38040 PARTS	-1,500.00	-1,500.00	-2,310.37	-35.71	0.00	810.37	154.0%

FOR 2020 12

5103900 CEMETERY	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
38045 LABOR							
5103900 38045 LABOR	-2,200.00	-2,200.00	-2,556.25	-607.50	0.00	356.25	116.2%
TOTAL CEMETERY	-3,700.00	-3,700.00	-4,866.62	-643.21	0.00	1,166.62	131.5%
TOTAL REVENUES	-3,700.00	-3,700.00	-4,866.62	-643.21	0.00	1,166.62	
5104100 GOLF COURSE							
38040 PARTS							
5104100 38040 PARTS	0.00	0.00	-77.85	0.00	0.00	77.85	100.0%
TOTAL GOLF COURSE	0.00	0.00	-77.85	0.00	0.00	77.85	100.0%
TOTAL REVENUES	0.00	0.00	-77.85	0.00	0.00	77.85	
5104200 AIRPORT							
38040 PARTS							
5104200 38040 PARTS	-5,000.00	-5,000.00	-6,134.56	-73.89	0.00	1,134.56	122.7%
38045 LABOR							
5104200 38045 LABOR	-4,600.00	-4,600.00	-5,286.25	0.00	0.00	686.25	114.9%
TOTAL AIRPORT	-9,600.00	-9,600.00	-11,420.81	-73.89	0.00	1,820.81	119.0%
TOTAL REVENUES	-9,600.00	-9,600.00	-11,420.81	-73.89	0.00	1,820.81	

FOR 2020 12

5104500 WASTEWATER

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5104500 WASTEWATER							
38040 PARTS							
5104500 38040 PARTS	-40,000.00	-40,000.00	-38,481.47	-1,213.38	0.00	-1,518.53	96.2%*
38045 LABOR							
5104500 38045 LABOR	-27,000.00	-27,000.00	-25,016.00	-2,164.50	0.00	-1,984.00	92.7%*
TOTAL WASTEWATER	-67,000.00	-67,000.00	-63,497.47	-3,377.88	0.00	-3,502.53	94.8%
TOTAL REVENUES	-67,000.00	-67,000.00	-63,497.47	-3,377.88	0.00	-3,502.53	
5104600 WATER							
38040 PARTS							
5104600 38040 PARTS	-20,000.00	-20,000.00	-18,134.92	-361.22	0.00	-1,865.08	90.7%*
38045 LABOR							
5104600 38045 LABOR	-14,000.00	-14,000.00	-13,346.15	-22.50	0.00	-653.85	95.3%*
TOTAL WATER	-34,000.00	-34,000.00	-31,481.07	-383.72	0.00	-2,518.93	92.6%
TOTAL REVENUES	-34,000.00	-34,000.00	-31,481.07	-383.72	0.00	-2,518.93	
5104700 STORMWATER							
38040 PARTS							

FOR 2020 12

5104700 STORMWATER	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5104700 38040 PARTS	-12,000.00	-12,000.00	-10,996.91	-924.91	0.00	-1,003.09	91.6%*
38045 LABOR							
5104700 38045 LABOR	-8,500.00	-8,500.00	-8,560.75	-1,365.00	0.00	60.75	100.7%
TOTAL STORMWATER	-20,500.00	-20,500.00	-19,557.66	-2,289.91	0.00	-942.34	95.4%
TOTAL REVENUES	-20,500.00	-20,500.00	-19,557.66	-2,289.91	0.00	-942.34	
5104800 MARINA							
38040 PARTS							
5104800 38040 PARTS	0.00	0.00	-591.93	0.00	0.00	591.93	100.0%
38045 LABOR							
5104800 38045 LABOR	0.00	0.00	-530.00	0.00	0.00	530.00	100.0%
TOTAL MARINA	0.00	0.00	-1,121.93	0.00	0.00	1,121.93	100.0%
TOTAL REVENUES	0.00	0.00	-1,121.93	0.00	0.00	1,121.93	
GRAND TOTAL	-960,361.00	-960,361.00	-914,219.06	-101,299.61	0.00	-46,141.94	95.2%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
510 FLEET							
51200 SALARIES							
510 51200 SALARIES	135,818.00	134,434.00	122,654.73	9,481.92	0.00	11,779.27	91.2%
51350 PART TIME SALARIES							
510 51350 PART-TIME	29,108.00	30,358.00	29,433.68	2,261.96	0.00	924.32	97.0%
51400 OVERTIME							
510 51400 OVERTIME	8,000.00	8,000.00	7,292.77	435.16	0.00	707.23	91.2%
52100 FICA							
510 52100 FICA	13,229.00	13,229.00	11,915.94	899.70	0.00	1,313.06	90.1%
52200 RETIREMENT							
510 52200 RETIREMENT	32,637.00	32,637.00	31,198.55	2,359.27	0.00	1,438.45	95.6%
52300 HEALTH INSUR							
510 52300 HEALTH INSUR	24,204.00	24,338.00	24,337.15	2,247.99	0.00	0.85	100.0%
52301 LIFE INSUR							
510 52301 LIFE INSUR	708.00	708.00	648.30	57.30	0.00	59.70	91.6%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52400 WORKERS' COMP							
510 52400 WORKERS' COMP	5,836.00	5,836.00	5,836.00	490.00	0.00	0.00	100.0%
53200 AUDITING							
510 53200 AUDITING	2,265.00	2,265.00	2,265.00	186.00	0.00	0.00	100.0%
53400 CONTRACTUAL							
510 53400 CONTRACTUAL	19,582.00	20,224.00	20,158.24	2,785.57	0.00	65.76	99.7%
54000 TRAINING/TRAVEL							
510 54000 TRAINING/TRAVEL	3,450.00	2,808.00	2,609.83	298.88	0.00	198.17	92.9%
54100 COMM - PHONE/FAX/ALARM							
510 54100 COMM - PHONE/FAX/ALARM	288.00	288.00	0.00	0.00	0.00	288.00	.0%
54101 COMMUNICATIONS-CELLULAR							
510 54101 COMMUNICATIONS-CELLULAR	1,150.00	1,150.00	806.45	61.75	0.00	343.55	70.1%
54103 COMMUNICATIONS-INTERNET							
510 54103 COMMUNICATIONS-INTERNET	1,635.00	1,635.00	1,232.88	112.08	0.00	402.12	75.4%
54300 UTILITIES ELECTRIC							
510 54300 UTILITIES ELECTRIC	4,000.00	4,000.00	3,790.91	365.91	0.00	209.09	94.8%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54310 UTILITIES-WATER & WASTEWATER							
510 54310 UTILITIES-WATER & WASTEWATER	2,100.00	2,100.00	1,959.53	159.63	0.00	140.47	93.3%
54500 INSURANCE							
510 54500 INSURANCE	18,150.00	18,150.00	18,150.00	1,507.00	0.00	0.00	100.0%
54610 R/M BLDG & GROUNDS							
510 54610 R/M BLDG & GROUNDS	5,000.00	5,000.00	2,665.28	204.80	0.00	2,334.72	53.3%
54620 R/M EQUIPMENT							
510 54620 R/M EQUIPMENT	7,500.00	9,688.00	9,687.55	0.00	0.00	0.45	100.0%
54630 R/M VEHICLES-LABOR							
510 54630 R/M VEHICLES-LABOR	2,500.00	2,500.00	1,356.25	296.25	0.00	1,143.75	54.3%
54640 R/M VEHICLES-PARTS							
510 54640 R/M VEHICLES-PARTS	3,500.00	3,500.00	2,714.48	326.63	0.00	785.52	77.6%
55100 OFFICE SUPPLIES							
510 55100 OFFICE SUPPLIES	200.00	170.00	169.80	0.00	0.00	0.20	99.9%
55200 OPERATING SUPPLIES							
510 55200 OPERATING SUPPLIES	8,500.00	9,450.00	9,292.07	145.24	0.00	157.93	98.3%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
55210 UNIFORMS							
510 55210 UNIFORMS	1,025.00	1,272.00	1,271.60	0.00	0.00	0.40	100.0%
55230 GAS/OIL							
510 55230 GAS/OIL	4,500.00	4,500.00	3,958.42	346.19	0.00	541.58	88.0%
55240 CHEMICALS							
510 55240 CHEMICALS	500.00	354.00	279.99	0.00	0.00	74.01	79.1%
55400 BOOKS/SUBS/DUES							
510 55400 BOOKS/SUBS/DUES	200.00	134.00	133.75	0.00	0.00	0.25	99.8%
56400 EQUIPMENT							
510 56400 MACH/EQUIP	13,500.00	11,357.00	7,130.47	0.00	0.00	4,226.53	62.8%
56401 NON CAP EQUIP							
510 56401 EQUIP-NON CAPITAL	6,000.00	5,000.00	3,410.00	0.00	0.00	1,590.00	68.2%
58600 GAS/OIL COSTS							
510 58600 GAS/OIL COSTS	320,000.00	320,000.00	217,024.36	17,054.79	0.00	102,975.64	67.8%
58700 VEHICLE PARTS/SRVS COSTS							
510 58700 VEHICLE PARTS/SRVS COSTS	307,000.00	307,000.00	303,167.99	37,186.71	0.00	3,832.01	98.8%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
59990 RESERVE							
510 59990 RESERVE	-21,724.00	-21,724.00	0.00	0.00	0.00	-21,724.00	.0%*
TOTAL FLEET	960,361.00	960,361.00	846,551.97	79,270.73	0.00	113,809.03	88.1%
TOTAL EXPENSES	960,361.00	960,361.00	846,551.97	79,270.73	0.00	113,809.03	
GRAND TOTAL	960,361.00	960,361.00	846,551.97	79,270.73	0.00	113,809.03	88.1%

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Revenues	($ 914,219.06)
Expenses	846,551.97
Net (Rev)Exp	($ 67,667.09)

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
520 UTILITY BILLING							
34300 UB ADMIN FEES							
520 34300 UB ADMIN FEES	-32,000.00	-32,000.00	-25,152.03	-1,595.98	0.00	-6,847.97	78.6%*
36110 INTEREST							
520 36110 INTEREST	0.00	0.00	-1,106.12	-134.62	0.00	1,106.12	100.0%
36990 OTHER REVENUE							
520 36990 OTHER REVENUE	0.00	0.00	-48.00	0.00	0.00	48.00	100.0%
38910 CASH BALANCE FORWARD							
520 38910 CASH BALANCE FORWARD	-3,183.00	-3,183.00	0.00	0.00	0.00	-3,183.00	.0%*
TOTAL UTILITY BILLING	-35,183.00	-35,183.00	-26,306.15	-1,730.60	0.00	-8,876.85	74.8%
TOTAL REVENUES	-35,183.00	-35,183.00	-26,306.15	-1,730.60	0.00	-8,876.85	
5204200 AIRPORT							
38052 CHARGES FOR UB SERVICES							
5204200 38052 CHARGES FOR UB SERVICES	-7,300.00	-7,300.00	-7,300.00	-612.00	0.00	0.00	100.0%
TOTAL AIRPORT	-7,300.00	-7,300.00	-7,300.00	-612.00	0.00	0.00	100.0%
TOTAL REVENUES	-7,300.00	-7,300.00	-7,300.00	-612.00	0.00	0.00	

FOR 2020 12

5204400 SANITATION

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5204400 SANITATION							
38052 CHARGES FOR UB SERVICES							
5204400 38052 CHARGES FOR UB SERVICES	-92,000.00	-92,000.00	-92,000.00	-7,663.00	0.00	0.00	100.0%
TOTAL SANITATION	-92,000.00	-92,000.00	-92,000.00	-7,663.00	0.00	0.00	100.0%
TOTAL REVENUES	-92,000.00	-92,000.00	-92,000.00	-7,663.00	0.00	0.00	
5204500 WASTE WATER							
38052 CHARGES FOR UB SERVICES							
5204500 38052 CHARGES FOR UB SERVICES	-200,000.00	-200,000.00	-200,000.00	-16,663.00	0.00	0.00	100.0%
TOTAL WASTE WATER	-200,000.00	-200,000.00	-200,000.00	-16,663.00	0.00	0.00	100.0%
TOTAL REVENUES	-200,000.00	-200,000.00	-200,000.00	-16,663.00	0.00	0.00	
5204600 WATER							
38052 CHARGES FOR UB SERVICES							
5204600 38052 CHARGES FOR UB SERVICES	-200,000.00	-200,000.00	-200,000.00	-16,663.00	0.00	0.00	100.0%
TOTAL WATER	-200,000.00	-200,000.00	-200,000.00	-16,663.00	0.00	0.00	100.0%
TOTAL REVENUES	-200,000.00	-200,000.00	-200,000.00	-16,663.00	0.00	0.00	
5204700 STORMWATER							

FOR 2020 12

5204700 STORMWATER

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
38052 CHARGES FOR UB SERVICES							
5204700 38052 CHARGES FOR UB SERVICES	-35,000.00	-35,000.00	-35,000.00	-2,913.00	0.00	0.00	100.0%
TOTAL STORMWATER	-35,000.00	-35,000.00	-35,000.00	-2,913.00	0.00	0.00	100.0%
TOTAL REVENUES	-35,000.00	-35,000.00	-35,000.00	-2,913.00	0.00	0.00	
GRAND TOTAL	-569,483.00	-569,483.00	-560,606.15	-46,244.60	0.00	-8,876.85	98.4%

** END OF REPORT - Generated by Susan Carless **

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
520 UTILITY BILLING							
51200 SALARIES							
520 51200 SALARIES	190,532.00	190,532.00	178,876.40	14,426.17	0.00	11,655.60	93.9%
51400 OVERTIME							
520 51400 OVERTIME	2,000.00	3,500.00	3,149.08	169.41	0.00	350.92	90.0%
52100 FICA							
520 52100 FICA	14,729.00	14,729.00	13,654.08	1,098.76	0.00	1,074.92	92.7%
52200 RETIREMENT							
520 52200 RETIREMENT	45,652.00	45,652.00	43,602.73	3,497.13	0.00	2,049.27	95.5%
52300 HEALTH INSUR							
520 52300 HEALTH INSUR	38,849.00	38,849.00	36,945.30	3,237.40	0.00	1,903.70	95.1%
52301 LIFE INSUR							
520 52301 LIFE INSUR	1,076.00	1,076.00	1,046.05	89.30	0.00	29.95	97.2%
52400 WORKERS' COMP							
520 52400 WORKERS' COMP	439.00	439.00	439.00	32.00	0.00	0.00	100.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53400 CONTRACTUAL							
520 53400 CONTRACTUAL	33,033.00	33,033.00	24,778.10	510.20	0.00	8,254.90	75.0%
54000 TRAINING/TRAVEL							
520 54000 TRAINING/TRAVEL	3,070.00	2,570.00	992.38	175.35	0.00	1,577.62	38.6%
54100 COMM - PHONE/FAX/ALARM							
520 54100 COMM - PHONE/FAX/ALARM	862.00	862.00	391.09	35.92	0.00	470.91	45.4%
54103 COMMUNICATIONS-INTERNET							
520 54103 COMMUNICATIONS-INTERNET	1,635.00	1,635.00	1,232.88	112.08	0.00	402.12	75.4%
54200 POSTAGE							
520 54200 POSTAGE	40,000.00	40,000.00	39,999.41	0.00	0.00	0.59	100.0%
54300 UTILITIES ELECTRIC							
520 54300 UTILITIES ELECTRIC	3,675.00	3,675.00	2,891.32	282.07	0.00	783.68	78.7%
54310 UTILITIES-WATER & WASTEWATER							
520 54310 UTILITIES-WATER & WASTEWATER	1,100.00	1,100.00	775.71	61.45	0.00	324.29	70.5%
54610 R/M BLDG & GROUNDS							
520 54610 R/M BLDG & GROUNDS	1,500.00	1,500.00	369.37	315.23	0.00	1,130.63	24.6%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54620 R/M EQUIPMENT							
520 54620 R/M EQUIPMENT	700.00	700.00	0.00	0.00	0.00	700.00	.0%
54700 PRINTING							
520 54700 PRINTING	6,652.00	6,652.00	4,592.60	1,461.75	0.00	2,059.40	69.0%
54902 BAD DEBT EXPENSE							
520 54902 BAD DEBT EXPENSE	1,500.00	2,000.00	1,916.70	405.90	0.00	83.30	95.8%
55100 OFFICE SUPPLIES							
520 55100 OFFICE SUPPLIES	3,332.00	3,332.00	683.70	0.00	0.00	2,648.30	20.5%
55200 OPERATING SUPPLIES							
520 55200 OPERATING SUPPLIES	60,260.00	58,760.00	42,354.12	3,753.55	0.00	16,405.88	72.1%
55210 UNIFORMS							
520 55210 UNIFORMS	1,200.00	1,200.00	411.00	0.00	0.00	789.00	34.3%
55220 JANITORIAL SUPPLIES							
520 55220 JANITORIAL SUPPLIES	685.00	685.00	343.94	9.21	0.00	341.06	50.2%
59300 TRANSFER TO CAP IMP							
520 59300 TRANSFER TO CAP IMP	10,700.00	10,700.00	10,700.04	891.67	0.00	-0.04	100.0%*

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
59990 RESERVE							
520 59990 RESERVE	106,302.00	106,302.00	0.00	0.00	0.00	106,302.00	.0%
TOTAL UTILITY BILLING	569,483.00	569,483.00	410,145.00	30,564.55	0.00	159,338.00	72.0%
TOTAL EXPENSES	569,483.00	569,483.00	410,145.00	30,564.55	0.00	159,338.00	
GRAND TOTAL	569,483.00	569,483.00	410,145.00	30,564.55	0.00	159,338.00	72.0%

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Revenues	($ 560,606.15)
Expenses	410,145.00
Net (Rev)Exp	($150,461.15)

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
530 UTILITY ADMIN							
36110 INTEREST							
530 36110 INTEREST	0.00	0.00	-822.37	-95.08	0.00	822.37	100.0%
38910 CASH BALANCE FORWARD							
530 38910 CASH BALANCE FORWARD	-15,840.00	-15,840.00	0.00	0.00	0.00	-15,840.00	.0%*
TOTAL UTILITY ADMIN	-15,840.00	-15,840.00	-822.37	-95.08	0.00	-15,017.63	5.2%
TOTAL REVENUES	-15,840.00	-15,840.00	-822.37	-95.08	0.00	-15,017.63	
5304500 WASTE WATER							
38054 CHARGES FOR UTIL ADM							
5304500 38054 CHARGES FOR UTIL ADM	-225,000.00	-225,000.00	-225,000.00	-18,750.00	0.00	0.00	100.0%
TOTAL WASTE WATER	-225,000.00	-225,000.00	-225,000.00	-18,750.00	0.00	0.00	100.0%
TOTAL REVENUES	-225,000.00	-225,000.00	-225,000.00	-18,750.00	0.00	0.00	
5304600 WATER							
38054 CHARGES FOR UTIL ADM							
5304600 38054 CHARGES FOR UTIL ADM	-225,000.00	-225,000.00	-225,000.00	-18,750.00	0.00	0.00	100.0%

FOR 2020 12

5304600 WATER

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL WATER	-225,000.00	-225,000.00	-225,000.00	-18,750.00	0.00	0.00	100.0%
TOTAL REVENUES	-225,000.00	-225,000.00	-225,000.00	-18,750.00	0.00	0.00	
GRAND TOTAL	-465,840.00	-465,840.00	-450,822.37	-37,595.08	0.00	-15,017.63	96.8%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
530 UTILITY ADMIN							
51200 SALARIES							
530 51200 SALARIES	250,022.00	250,022.00	206,929.50	16,323.20	0.00	43,092.50	82.8%
51400 OVERTIME							
530 51400 OVERTIME	2,500.00	2,500.00	1,989.21	0.00	0.00	510.79	79.6%
52100 FICA							
530 52100 FICA	19,318.00	19,318.00	14,950.31	1,156.55	0.00	4,367.69	77.4%
52200 RETIREMENT							
530 52200 RETIREMENT	59,905.00	59,905.00	50,056.92	3,911.04	0.00	9,848.08	83.6%
52300 HEALTH INSUR							
530 52300 HEALTH INSUR	54,611.00	54,611.00	39,017.26	3,371.35	0.00	15,593.74	71.4%
52301 LIFE INSUR							
530 52301 LIFE INSUR	1,386.00	1,386.00	1,185.73	100.58	0.00	200.27	85.6%
52400 WORKERS' COMP							
530 52400 WORKERS' COMP	8,280.00	8,280.00	8,280.00	690.00	0.00	0.00	100.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53400 CONTRACTUAL							
530 53400 CONTRACTUAL	3,455.00	4,955.00	4,591.41	428.93	0.00	363.59	92.7%
54000 TRAINING/TRAVEL							
530 54000 TRAINING/TRAVEL	5,250.00	5,250.00	753.20	0.00	0.00	4,496.80	14.3%
54100 COMM - PHONE/FAX/ALARM							
530 54100 COMM - PHONE/FAX/ALARM	779.00	779.00	182.21	17.96	0.00	596.79	23.4%
54101 COMMUNICATIONS-CELLULAR							
530 54101 COMMUNICATIONS-CELLULAR	2,000.00	2,000.00	1,443.58	101.49	0.00	556.42	72.2%
54103 COMMUNICATIONS-INTERNET							
530 54103 COMMUNICATIONS-INTERNET	1,635.00	1,635.00	1,259.88	114.33	0.00	375.12	77.1%
54200 POSTAGE							
530 54200 POSTAGE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	.0%
54300 UTILITIES ELECTRIC							
530 54300 UTILITIES ELECTRIC	3,000.00	3,000.00	2,891.25	282.06	0.00	108.75	96.4%
54310 UTILITIES-WATER & WASTEWATER							
530 54310 UTILITIES-WATER & WASTEWATER	800.00	800.00	775.64	61.44	0.00	24.36	97.0%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54610 R/M BLDG & GROUNDS							
530 54610 R/M BLDG & GROUNDS	2,500.00	2,500.00	512.47	61.13	0.00	1,987.53	20.5%
55100 OFFICE SUPPLIES							
530 55100 OFFICE SUPPLIES	4,000.00	2,500.00	26.99	0.00	0.00	2,473.01	1.1%
55200 OPERATING SUPPLIES							
530 55200 OPERATING SUPPLIES	6,785.00	6,785.00	1,077.13	65.16	0.00	5,707.87	15.9%
55210 UNIFORMS							
530 55210 UNIFORMS	1,800.00	1,800.00	628.20	176.00	0.00	1,171.80	34.9%
55220 JANITORIAL SUPPLIES							
530 55220 JANITORIAL SUPPLIES	4,000.00	4,000.00	343.90	9.21	0.00	3,656.10	8.6%
55400 BOOKS/SUBS/DUES							
530 55400 BOOKS/SUBS/DUES	2,100.00	2,100.00	464.49	0.00	0.00	1,635.51	22.1%
59990 RESERVE							
530 59990 RESERVE	30,214.00	30,214.00	0.00	0.00	0.00	30,214.00	.0%
TOTAL UTILITY ADMIN	465,840.00	465,840.00	337,359.28	26,870.43	0.00	128,480.72	72.4%
TOTAL EXPENSES	465,840.00	465,840.00	337,359.28	26,870.43	0.00	128,480.72	

FOR 2020 12

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL						
465,840.00	465,840.00	337,359.28	26,870.43	0.00	128,480.72	72.4%

** END OF REPORT - Generated by Susan Carless **

Revenues	($ 450,822.37)
Expenses	337,359.28
Net (Rev)Exp	($ 113,463.09)

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
610 PENSION - GENERAL							
36110 INTEREST							
610 36110 INTEREST	-425,000.00	-425,000.00	-498,728.98	-34,683.86	0.00	73,728.98	117.3%
36120 UNREALIZED GAIN/LOSS							
610 36120 UNREALIZED GAIN	-55,000.00	-55,000.00	30,772.09	0.00	0.00	-85,772.09	-55.9%*
36130 REALIZED GAIN/LOSS							
610 36130 INCOME/LOSS/REALIZED G/L	-60,000.00	-60,000.00	-71,331.18	0.00	0.00	11,331.18	118.9%
36700 FID TRUST-INCOME&REALIZED G/L							
610 36700 GAIN/LOSS ON INVESTMENT	-1,400,000.00	-1,400,000.00	237,026.55	-86,379.34	0.00	-1,637,026.55	-16.9%*
36840 CONTRIBUTIONS FROM CITY							
610 36840 CONTRIBUTIONS FROM CITY	-1,605,000.00	-1,605,000.00	-1,101,318.26	-351,057.96	0.00	-503,681.74	68.6%*
36850 CONTRIBUTIONS FROM EMPLOYEES							
610 36850 CONTRIBUTIONS FROM EMPLOYEES	-350,000.00	-350,000.00	-361,730.07	-62,781.83	0.00	11,730.07	103.4%
36990 OTHER REVENUE							
610 36990 OTHER REVENUE	0.00	0.00	11,928.38	1,450.06	0.00	-11,928.38	100.0%*

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
38910 CASH BALANCE FORWARD							
610 38910 CASH BALANCE FORWARD	-23,758,006.00	-23,758,006.00	0.00	0.00	0.00	-23,758,006.00	.0%*
53400 CONTRACTUAL							
610 53400 CONTRACTUAL	74,435.00	74,435.00	61,955.57	18,508.03	0.00	12,479.43	83.2%
53401 CONTRACTUAL AMERICAN CORE REA							
610 53401 CONTRACTUAL AMERICAN CORE REA	20,600.00	20,600.00	19,338.74	0.00	0.00	1,261.26	93.9%
53404 INVESTMENT EXPENSE							
610 53404 INVESTMENT EXPENSE	35,765.00	35,765.00	30,691.95	7,545.37	0.00	5,073.05	85.8%
53600 RETIREE BENEFITS							
610 53600 RETIREE BENEFITS	1,712,000.00	1,712,000.00	1,447,531.68	268,995.96	0.00	264,468.32	84.6%
59990 RESERVE							
610 59990 RESERVE	25,810,206.00	25,810,206.00	0.00	0.00	0.00	25,810,206.00	.0%
TOTAL PENSION - GENERAL	0.00	0.00	-193,863.53	-238,403.57	0.00	193,863.53	100.0%
TOTAL REVENUES	-27,653,006.00	-27,653,006.00	-1,753,381.47	-533,452.93	0.00	-25,899,624.53	
TOTAL EXPENSES	27,653,006.00	27,653,006.00	1,559,517.94	295,049.36	0.00	26,093,488.06	
GRAND TOTAL	0.00	0.00	-193,863.53	-238,403.57	0.00	193,863.53	100.0%

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FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
620 PENSION - POLICE/FIRE							
31251 STATE/FIRE INSURANCE TAX							
620 31251 STATE/FIRE INSURANCE TAX	-115,000.00	-115,000.00	-1,044.06	0.00	0.00	-113,955.94	.9%*
31252 STATE/POLICE INSURANCE TAX							
620 31252 STATE/POLICE INSURANCE TAX	-110,000.00	-110,000.00	0.00	0.00	0.00	-110,000.00	.0%*
36110 INTEREST							
620 36110 INTEREST	-450,000.00	-450,000.00	-571,178.67	-48,362.54	0.00	121,178.67	126.9%
36120 UNREALIZED GAIN/LOSS							
620 36120 UNREALIZED GAIN	-55,000.00	-55,000.00	35,239.56	0.00	0.00	-90,239.56	-64.1%*
36130 REALIZED GAIN/LOSS							
620 36130 INCOME/LOSS/REALIZED G/L	-70,000.00	-70,000.00	-81,686.96	0.00	0.00	11,686.96	116.7%
36700 FID TRUST-INCOME&REALIZED G/L							
620 36700 GAIN/LOSS ON INVESTMENT	-1,800,000.00	-1,800,000.00	-156,342.23	-106,690.02	0.00	-1,643,657.77	8.7%*
36850 CONTRIBUTIONS FROM EMPLOYEES							
620 36850 CONTRIBUTIONS FROM EMPLOYEES	-315,000.00	-315,000.00	-311,758.80	-49,427.04	0.00	-3,241.20	99.0%*

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
36990 OTHER REVENUE							
620 36990 OTHER REVENUE	0.00	0.00	11,537.68	955.09	0.00	-11,537.68	100.0%*
38910 CASH BALANCE FORWARD							
620 38910 CASH BALANCE FORWARD	-27,833,370.00	-27,833,370.00	0.00	0.00	0.00	-27,833,370.00	.0%*
53400 CONTRACTUAL							
620 53400 CONTRACTUAL	79,700.00	79,700.00	70,263.37	19,777.81	0.00	9,436.63	88.2%
53401 CONTRACTUAL AMERICAN CORE REA							
620 53401 CONTRACTUAL-AMERICAN CORE REA	21,630.00	21,630.00	22,146.31	0.00	0.00	-516.31	102.4%*
53404 INVESTMENT EXPENSE							
620 53404 INVESTMENT EXPENSE	53,000.00	53,000.00	61,645.71	11,909.14	0.00	-8,645.71	116.3%*
53600 RETIREE BENEFITS							
620 53600 RETIREE BENEFITS	1,868,000.00	1,868,000.00	1,529,276.10	252,564.54	0.00	338,723.90	81.9%
59990 RESERVE							
620 59990 RESERVE	30,016,040.00	30,016,040.00	0.00	0.00	0.00	30,016,040.00	.0%
TOTAL PENSION - POLICE/FIRE	1,290,000.00	1,290,000.00	608,098.01	80,726.98	0.00	681,901.99	47.1%
TOTAL REVENUES	-30,748,370.00	-30,748,370.00	-1,075,233.48	-203,524.51	0.00	-29,673,136.52	
TOTAL EXPENSES							

FOR 2020 12

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
32,038,370.00	32,038,370.00	1,683,331.49	284,251.49	0.00	30,355,038.51	
GRAND TOTAL						
1,290,000.00	1,290,000.00	608,098.01	80,726.98	0.00	681,901.99	47.1%

** END OF REPORT - Generated by Susan Carless **

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
620 PENSION - POLICE/FIRE							
53400 CONTRACTUAL							
620 53400 CONTRACTUAL	79,700.00	79,700.00	70,263.37	19,777.81	0.00	9,436.63	88.2%
53401 CONTRACTUAL AMERICAN CORE REA							
620 53401 CONTRACTUAL-AMERICAN CORE REA	21,630.00	21,630.00	22,146.31	0.00	0.00	-516.31	102.4%*
53404 INVESTMENT EXPENSE							
620 53404 INVESTMENT EXPENSE	53,000.00	53,000.00	61,645.71	11,909.14	0.00	-8,645.71	116.3%*
53600 RETIREE BENEFITS							
620 53600 RETIREE BENEFITS	1,868,000.00	1,868,000.00	1,529,276.10	252,564.54	0.00	338,723.90	81.9%
59990 RESERVE							
620 59990 RESERVE	30,016,040.00	30,016,040.00	0.00	0.00	0.00	30,016,040.00	.0%
TOTAL PENSION - POLICE/FIRE	32,038,370.00	32,038,370.00	1,683,331.49	284,251.49	0.00	30,355,038.51	5.3%
TOTAL EXPENSES	32,038,370.00	32,038,370.00	1,683,331.49	284,251.49	0.00	30,355,038.51	
GRAND TOTAL	32,038,370.00	32,038,370.00	1,683,331.49	284,251.49	0.00	30,355,038.51	5.3%

** END OF REPORT - Generated by Susan Carless **

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Discussion
Conservation / Environment

ITEM TYPE: Discussion

REQUESTED ACTION:

SYNOPSIS: This item is placed on the agenda at the request of Commissioner Lednovich.

FISCAL IMPACT: To be determined based upon Commission direction.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Dale L. Martin, City Manager 10/5/2020

Submitted By: Nicole Bednar, Administrative Services Manager Date: October 25, 2019

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Discussion
Waterfront Development

ITEM TYPE: Discussion

REQUESTED ACTION:

SYNOPSIS: This item is placed on the agenda at the request of Commissioner Lednovich.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Dale L. Martin, City Manager 10/5/2020

Submitted By: Nicole Bednar, Administrative Services Manager Date: October 25, 2019

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Discussion
Marina

ITEM TYPE: Discussion

REQUESTED ACTION:

SYNOPSIS: This item is placed on the agenda at the request of Commissioner Ross.

FISCAL IMPACT: To be determined based upon City Commission direction.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Dale L. Martin, City Manager 10/5/2020

Submitted By: Nicole Bednar, Administrative Services Manager Date: January 21, 2020

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Discussion
Ocean Highway and Port Authority (OHPA)

ITEM TYPE: Discussion

REQUESTED ACTION:

SYNOPSIS: This item is placed on the agenda at the request of Commissioner Ross.

FISCAL IMPACT: To be determined based upon City Commission direction.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Dale L. Martin, City Manager 10/5/2020

Submitted By: Nicole Bednar, Administrative Services Manager Date: June 16, 2020

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Discussion
COVID-19 - Resuming Special Events

ITEM TYPE: Discussion

REQUESTED ACTION:

SYNOPSIS: City Commission will discuss COVID-19 related issues.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Dale L. Martin, City Manager 10/5/2020

Submitted By: Nicole Bednar, Administrative Services Manager Date: July 16, 2020

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2020-148
Award of RFP #2020-02 - WGI, Kimley-Horn, EPD and Design Workshop

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2020-148

SYNOPSIS: The City developed and advertised RFQ #2020-02 for revisions to its Comprehensive Plan and Land Development Code following the 2019 Evaluation and Appraisal Review (EAR) citizen comments and direction from City Commission in February 2020. The City received twelve responses with qualifications. After evaluating the qualifications, the RFQ Evaluation Committee recommended four for consideration by the Planning Advisory Board.

The Planning Advisory Board conducted a half day special meeting on Tuesday, August 11, 2020 to hear presentations from the top four vendors. The board ranked the vendors in the following order for consideration in a future negotiation following the development of scope of work.

1. WGI, Inc
2. Kimley Horn and Associates
3. Design Workshop
4. Environmental Planning and Design

Included in this agenda item are the minutes of the RFQ Evaluation Committee meeting regarding the final recommendation and top four qualifications received.

FISCAL IMPACT: To be determined during negotiations - final costs will be brought before the Commission.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): N/A

Kelly Gibson, AICP, Planning Director	8/17/2020
Nicole Bednar, Administrative Services Manager	10/5/2020
Dale L. Martin, City Manager	10/5/2020
Pauline Testagrose, Comptroller	10/8/2020
Tammi E. Bach, City Attorney	10/9/2020

Submitted By: Nicole Bednar, Administrative Services Manager

Date: August 14, 2020

COMMISSION ACTION: Adopt

RESOLUTION 2020-148

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ACCEPTING THE RANKING RFQ #2020-02 FOR REVISING THE CITY'S COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE TO PROCEED WITH NEGOTIATIONS AND DEVELOPMENT OF SCOPE OF WORK; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City developed and issued Request for Qualifications (RFQ) #2020-02 in May 2020, for the preparation of the City's revisions to its Comprehensive Plan and Land Development Code and established an evaluation committee; and

WHEREAS, after careful review of the twelve responses, the RFQ Evaluation Committee, consisting of two City employees and a former PAB Member, unanimously recommended four firms for consideration by the Planning Advisory Board; and

WHEREAS, the Planning Advisory Board heard presentations from the four firms on August 10, 2020, through a Special Meeting and have issued a recommendation of the following ranking for future negotiations: 1. WGI, 2. Kimley Horn and Associates, 3. Design Workshop, and 4. Environmental Planning and Design.

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

SECTION 1. The City Commission hereby accepts the recommendation of the Evaluation Committee and ranking provided by the Planning Advisory Board and authorizes the City Manager and City Attorney to negotiate a scope and contract for services and return to the City Commission prior to execution of any contract.

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

ADOPTED this 20th day of October 2020.

ATTEST:

_____
Caroline Best
City Clerk

CITY OF FERNANDINA BEACH

_____
John A. Miller
Mayor-Commissioner

APPROVED AS TO FORM & LEGALITY:

_____
Tammi E. Bach
City Attorney

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

INTRODUCTION

The City of Fernandina Beach, Florida presents this Request for Qualifications (RFQ) for qualified planning and zoning consultants to manage and perform a full and complete revision of its Comprehensive Plan and the Land Development Code (including associated Future Land Use and Zoning Maps) hereinafter referred to as the **COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION.**

The CITY of Fernandina Beach, FL will receive sealed qualifications at the location stated below not later than **2:00pm, July 8, 2020.**

Those interested in providing this service are instructed to submit (**1 original, 5 copies and 1 electronic version [cd or thumb drive]**) relevant qualifications pertinent to the scope of work. An Evaluation Committee will review the submittals and provide a recommendation to the Planning Advisory Board which will then offer a recommendation to the City Commission for final consideration.

The original Qualification submittal (**1 original, 5 copies and 1 electronic version, [cd or thumb drive]**) must be delivered to City Hall in a sealed package, clearly marked on the outside, **RFQ #2020-02** and addressed to:

City of Fernandina Beach
Attn: City Clerk's Office – **RFQ# 2020-02**
204 Ash Street
Fernandina Beach, FL 32034

Hand-delivered submittal is to be taken to the Clerk's Office at the above address.

Any submittal received after the above stated time and date will not be considered. It is the sole responsibility of the Submitter to have its submittal delivered to the City of Fernandina Beach, by U.S. Mail, hand delivery or any other method available to him/her; however, facsimile or electronic submittals will not be accepted. Delay in delivery shall be the sole responsibility of the Submitter.

The qualification must be submitted on the specified "**Contact Sheet**," herein provided as "**Exhibit A**". The person signing the Contact Sheet must have the authority to bind the submitter. All information on the Contact Sheet must be provided, or the submittal may not be accepted.

The competitive sealed Qualification must be accompanied by a **"Public Entity Crimes",** herein provided as "**Exhibit B**", **"Drug-Free Workplace Certification"** herein provides as **"Exhibit C"**, "**E-Verify Statement**" herein provided as **"Exhibit D"**, **"Proposer Acknowledgements and Agreements"**, herein provided as "**Exhibit E**", **"Conflict of Interest",** herein provided as, "**Exhibit F**", **"Non-Collusion Affidavit",** herein provided as "**Exhibit G" and "Dispute Disclosure Form",** herein provided as **"Exhibit H".**

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

CONTACT

Specific questions during the qualification period must be submitted in writing to Wanda Weaks, Purchasing Agent, at wweaks@fbfl.org.

FIRMs are hereby put on notice that no contact will be made with any of the City Commission members, other City staff, or others that may be involved in the selection process to discuss this request or to influence the outcome of the selection.

ADDENDA

A written response to questions will be issued via Addendum and posted on the City's website at www.fbfl.us/bids and the DemandStar website at www.demandstar.com. It is the Submitter's responsibility to check the City's website for Addenda prior to submitting their RFQ. The deadline for questions is 5 days before submittal opening.

SUBMITTER SHALL SIGNIFY RECEIPT OF ADDENDA (IF ANY). Failure to Acknowledge Receipt of any Addendum may result in rejection of the submittal.

RFQ SCHEDULE

The following is the project schedule. The City reserves the right to alter dates as needed.

Publication		Jun 5,2020
Deadline to submit questions	July 3,	~~Jun 15, 2020~~
Due date to submit responses		Jul 8, 2020
Evaluation Committee review		Jul 15, 2020
Planning Advisory Board recommendation		Aug 12, 2020
City Commission approval		Aug 18, 2020

SCOPE OF WORK

The City of Fernandina Beach, Florida is seeking a qualified planning and zoning consultant, including firms or teams, to manage a **COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION.**

This project is intended to provide a complete revision to the City's Comprehensive Plan and Land Development Code ("LDC"), including goals, objectives, and policies. The City desires a consultant who has specific experience with comprehensive planning, zoning, ordinances, Future Land Use and Zoning maps, land development regulations, and public outreach as part of the revision efforts. In addition, the selected consultant should be able to demonstrate experience and knowledge of innovative zoning techniques, architectural and urban design, land use law, conservation, and sustainable development methods.

CONTENT OF SUBMITTALS

Submittals should include the following:

- A narrative introductory cover letter (not to exceed two pages).
- Three examples of previous work similar in nature to this project, including appropriate contact information (not to exceed two pages per example).
- Professional backgrounds of personnel to be involved with this project, including the identification of the lead project manager (not to exceed two pages per person).
- Any other information that may be of interest to the City or relevant to the submittal (not to exceed two pages).
- City Exhibits A-H

EVALUATION PROCESS

Submittals shall be reviewed and evaluated by an Evaluation Committee (members appointed by the City Manager) as follows:

CRITERIA	
Firm experience	25 points
Staff qualifications	25 points
Project approach	25 points
Work schedule	25 points

The Evaluation Committee will complete a review and offer a recommendation to the Planning Advisory Board for consideration. The Planning Advisory Board may request a presentation from selected qualified consultants as part of its review. Following its review, the Planning Advisory Board will make an ordinal recommendation of qualified consultants to the City Commission. The City Commission will then consider and ordinally qualify the consultants presented by the Planning Advisory Board. City staff will then commence negotiations with the most qualified consultant, as determined solely by the City Commission, for the desired professional services. Should negotiations for services and/or costs with the most qualified consultant fail, City staff will initiate negotiations with the second most qualified consultant, continuing in such a manner until an appropriate agreement is negotiated.

The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all submittals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the qualifying process.

The selected is required to have a Business License in the city where the home office is located. If Submitter's business office is in the City of Fernandina Beach, FL, a business tax license is required.

QUALIFICATION PACKAGE

Qualification Documents and Specifications can be downloaded online at www.fbfl.us/bids. Any questions regarding the Qualifications package can be directed in writing to Wanda Weaks, Purchasing Agent, at wweaks@fbfl.org.

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR PROJECT

1. INDEMNIFICATION

The SUBMITTER agrees to assume liability for and indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the SUBMITTER, its agents, officers, contractors, subcontractors, employees, or anyone else employed or utilized by the SUBMITTER in the performance of this Agreement. The SUBMITTER'S liability hereunder shall include all attorney's fees and costs incurred by the City in the enforcement of this indemnification provision. This includes claims made by the employees of the SUBMITTER against the City and the SUBMITTER hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement.

Subject to the limitations set forth in this Section, the SUBMITTER shall assume control of the defense of any claim asserted by a third party against the City and, in connection with such defense, shall appoint lead counsel, in each case at the SUBMITTER'S expense. The City shall have the right, at its option, to participate in the defense of any third-party claim, without relieving SUBMITTER of any of its obligations hereunder. If the SUBMITTER assumes control of the defense of any third-party claim in accordance with this paragraph, the SUBMITTER shall obtain the prior written consent of the City before entering into any settlement of such claim. Notwithstanding anything to the contrary in this Section, the SUBMITTER shall not assume or maintain control of the defense of any third party claim, but shall pay the fees of counsel retained by the City and all expenses, including experts' fees, if (i) an adverse determination with respect to the third party claim would, in the good faith judgment of the City, be detrimental in any material respect to the City's reputation; (ii) the third party claim seeks an injunction or equitable relief against the City; or (iii) the SUBMITTER has failed or is failing to prosecute or defend vigorously the third party claim. Each party shall cooperate, and cause its agents to cooperate, in the defense or prosecution of any third party claim and shall furnish or cause to be furnished such records and information, and attend such conferences, discovery proceedings, hearings, trials, or appeals, as may be reasonably requested in connection therewith.

It is the specific intent of the parties hereto that the foregoing indemnification complies with

Section 725.08, Florida Statutes, as amended. SUBMITTER expressly agrees that it will not claim, and waives any claim, that this indemnification violates Section 725.08, Florida Statutes, as amended. Nothing contained in the foregoing indemnification shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

2. SUBMITTER'S STATUS AS AN INDEPENDENT CONTRACTOR

That status of the SUBMITTER under this agreement is that of an independent contractor. Nothing in this agreement shall create or be construed as creating a partnership between the City of Fernandina Beach and the SUBMITTER, nor shall the SUBMITTER be an agent of the City of Fernandina Beach.

3. WAIVER OF SUBROGATION

The City of Fernandina Beach and the SUBMITTER waive all rights against each other for damages caused by perils covered by insurance provided under this agreement to the extent covered by such insurance, except such rights as they may have to the proceeds of such insurance held by the City of Fernandina Beach and the SUBMITTER as trustees. The SUBMITTER shall require similar waivers from all Subcontractors and their subcontractors and suppliers.

The City of Fernandina Beach and the SUBMITTER waive all rights against each other for loss or damage to any equipment used in connection with performance under this agreement and covered by any property insurance. The SUBMITTER shall require similar waivers from all Subcontractors and their subcontractors and suppliers.

If the insurance policies referred to in this article require an endorsement to provide for continued coverage where there is a waiver of subrogation, the owner of such policies will cause them to be so endorsed; failure to obtain endorsement nullifies the waiver of subrogation.

4. SUMBITTER’S PROFESSIONAL INSURANCE

The SUBMITTER shall not commence any work in connection with this agreement until the SUBMITTER has obtained all of the following types of insurance and such insurance has been approved by the City of Fernandina Beach and has named the City of Fernandina Beach as additional insured parties, except for Worker's Compensation Coverage, nor shall the SUBMITTER allow any Subcontractor to commence work under this agreement until all similar insurance required of the Subcontractor has been so obtained.

Such insurer shall have a currently valid Certificate of Authority issued by the State of Florida, Department of Insurance authorizing it to write insurance policies in the State of Florida and be doing business in the State of Florida. Insurers shall have at least a Policy Holders Rating of A-, and Financial Rating of Class IV as identified in the latest issue of "Bests Key Rating Guide" unless otherwise accepted by the City of Fernandina Beach in writing.

The SUBMITTER's insurance, and the insurance of any other party bound to the SUBMITTER shall be considered primary. The City of Fernandina Beach's insurance, if any, shall be considered excess, as may be applicable to claims which arise out of indemnifications, insurance, certificates of insurance and any additional insurance provisions of this agreement.

5. LOSS DEDUCTIBLE

The City of Fernandina Beach shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of deductibles shall be the sole responsibility of the SUBMITTER.

6. SUBCONTRACTOR'S INSURANCE

The SUBMITTER shall require each of his Subcontractors, if any, to procure and maintain, during the life of the subcontract, insurance of the types specified in this Article or insure the activities of his Subcontractors in his policy as required in this Article.

7. CERTIFICATE OF INSURANCE

The City of Fernandina Beach shall be furnished proof of insurance coverage as follows:

- The name of the insured, the name of the insurer, the number of the policy, its effective date, and its termination date; and
- Statement that the insurer will mail notice to the City of Fernandina Beach and a copy to the SUBMITTER at least thirty (30) days prior to any material changes in provisions, cancellation, renewal, or non-renewal of the policy; and
- Certificate of Insurance shall be in the form as approved by the City of Fernandina Beach, naming the City as additional insured, and such Certificate shall clearly state all the coverage required in this Article;
- If requested by the City of Fernandina Beach, the SUBMITTER and all subcontractors/Subcontractors shall furnish complete copies of all insurance policies, forms, and endorsements; and
- Receipt of certificates or other documentation of insurance or policies or copies of policies by the City of Fernandina Beach or by any of its representatives which indicate less coverage than required by this agreement does not constitute a waiver of the SUBMITTER's obligations to fulfill the requirements of this Article.

8. WORKERS' COMPENSATION INSURANCE

The SUBMITTER shall have in full force, during the life of this agreement, a Workers' Compensation and Employer's Liability Insurance for all his employees connected with work under this agreement, and in the event any work is subcontracted, the SUBMITTER shall require the Subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by the SUBMITTER. The SUBMITTER may provide a workers' compensation waiver in lieu of workers' compensation insurance where such waiver is properly approved by the Florida Department of Labor and Employment Security and accepted by the City of Fernandina Beach in writing. Such insurance

or waiver shall comply with the Florida Workers' Compensation Law. In case any class of work conducted under this agreement is not protected under the Workers' Compensation statute, the SUBMITTER shall provide adequate insurance, satisfactory to the City of Fernandina Beach, for the protection of employees not otherwise protected.

9. LIABILITY INSURANCE

The SUBMITTER shall have in full force, during the life of this agreement, Commercial General Liability and Commercial Automobile Liability Insurance that shall protect the City of Fernandina Beach from claims for damage for bodily injury and personal injury, including accidental death, as well as claims for property damages which may arise from tasks associated with or carried out under this agreement, whether such operations are by itself or by anyone directly or indirectly employed by them, and the amount of such insurance shall be minimum limits as follows:

- Commercial General Liability:
  – Minimum Coverage is $1,000,000 per occurrence
  –Coverage shall include premises, operations, products, completed operations, independent contractors, contractual liability covering this agreement, contracts and leases, broad form property damage coverage, personal injury and bodily injury.
  – If Umbrella or Excess liability coverage is used to satisfy the requirements of this Article; it shall not be more restrictive than the underlying insurance policy coverage.
- Commercial Automobile Liability:
  – Minimum Coverage is $1,000,000 per occurrence
  – Coverage shall include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

10. SUBMITTER'S LIABILITY INSURANCE

During the term of this agreement, the SUBMITTER will carry Errors and Omission insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the SUBMITTER. The amount of insurance shall not be less than $1,000,000 per occurrence and aggregate.

PAYMENT

Payment due hereunder shall be made by the City to Vendor in accordance with the Florida Prompt Payment Act.

FEDERAL GRANT MONEY

In the event this project is funded with federal grant monies, contractors may not participate in the RFQ if SUBMITTER is listed in the Excluded Parties List System (EPLS) a federal suspension and debarment listing. https://www.epls.gov/epls/search.do SUBMITTER should include copy of search results with RFQ.

LOBBYING

a. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and/or all other groups who seek to influence the governmental decision of a Board Member, the City Manager, and/or any City Personnel during the solicitation process. The lobbying black-out period commences upon the issuance of this solicitation and concluded upon the signing of the agreement. PROFESSIONALS shall not contact any Commission Member and/or any requesting or evaluating Department/Office personnel during said black-out period. All questions and procedural matters shall be directed to the City Manager. The City Commissioners and/or the City Manager may disqualify any solicitation response where any Commissioner, the City Manager, and/or City Personnel have been lobbied in violation of the black-out period.

EXHIBITS

EXHIBIT "A" **Contact Sheet**

EXHIBIT "B" **Public Entity Crimes**

EXHIBIT "C" **Drug-Free Workplace Certification**

EXHIBIT "D" **E-Verify Statement**

EXHIBIT "E" **Proposer Acknowledgements and Agreements**

EXHIBIT "F" **Conflict of Interest**

EXHIBIT "G" **Non-Collusion Affidavit**

EXHIBIT "H" **Disputes Disclosure Form**

EXHIBIT "A"

CONTACT SHEET

Name: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ **Fax:** _____

Email: _____

Submitted By: _____

Title: _____

FIRM Accepts Credit Cards*: Yes No

Accounting Contact:

Name: _____**Title:**_____

Email Address: _____ **Phone:** _____

***See preferred method of payment under "Prompt Payment Act" section of the General Conditions**

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for _____.

2. This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is_____and my relationship to the entity named above is _____.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was

knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ___ day of _____, 20___, and is personally known to me, or has provided _____ as identification.

_____
Notary Public
My Commission expires: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____PHONE: _____

NAME (TYPED OR PRINTED): _____TITLE: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: _____

Project Description: _____

_____

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: _____Title: _____

Signature: _____Date: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is_____and my relationship to the entity named above is_____.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ___ day of _____, 20___, and is personally known to me, or has provided _____ as identification.

_____ My Commission expires: _____
Notary Signature

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is_____and my relationship to the entity named above is_____.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached proposal or any other Proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

_____
Signature Date:

STATE OF FLORIDA _____COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ___ day of _____, 20__, and is personally known to me, or has provided _____ as identification.

_____ My Commission expires: _____
Notary Signature

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Firm Date

Authorized Signature Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

NOTICE OF REQUEST FOR QUALIFICATIONS

The City of Fernandina Beach will receive sealed competitive responses for requirements for the following until no later than **2:00pm, July 8, 2020**

RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

Bid Documents and Specifications are available to download from the City of Fernandina Beach website, www.fbfl.us/bids and the Demandstar website at www.demandstar.com.
Questions regarding the Bid requirements or process can be directed in writing to Wanda Weaks, Purchasing Agent, at wweaks@fbfl.org.

CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

CITY OF FERNANDINA BEACH OPENING TALLY

RFQ 2020-02 July 8, 2020 - 2:00PM

Bid Name: Comprehensive Plan and Land Development Revision

Attended by: Kelly Gibson and Wanda Weaks

DATE/TIME REC'D	COMPANY NAME/LOCATION	EXHIBITS A-H	ADDENDUMS 1-2-3-4-5-6-7
7/7/2020 10:51am	Calvin, Girodana & Associates - Fort Lauderdale, FL	√	√
7/7/2020 10:50am	EPR, PC - Charlottsville, VA	√	√
7/7/2020 10:51am	KCI - Fort Lauderdale, FL	√	√
7/7/2020 10:50am	Environmental Planning & Design - Pittsburg, PA	√	√
7/7/2020 8:00am	Corradina Group - Miami, FL	√	√
7/8/2020 11:19am	Town Planning & Urban Design (TPUDC) - Franklin, TN	√	√
7/8/2020 9:41am	Kimley Horn - Jacksonville, FL	√	√
7/7/2020 11:43am	WGI, Inc - West Palm Beach, FL	√	√
7/8/2020 11:24am	Design Workshop - Raleigh, NC	√	√
7/8/2020 11:19am	S&ME, Inc - Orlando, FL	√	√
7/8/2020 11:55am	Ayers, Inc. - Tampa, FL	√	√
7/8/2020 8:39am	Hartley Planning Collaborative - Bradenton, FL	√	√

This is a premliminary summary of the bids as they were opened and announced at the bid opening.
Contractor/Vendor should not assume award until after final/review/recommendation for award

CITY OF FERNANDINA BEACH
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION
EVALUATION COMMITTEE MEETING
JULY 30, 2020 – 10:00AM

Committee members present: Planning Director, Kelly Gibson; City Manager Dale Martin; David Beal

Staff members present: Purchasing Agent, Wanda Weaks

Other attendees present: PAB Chair, Genece Minshew

A teleconference was set up by Planning Directory Kelly Gibson. There were fifteen teleconference attendees. The meeting was called to order at 10:04am.

Twelve submittals were received for this Request for Qualifications. Individual scoring sheets, prepared by each committee member, were received prior to the meeting, and consolidated into one sheet which tallied the total scores for each submittal. All submittals were very impressive and received high scores. City Manager, Dale Martin suggested starting with the top six submittals. All members agreed.

Mr. Beal stated that all the submittals were overwhelmingly impressive. Mr. Beal asked if there was any determination made based on out of state submittals, large or small firms, and whether or not the firm had an attorney on staff. City Manager Martin replied his scoring of the submittals was based more on perspective. Planning Directory Kelly Gibson replied her scoring of the submittals was based on perspective, innovative approach, use of technology to get feedback from the citizens.

City Manager, Dale Martin made the motion to reduce the number to the four top submittals. The top four, WGI, Kimley-Horn, EPD and Design Workshop. Planning Directory, Kelly Gibson seconded the motion and Mr. Beal agreed.

These four submittals will now to the Planning Advisory Board for review. The PAB will invite each of the four submitters to do a presentation at a special meeting of the PAB.

The meeting was adjourned at 10:24am

MINUTES
PLANNING ADVISORY BOARD - SPECIAL MEETING
AUGUST 11, 2020 | 1:00 PM – 5:00 PM
FERNANDINA BEACH GOLF COURSE CLUBHOUSE
2800 BILL MELTON ROAD
FERNANDINA BEACH, FL 32034
This was conducted as a virtual meeting with restricted physical access.

1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM/ PRELIMINARY DISCUSSION

Chair Minshew (physical)
Vice Chair Schaffer (physical)
Member Bennett (physical)
Member Stevenson (physical)
Member Robas (physical)
Member Gingher (physical)
Member Boylan (physical)

2. NEW BUSINESS

2.1 **Consultant Presentations response to RFQ #2020-02.** *Presentations limited to a total of 40 minutes per consultant with an anticipated time allocation of 30 minutes for each presentation and 10 minutes for questions and answers with the Planning Advisory Board. All presentations will be virtual and hosted through the webinar link provided. Board members will be physically present while adhering to CDC guidance for social distancing. Presentation order chosen at random, as follows:*

1:15 pm - 1:55 pm - Kimley Horn and Associates

Brian Teeple introduced the 6 members present virtually, Allison Megrath, Mark Shelton, Blair Knighting, Alyssa Monaghan, etc…. He presented the organizational team, stated additional resources available. Kimley Horn is national over 90 offices nationwide. They explained they are one stop shop and are present in Jacksonville, Florida. He addressed key question regarding experience, digital platform, establishment of local presence. He provided a map showing the communities in Florida. He condition and needs of the City of Fernandina, he worked in North Florida for over 20 years. He worked and is familiar with FB. He spoke of mapping, GIS and tree protection. He spoke of resiliency, historic preservation. Finally he spoke about annexation. Then 2nd speaker come on. She covered their code of ethics. She proposed of opportunities for public involvement and engagement. Surveys and online format and outreach school age population to find the communities priorities, building trust. Inform the public of the status of project with the help of friendly websites. She then covered commitment to diversity and inclusion. Then she spoke of different platforms utilized to gather information, such as meetings, survey, etc. He explained how they would provide local presence by having their office in Jacksonville. Finally they will confirm that all changes to follow state law, and maintain an ongoing spread sheet of all the changes. He spoke of they would work with LDC. He provided a deadline and spoke of working a schedule with the City. Summarized why there are the best choice, they are local, not time to learn about the city, exhaustive Florida experience.

Questions:
Barb Gingher, asked about public participation and how their feedback can be shared and made public to

all. Erin answered about formats of public feedback.

Victoria Robas asked about co-project manager Brian Teeple and Allison Megrath and the time available for this project. Mr. Teeple explained he is readily available now to invest the necessary time.

Chair Minshew thanked the participants for their participation and presentation.

2:00 pm - 2:40 pm - Environmental Planning and Design

Andrew Schwartz introduced the company, and mentioned attendees Carole Yagle, Wyatt Stitely, Chris Haller (check the names). They each provided information about themselves and their background. A.J. and Allison then presented some example of areas where they provided expertize on past planning projects. Chris then spoke of their in person and virtual presence format along with how to convey the information through technology tools, i.e. graphs, maps. Allison wrapped it up in highlighting their team's structure and experience.

Victoria Robas, asked which of Mr. Schwartz and Mrs. Yagle would be the project manager, Caroline would be day to day point person. She asked Ms. Yable about her availability. She said she would be available 75% of her time as of September.

Member Stevenson asked about their schedule of 12 months. Ms. Yagle explained the schedule according to their current and upcoming project and that a team member would be focus on this project. Mr. Schwartz expanding on the feasibility to provide a turn around of 12 months compared to 24 months.

Chair Minshew asked if this included the rewrite of both the LDC and the Comp Plan. They concurred.

Victoria Robas asked about Ms. Yagle physical presence in the project. M. Schwartz mentioned the point of contact would be present at least 1 week per month on site.

Chair Minshew thanked the participants for their participation and presentation.

2:45 pm - 3:25 pm - WGI, Inc.

Heather Danforth, project manager introduced herself. She mentioned that there are 3 offices located in the north east of Florida which would mean a strong local presence. She introduced Erin Deady who specialized in ???. She spoke of 3 previous projects in Neptune Beach, FL, Hardeeville, SC, and City of Lighthouse Point, FL. Heather introduced Cantrece Jones, Public Outreach. Ms. Jones explained the different outreach approach and platforms utilized to communicate with the public, virtually and in person. Mr. ?? spoke about growth, land value.

Heather summarized the presentation and spoke of what Fernandina Beach has to offer and emphasized that they have the right team to provide the services requested.

Victoria Robas complimented the group on their presentation.

Member Stevenson, asked about the 16 month schedule. Heather addressed this by stating that they would do the public outreach at the front end, then focus on the comprehensive plan and finish with the LDC.

Chair Minshew asked about the percentage of time committed on this project. Heather said she is finishing up a project and she as a project manager would have the necessary time for this project.

Chair Minshew thanked the participants for their participation and presentation.

Ms. Gibson announced the new meeting ID.

3:30 pm - 4:10 pm - Design Workshop

Kurt Culbertson, Chairman and CEO, introduced himself and his team. He introduced Jessica Garrow who would be the project manager along with Hadley Peterson who is a native from Jacksonville. He expanded on the firms's current projects and their vision and focus. Jessica Garrow provided information about important elements such as community involvement while Andrea Ostrodka, Toole Design, addressed the circumstances in Florida. Ralph Brooks spoke of his experience with working in Fernandina Beach and Brookes Cowles, Housing/Economics Planner spoke about resiliency, tourism, labor force and vulnerability of tourism. Ellen Harris, Ethos Preservation provided experience background and what it can offer regarding preservation of historic and archeological resources it can offer Fernandina Beach. Kurt also addressed the important in Tree Canopy and sea level rise and spoke of maintenance of waterfronts, industrial land uses. He also spoke about the annexation and its impact with Nassau County. Ms. Garrow spoke if the implementation of the project, and the newer approach of outreach with the impact of COVID19. Hadley Peterson spoke of the engagement framework and virtual tools and digital platforms. Jessica as the main point of contact spoke of the schedule and the teams presence in person and virtually.

Victoria Robas asked Ms. Garrow to elaborate on the time available for this project and the local physically presence in Fernandina. She also mentioned that some of their projects are wrapping up shortly. As for the physical presence this is something to be discussed further. Kurt added that he is not too far away from Fernandina.

Chair Minshew thanked the participants for their participation and presentation.

4:15 pm - 5:00 pm - Board Discussion and Determination of Board Consensus

Chair Minshew explained the objectives of ranking 1 being the top and 4 being the bottom.

	Bennett	Robas	Stevenson	Gingher	Schaffer	Boylan	Minshew
WGI	1	2	1	1	3	1	1
Design Plg & D	2	3	3	3	1	3	3
Kimley Horn	3	1	2	2	2	2	2
Environm	4	4	4	4	4	4	4

Chair Minshew clarified to the members that this is a RFQ and stated that she was concerned with the cost.

Ms. Gibson stated that after the official ranking tally from members WGI is ranked first by a short margin over Kimley Horn and explained the process after this recommendation.

Chair Minshew suggested that a recommendation may be done to the CC and also stated that the PAB is the deciding body about this choice. She suggested that no consulting money should be spent this year since the economy is bound to take a turn and that we should be working of this inhouse with the help of the Planning department and the PAB.

Member Gingher asked if some of the choice would be willing to do partial rewrite.

Chair Minshew explained there is a minor protest regarding the initial ranking done by the committee. NO decision should be done before this appeal has been resolved.

Member Robas stated we could start the prep work in refining the scope of work.

Member discuss the needs either to hire an outside consultant or to do this project in house.

Chair Minshew suggested a workshop could be set to look at the issues with the Comp Plan.

August 26, 2020 5:00 p.m. at The Chambers, yes in person

Homework, review the original EAR document and the final EAR version. Get familiar with the Comprehensive Plan.

3. PUBLIC COMMENT

4. ADJOURNMENT

CITY OF FERNANDINA BEACH

COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

RFQ # 2020-02

July 8, 2020

Original

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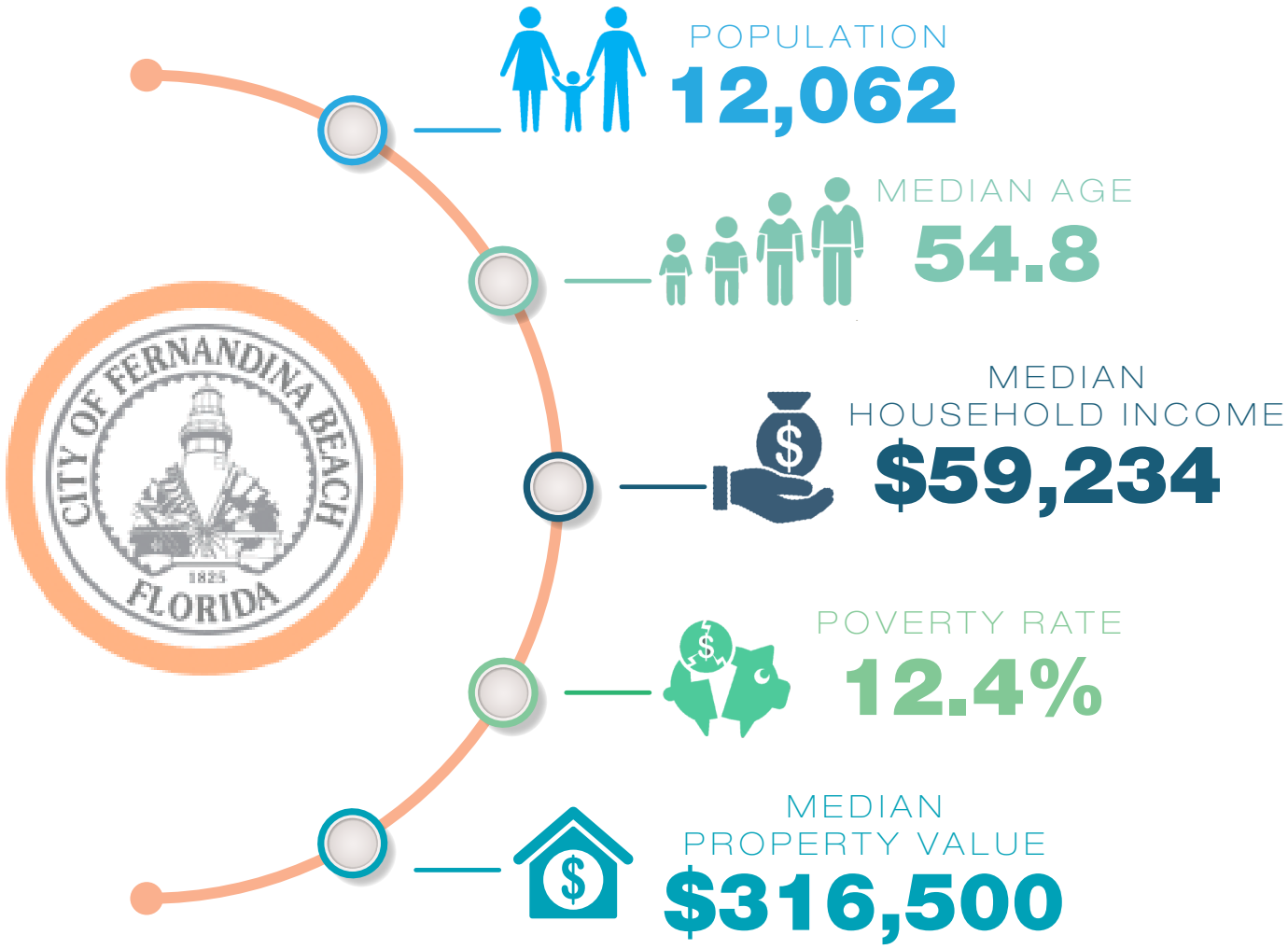


Source: 2018: ACS 5-Year Estimates Data Profiles

July 8, 2020

City of Fernandina Beach
Attn: City Clerk's Office – RFQ #2020-02
204 Ash Street
Fernandina Beach, FL 32034

RE: RFQ 2020-02
Comprehensive Plan and Land Development Code Revision

Dear Selection Committee:

With the City of Fernandina Beach's (the City) beautiful beaches, rich history, unique culture, and great access to outdoor recreation, WGI is delighted for the opportunity to design and plan for the next phase of your community's strong and sustainable future. The comprehensive plan, guided by a thoughtful group of consultants, can make the City's future better by addressing long-standing issues with widely-supported solid recommendations. How do we get to a consensus on future growth? It starts with small wins that build trust and results in a process that balances the needs of tourism and local livability.

COVID-19 has revealed the fragility of tourism dependent communities across the country, and the City was not excluded from the disruption. In April, the hotel occupancy dipped to 9%, the shrimp festival was canceled, and golf tournaments were postponed. As communities begin the process of rebounding, many questions are running through city leadership's collective minds. How do we diversify but retain our small beach town feel, protect the lifestyle of residents, and invite tourists to enjoy your beautiful town without completely overrunning it? COVID-19 has provided us with a pause that allows us to reset our thoughts, and step back and evaluate how the tourism industry impacts our community. This pause will provide us with an opportunity to examine how the City's guiding documents weave together this important facet of your economy and local livability. WGI has customized a team of highly experienced professionals to guide you through these questions.

WGI is a multidisciplinary consulting firm with a Florida history dating back nearly 50 years, incorporating in 1991. With nearly 600 employees, today WGI is one of the most successful and fastest growing consulting firms in the nation, demonstrated by our most recent ranking of 187 on ENR's Top 500 Design Firms list. This is a 37 spot jump from our firm's 2019 ranking of 224. Since 2014, we have ranked on Zweig's Best Firms to Work For and Hot Firms lists. WGI is comprised of experienced professionals with a strong reputation for highly innovative, implementable, and sustainable solutions. Our wide breadth of services and extensive resources provide the City a team of highly experienced and dedicated professionals who can deliver the sustainable planning solutions. We have assembled a team uniquely qualified and well positioned to manage and perform the work required under this RFQ for the following reasons:

- **We know comprehensive planning and land development regulations.** We work on a day-to-day basis with comprehensive plans, land development regulations, large scale and small-scale comprehensive plan amendments, rezoning, variances, conditional uses, annexations, platting, and site plan designs, and development review. Our team has the advantage of working with local governments on these types of projects, either as a consultant or as an applicant, spanning the state from Jacksonville to the Florida Keys. We have experience with comprehensive plan updates, text amendments to comprehensive plans and land development code regulations, feasibility studies, and planning reports. Our experience and skill set includes planning and implementation consulting services to over 300 public, private, and community-based clients across the country, up-to-date and reliable community and market information (market analysis for governmental authorities), extensive community outreach coordination, forecasting and modeling, economic development, market and financial feasibility, fiscal analysis, and impact assessment. WGI's teaming partners include **URBANOMICS, Inc.** and **Carras Community Investment Inc.**, who offer exceptional specialized technical expertise, which will enhance the quality of the final document.

- **We are internationally recognized in urban design, architecture, and innovated zoning techniques.** The WGI team includes **Dover, Kohl & Partners (DK&P)** best known for public design charrettes, detailed master plans, and illustrative codes emphasizing complete neighborhoods as the basis for sound communities. DK&P is trained in the principles of traditional town planning and architecture and have perfected techniques for gathering meaningful community input. Their plans focus on traditional neighborhood design and smart growth, emphasizing that there does not have to be a trade-off between livability and economic prosperity. WGI and DK&P have recently completed a vision plan with the City of Neptune Beach. As a seaside town facing rapidly growing demand due to its proximity to Jacksonville and small beach town feel, our team focused on meeting the existing and potential mobility challenges facing Neptune Beach with improved street design, redevelopment, and future-ready infrastructure. This vision plan will be used as the basis of the comprehensive plan update that is to follow.
- **We are skilled in land use law, conservation, and sustainable development needs.** Led by **Erin L. Deady, PA, (ELD)** a full service legal and consulting firm. Firm president, Erin Deady, is a licensed attorney in Florida, certified land planner by the American Institute of Certified Planners (AICP), and LEED AP. Erin's practice includes sustainability environmental restoration initiatives, water, energy, climate, local government, administrative law, and land use issues. Our team has comprehensive plan update experience with Monroe County, Delray Beach, and Hardeeville, NC. Most recently, WGI and Erin worked together in the City of Lighthouse Point to perform a full code revision on a code not comprehensively reviewed since the 1970s. The code recommendations include future trend best practices for pro-active low impact development stormwater standards to face sea level rise, and green building incentives steering future development toward more sustainable models. Resiliency best practices included updating how elevations are measured based-off increased base flood elevation requirements and implementing a series of solutions to reduce flood risk.
- **We specialize in traditional and non-traditional public engagement.** WGI's team outreach methods stress creative problem solving, and we depend on such tools as traditional and online media, unparalleled community relationships, proprietary research, and innovative thinking to get measurable results. With more than 12 years of experience, **Acuity Design Group, Inc. (ADG)**, will lead the City in public outreach efforts. ADG has provided public involvement plans, community outreach, stakeholder engagement, and agency coordination efforts for the Jacksonville Regional Transportation Center, The Brooklyn Neighborhood Road Diet Study, The City of Jacksonville Bicycle and Pedestrian Master Plan, and several of the complete streets corridor projects throughout the City of Jacksonville. WGI's team recently participated in a virtual stakeholder outreach process with the City of Neptune Beach, which saw nearly 35% increase in participation from in-person events.
- **We have strong multi-disciplinary project management experience.** WGI considers project management the most important part of the project. We place great emphasis on team management and communication. All WGI project managers go through an intensive training program before they can lead projects. WGI's **Heather Danforth, PLA, AICP, CNU** will manage this project team and oversee the completion of all outreach, plan elements, and land development code amendments, with a strong quality control effort.

Through our team's focus on quality, communication, facilitation, and prioritization, we will help the City achieve their vision, goals, and objectives. We encourage you to call our references and inquire about our commitment to client satisfaction. You will find we excel in providing innovative solutions, high-quality products, proactive project management, dedication to customer service, as well as delivering effective projects within schedule and budget. We look forward to working with the City of Fernandina Beach and understand the importance of assisting with your planning needs to sustain the vision defining the City now and into the future.

Sincerely,
WGI, Inc.

Jeff Brophy, PLA, ASLA
VP, P.L.A.C.E | Principal in Charge
jeff.brophy@wginc.com | 561.537.4507

Heather Danforth, PLA, AICP, CNU
Project Manager (primary contact)
heather.danforth@wginc.com | 561.713.1687

Tab 1

Team

TEAM

WGI, INC.

Prime Consultant

WGI is a full-service consulting firm founded in 1972 to provide a range of infrastructure services and has since grown to be one of the largest consulting firms in Florida. WGI has a long history of providing services for a variety of projects and we take great pride in our work with an understanding that what we do makes our communities better—better places to live, work, and play. We are financially stable and have the necessary resources to efficiently provide all services required.

Services/Expertise: Land Planning | Landscape Architecture | Civil Engineering | Surveying and Mapping | Transportation Engineering | Structural Engineering | Parking Solutions | Architecture | SUE | Environmental Sciences | Construction Management

Approx. 600 Employees | Operates in Florida, Texas, North Carolina, Illinois, Indiana, and Michigan

ACUITY DESIGN GROUP, INC.

Subconsultant: Public Outreach

With more than 12 years of experience, ADG has been providing community engagement, public relations, planning, project management, marketing communications, and public involvement services for the architecture, engineering, planning, and transportation sectors. Their services are customized to transform any project with great efficiency. ADG delivers fast results on time, within budget, and with high quality. ADG's team consists of a group of talented professionals with a variety of experience that are passionate about what they do. They differentiate themselves by incorporating that same passion into each project. They are committed to developing solutions that help promote our client's products and/or services.

Services/Expertise: Community Engagement | Public Relations | Planning | Project Management | Marketing Communications | Public Involvement

Six Employees | Operates in Florida

CARRAS COMMUNITY INVESTMENT INC.

Subconsultant: Housing

Principal Jim Carras has over 45 years of professional experience in community and economic development including consulting, teaching, training, and pro bono assistance. Jim has created or enhanced affordable housing and community development funding/financing initiatives valued at over $10B. His clients are from all sectors, including public private partnerships, government, private, and alternative sectors.

Services/Expertise: Housing and Community Development Needs | Plans | Strategies

One Employee | Operates in Florida and Massachusetts

Dover Kohl & Partners (DK&P)

Subconsultant: Architecture | Urban Design

DK&P was founded in 1987. Their expertise lies in balancing the visionary 'civic art' of planning with the practical consensus building needed to make projects succeed. They are trained in the principles of sustainable town planning and perfected techniques for documenting and understanding local traditions in building to enhance each community's sense of place. The common thread linking all of their projects is the holistic approach to community building, which includes the formation of complete settlements offering a mix of uses and dwelling types, an interconnected network of walkable streets, special sites reserved for civic buildings and spaces, and building forms that reinforce a place's unique character. They believe that sustainable places are achieved through multi-disciplinary, community-based planning.

Services/Expertise: Designing New Neighborhoods | Planning Cities and Regions | Retrofitting Suburbia | Revitalizing Downtowns and Historic Places | Reinventing Corridors | Shaping Transit-oriented Development | Form-Based Codes

20 Employees | Operates in Florida

Erin L. Deady, P.A. (ELD)

Subconsultant: Land Use Law | Conservation | Sustainable Development Methods

ELD launched in 2011 and is a planning and legal specialty firm concentrating in resiliency, sustainability, climate, environmental, real estate, land use, and water resource issues. Their clients include local governments, special districts, private sector developers, investment firms, engineering and planning firms, academic institutions, agricultural, and tribal entities. Firm projects include climate, energy and sustainability planning and implementation initiatives, Gulf of Mexico and Everglades restoration, Lake Okeechobee water resource issues, comprehensive plan and code development, and projects covering all types of environmental and land use issues.

Services/Expertise: Resiliency | Sustainability | Climate| Environmental | Real Estate | Land Use | Water Resource Issues

Three Employees | Operates in Florida

URBANOMICS, INC.

Subconsultant: Economic Development | Capital Improvement | Intergovernmental Coordination

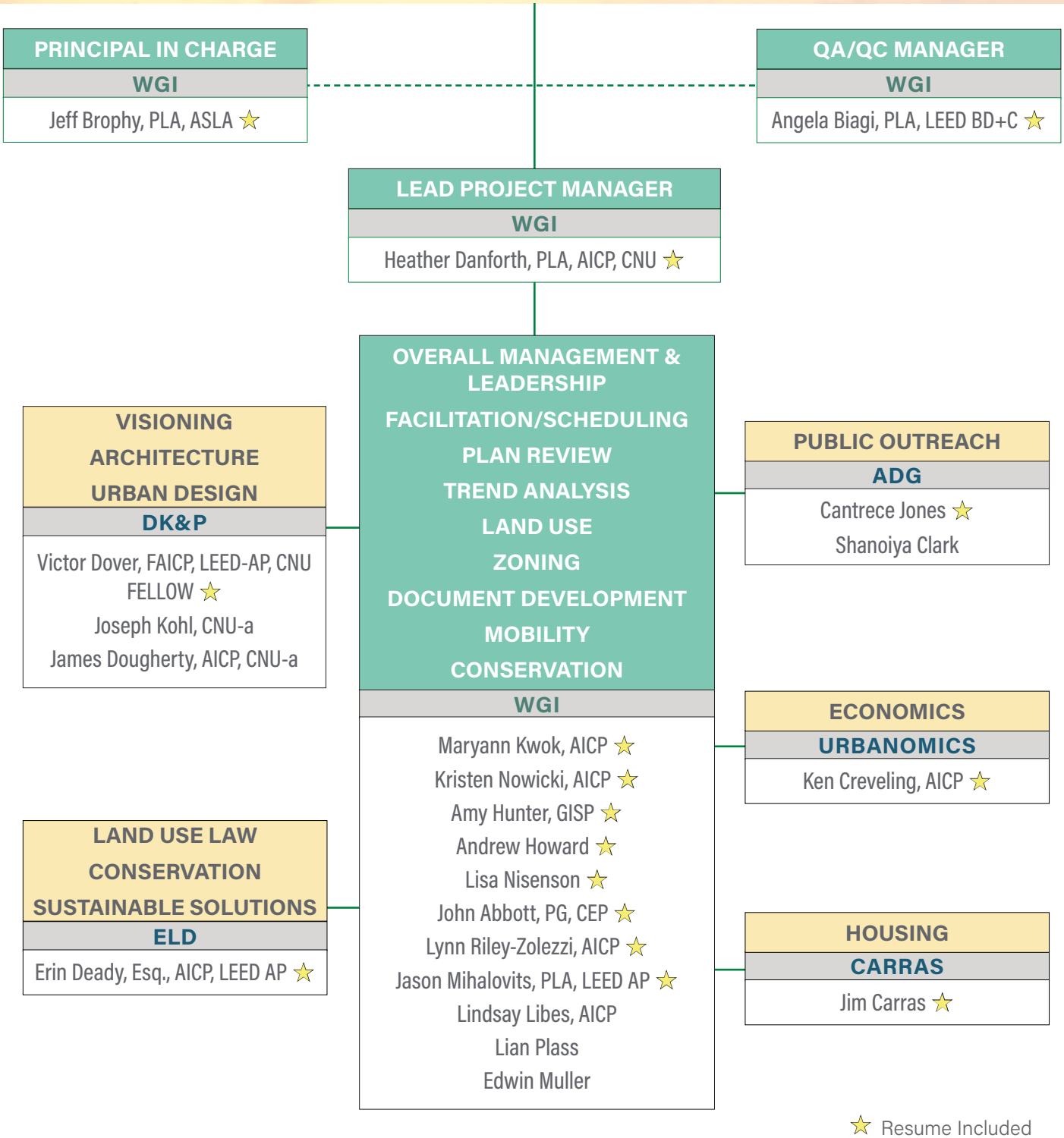
URBANOMICS is an urban and real estate economics consulting firm established in 1991. Based in Ponte Vedra Beach, Florida, the firm provides consulting services to government and business in the areas of economics, public finance, and urban planning. URBANOMICS provided research, advisory, and consulting services to many local governments, public agencies, development organizations, and real estate interests in several states and overseas.

Services/Expertise: Market/Financial Analyses | Land Use/Development Strategies | Market, Economic, and Fiscal Impact Analyses | Economic Development Market Analyses and Strategic Plans | Demand/Needs and Financing Analyses for Public Facilities and Urban Services

Three Employees | Operates in Florida, South Carolina, Maryland, and Virginia

ORGANIZATIONAL CHART

CITY OF FERNANDINA BEACH



☆ Resume Included

KEY STAFF EXPERIENCE MATRIX

CONSULTANT	NAME	ROLE	EXPERIENCE	Public Outreach	Master Planning	Comp. Plan Amendment	Code Drafting	Illustrative Graphics
			YEARS	A	B	C	D	E
WGI	Jeff Brophy, PLA, ASLA	Principal in Charge	20	X	X	X	X	X
WGI	Angela Biagi, PLA, LEED BD+C	QA/QC Manager	19	X	X	X	X	X
WGI	Heather Danforth, PLA, AICP, CNU	Project Manager	10	X	X	X	X	X
WGI	Maryann Kwok, AICP	Zoning and Land Development Regulations	41	X	X	X	X	
WGI	Kristen Nowicki, AICP	Future Land Use	19	X	X	X	X	
WGI	Amy Hunter, GISP	Public Outreach and Maps	13	X	X			X
WGI	Andrew Howard	Strategic Implementation	20	X				
WGI	Lisa Nisenson	Multi-Modal Transportation	31	X			X	X
WGI	John Abbott, PG, CEP	Conservation and Coastal Management	24			X		X
WGI	Lynn Riley-Zolezzi, AICP	Intergovernmental Coordination	27	X	X	X	X	
WGI	Jason Mihalovits, PLA, LEED AP	Recreation and Open Space	18	X	X			X
ADG	Cantrece Jones	Public Outreach	20	X	X			X
CAR	Jim Carras	Housing	45			X		
DK&P	Victor Dover, FAICP, LEED-AP, CNU FELLOW	Visioning, Architecture, and Urban Design	32	X	X	X	X	X
ELD	Erin Deady, Esq., AICP, LEED AP	Land Use Law, Conservation, and Sustainable Solutions	32	X		X	X	
URB	Ken Creveling, AICP	Economics	45			X		

We will capture your vision and translate it to a clear set of policies and predicable code, ensuring Fernandina Beach continues to be the best version of itself.

Jeff has focused the majority of his professional tenure towards large-scale residential and commercial site planning, master planning, and landscape architecture. As vice president of WGI's PLACE Division, which includes the planning, landscape architecture, architecture, civil engineering, and environmental departments, he is responsible for the oversight of the many large-scale development and redevelopment projects, including the design and entitlement process involving multi-disciplinary services. He ensures our projects follow the internal firm processes to achieve the highest level of services. Jeff keeps open lines of communication between the client, consultant team, and government agencies to achieve a successful project approval for the client.

Jeffrey (Jeff)
Brophy, PLA, ASLA

REGISTRATIONS:
Professional Landscape Architect: Florida #LA6666868, 2007

EDUCATION:
Bachelor of Landscape Architecture, Landscape Architecture—University of Guelph, Ontario, 2000

AFFILIATIONS:
American Society of Landscape Architects

YEARS OF EXPERIENCE
TOTAL: 20 WITH WGI: 20

RELEVANT EXPERIENCE

City of Palm Beach Gardens—Transit Oriented Development (TOD) Master Plan, Palm Beach County, FL, City of Palm Beach Gardens, Principal. The City of Palm Beach Gardens hired WGI to update the City's comprehensive plan and land development regulations regarding the TOD master plan. The tasks included evaluating and providing recommendations for adding and revising goals, objectives, and policies. WGI also provided recommendations for revising density, design, and development standards.

City of Lake Worth Beach Opportunity Zone Strategic Plan and Assessment, Palm Beach County, FL, City of Lake Worth Beach, Principal. WGI provided urban design and planning services for the development and assessment of a strategic plan for the City's opportunity zone. The City hired WGI to undertake a massing study and conceptual master plan for the study area to help attract opportunity zone funds and direct development. Our team worked closely with the community to assess types of businesses and redevelopment that would most benefit the neighborhood. WGI held two public outreach meetings to ensure consideration of the community's opinions.

West Palm Beach Dixie Highway Landscape Improvements from Albemarle Road to Okeechobee Boulevard, Palm Beach County, FL, City of West Palm Beach, Principal. WGI provided urban design and lead the public outreach efforts for this 1.5-mile road diet project. This corridor is home to many restaurants, retail shops, and adjacent residential neighborhoods. With this in mind, the City and community desired to create a complete and walkable street to improve safety, access to local businesses, and aesthetics along the corridor. The WGI team took special care to ensure that the streetscape design addressed the existing infrastructure constraints of the corridor, access to business entrances, and signage visibility. A unique feature of the design is that the City and business owners wanted the landscape to respond to the nature and brand of the individual businesses rather than a homogeneous streetscape. The plant palette promoted harmony in the overall design while still allowing the landscape to address the distinctive features of each property.

Jefferson Terminal District Parking Use Study, Palm Beach County, FL, City of West Palm Beach, Principal. WGI completed a parking study for the redevelopment of Jefferson Terminal District. The redevelopment options have led to a formal visioning process. Stakeholder meetings identified parking as an important consideration as the planning and development process moves forward. The City of West Palm Beach is interested in understanding the parking dynamics of the District, specifically focusing on the relationship between land use and existing parking supply. WGI parking staff has conducted similar studies in cities across the country. The scope of work included a parking inventory and GIS mapping of current conditions, land use and parking ratio analysis, and a parking capacity analysis.

Kravis Center for the Performing Arts Improvements Design-Build, Palm Beach County, FL, The Weitz Company, LLC, Principal. The Raymond F. Kravis Center for the Performing Arts is located in West Palm Beach, Florida and is one of the premier performing arts centers in the Southeast. WGI provided planning, landscape architecture, environmental, civil engineering, and transportation planning services for the expansion of the Dreyfoos Hall lobby, reconfiguration of both the Dreyfoos Hall and Cohen Pavilion valet and drop off areas, and improved pedestrian access between the Cohen Pavilion and Dreyfoos Hall. WGI prepared hardscape plans for the new plaza, water feature, and signage at the corner of Okeechobee Boulevard and S. Sapodilla Avenue, the new sign plaza at the corner of Okeechobee Boulevard and Tamarind Avenue, and renovated the landscape for the entire campus.

Heather is a well-versed senior project manager, planner, and landscape architect with experience in the public and private sectors. She has extensive experience in public outreach, entitlements, comprehensive policy planning, zoning code amendments, large-scale master planning, community redevelopment, tactical urbanism, and multi-modal transportation projects. In addition to being trained as a planner and landscape architect, she has taken multiple courses by the International Association for Public Participation for a full toolbox of techniques leading effective public outreach. Her well-rounded experience enables her to successfully handle large projects from inception to completion.

Heather

Danforth, PLA, AICP, CNU

REGISTRATIONS:

Professional Landscape Architect: Florida #LA6667437, 2019

American Institute of Certified Planners: #32187, 2019

EDUCATION:

Master of Science, Planning in Civic Urbanism—Rollins College, 2013

Bachelor of Science, Landscape Architecture—University of Florida, 2005

AFFILIATIONS:

American Planning Association

American Society of Landscape Architects

Congress for New Urbanism

YEARS OF EXPERIENCE

TOTAL: 10 WITH WGI: <1

**Completed prior to joining WGI*

RELEVANT EXPERIENCE

The City of Neptune Beach Comprehensive Plan and Land Development Code Revision, Duval County, FL, City of Neptune Beach, Project Manager. Heather was responsible for project management and coordination. WGI assisted Dover-Kohl & Partners in developing new vision and comprehensive plan documents for Neptune Beach, in northeast Florida. WGI's team was brought on to work with the community to understand what their current mobility challenges are and what types of connectivity they would like to see in the future. Our team primarily focused on the development of the mobility plan, participating in the neighborhood, community, and design charrettes, and overall public engagement. Neptune Beach is a seaside town facing rapidly growing demand due to its proximity downtown Jacksonville and small-town beach feel. The City has taken on the challenge of planning for this growth by investing in the creation of a vision plan and comprehensive plan update. This process allowed the City, Dover Kohl, and WGI to understand the existing conditions and the future wants and needs of the community. As WGI's team focused primarily on the mobility and connectivity of the community we looked specifically at the existing road network as well as current and desired methods of travel used by residents to move around the City. Through exploring these items our team created a vision plan that meets the existing and potential mobility challenges of Neptune Beach with improved street design, redevelopment, and future-ready infrastructure. This vision plan will be the basis of the comprehensive plan updated that is to follow.

Jefferson Terminal District Master Plan, Palm Beach County, FL, City of West Palm Beach, Project Manager. Heather led the creation of a 186-acre master plan for the redevelopment of an emerging area just south of the City's downtown. The plan included a thorough existing conditions report with analysis on the future land use, zoning, development regulations, streets, sidewalks, trees, housing stock, land and property values, business tax receipts activity, and a redevelopment analysis. The process included a comprehensive public outreach plan, which included an extensive public visioning meeting, stakeholder groups, intercept surveys, and story map website. During this process, Heather also managed numerous consultants making various recommendations on identity, future land use, zoning, parking, and transportation. The result was a comprehensive set of recommendations for creating a new mixed-use district. These included a unique set of land development regulations, rendered master plans, sections, graphics, and tables.*

Evaluation and Appraisal of the City of West Palm Beach's Comprehensive Plan, Palm Beach County, FL, City of West Palm Beach, Senior Planner. Heather co-led the update of the City of West Palm Beach's Comprehensive Plan to successfully update all 12 elements and obtain initial approvals within one year. The revised update included coordination for each element. The introduction element required numerous updated and new definitions. The future land use element added new objectives and policies for healthy living. The updated transportation element was in coordination with City engineering staff and the 2040 LRTP. The updated housing element based off the five-year consolidated plan. The utilities element updated all the charts with the consumptive use permit and stormwater master plan. The updated coastal management element was based off a change in state statutes. The conservation element was updated to further protect the City's water catchment area. The recreation and open space element was updated in response to the most recent parks master plan, plus adding a provision for the location of parks. The intergovernmental coordination element was updated based off the changes in state statues for school district coordination; and the capital improvement element was updated with adopted five-year capital improvement schedule. The entire map series was updated, and new ones added to meet state statues coordinating with the GIS Department. These EAR updates to the comprehensive plan required numerous stakeholder outreach efforts.*

Angela has extensive experience in the management and design of a variety of projects throughout Florida. Her range of work includes mixed-use developments, transportation projects, and residential community design. Serving as a project manager, she is responsible for site and landscape design, manages projects through the local agency approval process, and assists clients from concept through construction to ensure their design intent is maintained.

Angela
Biagi, PLA, LEED BD+C

REGISTRATIONS:
Professional Landscape Architect: Florida #6666787, 2005

Professional Landscape Architect: Illinois #157.001640, 2017

EDUCATION:
Bachelor of Landscape Architecture—University of Illinois, 2001

CERTIFICATIONS:
LEED BD+C

AFFILIATIONS:
American Society of Landscape Architects

United States Green Building Council

YEARS OF EXPERIENCE
TOTAL: 19 WITH WGI: 6

RELEVANT EXPERIENCE

City of Palm Beach Gardens—TOD Master Plan, Palm Beach County, FL, City of Palm Beach Gardens, QC Manager. Angela provided recommendations for revising density, design, green building, and development standards. WGI updated the City's comprehensive plan and land development regulations regarding the TOD master plan. Tasks included evaluating and providing recommendations for adding and revising goals, objectives, and policies. WGI also provided recommendations for revising density, design, and development standards.

City of Hardeeville, South Carolina Comprehensive Plan, Jasper County, SC, City of Hardeeville, QC Manager. Angela provided project research and quality control. WGI updated four of the nine mandatory elements of the City's comprehensive plan as required by South Carolina's municipal planning and zoning law. The four elements updated included community facilities, land use, transportation, and priority investment. The process included conducting community outreach meetings, reviewing comparable communities' growth management strategies, analyzing South Carolina statutes, reviewing statistics and data related to the City and region, and drafting the final updated elements.

The City of Neptune Beach Comprehensive Plan and Land Development Code Revision, Duval County, FL, City of Neptune Beach, QC Manager. Angela was the quality control manager for the project. WGI assisted Dover-Kohl & Partners in developing new vision and comprehensive plan documents for Neptune Beach, in northeast Florida. WGI's team was brought on to work with the community to understand what their current mobility challenges are and what types of connectivity they would like to see in the future. Our team primarily focused on the development of the mobility plan, participating in the neighborhood, community and design charrettes, and overall public engagement. Neptune Beach is a seaside town facing rapidly growing demand due to its proximity downtown Jacksonville and small-town beach feel. The City has taken on the challenge of planning for this growth by investing in the creation of a vision plan and comprehensive plan update. This process allows the City, Dover Kohl, and WGI to understand the existing conditions and the future wants and needs of the community. As WGI's team focused primarily on the mobility and connectivity of the community we looked specifically at the existing road network as well as current and desired methods of travel used by residents to move around the City. Through exploring these items our team created a vision plan that meets the existing and potential mobility challenges of Neptune Beach with improved street design, redevelopment, and future-ready infrastructure. This vision plan will be the basis of the comprehensive plan updated that is to follow.

Alternative Mobility Funding Systems Study, Leon County, FL, City of Tallahassee, QC Manager. Angela provided quality control for the project. WGI evaluated the existing and potential long-term transportation funding options based on financial efficiency and community objectives. The study included extensive stakeholder outreach, the creation of a public involvement plan, and the facilitation of planning charrettes. Additionally, WGI analyzed the comprehensive plan, Florida statutes, GIS development data, land use, transportation, traffic characteristics, funding mechanisms, existing plans, and projected growth. The study ultimately recommended a tiered mobility fee for the City of Tallahassee and Leon County that fulfills transportation funding demands, accomplishes mobility objectives, and is supported by community stakeholders.

Maryann has extensive work experience in both the public and private sectors. Before joining WGI, she was employed by the Palm Beach County Planning, Zoning and Building Department for over 23 years. She is well versed in different aspects of the planning and zoning fields, from application review, analysis of research and information, code amendments, master planning, consensus building through public meetings, and presentations to government officials. Maryann also had international experience working in the private sectors, as a landscape architect and urban designer in Canada, and in Asia (Hong Kong/China, Malaysia). Maryann served as a project manager responsible for new town planning, landscape design, and assisting clients through the review and approval process.

Maryann
Kwok, AICP

EDUCATION:
Bachelor of Landscape Architecture—University of Toronto, 1979

AFFILIATIONS:
American Institute of Certified Planners

American Society of Landscape Architects

YEARS OF EXPERIENCE
TOTAL: 41 WITH WGI: <1

**Completed prior to joining WGI*

RELEVANT EXPERIENCE

Amendment and Maintenance of the Unified Land Development Code, Palm Beach County, FL, Palm Beach County, Zoning Assistant. As a best practice, Palm Beach County revises their unified land development code (ULDC) twice a year, the proposed amendments could be generated from either a Board's direction, or requests by the applicants to reflect the latest industry trends. Maryann's role in this code amendment process was to assist the zoning director in the review of the draft amendments prepared by staff, coordinate with other government agencies for input and feedback, and provide a final draft to be presented to the Land Development Regulations Advisory Board for recommendation. Maryann also attended public hearings for the adoption of the ordinance(s) by the Board of County Commissioners. She participated in the explanation for the amendments and responded to questions raised by the Boards or by interested parties. Maryann was also responsible for training of staff on the adopted code amendments. *

Use Regulations, Palm Beach County, FL, Palm Beach County, Regulation Team. Maryann was part of the use regulation team, she reviewed the research and proposed amendments prepared by staff, and examined whether the existing regulations for individual use type under a specific future land use/zoning districts would be sufficient to address impacts and compatibility of the use on its surrounding land use. Maryann and staff would recommend additional requirements, where needed.*

Amendments to Housing Type (Zero Lot Lines) and Established New Ordinances for Cottage Homes, Palm Beach County, FL, Palm Beach County, Zoning Team. As a response to the builders' design modifications on Zero Lot Line (ZLL) homes, zoning staff established design standards pertaining to limitation of floors; ZLL side facade; covered porches, courtyards, and balconies; privacy walls or fences; and access, maintenance, and roof overhang easement. Maryann was in charge of drafting the regulations for Cottage Homes (aka Tiny Homes). Two types of Cottage Homes were established, one as a detached single family with ownership to the unit and the lot; and the second type is a detached single family with ownership on the unit and co-ownership on the land. Issues such as drainage, building separation, parking, and shared amenities were examined during the amendment process.*

Reorganization and Amendments to Landscape Code, Palm Beach County, FL, Palm Beach County, Project Manager. Maryann was the project manager for the updates of the landscape code (Article 7 of the Unified Land Development Code, Palm Beach County). The amendment process included creation of a subcommittee, which consisted of county staff, representative of the landscape industry, environmentalists, and landscape architects/designers to provide their input and comments. The landscape code included: *

- Planting design principles
- Types of required landscape buffers to address compatibility, aesthetic quality, and spatial separation
- Minimum requirements for planting
- Interior landscaping (parking, loading and pedestrian amenities)
- Drainage and utility easement overlaps
- Preservation and protection of native vegetation (coordination with the Department of Environmental Resources Management on the enforcement of the landscape ordinance, and the implementation of the tree preservation efforts)
- Code enforcement
- Tree list (includes palms, pines and shrubs)

Kristen is a senior project manager specializing in urban planning, community outreach, development services, public speaking, and leadership. Her planning experience includes development review, transportation, writing and revising comprehensive plans, Community Redevelopment Area plans, and land development regulations. She is a relationship builder with an eye for projects from all angles based on her experience in municipal planning and private sector consulting. Kristen has consistent success implementing planning processes that align with projected trends to promote sustainable growth and redevelopment. She is active in professional associations and engaged in multi-disciplinary learning and sharing for continued professional growth.

Kristen
Nowicki, AICP

REGISTRATIONS:
American Institute of Certified Planners: #023382, 2007

EDUCATION:
Master of Arts, Urban and Regional Planning—University of Florida, 2007

Bachelor of Science, Environmental Science—University of Florida, 1998

AFFILIATIONS:
APA Broward Section (Chair)

American Planning Association

American Planning Association Florida Chapter, Executive Committee Member

YEARS OF EXPERIENCE
TOTAL: 19 WITH WGI: <1

**Completed prior to joining WGI*

RELEVANT EXPERIENCE

Comprehensive Plan Update, Miami-Dade County, FL, City of Miami Beach, Senior Planner. As part of the regular EAR update, Kristen prepared updates to the data and analysis and contributed to the overall update to the City's 2040 comprehensive plan, which focused on resiliency and sustainability. *

Comprehensive Plan Amendments and Data and Analysis Update, Broward County, FL, City of Sunrise, Senior Planner. In accordance with Florida statutes and BrowardNEXT, Kristen prepared amendments to the comprehensive plan for the City of Sunrise. Tasks included completion of the evaluation appraisal report, data and analysis document update, and comprehensive plan amendments for the local planning agency and city commission, as well as coordination with the Florida Department of Economic Opportunity and Broward County Planning Council. The amendments resulted in the first comprehensive plan in compliance with BrowardNEXT. *

Comprehensive Plan Update, Broward County, FL, City of Lauderdale Lakes, Senior Planner. To update the future land use and the recreation and open space elements of the City's comprehensive plan, Kristen assisted in the community outreach efforts and conducted surveys of residents. She also prepared BrowardNEXT-compliant revisions to the goals, objectives, and policies, as well as updates to the data and analysis. *

Comprehensive Plan Update, Alachua County, FL, Alachua County, Associate Planner. Kristen was responsible for the removal of outdated policies and addition of new polices in several of the plan's elements as well as research for the data and analysis. She organized six public forums and workshops featuring experts on various subjects (Randall Arendt, Victor Dover etc.) to involve the citizens in the future of their community. *

Land Development Regulations Update, Miami-Dade County, FL, Town of Cutler Bay, Senior Planner. Supporting the Town's Planning and Zoning Division, Kristen led a team to revise architecture and form standards in the land development code. *

Development Review Services, Miami-Dade County, FL, Town of Cutler Bay, Senior Planner. Supporting the Town's Planning and Zoning Division, Kristen reviewed applications for new commercial and residential development, redevelopment, and variance requests. Reviews included preparation of application comments based on the land development code, coordination with engineering, traffic, and landscape disciplines, and presentations to Town council. *

In-House General Planning Services, Palm Beach County, FL, Town of Highland Beach, Senior Planner. Kristen provided in-house planning services to the Town on a temporary basis while the Town planner position was vacant. She met with applicants, reviewed plans, and prepared staff reports for Town commission. *

General Planning Services, Palm Beach County, FL, Village of North Palm Beach, Senior Planner. Providing both in-house and remote planning division assistance to the Village on a temporary basis while the Department was short staffed, Kristen prepared staff reports for planning commission and Village council, responded to resident and business owner inquiries, and reviewed business tax receipts and building permit applications. *

Amy is WGI's GIS manager with experience working as a GIS supervisor, analyst, and environmental scientist. As a certified Geographic Information Systems Professional (GISP), she is responsible for managing GIS systems, field data collection, analyses, and deliverables. Amy has project experience with state, county, municipal, and private clients, including creation of real-time mobile applications for data collection; web mapping and applications for cloud-based solutions; geodatabase design; spatial statistics; GIS reporting for strategic planning and program implementation; coordination with staff, clients, and agencies; and overseeing quality assurance/quality control of all GIS products. She has experience with transportation, geospatial, environmental, planning, and parking studies.

Amy
Hunter, GISP

EDUCATION:
Bachelor of Science, Environmental Studies—University of Central Florida, 2015

CERTIFICATIONS:
FWC Authorized Gopher Tortoise Agent

Geographic Information Systems Professional

YEARS OF EXPERIENCE
TOTAL: 13 WITH WGI: 2

RELEVANT EXPERIENCE

Delray Beach Parking/Mobility Study, Palm Beach County, FL, City of Delray Beach, GIS Manager. Amy manages the GIS phase of the project and oversees staff and quality assurance/quality control of all GIS activities and deliverables, including spatial analyses for planning, and parking ordinances as well as public outreach applications. The City selected WGI to provide a proposal for professional services for parking and curbside management master plan. Work included analysis, public engagement, and planning exercises that will concluded in creation of the master plan, which will update the existing 2010 parking master plan and include a new curbside management element as part of a new plan. The plan updated data elements, provided context to technological advances in transportation and their impacts locally, determined feasible alternatives for the City to consider, and identified policies and projects to implement the plan.

Cedar Falls College Hill Parking Study, Black Hawk County, IA, City of Cedar Falls, GIS Manager. Amy provided the capacity analysis for parking occupancy, mobile data collection applications, and interactive map deliverables. The College Hill Parking Study was a continuation of the citywide review of parking policy across Cedar Falls. The project team conducted extensive stakeholder meetings and public workshops to develop plans for parking policy near Northern Iowa University.

Cedar Falls Downtown Parking Study, Black Hawk County, IA, City of Cedar Falls, GIS Manager. Amy created maps and a mobile data collection application and formulated a spreadsheet to perform occupancy calculations more efficiently. Cedar Falls has a historic downtown with an active dining and entertainment district. This downtown area experienced a high level of new development activity, including mixed-use commercial and residential projects. Key elements of this parking study included assessment of how the current development activity influenced parking in the downtown area, extensive stakeholder outreach and public workshops, and assessment of parking management and organizational policies.

Jefferson Terminal District Parking Use Study, Palm Beach County, FL, City of West Palm Beach, GIS Manager. Amy was responsible for GIS activities, including mobile field data application setup, analysis of future and existing land use, building square footage, and local parking ordinances. She also developed survey applications used to power public engagement. Under the transportation engineering planning consultant continuing services contract, the City authorized WGI to complete a parking study for the Jefferson Terminal District and their redevelopment. The redevelopment options have led to a formal visioning process. Stakeholder meetings identified parking as an important consideration as the planning and development process moves forward. The City was interested in understanding the parking dynamics of the District, specifically focusing on the relationship between land use and existing parking supply. WGI parking staff has conducted similar studies in cities across the country. The scope of work included a parking inventory and GIS mapping of current conditions, land use and parking ratio analysis, and a parking capacity analysis.

MCJC Parking Demand Study, Montgomery County, PA, Montgomery County, PA, GIS Manager. Amy was responsible for GIS activities, including mobile survey application setup and interactive map deliverables. Amy developed parking demand analysis for proposed county courthouse. Montgomery County is consolidating several departments into a new courthouse complex and needed to understand the potential parking demand. WGI conducted GIS enabled parking counts and parking demand projections based on programming for the new courthouse.

Andrew is a nationally recognized placemaking and public space activation expert. He is the co-founder of the internationally recognized Better Block Project, which helps communities develop and organize their economic assets to build productive, resilient relationships across the public, private, and civil sectors. Now being used in over 200 cities and six nations, the Better Block demonstrates how temporary sustainability improvements to a single city block can build momentum for long-term financial, social, and environmental advancements. Andrew is also a contributing author on the Institute of Transportation Engineers Recommended Practice on Context Sensitive Design for Walkable Urban Thoroughfares.

Andrew
Howard

EDUCATION:
Bachelor of Science, Geography—Texas A&M University, 1999

YEARS OF EXPERIENCE
TOTAL: 20 WITH WGI: <1

**Completed prior to joining WGI*

RELEVANT EXPERIENCE

Fruit Belt Better Block, Buffalo, NY, City of Buffalo, Public Space Activation Expert. Andrew led the concept team. Buffalo's project focused on one block in the Fruit Belt neighborhood. The Fruit Belt is largely residential and clearly defined by its borders: to the west is the Buffalo Niagara Medical Campus; to the south the Kensington Expressway; to the east is Jefferson Avenue, the main commercial corridor for Buffalo's African American community; and to the north are City Honors High School and the Masten Avenue Armory. The project site is centrally located within the neighborhood, at the intersection of Carlton and Lemon streets. Randy Hoak, Associate State Director of AARP New York says, "This innovative neighborhood project provides a great opportunity for Fruit Belt residents of all ages to engage and connect with their community in a new and more inclusive way. AARP New York collaborated with Team Better Block, Mayor Brown, and the Buffalo Urban Renewal Agency to make this happen. Having this project here in Buffalo to beautify the Fruit Belt streetscape and the neighborhood will generate valuable insights for communities across New York State and the nation as the AARP Network of Age Friendly Communities continues to expand and work in partnership with localities to make our communities more livable for all generations.*

Pinellas Park Better Block, Pinellas Park, FL, City of Pinellas Park, Public Space Activation Expert. Andrew led the concept team. The Pinellas Park Better Block Project was a partnership between the community and the City of Pinellas Park to celebrate the emerging creative district in the 5600 Block area of Park Boulevard. The Better Block Event held on October 10-11, 2015 temporarily transformed the area into a fully occupied, walkable district, complete with pop-up businesses, landscaping and outdoor amenities, public art, and transportation options for walking, biking, and golf cart use.*

MPO Workshop, Broward County, FL, Broward County MPO, Public Space Activation Expert. Andrew led the concept team. Broward County was actively making moves to enhance walkability throughout the community and joined forces with Team Better Block to host a community walk and talk, in addition to a group discussion regarding several accessibility trouble areas. One area involved an intersection with bisecting train tracks that created a difficult slope, low driver visibility, and lack any sort of safe pedestrian crossing. Another area involved a wide street with heavy traffic but no dedicated crosswalks. During the walk and talk, Team Better Block walked together with members from AARP Florida, the Broward MPO, the Mass District, and other community members to understand these problem areas firsthand and discuss how they could be addressed using quick design interventions to test possible solutions.*

Spin Space Activation, Salt Lake City, UT, Salt Lake City, Public Space Activation Expert. Andrew led the concept team. As a partnership between Spin Scooters, Salt Lake City, Bike Utah, and Team Better Block, a unique design for an intersection well used by micro-mobility vehicles was transformed into a space that not only enhances the safety of all users, but also adds a source of pride and identity to the surrounding community. Between September 4th and 7th, the intersection was transformed with the help of some paint, plants, and community volunteers helping to shape the future of their neighborhood. An active public plaza popped up in the adjacent park, scooters and bicycles zoomed by in newly redesigned bike lanes, and the Spin Space took off as a new way to combine public and private interest through the design of better community spaces.*

Lisa is a respected urban designer known for combining timeless community design and innovation with focus on fast-tracking advanced planning techniques and emerging technologies. She has federal and local government experience where she developed innovative policies, plans and codes for transportation, land use, and green infrastructure. She has been a new mobility and smart city consultant, researcher on smart mobility, and urban planning start-up founder.

Lisa
Nisenson

EDUCATION:

Master of Arts, Education Administration—Harvard University, 1988

Bachelor of Arts, Biology—Meredith College, 1984

EXPERIENCE:

Alta Planning and Design: Lead for New Mobility and Consultant

Sarasota County: Planning Consultant

USEPA Office of Policy: Project Manager

YEARS OF EXPERIENCE

TOTAL: 31 WITH WGI: 1

**Completed prior to joining WGI*

RELEVANT EXPERIENCE

The City of Neptune Beach Comprehensive Plan and Land Development Code Revision, Duval County, FL, City of Neptune Beach, Principal. Neptune Beach is a seaside town facing rapidly growing demand due to its proximity downtown Jacksonville and small-town beach feel. WGI assisted Dover-Kohl & Partners in developing new vision and comprehensive plan documents. WGI's team primarily focused on development of the mobility plan, participating in the neighborhood community design charrettes, and overall public engagement. Lisa was responsible for integrating the community's desire for walkability and bike networks, appropriate transportation technologies, and supportive complete streets design. The complete streets work included consideration of automated vehicles such as shuttles and personal delivery devices. With the onset of COVID-19, the team quickly shifted to virtual engagement techniques using Zoom tools, an interactive website, social media, and personal communications. Lisa also helped prepare mobility and design options for current and future phases of COVID-19 recovery. This vision plan will be the basis of the comprehensive plan updated that is to follow.

TCRP J-11, Task 27, Low-Speed Automated Vehicles and Public Transportation, Transit Cooperative Research Program. This forthcoming research (Fall-2020) report provides guidance for transit agencies and communities on the development and deployment of low-speed automated vehicles (LSAV) pilots. Lisa developed information on urban design and planning topics such as first-last mile connections and integration with multi-modal transportation plans. *

Planning for New Mobility, Writing Effective Regulations, Alta Planning + Development. This White Paper was developed in response to client interviews that revealed the need for practical and easy-to-use information on preparing for new mobility. Since most new mobility, initiatives begin with a resolution, this guide supplies background information, instructions on developing resolutions and copy-and-paste language. The sample phrases were designed to also apply to comprehensive and other plans.*

Consortium for Scenario Planning Impactful Projects Program, Cambridge, MA, Lincoln Institute for Land Policy. The Lincoln Institute for Land Policy's Consortium for Scenario Planning seeks to scale next-generation planning processes to help communities and agencies better incorporate trends and uncertainty into development of plans, policies, and built projects. Lisa was awarded a grant to develop sample scopes of work for various scenario-planning exercises, such as scopes to develop a one-day workshop, exploratory scenario planning for corridor plan updates, and strategic scenario scoping on the future of transportation funding and finance.*

Take AV Shuttles to the Streets, Eno Center for Transportation. In 2017, Eno Center for Transportation convened approximately 100 experts to consider new mobility. This included an afternoon scenario-planning workshop, conducted with Mobility e3, enlisting participant views on necessary steps to launch an autonomous shuttle in Crystal City (now National Landing) within two years. Groups separated into four groups: finance and funding, law and policy, safety and funding, and planning. Through structured prompts, each group explored potential benefits and risks related to AV shuttles, levers (e.g., regulations, pricing), research needed, and questions. *

John has diverse experience in environmental consulting, including environmental planning, NEPA, contamination remediation, wetland mitigation, wildlife surveys, and permitting. He has been a project manager on multi-million-dollar environmental projects. John is active in the environmental community; he serves on the Board of Directors of the Florida Association of Environmental Professionals.

John
Abbott, PG, CEP

REGISTRATIONS:
Professional Geologist: Florida #PG2401, 2005

EDUCATION:
Master of Science, Geology—New Mexico Tech, 1995

Bachelor of Science, Geology—Virginia Tech, 1992

CERTIFICATIONS:
Certified Environmental Professional

FDEP Stormwater Management Inspector

FWC Authorized Gopher Tortoise Agent

OSHA 30-Hour Construction Safety and Health

USACE Construction Quality Management for Contractors

AFFILIATIONS:
Florida Association of Environmental Professionals, Board of Directors

YEARS OF EXPERIENCE
TOTAL: 24 WITH WGI: 5

**Completed prior to joining WGI*

RELEVANT EXPERIENCE

Comprehensive Plan and LDRs for Monroe County, Monroe County, FL, Monroe County, Environmental Scientist. John assisted with updating the comprehensive plan for the Florida Keys and mainland part of Monroe County. He assisted with the coastal management element, conservation element, and natural groundwater aquifer recharge element. This included analyses of soils, water quality, floodplains, seagrasses, coral reefs, wetlands, beaches, upland vegetation, protected species, air quality, water uses, hazardous wastes, areas of particular concern, effects of future land use on natural resources, natural disaster planning, climate change, and conservation of energy. John also assisted with updating the associated land development regulations. An example of one of the specific planning issues that arose during the comprehensive plan update was that Monroe County had a policy debate and litigation over their comprehensive plan policies and their land development regulations related to the Coastal Barrier Resources Act. John analyzed lands within each coastal barrier resources unit in the Keys, identified how these areas could be protected from further development, and made recommendations for changes to the land development code. *

South Miami-Dade Watershed Study and Plan, Miami-Dade County, FL, South Florida Regional Planning Council, Environmental Scientist. This project was a $3M science-based planning effort that provided the framework for making land use decisions for 371 square miles over 50 years. John was responsible for assessing the effect of projected increases in population growth on natural communities, including wetlands and remnant natural forests, and assessing the impacts on Biscayne Bay. The project won the 2007 Award of Excellence from the Florida Chapter of the American Planning Association. *

Sustainability Training, Broward County, FL, Seminole Tribe of Florida, Project Manager. John developed and presented educational seminars on sustainable growth to policy makers and leaders of the Seminole Tribe. Topics focused on how land use affects stormwater, water quality, and wetlands.

Coastal Barrier Resources Act Policy Analysis, Monroe County, FL, Monroe County, Environmental Planner. Based on Monroe County's policy debate and litigation over their comprehensive plan policies and land development regulations related to the Coastal Barrier Resources Act, John analyzed lands within each coastal barrier resources unit in the Keys, identified how these areas could be protected from further development, and made recommendations for changes to the land development code. *

The Groves Master Plan, Broward and Hendry Counties, FL, Seminole Tribe of Florida, Environmental Scientist. The Seminole Tribe of Florida is developing approximately 890 acres on the Big Cypress Reservation. The master planning project consisted of conceptual layout and includes a mixture of 1½-acre home sites and single-family rental homes. The development also provided commercial business sites and Seminole Tribe of Florida public facilities. The conceptual design and environmental assessment included master planning of lot layouts for density calculations, Phase I ESA, wetland delineation, master traffic study and roadway layouts, master utility layout, master drainage layout, NEPA preparation and processing, and development scheduling. WGI prepared a topographic survey of the entire development using a combination of aerial drone-based light detection and ranging (LiDAR) and ground survey techniques. John performed a Phase I and II ESA and prepared a soil management strategy to address arsenic in soil.

Lynn has extensive experience providing professional planning and design services in the public and private sectors. She provided planning support for land acquisition through the eminent domain process and master planning for cities, neighborhoods, and property owners. She also facilitated the adoption of future land use plan amendments, modification to developments of regional impacts, rezonings, site plans, master planning, and plats. Lynn is qualified as an expert in interpreting comprehensive plans and land development regulations throughout Florida. She provided expert witness testimony at trial, pretrial mediations, and order of take hearings.

Lynn
Riley-Zolezzi, AICP

REGISTRATIONS:
American Institute of Certified Planners: Florida #019841, 2002

EDUCATION:
Bachelor of Business Administration, Real Estate—Florida Atlantic University, 1990

AFFILIATIONS:
American Planning Association
Association of Eminent Domain Professionals
Leadership Palm Beach County
Palm Beach County Planning Congress
Women of Commercial Real Estate

YEARS OF EXPERIENCE
TOTAL: 27 WITH WGI: 19

RELEVANT EXPERIENCE

Land Planning Services for "The Wedge," Broward County, FL, City of Parkland, Project Planner. Lynn was on the planning and design team providing land planning, master planning, environmental consulting, and traffic engineering services to the City of Parkland for a 2,500-acre site in northern Parkland. Approximately 1,950 acres of the site were formerly in Palm Beach County and had been annexed into Parkland. The team created a comprehensive master plan that ensured consistency and compatibility with the existing community. The final plan addressed livable communities, access and mobility, public safety, public utilities, parks, open space, recreation, education, and environmental considerations.

West Lake Worth Road Corridor Master Plan and Design Guidelines, Palm Beach County, FL, City of West Lake Worth, Project Planner. As part of the planning and design team, Lynn addressed the planning issues of seven residential communities located along the Lake Worth Road corridor, west of the Florida Turnpike. The neighborhood was concerned with the growth issues involving 600 undeveloped acres of land in their communities. The planning team met with the communities through a series of neighborhood meetings and assessed their goals, desires, and vision of the corridor. The team also worked with the seven communities and Palm Beach County Planning Department to develop a master plan and set of design guidelines to ensure future development within the corridor would be managed. The master plan identified land use densities, locations of potential future land use changes, an open space plan, and established a transportation network.

Suncoast Parkway 2 Expansion Project, Citrus County, FL, Florida's Turnpike Enterprise, Project Manager. Lynn was responsible for land planning analysis, preparation of aerials, sketches, and cure plans. WGI provided land planning services in conjunction with right-of-way acquisition for the Suncoast Parkway 2 Expansion project. This 13-mile project connects Toll Road 589 with US 19 (Suncoast Boulevard) and, along with Veteran's Expressway and the existing Suncoast Parkway, makes up a 70-mile limited access transportation corridor stretching from downtown Tampa into Citrus County. FDOT conducted future corridor evaluation studies to examine multi-modal transportation solutions to connect the Tampa Bay region to Northeast Florida, and also provide much needed relief to northern I-75. WGI prepared detailed planning/engineering reports for each property. The reports included the following items in the property's analysis: zoning, comprehensive land use requirements, concurrency, impact frees, cost to cure estimate, parcel analysis data summary, environmental regulations, parcel sketch, site inspection, parking lot design, cure plan approvability, site drainage design, site access (egress and ingress) requirements, building floor plans, and on-site traffic analysis.

Heron Estates Phase II, Palm Beach County, FL, HTG Heron Estates Family, LLC, Project Manager. Lynn is responsible for site plan amendments and submittals. This project involves a development in Riviera Beach serving Riviera Beach Housing Authority and Housing Trust Group for the design of eight multifamily buildings, clubhouse, recreational areas, travel aisles, parking lots, and more. This is the second phase of the Heron Estates development.

Jason has almost two decades of experience in a range of project types including planning and design for transportation, commercial, and large-scale residential and municipal projects. His experience includes multiple aspects of the design process including concept generation, site inventory, site and master planning, landscape and irrigation design, project specifications, green design and infrastructure, and construction observation.

Jason
Mihalovits, PLA, LEED AP

REGISTRATIONS:
Professional Landscape Architect: Florida #LA6667128, 2012
Professional Landscape Architect: Texas #3380, 2018

EDUCATION:
Bachelor of Arts, Landscape Architecture—University of Florida, 2007

CERTIFICATIONS:
LEED AP

AFFILIATIONS:
American Society of Landscape Architects
United States Green Building Council

YEARS OF EXPERIENCE
TOTAL: 18 WITH WGI: 6

RELEVANT EXPERIENCE

Gainesville Wild Spaces-Public Places Continuing Services, Alachua County, FL, City of Gainesville, Project Manager. Jason managed the WGI team, which provided continuing park planning and design services for the City of Gainesville under their Wild Spaces—Public Places (WSPP) program. The WSPP program was funded via voter referendum, generating a one-half cent sales tax for eight years, which provided approximately $50M for park improvements on over 100 park projects throughout the City. Services included landscape architecture and planning, architecture, civil and structural engineering, environmental, and geospatial services.

Sara Sims Park, Palm Beach County, FL, City of Boynton Beach, Project Manager. Jason was the project manager for the park design. WGI provided the conceptual design for the redevelopment of Sara Sims Park in downtown Boynton Beach. Sara Sims Park was a 12-acre, blighted park in one of the City's poorest neighborhoods, named in honor of a well-known community activist from the early 1900s. The park included a number of passive and active recreational activities, including walking trails, basketball courts, and a children's playground, all of which had fallen into disrepair. The park is also part of the City's Cemetery Heritage Trail. WGI's improvements included the development of a new conceptual site plan for the park, as well landscape and irrigation enhancements. Additional improvements included an incremental fitness trail, parking lighting and signage, pavilions, and other site amenities.

Herman Massey Park Rehabilitation, Hillsborough County, FL, City of Tampa, Landscape Architect. WGI designed the revitalization of Herman Massey Park, an urban park in the center of the Downtown River Arts Neighborhood, for the City of Tampa Parks and Recreation Department. After developing and refining design concepts, WGI conducted two public meetings to present the new design developments for the park. WGI further developed the design with public input provided in the community meetings and the refined design was received well by the public. As part of the public outreach, WGI's GIS team developed an online version of the public presentation using a GIS application and provided a QR code and URL so the public could review the project information and provide input at their convenience.

Girl Scout Park Master Plan, Palm Beach County, FL, City of Boynton Beach, Landscape Architect. WGI provided the master plan for this half-acre park in Boynton Beach, Florida. The park is frequently used by the City and the Girl Scout of America Club for events. Park improvements included a kayak lunch, pavilions, trails, and site amenities as well as landscape, irrigation, and lighting improvements.

Mounts Botanical Garden, Palm Beach County, FL, Mounts Botanical Garden, Landscape Architect. WGI worked in collaboration with Harries Heder Collaborative to develop a tropical wetland garden that fulfilled a portion of Mounts Master Plan. This included incorporating artist's interactive installation pieces into an intimate garden setting that would provide educational messages that fulfilled Mounts mission statement of encouraging the art, science, and joy of gardening to foster a respect and understanding of south Florida's subtropical environment.

EDUCATION

Master of Architecture in Suburb and Town Design
University of Miami
Coral Gables, Florida

Bachelor of Architecture
Virginia Polytechnic Institute
Blacksburg, Virginia

PROFESSIONAL EXPERIENCE

Co-Founder and Principal
1987 to Present Dover, Kohl & Partners Coral Gables, Florida

Faculty
2004 - Present
Form-Based Code Institute

Faculty
1995, 1997, 2003
Mayors Institute on City Design

Adjunct Faculty
1988-1997, 2015-2016
University of Miami
School of Architecture
Coral Gables, Florida

PUBLICATIONS

Street Design: The Secret to Great Cities and Towns (2014)
Victor Dover and John Massengale

VICTOR DOVER FAICP, LEED-AP, CNU FELLOW | VISIONING | ARCHITECTURE | URBAN DESIGN

In 1987 Victor Dover cofounded the firm that became Dover, Kohl & Partners, and he serves as principal in charge. Along with his partner Joseph Kohl, Victor's practice focuses on the creation and restoration of real neighborhoods as the basis for sound communities. Victor has personally led over 140 charrettes worldwide. Victor lectures widely around the United States and internationally on the topics of livable communities and sustainable development.

Victor was cited by Architecture magazine as being among "the country's best urban designers and architects." Dover-Kohl's projects are profiled in a number of textbooks, including *The New Urbanism* by Peter Katz, *Community by Design* by Kenneth Hall, *Sustainable Urbanism* by Doug Farr, and *Retrofitting Suburbia* by Ellen Dunham-Jones and June Williamson. Victor and John Massengale's book, *Street Design: The Secret to Great Cities and Towns*, is required reading at major universities.

Victor is former Chair of the Congress for the New Urbanism (CNU) and was the Founding Chair of the CNU Florida Chapter, the first of its kind. He was a key player in the creation of the Form-Based Codes Institute and the National Charrette Institute, both leading think tanks for sustainable urbanism and community-based planning. Victor is a Fellow of the American Institute of Certified Planners and the CNU. He served on the core committee setting sustainable urbanism certification standards for the Leadership in Energy and Environmental Design for Neighborhood Development rating system (LEED-ND). Victor successfully completed all portions of the Architectural Registration Exam.

SERVICE

Chair, Congress for the New Urbanism (CNU), 2010 to 2012
Vice Chair, Congress for the New Urbanism, 2008 to 2010
Founding Chair, Florida Chapter, Congress for the New Urbanism, 2004-2006
Charter Member, Congress for the New Urbanism (CNU), 1993 to present
Emeritus and Founding Board Member, National Charrette Institute, 2001 to present
Board Director and Co-Founder, Form-Based Codes Institute, 2004 to present
Paul Harris Fellow, Rotary International, 1996
Assistant District Governor, Rotary Club of South Miami, 1998-1999 President, Rotary Club of South Miami, 1996-1997

SELECTED LECTURES

Historic Preservation, 2009, Palm Beach, FL
AARP/NAHB Livable Communities Award Ceremony, 2008, Washington, DC
National Association of Home Builders, 2008 (Orlando), and 2004 (Las Vegas)
Australian Council for New Urbanism (ACNU), 2008 and 2005 (Brisbane) Urban Land Institute (ULI), "Reality Check," 2007, Charleston, South Carolina USGBC Greenbuild International Conference and Expo, 2006, Denver, CO

ERIN L. DEADY, P.A.

Erin L. Deady, Esq., AICP, LEED AP
Land Use Law, Conservation, and Sustainable Solutions

Bachelor of Arts, Marine Science Affairs, University of Miami

MPA, Florida Atlantic University

JD, Nova Southeastern University

PROFESSIONAL REGISTRATIONS
Florida Bar, American Institute of Certified Planners, US Green Building Council

YEARS EXPERIENCE
Total: 22

Summary/Profile

Erin L. Deady, P.A., is a full service legal and consulting firm. Firm President, Erin Deady, is a licensed attorney in Florida, a certified land planner by the American Institute of Certified Planners ("AICP") and a LEED AP. Erin's practice is primarily focused on public sector government representation but also includes numerous private sector and agricultural clients. Her practice includes sustainability environmental restoration initiatives, water, energy, climate, local government, administrative law and land use issues. Erin's experience includes litigation, public finance, special purpose governmental representation, and creation and land use planning. She is a frequent lecturer and author on climate change, energy, environmental restoration and public finance issues statewide and nationally.

Project Experience

Sustainability Action Plan Update and Comprehensive Plan, West Palm Beach, FL

Project Manager

The firm was the project manager for the development of the City's Sustainability Action Plan developed in 2012 and currently works with the City updating its Sustainability Action Plan coordinating with the new LEED for Cities framework. The firm previously achieved a four STAR rating for the City through the Sustainability Tools for Assessing and Rating Communities in late 2016. Companion with the effort, the firm also drafted Comprehensive Plan Amendments to the Coastal Element of the City's Comprehensive Plan to address the Peril of Flood (SB 1094) legislation passed in 2015. The current scope of work includes the development of a new separate resiliency element of the comprehensive plan. The current update project is projected to be completed by mid-2020 ultimately resulting in an update document for the City's original Sustainability Action Plan.

Monroe County Roads and Stormwater Vulnerability Assessment

Subconsultant- Policy, Legal Issues and Outreach

The firm is a subconsultant on a two-year in Monroe County developing the legal, policy and technical framework for a short, medium, and long-range roads and stormwater capital planning program specifically to address sea level rise impacts and flooding issues. The firm leads the portion of the planning process including numerous legal and policy deliverables related to level of service for flood resilience, capital programming driven by future growth projections, an overview of the regulatory environment, funding strategies, and legal obligations related to maintenance and upgrades of infrastructure. The firm also leads the public outreach component including numerous stakeholder meetings and internal coordination.

CANTRECE JONES, Public Outreach

ACUITY DESIGN GROUP, INC.

ACUITY DESIGN GROUP

Cantrece's experience with community outreach and public involvement, project management, urban planning, marketing communications, and branding were developed throughout her more than 20 years in the professional services industry. While participating in several design charrettes and workshops, Cantrece has gained extensive experience working on both public and private urban planning projects, including downtown, citywide and corridor masterplans, roadway projects, transit advertising campaigns, and MPO long-range transportation plans. Her dynamic experience building brand and creative strategies that deliver engaging ideas across multiple channels make her a go-to person for project insight.

Her firm, ADG has been identified as a key subconsultant with a variety of national and local professional services firms to perform work for municipalities such as the Jacksonville Transportation Authority (JTA), the Jacksonville Electric Authority (JEA), the Florida Department of Transportation (FDOT) and the North Florida Transportation Planning Organization (TPO). Her skills include project management, design workshop facilitation, public outreach campaign design and implementation, conflict assessment and resolution, government relations, community planning, and facilitation services, educational outreach in local school districts, multi-media public information campaigns, media relations, organizational management, speeches and presentations, management and team building/ development.

She is an active member of several client teams and a large contributor to new business opportunities. She is responsible for challenging conventional thought and providing a neutral point-of-view for communications strategies and planning, offering insight for complex client challenges. She works closely in a highly collaborative environment as a part of our leadership team, with researchers and analysts, the creative team, and the community to develop break-through, insight-driven social cause programs and pro-actively uncovers new opportunities for current clients.

RELEVANT PROJECTS

CITY OF JACKSONVILLE

Consolidated Downtown Development of Regional Impact Consultant
Prime: CHM
ADG role: Public Involvement

HART Bridge Realignment
Prime: GAI Consultants (CEI Services)
ADG role: Public Involvement

Renew Arlington Community Redevelopment Agency Update
Prime: Strategic Planning Group, Inc.
ADG role: Project Management, Government Relations, Creative, Marketing, Stakeholder Engagement & Management, Brand Development, Logo Design, Website Development and Maintenance, Social Media, Surveys, Photography, Surveys (online and in-person), Event Planning and Coordination, Workshops, Community Advisory Committee Meetings

Jacksonville International Airport Community Redevelopment Agency Update
Prime: Genesis Group now HALFF Associates
ADG role: Planning, Communications, Public Meetings, Community Engagement, Stakeholder Engagement, Event Planning and Coordination, Workshops, Government Relations

Mayport Strategic Vision Plan
Prime: HASKELL
ADG role: Planning, Communications, Public Meetings, Community Engagement, Stakeholder Engagement, Event Planning and Coordination, Workshops, Government Relations, Report Design

Years of experience
20

Education
Bachelor of Arts, Communications, University of North Florida, August 1999

Skills
Community Engagement
Communications Plans
Visioning Plans
Focus Group and Market Research
Government Relations
Product Positioning and Branding
Public Involvement
Public and Media Relations
Marketing Strategies and Campaigns
GeoTargeting
Digital Content Development and Design Visioning Charrette
Management Pandemic Communications

Project Role
Public Involvement Lead

Office Address
3109 Spring Glen Rd., #302 Jacksonville, FL 32207

Kenneth (Ken) H. Creveling, AICP
Economics

URBANOMICS
Urban and Real Estate Economics

BACKGROUND AND EXERTISE

Ken has more than 45 years experience in urban and real estate economics and urban planning, providing market and economic analysis and strategic planning services to local governments, public agencies, business and community organizations, and private interests in:

- **Economic Development**. Market analyses and strategic and business plans for the attraction and growth of business, industry, and tourism.
- **Community Development**. Market and financial analyses and strategies for revitalizing downtowns, urban neighborhoods, and commercial and industrial areas, and providing affordable housing.
- **Land Use and Infrastructure Planning.** Land use and growth management analyses and strategies. Demand and needs analyses and financing plans for community infrastructure and services.

PROFESSIONAL HISTORY

- URBANOMICS, Inc., Ponte Vedra Beach, FL
  President
- PLANTEC Corporation, Jacksonville, FL
  Vice President
- Kenneth Creveling Associates, Fairfax, VA
  Principal
- Economics Research Associates, McLean, VA
  Senior Associate
- Edwards and Kelcey, Inc., Newark, NJ
  Director of Planning
- Maryland State Planning Dept., Baltimore, MD,
  Local Planning Advisor

EDUCATION AND KEY AFFILIATIONS

- BS and BA Degrees, Rutgers University
- Graduate Studies, Economics, New York University and George Mason University
- American Institute of Certified Planners (AICP), Charter Member
- American Planning Association, Charter Member
- Urban Land Institute (ULI)
- ULI Metro Market Profiles – Jacksonville, Naples, Sarasota
- ULI Northeast Florida Reality Check – Regional Visioning Advisor and Facilitator
- Southern Economic Development Council

SIGNIFICANT EXPERIENCE

Economic Development

- Berks County, Pennsylvania (Reading area)
- Cabarrus County, North Carolina (Charlotte area)
- City of Casselberry, Florida
- City of Edgewater, Florida
- City of Fernandina Beach, Florida
- Clay County, Florida
- Horry County, South Carolina (Myrtle Beach area)
- Hagerstown/Washington County, Maryland
- Martin County, Florida
- North Mecklenburg County, North Carolina (Charlotte area)
- Pensacola/Escambia County, Florida
- St. Johns County, Florida
- Tri-County Southern Maryland Region
- Wakulla County, Florida

Community Development

- Bradenton Housing Authority, Florida
- Charlotte Center City Partners, North Carolina
- Charlotte Housing Authority, North Carolina
- City of Clearwater, Florida
- City of Fort Pierce, Florida
- City of Jacksonville, Florida
- Jacksonville Housing Authority, Florida
- City of Key West, Florida
- Miami-Dade Housing Agency, Florida
- City of New Port Richey, Florida
- City of Punta Gorda, Florida
- City of Tampa, Florida
- South Carolina Main Street Program
- City of Winter Haven, Florida
- City of Zephyrhills, Florida

Land Use and Infrastructure Planning

- Charleston County Park and Recreation Comm., South Carolina
- City of Atlantic Beach, Florida
- City of Eustis, Florida
- Clay County, Florida
- Clay County School District, Florida
- Collier County, Florida
- City of Hardeeville, South Carolina
- City of Jacksonville, Florida
- James City County, Virginia
- Monroe County, Florida
- City of Newport News, Virginia
- Polk County, Florida
- Town of Reston, Virginia
- St. Johns County, Florida

For over 25 years as principal of Carras Community Investment, Inc., Jim has concentrated on designing and implementing responses and solutions for community and economic development opportunities. Assignments have ranged from influencing national policy on community investment, affordable housing and community economic development (Fannie Mae's "White Paper on Affordable Housing Context") to creating local financing and funding partnerships (e.g. Massachusetts Housing Investment Corporation, Delaware Community Investment Corporation) across the country. Jim is recognized nationally for the creation and expansion of over fifty development financial institutions and community investment initiatives.

RELEVANT EXPERIENCE

Carras Community Investment, Inc. | Principal

- Provided community and economic development finance consulting services to over 300 clients nationwide including strategic planning, program development, grant writing, capitalization strategies, market analysis, and research. Client sectors include financial institutions, local government agencies, for profit and non-profit development corporations, and public private partnerships.
- Created and served as Founding President of the National Association of Affordable Housing Lenders, the Haymarket Bank Affordable Housing Corporation, the Broward Housing Partnership, the South Florida Community Land Trust, Inc., and the Himmarshee Village Association
- Designed, planned, and led the capitalization effort for the $1B Massachusetts Bankers Association Community Investment Plan including the creation of the Massachusetts Housing Investment Corporation, the Massachusetts Community and Banking Council, and the Massachusetts Minority Investment Corporation
- Prepared strategic and capitalization plans for over 25 community development financial institutions (CDFIs) including the Delaware Community Investment Corporation and the Florida Black Business Investment Board
- Researched and prepared "white" papers on housing and community investment for Fannie Mae, Freddie Mac, the National Community Reinvestment Coalition, the Florida Redevelopment Association, and the Urban Land Institute
- Served six times as a Reader for the CDFI Fund for Financial and Technical Assistance Awards
- Conducted over 300 workshops, panel discussions, professional courses across the country on affordable housing, community development, small business development, and economic development
- Prepared community investment needs assessments and plans for over 20 large financial institutions
- Prepared housing studies, consolidated plans, policy recommendations for over 25 cities and counties in Florida, Massachusetts, New Jersey, Georgia
- Prepared community redevelopment plans for Lauderhill, Opa-locka, Dania Beach, Hialeah, and Eagle Lake
- Co-authored report for Miami Dade County: Economic Development Implementation Plan
- Authored, *Fair Housing and Equity Assessment for South Florida Regional Sustainable Plan* – Seven/50 and the East Central Florida Regional Planning Council, Orlando.
- Provided opportunity zone advisory services to eight Florida communities

James (Jim)
Carras

EDUCATION:
Masters Public Administration—Harvard University, Kennedy School of Government, 1980
Graduate Studies, Department of Urban Policy—Tufts University, 1975
Bachelor of Arts, Urban Sociology—Suffolk University, 1971

CERTIFICATIONS:
Lincoln Institute for Land Policy, Certification in Facilitation and Leadership, 2008
National Development Council, Economic Development Finance Professional, Certification, 2011
National Development Council, Rental Housing Finance, Certification, 2013

AFFILIATIONS:
Neighborhood Lending Partners, Advisory Committee
Harvard Schools Committee, Member
Active in church as Chair of Master Plan Committee, Education Youth Culture Committee and Festival Committee

YEARS OF EXPERIENCE
TOTAL: 45

STATEMENT OF AVAILABILITY

Before responding to your RFQ, our principals reviewed this contract's anticipated scope of work to determine our team's resource allocation to complete the required tasks on time. We determined WGI and our teaming partners have the available personnel and resources to successfully perform the planning work.

WGI's resources allows us to provide flexibility to meet our clients' scheduling needs. The nature of our work requires us to typically schedule our resources in advance. Since most of our workload is assigned with advanced scheduling adhering to municipal public hearing schedules, we are able to balance our clients' needs ahead of time and coordinate the best resources for each task at hand.

WGI's workload capacity is strategically managed to enable us to be available for comprehensive planning projects. Based on prior experience, we believe our present and future workload capacity is more than adequate to conduct these planning services in a prompt and efficient manner.

WGI does not anticipate our current workload to affect our ability to achieve the City's goals for your project. Also, our team foresees no problem meeting the attached schedule. We have a full-time staff of employees plus subconsultants ready to move forward immediately with all tasks.

It is our belief that our team will be an asset to the City and we hope to serve them in the future. We earned respect and recognition for our company's emphasis on providing highly innovative and implementable solutions with our technical expertise, competent project management, and passion for making communities better places to live.

Provided below is a chart that indicates our core team's availability for City's 2050 Comprehensive Plan Update and Land Development Code Revision.

TEAM MEMBER	ROLE	AVAILABILITY (%)
Jeff Brophy, PLA, ASLA	Principal in Charge	10%
Heather Danforth, PLA, AICP, CNU	Project Manager	85%
Angela Biagi, PLA, LEED BD+C	QA/QC Manager	35%
Maryann Kwok, AICP	Zoning and Land Development Regulations	50%
Kristen Nowicki, AICP	Future Land Use	50%
Amy Hunter, GISP	Public Outreach and Maps	45%
Andrew Howard	Strategic Implementation	40%
Lisa Nisenson	Multi-Modal Transportation	35%
John Abbott, PG, CEP	Conservation and Coastal Management	35%
Lynn Riley-Zolezzi, AICP	Intergovernmental Coordination	35%
Jason Mihalovits, PLA, LEED AP	Recreation and Open Space	30%
Cantrece Jones	Public Outreach	85%
Jim Carras	Housing	35%
Victor Dover, FAICP, LEED-AP, CNU FELLOW	Visioning, Architecture, and Urban Design	40%
Ken Creveling, AICP	Economics	30%
Erin Deady, Esq., AICP, LEED AP	Land Use Law, Conservation, and Sustainable Development Methods	40%

Tab 2
Approach

APPROACH

The City of Fernandina Beach, with its stunning natural beauty, energetic and engaged citizens, and well-thought-out guiding documents, is a premier place to live, work, and play. As part of your team, we understand the importance of engaging the citizens and stakeholders of your community, who will ultimately provide us with the framework necessary to prioritize and draft policies and regulations that suit the unique needs of Fernandina Beach.

We have carefully selected a team of seasoned professionals with local, statewide, and national knowledge to listen, document, report, bring extensive best practices experience, and provide key deliverables, all tailored to the City's needs. Our team offers Fernandina Beach with a one-stop-shop of veterans who have the knowledge and experience to quickly answer and address all questions and issues that may arise throughout the process. As part of your team, we will work closely with the City and key stakeholders to analyze and prioritize feedback, contextualize relevant data, draw upon applicable best practices, craft key language and create clear visualizations, all of which are intended to accentuate the local wisdom and vision of Fernandina Beach, as we update the comprehensive plan, zoning, and land development regulations.

Our interdisciplinary team excels in planning, urban design, and land use law. We hand-selected an experienced and highly respected team for your City, offering multiple AICP accredited professionals, as well as registered landscape architects, licensed engineers, Congress for the New Urbanism accredited professionals, and a licensed land use attorney, who also specializes in sustainability and resiliency. In addition, we have teamed with a local public outreach specialist, who will guide outreach through encouragement, innovative engagement tools, and a willingness to listen, in order to create a clear understanding of the long-term goals of all the stakeholders. As part of your team, Fernandina Beach will have access to years of tested experience and lessons from successful projects as it relates to policy, code, land development regulations, resiliency, and implementable outcomes.

APPROACH

1. REVIEW AND LISTEN

Our integrated approach to updating the City's comprehensive plan and land development regulations focuses on providing user-friendly resources to create policy that captures the vision of Fernandina Beach. WGI will work

closely with City staff, residents, and stakeholders to develop an innovative, updated plan, and implementable code. We will begin by reviewing existing plans and policies, gathering and analyzing data, and facilitating and collecting public input.

1.1 - Task 1: Review Existing Documents

In order to create a solid foundational knowledge, WGI will begin the process by conducting a high-level review of the comprehensive plan, land development code, and applicable planning documents that will include other regionally significant planning processes. We will review the comprehensive plan on an element by element basis, focusing on each element's goals, objectives, and policies. We will also review the land development code on a section by section basis. WGI will then evaluate all past studies and plans provided by staff, to create continuity with previous planning efforts and capture such efforts' energy and insights.

1.2 - Task 2: Meet the Team

This task will initiate a series of meetings between WGI, City staff, and administration to gain a specific and detailed understating of essential issues that this project needs to address. We will establish availability and methodology for data collection, communication preferences, project schedules, interim reviews, and deliverables. Communication is cornerstone to our team's management process, and in order to document and track progress, WGI will create meeting minutes for each of these meetings and email them to the City. Such meetings will take place through in person and virtual meeting technologies as appropriate.

1.3 - Task 3: Site Visits

The project team will conduct a city-wide site visit, with a City staff member as a guide. This city-wide tour is critical to the process, as it will allow the team to review the challenges and opportunities that exist in Fernandina Beach. These opportunities and challenges may include identifying redevelopment areas, key transportation networks, vulnerable areas or those requiring a closer look for resiliency opportunities, and places with special cultural and natural meaning. It is also important to identify areas where the policies and code were successfully implemented, as well as areas that need improvement. The results of the city-wide site visit will be documented in a photo tour, with key findings identified, and labeled and submitted to the City.

1.4 - Task 4: Public Participation Plan

Public participation efforts are a crucial component in this effort. WGI will prepare and execute a public participation plan, which includes engaging residents, elected officials, City staff, and other identified stakeholders. WGI will identify and rank the key elements and City needs during the next phase of the planning process.

Involving the community in the planning and decision-making process gives citizens a voice in their community's future. It helps to grow a sense of ownership and community pride. Their input can bring issues to the forefront and lead to measures that would otherwise not be pursued, positively shaping the plan's final recommendations.

WGI will coordinate an extensive public outreach effort, including additional stakeholder interviews and at least two public workshops, adding to the work previously accomplished by City staff. The goal is to ensure the community's ideas and concerns are included in the decision-making process throughout the life of the project. The team includes an experienced and highly skilled public involvement coordinator **Cantrece Jones**, based in Jacksonville. With 20 years' public outreach experience, she is a gifted public speaker and seasoned meeting facilitator. **Heather Danforth, PLA, AICP** the project manager, has taken multiple classes with the International Association for Public Participation and conducted numerous public meetings at various scales.

City staff will review and approve the public participation plan and immediately begin execution for an initial public meeting to identify citizen and business owners' priorities and future visions. Our team will email the meeting minutes to the City, which will include findings from the meeting.

The following serves as a general guide for public outreach, and is completely adjustable and adaptable due to the current COVID-19 health concerns. We envision the following elements for public communication and outreach to ensure broad-based citizen understanding and participation:

a. Public Meetings

The first public meeting occurs early in the process and WGI will design it to gain initial input. This meeting will be workshop style and take attendees through a series of key ideas and define preferences for future implementation. The themes are presented graphically and voted on using interactive polling, mapping activities, or visual preference surveys. Attendees have the opportunity to select preferences or through basic hands-on voting. Attendees must be comfortable participating in-person or on-line. WGI has the capability, talent, and staff to adjust to any scenario.

Public input is an integral part of the planning process.

The second public meeting occurs in the next phase of the process and is more informational in nature, with the draft plan being presented at this time. WGI will use photos and graphics to present the draft plan and request input focused on tying up loose ends and polishing the plan.

One thing the COVID-19 environment has taught us is that virtual meeting opportunities supplemental to public meetings yield great results in terms of increasing public attendance and access to information. This will be incorporated into the public participation plan. We will also explore opportunities for online meetings and Facebook Live events.

b. Stakeholder Meetings

WGI will coordinate a series of key stakeholder meetings with the City's staff including kick-off and follow-up meetings for key representatives in City departments and any identified boards or committees.

c. Interviews

WGI will meet one-on-one, either in person or by telephone, with key stakeholders, including elected officials, City personnel, civic leaders, transportation agencies, developers, property owners, and identified neighborhood groups.

d. Comprehensive Plan Webpage

WGI will work with the City to develop a dedicated webpage connected to the City's existing website to receive input and provide the public with necessary information. The team periodically updates the webpage with content relating to the project schedule, public involvement opportunities, and other necessary project updates.

e. Media Relations

WGI will coordinate with the City to develop press releases for delivery to local newspapers, radio stations, televisions stations, and local organizations to advertise and promote public meetings related to the update process.

f. Social Media

WGI will coordinate with the City to design social media posts for placement on the City's existing social media accounts to promote public involvement opportunities and project updates.

Our mix of traditional and innovative public involvement strategies result in higher participation rates. This is particularly important because of COVID-19's impact on public engagement.

2. APPROVE THE PLAN

Building on the success of the initial public outreach, WGI envisions a dynamic approach to this next phase. The update to the plan must be done holistically and cohesively, cross coordinating the plan elements to create a unified vision that will translate into implementable and actionable items. During this phase of the project, the intent is to define preferences, build on opportunities, solve challenges, and then translate it all into clear goals, objectives, and policies approved through a consensus-building process.

2.1 - Task 1: Outline the Issues

WGI will create a tiered matrix of items to be addressed, identified from the initial public outreach and statutory review processes. WGI will coordinate with City staff to discuss the an approach for each item. Below are some of the studies that may prove beneficial for the City of Fernandina Beach's comprehensive plan update.

a. Specific Area Design Analysis

Specific areas of the City may be identified for potential redevelopment or which lack investment. WGI will conduct outreach, which will involve visually depicting options for the future of these areas. **DK&P** has over 30 years of experience in town planning and urban design. They are experts in developing livable communities and designing ways to revitalize traditional towns like Fernandina Beach. Their specialty in hand drawn and photorealistic graphics will engage the public and stakeholders in an interactive way to the build vision for a specific area. That vision will be translated into policy and later code recommendations to achieve the vision.

b. Vulnerability Analysis

The City of Fernandina Beach prioritizes protecting and enhancing its environment. Our team of talented professionals includes **ELD**. Erin is detail-oriented attorney and AICP planner with experience all over the state conducting vulnerability analysis. She created new comprehensive plan elements for vulnerability, established adaptation areas, implemented actionable items for capital improvement programs, and assisted with grant funding. She will review the comprehensive plan and create a clear set of actionable items that will be dispersed throughout the plan. This will build upon work that Nassau County is completing in two phases through Florida Department of Environmental Protection Resiliency Planning Grants focusing on the already-completed and in-process vulnerability assessments. Fernandina's Historic District was analyzed in the first phase of that vulnerability assessment process.

c. Port Talks

The port has enormous potential to be an asset to Fernandina Beach's future. WGI will facilitate discussion between the City, port, and operator. These conversations are intended to build trust and create understanding of each entity's point of view. Expanded discussions may include visualizations to garner constructive feedback. Policy can be drafted to help guide changes to the City's comprehensive plan, as well as the port master plan.

d. Housing

Many prosperous cities are experiencing the loss of workforce housing. WGI will work with the City staff and vital housing stakeholders to develop a set of actionable items to create policy related addressing "missing middle housing" and diversifying housing opportunities within the City. We will focus on identifying areas and developing action plans for those specific areas that are ripe for workforce opportunities. Our team will prepare supporting policies to enhance the creation of workforce housing in study areas.

e. Downtown Economic Analysis

According to the American Planning Association May 2020 Planning Magazine, with COVID-19, tourist towns are at a crossroads. In the next six to nine months there is a risk of severe economic hits on tourism related industries. However, current data indicates smaller tourist areas, within driving distance from large cities, may weather the current economic climate better than large conventional type tourist areas. WGI will examine data and future trends and prepare a market analysis for the downtown area. The market analysis will focus on analyzing data and examine scenarios. The team will conduct focused outreach to receive feedback from key stakeholders. Upon feedback and any further development, our team will create actionable goals, objectives, and policies to support the analysis and feedback.

f. Mobility Analysis

WGI specializes in new mobility and can further guide future City's efforts. Our transportation experts understand widening roads and moving cars faster is not a singular solution. We will work with the City to prioritize ADA accessibility, bike lanes, and pedestrian movement. We also assist with planning for the future, incorporating mobility lanes and hubs, and implementing quick—build opportunities to invoke long term change.

g. Team Better Block Powered by WGI

Many people just cannot imagine a space until they are in it. They do not completely understand site plans and perspectives, they just know what they like when they see it. That is why a small, low cost, short test in areas may just be what people need to make recommendation on long term change. We propose creating a temporary space and gathering input while inside that space. Conversations may be directed at creating a positive dialogue around development, parking, and livability. **Andrew Howard** has been executing these types of temporary interactive spaces for over eight years. Along with community leadership, Andrew can lead up these test areas to build consensus and refine decisions for smoother policy decisions.

2.2 - Task 2: Feedback Loop

Many items will be resolved with small groups, but certain items will need further consideration, input, and decision making. WGI will work with City staff to fully contextualize these items, present them in a public meeting, including virtual forums, and advance public preferences into a decision-making body. We will update the tiered matrix based on all additional analysis and submitted the City for final approval.

2.3 - Task 3: Draft Plan

The draft will include strikethrough and underline updates to all affected elements, as well as any updated or new maps needed to further the City's vision. Any new goals, objectives, and policies which may be housed in one of the elements will be cross coordinated with the other eleven elements. The maps will be provided in PDF format. Staff will provide comments on the draft.

2.4 - Task 4: Public Meetings

WGI will prepare graphic presentations for two public meetings to present the draft plan updates. Other forums such as online meetings or Facebook Live will also be included. The presentations will outline the process, analysis, input, and significant changes with the expectation that there will be both input from the Board and public. WGI will coordinate with City staff and incorporate any final adjustments.

2.5 - Task 5: Final Plan

WGI will prepare a final strikethrough and underline and update all maps, where applicable, with the option for staff to do one more round of comments. After such, WGI will submit the final package in PDF format, in addition to providing all source files.

2.6 - Task 6: Approval

WGI will provide representation at three meetings for the approval process. As part of the preparation for this deliverable, we will work with City staff to develop presentations and graphics, offering clarity on complicated subjects. The City will prepare all packages to the state and North East Florida Regional Planning Council. If comments are received, WGI will create memo style responses with back-up as needed.

3. AMEND THE CODE

Once WGI submits a draft comprehensive plan to the City and there are no significant remaining policy decisions to be made that may require further rewrite, we will begin reviewing the land development code for consistency with the comprehensive plan changes. Initial discussions of how the code will be updated are a result of the analysis within task 2.1.

3.1 - Task 1: Outline the Changes

WGI will review all chapters of the code at a high level, applying the comprehensive plan changes, addressing statutory review, confirming internal consistency, and ensuring clarity. We will create an outline of innovative changes and a list of suggested visual aids such as tables, graphics, or maps. We may add or update urban design and architectural guidelines. We will and meet with City staff to review the outline and finalize all deliverables.

3.2 - Task 2: Draft the Changes

WGI will bring the project team together to draft an updated land development code. The updated code will include the visual aids as well as strikethrough and underline updates to all affected chapters. We will review each chapter to determine the implementation of the approved policies that coordinate with the current code layout but adds new content. All chapters will be considered individually and then cross coordinated comprehensively. We will list and explain proposed recommended additions in detail, provide graphics in PDF format, and highlight items that need further technical input. Staff will provide comments on the draft.

3.3 - Task 3: Technical Input

WGI will meet with City staff and any other City consultants to obtain technical input as highlighted in the draft changes. This meeting may include members of the development review committee or a particular department, such as public works, for operations review.

3.4 - Task 4: Public Meetings

WGI will prepare graphic presentations for two public meetings to present the draft land development code recommendations with associated visual aids and maps. The presentations will include the process, key changes with explanations. Board and public comment will be welcome for the draft changes. Online meeting technology may also be incorporated. WGI will coordinate with staff and incorporate any final adjustments.

3.5 - Task 5: Final Land Development Regulations

WGI will prepare a final strikethrough and underline and update all graphics, with the option for staff to administer one more set of comments. Afterward, WGI will submit the final package in PDF format and send all original source files.

3.6 - Task 6: Approval

WGI will provide representation at three meetings during the approval process, preparing the presentations and graphics.

PROJECT COMMUNICATION

Communication is the most critical component to a project's successful completion. To provide for consistent communication between the City and WGI, we recommend implementation of a communication protocol that will utilize key points of contact within the City and WGI for the project. Our project manager, **Heather Danforth, PLA, AICP** will serve as the single point of contact for all contract-related aspects and have the responsibility of coordination with the City's project manager. Heather will inform the City's project manager of the project's progress and ensure all issues requiring the City's attention are discussed and resolved in a timely manner to avoid adverse impacts to the overall project schedule. She will remain involved in the day-to-day operations of the contract and is directly responsible to the City for our performance on all project assignments. This direct interface will facilitate communication. However, at any time during a task assignment Heather will be available to assist in the project coordination.

Although email correspondence is an effective tool for communication and documentation, WGI believes video meetings and telephone calls are imperative components for successful project delivery. If action items are discussed in meetings or telephone conversations, they will be transcribed into minutes and distributed to establish project reference documents. WGI will prepare and distribute progress reports, including updates on project budget, schedule, and any outstanding or upcoming technical issues on a pre-determined periodic basis (weekly, bi-weekly, or monthly).

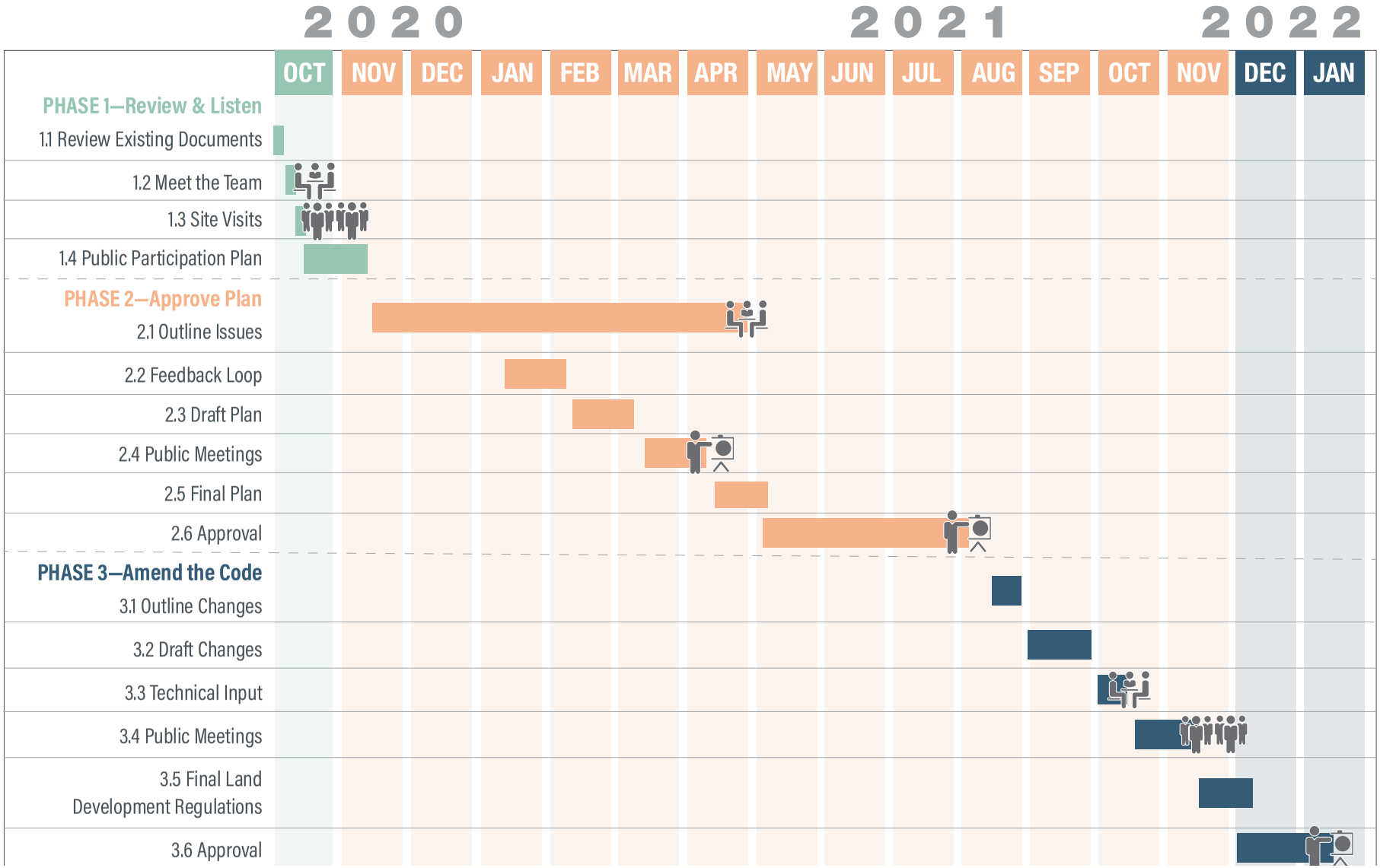
Additionally, formal presentations to the City staff can be scheduled at the City's discretion. Status briefings, formal presentations, and workshops are encouraged as additional mechanisms to facilitate communicating significant technical issues, potential schedule delays, or other significant issues. Our proposed protocol is flexible and can be easily modified to best suit the needs of each project and the City. We fully understand the nuances of municipal government and that projects can change due to stakeholder input. We will work closely with the City to be cognizant of this and flexible in our approach.

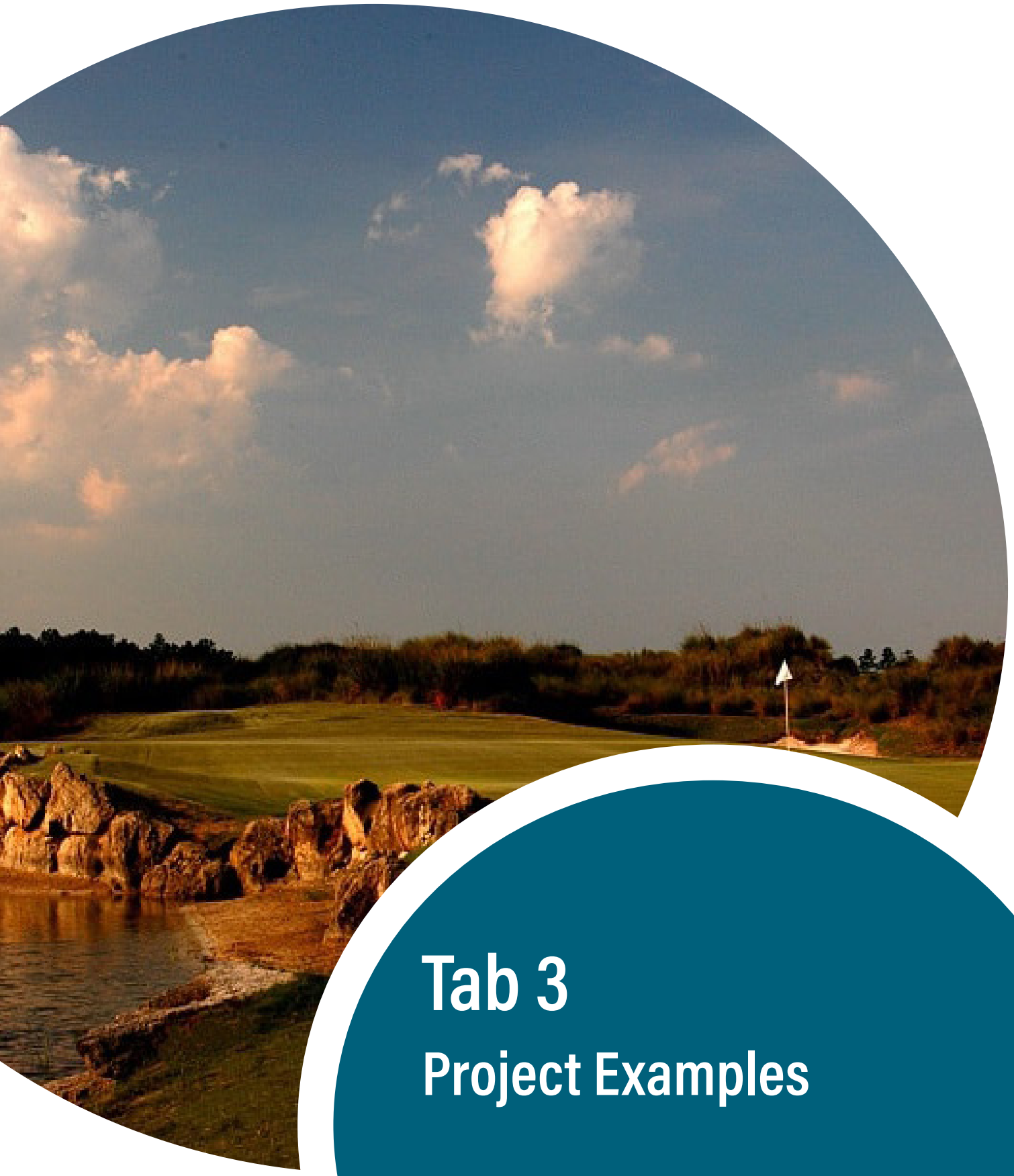
QUALITY ASSURANCE REVIEW

WGI quality control procedures are systematic in nature and require several different professionals to complete the checking and back-checking of work products. These procedures are incorporated into all our planning and design projects. The attention given to this process achieves several objectives, the most important of these includes services meeting and/or exceeding the City's requirements and expectations. These requirements ensure WGI's product and services meet industry standards for technical quality. **Angela Biagi, PLA, LEED BD+C** will be the quality assurance/quality control (QA/QC) manager assigned to this project. Along with Heather, Angela will make certain every deliverable submitted to the City is subject to our quality control procedure, including a review of completeness and accuracy of reports and other documentation. The adjacent graphic depicts our QA/QC review process.

TIMELINE

We are proud of our history of delivering effective projects within schedule and budget. See below for our proposed timeline for the City's comprehensive plan.





Tab 3
Project Examples

CITY OF HARDEEVILLE—COMPREHENSIVE PLAN UPDATE

Jasper County, South Carolina

WGI established and led-up a team to update the City of Hardeeville's Comprehensive Plan consistent with the South Carolina Comprehensive Planning Enabling Act. After the full review, four of the nine elements were updated: Community Facilities, Future Land Use, Transportation, and Priority Investment (Capital Improvements). Throughout the process, a series of outreach efforts and prioritization exercises were conducted. The City was additionally provided with a set of financially feasible implementation plans to plan for its future growth.

The project included analysis of development trends; evaluation of existing conditions; and formulation of goals, objectives, and policies. Plan highlights included a future land use-zoning matrix; transformation of small downtown into walkable town center; development of municipal complex; greenway and trails system; annexation strategy; parks master plan; and infill workforce housing program.

We addressed utilities; public safety and municipal services; and county, state, and private services. The utility systems and capacity analysis evaluated water, electric, service, natural gas, solid waste and recycling, and communications.

We analyzed the freight network including rail, passenger rail, local and regional transit, hurricane evacuation routes, existing and future road capacity. New goals, objectives, and policies were provided with emphasis on alternative mobility modes and complete streets.

We prioritized capital improvements-based population and nonresidential growth projections; a detailed financial analysis; long-range forecasts for tax and user-fee revenues; goals, objectives, and policies; and a short-, medium-, and long-term capital investment program. Projects were prioritized based on City and citizen input.

PROJECT MANAGER:
Thad Crowe, AICP

COMPLETION DATE:
February 2019

COST:
Design $100,000

REFERENCE:
City of Hardeeville
Michael Czymbor, City Manager
205 Main Street
Hardeeville, SC 29927
843.784.2231
mczymbor@hardeevillesc.gov

ROLE:
Prime Consultant

KEY PERSONNEL:
Angela Biagi, PLA, LEED BD+C
Lindsay Libes, AICP

PROJECT HIGHLIGHTS

- Public Outreach
- Community Facilities Element
- Land Use Element
- Transportation Element
- Priority Investment Element

NEPTUNE BEACH VISION PLAN

Neptune Beach, Florida

WGI is assisting Dover-Kohl & Partners in developing new vision and comprehensive plan documents for Neptune Beach, in northeast Florida. The WGI team was brought on to develop a mobility plan that incorporates multi-modal transportation and trends such as micro-transit and automated vehicles. The mobility plan feeds into plans for a network of complete streets and improved parking. The far-reaching engagement program consisted of in-person workshops, a virtual engagement hub, and creative use of online design charrette tools during the COVID-19 pandemic.

Neptune Beach is a seaside town facing rapidly growing demand due to its proximity to downtown Jacksonville and small-town beach feel. The City has taken on the challenge of planning for this growth by investing in the creation of a vision plan and comprehensive plan update. This process allows the City, Dover Kohl, and WGI to better understand the existing conditions and the future wants and needs of the community. WGI's team is primarily focused on the mobility and connectivity of the community. We looked specifically at the existing road network, as well as current and desired methods of travel used by residents to move around the City. Through exploring these items our team developed a mobility vision plan that clearly visualizes the existing conditions and addresses the challenges with solutions for existing and potential mobility challenges of Neptune Beach with improved street design, redevelopment, and future-ready infrastructure. This mobility vision plan will then be used as the basis of the forthcoming comprehensive plan update.

PROJECT MANAGER:
Heather Danforth, PLA, AICP, CNU

COMPLETION DATE:
Ongoing

COST:
Design $69,000

REFERENCE:
Dover, Kohl & Partners
Victor Dover, FAICP, LEED-AP, CNU-Accredited, Founding Principal
1571 Sunset Drive
Coral Gables, FL 33143
305.666.0446
vdover@doverkohl.com

ROLE:
Subconsultant

KEY PERSONNEL:
Thad Crowe, AICP
Lisa Nisenson

PROJECT HIGHLIGHTS

- Micromobility
- Mobility Plan
- Public Outreach
- Transportation Element
- Virtual Charrettes

CITY OF LIGHTHOUSE POINT CODE REWRITE

Broward County, Florida

WGI worked with the City of Lighthouse Point, Florida to undertake a complete review, and where applicable, rewrite of the City's Municipal Code. The team executed a full strike-and-underline of numerous Chapters in the City Code. Also, WGI created a broad set of graphics to depict many proposed changes for public hearing visuals and to implement into the Code for easy understanding for contractors and residents.

The project approach emphasized a thorough and careful examination of the Code with thoughtful coordination with the City's staff, citizens, key stakeholders, and the governing body. Inconsistencies, conflicts, and obsolete provisions were identified. Confusing verbiage and technical jargon in the Code was replaced with clear and concise language. To further assist the reader in interpreting the City's Code, new tables and visual illustrations were supplemented throughout. WGI created a set of additions and revisions focusing on best practices and reviewed them with key stakeholders to review and refine. Best practices included language to address future trends, resiliency, and performance-based zoning.

Future trends best practices included pro-active low impact development stormwater standards to face future challenges of sea level rise. Plus, Green Building incentives steering future development toward more sustainable models. Resiliency best practices included updating how elevations are measured based-off increased base flood elevation requirements and implementing a series of solutions to reduce flood risk. Performance-based zoning best practices included introducing mixed-use planned developments that protected natural areas and provided maximum imperious surfaces.

The WGI team also worked with the City staff to organize their development application process by creating a hierarchy of applications and explaining of the process from the initial submittal to final approval. The team updated all administrative procedures in the Code for efficiency. Plus, produced step-by-step workflow charts to depict the common processes.

PROJECT MANAGER:
Thad Crowe, AICP

COMPLETION DATE:
Ongoing

COST:
Design $149,500

REFERENCE:
City of Lighthouse Point
John Lavisky, City Administrator
2200 NE 38th Street
Lighthouse Point, Florida 33064
954.943.6500
jlavisky@lighthousepoint.com

ROLE:
Prime Consultant

KEY PERSONNEL:
Thad Crowe, AICP
Lindsay Libes, AICP
Angela Biagi, PLA, LEED BD+C
Edwin Muller, CS, CNU-A

ADDITIONAL PROJECTS

We offer a diverse group of professionals integral to the comprehensive planning process, including planners, landscape architects, urban designers, transportation planners and engineers, civil engineers, marketing and graphic designers, environmental scientists, and surveyors. Our team's combined experience demonstrates our capabilities and comprehensive expertise to ensure a successful update to the City's comprehensive plan.

Our additional relevant experience includes:

- **Jefferson Terminal District Master Plan**
  West Palm Beach, FL
  Key Personnel: Heather Danforth, PLA, AICP, CNU | Angela Biagi, PLA, LEED BD+C | Amy Hunter, GISP

- **Evaluation and Appraisal of the City of West Palm Beach's Comprehensive Plan**
  West Palm Beach, FL
  Key Personnel: Heather Danforth, PLA, AICP, CNU

- **City of West Palm Beach—Interlocal Agreement City and School District**
  West Palm Beach, FL
  Key Personnel: Heather Danforth, PLA, AICP, CNU

- **Lauderdale Lakes Comprehensive Plan Update**
  Lauderdale Lakes, Florida
  Key Personal: Kristen Nowicki, AICP

- **Monroe County Comprehensive Plan Update**
  Monroe County, Florida
  Key Personal: John Abbott, PG, CEP

- **The Wedge Comprehensive Master Plan**
  Parkland, Florida
  Key personal: Lynn Riley-Zolezzi, AICP

- **Community Redevelopment Agency Plan**
  Ormond Beach, Florida
  Key Personnel: Cantrece Jones

- **Town of Orange Park Vision Master Plan**
  Orange Park, Florida
  Key Personnel: Cantrece Jones

- **West Ashley Neighborhood Plan**
  Charleston, SC
  Key Personnel: Victor Dover, FAICP, LEED-AP, CNU FELLOW

- **Land Development Code Rewrite**
  Lighthouse Point, FL
  Key Personnel: Erin Deady PA | Angela Biagi, PLA, LEED BD+C

- **Visioning for Neptune Beach's Comprehensive Plan update**
  Neptune Beach, FL
  Key Personal: Victor Dover, FAICP, LEED-AP, CNU FELLOW | Angela Biagi, PLA, LEED BD+C | Heather Danforth, PLA, AICP, CNU | Lisa Nisenson

LEGEND

- WGI, Inc. Personnel
- Acuity Design Group, Inc. Personnel
- Erin L. Deadly Personnel
- Dover Kohl & Partners Personnel

Tab 4

City Exhibits

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "A"

CONTACT SHEET

Name: WGI, Inc.

Federal Taxpayer ID: 65-0271367

Mailing Address: 2035 Vista Parkway

City, State, & Zip Code: West Palm Beach, Florida 33411

Telephone: 561.687.2220 Fax: _____

Email: heather.danforth@wginc.com

Submitted By: Heather Danforth

Title: Senior Project Manager

FIRM Accepts Credit Cards*: Yes (No)

Accounting Contact:

Name: Indalia Adams Title: Accounting Manager

Email Address: indalia.adams@wginc.com Phone: 561.713.1727

*See preferred method of payment under "Prompt Payment Act" section of the General Conditions

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for **RFQ 2020-20**.

2. This sworn statement is submitted by (entity) **WGI, Inc.** whose business address is **2035 Vista Parkway, West Palm Beach, FL 33411** and (if applicable) Federal Employer Identification Number (FEIN) is **65-0271367** (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is **Jeff Brophy, PLA** and my relationship to the entity named above is **VP, P.L.A.C.E**

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was

knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

_X_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____ 7.01.20
Signature Date:

STATE OF FLORIDA
COUNTY OF PALM BEACH
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 1 day of JULY, 2020, and is personally known to me, or has provided _____ as identification.

Cyndy Little
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG189612
Expires 3/31/2022

_____
Notary Public
My Commission expires: 3/31/22

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: **WGI, Inc.**

CITY: **West Palm Beach** STATE: **FL** ZIP CODE: **33411**

SIGNATURE: _____ PHONE: **561.687.2220**

NAME (TYPED OR PRINTED): **Jeff Brophy, PLA** TITLE: **VP, P.L.A.C.E**

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: 2020-02

Project Description: Comprehensive Plan and Land Development Code Revision

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: WGI, Inc.

Authorized Signature: _____

Title: VP, P.L.A.C.E

Date: 7.01.20

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Jeff Brophy, PLA Title: VP, P.L.A.C.E

Signature: _____ Date: 07.01.20

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for **2020-02**.

This sworn statement is submitted by (entity) **WGI, Inc.** whose business address is **2035 Vista Parkway, West Palm Beach, FL 33411** and (if applicable) Federal Employer Identification Number (FEIN) is **65-0271367** (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is **Jeff Brophy** and my relationship to the entity named above is **VP, P.L.A.C.E**.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

07.01.20
Signature Date:

STATE OF FLORIDA
COUNTY OF PALM BEACH

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 1 day of JULY, 2020, and is personally known to me, or has provided _____ as identification.

Notary Signature

My Commission expires: 3/31/22

Cyndy Little
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG189612
Expires 3/31/2022

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for 2020-02.

This sworn statement is submitted by (entity) WGI, Inc. whose business address is 2035 Vista Parkway, West Palm Beach, FL 33411 and (if applicable) Federal Employer Identification Number (FEIN) is 65-0271367 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Jeff Brophy and my relationship to the entity named above is VP, P.L.A.C.E.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached proposal or any other Proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature 07.01.20 Date:

STATE OF FLORIDA _____ COUNTY OF PALM BEACH

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 1 day of July, 2020 and is personally known to me, or has provided _____ as identification.

Cyndy Little
Notary Signature

My Commission expires: 3/31/22

Cyndy Little
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG189612
Expires 3/31/2022

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO__X__

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO__X__

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO__X__

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

WGI, Inc.	07.01.20
Firm	Date
	Jeff Brophy, PLA | VP, P.L.A.C.E
Authorized Signature	Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

Heather Danforth, PLA, AICP
heather.danforth@wginc.com

2035 Vista Parkway
West Palm Beach, FL 33411

561.687.2220
WGInc.com

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 1

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.1 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Mario Echagarrua, PE TITLE: EVP, Chief Operating Officer

ADDRESS: 2035 Vista Parkway

CITY: West Palm Beach STATE: Florida

AUTHORIZED SIGNATURE: _____ DATE: 7-9-2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

The City has received several questions regarding this Request for Qualifications. The following is the answer to all questions.

The intent of this Request for Qualifications is to determine the most qualified of all respondents. Specific details of the project will be coordinated with the respondent deemed most qualified (at the sole discretion of the City Commission). Please provide the information requested within the parameters of the published Request for Qualifications notice.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 2

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.2 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Mario Echagarrua, PE TITLE: EVP, Chief Operating Officer

ADDRESS: 2035 Vista Parkway

CITY: West Palm Beach STATE: Florida

AUTHORIZED SIGNATURE: _____ DATE: 7-9-2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. The correct deadline for questions should be July 3, 2020.

2. The Indemnification is amended to the short version as follows:

   The parties recognize that CONTRACTOR/VENDOR is an independent contractor. CONTRACTOR/VENDOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of CONTRACTOR/VENDOR, its officers, employees, agents, and representatives. CONTRACTOR's/VENDOR's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of CONTRACTOR/VENDOR against the CITY, and CONTRACTOR/VENDOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 3

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.3 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Mario Echagarrua, PE TITLE: EVP, Chief Operating Officer

ADDRESS: 2035 Vista Parkway

CITY: West Palm Beach STATE: Florida

AUTHORIZED SIGNATURE: _____ DATE: 7-9-2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

The City's solicitation effort for this project is to make a Qualifications-Based Selection. The intent is to receive, and rank interested vendors based upon their qualifications, not cost. Details related to process and cost will be part of later discussions with the vendor determined (at the sole discretion of the City Commission) to be the "most qualified." Interested vendors should highlight their qualifications, especially in regard to the scoring categories, within the parameters provided in the Request for Qualifications.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 4

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.4 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Mario Echagarrua, PE TITLE: EVP, Chief Operating Officer

ADDRESS: 2035 Vista Parkway

CITY: West Palm Beach STATE: Florida

AUTHORIZED SIGNATURE: _____ DATE: 7-9-2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. At this time, the City does not accept electronic proposals.

2. It is acceptable for the notarization to be outside of the State of Florida.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 5
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 5

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.5 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Mario Echagarrua, PE TITLE: EVP, Chief Operating Officer

ADDRESS: 2035 Vista Parkway

CITY: West Palm Beach STATE: Florida

AUTHORIZED SIGNATURE: _____ DATE: 7-9-2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 5
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. The Indemnification amended in addendum no. 2 has been edited as follows:

The parties recognize that CONTRACTOR/VENDOR is an independent contractor. CONTRACTOR/VENDOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising from and to the extent of any negligent acts and/or omissions of CONTRACTOR/VENDOR, its officers, employees, agents, and representatives. CONTRACTOR's/VENDOR's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of CONTRACTOR/VENDOR against the CITY, and CONTRACTOR/VENDOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 6
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 6

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.6 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Mario Echagarrua, PE TITLE: EVP, Chief Operating Officer

ADDRESS: 2035 Vista Parkway

CITY: West Palm Beach STATE: Florida

AUTHORIZED SIGNATURE: _____ DATE: 1-9-2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 6
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. Nassau County Ocean Highway and Port Authority is in the process of modifying its Port Master Plan to comply with Florida Law requirements to prepare a 10-year update. Do you foresee the need to re-address this in the Comprehensive Plan? No

2. On page 3 of the RFQ, you have a section that includes the following for the response requirements: *Any other information that may be of interest to the City or relevant to the submittal (not to exceed two pages)*
   By the two-page limit, would that allow for 2 pages apiece of any additional information? For example, 2 pages for project understanding, 2 pages for project approach, 2 pages for scope of work, etc.? Or would you consider a longer page limit for the scope of work? Two pages in total

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 7
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 7

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.7 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Mario Echagarrua, PE TITLE: EVP, Chief Operating Officer

ADDRESS: 2035 Vista Parkway

CITY: West Palm Beach STATE: Florida

AUTHORIZED SIGNATURE: _____ DATE: 7-9-2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 7
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. Are divider images allowed, or will that count toward total page limit? Do not count a divider page in the limit

Comprehensive Plan and Land Development Code Revision

RFQ 2020-02

Prepared by: Kimley»Horn

1. Cover Letter

Kimley»Horn

Cover Letter

July 8, 2020

City of Fernandina Beach
City Clerk
204 Ash Street
Fernandina Beach, FL 32034

Re: Comprehensive Plan and Land Development Code Revision; RFQ 2020-02

Dear Members of the Selection Committee:

The City of Fernandina Beach is in the enviable position of being a growing community within a growing region, not just through residential expansion, but also increased employment and retail. The City has a number of plans in place that set the stage for the community's vision and expectations. Now Fernandina Beach is looking to update its long-term vision and needs a strategic partner that not only knows the City and region but has a successful track record developing Comprehensive Plans and Land Development Code Revisions. We have reviewed the City's Request For Qualifications (RFQ) and developed a summary of our approach and experience completing similar projects. While the scope provided takes into consideration your budget expectations, we have also detailed a series of optional items that our team believes are crucial to successful implementation and will take these plans to the next level.

Local Knowledge and Commitment. Our familiarity with the area stems from the remarkable connection our project manager, **Brian Teeple, AICP**, has built over the last 35 years living and working in Northeast Florida. Over the years, while the CEO of the Northeast Florida Regional Council, Brian assisted the City with such activities as Comprehensive Plan and zoning code updates, strategic planning, redistricting, on-site planning services, assistance in the creation of the Port of Fernandina and subsequent expansion, dispute resolution, GIS mapping, vulnerability assessment, expert witness, and numerous other projects. Brian has led the development of dozens of Comprehensive Plans and Land Development Code development and revisions.

As a key leader for this project, Brian will make Fernandina Beach's Comprehensive Plan and Land Development Code Revisions a priority and offer you a familiar, trusted, and easily accessible point of contact who understands the City and your objectives. Given the demands on your time, our established connection and consummate understanding of local dynamics will help ensure an efficient process from inception to adoption. In addition to our extensive experience working with communities throughout Florida, many of our key staff have themselves worked for municipalities; they've been on your side of the table and know what it takes to get the job done on-time and within budget.

Commitment to Diversity. Kimley-Horn is committed to supporting and strengthening diversity among staff and within the services we provide our clients. Now more than ever, Kimley-Horn is sensitive to the pivotal role of meaningful public involvement programs to enable area residents to establish priorities. Through the use of a variety of techniques such as seeking out gathering places of those who would otherwise be disenfranchised from the process to gather input, we are committed to inclusion and providing opportunities for *every* person in the City to have their voice heard.

Relevant Project Experience. Kimley-Horn has partnered with nearly 50 cities and counties throughout Florida to create and/or revise local Comprehensive Plans and Land Development Codes, in whole or in part, including goals, objectives, and policies, and their implementing regulations. Our expertise encompasses comprehensive planning, zoning, ordinances, Future Land Use and Zoning maps, land development regulations, and public outreach. Even in these changing times due to the pandemic, our team continues to engage with stakeholders virtually and through a variety of social media platforms to create meaningful connections. Our team is committed to quality and innovation, no matter the obstacle.

Kimley»Horn

Proven Process and Perspective. Our team's approach to refreshing a Comprehensive Plan is to streamline it and make it efficient—we review the current and previous Plans, identify the changes through a "road map" approach, and apply our experience to develop a workable Plan that is easy to read, understand, and most importantly, to apply. This process has many potential outcomes, including tables that clearly identify policies, coupled with graphics to illustrate the said policies. The road map will chart a path forward for the City and community, establishing ways to achieve broad-based public acceptance and a smooth transition from concept to implementation. The Comprehensive Plan sets the stage for the update of the City's Land Development Code, the vital tool that implements the City's Plan. Using a tried-and-true process that has produced successful results for numerous communities and projects, we will work with the City to develop a Comprehensive Plan and Land Development Code that are forward-thinking with outcomes that are achievable.

Diversified Resources. One of the key separators of Kimley-Horn is our ability to provide integrated services throughout all project phases; this depth of resources allows us to craft unique and innovative solutions for our clients and their projects. Our in-house team of professional planners, landscape architects, urban designers, and engineers thoroughly understand the challenges of your existing Comprehensive Plan and Land Development Code. Our experience assessing and developing Comprehensive Plans and Land Development Codes for other communities in Florida provides a specialist perspective that balances well with our local knowledge. You can be assured that our process and deliverables will focus on tailored solutions that respond to the unique attributes of Fernandina Beach and fully integrate with your vision.

Our team will partner with you to develop both a Comprehensive Plan and a Land Development Code that are primed for the future, but also rooted in proven strategies that prioritize real-world implementation. This level of thoughtfulness, professionalism, and high-quality project deliverable is what you can expect from our team under this contract. We know and understand the City is dedicated to providing a better place for its residents, business owners, and visitors to live, work, and play. We share your commitment and pledge to provide you with value in all that we do.

Sincerely,

KIMLEY-HORN

Brian Teeple, AICP
Project Manager

Allison Megrath, AICP
Co-Project Manager

Joe Mecca, P.E.
Senior Associate

As a Senior Associate with Kimley-Horn and Associates, Inc., Joe Mecca, P.E. is authorized to legally bind the firm.

2. Previous Work

Previous Work

Kimley-Horn has successfully executed projects similar or related to those envisioned by the City for their Comprehensive Plan Update and Land Development Code Revision, including developing and updating comprehensive plans for the cities of Atlantic Beach, Venice, and Sebastian, Florida. Although elements and tasks of these projects are similar in requirements, Kimley-Horn tailors each project's scope of work specifically to meet your objectives and goals.

Atlantic Beach Land Development Regulation Update

Northeast Florida Regional Council
100 Festival Park Ave, Jacksonville, FL 32202

Elizabeth Payne, AICP, Chief Executive Officer, epayne@nefrc.org, (904) 279-0880 x133

THE STORY

The City of Atlantic Beach contracted with the Northeast Florida Regional Council (NEFRC) to facilitate updating the City's Land Development Regulations. Kimley-Horn was selected commissioned as a subject matter expert with the Northeast Florida Regional Council to assist them in the updating of the City's Land Development Regulations. The purpose of the update is to provide for orderly growth; to encourage the most appropriate use of land; to protect the natural environment; to protect and conserve the value of property; to prevent the overcrowding of land; to promote, protect, and improve the health, safety, comfort, good order, appearance, convenience, and general welfare of the public; and to help accomplish the goals and objectives of the Comprehensive Plan.

THE ISSUES

The City had recently updated its Comprehensive Plan. Florida Statutes require that a local government's Land Development Code be updated within one year of a Comprehensive Plan update. This project entailed not only bringing the Code into compliance but also refreshing the document to streamline and provide interest, as well as making it a better user experience. The City also desired to provide some flexibility in certain areas of the Land Development Code to encourage redevelopment. The solution Kimley-Horn and the NEFRC proposed was the creation of a new zoning district, known as the Traditional Marketplace. This district allowed for the relaxation of certain standards including landscaping, building setbacks, and parking to allow for easier redevelopment and adaptive reuse of existing buildings.

PHASE 1

THE PROCESS

An audit of the previous Land Development Code, Comprehensive Plan, and City Charter was performed to identify issues. Meetings with stakeholders and a "walkabout tour" of the community were coordinated with City and NEFRC staff to observe the identified issues in person. This research resulted in the creation of an Amendment Matrix. The Amendment Matrix is a system Kimley-Horn uses to capture all comments noted throughout the project – whether from staff, constituents and stakeholders, Commissions and/or Boards. The Amendment Matrix acts as a historical log of what comments were received and if, how, and where they were addressed in the new Land Development Code.

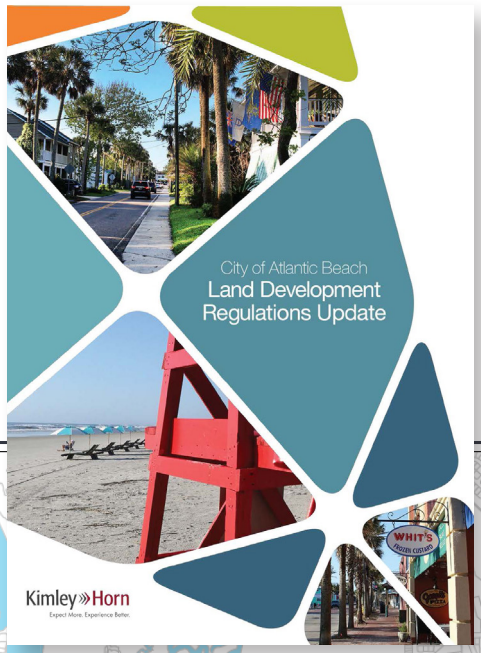
LPPL40022.2020o Comprehensive Plan and Land Development Code Revision.indd

PHASE 2

An assessment was completed to identify generalized concept approaches to gauge public acceptability of proposed amendments, and the creation of recommendations in strikethrough and underline ordinance format. This process included extensive coordination with staff, workshops with citizens, Community Development Board, City Staff, and City Commission.

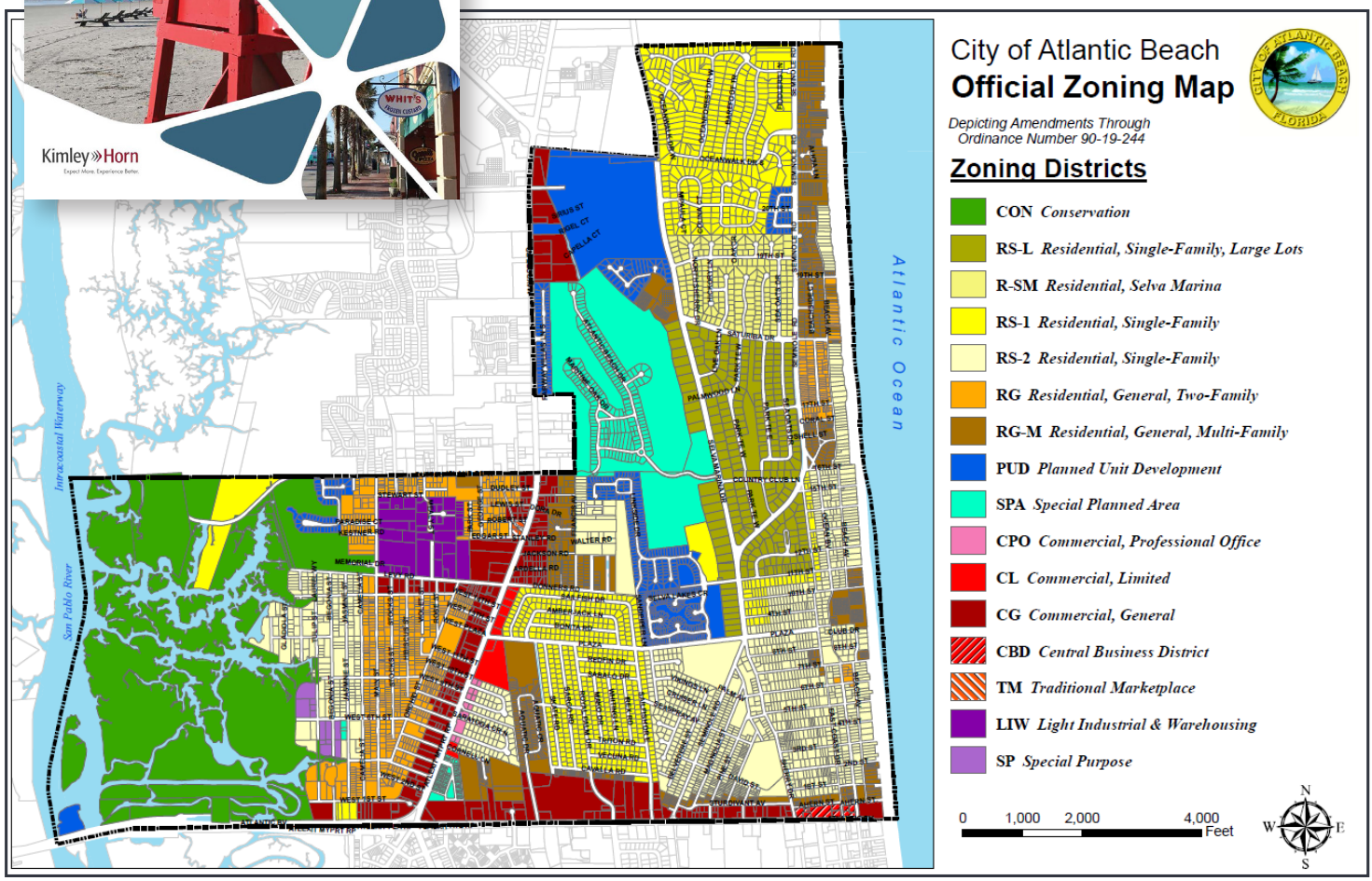
PHASE 3

A final workshop presentation was held with the City Commission and Community Development Board to provide an in-depth look at the proposed amendments. Ultimately, the adoption of amendments to the Land Development Regulations took place in July of 2019.



THE RESULTS

The end result was a revised Land Development Code, receiving the unanimous approval of the City Commission. The City Staff has been able to implement the Goals, Objectives, and Policies of the Comprehensive Plan through the updated Land Development Code regulations. The new Traditional Marketplace zoning district that was provided in the Land Development Code provided an option for property owners who chose to take advantage of some of the incentives.



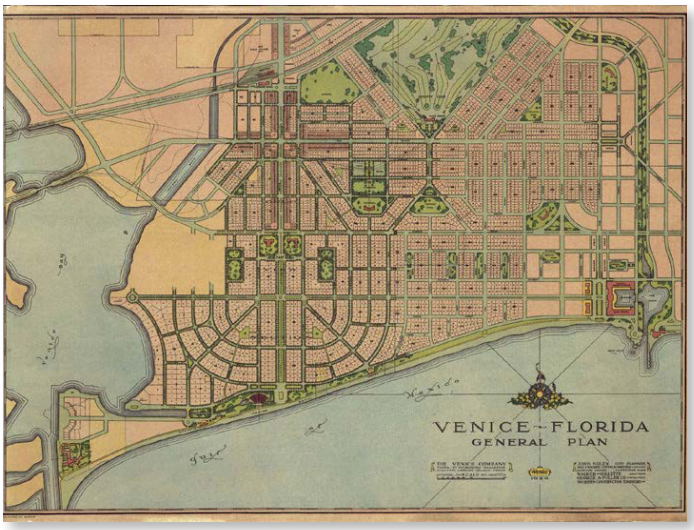
Venice Comprehensive Plan

City of Venice
401 West Venice Avenue, Venice, FL 34285

Jeff Shrum, AICP, Development Services Director, jshrum@venicegov.com, (941) 882-7431

THE STORY

The new 2017-2027 Comprehensive Plan for the City of Venice serves as the blueprint for the City's future. The Plan and its included strategies will be crucial as the City prepares for future opportunities related to land use, transportation, housing, and open spaces. It represents a significant shift in the status quo, and from the City's previous Plan which was more regulatory in nature. The Plan also represents a departure from the traditional structure of Goal, Objectives, and Policies (GOPs) into a Vision, Intent, and Strategies structure that better reflects the manner in which the City wanted to implement its Vision and the Plan. The process included the revision of approximately 650 items from the previous Plan, and has produced a document that is simple, direct, and easy to use.

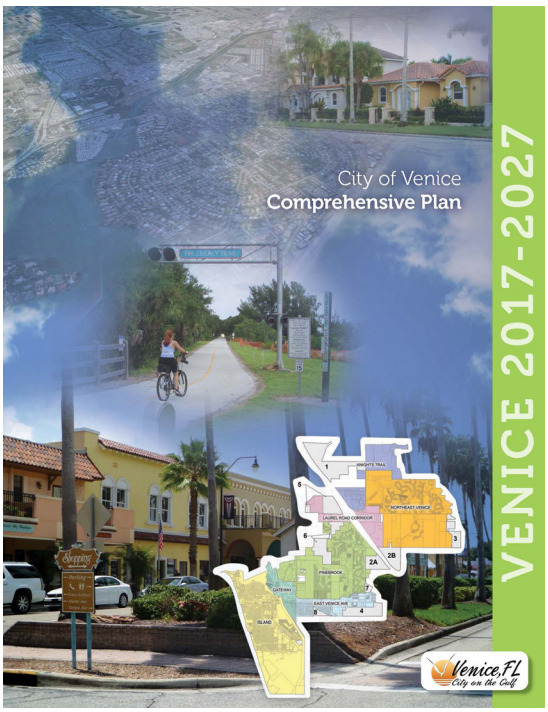


THE ISSUES

Early in 2015, it became clear that the current Comprehensive Plan adopted in 2010 was not adequately providing the proper guidance. The Planning Commission identified several obstacles or challenges which led to inconsistencies in the current Plan, including but not limited to changes in State Statutes, policy language better suited for the City's Land Development Code, as well as items that were not defined or provided insufficient information.

THE PROCESS

The City took this opportunity to redefine its Land Use Designations and create new designations, such as mixed-use, that reflect the character and desired outcome of the area as well as set the stage for an improved and more efficient application of the Land Development Code. In addition to the City-Wide elements, the Plan also includes the Neighborhood sections which further define/provide strategies specific to



each respective Neighborhood (redevelopment, waterfront, parks, etc.). Finally, there is information and analysis specific to the mixed-use designations which provide the minimum and maximum levels of development envisioned within each of the neighborhoods; this builds further on the visions established by the City in shaping future development.

Code-specific and code-oriented language which, per Florida Statutes, is not recommended to be incorporated into the Comprehensive Plan was removed in the new Plan. The Plan and the mixed-use designations provided targeted minimum and maximum levels of residential and non-residential development as well as a snapshot of where the City was at the time of the Plan's adoption (to allow for tracking and monitoring). Text was simplified, redundancies within and between designations were removed, and where possible, graphics were used to illustrate the strategy.

A critical component to the development of the Plan was a robust and diverse public engagement process that provided an understanding of the community's values, aimed at ensuring the Plan supports and advances those priorities over the long term.

THE RESULTS

There are specific strategies within the Plan that (1) require annual review on the progress of the Plan and its related strategies, as well as status of development within the mixed-use areas, and (2) provide for transitional items that require further review and analysis as the Plan is being implemented; if determined that the strategies are successful or not, further amendments are processed.

This process could be considered transferable to almost any community, as it relates to the public outreach approach as well as the refinement of the Plan into succinct elements and strategies. In addition, the development of neighborhood-specific strategies provides the mechanism for a targeted focus within a defined geography of the community.

This Plan was recognized by the American Planning Association (APA) Florida for Outstanding Comprehensive Plan Small City in 2018 and the Florida Planning and Zoning Administration (FPZA) Grassroots Initiative and Public Involvement.

Sebastian Coastal Resiliency Plan and Comprehensive Plan Updates

City of Sebastian
1225 Main Street, Sebastian, FL 32958

Lisa Frazier, AICP, Community Development Director, lfrazier@cityofsebastian.org, (772) 388-8228

THE STORY

The City of Sebastian is located in the Indian River Lagoon Basin on the east coast of Florida, bordered by the Indian River and Saint Sebastian River. The City includes approximately 14.9 square miles with a mix of urban and suburban areas populated by 25,174 (2017) residents. In 2018, the City received funding through the Florida Department of Environmental Protection (FDEP) Program for Resilient Communities to assess critical infrastructure. As a result, this project is part of an effort by the City to *build resilience into the City's Comprehensive Plan.* Since this effort, Kimley-Horn has undertaken a complete update of the rest of the City's Comprehensive Plan and its Elements which is due to be adopted later this year.

THE ISSUES

The City is situated on several bodies of water and is susceptible to the effects of sea level rise (SLR) and flooding on both public and private lands. The City took the bold step of completing a study to not only better identify those areas susceptible to sea level rise but also develop strategies for the development and redevelopment of properties through its Comprehensive Plan. Those Goals, Objectives, and Policies form the basis of the City developing the implementing land development code standards.

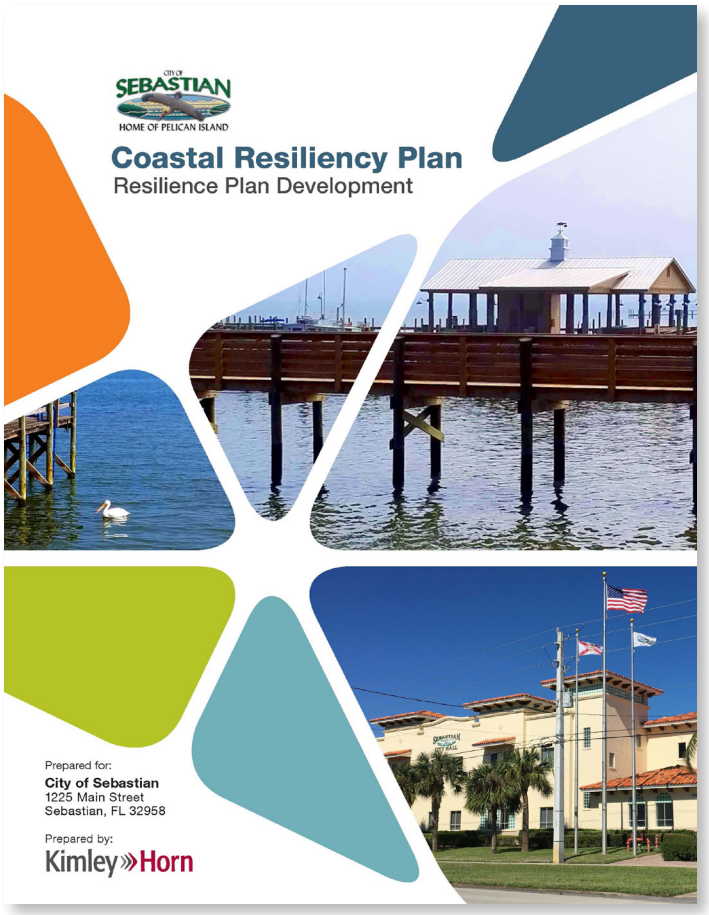
THE PROCESS

Kimley-Horn was selected to prepare the City's Coastal Resiliency Plan and the corresponding Comprehensive Plan amendments to address state mandates regarding sea level rise assessment. To support the Comprehensive Plan Update, a vulnerability analysis of the City's critical infrastructure and social elements was required to evaluate coastal flooding. The Coastal Resiliency Plan was developed through this vulnerability analysis; an in-depth analysis of sea level rise, rainfall and surge data, public infrastructure locations, land use, and societal exposures. The Plan culminated in the vulnerability summary and an Adaptation Action Plan.

LPPL40022.2020o Comprehensive Plan and Land Development Code Revision.indd

THE RESULTS

Following the development of the Coastal Resiliency Plan, Kimley-Horn prepared Comprehensive Plan amendments to the Goals, Objectives, and Policies (GOPs) and Data, Inventory, and Analysis (DIA) for the Future Land Use, Public Facilities, and the Coastal and Conservation Elements of the City's Comprehensive Plan. These changes were vital to better reflect the threats of flooding, sea level rise, and the importance of resiliency measures while also improving the organization and flow of the Comprehensive Plan. The reorganization of the Conservation and Coastal Management Elements into one element was completed to address similar topics and subjects in a more succinct manner and reduce redundancy in policies.



3. Personnel

Brian Teeple, AICP

Lead Project Manager

40 Years of Experience

SPECIAL QUALIFICATIONS

- Nearly 40 years of experience in public sector planning and management
- Has led the development of dozens of local government comprehensive plans and land development codes
- Accomplished facilitator and mediator, with wide-ranging public participation experience
- Qualified Expert Witness in Planning and Zoning
- During his time at the Northeast Florida Regional Planning Council he was involved in producing and reviewing over 600 comprehensive plans, amendments and evaluation and appraisal reports
- Has worked on dozens of land development codes for local governments of all sizes.

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Environmental Management, Pennsylvania State University
- Master of Science, Urban and Regional Planning, Florida State University
- American Institute of Certified Planners (AICP), Member
- American Planning Association (APA), APA-FL Past President
- Florida Planning and Zoning Association (FPZA), Member
- Urban Land Institute, Member

RELEVANT EXPERIENCE

Comprehensive Plan, Flagler Beach, FL — While at a regional planning agency was co-project manager for the re-write of this Comprehensive Plan. Flagler Beach's Comprehensive Plan was out of date and had not been reconciled with individual changes made by the City over the years nor with legislative changes. Early in the process it was decided, in order to provide for the highest protection to the City, this effort would result in a new Comprehensive Plan, developed from the ground up. The planning process included four in-depth citizens workshops, two workshops with the Planning and Architectural Review Board and two workshops with the City Commission. This process resulted in a plan that was streamlined, provided a narrower number of land use categories, and was markedly more user friendly.

Unified Land Development Code Update, Alachua County, FL — Co-project manager, alongside Allison Megrath, AICP, who are currently updating the Unified Land Development Code (ULDC) for Alachua County. This project was undertaken to bring the ULDC into compliance with the County's recently updated Comprehensive Plan, remove internal inconsistencies, and make the document more user-friendly. Areas of major focus include affordable housing, collapsing/combining zoning districts, eliminating parking minimums, supporting an agricultural community, and creating human-scale development in the context of multimodal design.

First Coast Vision, Northeast Florida — As the CEO of the NEFRC, Brian worked with regional leaders in the First Coast to recognize that visioning was needed in the region, and First Coast Vision was born. Our visioning process assumed that the region would grow by 1.6 million people (more than double the 2005 population) and at least 650,000 jobs. The vision is a collection of goals and objectives that reflect the choices and values of citizens as to how they want to live.

Amelia Bluff, Fernandina Beach, FL — Provided expert witness services in a Division of Administrative Hearings trial defending the City of Fernandina Beach's decision to amend the Future Land Use Map to accommodate this 11.71-acre 30 dwelling unit subdivision. Researched the City's actions, applications, supporting data and analysis, State Statutes, City's Comprehensive Plan and Land development regulations, depositions, interrogatories and precedents. In concert with the legal team and other fact and expert witnesses compiled expert opinions on the 23 counts of alleged inconsistency with the Comprehensive Plan and non-compliance with State Statutes. Provided approximately 3.5 hours of testimony at trial.

Nassau County Beaches Community Working Group Facilitation, Nassau County, FL — Project manager. Kimley-Horn provided professional facilitation services to Nassau County and its Beaches Community Working Group in providing recommendations to the Nassau County Board of County Commissioners on a myriad of beach issues including beach driving, beach parking, beach camping, horseback riding, law enforcement, environmental stewardship and ordinance consolidation. The working group met seventeen (17) times, received testimony from 150 individuals and received over 500 page of written comments. Through this process the Working Group successfully delivered numerous recommendations for County Code changes on beach use/management issues as well as a number of non-code recommendations.

High Springs Comprehensive Plan Rewrite, High Spring, FL — Co-project managers, Brian Teeple, AICP, and Allison Megrath, AICP, are leading a team to assist the City of High Springs with rewriting their Comprehensive Plan to be consistent with Florida Statutes and to 1) Identify major issues for the City; 2) Assess how the Comprehensive Plan has guided growth and development since its previous review; 3) Identify and evaluate changing conditions and trends as they relate to the major issues identified; 4) Assess both successes and shortcomings of the plan; and 5) Identify changes to the Plan to effectively manage growth and impacts. The project involves the understanding of City written and unwritten policies and practices; the validity and effectiveness of existing goals, objectives, policies and implementing development regulations; emerging demographic socioeconomic, and development trends in the City and region; local regional

initiatives affecting the built and natural environments; threats to sustaining the long-term quality of life in the City; and opportunities to make the City the ideal place to live, work, play and stay. A series of public workshops will be held either in person or virtually and a number of different methods for public outreach will be employed throughout this process. Based on the information and policy guidance obtained from public workshops and the City staff, as well as the results of updated data and analysis, Brian and Allison will guide the team to draft proposed Comprehensive Plan Goals, Objectives and Policies to replace all elements of the existing Comprehensive Plan. The team will also be conducting a thorough review of the City's Future Land Use Map. Based on population projections, topography, development patterns, environmental constraints, and available and planned infrastructure, the team will recommend changes to the distribution of land uses on the Future Land Use Map. Brian and Allison will present the proposed rewritten Comprehensive Plan to the City Commission for transmittal to the Florida Department of Economic Opportunity (DEO) through the formal public hearing process. Responses to DEO's Objections, Recommendations and Comments report will be addressed by the team and Brian and Allison will bring this project to a close for final adoption by the City Commission through the formal public hearing process.

Archer Visioning, Archer, FL — Leading the process, Brian Teeple, AICP, and Allison Megrath, AICP, are currently facilitating a visioning process to assist the City of Archer in determining its future state when the City has matured in terms of growth and the City is in its "Buildout" condition. Workshops will be held with citizens and stakeholders and participants will help frame the Vision. A Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis will be conducted to gain keen insight into the sentiments of attendees. For context, the project team will review all relevant existing plans, programs, and projects. We will consider documents that are in government, for-profit, non-profit, and voluntary organizations that can affect development in Archer. They will gather and analyze pertinent and readily available data and prepare strategies and goals. Such data may include demographic and economic patterns and trends such as population and rate of population growth by age; racial composition and percentage of total population in Archer; and employment characteristics and trends. The team will work with participants to identify particular themes, recognize those themes, and seek additional feedback from the participants that will be used to develop a Specific Action Plan. The Specific Action Plan will be categorized into themes outlined in the Vision or by the goals and strategies and will provide the implementing policies for how to reach the Vision. Final Workshops will be held with stakeholders and the City Commission prior to for final adoption.

Comprehensive Plan Update, Putnam County, FL — Co-project manager and project planner updating the Comprehensive Plan for Putnam County. Tasks include interviews community engagement to solicit input regarding matters of local interest, updating outdated goals, objectives, and policies within the current plan to comply with Florida Statutes, streamlining of the plan, providing consistency throughout the document, with the objective of providing meaningful policies to meet the County's goals.

District 4 Certified Development District, Northeast Florida — While at a regional agency established and gained certification through the U.S. Economic Develop Administration of the District 4 Certified Economic Development District. Through the District, led the development of three economic development plans/strategies: the Northeast Florida Comprehensive Development Strategy, Innovate Northeast Florida, and Elevate Northeast Florida.

Economic Development Partner Impact Report, Jacksonville, FL — CEO/project manager at a regional agency responsible for determining the overall economic impact of the combined economic development efforts in the City of Jacksonville. For the past four years, conducted an annual combined economic impact analysis of the economic development efforts of the Office of Economic Development. JAXUSA Regional Partnership and the Downtown Investment Authority. Each year, the number of projects ranged from 15 to 20 and resulted in an annual increase of gross county product of between $100 million and $900 million.

Facilitations and Mediations, Various Jurisdictions, FL — While at a regional agency and Kimley-Horn, led dozens of facilitations and mediations including the Nassau Beaches Community Working Group, Reality Check Northeast Florida, Crescent City Strategic Planning and Goal Setting, old St. Augustine Beach City Hall disposition, Jacksonville Beach building height restrictions, Town of Interlachen Visioning, mediation of dozens of local government comprehensive plan third party challenges, and the development of First Coast Vision.

Additional Experience

Town of Penny Farms, FL — Developed a Quality of Life element for their comprehensive Plan.
City of Flagler Beach, FL — Undertook the development of a new Comprehensive Plan, rather than update a badly out of date plan.
City of Atlantic Beach, FL — Led the rewrite of the Land Development Code.
City of St. Augustine Beach, FL — Developed a new Land Development Code.
Putnam County, FL — Updating the Comprehensive Plan and Water Supply Facilities Work Plan.
City of Fernandina Beach, FL — Expert witness in a DOAH hearing for a Comprehensive Plan Amendment.
Nassau County, FL — Rewrite of their Sign Ordinance and oversight of rewrite of their Development Review Processes.
Towns of Pomona Park, Interlachen and Beverly Beach, FL — On-call planning staff services.

Allison Megrath, AICP

Co-Project Manager; Planning/Zoning; Public Outreach

27 Years of Experience

SPECIAL QUALIFICATIONS

- 27 years of experience in project management, industrial site certification, stakeholder engagement, land use planning and zoning, regulatory compliance, grant writing and administration, and economic development
- Experience with traditional and non-traditional funding programs such as Community Planning Technical Assistance Grants, FRDAP Grants, and Community Development Block Grants, and Water Management District REDI Grants

PROFESSIONAL CREDENTIALS

- Bachelor of Arts, Urban Studies, University of Toronto
- U.S. Department of Housing and Urban Development, CDBG - Part 58, Environmental Review Training Certificate
- American Institute of Certified Planners, 019583
- APA Florida Vice President of Professional Development (2018-present)
- 8-time Delegate for Florida Chapter at APA National Conference
- APA Ambassador 2020
- APA Florida Legislative Policy Committee 2005-present
- APA Small Town & Rural Planning Division Member
- APA Economic Development Division Member
- Past Chair of APA Florida Promised Lands Section

RELEVANT EXPERIENCE

Unified Land Development Code Update, Alachua County, FL — Co-project manager, alongside Brian Teeple, AICP, who are currently updating the Unified Land Development Code (ULDC) for Alachua County. This project was undertaken to bring the ULDC into compliance with the County's recently updated Comprehensive Plan, remove internal inconsistencies, and make the document more user-friendly. Areas of major focus include affordable housing, collapsing/combining zoning districts, eliminating parking minimums, supporting an agricultural community, and creating human-scale development in the context of multimodal design.

Land Development Regulations Update, Atlantic Beach, FL — Assistant project manager and project planner who updated the City's Land Development Regulations to make them consistent with recent changes to state statutes, address issues and concerns, improve functionality and ease of use, and provide a general overall modernization of the code. The project was divided into 3 phases:

1. An Audit of the Land Development Code, Comprehensive Plan and City Charter to identify issues, meeting with stakeholders, and coordinating a "walkabout tour" to observe issues in person. This resulted in a deliverable of an Issues Matrix;
2. An Assessment that identified generalized concept approaches to gauge public acceptability of proposed amendments, and the creation of recommendations in strikethrough/underline ordinance format; and
3. The Adoption of changes to the Land Development Regulations. This process included several workshops with the Citizens, Community Development Board, City Staff and City Commission during each phase throughout the project.

Comprehensive Plan Update, Williston, FL — Project manager and project planner who performed a statutory update to the City's Comprehensive Plan including a new Optional Economic Development Element. Project included statutory updates, addressed current conditions and public outreach. Kimley-Horn administered the Technical Assistance Grant awarded to the City for this work effort to ensure compliance with the terms of the grant contract. This project received the Vernon Deines Award for an Outstanding Comprehensive Plan (Small Jurisdiction) from the Small Town and Rural Planning Division of the American Planning Association.

Economic Development Strategy and Disaster Resiliency Plan, High Springs, FL — Project manager and project planner developing an Economic Development Strategy for the City of High Springs. Kimley-Horn is administering the Florida Department of Economic Opportunity Competitive Florida Partnership Grant awarded to the City for this work effort to ensure compliance with the terms of the grant contract. Tasks include the creation of a vision and a strategy to bolster economic development opportunities in High Springs while maintaining the City's small town character and honoring its history. Project will include extensive community engagement and coordination with state and federal technical professionals.

Comprehensive Plan Update, Putnam County, FL — Co-project manager and project planner updating the Comprehensive Plan for Putnam County. Tasks include interviews community engagement to solicit input regarding matters of local interest, updating outdated goals, objectives, and policies within the current plan to comply with Florida Statutes, streamlining of the plan, providing consistency throughout the document, with the objective of providing meaningful policies to meet the County's goals.

High Springs Comprehensive Plan Rewrite, High Spring, FL — Co-project managers, Brian Teeple, AICP, and Allison Megrath, AICP, are leading a team to assist the City of High Springs with rewriting their Comprehensive Plan to be consistent with Florida Statutes and to 1) Identify major issues for the City; 2) Assess how the Comprehensive Plan has guided growth and development since its previous review; 3) Identify and evaluate changing conditions and trends as they relate to the major issues identified; 4) Assess both successes and shortcomings of the plan; and 5) Identify changes to the Plan to effectively manage growth and impacts. The project involves the understanding of City written and unwritten policies and practices; the validity and effectiveness of existing goals, objectives, policies and implementing development regulations; emerging demographic socioeconomic, and development trends in the City and region; local regional initiatives affecting the built and natural environments; threats to sustaining the long-term quality of life in the City; and opportunities to make the City the ideal place to live, work, play and stay. A series of public workshops will be held either in person or virtually and a number of different methods for public outreach will be employed throughout this process. Based on the information and policy guidance obtained from public workshops and the City staff, as well as the results of updated data and analysis, Brian and Allison will guide the team to draft proposed Comprehensive Plan Goals, Objectives and Policies to replace all elements of the existing Comprehensive Plan. The team will also be conducting a thorough review of the City's Future Land Use Map. Based on population projections, topography, development patterns, environmental constraints, and available and planned infrastructure, the team will recommend changes to the distribution of land uses on the Future Land Use Map. Brian and Allison will present the proposed rewritten Comprehensive Plan to the City Commission for transmittal to the Florida Department of Economic Opportunity (DEO) through the formal public hearing process. Responses to DEO's Objections, Recommendations and Comments report will be addressed by the team and Brian and Allison will bring this project to a close for final adoption by the City Commission through the formal public hearing process.

CDBG Five-Year Consolidated Plan and Annual Action Plan, Hampton, VA — Project coordinator for the creation of a Community Development Block Grant (CDBG) Five-Year Consolidated Plan and Annual Action Plan to address housing needs and priorities in Hampton. Tasks include focus group interview, data collection and analysis for housing, prioritization of goals, and creation of objectives to meet goals over the next five years.

Archer Visioning, Archer, FL — Leading the process, Brian Teeple, AICP, and Allison Megrath, AICP, are currently facilitating a visioning process to assist the City of Archer in determining its future state when the City has matured in terms of growth and the City is in its "Buildout" condition. Workshops will be held with citizens and stakeholders and participants will help frame the Vision. A Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis will be conducted to gain keen insight into the sentiments of attendees. For context, the project team will review all relevant existing plans, programs, and projects. We will consider documents that are in government, for-profit, non-profit, and voluntary organizations that can affect development in Archer. They will gather and analyze pertinent and readily available data and prepare strategies and goals. Such data may include demographic and economic patterns and trends such as population and rate of population growth by age; racial composition and percentage of total population in Archer; and employment characteristics and trends. The team will work with participants to identify particular themes, recognize those themes, and seek additional feedback from the participants that will be used to develop a Specific Action Plan. The Specific Action Plan will be categorized into themes outlined in the Vision or by the goals and strategies and will provide the implementing policies for how to reach the Vision. Final Workshops will be held with the citizens/stakeholders and with the City Commission prior to going to the City Commission for final adoption. This process is anticipated to take approximately 8 months to complete.

Economic Development Strategy, Indiantown, FL — Project manager who worked with the newly incorporated Village of Indiantown to prepare an Economic Development Strategy known as "Invest in Indiantown." The Village was awarded a grant by the Florida Department of Economic Opportunity (DEO) under the Competitive Florida Partnership Program (FY 2018-19) to complete a review of existing economic development and planning documents, facilitate public participation efforts, assess the Village's inventory of its assets and develop an action-oriented economic development strategy to retain and expand existing businesses and find ways to attract complementary businesses and industries. All public outreach and engagement activities with citizens and stakeholders were held in English and in Spanish with a translator available at each meeting. This was done due to the majority of the community is Spanish-speaking. All printed materials were made available in both languages, as well. In addition to preparing the Economic Development Strategy, Kimley-Horn facilitated the overall process and administered the grant for the Village.

Multiple Grant Preparations, Statewide, FL — Project planner. Prepared applications for a variety of grant opportunities, such as Department of Economic Opportunity Community Planning Technical Assistance Grants, Competitive Florida Partnership Grants, and Community Development Block Grants to help our public sector clients. These funds assist in offsetting the cost of projects to a local government.

Mark Shelton, AICP

Planning/Zoning

22 Years of Experience

SPECIAL QUALIFICATIONS

- 22 years of experiece in comprehensive and current planning, entitlement due diligence, impact fee analysis, project management, supervision, business development and public hearings representation
- Expertise includes land development code review, analysis and revision, comprehensive plan analysis, 911 emergency addressing advisory, communication tower entitlement, DRI revisions, land development procedures analysis, landscape review, and more
- Previously served as City Planner and Planning Manager for Clay County and City of Jacksonville's Planning and Development departments

PROFESSIONAL CREDENTIALS

- Master of Science, Social Science, Florida State University
- Bachelor of Science, Political Science, Florida State University
- American Institute of Certified Planners, #021081
- American Planning Association
- Florida Planning and Zoning Association, Past President
- Urban Land Institute, Member

RELEVANT EXPERIENCE

Atlantic Beach Land Development Regulations Update, Atlantic Beach, FL — Project manager and project planner currently updating the City's Land Development Regulations to make them consistent with recent changes to state statutes, address issues and concerns, improve functionality and ease of use, and provide a general overall modernization of the code.

Land Development Code Revisions, Wakulla County, FL — Wakulla County recently asked Kimley-Horn to update and revise their land development code language. Serves as project planner focusing on updates to the stormwater and floodplain language in the code.

Atlantic North Mixed-Use Center, Jacksonville, FL — Project manager for traffic engineering services for the Atlantic North Mixed-Use Center. The Center is located in the northwest quadrant of the Atlantic Boulevard/Kernan Boulevard interchange in Jacksonville, Florida. Kimley-Horn worked closely with the Client and City of Jacksonville Planning Department staff to develop a mobility mitigation plan for the project. Kimley-Horn prepared the transportation study that demonstrated that the proposed roadway improvements would provide a public mobility benefit when constructed. Kimley-Horn also worked with the City's Public Works and Planning Departments to assist in negotiating the mobility fee credits for these proposed improvements.

The San Marco Promenade Redevelopment Project (fka Jackson Square), Jacksonville, FL — Project planner. Jackson Square is a unique, approximately 17.3-acre infill redevelopment property situated on the eastern side of historic San Marco, along the western side of Philips Highway, south of Atlantic Boulevard. The newly approved use of the property is less intense and acts as a transition from the concentrated commercial uses located along Philips Highway and single-family residential uses on the west of the Florida First Coast Railroad. The new plan provides flexibility in the site design that could otherwise not be accomplished through the overlay or conventional zoning. The project team worked in advance of the submittal of applications to build a consensus with several neighborhood groups that resulted in unanimous approvals from the City's Planning Commission, Land Use and Zoning Committee, and City Council. Several small group meetings and a noticed community meeting served as forums for open communication and transparency among the applicant and stakeholders.

Live Oak Land Development Regulations Amendments, Live Oak, FL — Project manager for the analysis and update of targeted portions of the City's Zoning Regulations. The team was asked to review existing Required Parking, Special Exceptions, Permitted uses and Non-conforming uses. While assessing the Required Parking, Kimley-Horn compared the City's parking standards to other communities in order to prepare a summary review matrix for the City and provide recommended parking standards. The permitted uses assessment resulted in the recommendation to consolidate the permitted uses found throughout the code into an easy-to-understand land use matrix. The Kimley-Horn team prepared an initial analysis of the City's Codes specific to the topics identified for consistency with the CRA Plan and portions of the City's Comprehensive Plan and assisted the City in the preparation and presentation of the amendments including justifications to the Planning and Zoning Board.

City of Cape Canaveral Zoning Code Amendments, Cape Canaveral, FL — Project planner for the Kimley-Horn team who prepared an analysis and update of targeted portions of the City's Zoning Code specific to the Economic Opportunity Overlay District (EOOD), Shared Parking, Special Exceptions and Non-conforming uses. The Kimley-Horn Team prepared an initial analysis of the City's Codes specific to the topics identified for consistency with the CRA

Master Plan and other portions of the City's Zoning Code and assisted the City in the preparation and presentation of the amendments including justifications to the Planning Commission and City Council.

Baptist/MD Anderson Cancer Center, Jacksonville, FL— Project planner responsible for entitlement planning. Kimley-Horn is providing entitlement, traffic engineering, site civil engineering, and permitting services for the 505,000-square-foot Baptist/MD Anderson Cancer Center, located in downtown Jacksonville. Kimley-Horn is responsible for aiding Baptist Medical Center and their team on zoning and land use entitlements, mobility fee negotiations, a major downtown traffic study, and the preparation of site development drawings for the state-of-the-art cancer treatment facility.

St. Johns Village (River Vue), Jacksonville, FL — Project planner. This redevelopment project is a 284-unit, market rate apartment project that redeveloped an old, unutilized shopping center constructed in the 1980s. The redevelopment of this project was challenged with many issues, including the presence of soil contamination, dealing with unknown and buried infrastructure and by the community concerns of the Riverside Avondale Preservation (RAP) Society. The developer and Kimley-Horn prepared for multiple meetings with RAP and put the concerned residents at ease with the proposed redevelopment plans. Kimley-Horn was responsible for entitlement planning, traffic engineering, site planning, site design and permitting services associated with redeveloping this highly anticipated and needed project along Fishweir Creek. This redevelopment project won the 2016 Northeast Florida Planning and Zoning Association (FPZA) Outstanding Public Participation Award.

Bulow Plantation DRI and Bulow Plantation PUD Modifications, Flagler County, FL — Senior project planner responsible for entitlement research for one of the oldest DRI's in Flagler County and the subsequent submittal of an NOPC and Major Modification to the PUD to consider a more modern and updated development plan. Represented the client before the Northeast Florida Regional Council, Flagler County Planning and Development Board as well as the Flagler County Board of County Commission.

Blair Knighting, AICP

Planning/Zoning; Public Outreach

5 Years of Experience

SPECIAL QUALIFICATIONS

- Expertise in many aspects of government planning regulations, including historic preservation planning, analyzing zoning overlay regulations, and grant writing and management, and land development entitlements
- Speacalizes in stakeholder engagement by overseeing community meetings, appointed commission meetings, and engaging neighborhood advocacy groups
- Served as a City Planner for the City of Jacksonville

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Psychology, Unversity of Florida
- Master of Science, Historic Preservation, minor in Urban and Regional Planning, University of Florida
- American Planning Association (APA), Member
- Executive Board, First Coast Florida Planning and Zoning Association (FCFPZA)

RELEVANT EXPERIENCE

Historic Resources Survey Report — Project Quality Assurance and Quality Control Reviewer for Historic Resources Survey Report including fourteen potential significant historic resources. As reviewer, Blair was required to review the entire document, determine if the report adequately described the resources, if the evaluation of eligibility for listing on the National Register of Historic Places was accurate, and ensure the product was error free.

City of Hampton Consolidated Plan Update — As Planner for the City of Hampton Consolidated Plan Update, Blair is responsible for conducting community meetings, stakeholder interviews, and presenting at public hearings regarding the project. In addition, Blair is responsible for researching the housing market, the needs of the community, and the existing policies regarding housing.

Historic Structures Significance Reviewer, City of Jacksonville, FL — As the reviewer, Blair was responsible for evaluating an structure over 50 years which the City of Jacksonville deemed condemned therefore under treat of demolition. Approximately 200 structures per year were reviewed to determine if they were potentially locally or nationally historically significant independently or as a contributing structure to a potential historic district. The review process included but was not limited to Sanborn Map research, deed research, City Directory research, and site visits.

Grant Writer and Project Manager for Grant Administration (2019), City of Jacksonville, FL — As Project Manager for the grant administration of the Jacksonville Underrepresented Communities State of Florida Division of Historical Resources grant, Blair was responsible for researching local African American architects to determine if their work would qualify as eligible for inclusion on the National Register for Historic Places. In addition, she managed and directed the consultant hired to survey a historic neighborhood identified for inclusion on the National Register for Historic Places as well as seven cemeteries. Prior to the grant management process, Blair was responsible for research, grant writing and community meetings which lead to submittal and ultimate grant award.

Grant Writer and Project Manager for Grant Administration (2018), City of Jacksonville, FL — As Project Manager for the grant administration of the Jacksonville Digital Archives State of Florida Division of Historical Resources grant, Blair was responsible for ensuring the hired consultant organized the archival material, digitized it in a readable format, and returned the archival material in perfect condition. In addition, she created webpages for dissemination of the digitized items to the public. Prior to the grant management, Blair was responsible for inventorying the Historic Preservation Section's archives to determine which items were in need of digitization. She was responsible for research, grant writing and public hearings which lead to submittal and ultimate grant award.

Alyssa Monaghan

Planning/Zoning

2 Years of Experience

SPECIAL QUALIFICATIONS

- Former Secretary for the City of Williston's Community Redevelopment Agency
- Former Secretary for the City of Williston's Planning and Zoning Commission
- Former Citizen's Advisory Task Force (CATF) Member for the City of Williston
- Community Development Block Grant Training, Application and Implementation
- Proficient with ArcGIS

PROFESSIONAL CREDENTIALS

- American Planning Association (APA)
- Professional Development Officer for the APA Florida San Felasco Section
- APA Small Town & Rural Planning Division
- APA Ambassador

RELEVANT EXPERIENCE

Comprehensive Plan Update, Williston, FL — Team member who assisted with a statutory update to the City's Comprehensive Plan including a new Optional Economic Development Element. Project included statutory updates, addressed current conditions and public outreach. Kimley-Horn administered the Technical Assistance Grant awarded to the City for this work effort to ensure compliance with the terms of the grant contract. Project received the Vernon Deines Award for an Outstanding Comprehensive Plan (Small Jurisdiction) from the Small Town and Rural Planning Division of the American Planning Association.

Land Development Regulations Update, Atlantic Beach, FL — Assisting with the City's Land Development Regulations to make them consistent with recent changes to state statutes, address issues and concerns, improve functionality and ease of use, and provide a general overall modernization of the Code.

Unified Land Development Code Update, Alachua County, FL — Assisting with the current update to the Unified Land Development Code (ULDC) for Alachua County. This project was undertaken to bring the ULDC into compliance with the County's recently updated Comprehensive Plan, remove internal inconsistencies, and make the document more userfriendly.

Land Development Code Update, Flagler Beach, FL — Involved with the current update to the Land Development Code for the City of Flagler Beach. This year-long project was undertaken to bring the Land Development Code into compliance with the City's recently updated Comprehensive Plan.

Economic Development Strategy, Indiantown, FL — Team member for the Kimley-Horn team who worked with the newly incorporated Village of Indiantown to prepare an Economic Development Strategy known as "Invest in Indiantown." The Village was awarded a grant by the Florida Department of Economic Opportunity (DEO) under the Competitive Florida Partnership Program (FY 2018-19) to complete a review of existing economic development and planning documents, facilitate public participation efforts, assess the Village's inventory of its assets and develop an action-oriented Economic Development Strategy to retain and expand existing businesses and find ways to attract complementary businesses and industries. All public outreach and engagement activities with citizens and stakeholders were held in English and in Spanish with a translator available at each meeting. Translation services were provided due to the majority of the community being Spanish-speaking. All printed materials were made available in both languages, as well. In addition to preparing the Economic Development Strategy, Kimley-Horn facilitated the overall process and administered the grant for the Village.

Economic Development Strategy and Disaster Resiliency Plan, High Springs, FL — Project team member developing an Economic Development Strategy for the City of High Springs. Kimley-Horn is administering the Florida Department of Economic Opportunity Competitive Florida Partnership Grant awarded to the City for this work effort to ensure compliance with the terms of the grant contract. Tasks include the creation of a vision and a strategy to bolster economic development opportunities in High Springs while maintaining the City's small town character and honoring its history. Project will include extensive community engagement and coordination with state and federal technical professionals.

Archer Visioning, Archer, FL — Team member that is assisting a visioning process to assist the City of Archer in determining its future state when the City has matured in terms of growth and the City is in its "Buildout" condition. Workshops will be held with citizens and stakeholders and participants will help frame the Vision. A Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis will be conducted to gain keen insight into the sentiments of attendees. For context, the project team will review all relevant existing plans, programs, and projects. We will consider documents that are in government, for-profit, non-profit, and voluntary organizations that can affect development in Archer. They will gather and analyze pertinent and readily available data and prepare strategies and goals. Such data may include demographic and economic patterns and trends such as population and rate of population growth by age; racial composition and percentage of total population in Archer; and employment characteristics and trends. The team will work with participants to identify particular themes, recognize those themes, and seek additional feedback from the participants that will be used to develop a Specific Action Plan. The Specific Action Plan will be categorized into themes outlined in the Vision or by the goals and strategies and will provide the implementing policies for how to reach the Vision. Final Workshops will be held with the citizens/ stakeholders and with the City Commission prior to going to the City Commission for final adoption. This process is anticipated to take approximately 8 months to complete.

High Springs Comprehensive Plan Rewrite, High Spring, FL — Team member that is assisting the City of High Springs with rewriting their Comprehensive Plan to be consistent with Florida Statutes and to 1) Identify major issues (current and future) for the City; 2) Assess how the Comprehensive Plan has guided growth and development since its previous review; 3) Identify and evaluate changing conditions and trends as they relate to the major issues identified; 4) Assess both successes and shortcomings of the plan; and 5) Identify changes to the Plan to effectively manage growth and impacts. The project involves the teams' understanding of City written and unwritten policies and practices; the validity and effectiveness of existing goals, objectives, policies and implementing development regulations; emerging demographic socioeconomic, and development trends in the City and region; local regional initiatives affecting the built and natural environments; threats to sustaining the long-term quality of life in the City; and opportunities to make the City of High Springs the ideal place to live, work, play and stay. A series of public workshops will be held either in person or virtually and a number of different methods for public outreach will be employed throughout this process. Based on the information and policy guidance obtained from public workshops and City staff, as well as the results of updated data and analysis, the team will draft proposed Comprehensive Plan Goals, Objectives and Policies to replace all elements of the existing Comprehensive Plan. The team will also be conducting a thorough review of the City's Future Land Use Map. Based on population projections, topography, development patterns, environmental constraints, and available and planned infrastructure, the team will recommend changes to the distribution of land uses on the Future Land Use Map. The team will present the proposed rewritten Comprehensive Plan to the City Commission for transmittal to the Florida Department of Economic Opportunity (DEO) through the formal public hearing process. Responses to DEO's Objections, Recommendations and Comments report will be addressed by the team, bringing this project to a close for final adoption by the City Commission through the formal public hearing process.

Brett Kuzoian, PLA

Architecture/Urban Design

13 Years of Experience

SPECIAL QUALIFICATIONS

- 13 years of experience practicing in Central Florida utilizing a diverse background in Landscape Architecture, Business Management, and Environmental Horticulture
- Continued to develop his knowledge base by strategically blending practical experience in land planning, landscape architecture and urban design into an extensive resume providing award winning design consulting services for some of the state's largest and most influential corporations, agencies, and municipalities

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Horticulture, University of Florida
- Professional Landscape Architect in Florida, #LA6667196
- Ocean Hammock Architectural Review Board – Landscape Architect

RELEVANT EXPERIENCE

Andy Romano Beachfront Park, Ormond Beach, FL — Landscape architectural services for the design of a 4 acre beachfront park which is the most successful project in the City's history.

Public Park Infrastructure Improvements, Daytona Beach, FL — Planning and landscape architectural services for the City of Daytona Beach's current effort to improve their existing public parks through better site design, improved access and updated play experiences.

Walt Disney World's Magic Kingdom, Guest Experience Improvements, Lake Buena Vista, FL — Hardscape and landscape improvements associated with visitor's entrance to the park through various modes of transportation.

Derbyshire Community Park Recreation Master Plan, Daytona Beach, FL — Planning services for the design and layout of a 35-acre city owner multi-use park and sports complex including pop warner football, softball and track intended to be upper-echelon regional, destination-oriented park facility.

Bay Drive Park, Flagler County, FL — Planning and landscape architecture services for the design and development of a public beachfront park to include multi-use trail, beach access boardwalk, educational signage and an observation tower.

S. Dr. Martin Luther King Jr. Blvd. Streetscape, Daytona Beach, FL Landscape — Architectural services associated with the upgrade and improvement of a major roadway within the City of Daytona Beach.

Daytona Rising at Daytona International Speedway, Grandstand Redevelopment, Daytona Beach, FL — Landscape Architectural services for the $400 million state-of-the-art redevelopment and upgrade of America's most iconic race venue.

Edwards Park Splash Pad, Starke, FL — Landscape architectural services for the design and development of a grant funded inclusive interactive water feature, small activity lawn, covered picnic tables, restroom facility and site lighting.

Bethune Point Park Master Plan, Daytona Beach, FL — Planning and landscape architectural services for the update and refurbishment of an existing City owned sports complex.

Derbyshire Park Master Plan, Daytona Beach, FL — Planning and landscape rchitectural services for the City of Daytona Beach's effort to revitalize one of their most popular sports complex while adding a NCAA regulation track, pop warner football field and improvements to access and circulation within the park.

Flagler College Residence Hall, St. Augustine, FL — Landscape architectural services for the expansion of Flagler College's Student Housing program which included private courtyards, outdoor recreation amenities and other hardscape features.

Historic Spring Park Pool Refurbishment, Green Cove Springs, FL — Planning and landscape architectural services for the redevelopment of a natural spring fed pool and park. Park improvements included a two-story building containing offices, concessions, restrooms and an observation deck.

Bay Drive Park, Flagler County, FL — Planning and landscape architectural services for the development of a public park to include a two-story observation tower, multi-use trail, beach access and passive recreation activities.

Keith Greminger, AIA, NCARB

Architecture/Urban Design

37 Years of Experience

SPECIAL QUALIFICATIONS

- 37 years of experience in urban design and community, commercial, and corporate master planning with some of the world's most recognized design firms
- Has led several planning and design teams assisting municipalities with repositioning of their local assets to create livable neighborhoods and connected communities
- Serves in leadership roles in numerous professional and civic organizations committed to the practice of placemaking and improved quality of life in the built environment
- As an architect, he understands the built environment and the critical components of building placement, access, edges, the public realm, and placemaking characteristics that support community evolution

PROFESSIONAL CREDENTIALS

- Bachelor of Architecture, Architecture, Kansas State University
- Registered Architect in Florida, #30084579
- Certified Facilitator, National Charrette Institute
- American Institute of Architects
- Urban Land Institute

RELEVANT EXPERIENCE

Largo Comprehensive Development Code (CDC) Review, Largo, FL — Kimley-Horn was retained by the City of Largo to review its comprehensive development code (CDC) regulations and procedures. Serving as project planner involved with the review and update of the City's parking standards, including provisions for shared parking, transportation demand management options, and modernization of their code provisions.

The District, Jacksonville, FL — Project urban design planner. Kimley-Horn partnered with The District's Community Development District (CDD) to provide prof essional Consulting services for The District project, a 32-acre mixed-use development that's planned to transform Downtown Jacksonville's Southbank. The projectis proposed to include 1,170 residential units, 200,000 square f eet of office space, 200,000 square feet of retail space, a 125-slip marina, a 3.5-acre riverfront park, 1,950-f oot addition to the Riverwalk, riverfront bars and restaurants, and a hotel. Our services on this project include the civil roadway and utility infrastructure design and the landscape/hardscape concept and design of the public roadways, parks, and Riverwalk expansion intended to serve the future private developments.

West Tampa Community Redevelopment Agency Strategic Action Plan, Tampa, FL — Project manager. This project consistedof the redevelopment of the area between the Hillsborough River, Armenia Avenue, Columbus Street,and Kennedy Boulevard,andthe western urban areassurroundingdowntown Tampa. Kimley-Horn 's tasks included community engagement, infrastructure analysis, historic district evaluation, asset mapping, economic analysis, projections of tax base growth, catalytic development opportunities, public space design, corridor enhancements, and a proposed execution schedule.

Largo Mall Special Area Plan, Largo, FL — Project manager and lead planner who helped the City develop a special area plan (SAP) to guide the development and redevelopment of the Largo Mall Activity Center. The project included an analysis of existing and proposed land use, redevelopment strategies (land use, parking, multimodal elements), transportation/mobility, infrastructure, and economic development strategies. Kimley-Horn also assisted the City in amending both the City and Pinellas County-Countywide Master Plan consistent with the SAP.

Largo Multimodal Plan, Largo, FL — Landscape architect. The City of Largo's Multimodal Plan addressed implementation initiatives outlined in the City's Strategic Plan. Kimley-Horn created the plan that developed recommendations that encourage pedestrians, bicyclists, and recreational uses, in addition to supporting automobile and transit use within specific multimodal corridors. The plan outlines a 25-year work program designed to guide funding and scheduling of multimodal improvements along the designated multimodal network of streets and trails. The plan identifies both near- and long-term planning horizons for projects and funding, requiring collaboration and partnerships with multiple stakeholders and agencies, including the Pinellas County Metropolitan Planning Organization, Pinellas County Public Works, Pinellas County Department of Health, and the Florida Department of Transportation.

New Port Richey CRA Community Redevelopment Plan Update, New Port Richey, FL — Project Manager. Kimley-Horn was selected to provide professional services for planning, economic and market evaluation, tax base assessment, regulatory review, public engagement, and community placemaking for the 2019 Community Redevelopment Plan Update. Our Update contains seven chapters outlining the existing state of the area and the community's input for the redevelopment of the New Port Richey CRA. This Plan includes recommendations for marketing and communication strategies to highlight the enhancements of recreation facilities the City has undertaken over the years, including parks and trails, parking improvements, and key residential and retail activities around the community. The

2019 Plan Update incorporates an extension of the CRA from its current termination year of 2031 extending the time to complete the projects and programs of this CRA Plan to year 2049.

The Riverwalk at Kennedy Boulevard Plaza, Tampa, FL — Project designer and manager. The Kennedy Boulevard Plaza, the longest over-water segment of the Tampa Riverwalk, serves as a gateway into the downtown core of Tampa. Two new parks, MacDill Park and Curtis Hixon Waterfront Park, link the plaza with this built structure serving as a pathway to two of Tampa's downtown gems, the new Tampa Museum of Art and the new Glazer Children's Museum. Kimley-Horn provided urban design and landscape architecture services for this exciting project.

Clearwater Bluff Waterfront Master Plan - Imagine Clearwater, Clearwater, FL — Project manager and urban planner. The Imagine Clearwater plan was developed to produce a series of distinct experiences from the water to Downtown, designed to draw a variety of people to the waterfront and broader district. The plan deploys a coordinated set of investments and strategies intended to activate the 23-acre waterfront area and create the vibrant downtown that Clearwater desires. The downtown bluff property as master planned, will include 19 acres of park space, 4 acres for flexible event use, 0.3 miles of newly pedestrianized Intracoastal Edge, and 0.4 miles of new Bluff Walk. The Imagine Clearwater plan draws residents and visitors to the Downtown waterfront, catalyzes greater activity and investment, and better connects the waterfront to the rest of Clearwater. Kimley-Horn's services for this project included urban design, parking analysis, transportation planning, and infrastructure analysis.

St. Pete Innovation District Streetscape and Connectivity Concept Plan, St. Petersburg, FL — Project planner. The Streetscape and Connectivity Concept Plan builds on previous efforts and sets the stage for implementation of projects to help better connect the St. Pete Innovation District. This plan prioritizes multimodal and streetscape projects to help better connect the institutions within the District into a more cohesive community that enables and encourages patron interaction. What makes the St. Pete Innovation District unique is its connection to the water and the presence of marine and health science institutions. The plan implements a brand strategy and identifies opportunities to tie various elements together to give the St. Pete Innovation District a sense of place. Most importantly, the plan creates an implementation strategy for projects that would provide economic development opportunities.

34th Street and Central Avenue Town Center Plan Traffic Calming, Bicycle/Pedestrian, and Development of Regional Impact, St. Petersburg, FL — Project planner. Kimley-Horn was selected by the City to develop a 34th Street and Central Town Center plan. The overall purpose of the study is to explore ways to help to revitalize and encourage high quality investment in the area. Recommendations are being developed to enhance the identity of an area, as well as to make it more walkable with expanded transportation options that can be supported by adjacent land uses. The plan will provide general recommendations that address land use/zoning/urban design, transportation, streetscape, economic development, and marketing/branding including a set of corresponding implementation strategies. 34th Street is a state roadway and Kimley-Horn is working with FDOT to enhance the area in conjunction with the resurfacing of the roadway that will be commencing next year. The planning effort includes robust public engagement with six neighborhoods and several other districts in the vicinity.

Lealman Mobility and Complete Street Plan (Linking Lealman Action Plan), Pinellas County, FL — Project planner. Kimley-Horn was retained by Pinellas County to create the Linking Lealman Action Plan to encourage mobility in Lealman with complete street and context sensitive improvements. The plan provided a road map for mobility and complete street improvements in Lealman to be programmed as part of the Pinellas County CIP. The intent was to provide a continuous network of streets, sidewalks, bike lanes and trails, and upgraded pedestrian and transit amenities.

Amber Gartner, P.E.

Transportation

13 Years of Experience

SPECIAL QUALIFICATIONS

- 13 years of experience in transportation engineering, working as team leader and project manager for traffic operational analysis, design traffic and corridor planning studies, public infrastructure projects, such as roadway resurfacing and improvements, signal design, traffic impact studies, and public meeting oversight
- Proficient with Microsoft Project, Synchro, Highway Capacity Software (HCS), ARTPLAN, FSUTMS, and ArcGIS

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Materials Science and Engineering, University of Florida
- Master of Science, Civil Engineering, University of Florida
- Professional Engineer in Florida, #72294
- Florida Engineering Society, Forest Chapter State Director
- MathCOUNTS Committee Co-Chair

RELEVANT EXPERIENCE

Wildwood CRA Unity, Enhancement, and Redevelopment Action Plan, Wildwood, FL — Project engineer for this Action Plan. In 2006, the Wildwood City Commission adopted the Finding of Necessity report including the newly expanded areas; expanded the boundaries of the CRA while adopting the modified Plan and modified the City's CRA Trust Fund, which set the base year for the expanded CRA area to the tax roll of 2006. As continued follow up efforts, Kimley-Horn assisted the CRA with the creation of the Unity, Enhancement, and Redevelopment Action Plan (UERAP).

Comprehensive Plan Analyses, Marion and Sumter Counties, FL — Performed traffic analysis and forecasting in support of various comprehensive plan amendments (CPA). Prepared responses to agency comments for CPA approval.

Continuing Services for Community Planning, FDOT District Five, FL — Project engineer for the Kimley-Horn team that was selected in 2012 to provide professional services for conducting and reviewing a variety of transportation planning and land use planning studies and documents. This is a task order oriented contract with various types of work; our services will include preparation of developments of regional impacts (DRIs), comprehensive plans, corridor plans and sub-area analysis, and MPO assistance.

Continuing Planning Services, Lake-Sumter MPO, FL — Project planner for the Kimley-Horn team that was selected to provide planning consulting services for the Lake-Sumter MPO. Task orders under this contract included conducting reviews of a variety of transportation planning and land use studies and documents and MPO assistance.

Transportation Planning Services, The Villages, FL — Project engineer providing transportation planning services for new regionally significant roadways within The Villages. Kimley-Horn developed a sub-area transportation model to develop future traffic projections for recommendation of a new regional transportation network within The Villages of Southern Oaks and associated areas of Sumter County. Services include roadway design, traffic signal design, roundabout design, tunnel design, and signing and marking.

Ocala/Marion County TPO 2035 Bicycle/Pedestrian Master Plan, Ocala, FL — Project engineer for the preparation of the 2035 Bicycle & Pedestrian Master Plan for the Ocala-Marion TPO. The plan included all of Marion County and the five municipalities within the TPO oversight. The project scope included data collection, public involvement meetings and design charrettes, workshops and meetings with numerous regulatory agencies, councils and elected boards. Kimley-Horn prepared complete recommendations for all aspects of the master plan, including design plans, cost estimates, recommended programming. At completion, a formal master plan was created and approved by the TPO board in 2015 and several of the key projects have been constructed or funded for future phases.

Miscellaneous On-Call Transportation Support Services, Sumter County, FL — Project engineer for as needed on-call transportation support for the Sumter County Public Works Division. Tasks have included a speed limit inventory to determine appropriate speed limit for residential roadways in The Villages, evaluation of roadways within Lake Panasofkee to determine applicability of golf cart travel, intersection evaluations for appropriate geometry, signage and striping, travel time studies, speed studies, signal warrant analyses, signal coordination studies, and general response to citizen concerns over transportation issues.

Districtwide Traffic Operations Studies, FDOT District Two, FL — Project engineer for this Districtwide contract which has included 90 task work orders to date. Types of studies

completed under this contract have included: intersection operational analyses, access management analyses, signal warrant studies, turn-lane warrant studies, roundabout analyses, collision diagrams, and traffic signal phase analyses. Tasks included the examination of crash data, warrant analyses, delay studies, and a qualitative assessment of field conditions and traffic operations.

Marion County Parks and Recreation Master Plan, Marion County, FL — Project engineer. Kimley-Horn worked with the Marion County Parks and Recreation Department to create a master plan outlining strategies to enhance and expand upon their existing parks system. Marketing, partnership, and program strategies were outlined in the plan. A projects list was created with enhancements and essential recommendations, cost, and timeframe for completion.

Ocala/Marion County Bicycle and Pedestrian Master Plan 2015 Update, Ocala, FL — Project engineer. Kimley-Horn completed a major bicycle and pedestrian master plan for the Ocala/Marion County Transportation Planning Organization (TPO). The project included the production of a bike suitability map, an existing conditions analysis, a financial resource document, and a final report. Kimley-Horn developed an innovative approach that resulted in data being collected in six weeks and provided significant time and cost savings. The result of this effort was a GIS dataset and mapbook of all bicycle and pedestrian facilities in the County. The plan also included an extensive public involvement program with focus groups. The plan was updated in 2015.

Sumter County 2011-2015 Pavement Management and Pavement Rehabilitation Documents, FL — Project manager. Kimley-Horn assisted the Sumter County Public Works Division in the preparation of Sumter County's Countywide pavement management and pavement rehabilitation program for years 2011 to 2015. The project includes pavement management techniques such as microsurfacing and pavement rehabilitation projects such as base rehabilitation, horizontal improvements, and resurfacing projects. Kimley-Horn's services included specification and bid document preparation, evaluation of geotechnical borings for structural design, design of rehabilitation methods for deteriorated roadway segments, and assistance with bid administration and as-needed construction phase services.

Traffic Impact Analyses, Sumter, Lake, and Marion Counties, FL — Project engineer on Kimley-Horn team that performed several traffic studies for local land development projects. Worked with spreadsheets to capture link and intersection information. Performed extensive analysis of existing and future conditions, including intersection operational analysis and roadway segment analysis. Analyzed future conditions based on historic growth in the area along with committed traffic. Made recommendations for improvements to meet the adopted level of service of the intersections and roadway segments. Prepared reports accepted by review agency. Prepared driveway connection permit applications where applicable.

Sumter County CR 501 Preliminary Engineering Study (PES), Design, and Construction, Sumter County, FL — Project manager for the PES. Kimley-Horn was retained to prepare a Preliminary Engineering Study (PES) for a 3.2-mile section of CR 501 in Sumter County. The project was planned to follow PD&E guidelines to preserve the flexibility for future funding opportunities throughout the state. Kimley-Horn was responsible for all subconsultant coordination, traffic modeling, public meetings and outreach, alternative section analysis, right-of-way considerations, environmental assessments, and stormwater management design. The project was in a rapidly growing area of Sumter County near a Florida Turnpike interchange that was under construction and adjacent to other PD&E studies underway by FDOT. Kimley-Horn provided all agency coordination for Sumter County to ensure that this project fits in with the other studies in the area. Value was added by Kimley-Horn's innovative scoping and work plan, which meant that the project followed all PD&E requirements without having to ask for state or federal approval of the approved alternative. This allowed Sumter County to pursue funding that requires the level of work contained in a PD&E in the future

Ali Brighton, P.E.

Transportation

12 Years of Experience

SPECIAL QUALIFICATIONS

- 12 years of experience, including traffic impact studies, intersection capacity analysis, signal warrant analysis, transit planning, safety studies and bicycle/pedestrian mobility analysis
- Served as a graduate assistant at the McTrans Center at the University of Florida responsible for updating the Highway Capacity Software to concur with the procedures in the 2010 Highway Capacity Manual
- Proficient in transportation software, including Highway Capacity Software (HCS), Synchro, and CORSIM
- Proficient in engineering software, including AutoCAD, MicroStation, Auto-Turn, and GIS

PROFESSIONAL CREDENTIALS

- Master of Engineering, Civil Engineering, University of Florida
- Bachelor of Science, Civil Engineering, University of Florida
- Professional Engineer in Florida, #77731
- Institute of Transportation Engineers (ITE)
- Women's Transportation Seminar (WTS)

RELEVANT EXPERIENCE

Broward MPO On-Call Planning Services (includes Complete Streets Guidelines), Broward County, FL— Task manager for the Kimley-Horn team that prepared the Broward Complete Streets Guidelines for a partnership including the Broward Regional Health Planning Council (BRHPC) and the Broward Metropolitan Planning Organization (MPO). Duties included developing technical content for individual chapters of the manual, ensuring that stakeholder comments were addressed, and preparing the development of the final deliverables. Kimley-Horn was tasked with developing guidelines that were customized for local Broward jurisdictions and reflected local conditions, Florida State Statutes, and Florida design criteria. The Guidelines were made possible through a Centers for Disease Control (CDC) and Prevention grant, the Transforming Our Community's Health (TOUCH) initiative, administered by BRHPC. Particular themes that were incorporated into the Guidelines include public health, smart growth, transportation equity, sustainability, placemaking, safety, and age-in-place.

City of Coral Gables Multimodal Transportation Planning and Engineering Consulting Services, Coral Gables, FL — Project engineer. Kimley-Horn was selected for the Multimodal Transportation Planning and Engineering Consulting Services which was awarded in May 2018. Contract scope includes multimodal level of service analysis; context sensitive design and sustainable solutions; design of complete streets/road diet projects; design exceptions/variations/lane width reductions; and innovative traffic calming alternatives in residential neighborhoods. Current task order duties include peer review of traffic impact studies and design of bicycle lane and traffic calming improvements for Alhambra Circle.

Districtwide Bicycle and Pedestrian Safety Analyses, FDOT District Six, FL — Project analyst responsible for conducting corridor field reviews focusing on pedestrian and bicyclist facilities and accommodations. Developed recommendations for improving pedestrian and bicyclist facilities in order to mitigation safety issues. This study evaluated available crash data within Miami-Dade County to determine high crash corridors along state roadways and then develop logical countermeasures specific to the high crash segments.

Bicycle and Pedestrian (Bike/Ped) Mobility Plan, Miami Gardens, Miami Gardens, FL — Project analyst. Kimley-Horn prepared a bicycle and pedestrian mobility plan for the City of Miami Gardens. The project included recommendations for short- and long-tern mobility improvements based on the literature review, transportation mobility analysis, identification of goals and objects, and input from the Steering Committee. We analyzed existing transportation mobility conditions and community features in Miami Gardens through the use of geographic information systems (GIS) and prepared a series of maps that illustrate the background conditions for improving the City's bicycle and pedestrian mobility. The Kimley-Horn team used the methodologies established in the 2009 FDOT Quality/Level of Service Handbook to assess the bicycle and pedestrian level of service of the major roadways with the City and mapped the results with GIS.

Districtwide Modal Development Consultant (includes South Florida Regional Freight Plan), FDOT District Four, FL — Project engineer for selected tasks under this contract (see below). Kimley-Horn has served as a Districtwide Modal Development Consultant to the Florida Department of Transportation (FDOT) District Four since 2006. Kimley-Horn's responsibilities include travel demand modeling (multimodal), transportation systems management, congestion management, intermodal facilities, park-and-ride lot planning, multimodal alternatives analysis, transit planning, and bicycle and pedestrian planning.

Consultant Support for the Intergovernmental Coordination of M/TPOs, FDOT District Four — Project analyst for the FDOT District Four Office of Modal Development (OMD) to assist the Intergovernmental Coordination team. Duties for this on-call task work order included developing the FDOT District Four informational brochure, assisting in the refining of the FDOT information video for MPO New Members, reviewing and providing comments on Unified Planning Work Programs, coordination with FDOT OMD staff, and providing meeting preparation support such as agendas and meeting location maps.

Miami-Dade MPO 2040 Bicycle/Pedestrian Plan, Miami, FL — Project engineer for the Kimley-Horn team that prepared the Miami-Dade MPO 2040 Bicycle and Pedestrian Plan, which served as the bicycle and pedestrian element for the 2040 Long Range Transportation Plan (LRTP). In addition, the document serves as a standalone bicycle and pedestrian plan for Miami-Dade County. The overall goal of this initiative is to identify a plan of infrastructure and non-infrastructure improvements to reduce bicyclist and pedestrian fatalities and increase bicyclist and pedestrian mode share in Miami-Dade County. Kimley-Horn's work included conducting public engagement events, preparing an existing context data analysis, and developing a 2040 needs plan and cost feasible plan (minimum revenue plan). One innovative strategy that we utilized on this project to engage the public and collect valuable information is an online survey that allows respondents to rate potential facility types, projects, and provide attitudinal information about bicycling and walking in Miami-Dade County. We also prepared a detailed project newsletter to kick off the project and to help communicate the value of bicycling and walking to the public.

South Florida Commuter Services (SFCS) Planning and Engineering Services, FDOT District Four, FL — Project analyst. Kimley-Horn, working as a subconsultant to another firm, provides ongoing planning and engineering support services on the South Florida Commuter Services (SFCS) contract. Our team provides expertise in technical aspects, including traffic operations, transportation planning, data collection, travel demand modeling, and engineering, as well as coordination and partnership with local government partners. Specific projects that Kimley-Horn has conducted include an assessment of local submarkets for Transportation Management Initiative (TMI) expansion, Safe Routes to School (SRTS) assessments, park-and-ride plans, and an evaluation of express bus services.

General On-Call Traffic Engineering Services, Fort Lauderdale, FL— Project engineer. Kimley-Horn is providing general traffic engineering and transportation planning services as part of an on-call contract with the City. Kimley-Horn serves as an extension of the City of Fort Lauderdale staff reviewing traffic impact studies and parking analyses. Duties to date have included peer review of traffic impact and parking studies, site plan review, and representation at public hearings. Additional projects have included development of a corridor study to support lane reductions along SR A1A and development of a Greenways Plan to complement multimodal transportation options within the corridor.

Bicycle and Pedestrian Design Plan Reviews, FDOT District Four, FL — Project analyst reviewing design plans and reports for the FDOT District Four Office of Modal Development (OMD) through an ongoing districtwide contract. Duties included conducting an engineering review of plans and reports for incorporating and/or enhancing bicycle and pedestrian facilities, developing comments to submit within the Electronic Review Comment process, and coordinating with design engineers and FDOT project managers as necessary.

City of Aventura General Services Contract, Aventura, FL — Project engineer. Kimley-Horn is currently providing general traffic engineering and transportation planning services to City staff as a subconsultant to another firm. Team duties include peer review of traffic impact and parking studies, site plan review, representation at public hearings, and signal design. Additional duties include comprehensive study of various proposed infrastructure modifications, including Aventura Mall access and circulation, William Lehman Causeway interchange justification, US 1 median closure, extension of Miami Gardens Drive (east of US 1/Biscayne Boulevard) and evaluation of potential railroad crossings.

Vinny Spahr, P.E.

Transportation

5 Years of Experience

SPECIAL QUALIFICATIONS

- Five years of experience, Vinny has assisted with traffic plans for urban and highway projects; analyzed crash reports and turning movement counts; and, created exhibits to summarize safety and operational performance of existing and proposed intersections
- Software experience includes MicroStation, SIDRA, Synchro, HCS, ArcGIS, and AutoCAD

PROFESSIONAL CREDENTIALS

- Bachelor, Civil Engineering, University of Dayton
- Professional Engineer in Florida, #88747

RELEVANT EXPERIENCE

Lake-Sumter MPO 2045 Long Range Transportation Plan (LRTP), Lady Lake, FL — This plan encompasses major updates to traffic congestion, travel time reliability, and safety aspects. On a broad scale, this plan identifies strategic transportation policy regarding how financial resources will be allocated to implement projects. Both Lake and Sumter Counties are encompassed in this plan, involving a portion of the Florida Department of Transportation's (FDOT) Multiuse Corridors of Regional Economic Significance (M-CORE) Northern Turnpike Connector project – a program intended to revitalize rural communities, encourage job creation, and provide regional connectivity. In addition to the 2045 LRTP, we assisted the MPO is getting their 2040 plan into compliance with new FAST Act requirements.

Southwest Area Transportation Plan, Tallahassee, FL — Project analyst. Kimley-Horn was selected by the CRTPA and Blueprint to develop a coordinated land use/transportation plan that addresses future mobility needs and to be consistent to the vision of surrounding communities. The three corridors that are included in the Southwest Area Transportation Plan are Orange Avenue, Lake Bradford Road, and Springhill Road. This plan will result in options that local jurisdictions would like to see considered in the currently programmed Orange Avenue Project and Development Study (PD&E) and any potential future studies and improvements to Lake Bradford Road and Springhill Road. The objective for the Southwest Area Transportation Plan is to create a vision for the area that is consistent with the Long Range Transportation Plan, the Blueprint 2020 sales tax extension projects, the Tallahassee-Leon County Comprehensive Plan, and that has buy-in from the land owners, residents and public officials while producing guide for the future development of the area. This will be achieved through balancing transportation, land-use, environmental and neighborhood preservation measures to produce a positive image for the ultimate build out of the area while providing for the safe and efficient use of existing transportation facilities through access management.

Sandestin Development of Regional Impact (DRI) Analysis, Sandestin, FL — Traffic analyst. Kimley-Horn provided transportation analyses related to Question 21 of the Application for Development Approval for the Sandestin DRI in Walton County. The analyses included reviewing more than 30 years of Notices of Proposed Change (NOPCs) and Annual Reports from the development, collecting traffic data, and determining trip generation and distribution to and from various sections of the mixed-use DRI.

St. Petersburg Complete Streets Implementation Plan, St. Petersburg, FL — Project analyst. The Complete Streets Implementation Plan describes a set of procedures for prioritizing and implementing complete streets through a variety of methods. The plan will establish the project delivery process modifications needed to improve the evaluation, planning, design, construction, operation, and maintenance phases of all roadway development and redevelopment projects. The plan will also document existing conditions and barriers; identify corridors and districts that are prime for complete streets improvements; establish a network of low-stress bicycle routes; and identify additional facilities needed to make walking, bicycling, and transit safe and comfortable choices.

Districtwide Traffic Safety Studies, FDOT District Three, FL — Project analyst for this project that includes completing studies and developing solutions to crash problems within the District on system and off system roads. Types of studies include signal warrant analyses, intersection analyses, and arterial studies.

Districtwide ATMS/ITS Consultant Contract, FDOT District Three, FL — Project analyst. Kimley-Horn serves as an ATMS/ITS consultant for FDOT District Three. Recent services include acting as an extension of District Three staff, support of the Transportation Incident Management program, and providing network support to the District.

Highway Safety Improvement Program (HSIP) Safety Studies, FDOT District Three, FL — Project analyst for the evaluation of segments and intersections within FDOT District Three that have exhibited higher-than-average crash rates or have experienced a high crash severity, which were eligible for federal Highway Safety Improvement Program (HSIP) funds. Evaluations included an assessment of historical crash data to determine trends in crash rates and potential contributing factors, field reviews to observe existing conditions at the crash locations, and determination of potential safety improvements that may reduce the number and severity of crashes experienced at the crash locations.

US 90 Corridor Action Plan, FDOT District Three, Tallahassee, FL — Traffic analyst. Kimley-Horn provided transportation planning and analysis for an 8-mile section of the US 90 corridor in Tallahassee and Leon County, FL. The Sketch Plan identified corridor goals and objectives, opportunities, needs, and constraints, as well as an analysis of traffic, safety, land use planning, and planned improvements. The Action Plan more thoroughly analyzed the traffic operations through the US 90 corridor under existing conditions and under forecasted conditions through 2040. Where appropriate, Kimley-Horn provided recommended improvements and evaluated the alternatives to ensure adequate operations through the design year.

NE 8th Avenue Complete Streets, Ocala, FL — Project Manager. Kimley-Horn developed planning concepts for complete streets improvements for NE 8th Avenue to slow travel speeds and encourage bicycle and pedestrian connectivity and interaction between adjacent residential neighborhoods and the Tuscawilla Park recreation area. Revitalization of the NE 8th Avenue corridor was a priority of the City's Mid-Town Master Plan. Kimley-Horn prepared typical sections and concepts for the second phase of the traffic calming and complete streets improvements which will include landscaped medians, removal of two traffic signals and construction of three roundabouts, construction of wider sidewalks, and inclusion of bicycle lanes along the corridor.

Meggison Road Planning and Design, Sumter County, FL— Project analyst for design plans and permits for Meggison Road, from SR 44 to Warm Springs Avenue. As part of the design project, Kimley-Horn has prepared design traffic forecasts. The design traffic forecasts were utilized to develop a signal warrant and traffic operational analysis to support a new traffic signal at SR 44. Traffic forecasts were also utilized to develop the roadway typical section, pavement design, access management, and recommended intersection geometry and control at Warm Springs Avenue. Ongoing permitting coordination is occurring with Sumter County, FDOT and the Southwest Florida Water Management District (SWFWMD). As a result of continuous coordination, FDOT has approved a variance for a future traffic signal on SR 44 at Meggison Road.

Fort Island Trail Feasibility Study, Crystal River, FL — Project analyst for the Kimley-Horn team that provided an evaluation of the feasibility of a multi-use path along Fort Island Trail for approximately 9 miles. The project included engineering and environmental evaluation and developing cost estimates for project alternatives. An alternatives evaluation was prepared for consideration of the Board of County Commissioners for the next phase of the project.

4. Additional Information

Additional Information

Kimley-Horn's planning staff has strong experience with Comprehensive Plans, Land Development Code, design standards, and master planning. Our knowledge of critical planning elements, such as equitable public participation, inclusive community visioning, regulatory and policy planning, entitlements, comprehensive plans, land use scenario planning, implementation strategies, diverse cultural and natural resources, and intergovernmental coordination indicates that our work is truly comprehensive in scope. Your project manager, **Brian Teeple, AICP**, is a certified planner and has worked with Comprehensive Plans in Florida and Land Development Codes for the majority of his career. Under his guidance, Brian's team will create the City of Fernandina Beach Comprehensive Plan and Land Development Code revision that complies with Florida Statutes, incorporates Goals, Objectives, and Policies (GOPs) that address current local issues and plans, and removes antiquated and outdated information.

Florida Statutes require local municipalities update their comprehensive plan a minimum of every seven years. While many state agencies are part of the review and approval process for a comprehensive plan update, the lead agency is the Florida Department of Economic Opportunity (DEO). Kimley-Horn's planners have excellent relationships with the planners and staff at DEO, which lends itself to having a smoother process for each and every update on which we work.

Additionally, many of Kimley-Horn's planners have or currently serve on the *Florida Chapter of the American Planning Association (APA Florida) Legislative Policy Committee.* Serving in this role allows them to stay on the front edge of updates in legislation related to the Community Planning Act. Two important issues from this Legislative Session were HB1339 and CS/HB 1193 related to affordable housing/mobile home parks and food trucks respectively. These bills were recently signed into law by the Governor and will need to be considered during this effort.

Approach

A Comprehensive Plan is intended to be a document that guides growth and development in a community for decades at a time. The Land Development Code are then created to be the implementation document supporting the Goals, Objectives, and Policies of the Comprehensive Plan.

Our team's core philosophy is to understand, from the City's perspective, what challenges you have faced in implementing the current Comprehensive Plan and Land Development Code. After an in depth interview with City staff and other stakeholders who utilize these documents, we will bring best practices to the discussion. Our team is well-informed with techniques that have been developed and successfully implemented in other communities.

Comprehensive Plan

Our approach is straightforward—review the City's Comprehensive Plan that is currently in place; listen to staff, residents, and stakeholders to inform the Plan update; and update the Plan, setting the course or "road map" for not only the Comprehensive Plan but also for the ensuing Land Development Code Update. Kimley-Horn is aware of the changing conditions impacting the City, including keying in on redevelopment and revitalization, waterfront redevelopment, resiliency, sustainability, land conservation, tree protection, historic preservation, stormwater management, multi-modal transportation and connectivity, and quality of life for an overall healthy community .

Fernandina Beach has been actively working on several initiatives since the last update of the Comprehensive Plan. These efforts are important and should be used as the basis for starting the Comprehensive Plan update. Kimley-Horn will start with a basic series of processes that establish the framework moving forward. As mentioned above, this will include the review of the current Comprehensive Plan, including a comparison for consistency with Florida Statutes.

The general approach for this project also includes citizen and stakeholder engagement, advisory meetings with a steering committee, and professional research and recommendations from our staff. We understand our role as trusted advisor requires dexterity to effectively communicate constraints, needs, and trade-offs to groups with different goals and expectations. We will begin with a "listen and learn" approach. We will bring citizens and stakeholders that have varying perspectives together to facilitate a dialogue to discover shared values and reach a consensus for how the City wants to develop over the next 30 years.

LPPL40022.2020o Comprehensive Plan and Land Development Code Revision.indd

Land Development Code

We understand there are key components of the Land Development Code the City currently uses which need to remain in place; however, we also understand updates may be necessary to bring the code up to "standards" and ensure consistency with the adopted Comprehensive Plan. At the same time, codes that are no longer relevant and are "there because they always have been there" should be removed or consolidated into other standards to allow for a more streamlined code and set of processes. There is also an inherent understanding of vested rights and ensuring that changes in a specific code component take those rights into consideration.

The Land Development Code are not made up of just zoning regulations. It is imperative the review and update be comprehensive by looking at all facets of the document as well as such components as its implementation tools and administrative provisions that provide direction. How the Code is administered and implemented will be critically important for its effective use within Fernandina Beach. It is crucial that City staff be integrated into the review and actively participate in the process to allow for insight, understanding and support, and not merely brought in at adoption. Our team will use this approach as a means of educating City staff along the way so they know the history of how proposed code updates were developed, offer input, and have a thorough understanding of the final Code when it is adopted.

Developing a straight-forward Code and series of administrative processes is critical in that the City's Land Development Code is the implementing tool for the Comprehensive Plan. A good code can and should be used for a variety of purposes including implementing a community's vision, support economic development efforts, as well as preserving what is important to those living and working in the community; a good code should be prescriptive rather than restrictive. This is the type of Land Development Code update the Kimley-Horn team will provide to Fernandina Beach.

Schedule

		MONTH																	
	ACTIVITY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
COMP. PLAN UPDATE	Kick-Off																		
	Data Gathering/Community Impact																		
	Data Analysis																		
	GOP's Rewrite																		
	Transmittal																		
	Adoption																		
LDC REVISION	Data Gathering/Community Impact																		
	Draft Code Revisions																		
	Adoption Process																		

Organizational Chart

Project Manager
Brian Teeple, AICP

Co-Project Manager
Allison Megrath, AICP

Planning/Zoning
Brian Teeple, AICP
Allison Megrath, AICP
Mark Shelton, AICP
Blair Knighting, AICP
Alyssa Monaghan

Public Outreach
Brian Teeple, AICP
Blair Knighting, AICP
Allison Megrath, AICP

Architecture/Urban Design
Brett Kuzoian, PLA
Keith Greminger, AIA, NCARB

Transportation
Amber Gartner, P.E.
Ali Brighton, P.E.
Vinny Spahr, P.E.

EXHIBIT "A"

CONTACT SHEET

Name: Kimley-Horn and Associates, Inc.

Federal Taxpayer ID: 56-0885615

Mailing Address: 12740 Gran Bay Parkway West, Suite 2350

City, State, & Zip Code: Jacksonville, FL 32258

Telephone: (904) 828-3900 **Fax:** (561) 863-8175

Email: brian.teeple@kimley-horn.com

Submitted By: Brian Teeple, AICP

Title: Project Manager

FIRM Accepts Credit Cards*: **Yes** **No**

Accounting Contact:

Name: Heather Stone **Title:** Regional Accounting Manager

Email Address: heather.stone@kimley-horn.com **Phone:** (561) 840-0251

***See preferred method of payment under "Prompt Payment Act" section of the General Conditions**

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for ____RFQ 2020-02____.

2. This sworn statement is submitted by (entity) __Kimley-Horn and Associates, Inc._ whose business address is _12740 Gran Bay Parkway West, Suite 2350, Jacksonville, FL_ and (if applicable) Federal Employer Identification Number (FEIN) is _____56-0885615_____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is__Joe Mecca, P.E._____and my relationship to the entity named above is __Senior Associate____.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was

knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

_X_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____ 7/7/2020
Signature Date:

STATE OF FLORIDA
COUNTY OF Orange
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 7th day of July, 20 20, and is personally known to me, or has provided _____ as identification.

By means of X physical presence or ___ online notarization. _____
Notary Public
My Commission expires: 01/05/2024

Notary Public State of Florida
Lauren A Keys
My Commission GG 944378
Expires 01/05/2024

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Kimley-Horn and Associates, Inc.

CITY: Jacksonville STATE: FL ZIP CODE: 32258

SIGNATURE: _____ PHONE: (904) 828-3900

NAME (TYPED OR PRINTED): Joe Mecca, P.E. TITLE: Senior Associate

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: RFQ 2020-02

Project Description: Comprehensive Plan and Land Development Code Revision

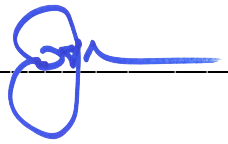
I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Kimley-Horn and Associates, Inc.

Authorized Signature: 

Title: Senior Associate

Date: 7/7/2020

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Joe Mecca, P.E. Title: Senior Associate

Signature: _____ Date: 7/7/2020

Disclaimer: We agree but with the understanding that if we are awarded the contract, we will be given an opportunity to negotiate the terms of the Agreement.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for RFQ 2020-02.

This sworn statement is submitted by (entity) Kimley-Horn and Associates, Inc. whose business address is 12740 Gran Bay Parkway West, Suite 2350, Jacksonville, FL and (if applicable) Federal Employer Identification Number (FEIN) is 56-0885615 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Joe Mecca, P.E. and my relationship to the entity named above is Senior Associate.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

7/7/2020
Signature Date:

STATE OF FLORIDA
COUNTY OF Orange

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 7th day of July, 2020, and is personally known to me, or has provided _____ as identification.

Lauren A Keys My Commission expires: 01/05/2024
Notary Signature

By means of X physical presence or ___ online notarization.

Notary Public State of Florida
Lauren A Keys
My Commission GG 944378
Expires 01/05/2024

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ___RFQ 2020-02____.

This sworn statement is submitted by (entity) Kimley-Horn and Associates, Inc. whose business address is 12740 Gran Bay Parkway West, Suite 2350, Jacksonville, FL and (if applicable) Federal Employer Identification Number (FEIN) is _____56-0885615_____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

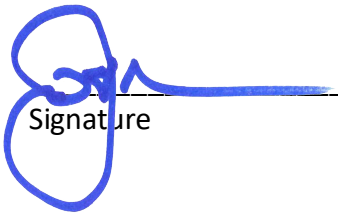
My name is Joe Mecca, P.E. and my relationship to the entity named above is__Senior Associate___.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached proposal or any other Proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.



7/7/2020
Signature Date:

STATE OF FLORIDA _____COUNTY OF Orange_____

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 7th day of July, 2020, and is personally known to me, or has provided _____ as identification.

Lauren A. Keys My Commission expires: 01/05/2024
Notary Signature

By means of X physical presence or ___ online notarization.

Notary Public State of Florida
Lauren A Keys
My Commission GG 944378
Expires 01/05/2024

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES___ NO_X_

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES_____NO_X_

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES_X_NO_____ See attachment.

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Kimley-Horn and Associates, Inc.	7/7/2020
Firm	Date
	Joe Mecca, P.E., Senior Associate
Authorized Signature	Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

Kimley-Horn and its subsidiaries have provided services in all 50 states and numerous countries. Because of the many and varied projects we have completed, we are subject to various legal proceedings from time to time and in the ordinary course of business. From time to time, Kimley-Horn will file a lawsuit against a client for unpaid fees. We do not track these cases. In the last 5 years, Kimley-Horn has had more than 19,675 active projects in Florida, 19 of which had some form of litigation. Of these cases, 5 were dismissed, 10 were settled, and 4 are pending. This represents 0.965% of all projects completed by Kimley-Horn in Florida over the past five years. Generally, these matters are covered by insurance, and we consider them to be without merit. Settlements related to claims are bound by confidentiality agreements so we cannot release any information on them. If you would like to discuss our legal matters in more detail, please contact Kimley-Horn's General Counsel, Richard Cook, at 919.677.2058.

Legal proceedings in Florida in the last five years are as follows:

Kala Gurley, as Representative of Jerry Bell, Deceased v Marriott International, et al: 9th Judicial Circuit Court, Orange County, FL; Case No. 2019CA10855O; wrongful death claim; dismissed; closed 2019.

Renee Borak and Fred Borak v. Simon Property Group, Inc., et al: 15th Judicial Circuit Court, Palm Beach County; Case No. 16-CA-1148; filed 2016; personal injury claim; settled; closed 2016.

Vernon Brown v. Marriott International, Inc., et al: 9th Judicial Circuit Court, Orange County, FL; Case No. 2019CA007825O; filed 2019; personal injury claim; dismissed; closed 2019.

Mark E. Callahan and Marisa Callahan v. Gator Delray, LC, et al: 15th Judicial Circuit Court, Palm Beach County; Case No. 2015CA00230; filed 2015; personal injury claim; Kimley-Horn dismissed; closed 2016.

Chalks Airline, Inc. v. Linden Airport Services Corp, et al: United States District Court for the Southern District of Florida; Case No. 15-CV-24322-UNGARO/OTAZO-REYES; filed 2015; alleged economic loss; case dismissed; closed 2016.

Community Asphalt Corporation v. Wantman Group, Inc., et al; Florida Department of Transportation; 11th Judicial Circuit Court, Miami-Dade County, FL; Cause No. 2018-029816-CA-01; filed 2018; alleged economic loss; pending.

Kathleen Conti v. Simon Property Group, Inc., et al: 15th Judicial Circuit Court Palm Beach County; Case No. 502017CA008616XXXXMB Division: AE; filed 2017; personal injury claim; settled; closed 2019.

Walter Ford and Grace Ford v. EC Manatee LLC, D/B/A Manatee Island Bar & Grill, et. al.: 19th Judicial Circuit Court, Martin County; Case No. 13 1536CA; filed 2014; personal injury claim; settled; closed 2015.

Heron Bay Community Association, Inc. vs. WCI Communities, LLC, et al; 15th Judicial Circuit Court, Broward County; Case No.: CACE16003120; filed 2016; alleged economic loss; settled; closed 2020.

Jennifer Lancaster v. VCC, LLC, et al; 15th Judicial District Court of Palm Beach County, Florida; Cause No. 502019CA011526; filed 2019; served 2020; alleged personal injuries claimed; pending.

Lunacon Engineering Group v. City of Homestead v. Kimley-Horn, et al: 11th Judicial Circuit Court Miami-Dade County, Case No. 2017-000561-CA-01; filed 2017; alleged economic loss; settled; closed 2018.

Harris Mitchell v. Frank Anderson, et al; 15th Judicial Circuit Court, Palm Beach County, Florida; Case No. 50-2019-CA-006676; filed 2019, served 2020; alleged personal injuries claimed; pending.

Sema Construction, Inc. v. City of Altamonte Springs; 18th Judicial Circuit Court, Seminole County; Case No. 2015-CA-002951-15-W; filed 2016; alleged economic loss; pending.

Prime Properties International, LLC v. Kimley-Horn and Associates, Inc.: 10th Judicial Circuit Court, Polk County; Case No. 2017CA-002127; filed 2017; alleged economic loss: settled, closed 2017.

Stacey Vasquez, Representative of Frank Vasquez, III, v. Matthew West, et al: 13th Circuit Court, Hillsborough Co; Case 15CA006839; filed 2015; traffic accident, wrongful death claim; settled; closed 2017.

Joan Weinstein v. Simon Property Group LP and Town Center at Boca Raton Trust: 15th Judicial Circuit, Palm Beach Co; Case No. 502016CA003199; filed 2016; personal injury claim; settled; closed 2017.

Deontra Williams v. FDOT, et al: 17th Judicial Circuit Court, Broward County; Case No. CACE-13-009427(05); filed 2015; bicycle accident, personal injuries claimed; settled; closed 2017.

Wal-Mart Stores East, LP, et al. v. Bandes Construction Company, Inc., et al; 15th Circuit Court, Palm Beach County; Case No. 2019CA005775; filed 2019; alleged economic loss; settled; closed 2019.

Leticia Zavala, Representative of Lorenzo Zavala, Deceased v Marriott International, et al: 9th Judicial Circuit Court, Orange Co, FL; Case No. 2019CA9781O; wrongful death claim; dismissed; closed 2019.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 1

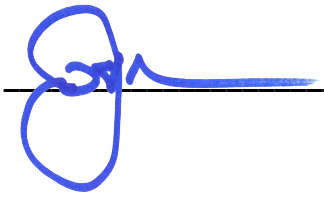
The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.1 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Joe Mecca, P.E. **TITLE:** Senior Associate

ADDRESS: 12740 Gran Bay Parkway West, Suite 2350

CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE:  **DATE:** 7/7/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

The City has received several questions regarding this Request for Qualifications. The following is the answer to all questions.

The intent of this Request for Qualifications is to determine the most qualified of all respondents. Specific details of the project will be coordinated with the respondent deemed most qualified (at the sole discretion of the City Commission). Please provide the information requested within the parameters of the published Request for Qualifications notice.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 2

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.2 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Joe Mecca, P.E. **TITLE:** Senior Associate

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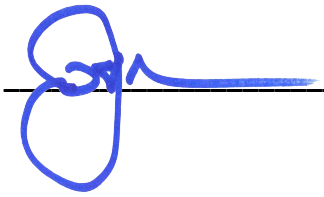
AUTHORIZED SIGNATURE:  **DATE:** 7/7/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. The correct deadline for questions should be July 3, 2020.

2. The Indemnification is amended to the short version as follows:

   The parties recognize that CONTRACTOR/VENDOR is an independent contractor. CONTRACTOR/VENDOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of CONTRACTOR/VENDOR, its officers, employees, agents, and representatives. CONTRACTOR's/VENDOR's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of CONTRACTOR/VENDOR against the CITY, and CONTRACTOR/VENDOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 3

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.3 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Joe Mecca, P.E. **TITLE:** Senior Associate

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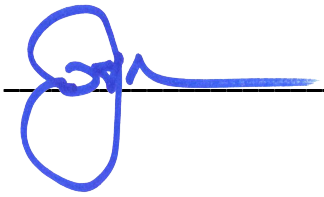
CITY: Jacksonville **STATE:** FL

AUTHORIZED SIGNATURE:  **DATE:** 7/7/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

The City's solicitation effort for this project is to make a Qualifications-Based Selection. The intent is to receive, and rank interested vendors based upon their qualifications, not cost. Details related to process and cost will be part of later discussions with the vendor determined (at the sole discretion of the City Commission) to be the "most qualified." Interested vendors should highlight their qualifications, especially in regard to the scoring categories, within the parameters provided in the Request for Qualifications.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 4

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.4 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Joe Mecca, P.E. **TITLE:** Senior Associate

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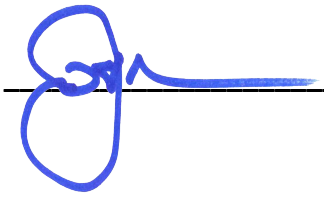
AUTHORIZED SIGNATURE:  **DATE:** 7/7/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. At this time, the City does not accept electronic proposals.

2. It is acceptable for the notarization to be outside of the State of Florida.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 5
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 5

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.5 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Joe Mecca, P.E. **TITLE:** Senior Associate

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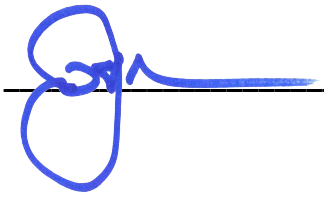
AUTHORIZED SIGNATURE:  **DATE:** 7/7/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 5
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. The Indemnification amended in addendum no. 2 has been edited as follows:

The parties recognize that CONTRACTOR/VENDOR is an independent contractor. CONTRACTOR/VENDOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising from and to the extent of any negligent acts and/or omissions of CONTRACTOR/VENDOR, its officers, employees, agents, and representatives. CONTRACTOR's/VENDOR's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of CONTRACTOR/VENDOR against the CITY, and CONTRACTOR/VENDOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 6
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 6

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.6 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

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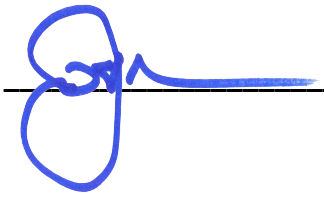
AUTHORIZED SIGNATURE:  **DATE:** 7/7/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 6
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. Nassau County Ocean Highway and Port Authority is in the process of modifying its Port Master Plan to comply with Florida Law requirements to prepare a 10-year update. Do you foresee the need to re-address this in the Comprehensive Plan? No

2. On page 3 of the RFQ, you have a section that includes the following for the response requirements: *Any other information that may be of interest to the City or relevant to the submittal (not to exceed two pages)*
   By the two-page limit, would that allow for 2 pages apiece of any additional information? For example, 2 pages for project understanding, 2 pages for project approach, 2 pages for scope of work, etc.? Or would you consider a longer page limit for the scope of work? Two pages in total

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 7
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 7

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.7 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

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NAME: Joe Mecca, P.E. **TITLE:** Senior Associate

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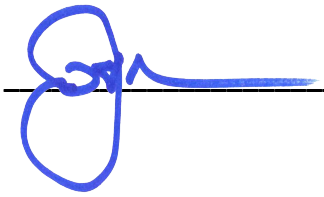
AUTHORIZED SIGNATURE:  **DATE:** 7/7/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 7
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. Are divider images allowed, or will that count toward total page limit? Do not count a divider page in the limit

Kimley»Horn

FERNANDINA BEACH
COMPREHENSIVE PLAN & LAND DEVELOPMENT CODE REVISION

RFP #2020-02
JULY 8, 2020

DESIGNWORKSHOP

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Pflugerville Comprehensive Plan | Pflugerville, TX

Design Workshop, Inc.
Landscape Architecture
Planning
Urban Design
Strategic Services

301 N West Street
Suite 109
Raleigh, North Carolina
27603
919-973-6254

designworkshop.com

July 8, 2020

Wanda Weaks
Purchasing Agent
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

Re: RFQ 2020-02 City of Fernandina Beach Comprehensive Plan & Land Development Code Revision

Dear Wanda Weaks and members of the selection committee,

This is challenging moment to embark on an ambitious planning process, but if there is anything driving our hope and optimism for the future, it is the rapid pace at which land use is being reconsidered right now as it impacts quality of life in communities across the country. We are seeing this in the creation of temporary slow streets that privilege non-vehicular mobility, in the unprecedented demand for parks, trails, and recreational resources of all kinds, in the changing needs of retail and commercial space, in residents depending heavily on neighborhood amenities, and in the enduring value of social infrastructure. The Comprehensive Plan and Land Development Code Revision has the potential to address all these issues and it is exciting to see the level of ambition and vision already in place. Our team is thrilled to submit this proposal to help the City of Fernandina Beach meet the high standard for this plan as envisioned.

As a community looking to expand its commercial land uses, ensure housing attainability, and leverage your natural resources, it is an exciting time to be planning for the future of Fernandina Beach. With changing economics in the world, it is an important time to embark on a planning effort that establishes a clear vision for the future, while effectively mitigating for changing economics. We are attracted to this opportunity to create a clear, implementable and actionable Comprehensive Plan and Land Development Code Revision, including in the key areas of architecture and urban design, land use planning and law, conservation and sustainability, economic development, housing, and transportation and mobility.

We are passionate about how "green infrastructure" can inform all aspects of community development and create a strong image, quality, and sense of place for a community. We are placemakers and have written design standards, guidelines and zoning codes for places that are trying to define and retain the character of their built environment. We have created and implemented many commercial corridor plans that have brought higher levels of multimodal connectivity, safer roadways and more mixing of economically viable uses. We have written codes that ensure the built environment meets with community expectations.

Design Workshop recognizes the need for this to be "your plan" and commit to engaging your staff and residents to capture, communicate and reflect your values, vision and culture within it. Our job will be to listen and guide the process while offering perspective gained from working across the country in places that are wrestling with similar challenges. This will be accomplished with community engagement tools that are engaging, comprehensive and lead to direct input into the plan. We have developed virtual engagement techniques particularly tailored to this time of Covid 19.

We recently completed a Comprehensive Plan in Dorchester County, South Carolina, a similar coastal community, that engaged all the areas of the county through robust outreach and workshops that allowed many voices to be heard. By doing so, we were able to understand how best to craft the plan based on current expectations for land use controls, while also creating the opportunity for the appropriate level of protections going forward to protect Dorchester County's cherished small town way of life, unique landscape and sense of place.

The firm is currently working on a Comprehensive Plan for Beaufort County and Port Royal, South Carolina, that is focused on coastal resiliency. As part of that, we created a "Green Print" plan that will define an environmental framework for new development to appropriately position itself

next to more compatibly, and will define those environmental systems that need to be preserved so that the native landscape and natural stormwater systems enable stormwater resiliency.

Paramount to the success of this project will be selecting a planning team that brings a sensitivity to the issues and needs of Fernandina Beach, an exceptional track record of success in advising other cities facing similar challenges to Fernandina Beach, and an integrated approach to engagement that positions stakeholder participation at the center of the process. We are that team. Further, we have assembled the right team of specialists to support this process.

Toole Design is a leading planning and engineering firm specializing in multimodal transportation planning and design, focusing on cost-effective and implementable solutions that respond to the needs in the communities they work. Their transportation professionals in the planning and design of multimodal complete streets, pedestrian improvements, transit, and active transportation facilities will help facilitate the community discussion on mobility with a practiced eye on how mobility influences the larger goals of the comprehensive plan.

Ethos Presentation is a planning an historic preservation firm based in Savannah, Georgia. Together, their principles have over two-decades of experience specializing in municipal preservation planning. Historic research, preservation tax credits, and community engagement. Ethos believes that communities are shaped and enhanced by historic buildings, that integrity and honesty should be at the core of business practice, and that no job is done without the work of a team.

Ralf Brookes, Esq is a Florida Land Use Attorney specializing in land development regulations, comprehensive plan amendments, and ordinance drafting. Ralf will assist Design Workshop in ensuring the Comprehensive Plan and associated Land Use Code amendments comply with Florida law.

Our leadership and participation with you to update Fernandina Beach 's Comprehensive Plan and Land Use Code will involve the following commitments:

Strong Project Management. We believe in delivering projects on time and on budget. We have developed a Project Management toolkit to assist in this effort, and we pride ourselves on consistent communication to ensure we are meeting our client's needs. Our Project Management approach is rooted in ensuring our public sector clients have a well-run process and the ability to go back to a list of deliverables.

Expertise with all Methods of Public Engagement. As the Design Workshop name implies, our firm is built on a foundational belief in the importance of collaboration. We are industry leaders in methods for engaging stakeholders and using their input to shape a community vision statement and goals. We propose a robust community engagement plan that blends online and in-person opportunities throughout the process. Should social distancing continue to be required, we are also prepared to move to more online and mail-based focus for this project.

Candid Assessment Based on a Fresh Perspective. While we come prepared from a wide-variety of experiences from throughout the county, we do not come into Fernandina Beach with preconceived notions of the future vision. This allows us to truly listen and create an open dialog.

A Focus on Implementation. We have developed a number of techniques to avoid the pitfalls many Community Plans encounter such as lack of consensus, extended plan adoption schedules, lack of clarity for action steps, a vision that is incompatible with economics, and low levels of buy-in from partners and staff responsible for implementation. As a team, we understand and believe in the power of implementation.

We hope that our proposal materials express both our abilities to bring great value to this effort and our excitement to work with the Fernandina Beach community. Please feel free to contact me at 970-315-3993 or kculbertson@DesignWorkshop.com, or our Project Manager, Jessica Garrow at 303.913.3586 or jgarrow@designworkshop.com, with questions or to request additional information.

Respectfully,

Kurt Culbertson, FASLA, AICP, LEED®AP
Chairman/CEO
Principal in Charge

Baton Rouge Downtown Greenway | Baton Rouge, LA

PROJECT TEAM

Design Workshop

Education

PhD, Edinburgh College of Art

Master of Business Administration in Real Estate, Southern Methodist University

Bachelor of Landscape Architecture, Louisiana State University

Licensure and Certifications

Licensed Landscape Architect: Alabama, Colorado, Louisiana, Nebraska, New Mexico, South Carolina, Virginia

American Institute of Certified Planners

CDT Certification

LEED®AP

Professional Affiliations

American Society of Landscape Architects

Fellow American Planning Association

Fellow National Trust for Historic Preservation

Urban Land Institute

University Development & Innovation Council

Forum for Urban Design

Kurt Culbertson FASLA, AICP, LEED®AP

PRINCIPAL-IN-CHARGE

Kurt is a recognized leader in the field of evidence-based design and the application of metrics and performance measures to planning and design projects. This cutting edge approach which addresses not only environmental performance but the community, economic and cultural performance of the built environment, has earned notable recognition and accolades from the American Planning Association, Urban Land Institute and the American Society of Landscape Architects. He is a Fellow of the American Society of Landscape Architects, the American Institute of Certified Planners, and the Forum for Urban Design. In 2016, he was awarded the ASLA Medal, the society's highest honor, for lifetime achievements in the profession.

Select Project Experience

Beaufort County Comprehensive Plan - Beaufort County, SC

Design Workshop is helping the county and its residents establish a long-term vision for growth and adaptation that is environmentally smart, place-based, and context-sensitive.

Dorchester County Comprehensive Plan - Dorchester, SC

The major issues facing the county include the impact of unprecedented growth and the loss of rural character and quality of life. Glenn conducted a community engagement process that seeks to find balance and a vision that land owners and stakeholders can agree to.

Hilton Head Circle to Circle Master Plan - Hilton Head Island, SC

Vision Plan for the downtown Hilton Head area that includes Sea Pines Circle, Pope Avenue and Coligny Plaza. The project included determining transportation improvements, providing multipurpose trails, creating a vision for how new development will be organized along the corridor, creating opportunities for transit and parking options.

Hot Springs Comprehensive Plan - Hot Springs, AR

The nine-month process to create the Comprehensive Plan update includes a robust civic engagement process, in which Design Workshop is gathering insights from citizens on what makes Hot Springs such a special place. The plan, once completed, will guide investment across a wide range of areas, including transportation, parks, utilities, public services, historic preservation and land use guidelines.

Design Workshop

Education
Master of City & Regional Planning; Ohio State University

Bachelor of Political Science; University of Colorado

Professional Associations
American Planning Association (APA) Legislative and Policy Committee

APA Divisions Council

Small Town & Rural Division Chair

YEP! Youth Engagement Planning Board Member

Recent Awards and Honors
2017 Creation of Updated Commercial Design, Colorado APA Honor Award

2015 New Transportation Mitigation, Colorado APA Honor Award

2010 Aspen Area Community Plan Outstanding Planning Initiative, APA Small Town & Rural Division

2010 Aspen Area Community Plan Colorado ASLA Merit Award

2009 Aspen Area Community Plan Colorado APA Community Engagement Award

Jessica Garrow AICP

PROJECT MANAGER

Jessica is a community development professional with fifteen years of experience and a proven track record of successful planning implementation and community engagement. She has effectively managed significant and complex projects and budgets, worked to craft innovative planning policies, and promoted sustainable comprehensive planning. Prior to Design Workshop, Jessica worked as a land use planner and Community Development Director for the City of Aspen, Colorado. During that time she worked on economic development plans, as well as working on award winning and broad community engagement strategies, including on the Comprehensive Plan and a number of overhauls to the Land Use Code. Jessica enjoys collaborating with others to create solutions that respect diverse opinions, promote community values, and protect the characteristics that make communities unique.

Select Project Experience

City of Fruita Land Use Code Update, Fruita, CO
Jessica is currently leading an effort with the City of Fruita to update their land use code to ensure it reflects the recently adopted Comprehensive Plan. This work includes tracking Comprehensive Plan vision statements into code language, implementing best practices, and managing the adoption process.

Arapahoe County Open Space, Trails, and Recreation Master Plan - Arapahoe County, CO
Design Workshop is working on the master plan that prioritizes acquisitions for open space and recommends partnerships and recreation programming. Design Workshop is studying trail and open space connectivity and identify potential impacts to views, water quality, wildlife, and natural and agricultural lands.

Aspen Area Community Plan - Aspen, CO *
Managing multiple consultants, tracking a $250,000 project budget for both the City of Aspen and Pitkin County, completing extensive data analysis, and managing public outreach efforts.

Transportation Impact Analysis – Aspen, CO *
Creation of the first comprehensive transportation mitigation system in a rural Colorado community, implementing a consolidated multi-modal level of service (MMLOS) and transportation demand management (TDM) toolkit.

**denotes work done prior to Design Workshop*

Design Workshop

Education
Masters of Science, Planning, Distinction, Florida State University

Bachelors of International Studies and Spanish, Magna Cum Laude, University of Mississippi

Licensure and Certifications
American Institute of Certified Planners (AICP-C)

Professional Affiliations
Santa Fe Arts District Board

APA CO Board Member: Denver Metro Representative

APA Urban Design and Preservation Division: Board Member, Marketing Coordinator

Downtown Denver Partnership

ULI Subcommittee for High Line Canal's Access Campaign

Recent Awards and Honors
Mill Street Neighborhood Plan, Merit Award, APA CO

El Paso County Water Master Plan, Merit Award, APA CO

Florida Planning and Zoning Association "Infrastructure Project of the Year" 2018

Publications
"Planning Family-Friendly Communities," Colorado Municipal League Magazine

"Stakeholder Perceptions of the Design Regulatory Process,"

Hadley Peterson AICP-C

PROJECT PLANNER

Hadley is a planning and design professional with community engagement experience. Situating her work with a foundation in research, she aims to engage stakeholders in community-driven planning and design efforts that address their built environments through innovative, thoughtful, and sustainable solutions. Her passion is giving a voice to those that are not usually heard. She aids the team with bilingual Spanish speaking and writing services.

Select Project Experience.

Vancouver Parks & Recreation Master Plan – Vancouver, BC
The Master Plan will envision parks and recreation services that offer equity, reduce barriers, and provide excellent experiences for the public within the constraints of population growth, changing demographics and increasing land/development costs.

Vineyard General Plan Update – Vineyard, UT
Design Workshop was selected to help develop an update to the city's General Plan. By engaging with residents the team was able to integrate the community voice into recommendations for the plan, ultimately creating a strong and innovative vision and guidebook for the future of Vineyard.

Mill Street Neighborhood Plan- Colorado Springs, CO
This historic neighborhood required a resilient and thoughtful plan for the future as the resident population teetered on the edge of mass displacement. Hadley authentically and meaningfully engaged populations who had dealt with decades of environmental injustice while also assisting in building the community's capacity to deal with future catalytic development.

Alton Great Streets – Alton, IL
Design Workshop is currently leading a team in a Great Streets Initiative in Alton. The team's goal is to improve walkability, safety and connectivity downtown while strengthening the identity of the area and helping reinvigorate local businesses.

Design Workshop

Education
Bachelor of Science, Finance,
Louisiana State University

E.J. Ourso Finance Academy Member

Golden Oaks Scholar

Licensure and Certifications
LEED® Green Associate

Professional Affiliations
Urban Land Institute (ULI)

ULI Discovery Committee

Environmental Justice PPN

Commercial Real Estate Development Association (NAIOP)

Brooks Cowles LEED® GA

ECONOMIC DEVELOPMENT PLANNER

Brooks has a diverse background ranging from institutional banking to real estate development. At Design Workshop, Brooks works with developers, governing entities, resorts, and other land owners in both public and private sectors to identify strategic land use and development opportunities that optimize existing opportunities, and promotes smart growth without compromising community vision. Brooks supports both economic development and financial efforts with thorough market research, financial modeling, datadriven storytelling and growth forecasting. With a background in finance, hospitality, branding, marketing, sales, and writing, Brooks brings a versatile skill set, entrepreneurial mindset, and an affinity for unconventional solutions to all tasks.

Select Project Experience

Vineyard General Plan Update – Vineyard, UT
Brooks evaluated provided critical market and economic assessment for the City of Vineyard and was responsible for significant General Plan content including, land use, economic development, moderate income housing and technology. Thorough analysis of existing conditions, trends and growth projections were integral to providing a flexible framework for long-term success.

Erie Parkway/ I-25 Market Study & Vision Plan – Erie, CO
Brooks led the effort to conduct a comprehensive market study to inform the conceptual plan for a catalytic mixed-use area in the town of Erie that will drive economic development and complement the town's values.

Sugar Bowl Facilities Master Plan – Norden, CA
Brook supported the long-range planning effort of improvements of ski area facilities including financial modeling and funding projections for development scenarios.

Main Street Management Plan – Tahoe, CA
Brooks is managing the effort define the design, configuration and management of the newly converted Main Street corridor including improvements, ownership and funding of the bi-state area after transition.

Design Workshop

Education
Master of Landscape Architecture, North Carolina State University

Bachelor of Ecology, Evolution & Environmental Biology, Appalachian State University, Boone, NC

Licensure and Certifications
Professional Landscape Architect: NC, SC, VA, MD, PA
Certified Associate Ecologist, Ecological Society of America

Professional Affiliations
Landscape Architecture Foundation

NCSU Alumni Advisory Board

Penn State Stuckeman School Advisory Board

Recent Awards and Honors
US GSA Site Commissioning White Paper, ASLA Award of Excellence

Shield Ranch Master Plan, National ASLA Honor Award

Bartram's Mile, Rouse Award of Excellence from the Urban Land Institute Philadelphia

United States Coast Guard Headquarters, GSA Design Award

Shoemaker Green, National ASLA Honor Award

Emily McCoy ASLA, SITES® AP

ECOLOGIST

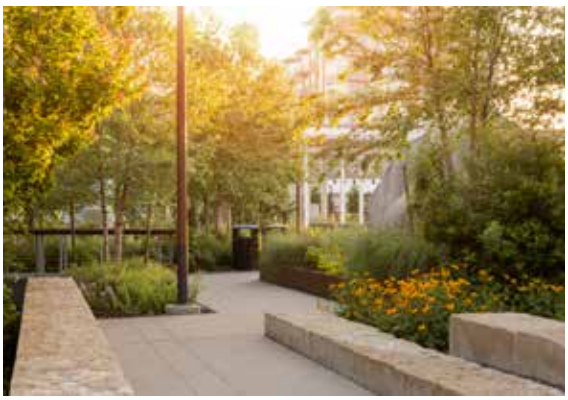
As a landscape architect, educator and ecologist, Emily approaches every project as an opportunity to celebrate the intersection of natural and cultural narratives of place through design. Her professional practice and research spans internationally, leading conversations within the design and planning communities on maximizing landscapes to perform social and environmental services. Throughout her career, she has worked on a wide range of award-winning projects across the world that are models for integrating environmental, social and economic sustainability.

Select Project Experience

Port Royal Comprehensive Plan – Port Royal, SC
Design Workshop is working with the Town of Port Royal, South Carolina on its Comprehensive Plan Update. A big focus of the plan will be how land uses, transportation and open space preservation can best enhance the traditional small town sense of place and character that it is known for, particularly those parts of the town that have not been as adequately plannned as the older historical part of this deep water port.

Beaufort County Comprehensive Plan – Beaufort, SC
The Low Country lifestyle of Beaufort County — intertwined with its landscape and natural systems and defined by the character of its history and culture — faces real challenges in the form of population growth, transportation delays, rising flood waters, aging infrastructure, and the loss of cultural diversity and the rural way of life. In order to preserve and leverage the county's strong natural and cultural assets, Design Workshop is helping the county and its residents establish a long-term vision for growth and adaptation that is environmentally smart, place-based, and context-sensitive.

Green Print Plan – Beaufort, SC
The Beaufort County Green Print Plan serves as a tool to guide future open space acquisitions, enhancements, restorations, conservation, preservation and connectivity opportunities. The plan incorporates characteristics of the county which will include ownership patterns, existing land uses and zoning, geology and soils, vegetation characteristics, fish and wildlife resources, habitats of significance, water resources, aesthetic resources, cultural, historical and archaeological resources, transportation amenities, and recreation amenities.



Design Workshop

Education
Master of Architecture, Northeastern University

Bachelor of Science, Architecture and Political Science, Northeastern University

Licensure and Certifications
American Institute of Certified Planners (AICP)

Professional Affiliations
American Planning Association (APA)

Publications/Speaking Engagements
Transforming Local Government in an Innovation Era – Brisbane, Sydney, Canberra, Melbourne

Recent Honors and Award
Mayor's Office of New Urban Mechanics Public Space Invitational

Chris Freda AICP

PLANNER & URBAN DESIGNER

Chris is a planner, urban designer, and project manager with experience working in urban contexts throughout the country and around the world. Trained as an architect and planner, he has a passion for solving problems with a combination of great design and smart public policy. He is inspired by bringing communities together to tackle challenges related to health, civic engagement, environmental stewardship, economic opportunity, and access to public spaces and resources. Chris has helped craft several award-winning master plans and conceptual designs that aim to advance the possibility of places. He is focused on working with clients to solve their unique needs with a collaborative design process, novel ideas in planning and urban design inspired by cities across the world, and practical implementation guidance. With experience in directing planning and design efforts and project management, Chris works to bring design leadership, collaboration, and efficiency to every stage of the design process.

Select Project Experience

Alton Great Streets – Alton, IL
Design Workshop is currently leading a team in a Great Streets Initiative in Alton. The team's goal is to improve walkability, safety and connectivity downtown while strengthening the identity of the area and helping reinvigorate local businesses.

Detroit Greektown Neighborhood Framework – Detroit, MI*
Once a vibrant mixed-use neighborhood, Greektown transformed into a parking and nightlife district throughout the decades of Detroit's decline. Working closely with local stakeholders, the design team developed a master plan vision that re-established Greektown as a cultural experience, a neighborhood, and a regional destination.

Houston Energy Corridor District Master Plan – Houston, TX*
Houston's Energy Corridor—a suburban-style cluster of energy business headquarters—aimed to establish a new, urban, walkable, and vibrant vision that would make living and working within the district a more compelling prospect for a younger workforce.

Ethos Preservation

Education
Bachelor of Arts Medieval Studies, University of Birmingham

Master of Fine Arts Historic Preservation, Savannah College of Art and Design

Licensure and Certifications
Certficate of Recognition AIA Savannah

Ellen Harris AICP, LEED®AP

PRESERVATION PLANNER

A certified planner and former Director of Urban Planning and Historic Preservation for the Metropolitan Planning Commission, Ellen is an expert in municipal preservation planning, specializing in developer guidance and representation for projects in historic districts. Other specialities include historic tax credit projects and ordinance development.

Select Project Experience

City of Savannah New Zoning Ordinance Historic Preservation Section - Savannah, GA
Harris served as the author and facilitator of the historic preservation-related sections of the New Zoning Ordinance. Key changes authored by Harris incorporated into the document included the establishment of a new Historic Preservation Commission, the creation of a process for the designation of historic properties and districts, and establishment of a Proactive Preservation process.

Chatham County-Savannah Comprehensive Plan Update - Savannah, GA
The ten year update of the Comprehensive Plan was a multi-year process involving a wide range of stakeholders and extensive public input.
Harris supervised the updates to the historic preservation section of the Comprehensive Plan.

Pin Point Historic District Ordinance - Chatham County, GA
Working directly with the residents over several months, Harris created the Pin Point Historic District Designation Ordinance and Design Standards which ultimately had the full support of the community and was unanimously adopted by the Chatham County Board of Commissioners in 2009.

Ethos Preservation

Education

Bachelor of Arts Historic Preservation, University of Mary Washington

Master of Arts Historic Preservation, University of Kentucky

Rebecca Fenwick

COMMUNITY ENGAGEMENT

An experienced manager of architectural and preservation projects, Rebecca specializes in community engagement, historical research, and documentation, serving as principal investigator and author of a wide range of projects and texts to include historic structure reports, resources surveys, and restoration plans.

Select Project Experience

Richmond Hill Historic Preservation Ordinance & Resource Survey - Richmond Hill, GA

Fenwick co-authored the ordinance, which was adopted by the Richmond Hill City Council on March 6, 2018, allowing the City to appoint a historic preservation commission. Overseen by Fenwick, the historic resource survey provided the Richmond Hill Preservation Commission with the data needed to better understand what historic resources exist citywide and how best to preserve them.

McIntosh County Historic Resources Survey - McIntosh County, GA

McIntosh County Historic Resources Survey was completed in four phases with matching grants provided by the Historic Preservation Division (HPD) of the Georgia Department of Natural Resources. Noteworthy sites surveyed in McIntosh County include the St. Cyprian's Episcopal Church, built by freedmen for the local African-American community, and the ca. 1815 Adam Strain Building. As part of the survey report, recommendations were provided for each phase to assist in future planning efforts.

Chatham County-Savannah Comprehensive Plan Update - Savannah, GA

The ten year update of the Comprehensive Plan was a multi-year process involving a wide range of stakeholders and extensive public input.

Toole Design

Education

Bachelor of Science Advertising, University of Florida

Master of City and Regional Planning, Georgia Institute of Technology

Meghan McMullen

DESIGNER & ENGAGEMENT SPECIALIST

Meghan is a planner, designer, and engagement specialist with a passion for creating healthy, vibrant, and equitable places that are built to last. She has worked on comprehensive plans, small area plans, corridor studies, development ordinances, and parks and recreation master plans, including projects like the update to the City of Snellville's Towne Center Livable Centers Initiative, and the City of Alpharetta's Recreation and Parks Master Plan and Wills Park Master Plan. Meghan takes a people-centered approach and has a knack for integrating community and stakeholder input with qualitative and quantitative analyses to create meaningful and implementable plans. She uses graphics and clear language to make complex ideas accessible to everyone with user-friendly, dynamic deliverables.

Select Project Experience

Summerville Comprehensive Plan - Summerville, SC
Toole Design created an issues and opportunities memorandum to highlight key concerns for the town's transportation system. Existing plans were also reviewed to confirm their current validity and identify gaps.

Lawrenceville Comprehensive Plan - Lawrenceville, GA
Meghan supported the development of the Lawrenceville 2040 Comprehensive Plan. She led community engagement, existing conditions analysis, and document design and helped draft city policies, the future development map, and the five-year work program.

Snellville 2040 Comprehensive Plan - Snellville, GA
Meghan served as a planner for the update to a community-driven strategy for the city's future growth. She supported with stakeholder interviews, mapping, existing conditions analysis, community engagement, visioning, policy development, implementation strategies, and document design.

Norcross Comprehensive Plan - Norcross, GA
Meghan supported community engagement. The approach included pop-up booths at local events, open houses, stakeholder interviews, a steering committee, and online surveys. All materials and activities were bilingual to encourage engagement from the city's significant Spanish-speaking population.

Toole Design

Education

Bachelor of Arts History and Environmental Studies, Emory University

Master of Urban and Regional Planning, University of North Carolina at Chapel Hill

Andrea Ostrodka AICP, LEED®AP

TRANSIT PLANNER

Andrea is a collaborative and solutions-oriented urban planner and Toole Design's transit practice leader. She has a unique collection of experience with transit and land use planning in both the public and private sectors, having served as the Director of Planning and Engineering for LYNX, the project manager for a wide variety of Bus Rapid Transit and commuter rail efforts, and a local government liaison for transportation issues. Andrea has seen a broad range of transportation initiatives through to implementation, proving her value on both project- and enterprise-level planning efforts. Notable recent projects include the SunRail Transition Analysis, LYMMO expansion, final design for the Central Avenue BRT in St. Petersburg, multimodal design standards for Massachusetts Bay Transportation Authority rail stations, City of Inverness Bicycle Master Plan, and LYNX Transit Development Plan (TDP) and TBARTA RTDP, Florida's first Regional Transit Development Plan.

Select Project Experience

Lake County Transit Comprehensive Operational Analysis - Tavares, FL
Andrea preformed an operational efficiency evaluation for Lake County's rural transit system. The evaluation included bus performance at the route level based on a set of quantitative criteria, as well as a financial analysis of route alternatives.

City of Inverness Bicycle Master Plan Update - Inverness, FL
The plan was designed to guide infrastructure investments appealing to both novice and expert cyclists by closing the gaps between trails, sidewalks and bike lanes; connecting to existing transit routes; and prioritizing amenities such as secure bike storage, water fountains, and wayfinding signage.

SunRail Transition Analysis, Central Florida Commuter Rail Commission - Orlando, FL
Andrea provided local leaders with fundamental information relevant to the creation of a framework for the transition of SunRail operations from FDOT to local governments. Information needed for the transition included a baseline analysis of interlocal agreements and vendor contracts, capital plans, and budgeted and actual expenditures.

Ralf Brookes Attorney at Law

Education

Bachelor of Arts Historic Preservation, University of Mary Washington

Master of Arts Historic Preservation, University of Kentucky

Ralf Brookes

LAND USE & GROWTH MANAGEMENT ATTORNEY

Local government law practice - Representing local governments, public and private sector clients, public interest groups and not-for-profit organizations. Prepare and present to local government councils, commissions and boards, review and file applications, litigate approvals and denials, prepare and defend ordinances, land development regulations, comprehensive plan amendments, settlements, development agreements, administrative proceedings on local, state and federal agency permits, approvals, challenges and appeals in state and federal courts, state agencies, counties and municipalities.

Select Project Experience

Town of Yankeetown Natural Resource Adaption Action Area Plan - Yankeetown, FL

Effort to develop and further comprehensive planning goals related to the establishment of a natural resource-based "adaptation action area" overlay district within the Town. It addressed sea level rise adaptation in the context of natural resources, it promoted the integration of science into the local government's comprehensive planning process through the creation of a community-driven, locally-adopted Science Plan, and fostered economic development by promoting the Town as a science and education based tourism destination.

Marineland Unified Development Code - St. Augustine, FL

Town of Marineland's official land development regulations in compliance and consistent with the Town of Marineland's Comprehensive Plan. Mr. Brookes reviewed and made recommendations on applications for development permits, local development orders, and amendments to this ULDC and to development permits and orders.

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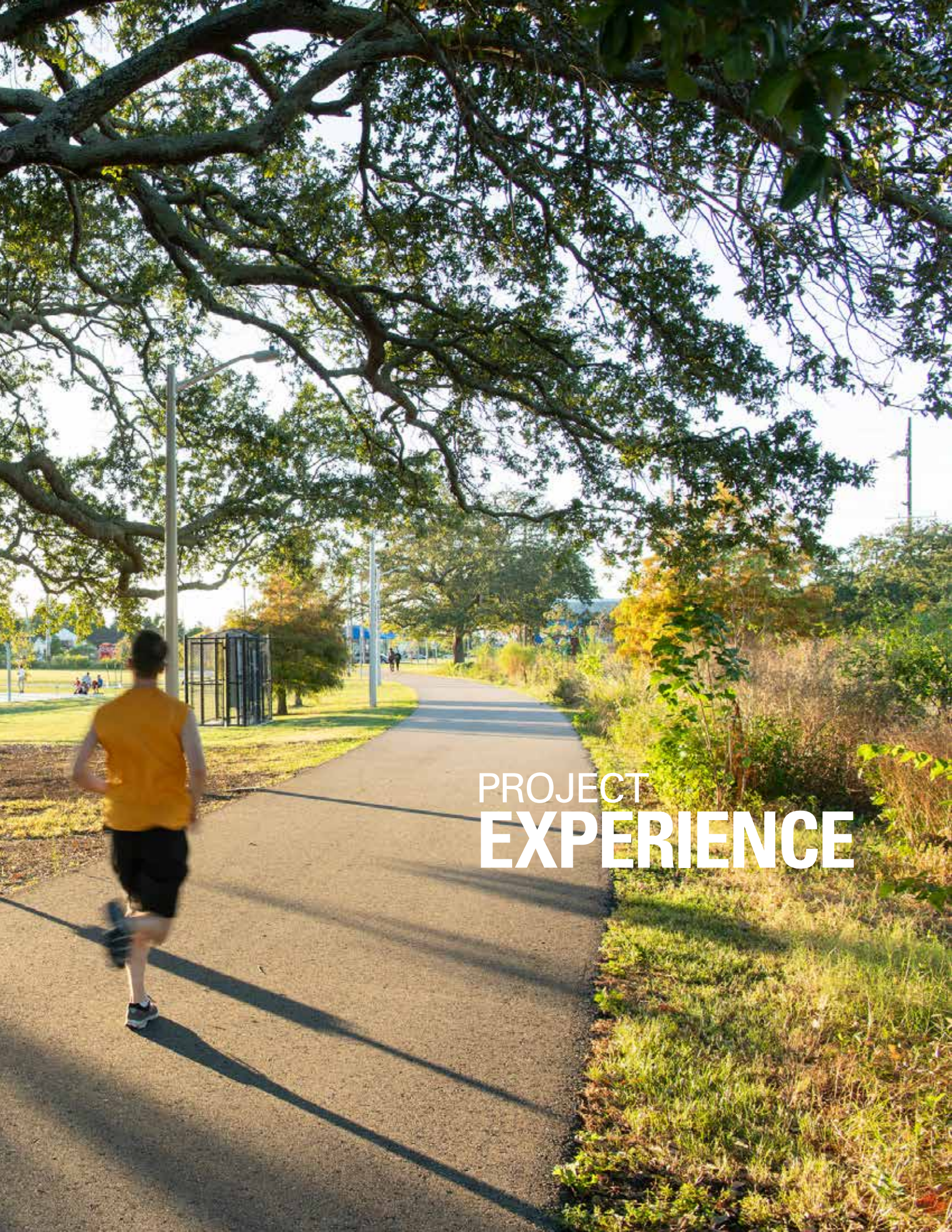
Lafitte Greenway | Baton Rouge, LA



PROJECT EXPERIENCE

Hot Springs Comprehensive Plan

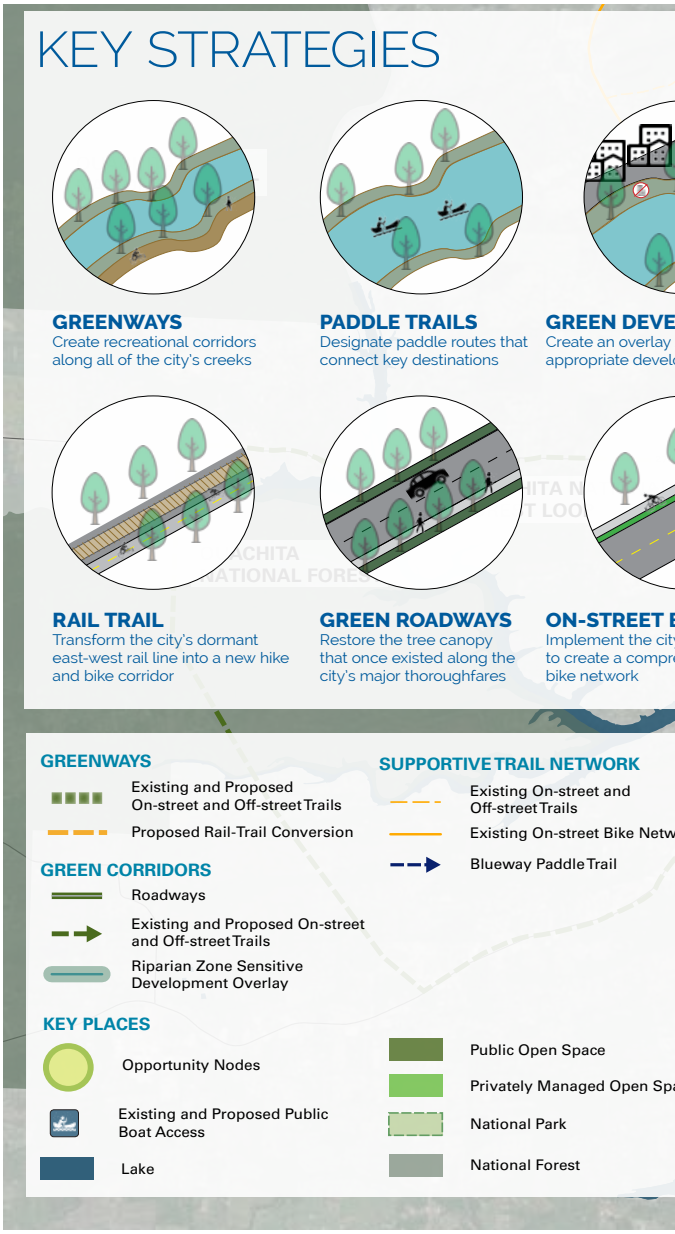
Hot Springs, Arkansas

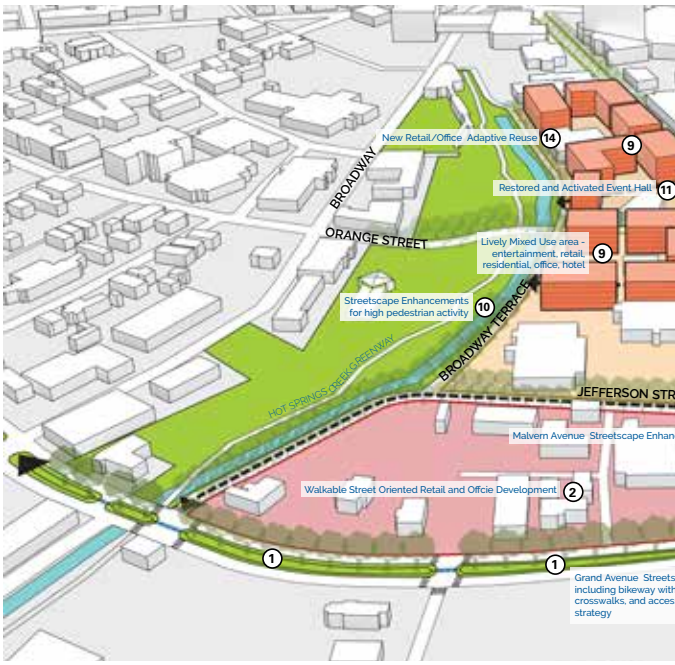
Design Workshop

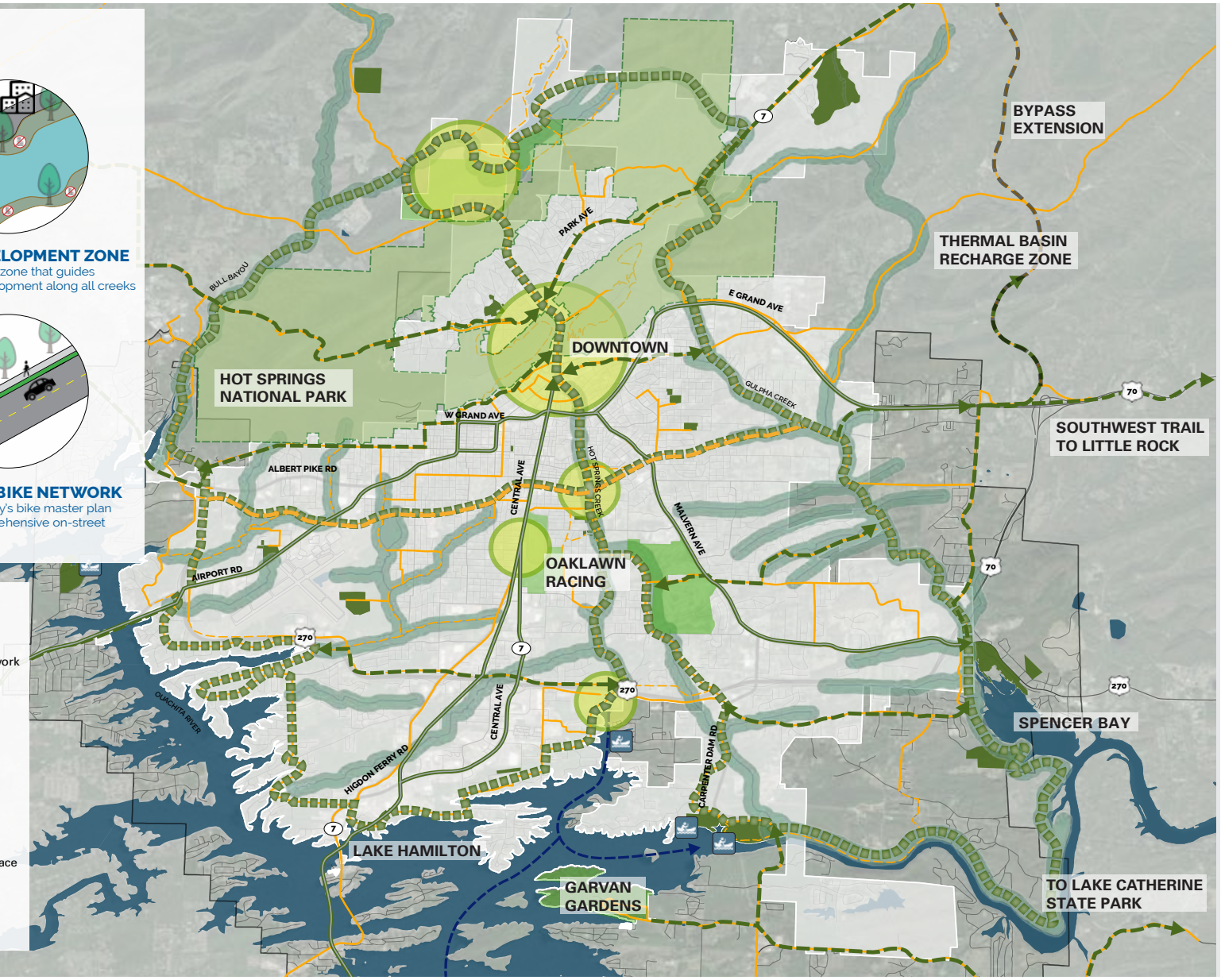
Considered America's first resort town and home to the oldest National Park in the country, Hot Springs is a remarkably unique place that welcomes over six million visitors annually. Yet the city is looking to evolve by diversifying its economy and population, and Design Workshop is currently working with City of Hot Springs staff, leaders, and residents to create Envision Hot Springs, an update to the City's Comprehensive Plan. The project will integrate all previous and ongoing plans with new features, policy recommendations, and development strategies for generations ahead.

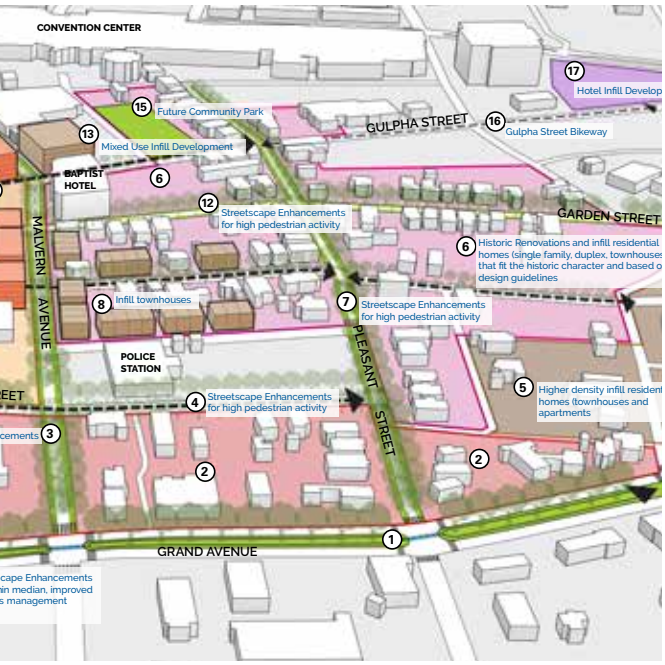
The nine-month process to create the Comprehensive Plan update includes a robust civic engagement process, in which Design Workshop is gathering insights from citizens on what makes Hot Springs such a special place. The plan, once completed, will guide investment across a wide range of areas, including transportation, parks, utilities, public services, historic preservation and land use guidelines. Prioritized for near-term, mid-term and long-term actions, the plan's recommendations will help the City elevate the quality of life and potential for its citizens, while protecting and nurturing the many things that make Hot Springs unique.

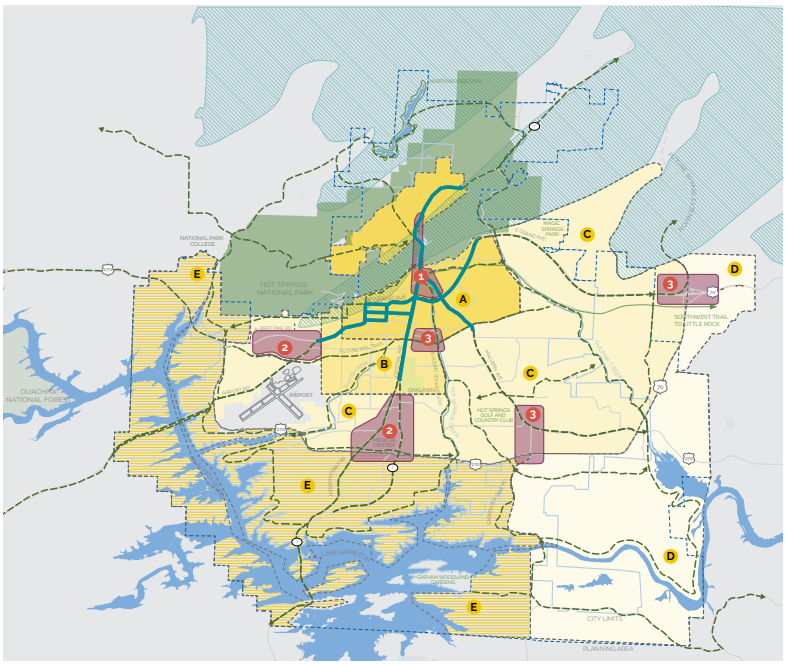
When complete, the comprehensive plan will provide a vision for the future of Hot Springs that is both pragmatic and aspirational. It will include a set of highly implementable policy and project directives aimed at catalyzing the economic, social, and environmental change desired by residents, City staff, and elected officials.






LOPMENT ZONE
zone that guides
opment along all creeks
BIKE NETWORK
y's bike master plan
ehensive on-street
BYPASS EXTENSION
THERMAL BASIN RECHARGE ZONE
HOT SPRINGS NATIONAL PARK
DOWNTOWN
SOUTHWEST TRAIL TO LITTLE ROCK
OAKLAWN RACING
SPENCER BAY
LAKE HAMILTON
GARVAN GARDENS
TO LAKE CATHERINE STATE PARK
BULL BAYOU
PARK AVE
E GRAND AVE
W GRAND AVE
GULPHA CREEK
HOT SPRINGS CREEK
ALBERT PIKE RD
CENTRAL AVE
MALVERN AVE
AIRPORT RD
OUACHITA RIVER
HIGDON FERRY RD
CARPENTER DAM RD
7
70
270


CONVENTION CENTER
Future Community Park
Mixed Use Infill Development
BAPTIST HOTEL
GULPHA STREET
Gulpha Street Bikeway
Hotel Infill Develop
Streetscape Enhancements for high pedestrian activity
GARDEN STREET
Historic Renovations and infill residential homes (single family, duplex, townhouses that fit the historic character and based o design guidelines
MALVERN AVENUE
Infill townhouses
Streetscape Enhancements for high pedestrian activity
POLICE STATION
PLEASANT STREET
Streetscape Enhancements for high pedestrian activity
Higher density infill residen homes (townhouses and apartments
GRAND AVENUE



Beaufort County Comprehensive Plan and Green Print Plan

Beaufort County, South Carolina

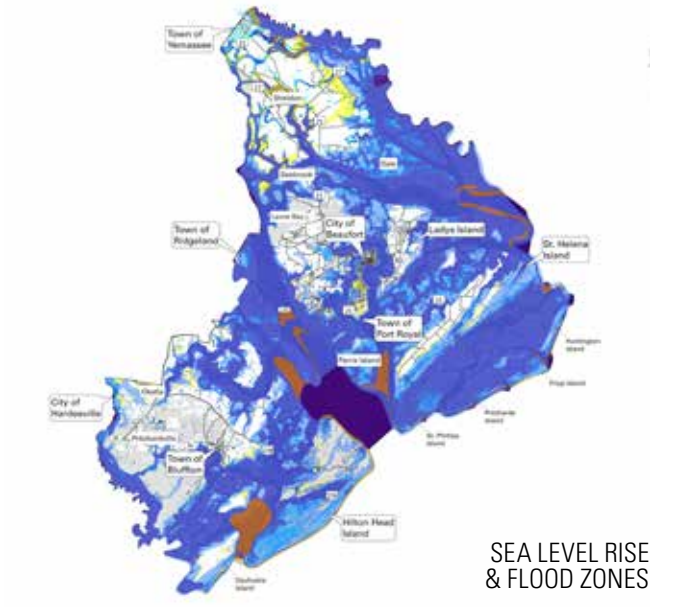
Design Workshop

The Lowcountry lifestyle of Beaufort County — intertwined with its landscape and natural systems and defined by the character of its history and culture — faces real challenges in the form of population growth, transportation delays, rising flood waters, aging infrastructure, and the loss of cultural diversity and the rural way of life.

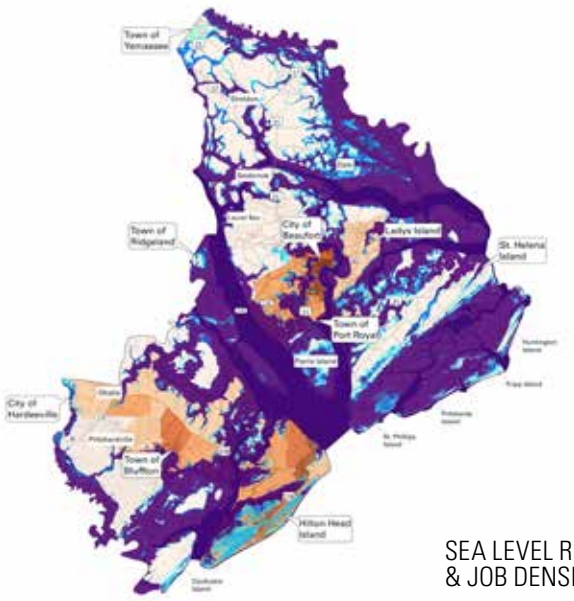
The focus of the Comprehensive Plan and the Green Print Plan is to marry environmental system planning with growth management planning to ensure that development is focused into areas that are out of harm's way from flooding and storm surge and to preserve those areas that are prone to flooding and sea level rise as protected open space.

In order to preserve and leverage the county's strong natural and cultural assets, Design Workshop is helping the county and its residents establish a long-term vision for growth and adaptation that is environmentally smart, place-based, and context-sensitive.

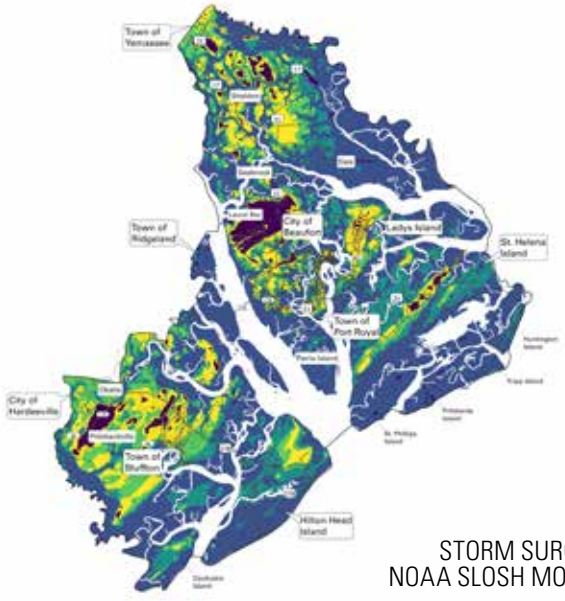
When that vision is articulated, the team will create organizing frameworks based on Beaufort County's cultural, economic, social, political and physical characteristics, along with market and transportation studies. The frameworks will plot a path forward in which each part of the county can nurture economic health, promote equity, provide ongoing access to nature, establish regional cooperation, and guarantee a future in which residents are healthy, happy and secure.



SEA LEVEL RISE
& FLOOD ZONES



SEA LEVEL RISE
& JOB DENSITY



STORM SURGE /
NOAA SLOSH MODEL

Dorchester County Comprehensive Plan

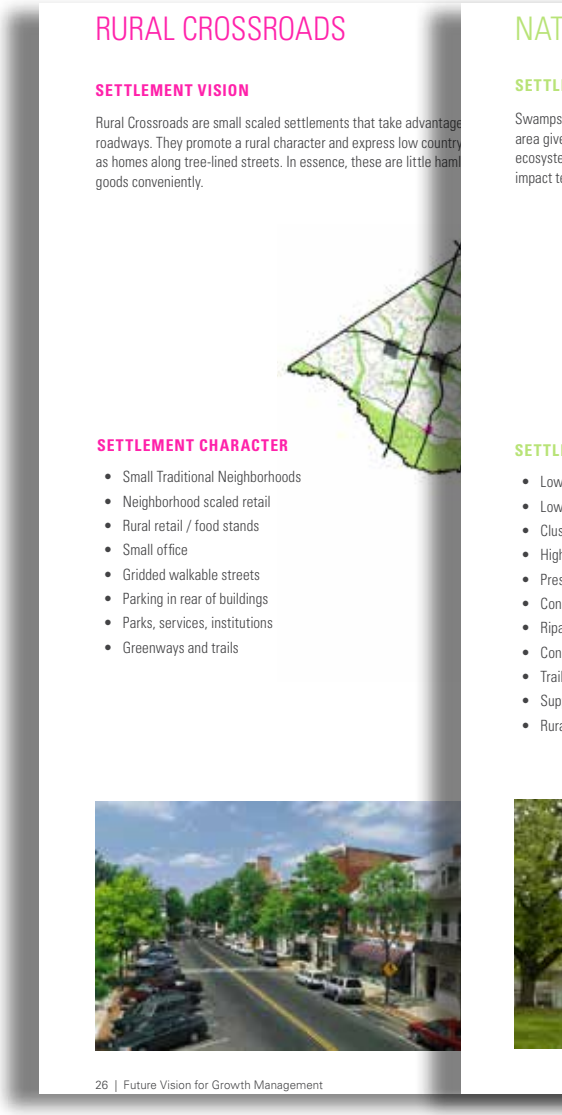
Dorchester County, South Carolina

Design Workshop

Dorchester County, South Carolina is a highly desirable place – access to nature, historic small towns, historic neighborhoods, a strong regional economy, and a great education system. The location of new industries, such as Volvo, along with the ever-expanding Charleston regional economy provide the potential for Dorchester County to continue grow in population far into the future as people seek high quality places to live with a favorable cost of living. however, Dorchester County is beginning to feel the effects of its success and struggling to provide the infrastructure and services needed to support its growing population. Its rural character is threatened by opportunistic development sprawl.

In 2017, the County engaged Design Workshop to lead a community planning process and update the County's Comprehensive Plan. The objectives behind the plan were selected based on community input and address specific goals and strategies with respect to land use, transportation, education, infrastructure, housing, community design, economic development, tourism, community services, natural resources, parks and recreation, arts and culture, and energy.

Community aspirations required an innovative approach to the standard comprehensive planning process. The final document is more than a "plan"; it is the County's playbook for success, outlining achievable strategies and action items to guide County Leaders as they make the decisions that impact the residents of Dorchester County over the next 30 years.



TURAL RIPARIAN CORRIDOR

EMENT VISION

, rivers, streams, wetlands and swamps define the Lowcou
en it encompasses swamps, streams, flood plains and natu
ems. Settlements in these areas conservation-based, consi
echniques to preserve and protect sensitive riparian and na

EMENT CHARACTER

vest impact development
vest density, smallest footprint possible
stered upland to protect fragile ecosystems
hest quality stormwater best management practices
served trees, vegetation and soils
servation easements
arian buffers
nected blueways and greenways
ls along environmental corridors
ports accessible open space and outdoor recreation
al streets with bike lanes connect to other settlement types

FUTURE LAND USE MAP

The Future Land Use Plan will help preserve the character and quality
the County can manage anticipated population growth over the next
promoting different types of living, anticipating a transit ready future
reduce traffic congestion and commuting times. It directs developme
environmental systems. Finally, it preserves the rural and low countr

FUTURE LAND USE SETTLEMENT TYPES

- Natural Riparian Corridor
- Environmental Conservation
- Rural Neighborhood
- Low Density Traditional Neighborhood
- Medium Density Traditional Neighborhood
- Employment Mixed-Use
- Transit Oriented Development
- Rural Crossroads (smaller)
- Village Crossroads (larger)
- Town
- East
- Majo
- Plann
- Ashle
- Coun

Dorchester COUNTY
COMPREHENSIVE PLAN

Fernandina Beach Site Image

ADDITIONAL INFORMATION

Project Understanding

Fernandina Beach, home to about 12,500 residents, white sandy beaches, and a variety of local restaurants and shops is a community with distinctive character and exceptional livability with the opportunity to craft a vision for their comprehensive plan for the next decade. The heritage on this island and strong sense of community identity are worthy of preserving for future generations and need an implementable plan to do so.

Design Workshop knows that Fernandina Beach has a high quality of life to preserve—it also has numerous historic assets to preserve. Placemaking within Fernandina Beach relies on historic assets as much as it does on more recent development, such as Amelia Park, that has reached buildout and matured into a wonderful place. This comprehensive plan will need to address the balance of developing a growing city and conserving undeveloped land. A variety of strategies will need to be explored such as the need to focus on infill and redevelopment at some point as the city reaches build out, to identifying strategic locations for key developments such as parking or mixed-use developments. By undertaking the comprehensive plan and the land development code at the same time there is some opportunity to rethink how Fernandina Beach is doing development while bringing a variety of stakeholders cooperatively to the table.

We will provide an approach to the Comprehensive Plan and Land Development Code that addresses critical issues in Fernandina Beach from economic development, historic preservation, sea level rise, and managed growth. Our team includes experts in housing and economics, tourism, code development, parks and open spaces, mobility, and historic preservation.

Stakeholder engagement will be key throughout this process as intergovernmental cooperation is paramount to the successful implementation of the plan. Whether it is county residents using city recreational facilities and needing to account for that in level of service and funding, or port facility agreements that need to be better understood with the Ocean Highway and Port Authority, or even joint use agreements and development regulations with the Nassau County School Board, this process is a chance to get that right. While any management or operations issues cannot be resolved within the context of a comprehensive plan, the plan provides the opportunity to describe how they can be addressed in a highly focused way to make sure that meaningful actions, shared across departments and leadership, are initiated and prioritized. The city's updated Comprehensive Plan and Land Development Code will not only engage residents, stakeholders like PAB, City Commission, and other city boards, but will also engage the seasonal population address the concept of second-home occupancy and short-term rentals that significantly impact Fernandina Beach.

Beyond those that call Fernandina Beach home, are the visitors and the tourists. Design Workshop has closely studied the attributes of successful tourism-focused communities and regions for more than 50 years. We follow best practices for tourism destinations and study the current issues relating to such elements as increasing tourism for the purpose of economic development. We completed an Independent Tourism Study for Joplin, Missouri, that helped them understand investment in tourism-related facilities that would provide the largest return. We have successfully created a National APA Award-Winning Tourism Strategic Plan for Los Alamos County, New Mexico, to help them diversify their economic base. Our regional Tourism Development Master Plan for North Lake Tahoe was so effective that is was followed a few years later with a Tourism and Community Investment Master Plan. Our work in these communities and others have resulted in planning that supports community preservation and economic development true to their character. We will provide the same services and forward-thinking progress to Fernandina Beach's Comprehensive Plan and Land Use Code Revision.

Project Approach

Design Workshop has created comprehensive plans across the country. Our work has helped communities envision goals and strategies that fit with their culture, economy, and landscape. We are at the forefront of creating innovative community engagement processes that reach all sectors of the community, both in person and remotely. We are also leading in the pursuit to become more resilient to environmental changes, more economically sustainable and more equitable in the delivery of services, quality of life and opportunity for all.

Our work provides a framework for building communities by considering how people live, economies operate and environments function at a regional scale. Optimizing these systems requires large-scale thinking. Since we are a multidisciplinary firm, we approach all scales of planning with an eye toward implementation and action. Even when planning at large "policy scale," we consider recommendations that are realistic and implementable through the lenses of environmental planning, infrastructure planning, urban design, multimodal design, and community development. Plans and policies are not helpful if they cannot be implemented to support a community's aspiration and vision.

Part of the solution, we are finding, is to integrate growth management planning, economic planning, and social planning with environmental planning so that each supports the other as we are doing in comprehensive plans we have created for Hot Springs, Arkansas

and Beaufort County, South Carolina . We will take a systematic approach to the plan and document in one place the environmental systems that exist and may be threatened and define areas where smart and context sensitive growth can occur. It is within the relationship of the natural environment, the built environment, and the ability to live learn and prosper together as a community where long-term resiliency and sustainability can be accomplished. We also believe that resiliency extends beyond the environment and are driven to ensure that fairness is brought to land use decisions, housing, the provisions of public services, transportation and mobility options, access to parks and open space and the ability to have a high quality of life regardless of social or economic status.

Our team's approach to completing this plan is comprised of three main tenets:

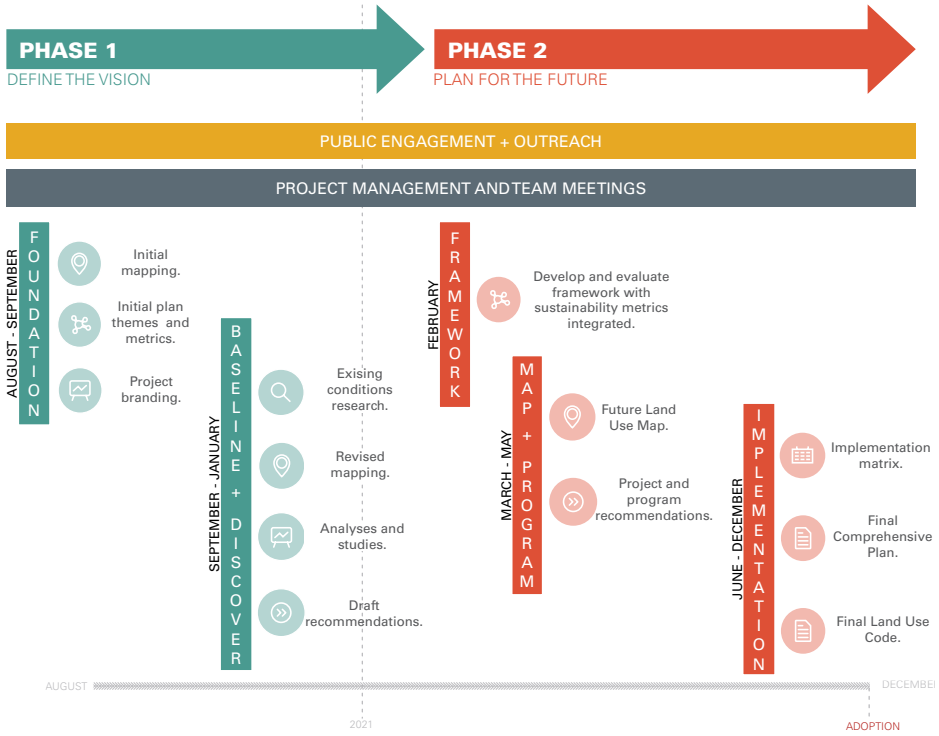
Harness Momentum to Craft the Framework. We will provide a refreshed, modern framework and outlook for this plan. We will synthesize existing plans and hold conversations with stakeholders on current needs and challenges to establish a shared foundation for the future plan. Our firm is built on a belief that collaboration results in the best plans and are rigorous in our pursuit of developing best practices and fostering a "workshop" environment. We successfully lead large teams of multiple disciplines as well as diverse groupings of private and public sector stakeholders.

Engage Transparently, Inclusively and Flexibly. Design Workshop was borne out of a design-school approach to planning and design that is geared toward finding solutions that educate and improve the lives of the communities we serve. Productive community engagement relies on a transparent process that encourages participation across a variety of platforms.

We have produced our own Stakeholder Engagement Guidebook and have created templates we can share including engagement worksheets to help identify objectives, tactics, schedules, and metrics to design a meaningful engagement effort. The result of the cumulative efforts of engagement and outreach will be consensus-driven, community reflective regional vision. Design Workshop will leverage its planning expertise to provide timely, relevant, and strategic guidance that can be implemented by local government as well as community stakeholders Our collective experiences with creatively crafting engagement techniques will help us achieve your goals of being transparent, inclusive, and flexible.

Inform with Data to Implement the Vision. We are prepared to constantly work at different scales, zooming into a problem and back out again to test it against the larger framework. We are skilled at guiding staff and the public through a process to chart the overall course, develop specific strategies and priorities, and then return to the vision to analyze the effectiveness of proposed actions.

We create Comprehensive Plans that are highly integrative. Rather than considering goals and strategies individually within traditional elements, we believe organizing around holistic themes that speak to the communities we are working with promotes and solidifies the idea that all of the elements are linked and must be considered together if they are to create complete and lasting impact. In addition to creating comprehensive plans, we have deep experience in creating regulations, codes, and ordinances. This allows us to have an intimate understanding of the role of various land use controls and guiding documents and how to organize and structure them so that they are inspiring, create action, and fit appropriately within the suite of documents at the city and regional levels. At the end of the planning process, the objective is to not only have a broadly supported vision but also a clear framework for future actions and decision-making.



Guided by robust and inclusive community engagement, a solid understanding of existing data and future trends, and the community's goals, we propose an approximately 18 month planning process.

Fernandina Beach Site Image

SIGNED EXHIBITS

Original copies of the notarized forms can be provided upon request, if awarded contract with City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "A"

CONTACT SHEET

Name: Kurt Culbertson **Federal Taxpayer ID:** 84-0819969

Mailing Address: 301 N West Street, Suite 109

City, State, & Zip Code: Raleigh, NC 27603

Telephone: 970-315-3993 **Fax:** N/A **Email:** kculbertson@designworkshop.com

Submitted By: Kurt Culbertson

Title: CEO

FIRM Accepts Credit Cards*: **Yes** **No**

Accounting Contact:
Name: Lisa Umbach **Title:** Accountant

Email Address: lumbach@designworkshop.com **Phone:** 720-907-9351

***See preferred method of payment under "Prompt Payment Act" section of the General Conditions**

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for RFQ 2020-02

2. This sworn statement is submitted by (entity) Design Workshop, Inc. whose business address is 1390 Lawrence, Ste. 100, Denver CO 80204 and (if applicable) Federal Employer Identification Number (FEIN) is 84-0819969 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Kurt Culbertson and my relationship to the entity named above is Chairman/CEO.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   1. A predecessor or successor of a person convicted of a public entity crime; or

   2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was

CITY OF FERNANDINA BEACH, FLORIDA
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knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

   _x_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

   ____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

   ____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

   ____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

[signature] June 22, 2020
Signature Date:

STATE OF Colorado
COUNTY OF Parker

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 22 day of June, 2020 and is personally known to me, or has provided Drivers License, as identification.

MICHELLE R. BATES
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID #19984000454
My Commission Expires February 1, 2022

[signature]
Notary Public
My Commission expires: 02/01/2022

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Design Workshop Inc.

CITY: Raleigh STATE: NC ZIP CODE: 27603

SIGNATURE: Kurt Culbertson PHONE: 970-315-3993

NAME (TYPED OR PRINTED): Kurt Culbertson TITLE: CEO

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: RFQ 2020-02

Project Description: City of Fernandina Beach Comprehensive Plan and Development Code Revision

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Design Workshop

Authorized Signature: Kurt Culbertson

Title: CEO

Date: 6/19/2020

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Kurt Culbertson Title: CEO

Signature: Kurt Culbertson Date: 6/19/2020

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for RFQ 2020-02.

This sworn statement is submitted by (entity) Design Workshop, Inc. whose business address is 1390 Lawrence,Ste 100, Denver CO 80204 and (if applicable) Federal Employer Identification Number (FEIN) is 84-0819969 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____)

My name is Kurt Culbertson and my relationship to the entity named above is Chairman/CEO

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Kurt Culbertson June 22, 2020
Signature Date:

STATE OF Colorado
COUNTY OF Pitkin

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 22 day of June, 2020 and is personally known to me, or has provided Drivers License as identification.

Michelle R. Bates My Commission expires: 02/01/2022
Notary Signature

MICHELLE R. BATES
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID #19984000454
My Commission Expires February 1, 2022

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for RFQ-2020-02.

This sworn statement is submitted by (entity) Design Workshop, Inc. whose business address is 1390 Lawrence, Ste. 100, Denver CO 80204 and (if applicable) Federal Employer Identification Number (FEIN) is 84-0819969 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Kurt Culbertson and my relationship to the entity named above is Chairman/CEO.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached proposal or any other Proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Kurt Culbertson — Signature

June 22, 2020 — Date:

STATE OF Colorado COUNTY OF Pitkin

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 22 day of June, 2020 and is personally known to me, or has provided Drivers License as identification.

Michelle R Bates
Notary Signature

My Commission expires: 02/01/2022

MICHELLE R. BATES
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID #19984000454
My Commission Expires February 1, 2022

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO__X__

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO__X__

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO__X__

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Design Workshop	6/19/2020
Firm	Date
Kurt Culbertson	Kurt Culbertson, CEO
Authorized Signature	Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 1

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.1 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Kurt Culbertson **TITLE:** CEO

ADDRESS: 301 N West Street, Suite 109

CITY: Raleigh **STATE:** NC

AUTHORIZED SIGNATURE: Kurt Culbertson **DATE:** 6/23/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 2

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.2 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Kurt Culbertson **TITLE:** Chairman/CEO

ADDRESS: 301 N West Street, Suite 109

CITY: Raleigh **STATE:** NC

AUTHORIZED SIGNATURE: Kurt Culbertson **DATE:** 7/2/20

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 3

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.3 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Kurt Culbertson **TITLE:** CEO

ADDRESS: 301 N West Street, Suite 109

CITY: Raleigh **STATE:** NC

AUTHORIZED SIGNATURE: Kurt Culbertson **DATE:** 6/23/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 4

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.4 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Kurt Culbertson **TITLE:** CEO

ADDRESS: 301 N West Street, Suite 109

CITY: Raleigh **STATE:** NC

AUTHORIZED SIGNATURE: Kurt Culbertson **DATE:** 6/23/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 5
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 5

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.5 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Kurt Culbertson **TITLE:** CEO

ADDRESS: 301 N West Street, Suite 109

CITY: Raleigh **STATE:** NC

AUTHORIZED SIGNATURE: Kurt Culbertson **DATE:** 6/26/2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 6
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 6

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.6 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Kurt Culbertson **TITLE:** Chairman/CEO

ADDRESS: 301 N West Street, Suite 109

CITY: Raleigh **STATE:** NC

AUTHORIZED SIGNATURE: Kurt Culbertson **DATE:** 7/2/20

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 7
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 7

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.7 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

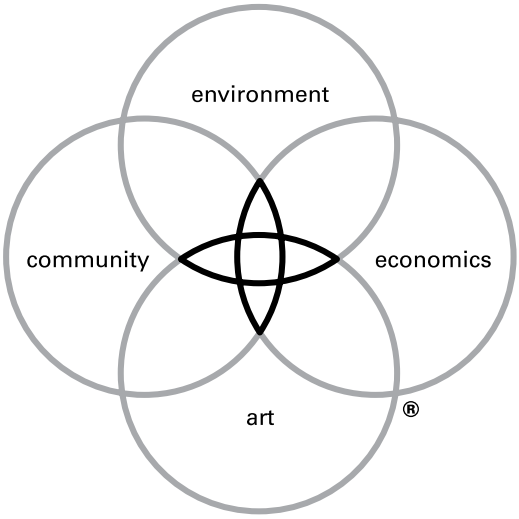
Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Kurt Culbertson **TITLE:** Chairman/CEO

ADDRESS: 301 N West Street, Suite 109

CITY: Raleigh **STATE:** NC

AUTHORIZED SIGNATURE: Kurt Culbertson **DATE:** 7/2/20



DW LEGACY DESIGN®

Legacy Design is the defining element of our practice. It is our commitment to an elevated level of design inquiry to arrive at the optimal solutions for clients. The process ensures that our projects reflect the critical issues facing the built environment and that they deliver measurable benefit to clients and communities. It is the foundation of the firm's workshop culture and guides all projects.

THE CITY OF FERNANDINA BEACH

COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

PROPOSAL SUBMISSION

ENVIRONMENTAL PLANNING & DESIGN, LLC

with **KONVEIO**
and **McMAHON ASSOCIATES, INC.**

CONTACT:
ANDREW SCHWARTZ, AICP CUD, PLA, LEED® AP, SITES® AP
STUDIO DIRECTOR

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PITTSBURGH, PA 15219
412-261-6000
EPD@EPD-PGH.COM
WWW.EPD-PGH.COM

JULY 8, 2020

EPD's firm name is the embodiment of our planning and design philosophy. This philosophy is borne from man's fundamental understanding of nature. Our firm's logo is based on the symbols used by early man to represent the essential elements of nature and is an abstract interpretation of primitive cave carvings found in Europe.

The Sun. A circle symbol was used to represent the Earth's life force - the sun.

Air. The floating quality of the atmosphere was depicted as a element within the shadow of the sun.

Water. The Earth's seas were represented by a horizontal line.

Earth. A vertical line was added to signify the upthrust of the land.

Environment. The combination of the four basic elements is symbolic of the total environment.

THE CITY OF FERNANDINA BEACH
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

COVER LETTER

PART 1 TEAM EXPERIENCE AND QUALIFICATIONS

Firm Overviews
Project Experience
References
Team Resumes

PART 2 TEAM APPROACH

Planning Approach & Schedule
Required Forms & Addendums

Environmental Planning & Design, LLC's (EPD) proposal information is considered unique to the firm and proprietary information. The following proposal is to be used by the City of Fernandina Beach and it's selection committee for evaluation purposes only. Re-use or distribution of any information contained in this proposal package is not permitted without the written authorization of EPD. By reviewing EPD's proposal, you are hereby bound by the provisions described above.

This Proposal has been Printed on Recycled Paper

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City of Fernandina Beach
Attn: City Clerk's Office – RFQ# 2020-02
204 Ash Street
Fernandina Beach, FL 32034

To Whom It May Concern,

On behalf of Environmental Planning & Design (EPD), Konveio and McMahon Associates, I am pleased to submit our Team's proposal to assist the City of Fernandina Beach in completing its long-range planning efforts and Land Development Code update. Our expertise, overall philosophy and project approach align well with your RFQ. Our Planning Team is comprised of nationally recognized consultants serving the public-sector with extensive experience in preparing policies for jurisdictions of all sizes and types throughout the East Coast. Having worked on many similar projects throughout the country, our Team's members believe that we are uniquely qualified to assist the City of Fernandina Beach with this effort and bring many significant advantages:

- *Abstract concepts to a working reality*. In all of our efforts, we demonstrate a commitment to working with local communities to produce meaningful and achievable planning policies, and we believe that the most effective way to approach the comprehensive planning process is with a focus on fostering collaboration between residents, businesses, institutions, organizations, and other stakeholders.

- *Top-ranking outreach capacities*. Our Team's simple, yet powerful, content engagement platform, enables interactive idea sharing and to publish interactive documents for document and project collaboration. Konveio was created because there were no companies providing such a platform that our clients and partners desperately needed. Through the more than 500 communities and projects we have helped, we discovered that while all the digital engagement tools on the market are great at supporting the early stages of projects; where they offered no solution was communicating and engaging citizens around complex information, alternatives or drafts. Ever the problem solver, Team members continues to build and expand Konveio's outreach tools.

- *Technical policies that implement governmental goals*. From recommended planning concepts to enforceable standards, our Team embraces the need to accommodate unexpected development and market trends. Details are imperative.

- *Solutions-based innovation*. Our Team's policy and codes blend form-based, performance-based, and use-based techniques to customize controls and build on what really works in each respective community. Perhaps more importantly, we understand how to move beyond the best-practice discussions and develop politically realistic strategies that turn theory into clear, enforceable regulations. Decades ago, our Florida community planning approaches shaped State concurrency planning legislation in effect today.

- *Collaboration with the land use law community*. Team members are experienced land use planners providing and frequent speakers land use issues at planning conferences. Our Team works successfully with city and county attorneys around the country to craft legally defensible zoning ordinances that avoid constitutional or statutory challenges.

- *Tenacious policy connectors*. Throughout this project, we will work collaboratively with City staff to analyze and compare the policies in the Fernandina Beach Comprehensive Plan with the current Land Use Code to identify key issues and opportunities for update. This review will draw on our team's national experience on ways in which other jurisdictions have solved similar issues.

This project is the opportunity to involve more stakeholders to make a create a long-range plan for improvements. Whenever a long-range plan and policy assessment of this type is completed, people can get nervous. However, creating a vision is about making the most of opportunities. Consultants can be valuable if they look at things with fresh eyes. The old ways of doing things may (or may not) be the best ways. In a thorough and thoughtful comprehensive plan update, everything is on the table, until it is not. Is the current City culture conducive to the changes necessary to make a really good place to live and conduct business even better? What tweaking of the land development code is needed for envisioned enhancements?

A community's growth management strategies are often the most visible and critiqued face of local government. It is one of the most significant places for local government to shine and to make a difference in people's lives. Based on our knowledge of Fernandina Beach, several opportunities stand out: Redevelopment Strategies, Commerce, Connectivity, Potential Design Standards. We are only limited by our imaginations.

Additionally, if selected as the Team for the City's planning efforts, we must earn the trust of elected officials, City staff, businesses and residents. One of our duties is to serve as neutral brokers of ideas and approaches, where we let the best ideas rise to the top as we know that there are always multiple solutions to every planning problem. We work transparently, with decision-making done openly and with full explanation. Our Team's members are skilled meeting facilitators and the public will work with project planners, not "middlemen" brought in specifically for public relations.

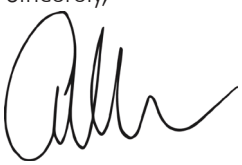
EPD. For 80 years, EPD has been working as community planners and designers to provide public-sector, private-sector, and nonprofit clients alike with innovative, policy-focused services centered around the improvement of the places where we all live, work, and play. Our Planning Team, rooted in Southeast Florida and Pennsylvania, consists of certified planners, strategic analysts, policy specialists, and GIS specialists. We bring insights from project experience gained throughout the eastern United States and as members of American Planning Association – Florida.

Konveio. Konveio (pronounced "convey-o") is a digital content engagement solution for civic projects. The firm's product and staff support stakeholder engagement processes worldwide from our home office in Denver, Colorado. For ten years, Konveio and their predecessor Urban Interactive Studio have been at the forefront of digital participation and civic engagement technology. Konveio is recognized as a tech-savvy team, utilizing online tools to facilitate meetings, training, and project management.

McMahon. Through 44 years of work, McMahon has specialized in delivering innovative engineering, planning, design and transportation technology solutions to our clients including FDOT, regional planning commissions, counties, municipalities, institutions, permitting agencies, and private developers. With more than 200 dedicated professionals in 15 offices throughout the East Coast, McMahon has the talent, ability and expertise to address any transportation planning, traffic engineering, and design projects. McMahon will support this project with staff in our Florida offices.

We will give you our best professional opinion and give you the information you need to make informed decisions. We will tell you what you need to hear, not what you want to hear. We would be happy to discuss any refinements or alternative approaches with the City. Please do not hesitate to contact us if you have questions or comments or if you need additional information to evaluate this proposal. We look forward to the prospect of working with you. Thank you very much for your consideration.

Sincerely,



Andrew JG Schwartz, PLA, AICP CUD, LEED® AP
Studio Director

CONSULTANT QUALIFICATIONS

Firm Overviews
Project Experience
References
Team Resumes

PART 1

environmental
planning & design

Our Legacy

Environmental Planning & Design (EPD), formerly Simonds and Simonds, was established in 1939 in Pittsburgh, Pennsylvania to provide public and private clients urban design, landscape architectural and community planning services. Our 80 years of experience has allowed us to develop a nationally acclaimed practice and an enduring legacy. Today, the intersection between urban planning and design, the creation, restoration, management of our worlds landscapes and the built environment becomes more complicated. We look through the lenses of community, sustainability, equity and diversity. These broader perspectives are needed to achieve a successful planning and design outcome.

Interdisciplinary Team

Our firm consists of community planners, strategic planners, urban designers, landscape architects and GIS specialists. EPD holds registrations and certifications including American Institute of Certified Planners (AICP), Certified Urban Designer (CUD), Registered Landscape Architect (PLA) in various states, LEED® Accredited Professionals and SITES® Accredited Professionals. Our approach to each project is to create a work team that includes individuals who represent these different perspectives and disciplines. While our roles may shift from project to project, there is always a collaborative discussion and exploration component involved.

Context and Culture

We work with local community leaders, stakeholder groups and regional associations to obtain a keen understanding of the local people and various neighborhoods. Beyond that, we make it a point to immerse ourselves in the communities in which we work to educate ourselves on what is going on in each community as a whole. We make an effort to look beyond the neighborhood structure to understand the relationships between the residents, community groups, and political officials to discuss the community perspective and aspirations - in essence - what makes them unique and what makes them tick.

Global Vision

Today's planning-design challenges are also global in scale and impact. Issues including economic vitality, smart growth, efficient delivery of services, land use planning and housing require knowledge beyond local and regional boundaries. EPD is equipped with innovative ideas of the best practices to serve our community well. We have worked on projects from public spaces and conservation areas in Florida, to the working lands along the Great Lakes. At the same time, we have staff members that come from places like Cambridge and Berkeley. Each of these members brings in fresh views and approaches to our team.

100 Ross Street Pittsburgh, PA 15219 (412) 261-6000

Firm Introduction

Konveio (pronounced "*convey-o*") is a digital content engagement solution for civic projects. Our product and staff support stakeholder engagement processes worldwide from our home office in Denver, Colorado.

For ten years, Konveio and our predecessor Urban Interactive Studio have been at the forefront of digital participation and civic engagement technology. We are a tech-savvy team, utilizing online tools to facilitate team meetings, training, and project management; our clients often compliment us on the seamlessness of implementation and training. Chris Haller, Founder and CEO, has more than 15 years of experience in planning, technology, and stakeholder involvement. He oversees most projects we work on. Individual team members have at least five years of experience in their respective specialties, and we consider interests and aptitudes when assigning our staff to project teams, ensuring investment and commitment to project success.

We have worked on projects in more than half of the United States, as well as in Canada, Australia, and the United Kingdom. Since 2010, we have built more than 500 civic websites in service of more than 250 unique clients. These websites have ranged in complexity from basic information sharing to standalone outreach activities to multi-year engagement suites. Our expertise is focused on public processes as the vast majority of our clients are government agencies representing municipalities, counties, regional planning councils, MPOs, public utilities, and special districts.

Firm Overview

Since 1976, McMahon Associates, Inc. has specialized in delivering innovative engineering, planning, design and transportation technology solutions to our clients. With more than 200 dedicated professionals in 15 offices throughout the East Coast, McMahon has the talent, ability and expertise to address any transportation assignment.

We have built trusted and lasting relationships by satisfying, and often surpassing, the needs of both government and private sector clients. Our experience includes working closely with FDOT, MPOs/TPOs/TPAs, counties, municipalities, institutions, permitting agencies, and private developers on a broad range of transportation planning, traffic engineering, and design projects. Our team is committed to providing sustainable transportation solutions that are cost-effective, environmentally sensitive, and supportive of healthy and vibrant communities.

What makes McMahon unique? The answer to that question is a diverse staff that takes an innovative, forward-thinking, comprehensive approach to all our projects. McMahon's experience is also unique in that we provide transportation services to a wide range of clients, with differing needs, issues, and priorities. In all instances, the firm's goal is to serve the overall public needs and, in particular, to benefit the traveling public.

SERVICES:

The transportation planning and engineering services we provide include, but are not limited to, the following:

- Comprehensive data collection programs and transportation surveys.
- Transportation planning studies ranging from corridor-, neighborhood- and municipal-wide, to regional studies; including improvements feasibility studies, transportation alternatives analysis, bicycle and pedestrian plans, active transportation plan development, and comprehensive transportation modeling.
- Traffic operations analyses, including traffic signal system analyses and optimization, pavement marking and signing plans, as well as crash history and safety analyses.
- Multimodal transportation design services, including conceptual, preliminary, and final roadway designs; pedestrian, bicycle and trail designs; streetscape and enhancement designs; traffic calming; traffic signal designs; circulation and parking layout designs; and construction documents.
- Structure and bridge design services, including pedestrian bridges and boardwalks.
- Funding strategies and grant writing assistance.
- Public involvement and consensus building, as well as agency (FDOT, TPO/TPA/MPO, county, municipality), community, and private sector coordination/collaboration.

McMahon will support this project with staff in our West Palm Beach Office.

Palm Coast Comprehensive Land Use Plan
Flagler County, Florida

SERVICES
Land Planning
Development of Regional Impact Studies
Conceptual and Site Design
Project Team Management

PURPOSE
To prepare and provide ongoing updates to a Comprehensive Land Use Plan for a new community expected to support nearly 80,000 dwelling units and 90,000 jobs by the mid-21st Century.

CLIENT
ITT Community Development Corporation

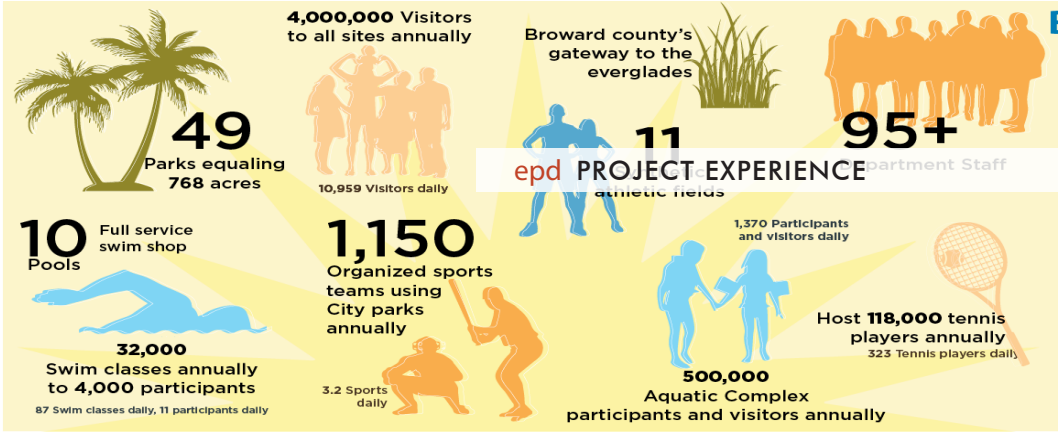
SUB-CONSULTANTS
Gee & Jenson Engineering
Wilbur Smith & Associates
Tropical Bioindustries, Inc.
Cultural Resource Management, Inc.

Environmental Planning and Design, LLC, (EPD) led a Planning Team responsible for the preparation of the Comprehensive Land Use Plan (CLUP) for Palm Coast. This document regulates transportation capacities, infrastructure availability, public facilities and natural resources so that the overall community is balanced in support of its population. The assessment of Developments of Regional Impact was also completed so that the community's build-out would balance with the County's broader planning initiatives.

Among the key elements of the Plan is a natural resource inventory which included studies of soils, topography and geological features; wetlands, flood plains, surface and ground water; vegetation; wildlife and cultural and historical resources.

Based on this analysis, a contiguous system of "sensitive lands" was developed. Lands maintained in the system were prioritized into conservation and preservation areas with separate resource-based management objectives for each.

In order to monitor and adjust for Palm Coast's continued growth, EPD prepared 5-year updates to the CLUP for more than twenty years. Transportation network improvements, employment, housing, schools, parks and other growth elements are described and compared with data from ongoing natural systems monitoring in the context of the original CLUP to ensure that growth remains balanced as planned as it approaches its planned population build-out.



Coral Springs Park and Recreation Master Plan

Broward County, Florida

SERVICES

Parks and Recreation Master Planning
Public Engagement
Project Team Management

PURPOSE

To identify system enhancements and improvements for next 10 years. To outline sustainability planning and design principles and financing as related to administration, projects, facilities and maintenance.

CLIENT

City of Coral Springs

SUB-CONSULTANTS

Rebecca L. Schnirman

Within a one year time frame, EPD and the City of Coral Springs are working to priorities and formalize its operations and policy recommendations for the City's park and recreation system The City's Parks and Recreation Plan seeks to:

1. Determine the adequacy of current levels of funding and staffing.
2. Identify programming needs and methods to meet those needs.
3. Identify ways to improve the operation and maintenance of facilities.
4. Identify areas of historic interest, greenways, open space and watersheds, and determine how to utilize them in an overall park plan.
5. Determine and prioritize the need for additional facilities such as: athletic fields, courts, trails, park lands, and open space.
6. Recommend improvements to meet ADA handicap accessibility requirements.
7. Improve maintenance methods and solve safety issues.
8. Identify areas of cooperation with the School District and neighboring municipalities.
9. Identify ways to improve the City's working relationship with the various youth sport and community groups which use City recreation facilities.

Miami Lakes Comprehensive Master Plan
Dade County, Florida

SERVICES
Land Planning
Development of Regional Impact Studies
Project Team Management

PURPOSE
To prepare a Comprehensive Land Use Plan for a 35,000-resident population and all associated non-residential and amenity development.

CLIENT
Graham Companies

Miami Lakes is 2,560-acre community with a buildout design of 8,000 single and multi-family dwelling units and a core of village-style retail commercial. Envisioned as a new kind of living environment, Miami Lakes preserves and expresses the best qualities of the State's native everglades.

The Town's Comprehensive Master Plan, designed by Environmental Planning and Design, LLC, was an early forerunner of the now familiar Planned Unit Development (PUD) approach to land planning. While responding to the regional needs of South Eastern Florida, the plan incorporates a hierarchy of land use types and circulation routes within an all-encompassing park, arboretum and bird sanctuary.

To strategically locate the town in relation to heavily traveled highways and transit routes County departments kept closely involved in all aspects of land and traffic planning. As a result, the officials were quick to encourage or suggest new and helpful procedures. Planning, zoning, and school boards as well as recreation officials provided continuous cooperation throughout the process.

The development, with single-family, multi-family, a Town Center commercial development area and master planned amenities is nearing build-out.

Coral Springs Park and Recreation Master Plan

Rob Hunter
Assistant Director of Parks and Recreation
City of Coral Springs
2501 Coral Springs Dr
Coral Springs, FL 33065
(954) 344-1841
rhunter@coralsprings.org

Palm Coast Comprehensive Land Use Plan

Bob Dickinson
Dickinson Consulting
33 Old Kings Road, North Suite 1
Palm Coast, FL 32137
(386) 446-8304

Miami Lakes Comprehensive Master Plan

Susana Alonso
Senior Planner, Miami Lakes, FL
6601 Main Street
Miami Lakes, FL 33014
(305) 364-6100 x1102
alonsos@miamilakes-fl.gov

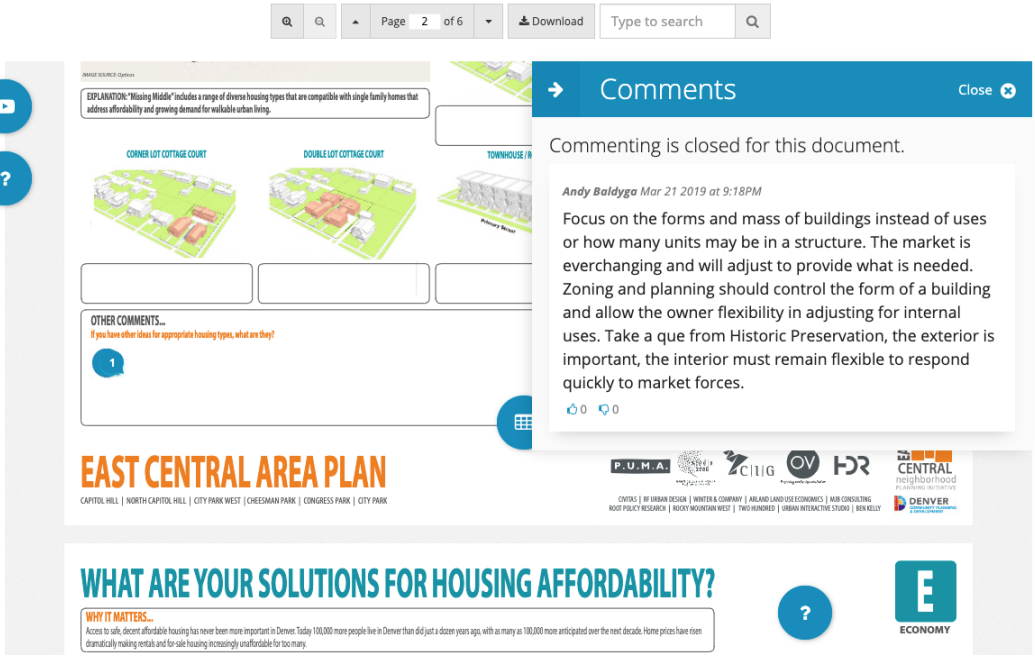
EPD has been a leader of resource-based & community-focused efforts for more than seven decades. The firms ethos is founded on enhancing the ecological, cultural, fiscal and aesthetic well-being of communities

Mother Earth - Czech Artist Jan Zach 1959
Located in the EPD Atrium

Examples and References

Project: Denver East Central Area Neighborhood Plan (ongoing)

Denver's East Central Planning Area contains a rich mix of amenities, jobs, and housing options, and remains one of the most dynamic places in the city. The area's outdated neighborhood plans coupled with additional changes on the horizon—including plans to improve City Park and add Bus Rapid Transit (BRT)—make East Central a top priority for engaging the community in a new plan. The City needed a way to share the poster boards from the in-person open houses and collect community feedback on them.



Problem

While the open houses offered attendees an opportunity to weigh in on key issues like affordability, how to get around, growth and quality of life in the planning area, neighbors who missed their workshop needed a way to participate. The City needed a way to easily share the poster boards from the in-person events for others to review the materials online and share their thoughts through online surveys and comments.

Solution

Konveio helped the City of Denver in a few key ways:

- Landing pages for each event helped provide background info, presentations and a video recording of the meeting.
- Poster boards from the meetings were shared as PDFs, with the ability to post comments in areas where in-person participants added feedback using sticky notes.
- Images of the meeting results were included on the digital poster boards to provide transparency and offer inspiration.
- Key Feature: Embedded surveys replicated dot voting exercises used in the meetings to gather priorities.

Impact

Konveio's unique features allowed the City of Denver to collect feedback online that can easily be merged with feedback collected in-person. Online participation allowed the City to reach beyond their in-person attendance, with more than 500 comments collected online. The results have been guiding the planners and the Steering Committee as they develop alternatives for the neighborhood plan.

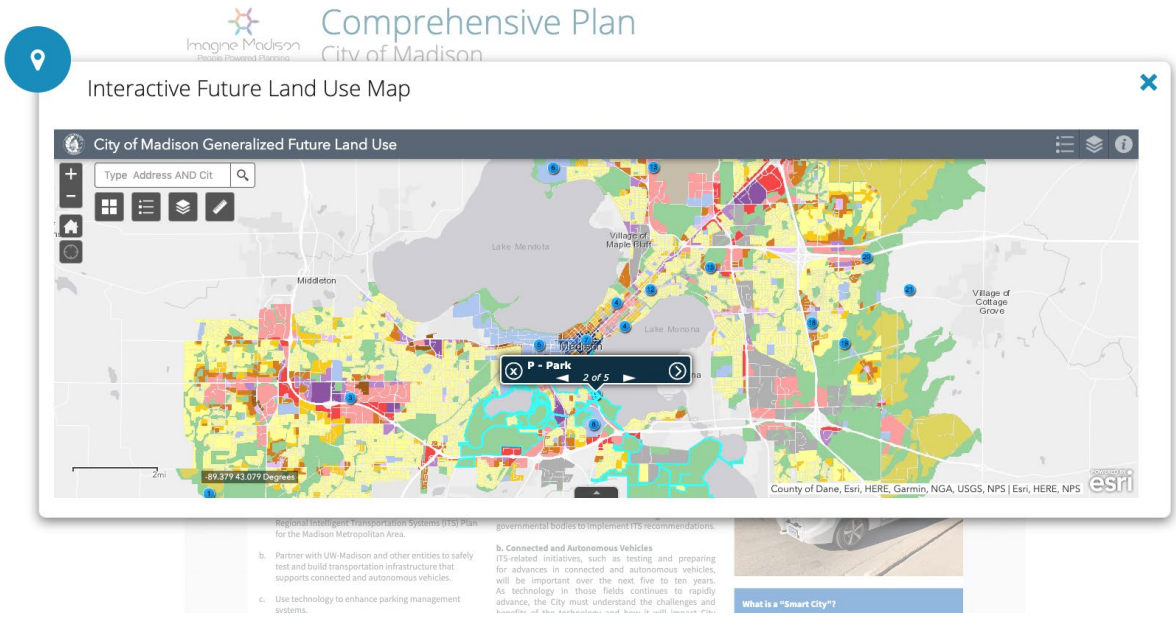
Explore at: https://colfaxareaplans.konveio.com/

Reference:

Curt Upton
Principal City Planner | City and County of Denver
curt.upton@denvergov.org | (720) 865-2942

Project: Imagine Madison (ongoing)

Imagine Madison was a unique public listening campaign that collected feedback from all across the City to plan for the Madison of tomorrow—and beyond. Feedback for the drafting stages of the Imagine Madison process, collected using Konveio, was used to update the City of Madison's Comprehensive Plan. After plan adoption in 2018, the City launched an interactive version of the Comprehensive Plan powered by Konveio.



Problem

The project team at the City of Madison needed a flexible tool to post and collect feedback on their draft Comprehensive Plan in a way that made submitting and managing comments easy for both the project team and participants. The long-term goal of the Comprehensive Planning project was to create a living document that doesn't collect dust on the shelf but is fun to explore and can be updated throughout the implementation process.

Solution

Konveio helped Madison in a few different ways:

- Commenting directly on the draft document reduced duplication, made participation easier, and simplified analysis of the feedback received throughout the process.
- Embedded content, like videos, ArcGIS Online maps, and Google Street Views makes it easy to explore the comprehensive plan and conveys key elements in an immersive fashion.
- Key Feature: An overview page that features the different sections of the plan guides citizens directly to the areas of the plan they are interested in.

Impact

Konveio's unique features helped the project team at the City of Madison to save time during the analysis of the feedback they received. The interactive plan format enables them to post annual updates regarding metrics and indicators outlined in the plan, creating a living document.

Explore at: http://plan.imaginemadisonwi.com/

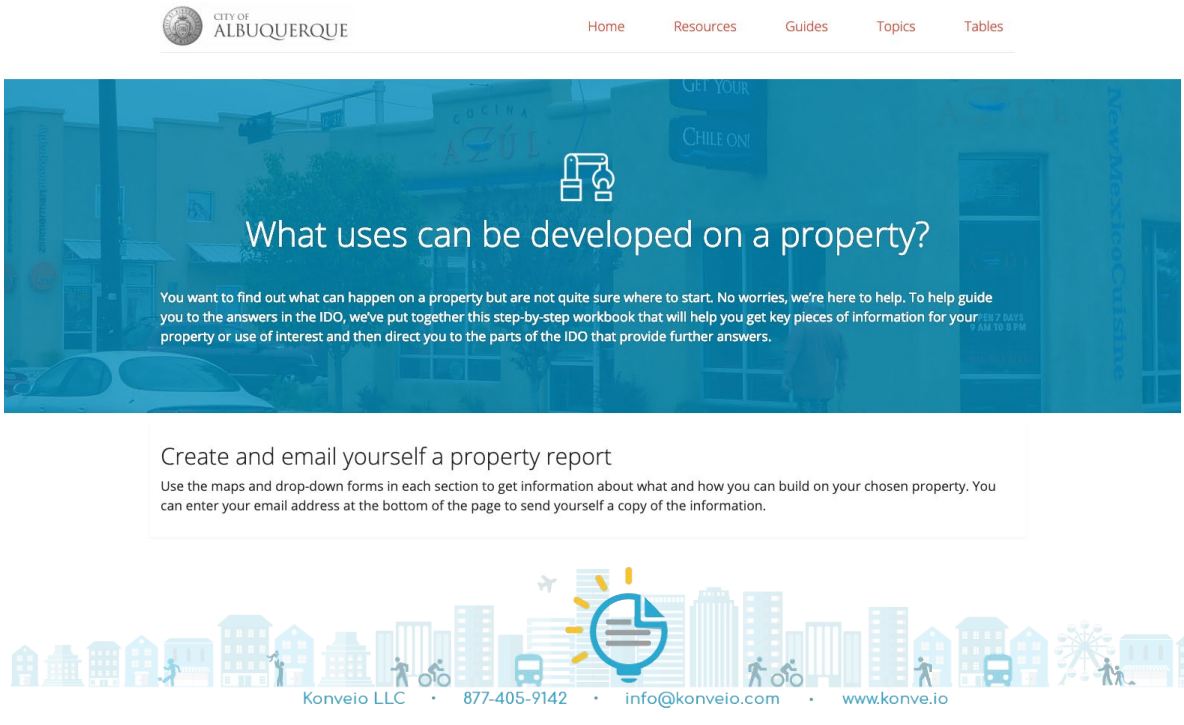
Reference:

Kirstie Laatsch
Planner | City of Madison
klaatsch@cityofmadison.com | (608) 243-0470

(see letter of recommendation in Appendix 6)

Project: Albuquerque ABC-Zone (ongoing)

To ensure that future development aligns with the community's vision, Albuquerque updated it's Integrated Development Ordinance (IDO), which governs the City's land use and development through zoning and subdivision regulations.



Problem

Creating a zoning code that addressed myriad land use considerations required extensive detail in the final IDO. While understanding that the foundational document would necessarily be a PDF in the interest of ongoing maintenance and updates, Albuquerque needed a way to readily provide answers to residents about their property interests.

Solution

Konveio makes it easy to navigate a complex document online:

- *A sidebar* on the zoning document gives readers quick access to view the zoning map, ask questions, or jump to previous or next sections without leaving the zoning document.
- *Special icons and overlays* within the document identify background documentation, commentary, supporting legislation, and other resources.
- *The interactive glossary* provides intuitive tooltips to better understand legal terms.
- *Home and summary pages* provide ways for citizens to jump into the IDO, letting them easily identify their own interests and dive into the relevant information.
- *Key Feature:* Digital guides or worksheets around common questions, like "What can I build on my property" allow users to easily create and email themselves a property report.

Impact

Konveio helped a city of more than half a million people simplify development procedures and reduce staff time answering questions about a complex Zoning Code by turning a complicated 500-page PDF into an interactive, valuable land use and development tool.

Explore at: https://ido.abc-zone.com

Reference:
Mikaela Renz-Whitmore
Long Range Manager | City of Albuquerque
mrenz@cabq.gov | 505.924.3932

(see letter of recommendation in Appendix 6)

Explore other Konveio examples and case studies at: https://konve.io/case-studies

Traffic Engineering Services, West Palm Beach, FL

CLIENT
City of West Palm Beach

McMAHON ROLE
Prime Consultant

PREVIOUS CONTRACT TERM
2006 to 2016

CURRENT CONTRACT TERM
2016 to 2020

SERVICES
- Transportation Element update of Comprehensive Plan
- Traffic Study/Site Plan Review
- Bicycle Master Plan
- Data Collection
- Neighborhood Streets Improvements
- Roadway Design Plans
- Complete Streets Design

FIRM'S FEE
Cost varies by task

CLIENT REFERENCE
Khanh Uyen Dang, P.E.
City Traffic Engineer
Engineering Services
401 Clematis Street,
4th Floor
West Palm Beach, FL 33402
(561) 494-1087
kudang@wpb.org

Since 2006, McMahon has been a transportation consultant to the City of West Palm Beach on three (3) consecutive contracts. In this capacity, we have reviewed traffic studies for development applications and performed various traffic engineering, planning, and design projects.

Planning elements of the contract included the preparation of traffic concurrency impact studies for various sites and an update of the **City's Transportation Element of the Comprehensive Plan** and preparation of the **City's Bicycle Master Plan, which included an extensive public outreach process and agency coordination**. Efforts included preparing maps depicting the future bicycle network, recommending typical sections, planning level cost estimates, and prioritization of improvement projects. Work was performed for the engineering and planning departments of the City. McMahon has also assisted the City with **grant writing**.

Traffic study reviews have been completed for residential towers, hotels, mixed-use developments, and several Transit Oriented Developments (TODs). One TOD was adjacent to the City's intermodal center, and the other was a review of the All Aboard Florida (Brightline/Virgin Trains USA) station and mixed use-development. We reviewed a study that considered traffic circulation, capacity of the affected street network and the parking needs. Other traffic engineering projects included signalized intersection qualitative assessments, traffic data collection, maintenance of traffic plans preparation, evaluation of curb ramps versus current standards, and traffic operational analysis such as a one-way street circulation evaluation on Olive Avenue to assess drop-off scenarios at a major residential building.

Design projects have included roadway extensions, pavement repurposing (lane reduction), Complete Streets projects including bike lane construction, and roundabout design. For Cumberland Drive, construction plans were completed for reconstruction to provide buffered bike lanes and a roundabout. Lighting analysis/design and drainage was included.

Continuing Consultant Services, Fort Myers, FL

CLIENT
City of Fort Myers

McMAHON ROLE
Prime Consultant

PREVIOUS CONTRACT TERM
2003 to 2019

CURRENT CONTRACT TERM
2019 to 2024

SERVICES
- Bicycle & Pedestrian Master Plan
- Traffic Study Review
- Traffic Study Preparation
- Citywide Traffic Calming
- CRA Studies
- Signal Design
- Roadway Design

FIRM'S FEE
Cost varies by task

CLIENT REFERENCE
Carl Karakos, P.E.
Transportation Engineer
Public Works/Engineering
2200 Second Street
Fort Myers, FL 33901
(239) 321-7458
ckarakos@cityftmyers.com

Since 2003, McMahon has been the City Transportation Consultant to the City of Fort Myers on five (5) consecutive contracts. In this capacity, we have reviewed site development studies and plans, prepared traffic impact statements, developed comprehensive Citywide transportation plans, coordinated capital improvement projects, provided expert testimony, and coordinated and interacted with various government agencies on behalf of the City of Fort Myers.

- **Citywide Traffic Calming Study**
  A citywide traffic calming study was performed for the City of Fort Myers. This project required extensive field visits, data collection of vehicle and pedestrian volumes and a number of public involvement meetings with neighborhood groups, business owners and citizens. The process included educating citizens about traffic calming and encouraging public participation in the design of traffic calming plans. The final product included a comprehensive analysis report and included several traffic calming plans. Many of the traffic calming treatments were incorporated in the City's Capital Improvement Program.
- **Downtown Parking Study**
  A study to determine the required parking needs for the downtown business district of the City of Fort Myers. The study included identifying the optimum locations for new facilities and opportunities to improve or increase existing supplies. Traffic performance, transit availability and pedestrian/bicycle connectivity to preferred parking facility sites were also evaluated.
- **Impact Fee Ordinance Study**
  This study, largely funded from developments within the CRA, evaluated all land uses and their future developed impacts on the roadway network. The result produced a new Impact Fee Ordinance and structure, based on a per trip impact, in lieu of the previous antiquated method of per unit developed.
- **Cleveland Avenue (US-41) Master Plan**
  Within the south and western limits of the CRA, Cleveland Avenue is a seven-lane undivided highway. This project examined a "pilot" segment, from SR-82/Martin Luther King, Jr. Boulevard to Canal Street, an approximate 1.25 mile segment, to improve safety and mobility. McMahon performed a corridor study, coordinated with the City/CRA, Lee County and FDOT, and developed a proposed typical cross-section, including a landscaped median. McMahon also assisted the City/CRA with FDOT to secure funding for the project.

Master Plans/Comprehensive Plans

CLIENT
Various Municipalities

MCMAHON ROLE
Prime/Sub-Consultant

COMPLETION DATE
Various

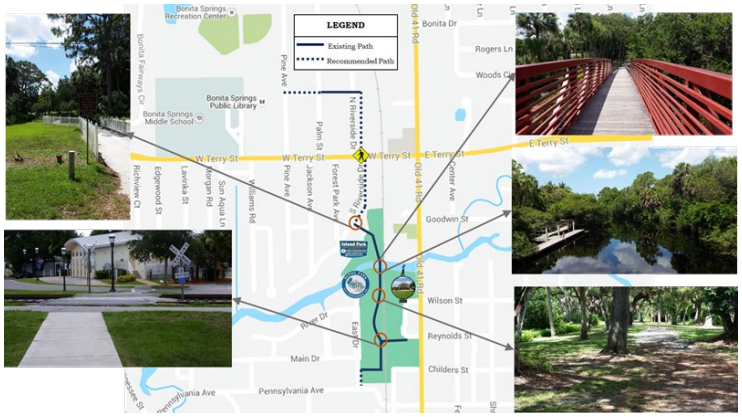
SERVICES:

- Document research
- Assessment of existing transportation conditions
- Development of multimodal transportation goals, policies and objectives
- Short- & long-range actions to implement goals
- Preparation of transportation element of master plan/comprehensive plan
- Stakeholder coordination & public outreach

FIRM'S FEE
Varies

EXAMPLE CLIENT REFERENCE
Khanh Uyen Dang, P.E.
City Traffic Engineer
Engineering Services
401 Clematis Street, 4th Floor
West Palm Beach, FL 33402
(561) 494-1087
kudang@wpb.org

Nilsa Zacarias, AICP
Community Development Director
345 Tequesta Drive
Tequesta, FL 33469
(561) 768-0457
nzacarias@tequesta.org



McMahon has served as part of multi-disciplinary teams to prepare the transportation element of numerous master plans/comprehensive plans, Citywide Plans and Bicycle and Pedestrian Master Plans. McMahon has been responsible for the compilation and assessment of existing data related to the transportation element of master plans/comprehensive plans, including multimodal transportation infrastructure, traffic growth trends, crash data and public transportation options. Coordination with local agencies, including municipalities, regional planning agencies, state departments of transportation, and transit authorities was key.

McMahon conducted interviews with municipal staff to ensure that various perspectives were considered, in conjunction with the public participation process. Additionally, McMahon assisted with the development of baseline reports, goals and policies, and action plans that reflect the consensus of stakeholders. Preparation of the draft and final versions of the transportation element for each community was performed. Work was provided for the following municipalities in Florida:

City of West Palm Beach, FL
City of Palm Beach Gardens, FL
City of Delray Beach, FL
City of Deerfield Beach, FL
City of Fort Myers, FL
City of Port St Lucie, FL
Village of Tequesta, FL
City of Bonita Springs, FL

Andrew JG Schwartz, AICP CUD, PLA, LEED® AP, SITES® AP
Studio Director

Mr. Schwartz's 28 years of experience with the public sector includes assisting planning agencies, commissions, and stakeholder groups to assess capacities, explore planning alternatives, evaluate trade-offs, and define viable solutions. He specializes in facilitating community and region-wide charrettes and multi-day project workshops. He understands that civic input is essential to formulating implementation strategies that benefit both public and private sectors.

Mr. Schwartz extensively utilizes GIS and other advanced technologies to prepare comprehensive plans, regional resource/conservation efforts and economic feasibility studies as well as related land development initiatives. It is apparent for him that information, facts, vision, and consensus are the essential elements in developing comprehensive plans and revitalization strategies. He has contributed to the preparation of more than 80 zoning and subdivision ordinances and comprehensive plans. He is considered a pioneer throughout Pennsylvania in integrating LEED® standards, sustainability principles, and form-based aspects into existing ordinances.

Additionally, he serves as an expert witness to land use law practices throughout Pennsylvania. In these cases, he testifies regarding land use practices in the context of legal challenges and related legal discussions. In 2014, he received his urban design certificate through AICP. Today, he sits on a jury to review candidates that apply for the urban design certificate.

Professional Experience:
1989 - present
Environmental Planning & Design, LLC

Education:
1989 Penn State University
B.S. in Landscape Architecture
1994 University of Michigan
Masters in Urban and Regional Planning

Registrations:
American Institute of Certified Planners
Certified Urban Designer
Registered Landscape Architect in PA and OH
LEED® AP
SITES AP

Professional Memberships:
American Society of Landscape Architects
American Planning Association - FL Member Firm

The Urban Land Institute
Pennsylvania Recreation and Parks Society

Publications:
2017 Landscape Architect and Specifier News- Opening Access to the Allegheny
2014 ArcNews Keeping Track and Managing 1,400 Miles of Trails in Five States
2013 Parks and Recreation Business Solid Ground
2011 Active Design Spring Creek Canyon Conservation Strategy
2010 NARRP Annual Conference Paper Spring Creek Canyon Strategy
2006 Addressing the Challenge of Identifying, Defining and Mapping Nature Infrastructure ERSI World Conference
2005 APA Magazine A New Idea for Leveraging a Region's Natural Infrastructure - Making Your Resources Count

Speaking Engagements:
2019 Society of Outdoor Recreation Professionals
2018 Allegheny League of Municipalities
2018, 2017, 2015, 2014, 2012, 2011, 2010 APA-PA Conference
2017, 2006 ESRI International GIS User Conference
2017, 2013, 2004 APA National Conference
2017 Westmoreland County Conservation District Engineers' Workshop
2016 Penn State Form-Based Code Webinar
2015 International LID Conference
2013 Pennsylvania State Association of Townships Annual Conference
2012 ThinkBike Workshop Invited Consultant
2012 Shippensburg University Active Design Symposium

Carolyn Yagle, AICP, PLA
Director of Policy and Planning - *Lead Project Manager*

Carolyn Yagle brings more than 23 years of experience in recognizing the relationships of land use regulations, community planning, development, economics, infrastructure assessments and civic amenity design. Ms. Yagle understands how these factors can influence design and policy decisions at the local and regional scales. With experience in working with municipal leaders, municipal staff and the general public, she recognizes the importance of presenting analyses based on facts so informed decisions can be made. As a result, Carolyn promotes a number of key characteristics which enable projects to be successful regarding innovation in thought, remaining objective, and pursuing actions with cooperative commitment.

Carolyn serves as a Project Director for numerous public planning projects including comprehensive land use plans, corridor studies, the development of zoning and subdivision ordinances, economic development strategies, natural resource assessments and greenway initiatives. Ms. Yagle specializes in transforming ideas to implementable action. She has exemplory skills in building consensus within large public gathering as well as small group discussions. As part of these activities, Carolyn also manages the preparation and facilitation of presentations, charrettes and community workshops.

Professional Experience:
1997 - present
Environmental Planning & Design, LLC
1996 US Department of Agriculture
Natural Resource and Conservation Service
Internship (WV)
1995 Universidad de Guanajuato
Guanajuato, Mexico Architecture Exchange

Education:
West Virginia University, Summa Cum Laude
Bachelors of Science in Landscape
Architecture University Honors Program

Registrations:
American Institute of Certified Planners
Registered Landscape Architect in PA

Professional Memberships:
American Planning Association - FL Member Firm
American Society of Landscape Architects

Awards:
West Virginia University's Order of Augusta-
Highest award given for scholarship,
leadership and service

Speaking Engagements
2017, 2015, 2011, 2010 and 2007 Pennsylvania
American Planning Association
2017 Association of Townships and Boroughs and
Authorities Joint Fall Conference
2019, 2018, 2017, 2013, 2012, 2011 University of
Pittsburgh Land Use Law Class Invited Lecturer
2017 Pennsylvania Therapeutic Recreation Society
Conference
2017 Fracking in Your Local Community: Your
Rights and Municipal Responsibilities
2013 Local Government Academy Educational
Seminar: How to Put Together a Suite of
Ordinances to Protect Neighborhood Quality
2010 Indiana County Infill Workshop Speaker

Other Involvement
2016 Invited Consultant - Rachel Carson
Homestead Association Sustainability and
Long Range Planning Workshop
2012 Invited Consultant ThinkBike Workshop
Green Ribbon Committee Member for City of
Pittsburgh's Comprehensive Parks,
Recreation and Open Space Initiative
Former Member of the City of Pittsburgh
Contextual Design Advisory Panel
EPD Charrette/Workshop/Public Meeting
Organizer Facilitator for 18 project clients
(average) per year

Professional Experience:
1990 - present
Environmental Planning & Design, LLC
Total Years of Experience - 27

Education:
1983 University of Pittsburgh
Bachelors of Science in Electrical Engineering

1989 Gateway Technical Institute with an A.S. in
Drafting and Design Technology

John Douglass
GIS Specialist

With over 30 years of experience as a GIS Specialist at EPD, John Douglass plays a crucial role in the development and implementation phases of a project. Mr. Douglass received his Bachelors of Science in Electrical Engineering at the University of Pittsburgh and his Associate of Science in Drafting and Design Technology at Gateway Technical Institute.

His experience in GIS related projects include: comprehensive plans, greenway plans, master site plans, and natural infrastructure plans. These projects may vary from municipal, county, and regional levels. Mr. Douglass has mastered and effectively utilizes the programs: Microstation, GeoPak, ArcMap, ArcView, ArcGIS, Spatial Analyst, and other GIS/CADD packages.

Professional Experience:
2019 - present
Environmental Planning & Design, LLC

2018 - 2019
Town of Middletown, MD - Intern

2017 - 2018
Institute for Mine Mapping, Archival Procedures and Safety (IMAPS)

Education:
2019 Indiana University of Pennsylvania
Bachelor in Regional Planning
Minor in Geography

Wyatt Stitely
Community Planner

From a young age, Wyatt Stitely has had a passion for Urban Planning resulting in achieving a Bachelor degree in Regional Planning from Indiana University of Pennsylvania. Mr. Stitely also has a Minor degree in Geography and a background in GIS in which he hopes to become involved in the design aspect of planning. He currently assists EPD with comprehensive planning, zoning ordinance updates and GIS mapping.

Chris Haller

Founder/CEO, Project Manager

Chris is a nationally-recognized User Experience designer and Online Engagement strategist, with a broad background in local government, urban and regional planning and communication technologies. This experience, combined with many years consulting for urban planning projects, is what brings Konveio's mission – to give people a voice in shaping the future of their communities – to life.

As Konveio's founder, Chris is closely involved in the day-to-day development of interactive engagement web apps. He designs effective online participation projects and facilitates client training, and oversees the Konveio team of planners, engagement specialists, designers, and developers. Chris is also the founder and publisher of EngagingCities, the online news source for trends in civic tech and public involvement.

Select Project Experience and Accomplishments

Principal – Albuquerque Zoning Code Update
Oversaw implementation of EngagingPlans and multiple EngagingApps for a 3 year comprehensive planning and zoning code project.

Principal – We Are Maui, Community Planning
Oversaw implementation of an EngagingPlans website and multiple EngagingApps to collect feedback for neighborhood plans.

Principal – Minneapolis 2040 Comprehensive Plan
Oversaw strategic direction and implementation of EngagingPlans to support broad engagement throughout a comprehensive planning process.

Product Manager – Konveio Public Engagement Software
Leads the development of our apps to provide interactive websites for any public process with a need to engage citizens and stakeholders.

Kelly Hickler, AICP

Communications & Engagement Manager

Kelly's passion is community engagement and it is a large part of why she chose to pursue the planning profession. She has extensive experience using new technology to make planning more accessible and relevant to the public. In her work for Konveio, she combines digital public engagement and collaboration skills with a keen eye for user experience to deliver projects that connect people to the issues that affect them most and foster informed decision-making in public initiatives.

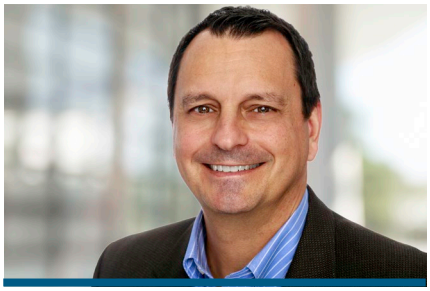
Her 10 years of experience in the community development field includes current planning and development review; long range planning; environmental planning; open space, park, and trail planning; and master development planning. Kelly is well-rounded and brings several perspectives to the table as she has worked for cities, consulting firms, and a developer, and served as a Planning Commissioner. She has a Master's degree in Urban & Regional Planning, Bachelor's degree in Social Ecology, and is AICP certified. She has also taken specialized training through the International Association of Public Participation (IAP2) and Technology of Participation (ToP).

Select Project Experience and Accomplishments

Public Engagement Manager – City of Fountain, CO Land Use Code Update
Managed engagement portal and Konveio interactive zoning code for a 2 year zoning code project.

Public Engagement Manager – Zone Bridgeport, CT
Set up Konveio and implemented digital engagement components to support the overall public engagement plan.

Editor, EngagingCities online magazine
EngagingCities is an online magazine that shares creative strategies and new technologies to foster public engagement for livable communities. Posts updates and cultivates an active community of practitioners who contribute to the website.



R. TRENT EBERSOLE, P.E.

Senior Project Manager

Trent Ebersole has experience in transportation planning and traffic engineering for private and public sector clients, since 1989. Trent has provided comprehensive transportation consulting services for private sector clients in support of local and state land development processes. Public sector clients include local jurisdictions, Metropolitan Planning Organizations/Transportation Planning Organizations, the Florida Department of Transportation (FDOT), the Virginia Department of Transportation, the Washington Metropolitan Area Transit Authority, the Federal Highway Administration, and the Army Corps of Engineers. The diversity in clientele is complimented with diversity in project type.

Mr. Ebersole has an extensive background assisting municipalities with Comprehensive Plan updates. He has prepared and assisted with the preparation of Evaluation and Appraisal Reports (EAR)-based Transportation Element updates for the Village of Tequesta, the City of West Palm Beach, the City of Palm Beach Gardens, the City of Delray Beach, and the City of Deerfield Beach. In addition, as a subconsultant, Mr. Ebersole was responsible for the Transportation Element update for the Comprehensive Plan addendum for a 22-acre annexation to the City of Port St. Lucie. The annexation incorporated several Developments of Regional Impact proposing 44,000 dwelling units of residential, 14 million square feet of non-residential uses, and 10 new or extended roadways. The EAR-based update for the Deerfield Beach Comprehensive Plan marked the initial move from roadway to transit concurrency.

In addition to Comprehensive Plan updates, Mr. Ebersole, has been responsible for a variety of transportation master plans. He has completed the Transportation Element of master plans for military bases such as Carlisle Barracks/Army War College in Carlisle, PA, the Washington Navy Yard in Anacostia, MD, and the former U.S. Army Hospital in Wuerzburg, Germany. He assisted the City of Fort Myers CRA with a master plan to convert a principal corridor from general commercial to a medical support district in the vicinity of Lee Memorial Hospital. He led efforts for the preparation of bicycle and pedestrian master plans for the Cities of Bonita Springs, West Palm Beach, and Fort Myers. He is overseeing several transportation network planning efforts for the City of Lauderhill including a multimodal transportation master plan for the "Northwest Neighborhood" quadrant of the City that seeks to reduce vehicular traffic and increase opportunities for transit, walk, and bicycle trips with the onset of quickly expanding land uses.

Mr. Ebersole's consulting experience also includes traffic operations, traffic safety, and roadway design. His Complete Streets design experience includes implementing the results of planning studies. For the City of West Palm Beach, as an example, he has been the engineer of record for the design of over seven (7) miles of bicycle facilities that were recommended in the City's Bicycle Master Plan that he authored. Implementation of safety improvements on FDOT contracts has included signalization, lighting, pedestrian crossing, and ADA curb ramp design, as well as system-wide improvements, such as wrong-way signage upgrades and interstate shield pavement markings at all appropriate interstate ramps.

EDUCATION

Master of Science in Environmental Engineering, George Washington University, 1995

Bachelor of Science in Civil Engineering, Virginia Polytechnic Institute and State University, 1989

PROFESSIONAL REGISTRATIONS

Professional Engineer, Florida (#64318)

PROFESSIONAL AFFILIATIONS

Institute of Transportation Engineers, Member

Years of Experience: 31

Years with McMahon: 15

VERONICA A. ALTUVE, P.E.

Senior Project Manager

Ms. Altuve has an extensive experience working with state, local government entities, and private clients participating in public involvement processes and preparation of the transportation component for which analysis overlap in the preparation of Comprehensive Plans. She has a unique blend of technical knowledge, and ability to communicate and coordinate with teams and stakeholders, attributes that are necessary to efficiently manage all the components for a successful project.

EDUCATION

Bachelor of Science in Civil and Environmental Engineering, Florida International University, 1995

PROFESSIONAL REGISTRATIONS

Professional Engineer, Florida (#68194)

Years of Experience: 25

Years with McMahon: <1

Veronica A. Altuve, P.E. has recently joined McMahon Associates after five (5) years of being the Director of Mobility and Campus Planning at the University of Miami. While at the University of Miami, she participated in the overall planning process and managed the transportation component for both the Coral Gables and Medical campuses Master Plans. The Coral Gables and Medical campuses Master Plans consisted of vision, goals and objectives, data and analysis including next generation operational platforms, benchmark and projections, space inventory and utilization, site and facility assessment, mobility and loading zones assessment, parking assessment, concept design and alternatives, phasing and capital budget plan, building and campus design guidelines and standards, and report preparation. The vision, goals, and objectives at the Coral Gables campus consisted of a series of sessions with each of the academic program deans and major stakeholders such as athletics and executive administration. Likewise, the vision, goals, and objectives at the Medical campus consisted of a series of sessions with the clinical, research and educational areas as they all have their own separate unique needs, while interrelated. Throughout the process, there was emphasis on building consensus with the stakeholders, ensuring that key issues are resolved and agreement reached before proceeding to the next stage. The mobility, loading zone and parking assessments were a quantitative and qualitative analysis of existing facilities and operations. This was accomplished by analyzing pedestrian and traffic volumes, pedestrian flow patterns observations, reviewing bicycle facilities, reviewing the loading and unloading volumes as well as operations, reviewing infrastructure for safety and user comfort, on-campus surveys to determine mode split and customer satisfaction with parking facilities, and parking accumulation data. Concept design alternatives were developed that demonstrated the various ways of achieving the vision, goals and objectives including addressing the mobility component.

Prior to her work at the University of Miami, Ms. Altuve prepared and managed small to large scale projects for private and public entities, was the reviewer on behalf of several government municipalities, and managed in-house staff as well as sub-consultants. She developed the Parkland Citywide Mobility Needs Assessment in 2015 to help guide the City's development and update of their Capital Improvement Program. Services included traffic data collection and field reviews, analysis of existing conditions, developing future year traffic forecasts, and assessing the City's mobility needs as it relates to roadways, sidewalks including compliance with American with Disabilities Act, bicycle lanes, shared-use trails, access to transit, and signage as well as presenting to the Planning and Zoning Board. In 2013, Ms. Altuve participated in the overall update process and managed the transportation component for the Monroe County Comprehensive Plan EAR Report, which included a robust county-wide visioning study.

TEAM APPROACH

Planning Approach & Schedule
Required Forms & Addendums

PART 2

PLANNING APPROACH

There is, undoubtedly, an ever-present challenge in articulating and aligning aspirations. The pace of change brings relevance and significance of comprehensive planning to the forefront. Through the years of working with communities, oiur Team has amassed a raft of lessons learned. Moreover, our Team's planning successes are borne from its accomplishments in developing plans that get implemented. We've distilled our approach into 11 Essentials of comprehensive plan and land development code update effort.

1 **Focus on real issues.** While background analysis is important to understand the potential avenues for action, successful planning documents highlight key issues rather than dozens of pages of data.

2 **Clear and concise is important.** We know the significance of thinking and presenting ideas in terms of paragraphs not chapters.

3 **Commitment is not static.** Building buy-in is challenging; finding champions to assist in getting things done can be even more so. Further, as ideas progress so does the need to invest greater energy in attention to detail.

4 **Start before the ink is dry.** The planning process provides time to analyze and aspire; more importantly, it is the time to build momentum and get ideas underway. Plan success becomes evident and forwards momentum to take on bigger tasks.

5 **Be engaging.** Public engagement is like marriage. The approach and sequence of engagement and outreach needs customized the way the community is most comfortable or prefers, so that the dialogue is honest and respectful. There's no fear in trying different approaches.

6 **Think ahead.** Plans need to take on contemporary issues with reflection of balancing desired character with the community's capacity of enforcement.

7 **Address the essential actions.** While there are may be numerous recommendations, realistically, communities typically are able to implement only a dozen or so sizable ones in the life of a plan.

8 **Always find and empower champions.** It takes tireless enthusiasm to get people to be part of long-term implementation; the most successful involvement is often built through partnerships or passionate champions.

9 **Physical design can't be underestimated.** Community character is not just a physical setting. It's the asset of community identity as well as an enthusiasm to get things done.

10 **Build on your assets.** Leveraging what exists can get a community close to their goals; thoughtful, but candid discussions help identify where shortfalls are and how then to capture them as strengths.

11 **Position to be competitive.** Every community engaged in planning is competing with another - either to maintain a current level of service, to get to the next level, for jobs or for visitors helping support economic development opportunities. A can-do spirit wins every time.

2020
2021
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
Initial Review and Visioning
TASK A
Outreach
TASK A
Action Plan and Comprehensive Plan Website
TASK B
Community Profiles
TASK C
Development of Focused Strategies
TASK D
Preparation of Comprehensive Plan
TASK E
Refinement and Final Production,
Review by County and Adoption
TASK F

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "A"
CONTACT SHEET

Name: Environmental Planning & Design, LLC

Federal Taxpayer ID: 25-1842477

Mailing Address: 100 Ross Street, Suite 500

City, State, & Zip Code: Pittsburgh, PA 15219

Telephone: 412-261-6000 **Fax:** 412-261-5999

Email: epd@epd-pgh.com

Submitted By: Andrew JG Schwartz

Title: Managing Principal

FIRM Accepts Credit Cards*: Yes (No)

Accounting Contact:

Name: Debbie Bocian **Title:** Office Manager

Email Address: DBocian@epd-pgh.com **Phone:** 412-261-6000

***See preferred method of payment under "Prompt Payment Act" section of the General Conditions**

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for the City of Fernandina, RFQ 2020-02

2. This sworn statement is submitted by (entity) Environmental Planning & Design, LLC whose business address is 100 Ross Street, Suite 500, Pittsburgh, PA 15219 and (if applicable) Federal Employer Identification Number (FEIN) is 25-1842477 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Andrew JG Schwartz and my relationship to the entity named above is Managing Principal Studio Director.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, must be a prima facie case that one person controls another person. A person who was

knowingly convicted of a public entity crime, in Florida during the preceding 36 months must be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

   X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

   ____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

   ____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

   ____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature _____ Date: 7-6-2020

STATE OF PENNSYLVANIA
COUNTY OF ALLEGHENY

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 6 day of July, 2020, and is personally known to me, or has provided _____ as identification.

COMMONWEALTH OF PENNSYLVANIA - NOTARY SEAL
Debra A Bocian, Notary Public
Allegheny County
My Commission Expires 06/03/2023
Commission Number 1291187

Debra A Bocian
Notary Public
My Commission expires: 06/03/2023

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Environmental Planning & Design, LLC

CITY: Pittsburgh STATE: PA ZIP CODE: 15219

SIGNATURE: _____ PHONE: 412-261-6000

NAME (TYPED OR PRINTED): Andrew JG Schwartz TITLE: Managing Principal

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: RFQ 2020-02

Project Description: Comprehensive Planning and Land Development Code Revision Services for the City of Fernandina Beach, FL.

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Andrew JG Schwartz

Authorized Signature:

Title: Managing Principal / Studio Directa

Date: 7-6-2020

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Andrew JG Schwartz Title: Managing Principal / Studio Director

Signature: _____ Date: 7-6-2020

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for the City of Fernandina, RFQ 2020-02

This sworn statement is submitted by (entity) Environmental Planning & Design, LLC whose business address is 100 Ross Street, Suite 500, Pittsburgh, PA 15219 and (if applicable) Federal Employer Identification Number (FEIN) is 25-1842477 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Andrew JG Schwartz and my relationship to the entity named above is Managing Principal / Director.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

7-6-2020
Signature Date:

STATE OF PENNSYLVANIA
COUNTY OF ALLEGHENY

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 6 day of July, 2020, and is personally known to me, or has provided _____ as identification.

Debra A Bocian My Commission expires: 06/03/2023
Notary Signature

COMMONWEALTH OF PENNSYLVANIA - NOTARY SEAL
Debra A Bocian, Notary Public
Allegheny County
My Commission Expires 06/03/2023
Commission Number 1291187

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for the City of Fernandina, RFQ 2020-02

This sworn statement is submitted by (entity) Environmental Planning & Design, LLC whose business address is 100 Ross Street, Suite 500, Pittsburgh, PA 15219 and (if applicable) Federal Employer Identification Number (FEIN) is 25-1842477 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Andrew JG Schwartz and my relationship to the entity named above is Managing Principal/Studio Director

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached proposal or any other Proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

_____ 7-6-2020
Signature Date:

STATE OF PENNSYLVANIA COUNTY OF ALLEGHENY

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 6 day of July, 2020, and is personally known to me, or has provided _____ as identification.

Debra A Bocian My Commission expires: 06/03/2023
Notary Signature

COMMONWEALTH OF PENNSYLVANIA - NOTARY SEAL
Debra A Bocian, Notary Public
Allegheny County
My Commission Expires 06/03/2023
Commission Number 1291167

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
RFQ 2020-02
COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE REVISION

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO__X_

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO__X___

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO__X___

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Environmental Planning & Design, LLC — 7-6-2020
Firm — Date

Andrew JG Schwartz, Managing Principal
Authorized Signature — Printed or Typed Name and Title

Director

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 1

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.1 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Andrew JG Schwartz **TITLE:** Managing Principal/Studio Director

ADDRESS: Environmental Planning & Design, LLC, 100 Ross Street, Suite 500

CITY: Pittsburgh **STATE:** Pennsylvania

AUTHORIZED SIGNATURE: _____ **DATE:** 7-6-2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

The City has received several questions regarding this Request for Qualifications. The following is the answer to all questions.

The intent of this Request for Qualifications is to determine the most qualified of all respondents. Specific details of the project will be coordinated with the respondent deemed most qualified (at the sole discretion of the City Commission). Please provide the information requested within the parameters of the published Request for Qualifications notice.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 2

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.2 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Andrew JG Schwartz **TITLE:** Managing Principal Studio Director

ADDRESS: Environmental Planning & Design, LLC, 100 Ross Street, Suite 500

CITY: Pittsburgh **STATE:** Pennsylvania

AUTHORIZED SIGNATURE: _____ **DATE:** 7-6-2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. The correct deadline for questions should be July 3, 2020.

2. The Indemnification is amended to the short version as follows:

   The parties recognize that CONTRACTOR/VENDOR is an independent contractor. CONTRACTOR/VENDOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of CONTRACTOR/VENDOR, its officers, employees, agents, and representatives. CONTRACTOR's/VENDOR's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of CONTRACTOR/VENDOR against the CITY, and CONTRACTOR/VENDOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 3

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.3 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Andrew JG Schwartz **TITLE:** Managing Principal / Studio Director

ADDRESS: Environmental Planning & Design, LLC, 100 Ross Street, Suite 500

CITY: Pittsburgh **STATE:** Pennsylvania

AUTHORIZED SIGNATURE: _____ **DATE:** 7-6-2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 3
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

The City's solicitation effort for this project is to make a Qualifications-Based Selection. The intent is to receive, and rank interested vendors based upon their qualifications, not cost. Details related to process and cost will be part of later discussions with the vendor determined (at the sole discretion of the City Commission) to be the "most qualified." Interested vendors should highlight their qualifications, especially in regard to the scoring categories, within the parameters provided in the Request for Qualifications.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 4

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.4 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Andrew JG Schwartz **TITLE:** Managing Principal / Studio Director

ADDRESS: Environmental Planning & Design, LLC, 100 Ross Street, Suite 500

CITY: Pittsburgh **STATE:** Pennsylvania

AUTHORIZED SIGNATURE: _____ **DATE:** 7-6-2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 4
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. At this time, the City does not accept electronic proposals.

2. It is acceptable for the notarization to be outside of the State of Florida.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 5
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 5

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.5 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Andrew JG Schwartz **TITLE:** Managing Principal/Studio Director

ADDRESS: Environmental Planning & Design, LLC, 100 Ross Street, Suite 500

CITY: Pittsburgh **STATE:** Pennsylvania

AUTHORIZED SIGNATURE: _____ **DATE:** 7-6-2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 5
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. The Indemnification amended in addendum no. 2 has been edited as follows:

The parties recognize that CONTRACTOR/VENDOR is an independent contractor. CONTRACTOR/VENDOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising from and to the extent of any negligent acts and/or omissions of CONTRACTOR/VENDOR, its officers, employees, agents, and representatives. CONTRACTOR's/VENDOR's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of CONTRACTOR/VENDOR against the CITY, and CONTRACTOR/VENDOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 6
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 6

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.6 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Andrew JG Schwartz **TITLE:** Managing Principal /Studio Director

ADDRESS: Environmental Planning & Design, LLC, 100 Ross Street, Suite 500

CITY: Pittsburgh **STATE:** Pennsylvania

AUTHORIZED SIGNATURE: _____ **DATE:** 7-6-2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 6
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. Nassau County Ocean Highway and Port Authority is in the process of modifying its Port Master Plan to comply with Florida Law requirements to prepare a 10-year update. Do you foresee the need to re-address this in the Comprehensive Plan? No

2. On page 3 of the RFQ, you have a section that includes the following for the response requirements: *Any other information that may be of interest to the City or relevant to the submittal (not to exceed two pages)*
   By the two-page limit, would that allow for 2 pages apiece of any additional information? For example, 2 pages for project understanding, 2 pages for project approach, 2 pages for scope of work, etc.? Or would you consider a longer page limit for the scope of work? Two pages in total

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 7
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

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

ADDENDUM No. 7

The following changes are applicable to the original RFQ documents and specifications of **RFQ 2020-02**. This Addendum No.7 now becomes part of the original Request for Qualifications and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting qualifications. Failure to do so may disqualify the submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting qualifications.

NAME: Andrew JG Schwartz **TITLE:** Managing Principal/Studio Director

ADDRESS: Environmental Planning & Design, LLC, 100 Ross Street, Suite 500

CITY: Pittsburgh **STATE:** Pennsylvania

AUTHORIZED SIGNATURE: _____ **DATE:** 7-6-2020

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 7
For
RFQ 2020-02 COMPREHENSIVE PLAN AND LAND DEVELOPMENT REVISION

1. **Are divider images allowed, or will that count toward total page limit?** Do not count a divider page in the limit

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2020-149
Railroad Crossing Design Services

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2020-149

SYNOPSIS: As indicated in the attached documents, the City has long pursued the re-opening of the Alachua Street railroad crossing. As part of the City's resiliency effort, renewed collaboration with First Coast Railroad officials, and in conjunction with Florida Department of Transportation funding, the opportunity to re-design and engineer the downtown Front Street railroad crossings has re-presented itself.

Additionally, the private crossing located between two restaurants, the Marina Restaurant and the Salty Pelican, will be engineered in order to be formally recognized as a private crossing.

FISCAL IMPACT: Funding for this service will be drawn from the City Manager Professional Services account 0011210 53100 ($50,000).

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2020-149.

Dale L. Martin, City Manager	10/9/2020
Pauline Testagrose, Comptroller	10/12/2020
Tammi E. Bach, City Attorney	10/12/2020

Submitted By: Nicole Bednar, Administrative Services Manager

Date: October 06, 2020

COMMISSION ACTION: Adopt

RESOLUTION 2020-149

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING PASSERO ASSOCIATES, LLC WORK ORDER 20-92 FOR PLANNING SERVICES ASSOCIATED WITH RAILROAD CROSSINGS AT ASH, CENTRE, AND ALACHUA STREETS IN AN AMOUNT NOT TO EXCEED $25,000; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City has a lengthy documented history of restoring the railroad crossing at Alachua Street; and

WHEREAS, renewed collaboration among City staff, First Coast Railroad officials, and the Florida Department of Transportation has provided the opportunity to not only re-open the Alachua Street crossing but to also construct safety improvements at other downtown railroad crossings; and

WHEREAS, the City has previously engaged Passero Associates, LLC to examine and develop resiliency plans to protect City of Fernandina Beach downtown property and infrastructure; and

WHEREAS, the anticipated crossing improvements will be incorporated as part of the City's waterfront resiliency effort; and.

WHEREAS, funding for said reimbursement is available in the City Manager Professional Services account, 0011210 53100.

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

SECTION 1. The City Commission hereby approves the Passero Associates, LLC Work Order 20-92RR, attached as Exhibit A.

SECTION 2. The City Manager and City Clerk are hereby authorized to execute any documentation related to the engineering services required by First Coast Railroad, Inc.

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

ADOPTED this 20th day of October, 2020.

ATTEST:

_____
Caroline Best
City Clerk

CITY OF FERNANDINA BEACH

_____
John A. Miller
Mayor – Commissioner

APPROVED AS TO FORM & LEGALITY:

_____
Tammi E. Bach
City Attorney

Resolution 2020-149
Exhibit A

City of Fernandina Beach

City of Fernandina Beach

Amelia Riverfront – Engineering / Feasibility Study (Phase 4)

(Planning Services for Railroad Crossings and Resiliency at Ash, Centre and Alachua Streets)

By
Passero Associates, LLC
(Passero Project No. 99000047.92RR)

Work Order 20-92RR

Work Order 20-92RR (Amelia Riverfront – Engineering / Feasibility Study – Phase 4)

(Planning Services for Railroad Crossings and Resiliency at Ash, Centre and Alachua Streets)

City of Fernandina Beach (Front Street), Fernandina Beach, Florida

Passero Associates, LLC (PA or Consultant) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the City of Fernandina Beach (Client or City), dated February 19, 2019, of which all terms and conditions are incorporated herein by reference:

Project Location: City of Fernandina Beach, Amelia Riverfront (Front Street), Fernandina Beach, FL

Project Description: Provide conceptual planning and preliminary design documents for Amelia Riverfront railroad crossings at Ash, Centre and Alachua Streets including two private crossings between Centre and Alachua, consistent with Amelia Riverfront Resiliency Study.

Scope of Basic Services: See Attachment A – Scope of Work (Basic Services).

Scope of Special Services: Not Applicable.

Client Manager / Project Coordinator: Dale Martin, City Manager

PA Program Manager: Andrew Holesko, CM, Vice President

PA Project Manager: Christopher Nardone, AIA, Senior Project Architect.

Basic Services Compensation and Method of Payment:	Not-to-Exceed:	$ 25,000.00
Special Services Compensation and Method of Payment:	Not-to Exceed:	Not-Applicable
Total Project Fee:	Not-to-Exceed:	$ 25,000.00

Schedule and Meetings: Start work immediately upon authorization of this work order. (See Attachment A – Scope of Work)

Deliverables:

1. Conceptual planning and conceptual design drawings to assist Jacob Smith (City's Railway Project Consultant), consistent with Amelia Riverfront Resiliency Study.

"Consultant"
Passero Associates, LLC

BY: Andrew M. Holesko

Andrew Holesko, CEO
Typed Name and Title

ATTEST:
BY: Justin Vollenweider

Justin Vollenweider, Senior Architect
Name, Title

7/15/2020
Date

"Client"
City of Fernandina Beach

BY: _____

Dale L. Martin, City Manager
Typed Name and Title

ATTEST:
BY: _____

_____
Name, Title

_____
Date

APPROVED AS TO FORM AND LEGALITY:

_____
CITY ATTORNEY

Work Order 20-92RR (Amelia Riverfront – Engineering / Feasibility Study – Phase 4)

(Planning Services for Railroad Crossings and Resiliency at Ash, Centre and Alachua Streets)

City of Fernandina Beach (Front Street), Fernandina Beach, Florida

I. Project Description

Provide conceptual planning and preliminary design documents for Amelia Riverfront railroad crossings at Ash, Centre and Alachua Streets including two private crossings between Centre and Alachua, consistent with Amelia Riverfront Resiliency Study.

II. Basic Services

Passero Associates, LLC (Consultant) will provide the following basic services to assist the City of Fernandina Beach (City) with the Engineering / Feasibility Study (Phase 4) of the Amelia Riverfront:

A. Conceptual Planning and Preliminary Design Phase (Railroad Crossings at Ash, Centre and Alachua Streets including two private crossings between Centre and Alachua):

a. Conceptual Planning and Preliminary Design Documents (30% design completion):

Passero will provide Conceptual Planning and Preliminary Design Documents for the development of the railroad crossings at Ash, Centre and Alachua Streets including two private crossings between Centre and Alachua, consistent with Amelia Riverfront Resiliency Study. The Conceptual Design Documents shall illustrate and describe the refinement of the design of the Project by:

- Establishing the scope, relationships, forms, size and appearance of the Project as it relates to the Amelia Riverfront Resiliency Flood Line Protection at the designated crossings by means of:
  - Site and detailed plans.
  - Typical construction details.
  - GW Railroad Guidelines.
  - FDOT RR Crossing Standards 509-070
- The Conceptual Planning and Preliminary Design Documents shall include FDOT RR Crossing Standards and GW RR Guidelines, as directed by Jacob Smith, that identify signalization systems, Crossing Markings and Signage.
- Submit documents to the City for review and to Jacob Smith to meet with First Coast Railroad and other agencies for review and comment.
- The design team and the City will conduct a design review meeting to discuss contents and other comments including meeting with FDOT to discuss plan forward and timeline including for execution of State Funds.
- Deliverables:
  - One (1) set of conceptual design documents for review with client, and
  - One (1) revised set of conceptual design documents, per client comments.

b. Design Development and Construction Documents (60-90-100%):

Future Phase, **Not** included in this Authorization.

c. MEP Design Services: **Not** applicable or included.

d. Structural Design Services: **Not** applicable or included.

B. Bidding Phase:

- Future Phase **not** included in this Authorization

C. Construction Administration:

- Future Phase **not** included in this authorization.

III. Special Services

No special services are included; however, if during the project additional special services are identified, such services shall be performed by the Consultant for additional compensation and only as requested and agreed to by the Consultant and City, and approved, in writing, by the City.

IV. Schedule

After receiving the Notice-To-Proceed (NTP) from the City of Fernandina Beach, the Consultant will immediately be available to work on the project. The proposed schedule of completion for this work is 3-4 weeks from the date of authorization, with project meetings scheduled with City, as needed.

V. Fee Summary

Passero Associates (PA) will complete Phase 4 of the Amelia Riverfront – Engineering / Feasibility Study for design of railroad crossings at Ash, Centre and Alachua Streets including two private crossings between Centre and Alachua for a Not-To-Exceed fee of $25,000 (twenty five thousand dollars and zero cents), unless there is a change in scope, complexity, character or duration of the work to be performed by the Consultant.

	FEE SCHEDULE SUMMARY	
II	**Basic Services (Design Railroad Crossings at Ash, Centre and Alachua Streets)**	**$25,000**
III	**Special Services**	**Not Applicable**
	Total Design Services Fee	**$25,000**

VI. Other Considerations and Exclusions

1. The following list of services are excluded from our Basic Professional Services. If during the review process, any of these additional services are required, we will work with you to identify the associated costs.

   - Existing Survey Updates.
   - Geotechnical and Geophysical Investigation.
   - Any item not explicitly outlined herein.
   - Environmental Testing and Auditing.
   - Deconstructive Investigation.
   - Special Inspections and Construction Testing. Special Inspections Services provided includes only the preparation of the initial statement of Special Inspections and Construction Testing that the project might be required to undertake.
   - CAD Files and Completed Drawings, unless otherwise included.
   - Post-Construction Record Documents, unless otherwise included.
   - Payment of Any Utility Fees, County Health Department Fees, permit fees and/or any Other Utility Company Fees Related to Work Designed, Service Upgrades, and Reports.
   - Electrical
     - Selection, layout, and specification of electrical systems that are not included in the Scope of Work above, including (but not limited to) the selection, layout, and specification of sound systems, paging systems, security systems, telephone-data equipment, and emergency power/generator systems.

2. The City is responsible for providing complete and thorough data in a timely fashion as requested by the Consultant, including all necessary data from City archives. The Consultant is not responsible for data that is not provided for in the course of this Agreement.

End of Scope of Services

Mr. Dale L. Martin

From: Coffman, Kyle <Kyle.Coffman@dot.state.fl.us>
Sent: Wednesday, April 15, 2020 3:01 PM
To: Mr. Dale L. Martin; Stapleton, Robert
Cc: Breaston, Gregory; Phillips, Kelli; Dement, Kimberly
Subject: RE: Fernandina Beach

Dale,

I hope you're doing well. We currently have $336,639 programmed for Ash Street & $346,892 programmed for Center St for a total of $683,531.00 in safety funding in FY21. As you know these projects were previously programmed in FDOT's FY20 (July 19-Jun 20), and after meeting with you last summer FDOT opted to push the projects into FY21 to allow Fernandina Beach more time to examine options for Front Street that would facilitate installation of the rail signals. We are rapidly approaching our new fiscal year and a decision will need to be made over the next month or so regarding the Front Street modifications as we are unable to install the signal systems within the current configuration. Should Fernandina opt not to modify Front Street to facilitate signal installation within FDOT's FY21, I don't believe we'd be willing to roll the funding again to an outer year.

Please let me know if you need any additional information or if you'd like to discuss.

Respectfully,

Kyle Coffman
Freight & Logistics Supervisor
2198 Edison Ave, MS 2806
Jacksonville FL 32204-2730
O: 904-360-5686
C: 904-343-1760
Kyle.Coffman@dot.state.fl.us

From: Mr. Dale L. Martin <dmartin@fbfl.org>
Sent: Wednesday, April 15, 2020 2:38 PM
To: Stapleton, Robert <Robert.Stapleton@dot.state.fl.us>; Coffman, Kyle <Kyle.Coffman@dot.state.fl.us>
Cc: Breaston, Gregory <Gregory.Breaston@dot.state.fl.us>; Phillips, Kelli <Kelli.Phillips@dot.state.fl.us>; Dement, Kimberly <Kimberly.Dement@dot.state.fl.us>
Subject: RE: Fernandina Beach

Good afternoon, Rob, Kyle:

Thank you for the response.

The reason for my request is that as I prepare and seek support for the budget for the Front Street improvements, I want to illustrate the possible loss of the FDOT funding if the City does not move forward with Front Street improvements. If those are considered safety improvements, it is critical that the City move forward to take advantage of FDOT's funding opportunity.

Mr. Dale L. Martin
City Manager
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL32034
(904) 310-3101| dmartin@fbfl.org
www.fbfl.us

If this email is related to the Board, Committee or Commission that you serve on, please DO NOT REPLY TO ALL.

Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempted by the Public Records Law. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: Stapleton, Robert <Robert.Stapleton@dot.state.fl.us>
Sent: Wednesday, April 15, 2020 12:18 PM
To: Mr. Dale L. Martin <dmartin@fbfl.org>
Cc: Coffman, Kyle <Kyle.Coffman@dot.state.fl.us>; Breaston, Gregory <Gregory.Breaston@dot.state.fl.us>; Phillips, Kelli <Kelli.Phillips@dot.state.fl.us>; Dement, Kimberly <Kimberly.Dement@dot.state.fl.us>
Subject: RE: Fernandina Beach

Hi Dale,

Section 130 project selection and funding responsibilities have shifted from Central Office to the Districts. I can only provide a general response and need to refer you to Kyle Coffman for more details. My understanding is that FDOT will fund all signal safety improvements to Ash Street and Centre Street after Front Street modifications have been made by the City. Please call Kyle so further discussion can be conducted, 904-360-5686. Thank you.

Regards,

Rob

Rob Stapleton | Rail Operations Administrator | Florida Department of Transportation | robert.stapleton@dot.state.fl.us
Freight and Multimodal Operations Office | 605 Suwannee Street-MS 25, Tallahassee, Florida 32399 | 850-414-4553

From: Mr. Dale L. Martin <dmartin@fbfl.org>
Sent: Tuesday, April 14, 2020 4:42 PM
To: Stapleton, Robert <Robert.Stapleton@dot.state.fl.us>
Subject: Fernandina Beach

EXTERNAL SENDER: Use caution with links and attachments.

Good afternoon, Mr. Stapleton:

Despite the impact of Covid-19, the City of Fernandina Beach is continuing its planning and efforts to take advantage of the federal railroad funding made available through FDOT for safety improvements at downtown crossings.

Part of this effort is related to the preparation of next year's budget. Could you advise me of an estimate of the federal funding available for the crossing improvements in Fernandina Beach?

Thank you for your assistance and I will keep you informed of additional efforts.

Mr. Dale L. Martin
City Manager
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL32034
(904) 310-3101| dmartin@fbfl.org
www.fbfl.us

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Home / General / Alachua Street Rail Crossing: A brief history

GENERAL

Alachua Street Rail Crossing: A brief history

February 18, 2017 / Suanne Thamm / 12 Comments

Submitted by Suanne Z. Thamm

Reporter – News Analyst

February 13, 2017 1:00 a.m.

Alachua Street currently dead ends at the railroad tracks that run along Front Street.

There have been many attempts by many Fernandina Beach City Commissions over the years to open Alachua Street to vehicular and pedestrian traffic between Second and Front Streets. Many local citizens have claimed that at one time the street had been open, but recent research in City Archives indicates that other than officially sanctioned temporary openings during some Shrimp Fests, any travel across the railroad tracks on Alachua Street over the past 40 years was done at the risk of the travelers.

There was a moment in time when the city had permission from the railroad to open the crossing and had both engineering and funding to support construction. However, political tides turned, and by 2013, the moment had disappeared.

From 1975 to 2013, many commissioners either personally supported or served on commissions that supported opening the Alachua rail crossing. The list includes:

- Charles Albert
- Lewis “Red” Bean
- Jeffrey Bunch
- Grace Butler
- Eric Childers
- John Crow
- Dale Dees
- Arlene Filkoff
- Joe Gerrity
- Thomas Goolsby
- Greg Haddock
- Mike Lamb
- Bill Leeper
- Bruce Malcolm
- Bill Melton
- Franz Mitchell
- J.C. Mottayaw
- Tim Poynter
- Don “Beano” Roberts
- Greg Roland
- Ronnie Sapp
- Milt Shirley
- Ben Sorenson
- Susan Steger
- Ken Walker

The current Fernandina Beach City Commission is again focused on this issue. However, city elections will occur in November. It remains to be seen whether elected officials and the public will remain interested in opening Alachua Street to Front Street.

1975-1979

Minutes of the Fernandina Beach City Commission (FBCC) reflect a history of interest in creating a permanent, open crossing here going back at least as far as 1975.

During a city commission meeting held on March 18, 1975, “[Mr. Ray Beville on behalf of the Shrimp Fest Committee] asked that the City extend Alachua Street across the railroad tracks to Front Street.”

Apparently the Seaboard Coastline Railroad agreed to the temporary opening. On July 1, 1975, Commissioner Grace Butler asked City Manager Courtney if the railroad “would keep open the access at the foot of Alachua Street.” The City Manager was asked to pursue this, despite his feeling that the railroad would not voluntarily do so. At the July 15, 1975 meeting Commissioner Ben Sorenson asked for a status report. The City Manager had no response from the railroad.

On November 18, 1975, Commissioner Franz Mitchell asked why the street had not been opened. “City Manager Courtney answered that the railroad had no objection to opening this street, however, all new crossing of railroad tracks now needed the approval of the Department of Transportation and they had agreed to hold a public hearing on the opening of this crossing and would give their decision after the hearing.”

During an FBCC meeting on February 21, 1978, City Attorney Fishler presented copies of easements with the Seaboard Coastline Railroad on the Alachua Street crossing. He reported that there was no indication in county records that the crossing had ever been closed, but allowed that it may have been closed by a city ordinance. There is no indication that the city took action to close the crossing.

A month later at the March 28, 1978 meeting, City Manager Courtney read a letter from the Seaboard Coastline Railroad "stating that if the City will pay the cost that they will open up the Alachua Street crossing. After discussion, it was the consensus of the Commission that the City Manager write a letter to the railroad and tell them to proceed with the work and that the City Manager be authorized to budget this item into next year's budget [FY 1978/79]."

Despite an approved city millage rate of 9.1062, there is no indication that this item was budgeted in the FY 1978-79 Budget, which did not contain a Capital Improvements Plan.

At the March 3, 1982 FBCC meeting, "Commissioner Boatwright stated that the City should check with Seaboard Coastline Railroad Company about opening up the Alachua Street crossing. The City Manager stated that he had contacted them some time ago about this and they had advised that they had no objection as long as the City would maintain the signals. The City Manager stated that he would contact them again before doing the work though."

1980's

On April 6, 1982, the narrative appeared to have changed. In response to a request from Mr. [Bill] Kavanaugh to open the crossing, the city manager replied that "Seaboard Coastline Railroad Company refuses to do it." He added that the railroad gives permission each year for a temporary opening during Shrimp Fest.

At the May 4, 1982 meeting, the FBCC once again asked the City Manager to pursue opening the crossing permanently. During that same meeting a Mr. R.W. Fields "stated that he had damaged his oil pan on his car 3 years ago on the railroad crossing and had turned the claim over to the City for payment but had never received anything." It is not clear whether this claim arose during the time of temporary opening for Shrimp Fest or whether the rail crossing had "unofficially opened" for those willing to chance driving across the tracks.

Yet another City Commission grappled with opening rail crossings at Calhoun and Alachua as part of a traffic plan for truck routes in 1987.

In 1989 the FBCC developed a strategic plan. Included was Item 9, which read:

Item #9: Develop a five year plan for addressing major traffic concerns within the City. This would include Gum Street - 8th Street intersection, 8th Street traffic, 8th Street - Dade Street intersection, 14th Street upgrade plans, Franklin - Dade - 8th - 14th tie-in and relationships, Alachua connection between Front and 2nd Street, Centre Street and downtown flows, Sadler Road. (Item 8 is a related item.)
Target Date: 9-89 for initial plan outline.

Apparently, once again nothing happened.

2000's

Commission meeting minutes do not reflect more action on this plan or concern about the rail crossing until 2003, when at the November 4 Regular Meeting, City Manager Robert Mearns "stated that Representative Aaron Bean requested that he write a letter to him requesting that the Department of Transportation look into the opening of Alachua across the railroad tracks and also removing one of the railroad tracks."

Beginning in 2005, the FBCC took renewed interest in opening the rail crossing to resolve traffic and safety issues and to make the Community Redevelopment Area. At a Special Meeting held on October 5, 2006, Commissioner Ron Sapp, who was seconded by Mayor Bill Leeper, moved "that City staff bring to the City Commission at the earliest possible date financing options including a revenue bond option as a way to finance up to $3M worth of infrastructure improvements along the waterfront; and general fund will [be] obligated for the financing initially and that the general fund will loan the CRA up to $3M for those infrastructure improvements. {Commissioner Bruce Malcolm] pointed out that of these $3M of improvements, a lot would be handled by developers as site improvements (i.e. lighting, flyovers for Alachua across Front Street, agreement with the railroad to redo Front Street." After discussion and public input, this motion passed unanimously.

Once again, in 2007, the City asked the railroad to open the Alachua and Broome crossings “as part of the Front Street redevelopment project.” The FBCC considered Resolution 2007-41, “Supporting the application for right of way occupancy for Front and Alachua Streets and Front and Broome Streets with Reltek, LLC.” Reltek was the legal arm for the railroad and was responsible for processing applications on behalf of CSX and First Coast Rail. Commissioner Ron Sapp, seconded by Commissioner Bruce Malcolm moved approval of the resolution, which passed on a unanimous vote.

Community Redevelopment Area and waterfront improvements

During 2007 there was significant public discussion and FBCC consideration of opening the Alachua crossing to improve downtown traffic flow and help prime the pump for private development in the CRA. Commissioners considered pedestrian crossings and the FDOT policy of reducing rail crossings to improve safety throughout the state. During this time, the FBCC dropped the idea of opening the Broome Street crossing, but continued to support opening the Alachua crossing. Vice Mayor Joe Gerrity moved and Commissioner Ken Walker seconded a motion to approve Resolution 2007-164, “Supporting the need for an additional rail road crossing at Front and Alachua Streets without the requirement to close an existing crossing.” The FBCC approved this resolution unanimously.

Significant public discussion and commission consideration on the waterfront continued through meetings and workshops from 2008-2010. A traffic study conducted in the 2009-10 period again recommended the opening of the Alachua rail crossing. At an FBCC meeting on February 22, 2010, City Manager Michael Czymbor and Community Development Director Marshall McCrary responded to questions from Mayor Susan Steger and expressed optimism that the Alachua crossing would be opened.

The FBCC passed Resolution 2010-78 approving an agreement with the railroad to open Alachua Street. Background information for the agenda read as follows:

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Resolution 2010- 78
Approving an Agreement with Florida Department of Transportation (FDOT) for the opening of Alachua Street Highway-Rail Grade Crossing

DEPARTMENT: City Manager’s Office

ATTACHMENTS: _X_ Ordinance __ Resolution
_X_ Support Documents ___ Other

SUMMARY: The City, many years ago, set a community goal to revitalize the waterfront area on Front Street. We collectively have undertaken many activities to achieve the goal by adopting and implementing a Community Redevelopment Area (CRA), revitalization of the City’s Marina, development and adoption of a Waterfront Master Plan, development and adoption of Land Use and Zoning Policies and practices which encourages property redevelopment, Legal research on the land ownership issues for property on Front Street, and the coordination and partnership with the railroads on ownership, grade crossing and Front Street Rehabilitation Project. The City previously submitted an application to FDOT to provide a new opening of the Alachua Street for a railroad grade crossing to enhance the motorized and non-motorized traffic movement in the waterfront area. The FDOT has approved the proposed crossing and has provided a Stipulation of Parties which specifies the understanding between the parties for the opening. The railroads have approved the proposed agreement.

In 2011, the FBCC passed yet another resolution to facilitate opening of the rail crossing. Commissioner Tim Poynter moved and Commissioner Eric Childers seconded Resolution 2011-12, “amending Resolution 2010-78 approving an amended agreement with Florida Department of Transportation for the opening of Alachua Street highway-rail grade crossing to provide that the city install fencing parallel to Front Street to enhance pedestrian safety.”

According to minutes of the February 1, 2011 FBCC Regular Meeting:

“Commissioner [Arlene] Filkoff inquired what the next step in the process was for this. City Manager [Michael] Czymbor explained that the City has 24 months to perform all the items the City was agreeing to in the Stipulation of Parties (improving and opening the crossing). He stated that the City would have to find funding, draw plans, and cooperatively work with the railroad to assure their satisfaction with the proposed improvements.”

The commission approved this resolution unanimously.

Design work begins

On November 15, 2011, the FBCC unanimously approved Resolution 2011-171 to contract with Zev Cohen & Associates to design Front Street rehabilitation and Alachua Street railroad crossing and improvements. From the minutes:

“Commissioner [Jeffrey] Bunch inquired what CSX fees would be. Mr. [Curtiss] Burkett [of Zen Cohen] replied that their fees for doing all the work were provided in the cost estimate provided to the city. He stated that he believed that the Alachua crossing was $183,000 for the design, construction, etc.” …

“City Manager Czymbor referred to the railroad crossing and commented that from talking with people it has been a 34 year process to get Alachua opened. He stated that this was completing the actual construction documents and specifications to make the improvement happen.”

2011: Forward Fernandina and political aftermath

On August 16, 2011 the FBCC unanimously approved and adopted a comprehensive strategic plan called Forward Fernandina, or F2, as Resolution 2011-118. This plan was the product of numerous community studies and plans for city revitalization, and followed months of public comment and review through workshops, community meetings and a survey. Opening the Alachua crossing was one of the goals of that plan.

However, city elections in 2011 and 2012 resulted in the replacement of commissioners who supported both the F2 plan and public borrowing to pay for it with commissioners who opposed public borrowing and/or the use of franchise fees as opposed to voted debt to pay for public works.

The FBCC passed on a 4-1 vote (Commissioner Sarah Pelican dissenting) Resolution 2012-145, requesting an extension to the Alachua crossing construction permit to delay construction until 2015. However, on February 19, 2013 via Resolution 2013-23, the FBCC voted to return most of the $1.88M that had been borrowed at an interest rate of 2.43 percent (Resolution 2011-170) to finance initial infrastructure improvements in the Front Street area, including the Alachua rail opening.

By the time yet another City Commission resurrected the Alachua opening plan, the railroad had reconsidered its permission to open the crossing. They declined to grant another extension to the permit in 2015.

And that’s where it stands today.

Editor’s Note: Suanne Z. Thamm is a native of Chautauqua County, NY, who moved to Fernandina Beach from Alexandria,VA, in 1994. As a long time city resident and city watcher, she provides interesting insight into the many issues that impact our city. We are grateful for Suanne’s many contributions to the Fernandina Observer.

Comments: 12 Sort by newest

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lynda grant
4 years ago
second what Stephen said.
Reply 0

Jane Collins
4 years ago
What a job, Suanne! I can only imagine the time you spent researching this article. Did you turn up the original recorded easement? I would be interested in seeing the actual legal text and rights given to each party. Even if it never gets open, I think the city should make an effort to beautify the area. It surely is an eyesore and not what we want our guests to see.
Reply 0

CHUCK HALL
4 years ago

Good work, Suanne! You nailed it. I hope the RR has a change of heart. This is a much needed access to Front Street. After the closing of Calhoun St for the needs of the Port Authority, the City severely restricted its options. Good work.

Reply 0

Stephen Coe
4 years ago

Very well done Suanne. I also like that the FO moved this article back to the front page. Too often substantive issue articles are bumped down by media releases to the extent that they are essentially lost. I'm not complaining about press releases--they can be informative--I just like to see the more important articles stay in the public eye a little longer. Many readers will not read past the first or second page.

Reply 0

Robert Warner
4 years ago

Does anyone see a problem with implementing any real long term plan that takes cooperation, commitment, and resources over time when the electoral picture is in continuous flux? It's always carping about taxes, carping about objectives, carping about people doing the hard work of making things work, always the carping - and always from the sidelines.

Reply 0

Bob Allison
4 years ago

Suannne, thank you for the lengthy research you must have done to share this history with us. I wish you could do a comparable piece on the City's history of planning for re-development of its waterfront. Thousands of dollars of tax payer's funds and an equal number of citizen's voluntary hours have been spent on this endeavor and there is not one ounce of re-development to show for it. The marina and waterfront are exactly the same as when I finished the first re-development nearly thirty years ago. You may have noticed the City has posted a RFQ for yet one more consultant to develop yet one more conceptual plan. What is needed, for any progress to be made on the west side of the rail road tracks are not more consultants, but instead competent honorably intentioned leadership.

Reply 0

Terry Jones
4 years ago

i may be naive but to me the need for alchua crossing should have been a stand alone issue without lumping it into waterfront development BECAUSE IT HAS BEEN NEEDED FOR MANY YEARS WITHOUT ADDITIONAL DEVELOPMENT & if it had been done may perhaps have made future waterfront plans & development a little less contentious.

Reply 0

Dave Lott
4 years ago

Very thorough research and presentation. Some things change and some things stay the same over the years. Amazing, and somewhat frustrating, to see the action items directed by the FBCC but never completed. Hopefully this time will be different but think a large package of marina, waterfront, CRA, etc. will have such a high price tag that it will have a very difficult time in getting support. That was one of the issues with the F2 plan, some of the items were well fleshed out and others were still at the concept stage and many were concerned not having a firmer knowledge of the financial costs. Then the 'just say no' tide turned and the rest is history as Suanne has recorded. Hopefully there will be lessons learned.

Reply 0

John Goshco
4 years ago

Superb research, Suanne.

Reply 0

Len Kreger
4 years ago

Outstanding article.

Reply 0

Load more

STIPULATION OF PARTIES
FOR THE OPENING OF ALACHUA STREET
FDOT CROSSING NUMBER TBD RAILROAD-HIGHWAY GRADE CROSSING,
CITY OF FERNANDINA BEACH, FLORIDA

The City of Fernandina Beach (CITY), First Coast Railroad, Inc. (RAILROAD), and the Florida Department of Transportation Central Office (DEPARTMENT), by and through their undersigned representatives enter this Stipulation of Parties and agree to the following conditions:

1. The CITY filed an application (EXHIBIT “A”) with the DEPARTMENT to open the Alachua Street railroad-highway grade crossing, FDOT Crossing Number TBD (hereinafter called Alachua Street Crossing), approximate RAILROAD Milepost location SMA 47.32, in the City of Fernandina Beach, pursuant to Chapter 335.141(1), Florida Statutes, and Rule 14-57.012, Florida Administrative Code.
2. There are two tracks at the proposed Alachua Street Crossing which currently has seven train movements per week. The current maximum train speed is ten miles per hour at the proposed crossing location.
3. The proposed Alachua Street Crossing location will be a two-lane urban local road with a sidewalk on the South side, as set forth on the attached plans and maps (EXHIBIT "B")
4. The RAILROAD, at the CITY’S expense, will provide all necessary materials and install a railroad grade crossing surface at the extension of Alachua Street, in compliance with the DEPARTMENT’S Standard Plans Index 830-T01 (EXHIBIT “C”).
5. The RAILROAD, at the CITY’S expense, will provide all necessary materials and install at the Alachua Street Crossing; automatic railroad grade crossing warning devices to include a control house/cabinet; (Two) Type III, Class IV flashing lights and gates; and RAILROAD pedestrian safety devices, in accordance with the DEPARTMENT’S Standard Plans Index 509-070 (EXHIBIT “D”).

DRAFT

6. The RAILROAD, at the CITY'S expense, will maintain the crossing and automatic railroad crossing warning devices at the Alachua Street Crossing.

7. The RAILROAD, at the CITY'S expense, shall erect on each side of the crossings, signs and object markers as identified in the DEPARTMENT'S Standard Plans Index 102-000, attached hereto as "EXHIBIT F".

8. In accordance with the proposed plans (EXHIBIT "B"), the CITY, at the CITY'S expense, will install and maintain fencing parallel to Front Street to enhance pedestrian safety by channeling pedestrian travel to the permitted railroad-highway grade crossings between Alachua Street and Ash Street. The fencing height will be four feet above the ground line with a minimum required distance of six feet-eight inches from the nearest rail (i.e., nine feet from centerline of track) to the fence. The minimum distance of six feet-eight inches applies to all elements of the fence, including both fencing and fence pillars.

9. The CITY, at the CITY'S expense, will install and maintain curbing and bump out protection for the Alachua Street Crossing, Centre Street, FDOT Crossing Number 620820J (hereinafter called Centre Street Crossing), and Ash Street, FDOT Crossing Number 620819P (hereinafter called Ash Street Crossing).

10. The RAILROAD, at the DEPARTMENT'S expense will make signal safety improvements at the following two railroad-highway grade crossings in Fernandina Beach: Centre Street Crossing and Ash Street Crossing.

11. The RAILROAD will coordinate with the CITY'S Streets and Parks Maintenance Director at least 72 hours in advance of any work at Alachua Street Crossing, Centre Street Crossing, and Ash Street Crossing.

12. Any work by the CITY will be coordinated with the RAILROAD's Division Engineer at least 72 hours prior to the commencement of any work at the Alachua Street Crossing, Centre Street Crossing, and Ash Street Crossing, except for emergency work for which immediate notice

DRAFT

will be provided. These measures will ensure that all Federal Railroad Administration Workplace Safety Regulations, to include flagging and insurance, are met.

13. All work by the CITY and RAILROAD will be consistent with the Manual of Uniform Traffic Control Devices (MUTCD) (2009 Edition), Federal Railroad Administration Rules and Regulations (FRA), American Association of State Highway and Transportation Officials (AASHTO) Policy, the DEPARTMENT'S Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways (Florida's Green Book), and CITY requirements.

14. Department of Transportation (DOT) crossing number XXXX has been assigned to the Alachua Street Crossing. The RAILROAD will complete the U.S. DOT Crossing Inventory Forms (OMB No. 2130-0017) for the opening of the Alachua Street crossing. The completed forms (EXHIBIT "E"), will be submitted to the DEPARTMENT and to the FRA for inventory data entry within 60 days of opening.

15. The CITY shall provide the DEPARTMENT a copy of the Resolution or a certified copy of the Minutes from the Clerk of Courts, verifying that this Stipulation has the CITY'S approval.

16. This Stipulation of Parties has been executed by all parties having an interest in this matter. All parties waive hearing rights provided by Chapter 120, Florida Statutes, for the opening of the Alachua Street railroad-highway grade crossing with this Stipulation of Parties.

17. The terms of this Stipulation of Parties may not be changed, waived, discharged, or terminated orally, but only by an instrument or instruments in writing, signed by the CITY, the RAILROAD, and the DEPARTMENT.

18. This Stipulation of Parties is governed by, and shall be interpreted, and construed in accordance with the laws of the State of Florida.

19. Any failure of any party to insist upon the strict performance of any terms or provisions of this Stipulation of Parties is not deemed to be a waiver of the terms of this agreement.

DRAFT

20. As authorized by Section 335.141, Florida Statutes, and Rule Chapter 14-57, Florida Administrative Code, the DEPARTMENT permits the opening of the Alachua Street railroad-highway grade crossing, as evidenced by this Stipulation of Parties, provided all conditions of this Stipulation are met and completed within 60 months of the execution of this Stipulation.

(THIS CONCLUDES THE BODY OF THIS STIPULATION OF PARTIES)

DRAFT

FIRST COAST RAILROAD, INC. (RAILROAD)

By: _____
Authorized Signature

Date: _____

CITY OF FERNANDINA BEACH (CITY)

By: _____
Authorized Signature

Date: _____

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION (DEPARTMENT)

By: _____
State Freight and Logistics Administrator

Date: _____

LEGAL REVIEW

By: _____
Attorney, FDOT Central Office

Date: _____

DRAFT

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2020-150
Engineering Agreement - First Coast Railroad Inc

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2020-150

SYNOPSIS: To ensure that the design of proposed rail crossings at Ash, Centre, and Alachua Streets complies with railroad regulations and standards, the railroad requires engineering review of the proposed design at City expense. The attached agreement provides for the engineering services to be performed associated with the crossings (as well as an existing private crossing) and the cost of those services.

FISCAL IMPACT: Funding for this service will be drawn from the City Manager Professional Services account 0011210 53100 ($50,000).

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2020-150.

Dale L. Martin, City Manager	10/9/2020
Pauline Testagrose, Comptroller	10/12/2020
Tammi E. Bach, City Attorney	10/12/2020
Katie Newton, Legal Assistant	10/13/2020

Submitted By: Katie Newton, Legal Assistant Date: October 02, 2020

COMMISSION ACTION: Adopt

RESOLUTION 2020-150

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING REIMBURSEMENT OF COSTS TO FIRST COAST RAILROAD, INC. IN AN AMOUNT NOT TO EXCEED $18,000 FOR ENGINEERING REVIEW OF FRONT STREET SAFETY IMPROVEMENTS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Florida Department of Transportation (FDOT) has appropriated approximately $683,000 for railroad safety improvements at Ash Street and Centre Street; and

WHEREAS, the City will design and engineer the subject crossings, including an additional crossing at Alachua Street and a private crossing impacted due to the likely reconfiguration of Front Street; and

WHEREAS, First Coast Railroad, Inc. requires that the proposed design and engineering be reviewed by First Coast Railroad, the cost of which will be borne by the City; and

WHEREAS, First Coast Railroad has provided an Engineering Cost Reimbursement Agreement (attached hereto as Exhibit A), indicating that the cost will not exceed $18,000.

WHEREAS, funding for said reimbursement is available in the City Manager Professional Services account, 0011210 53100.

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

SECTION 1. The City Commission hereby approves the Engineering Cost Reimbursement Agreement attached as Exhibit A.

SECTION 2. The City Manager and City Clerk are hereby authorized to execute any documentation related to the engineering services required by First Coast Railroad, Inc.

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

ADOPTED this 20th day of October, 2020.

ATTEST:

_____
Caroline Best
City Clerk

CITY OF FERNANDINA BEACH

_____
John A. Miller
Mayor – Commissioner

APPROVED AS TO FORM & LEGALITY:

_____
Tammi E. Bach
City Attorney

Engineering Cost Reimbursement Agreement

This Cost Reimbursement Agreement (the "Agreement") dated as of ____, 2020 ("Effective Date") is between First Coast Railroad Inc. (FCRD), a Delaware corporation ("Railroad") with an address of 404 Gum Street, Fernandina Beach, FL. 32034 and the City of Fernandina Beach, ("City") with an address of 204 Ash Street, Fernandina Beach, 32034

WHEREAS, Railroad and City agree that certain improvements are necessary in connection with the Front Street roadway and improvements in the City of Fernandina Beach located at the existing Front Street and FCRD crossings, a new crossing at Alachua Street and New Private Crossing.

WHEREAS, the parties agree that the estimated total cost of Railroad's engineering review services of the Improvements (the "Services") is estimated to total $18,000.00 ("Estimated Services Cost"); and

WHEREAS, this Agreement provides for City's agreement to reimburse Railroad for the costs that will be incurred by Railroad to complete the Services, subject to the terms and conditions set forth herein.

NOW THEREFORE, in view of the foregoing statements, which form the factual basis of this Agreement and in further view of other good and valuable consideration, the parties agree as follows:

1. SERVICES.

(a) Railroad agrees to perform preliminary engineering review of the Improvements: The reconstruction of Front Street. The construction of a new at grade crossing at Alachua Street (DOT Number TBD), and the reconfiguration of a new Private Crossing (DOT Number TBD), (the "Services"):

Oversite and management, field survey, Engineering Review PE Package, SOP, Signal and Surface plan development, Plan Review of Roadway Construction, Bid Packages for surface and Warning Device Construction, and Pre-Construction coordination.

(b) City agrees to reimburse Railroad for all costs and expenses (including overhead) incurred by Railroad in connection with Railroad's performance of the Services, in accordance with Section 3 below. The parties acknowledge and agree that the foregoing reimbursable costs may exceed the Estimated Services Cost.

(c) RAILROAD MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE SERVICES. IN PARTICULAR THERE SHALL BE EXCLUDED THE IMPLIED WARRANTY OF MERCHANTABILITY AS WELL AS THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.

2. Term.

The term of this Agreement shall commence on the Effective Date and continue until the Services are complete upon mutual agreement between the parties; however, Railroad's obligation to invoice as set forth in Section 3 and City's obligation to make payment, as set forth in Section 1, shall survive termination of this Agreement.

3. Invoicing for Reimbursement of Expenses.

(a) Either upon completion of the Services or periodically, as determined by Railroad in its sole discretion, Railroad will invoice City for Railroad's costs and expenses (including overhead) incurred by Railroad with respect to the Services and provide City with a written invoice evidencing those costs and such other supporting documentation to substantiate those costs as City may reasonably request. City shall reimburse Railroad and pay all invoices within thirty (30) days after City's receipt of the invoice.

(b) Whenever a payment due under this Agreement is not made when due, such amounts shall bear interest at 6% per annum calculated from the date after the payment to which interest applies was due, until the date said payment is made, or the maximum interest allowed by applicable law.

(c) If City disputes any invoice, then it may withhold payment only on that portion disputed and pay the remainder by the due date. For purposes of this provision, an invoice is "disputed" by City only if City (i) notifies Railroad in writing within thirty (30) days after receipt of the invoice that it is disputed, (ii) specifies in such writing the amount disputed, (iii) pays within the time due any amount not disputed and (iv) provides Railroad any documentation or other relevant information substantiating the amount disputed.

4. Miscellaneous.

(a) This Agreement represents the complete and entire understanding of the parties regarding the Work and supersedes any prior drafts of this Agreement and any oral agreements regarding the Work.

(b) This Agreement has been executed by the authorized officials of the parties and may not be amended unless in writing and signed by the authorized officials of the parties.

(c) This Agreement is the result of the mutual negotiations of the parties and shall not be construed against either of them as the drafter. Any interpretation or enforcement of this Agreement shall be governed by the laws of the State of Florida.

(d) This Agreement may not be assigned by either party without the written consent of the other party, which shall not be unreasonably withheld or delayed.

(e) Any waiver of any provision must be in writing and issued by the party granting the waiver. The waiver applies only for the specific facts contained in the waiver and is not construed as a waiver of such facts for the future.

(f) No party shall be liable to the other party for any consequential, indirect, incidental, exemplary, special or punitive damages (including but not limited to, cost of capital, decline in market value, business interruption expenses, attorneys' fees and lost sales) of any kind arising out of this Agreement regardless of whether the party against whom such damages might be otherwise sought knew or reasonably should have known of the possibility of such damages.

(g) This Agreement may be executed in multiple counterparts, each of which shall, for all purposes, be deemed an original but which together shall constitute one and the same instrument, and counterparts of this Agreement may also be exchanged electronically, and any electronic version of any party's signature shall be deemed to be an original signature for all purposes.

IN WITNESS WHEREOF, the parties have caused duly authorized representatives to execute this Agreement as of the date first written above.

First Coast Railroad Inc.	City of Fernandina Beach
By: _____	By: _____
Name:	Name: Dale L. Martin
Title:	Title: City Manager
Date: _____	Date: _____

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Force Account Estimate

OOM

Railroad:	First Coast Railroad Inc. (FCRD)	**Region:**	Southern
Agency:	City of Fernandina Beach	**State:**	Florida
DOT #:	Various	**COUNTY:**	Nassau
ROADWAY:	Various	**CITY:**	Fernandina Beach
DESCRIPTION:	Oversite of management, field survey, Enginerring review, PE Package, SOP, Signal and Surface plan development, Plan Review of Roadway Construction, Bid Packages for Surface and Signal Construction, and pre-Construction coordination.		
AGENCY PROJECT NUMBER:	0	**ESTIMATE SUBJECT TO REVISION AFTER:**	03/20/21

PRELIMINARY ENGINEERING:				
Contracted & Administrative Engineering Services			$	18,000
Subtotal			**$**	**18,000**
CONSTRUCTION & CLOSEOUT:				
Contracted & Administrative Engineering Services			$	-
Subtotal			**$**	**-**
FLAGGING SERVICE:				
Contracted or Railroad Flagmen Services	0	Days	$	-
Subtotal			**$**	**-**
UTILITY WORK:				
Power Service			$	-
Other			$	-
Subtotal			**$**	**-**
CONTRACT WORK:				
Outside Services			$	-
Design & Labor & Material			$	-
Subtotal			**$**	**-**
RAILROAD TRACK:				
Labor & Material			$	-
Subtotal			**$**	**-**
RAILROAD SIGNAL & COMMUNICATION:				
Labor & Material			$	-
Subtotal			**$**	**-**
PROJECT SUBTOTAL:			**$**	**18,000**
Public Project Admin:	**0.00%**		$	-
Contingencies:	**0.00%**		$	-
PROJECT TOTAL:	**********		**$**	**18,000**
CURRENT AUTHORIZED BUDGET:	**********		**$**	**-**
TOTAL SUPPLEMENT REQUESTED:	**********		**$**	**18,000**

DIVISION OF COST:

Agency	100.00%	$	18,000
Railroad	0.00%	$	-

NOTE: Estimate is based on FULL CROSSING CLOSURE during work by Railroad Forces & Contractors.

This estimate has been prepared based on site conditions, anticipated work duration periods, material prices, labor rates, manpower and resource availability, and other factors known as of the date prepared. The actual cost for the railroad work may differ based upon the agency's requirements, their contractor's work procedures, and/or other conditions that become apparent once construction commences or during the progress of the work.

Estimated prepared by: TJD **Approved by:** *TJD* **Public Project Department**

DATE: 09/21/20 **REVISED:** 09/21/20 **DATE:** 09/21/20

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2020-151
Silling Architects City Hall Assessment

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2020-151

SYNOPSIS: The City Commission adopted Resolution 2020-119 on September 1, 2020, authorizing the City Manager and City Attorney to negotiate a professional services agreement with Silling Architects, Inc, to conduct a needs and site assessment for City Hall. The attached proposal has been submitted by Mr. Jody Driggs (Silling Architects, Inc.) and reviewed by the City Manager and City Attorney.

FISCAL IMPACT: Funds for this project are included in the 2020/2021 budget General Fund Non Departmental Professional Services account, 0011910 53100 ($50,000)

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2020-151.

Dale L. Martin, City Manager	10/6/2020
Pauline Testagrose, Comptroller	10/12/2020
Tammi E. Bach, City Attorney	10/12/2020

Submitted By: Nicole Bednar, Administrative Services Manager

Date: October 06, 2020

COMMISSION ACTION: Adopt

RESOLUTION 2020-151

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE PROPOSAL SUBMITTED BY SILLING ARCHITECTS, INC. IN THE AMOUNT OF $48,500; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City published Request for Qualifications (RFQ) 2020-01, soliciting qualifications from consultants interested in conducting a needs and site analysis for City Hall; and

WHEREAS, on September 1, 2020, the City Commission adopted Resolution 2020-119, accepting the ranking order of an Evaluation Team, and authorizing the City Manager and City Attorney to negotiate a professional services agreement with the consultants in ranked order; and

WHEREAS, Silling Architects offered the proposal included as Exhibit A for consideration and review by the City Manager and City Attorney; and

WHEREAS, funds have been appropriated in the 2020/2021 budget in the Non-Departmental Professional Services account, 0011910 53100 for this project.

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 proposal submitted by Silling Architects, Inc., hereto attached as Exhibit "A" in an amount not to exceed $48,500 for a professional services agreement to provide architectural and engineering services as indicated in RFQ 2020-01.

SECTION 2. The City Manager and City Clerk, with the review and approval of the City Attorney, are hereby authorized to execute the professional services agreement.

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

ADOPTED this 20th day of October, 2020.

ATTEST:

_____
Caroline Best
City Clerk

CITY OF FERNANDINA BEACH

_____
John A. Miller
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:

_____
Tammi E. Bach
City Attorney

SILLING
ARCHITECTS

t (304) 346-0565
e info@silling.com
w silling.com

Professional Services Proposal – Phase One Pre-Design

FERNANDINA BEACH CITY HALL

October 1, 2020

Silling Architects and our consultant teammates are pleased to have been selected to provide architectural and engineering professional services for the Fernandina Beach City Hall Project as outlined in your RFQ 2020-01. This Proposal shall serve as the Agreement between the Fernandina Beach City Commission (Owner) and Silling Associates, Inc. (Architect) for Phase One Pre-Design Services consisting of Space Programming and Building/Site Assessment. Design services for the Project as indicated in the RFQ are not included in the Phase One services, but may be added to the scope of services by the Owner at their discretion. The exact scope of design services, their schedule and deliverables, and associated fees may be defined in the AIA Document B101-2017 Standard Form of Agreement Between Owner and Architect at a later date.

Project Team

Silling Architects will serve as the prime service provider and will lead the design team through the delivery of all services and development of all deliverables. Consultants providing service to Silling Architects included in the scope of this Agreement include:

GAI Consultants, Jacksonville, FL – Land Planning & Civil Engineering
TLC Engineering Solutions, Jacksonville/Orlando/Melbourne, FL – Structural, Mechanical, Electrical, Plumbing, & Technology Engineering

For the purposes of this Agreement, the Owner's Team may be defined at a later date. It is the Architect's recommendation to develop an Executive Project Committee consisting of City Commission and Administration Leaders who can provide clear and definitive direction to the Architect's Team regarding Project scope, schedule, budget, and approval of progress and final deliverables. City Department leaders and key staff members within the departments affected by the Project will be engaged throughout the delivery of the Task One and Task Two Services. Community stakeholders can be engaged through public presentations of the deliverables of this Agreement, and will become more involved as future design services are provided.

Phase One - PRE-DESIGN SERVICES:

Task One – Space Programming:

The purpose of this task is to develop an understanding of the current space utilization and future space needs of the City of Fernandina governmental departments housed in the existing City Hall Building located at 204 Ash Street as well as in the existing Peck Center located at 516 south 10th Street, Fernandina Beach, Florida.

- The Architect will facilitate an Owner-Architect meeting with representative of the Executive Project Committee to understand the vision for operation and community engagement/service delivery for a new City Hall facility, noting future growth projections informed by City of Fernandina leadership, Florida Bureau of Economic and Business Research documentation, or other sources provided by the Owner.
- The Architect will conduct in-person interviews with leaders of the applicable departments to observe and document existing space utilization and identify current and future staffing projections, workflow processes, public interface needs, and miscellaneous support and service space requirements.
- The Architect will develop a tabular Space Program Document that identifies the following:
    - Individual private or open work space, meeting rooms, and support space net square footages with intra-departmental adjacency requirements
    - Departmental gross square footages incorporating areas for interior partitions and intra-departmental circulation, support, and service spaces.
    - Facility-wide gross square footages incorporating areas for inter-departmental circulation, building envelope, and primary MEP service and general support spaces
- The Architect will review and revised the Space Programming Document with departmental staff to confirm accuracy and will present space utilization and future needs projections with the Executive Project Committee for approval. Review meetings may be conducted utilizing web-conferencing platforms.

Task Two – Site & Existing Building Assessment:

The purpose of this task is to develop an understanding of site development and building reuse and renovation opportunities and constraints that affect the feasibility of the City Hall Project, narrating the potential physical organization of the site and existing facility to meet the programmatic needs of the City of Fernandina Beach. For the purposes of this Agreement, the site and building facilities to be assessed are limited to that of the existing City Hall Facility and the adjacent city-owned parcel, and do not include the site or buildings associated with the Peck Center.

Site Assessment Tasks

- Prepare base maps utilizing information provided by the Owner and other at-hands GIS sources, which may include items such as existing and planned roads, wetlands, waterbodies, floodplain, wastewater, storm water, electricity, bas, existing land use, zoning, future land use, aerial photographs, and other relevant information. Detailed land surveying is not included in the Architect's services.
- Review environmental, geotechnical, and other base data provided by the Owner to provide advisory services regarding potential civil engineering site development constraints. The Architect will consider all information supplied by the Owner or their representative(s) as accurate and correct.
- Request and obtain a fire flow test from a fire hydrant adjacent to the site.

- Request a Letter of Availability from the utility provide to verify water and sanitary sewer utility connection points. The Architect will request as-builts of utilities that may exist adjacent to the site.
- Issue a Site Analysis Memo with appropriate corresponding information that generally describes the development opportunities and constraints presented by the existing City Hall building site and adjacent, City-owned vacant parcel relative to zoning and density requirements, height restrictions, setbacks and easements, parking requirements, utility infrastructure, and flood plain issues.

Architectural Assessment Tasks

- Through review of construction and/or as-built drawings of the existing City Hall building, on-site observations of existing conditions, and interviews with the City facilities maintenance personnel, this task involves the identification and documentation of the current conditions related to the following:
    - Building Life Safety Code Compliance relative to building occupancy - classification, construction type, and egress paths and capacity
    - Exterior Architectural Systems including building cladding, finish, or veneers
    - Exterior door and window systems
    - Exterior sealants
    - Cornices, eaves, and decorative trims
    - Covered entries and exterior columns
    - Exterior stairs, ramps, and railing relative to appropriate Accessibility Codes, general safety, and condition
    - Architectural Roofing Systems including slope and insulation; material membranes, shingles, or metal; flashings, copings, equipment cubs, and walk pads; gutters, downspouts, drains, overflows, and scuppers; vents; accessories including ladders, hatches, and safety railings; and roofing warranty if applicable
    - Architectural Interior Systems including flooring, wall finish, bases, ceiling finish, millwork/casework, toilet accessories and components, communicating and exit stairs, and elevator systems if present
- Review of applicable current building codes, as well as consultation with City Building official to ascertain interpretation of repair, renovation, or improvement requirements.
- Review of existing City Hall significance as a contributing or non-contributing structure within the Downtown Historic District with City Planning officials and the Historic District Council, identifying preservation and/or modification requirements
- Development of Architectural conditions report which outlines:
    - Executive Summary
    - Comprehensive narrative description of existing conditions and findings as well as recommendations related to expected system life, and required repairs or maintenance. Report will also include any limitations and/or recommendations for additional invasive testing or investigation not performed.
    - Photos, sketches, or related documentation to communicate report findings.

- Rough order of magnitude (ROM) cost estimate for recommended repairs and/or upgrades.

MEP/Technology and Structural Tasks

- Through review of construction and/or as-built drawings of the existing City Hall building, on-site observation of existing conditions, and interviews with City facilities maintenance personnel, this task involves the identification and documentation of the current conditions, relative to current codes, remaining serviceable life expectancy, and need for maintenance, repair, upgrade or replacement of the following:
    - Structural Components
    - Mechanical (HVAC) Systems
    - Electrical Systems
    - Plumbing Systems
    - Communication and Technology Systems
- Review of applicable original and current building codes, as well as consultation with City Building official to ascertain interpretation of repair, renovation, or improvement requirements.
- Development of MEP/Technology & Structural conditions report which outlines:
    - Executive Summary
    - Comprehensive narrative descriptions of existing conditions and findings as well as recommendations related to expected system life, and required repairs or maintenance. Report will also include any limitations and/or recommendations for additional invasive testing or investigation not performed.
    - Photographs, sketches, or related documentation to communicate report findings.
    - Rough order of magnitude (ROM) cost estimate for recommended repairs and/or upgrades.

Based on the comprehensive findings of the Task Two Site & Building Assessment the reports will include a narrative analysis describing general building flexibility, appropriateness, and feasibility for expansion to address future space needs of the City of Fernandina City Government needs as defined in the Task One Space Program Document.

The Architect will present the final documents, reports, recommendations, and cost projections to the Owner.

Task Three – Design

Architectural and Engineering Design Services are not included in the Phase One Pre-Design Professional Services. Based on the scope of work included in the Owner's RFQ, design services may be awarded to the Architect at the Owner's discretion at a later date.

SERVICES NOT INCLUDED

The following items are not included in our basic scope of services:

1. Site survey indicating topography, easements, underground utilities (natural gas, water, storm, sanitary, electrical, telecommunications).
2. Traffic Analysis

3. Geotechnical inspections and report
4. Environmental and hazardous materials testing and reporting
5. Laboratory materials testing / inspections
6. Destructive testing and investigation of concealed conditions not reasonably identifiable through site observations.

ADDITIONAL SERVICES

We will provide additional architectural / engineering services not described in this document for this project when authorized in writing by the Owner, with mutually agreed upon adjustments to the schedule and compensation for additional services.

PROFESSIONAL FEE

The Architect will provide the basic services defined in Tasks one and Task Two of the Phase One Pre-Design Services for the lump sum of Forty-Eight Thousand Five Hundred Dollars ($48,500.00). All travel, meal, lodging, shipping, and printing costs incurred by the Architect and their consultants are included in the lump sum compensation and will not be considered reimbursable expenses.

Accepted by:

Owner's Signature: _____

Owner's Printed Name and Title: _____

Architect's Signature: _____

Architect's Printed Name and Title: _____

END OF DOCUMENT

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2020-152
Sunsetting the Public, Educational And Governmental (PEG) Committee

ITEM TYPE: Resolution (w/o fiscal impact)

REQUESTED ACTION: Consider Resolution 2020-152.

SYNOPSIS: As directed by the City Commission, this Resolution permanently sunsets the PEG Committee, an ad hoc advisory boards to the City Commission. This item had been scheduled in January 2020, but was postponed until October to allow time for the community to express interest. The City Clerk's Office has not been contacted by interested parties as of this time.

FISCAL IMPACT: None

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2020-152.

Caroline Best, City Clerk	10/2/2020
Nicole Bednar, Administrative Services Manager	10/5/2020
Dale L. Martin, City Manager	10/5/2020
Tammi E. Bach, City Attorney	10/6/2020

Date: January 10, 2020

Submitted By: Nicole Bednar, Administrative Services Manager

COMMISSION ACTION: Adopt

RESOLUTION 2020-152

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, SUNSETTING THE PUBLIC, EDUCATIONAL AND GOVERNMENTAL (PEG) COMMITTEE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, at times, the City Commission believes it is in the best interest of the City to sunset ad hoc advisory committees because their duties are complete or obsolete; and

WHEREAS, the City Commission wishes to permanently sunset the Public, Educational and Governmental (PEG) Committee that reviewed content for the public PEG.

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

SECTION 1. The City Commission hereby permanently sunsets the PEG Committee.

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

ADOPTED this 20th day of October, 2020.

CITY OF FERNANDINA BEACH

_____
John A. Miller
Commissioner – Mayor

ATTEST:

_____
Caroline Best
City Clerk

APPROVED AS TO FORM & LEGALITY:

_____
Tammi E. Bach
City Attorney

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2020-153
Amending Resolution 2005-67- Parks and Recreation Advisory Committee

ITEM TYPE: Resolution (w/o fiscal impact)

REQUESTED ACTION: I recommend that the City Commission adopt proposed Resolution 2020-153.

SYNOPSIS: The Parks and Recreation Advisory Committee (PRAC) at their September 8, 2020 Regular Meeting unanimously approved removing "ad hoc" from Section 1 of enabling Resolution 2005-67.

Ad hoc is defined as: for the particular end or case at hand without consideration of wider application.

The Parks and Recreation Advisory Committee conducts monthly Regular Meetings and Special Meetings as necessary. They make recommendations to the City Commission related to policies, programs, and park design/development to meet and satisfy the recreational needs of the community.

FISCAL IMPACT: None.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2020-153.

Dale L. Martin, City Manager 10/5/2020
Tammi E. Bach, City Attorney 10/6/2020

Submitted By: Nan Voit, Parks & Recreation Director Date: September 14, 2020

COMMISSION ACTION: Adopt

RESOLUTION 2020-153

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA AMENDING RESOLUTION 2005-67 CREATING A PARKS & RECREATION ADVISORY COMMITTEE BY REMOVING 'AD HOC" FROM SECTION 1; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Resolution 2005-67, adopted April 5, 2005, created the Parks and Recreation Advisory Committee to recommend plans and programs designed to meet and satisfy the recreational needs of the community, and to make recommendations for improvements to the park system that will attain the goals and objectives set forth in the Recreation and Open Space Element of the adopted Comprehensive Plan; and

WHEREAS, the Parks and Recreation Advisory Committee, at their September 8, 2020 Regular Meeting, unanimously approved removing "ad hoc" from Section 1 of Resolution 2005-67; and

WHEREAS, "ad hoc" is defined as: for the particular end or case at hand without consideration of wider application; and

WHEREAS, the Parks and Recreation Advisory Committee conducts monthly Regular Meetings and Special Meetings as necessary, and make recommendations to the City Commission related to policies, programs, and park design/development to meet and satisfy the recreational needs of the community.

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

SECTION 1. Resolution 2005-67 is hereby amended by removing "ad hoc" from Section 1.

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

ADOPTED this 20th day of October, 2020.

CITY OF FERNANDINA BEACH

_____
John A. Miller
Mayor – Commissioner

ATTEST:

_____
Caroline Best
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Tammi E. Bach
City Attorney

RESOLUTION 2005-67

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, CREATING A PARKS AND RECREATION ADVISORY COMMITTEE; PROVIDING FOR GOALS, MISSION, WORK PLAN, ORGANIZATION, CONDUCT OF BUSINESS AND STAFF SUPPORT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission desires to achieve the goals and objectives set forth in the Recreation and Open Space Element of the adopted Comprehensive Plan; and

WHEREAS, the City Commission believes it to be in the best interest of the City to create a Parks and Recreation Advisory Committee of City residents whose mission will be to recommend plans and programs designed to meet and satisfy the recreational needs of the community; and to make recommendations for improvements to the park system that will attain the goals and objectives set forth in the Recreation and Open Space Element of the adopted Comprehensive Plan; and

WHEREAS, the City Commission is committed to having representation from the youth of the community and further believes that members appointed to the Parks and Recreation Advisory Committee should fairly represent the demographic composition of the City; and.

WHEREAS, the City staff will actively participate in, and support the mission of, the Parks and Recreation Advisory Committee.

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

Section 1. The Parks and Recreation Committee is officially designated as an ad hoc advisory board to the City Commission, and is responsible for adhering to the following:

a. Goal.

The goal of the Committee shall be to assist the City in the achievement of the goals and objectives set forth in the Recreation and Open Space Element of the adopted Comprehensive Plan.

b. Mission.

The mission of the Committee shall be to recommend to the City Commission plans and programs designed to meet and satisfy the recreational needs of the community; and to make recommendations for improvements to the park system.

c. Work Plan.

The Committee shall, on a fiscal year basis, establish a work plan for the upcoming year that has measurable results. In June of each year at the second City Commission meeting of the month the Committee shall make a report setting forth the achievements of the Committee by comparing the goals and objectives of the work plan with the year's achievements. The first report shall be due on June 20, 2006.

d. Organization; Quorum; Officers.

The Committee shall be comprised of seven (7) regular members who shall serve without compensation for a term of two years. The membership shall reflect the demographic composition of the City and shall contain at least two members whose ages are between 16 and 24. A quorum necessary to conduct business of the Committee shall consist of four (4) members. The Committee shall elect from its membership a Chairperson and Vice-Chairperson, each to serve a two-year term. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Committee shall meet at a regularly set date, time and location established by the Committee.

e. Conduct of Business.

The Committee may adopt by-laws governing the operation of the Committee. Recommendations of the Committee must be approved by a majority vote of the members present at a meeting at which a quorum is in attendance and voting. Members shall be guided by state law and the City Code of Ordinances regarding conflicts of interest, record keeping, and open meetings.

Section 2. The City Manager shall provide the necessary staff support to, and be an ad hoc member of, the Committee.

Section 3. This Resolution shall become effective immediately upon its final passage.

ADOPTED this 5th day of April, 2005.

CITY OF FERNANDINA BEACH

BB Roland

Greg Roland
Mayor-Commissioner

ATTEST:

Cassandra P. Mitchell

Cassandra P. Mitchell
City Clerk

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2020-154
Drug-Free Workplace Policy Update

ITEM TYPE: Resolution (w/o fiscal impact)

REQUESTED ACTION: Consider Resolution 2020-154.

SYNOPSIS: In January 2020, the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA) implemented its final rule on the Commercial Driver's License Drug and Alcohol Clearinghouse. The Clearinghouse is a secure online database that gives employers up-to-date information pertaining to outstanding drug and alcohol violations on Commercial Driver License (CDL) employees with the goal of enhancing safety on our Nation's roadways.

This Federal mandate requires that employers report drug and alcohol violations through the Clearinghouse and check that no current or prospective employee is prohibited from performing safety-sensitive functions due to a drug and alcohol program violation. The attached Drug-Free Workplace policy is updated to reflect the requirements of this Federal legislation.

FISCAL IMPACT: None

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2020-154.

Denise Matson, HR Director	10/1/2020
Dale L. Martin, City Manager	10/5/2020
Tammi E. Bach, City Attorney	10/6/2020

Submitted By: Nicole Bednar, Administrative Services Manager Date: May 14, 2020

COMMISSION ACTION: Adopt

RESOLUTION 2020-154

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING AN UPDATED DRUG-FREE WORKPLACE POLICY; PROVIDING FOR REPEAL OF ANY PREVIOUS POLICIES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City is committed to providing a safe working environment; and

WHEREAS, the City has maintained a drug-free workplace policy in compliance with Chapter 440, Florida Statutes; and

WHEREAS, the US Department of Transportation issued rule 49 CFR Part 40, describing required procedures for conducting drug and alcohol testing for the Federally regulated transportation industry; and

WHEREAS, the City must amend its current policy to comply with the federally mandated regulations.

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

SECTION 1. The City Commission hereby approves the updates to the Drug-Free Workplace Policy, attached hereto as Exhibit "A".

SECTION 2. This resolution supersedes and repeals any previous policies, Resolutions, and Ordinances in conflict herewith.

SECTION 3. This Resolution takes effect immediately upon passage.

ADOPTED this 20th day of October, 2020.

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

Resolution 2020-154
Exhibit "A"

The City of Fernandina Beach

Drug-free Workplace Policy

Revised ~~March 3, 2015~~ September 28, 2020

The City of Fernandina Beach

Drug-Free Workplace Policy

In a commitment to safeguard the health of our employees and to provide a safe working environment for everyone, we have established a Drug Free Workplace Policy for the City of Fernandina Beach. This policy complies with the Drug Free Workplace Program Requirements of Chapter 440, Florida Statutes, applicable federal and Florida Department of Transportation and Federal Motor Carrier Safety Administration regulations, as well as other applicable federal and state laws.

The City of Fernandina Beach shall test, in accordance with Federal regulations, employees required to have a Commercial Driver's License (CDL) for the use of controlled substances that violate state law or Federal regulations and the misuse of alcohol. For CDL Employees ~~employees required to have a CDL for their position~~, additional requirements are located in Addendum "A", attached to this policy.

Employees with questions regarding this policy should contact the Human Resources Director.

1) Definitions

a) "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl isopropyl alcohol.

b) "Alcohol Use" means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

c) "Collection Site" means a place where individuals present themselves for the purpose of providing a specimen to be analyzed for the presence of drugs or alcohol.

d) "Commercial Driver License" or "CDL" means a Class A, Class B, or Class C driver's license issued in accordance with the requirements of 49 CFR Part 40 Regulations of the U.S. Department of Transportation Procedures; Chapter 322, Florida Statutes or other applicable class of driver's license issued in accordance with any other Federal or ~~state~~ State law.

e) "CDL Employee" refers to an employee who is required to hold a commercial driver's license and operate a commercial motor vehicle in conjunction with their employment.

f) "Confirmation Test" for alcohol testing means a second test, following a screening test, which provides quantitative data of alcohol concentration. For controlled substances testing, confirmation testing means a second analytical procedure to identify the presence of a specific drug or metabolite in a specimen which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test to ensure reliability and accuracy.

g) "Controlled Substance" is a drug with the potential for abuse or a substance having

properties of a central nervous stimulant or depressant or a hallucinogen. Any substance named or described in Schedules I –V of Section 893.03, Florida Statutes is a controlled substance.

h) "Drug" means alcohol, including distilled spirit, wine, a malt beverage or an intoxicating liquor, an amphetamine, cannabinoid, cocaine, opiates, phencyclidine (PCP), hallucinogens, methaqualone, barbiturates, benzodiazepines, a synthetic narcotic, a designer drug or a metabolite of any of the substances listed in this paragraph.

i) "Drug Test" means any chemical, biological, or physical instrumental analysis, administered by a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence or absence of a drug or its metabolites.

j) "Employee" means any person employed by the City of Fernandina Beach.

k) "Employer" refers to the City of Fernandina Beach.

l) "Initial Drug Test" means a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens, using an immunoassay procedure or an equivalent, or a more accurate scientifically accepted method approved by the United States Food and Drug Administration or the Agency for Health Care Administration as such more accurate technology becomes available in cost-effective form.

m) "Job applicant" means a person who has applied for a position with the City of Fernandina Beach and has been offered employment conditioned upon successfully passing a drug test; or a person who seeks a transfer to a special risk or safety sensitive position with the City of Fernandina Beach.

n) "Medical Review Officer" or "MRO" means a licensed physician, employed with or contracted with an employer, who has knowledge of substance abuse disorders, laboratory testing procedures, and chain of custody collection procedures; who verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate an employee's positive test result in relation to the employee's medical history or any other relevant biomedical information.

o) "Nonprescription medication" means a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

p) "Prescription medication or drug" means any drug or medication legally attainable only by prescription.

q) "Refusal to Submit" to a test may include, but is not limited to, the following: the failure to appear for any test within a reasonable time, failure to remain at the testing site until the process is complete, failure to provide a sufficient amount of specimen without adequate medical explanation, failure to permit observation or monitoring when required, providing

a negative dilute sample without adequate medical explanation to the MRO, failure to undergo a medical examination as directed by the MRO as part of the verification process, having a verified adulterated or substituted test result as reported by the MRO, or failure to cooperate with any part of the testing procedure.

r) "Safety Sensitive" means a position in which drug impairment constitutes an immediate and direct threat to public health or safety.

s) "Special Risk" position means a position that is required to be filled by a person who is certified under Chapter 633 or Chapter 943, Florida Statutes.

t) "Specimen" means a product of the human body capable of revealing the presence of drugs or their metabolites.

2) Rules of Conduct

Note: For CDL Eemployees, additional requirements are listed in Addendum "A", attached to this policy.

The City of Fernandina Beach strictly prohibits its employees from possessing or being under the influence of alcohol or drugs, other than the proper use of prescription medications or non-prescription medications while on duty or on the City's premises. The City further prohibits its employees from misusing or possessing, distributing, or using drugs or alcohol while off-duty to the extent that such off-duty conduct impacts the employees' effectiveness or ability to perform their job, or to the extent that such off-duty conduct adversely impacts the interests of the City.

The employment of an employee found to be under the influence of drugs, or possessing, manufacturing, using, distributing, buying, selling, trading, or offering for sale drugs or alcohol will face corrective action, up to and including termination of employment.

If the use of prescription medications or non-prescription medications may adversely affect an employee's work performance, the employee should notify the City. Abuse or misuse of prescription medications or non-prescription medications is prohibited.

No CDL employee shall report for duty or remain in duty requiring the performance of safety sensitive functions when using any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the ability to safely operate a commercial motor vehicle. No CDL employee shall report for duty, remain on duty or perform a safety-sensitive function if the employee tests positive for controlled substances.

No CDL employee shall report for duty or remain in duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. No CDL employee shall use alcohol while performing safety-sensitive functions, or perform safety sensitive functions within four (4) hours after using alcohol. Finally, no CDL employee required to take a post-accident alcohol test as described in this policy shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs

first.

3) Types of Testing

Note: For CDL Eemployees, additional requirements are listed in Addendum "A", attached to this policy.

a) Job Applicant Testing

All special risk and safety-sensitive job applicants who are extended a conditional offer of employment may be required to submit to a drug test. A job applicant's refusal to submit to a drug test, or a job applicant's positive confirmed drug test, will result in the City's refusal to hire the applicant.

b) Routine Fitness for Duty Testing

Employees will be required to submit to a drug test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination.

c) Reasonable Suspicion Testing

Employees may be required to submit to a drug test when there is a reasonable suspicion to believe that the employee is using or has used drugs in violation of the City's policy. Reasonable suspicion requires an articulable belief by supervisors based upon reasonable inferences drawn from specific facts. Among other things, reasonable suspicion may be based upon:

i) Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug; or

ii) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance; or

iii) A report of drug use, provided by a reliable and credible source; or

iv) Evidence that an individual has tampered with a drug test during his or her employment with the current employer; or

v) Information that an employee has caused, contributed to or been involved in an accident while at work; or

vi) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

Special rules apply with regard to reasonable suspicion testing of CDL employees. The

required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or City official who is trained in such observations as provided for in relevant Department of Transportation regulations. A determination of reasonable suspicion must be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test, shall not conduct the alcohol test of the employee. With respect to alcohol testing of employees holding commercial drivers' licenses, the observations required under this section must be made during, just preceding, or just after the period of the work day that the employee is required to be in compliance with this policy. An employee holding a commercial driver's license may be required to undergo reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee is to perform safety- sensitive functions. The City shall make all reasonable efforts to administer an alcohol test to employees holding a commercial driver's license within two (2) hours following the determination of reasonable suspicion, and in no event will an alcohol test under this section be conducted beyond eight (8) hours of the determination of the reasonable suspicion. If the alcohol test is not administered within two (2) hours of the above determination, a record stating why the alcohol test was not administered within this time frame must be prepared and maintained. With respect to alcohol or controlled substances reasonable suspicion testing of commercial driver's license holders, a written record shall be made of the observations leading to the test, signed by the supervisor who made the observations, within twenty-four (24) hours of the observed behavior or before the results of the test are released, whichever is earlier and shall be kept confidential and retained by the City.

d) Post-Accident Testing

The City may require substance abuse testing for any special risk and safety-sensitive employee involved in an accident while on duty, whether on or off the City's premises in a City vehicle or while operating City owned or rented equipment in accordance with the City's vehicle use policy.

If a CDL employee has a vehicular accident while operating a commercial vehicle, that employee must be tested for alcohol and controlled substances, as soon as is practicable, if the accident results in the loss of human life, or if the driver receives a citation under state or local law for a moving traffic violation arising from the accident. The City shall make all reasonable efforts to administer an alcohol test to employees holding a commercial driver's license within two (2) hours following the accident, and in no event will an alcohol test under this section be conducted beyond eight (8) hours of the accident. If the alcohol test is not administered within two (2) hours of the above determination, a record stating why the alcohol test was not administered within this time frame must be prepared and maintained. Additionally, in no event will a controlled substances test under this section be administered more than thirty-two (32) hours following an accident. If a controlled substance test is not administered within thirty-two (32) hours following an accident, a record stating why the controlled substance test was not administered within this time frame will be prepared and

maintained.

All drivers who are subject to post-accident drug testing shall remain readily available for such testing unless medically unable to do so. However, this shall not be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit the driver from leaving the scene of an accident for the period of time necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

e) Random Testing

Employees in special risk or safety sensitive positions may be required to submit to random drug tests.

CDL employees will be subject to random testing on at least a quarterly basis according to the annual rates established by the Federal Motor Carrier Safety Administration. Random testing with respect to CDL employees will be administered just prior to, during, or just after the performance of safety sensitive functions. The selection of employees for random testing shall be made by a scientifically valid method, with each CDL employee having an equal chance of being tested each time selections are made. CDL employees notified of their selection under this section must proceed to the test site immediately; however, if the employee is performing a safety sensitive function, other than driving a commercial motor vehicle, the employee shall cease to perform the safety sensitive function and proceed to the testing site as soon as possible.

f) Return to Duty Testing

Any covered employee who has engaged in conduct prohibited by this policy, and who has not been terminated from employment, shall, before returning to duty, successfully pass a return to duty drug test. For CDL employees, the results for any return to duty alcohol test must be less than .02 for the employee to resume employment, and the results of a return to duty controlled substance test must be negative in order to resume employment.

g) Follow-up Testing

If the City, in its sole discretion, determines that an employee who has submitted a confirmed positive test result, should not be terminated, the employee may be granted a one-time leave of absence without pay and be required to enroll in and successfully complete a drug and/or alcohol rehabilitation program at his or her own expense, as a condition of returning to work (if a position is available).

If an employee, during the course of his or her employment, receives a mandatory referral to an employee assistance program for drug related problems, or a drug rehabilitation program, upon successful completion of the program, the employee may be required to submit to follow-up drug tests on an unannounced and random basis at least once a year for a two (2) year period after completion of the program.

With respect to CDL employees, upon returning to work (if a position is available), they shall be initially subject to return-to-duty testing as provided below, and shall thereafter be subject to unannounced follow-up testing for alcohol and/or controlled substances as deemed appropriate provided that no less than six (6) follow-up tests must be conducted upon the employee within the first twelve (12) months following the employee's return to duty. Before being allowed to return to work, the employee must be evaluated by a substance abuse professional to determine if the employee has properly adhered to and completed a rehabilitation program. The cost of this evaluation shall be borne by the employee. Follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased to perform safety-sensitive functions.

Any CDL employee who has engaged in a violation of this policy and who has not been terminated from employment as provided herein, shall, before returning to duties involving safety-sensitive functions, undergo a return-to-duty controlled substance or alcohol test. If the violation of this policy involved alcohol, no CDL employee shall return to duties involving safety-sensitive functions, unless the employee undergoes a return-to-duty alcohol test yielding a result indicating an alcohol concentration of less than 0.02. If the violation of this policy involved controlled substances, no employee shall return to duties involving safety-sensitive functions unless the employee undergoes a return-to-duty controlled substances test yielding a verified negative result for controlled substances use.

The City in no way guarantees that any employee, upon returning from the successful completion of a drug/alcohol rehabilitation program, shall have any employment position provided to him/her, or in the event that an employment position is available, that such position will be the same or equivalent to the position previously held by the employee or that the rate of pay for the position will be equal to that previously received by the employee.

4) Consequences for Violation of Policy

Note: For CDL Eemployees, additional requirements are listed in Addendum "A", attached to this policy.

a) Refusal to Submit to a Drug Test

Job Applicants who refuse to submit to a drug test will not be employed by the City. If an employee who is injured during the course and scope of his employment refuses to submit to testing under this policy, the employee automatically forfeits any medical and indemnity benefits it would have otherwise been eligible for under Florida's Workers' Compensation Statute. An employee who refuses to submit to a drug test under this policy, will be removed from their safety sensitive duties and may be either discharged or otherwise disciplined. Individuals who refuse to submit to testing will be asked to sign a Refusal to Submit Form.

b) Confirmed Positive Drug Test

An employee who submits a confirmed positive drug test result will be removed from safety

sensitive duties and may be disciplined, up to and including discharge at the sole discretion of the City. If the City, in its sole discretion, does not discharge the employee, the employee will be required to enroll in and complete an approved drug and/or alcohol rehabilitation program as a condition of returning to work. The employee will also be subject to return to duty and follow up testing as set forth in this policy.

An employee who submits an alcohol test result of .04 or higher is considered to have submitted a positive test result. Employees with an alcohol test result of 0.04 or higher must be removed from performing safety-sensitive functions. Employees with an alcohol test result of 0.02-0.039, must temporarily be removed from performing safety-sensitive functions, for a period not less than twenty-four (24) hours and until such time as a return to duty test confirms a level of .000 Employees with an alcohol test result of .002-.019 must be temporarily removed from performing safety sensitive functions, until such time as a return to duty test confirms a level of .000.

5) Drugs to be Tested

Note: For CDL Eemployees, additional requirements are listed in Addendum "A", attached to this policy.

Only those drugs indicated by an "" are tested for in DOT drug testing of CDL employees.*

*ALCOHOL: (including a distilled spirit, wine, a malt beverage or an intoxicating liquor)

*AMPHETAMINES: (Obetrol, Biphetamine, Desoxyn, Dexedrine, Didrex, Lonamine, Fastin)

*CANNABINOID: (Marijuana, THC, Pot)

*COCAINE

*PHENCYCLIDINE (PCP)

METHAQUALONE

*OPIATES: (Paregoric, Parepectolin, Donnegel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine Expectorant, Dilaudid (Hysdromophone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tuss-Organidin, etc.)

BARBITURATES: (Phenobarbitural, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phreninlin, Triad, etc.)

BENZODIAZEPINES: (Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Halcion, Paxipam, Restoril, Centrax)

*ECSTASY: (MDMA)

METHADONE

PROPOXYPHENE: (Darvocet, Darvon N, Dolene, etc.)

METABOLITE of any of the substances listed above.

6) Common Medications which may Alter or Affect a Drug Test

The following list includes the most common medications, by brand name or common name, as well as by chemical name, which may alter or affect a drug test:

ALCOHOL: All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).

AMPHETAMINES: Obetrol, Biphetamine, Desoxyn, Dexedrine, Diddrex, Lonamine, Fastin.

CANNABINOID: Marijuana, THC, Pot

COCAINE: Cocaine HCI topical solution (Roxanne)

PHENCYCLIDINE: Not legal by prescription.

METHAQUALONE: Not legal by prescription.

OPIATES: Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.

BARBITURATES: Phenobarbital, Tuinal, Amytal, Nambutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenilin, Triad, etc.

BENZODIAZEPHINES: Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Halcion, Paxipam, Restoril, Centrax

METHADONE: Dolphine.

PROPOXYPHENE: Darvocet, Darvon N, Dolene, etc.

7) Specimen Collection and Testing Procedures

Note: For CDL Eemployees, additional requirements are listed in Addendum "A", attached to this policy.

The City is committed to following strict specimen collection and laboratory testing procedures to ensure the quality, integrity and authenticity of the specimen. All testing and collection procedures will be administered in accordance with applicable state and federal laws. Employees and job applicants have a right to consult with the MRO for technical information regarding prescription and nonprescription medications. Further, employees and job applicants will be allowed to confidentially report the use of prescription or nonprescription medications to the MRO on forms provided.

Collection site security and specimen collection are the responsibility of the collection site and its personnel. The City assumes no responsibility for specimen collection or transmittal errors incurred by the collection site, the laboratory, or their respective staffs.

8) Challenges to Test Results

Note: For CDL Eemployees, additional requirements are listed in Addendum "A", attached to this policy.

An employee or job applicant may challenge a positive test result through an administrative challenge or resort to an applicable court. When an employee or applicant undertakes a challenge to the results of a test it shall be the employee's or applicant's responsibility to notify the laboratory, and the sample shall be retained by the laboratory until the case is resolved. Applicants and employees are responsible for notifying the laboratory of any administrative or civil actions brought pursuant to Florida's Workers' Compensation Act.

Within five (5) working days after receiving notice of a positive confirmed test result, an employee or job applicant may contest or explain the result to the MRO. If the employee or job applicant's explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to the City.

Within five (5) working days after receipt of a positive confirmed test result from the MRO, the City shall inform an employee or job applicant in writing of such positive test result, the consequences of such results, and the options available to the employee or job applicant. Within five (5) working days after receiving notice of a positive confirmed test result, the employee or job applicant may submit information to the City explaining or contesting the test result, and explaining why the result does not constitute a violation of the employer's policy. If the employee or job applicant's explanation or challenge is unsatisfactory, the City will provide the employee or job applicant with a written response, along with the report of the positive result. All such documentation will be kept confidential.

If a CDL employee who is tested for drugs under this policy is notified of a confirmed positive drug test results he or she shall have seventy-two (72) hours in which to request a split specimen test. If the employee makes a timely request, the MRO shall, in writing, direct the laboratory to provide the split specimen to another certified laboratory for analysis. The cost of this additional laboratory analysis will be borne by the employee. If the analysis of the split specimen fails to reconfirm the presence of the drugs or drug metabolites found in the primary specimen, the MRO shall cancel the test and report the cancellation and the reasons for it to the City and to the

employee. If the analysis of the split specimen is reconfirmed by the second laboratory for the presence of the drug(s) or drug metabolites, the MRO shall notify the City and the employee of the results of the test. If an employee does not contact the MRO within seventy-two (72) hours, as provided above, the employee may present to the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test, or other circumstances unavoidably prevented the employee from timely contacting the MRO. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO within seventy-two (72) hours, the MRO shall direct that the reanalysis of the primary specimen or analysis of the split specimen, as applicable, be performed. When the City uses the split sample method of collection, the employee may not request a reanalysis of the primary specimen.

Employees covered by the collective bargaining agreements between the City and the United Brotherhood of Carpenters and Joiners, Local 2120, International Association of Firefighters, Local 2836, or Coastal Florida Police Benevolent Association are covered by this policy and should consult the collective bargaining agreement for provisions related to and/or different from this policy.

9) Confidentiality/Employee Safeguards

All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received or produced will be treated in a confidential manner unless otherwise required by law.

10) Right to Search

The City has the right to search lockers, handbags, lunch boxes, work spaces, vehicles or other containers on City premises in the furtherance of this policy and as permitted by applicable law. Failure to cooperate with such a search is grounds for discipline, up to and including discharge.

11) Commitment to Educating the Workforce Regarding Substance Abuse

The City believes that education and understanding can be powerful weapons in the fight against drugs. The following list contains a sampling of the names, addresses and telephone numbers of employee assistance programs and local drug rehabilitation programs available near our community:

~~Horizon Health Employee Assistance Program~~
Aetna Resources for Living – Employee Assistance Program (EAP)
Phone: (800) 955-6422~~Or~~

~~Sutton Place Behavioral Health~~
~~(904) 225-8280~~
~~463142 State Road 200~~
~~Yulee, FL 32097~~

City of Fernandina Beach

Drug-free Workplace Policy

EMPLOYEE ACKNOWLEDGEMENT FORM

In a commitment to safeguard the health of our employees and to provide a safe working environment for everyone, we have established a Drug Free Workplace Policy for the City of Fernandina Beach. This policy complies with the Drug Free Workplace Program Requirements of Chapter 440, Florida Statutes, applicable federal and Florida Department of Transportation and Federal Motor Carrier Safety Administration regulations, as well as other applicable federal and state laws.

I hereby acknowledge that I have received and read a copy of the City's *Drug-free Workplace Policy*. I also understand that I must abide by the policy as a condition of employment, and that I should consult the Human Resources Department regarding any questions not answered.

_____

EMPLOYEE'S NAME (printed)

_____

EMPLOYEE'S SIGNATURE:

_____

DATE

U.S. Department of Transportation
(DOT)

Federal Motor Carrier Safety Administration
(FMCSA)

49 CFR PART 382
CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING POLICY
for

City of Fernandina Beach

Hereafter referred to as: "COFB" or "Municipality"

FMCSA CLEARINGHOUSE READY & CDL Learner's Permit Holders

SECTION A - GENERAL

This policy and 49 CFR Part 40 Regulations of the U. S. Department of Transportation Procedures for Transportation Workplace Drug And Alcohol Testing Programs and Urine Specimen Collection Guidelines, Office of Drug and Alcohol Policy and Compliance, U.S. Department of Transportation, are integral parts of this Policy and apply to all covered employees. They may be viewed at **http://www.dot.gov/odapc** Collection procedures, laboratory procedures, MRO review, alcohol testing, record keeping and all other procedural requirements shall adhere to 49 CFR Part 40.

City of Fernandina Beach shall test, in accordance with Federal regulations, employees required to have a Commercial Driver's License (CDL) for the use of controlled substances that violate law or Federal regulation and the misuse of alcohol.

PURPOSE *382.101*

The purpose of this policy, in addition to meeting Federal regulations, is to establish a program designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. Our program can help improve your health, help you avoid trouble with the law, and make our workplace safer. This policy is considered a health and safety policy of COFB.

APPLICABILITY *382.103*

(a) This policy applies to every person of COFB who operates a commercial motor vehicle in commerce in any State, and is subject to:
  (1) The commercial driver's license requirements of part 383;
  (2) All Drivers (including CDL Learner's Permit holders) Operating Commercial Motor Vehicles for COFB; or
  (3) The commercial driver's license requirements of the Canadian National Safety Code.

(b) An employer who employs himself/herself as a driver must comply with both the requirements in this policy that apply to employers and the requirements in this policy that apply to drivers. An employer who employs only himself/herself as a driver shall implement a random alcohol and controlled substances testing program of two or more covered employees in the random testing selection pool.

The COVERED EMPLOYEE CERTIFICATE OF RECEIPT contains the name, address, and phone number of the responsible individual(s). The CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING POLICY complies with requirements of the Department of Transportation regulations as set forth in 49 CFR § 382 and 49 CFR Part 40. The DER shall be responsible for providing oversight and evaluation on the plan; providing guidance and counseling; reviewing of all discipline applied under this plan for consistency and

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conformance to human resources policies and procedures; scheduling for types of testing (random, post-accident, reasonable suspicion, etc.); maintaining a locked file system on all test results; and overseeing the referral of employees for evaluation and treatment. COFB shall ensure that all covered employees are aware of the provisions and coverage of COFB's CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING POLICY and that all employees are notified prior to testing.

City of Fernandina Beach SERVICE AGENT CONTACT INFORMATION

COFB (DOT Employer)
ADDRESS: 204 Ash Street
Fernandina Beach, FL 32034
USDOT Number: N/A

DESIGNATED EMPLOYER REPRESENTATIVE (DER)
NAME: Denise Matson
TITLE: Human Resources Director
PHONE: 904-310-3129
E-MAIL: dmatson@fbfl.org

ALTERNATE DESIGNATED EMPLOYER REPRESENTATIVE (DER)
NAME: Antoinette Brown
TITLE: Human Resources Generalist
PHONE: 904-310-3126
E-MAIL: albrown@fbfl.org

MEDICAL REVIEW OFFICER (MRO)
NAME: Daniel Matricia, D.O.
ADDRESS: 96279 Brady Point Road
Fernandina Beach, FL 32034
PHONE: 904-321-0088

LABORATORY
NAME: LABCORP
ADDRESS: 1551 S. 14th Street, Suite B
Fernandina Beach, FL 32034

SUBSTANCE ABUSE PROFESSIONAL (SAP)
NAME: AETNA – EAP Provider
ADDRESS:
PHONE:

CONSORTIUM/THIRD PARTY ADMINISTRATOR (C/TPA)
NAME: N/A
ADDRESS: N/A
PHONE: N/A

COFB'S INDEPENDENT AUTHORITY

This CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING POLICY sets forth the requirements of 49 CFR Parts 382 and 40. Those areas of the policy that appear in italic print reflect COFB's independent authority to require additional provisions with regard to drug and alcohol testing procedures. To the extent the Municipality's state specific non-DOT Municipality Authority Policy supplements, and does not conflict with applicable DOT Regulations, and current agreements, it is to be followed. In the event that DOT Regulations are applicable to the driver's or applicant's particular situation

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or issue, the DOT Regulations pre-empt conflicting State Laws, Municipality's non-DOT Policies and all other agreements.

PERIOD OF WORKDAY A DRIVER IS REQUIRED TO BE IN COMPLIANCE

Safety-Sensitive Functions as covered under 49 CFR Part 382: In accordance with 49 CFR 382 drivers who possess CDL licenses are subject to DOT regulated alcohol and drug testing at all times from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

(1) All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
(2) All time inspecting equipment as required by 49 CFR 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
(3) All time spent at the driving controls of a commercial motor vehicle in operation;
(4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 CFR 393.76);
(5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
(6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

A driver is required to be in compliance with this policy during that period of the workday when they are on-duty performing *safety-sensitive functions (See Definitions).*

DRIVER FITNESS FOR DUTY *391.11*

DOT regulations provide that COFB as a DOT regulated employer makes the final determination of who is a qualified individual to drive a commercial motor vehicle. 49 CFR § 391.11(a). COFB shall not permit a person to drive a commercial motor vehicle unless the person meets all DOT minimum qualifications and such other more stringent qualifications and requirements relating to safety of operation and employee safety and health as it may decide in its judgment and discretion. COFB shall use the services of independent Certified Medical Examiners, Occupational Medicine Physicians, Medical Review Officers, as well as other medical and industry professionals to make its final fitness for duty determinations.

TESTING PROCEDURES *382.105*

COFB shall ensure that all alcohol or controlled substances testing conducted under this policy complies with the procedures set forth in 49 CFR part 40. The provisions of 49 CFR part 40 that address alcohol or controlled substances testing are made applicable to COFB by 382.105.

DEFINITIONS *382.107*

Words or phrases used in this policy are defined in Sections 386.2, 390.5 and 40.3 of Federal regulations, except as provided herein.

Actual knowledge for the purpose of Section B of this policy means actual knowledge by COFB that a driver has used alcohol or controlled substances based on COFB's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use, except as provided in 382.121. Direct observation as used in this definition means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing under 382.307.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol's including methyl and isopropyl alcohol.

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Alcohol concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this policy.

Alcohol use means the drinking or swallowing of any beverage, liquid mixture, or preparation, (including any medication), containing alcohol. *[Caution: Certain brands and types of cough medicines contain alcohol.]*

CFR means Code of Federal Regulations.

Commerce means:

(1) Any trade, traffic or transportation within the jurisdiction of the United States between a place in a State and a place outside of such State, including a place outside of the United States and
(2) Trade, traffic, and transportation in the United States which affects any trade, traffic, and transportation described in (1) of this definition.

Commercial driver's license Drug and Alcohol Clearinghouse (Clearinghouse) means the FMCSA database that subpart G of 49 CFR Part 382.701-727 requires employers and service agents to report information to and to query regarding drivers who are subject to the DOT controlled substance and alcohol testing regulations. Effective January 6, 2020, the FMCSA will establish a mandatory database and the following personal information collected and maintained under this part shall be reported to the Clearinghouse:

(1) A verified positive, adulterated, or substituted drug test result;
(2) An alcohol confirmation test with a concentration of 0.04 or higher;
(3) A refusal to submit to any test required by subpart C of this part;
(4) An employer's report of actual knowledge, as defined at § 382.107:
(5) On duty alcohol use pursuant to § 382.205;
(6) Pre-duty alcohol use pursuant to § 382.207;
(7) Alcohol use following an accident pursuant to § 382.209; and
(8) Controlled substance use pursuant to § 382.213;
(9) A substance abuse professional (SAP as defined in § 40.3 of this title) report of the successful completion of the return-to-duty process;
(10) A negative return-to-duty test; and
(11) An employer's report of completion of follow-up testing.

Commercial motor vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:

(1) Has gross combination weight rating of 26,001 or more pounds (11,794 or more kilograms) inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds (4,536 kilograms); or
(2) Has a gross vehicle weight rating of 26,001 or more pounds (11,794 or more kilograms); or
(3) Is designed to transport 16 or more passengers, including the driver; or
(4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations, 49 CFR part 172, Subpart F.

Confirmation (or confirmatory) drug test means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.

Confirmation (or confirmatory) validity test means a second test performed on a urine specimen to further support a validity test result.

Confirmed drug test means a confirmation test result received by an MRO from a laboratory.

Consortium/Third party administrator (C/TPA) means a service agent that provides or coordinates one or more drug and/or alcohol testing services to DOT-regulated employers. C/TPAs typically provide or coordinate the provision of a number of such services and perform administrative tasks concerning the operation of the employers' drug and alcohol testing programs. This term includes, but is not limited to, groups of employers

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who join together to administer, as a single entity, the DOT drug and alcohol testing programs of its members (e.g., having a combined random testing pool). C/TPAs are not "employers" for purposes of Federal regulations.

Controlled substances mean those substances identified in 40.85. As of January 1, 2018, the drugs tested for mayinclude all or some of the following: (1) Amphetamines; (2) Cannabinoids; (3) Cocaine; (4) Phencyclidine (PCP); and (5) Opioids.

Designated employer representative (DER) is an individual identified by COFB as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The individual must be an employee of COFB. Service agents cannot serve as DERs.

Disabling damage means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

(1) Inclusions. Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.
(2) Exclusions:
    i. Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
    ii. Tire disablement without other damage even if no spare tire is available.
    iii. Headlight or taillight damage.
    iv. Damage to turn signals, horn, or windshield wipers which make them inoperative.

DOT Agency means an agency (or "operating administration") of the United States Department of Transportation administering regulations requiring alcohol and/or drug testing (14 CFR parts 61, 63, 65, 121, and 135; 49 CFR parts 199, 219, 382, 653, and 654) in accordance with 49 CFR part 40.

Driver means any person who operates a commercial motor vehicle. This includes, but is not limited to: Full time, regularly employed Commercial Motor Vehicle drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors.

Employer means an entity employing one or more employees (including an individual who is self-employed) that is subject to DOT agency regulations requiring compliance with this Federal regulation. The term, as used in this policy, refers to the entity responsible for overall implementation of DOT drug and alcohol program requirements, including individuals employed by the entity who take personnel actions resulting from violations of this policy and any applicable DOT agency regulations. Service agents are not employers for the purpose of Federal regulations.

Licensed medical practitioner means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

Negative return-to-duty test means a return-to-duty test with a negative drug result and/or an alcohol test with an alcohol concentration of less than 0.02, as described in § 40.305.

Performing (a safety-sensitive function) means a driver is considered to be performing a safety-sensitive function during any period in which he/she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Positive alcohol test means an alcohol test with an alcohol concentration of greater than or equal to 0.04.

Positive rate for random drug testing means the number of verified positive results for random drug tests conducted under this part plus the number of refusals of random drug tests required by this part, divided by the total number of random drug tests results (i.e., positives, negatives, and refusals) under this part.

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Refuse to submit (to an alcohol or controlled substances test) means that you as a driver:

(a)(1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by C/TPA (see §40.61(a));

(2) Fail to remain at the testing site until the testing process is complete. Provided that an employee who leaves the testing site before the testing process commences (see §40.63(c)) for a pre-employment test is not deemed to have refused to test;

(3) Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations; Provided that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences (see §40.63(c)) for a pre-employment test is not deemed to have refused to test;

(4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen (see §§40.67(l) and 40.69(g));

(5) Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.193(d)(2));

(6) Fail or decline to take an additional drug test the employer or collector has directed you to take (see, for instance, Sec.40.197 (b));

(7) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under Sec. 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test; or

(8) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).

(9) For an observed collection, fail to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.

(10) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.

(11) Admit to the collector or MRO that you adulterated or substituted the specimen.

(12) For a breath alcohol test, refusing to sign the certification at Step 2 of the ATF 40.261 (a)(3).

(b) As an employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

(c) As an employee, if you refuse to take a drug test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations. 40.191

Safety-sensitive function means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

(1) All time at COFB's or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by COFB;
(2) All time inspecting equipment as required by 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
(3) All time spent at the driving controls of a commercial motor vehicle in operation;
(4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 393.76);
(5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
(6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

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Screening test (or initial test) means:

(1) In drug testing, a test to eliminate "negative" urine specimens from further analysis or to identify a specimen that requires additional testing for the presence of drugs.
(2) In alcohol testing, an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

Service agent means any person or entity, other than an employee of the employer, who provides services to employers and/or employees in connection with DOT drug and alcohol testing requirements. This includes, but is not limited to, collectors, BATs and STTs, laboratories, MROs, substance abuse professionals, and C/TPAs. To act as service agents, persons and organizations must meet DOT qualifications, if applicable. Service agents are not employers for purposes of this part.

Stand-down means the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test results.

Violation rate for random alcohol testing means the number of 0.04 and above random alcohol confirmation test results conducted under this part plus the number of refusals of random alcohol tests required by this part, divided by the total number of random alcohol screening tests (including refusals) conducted under this part.

PREEMPTION OF STATE AND LOCAL LAWS *382.109*

(a) Except as provided in paragraph (b) of this section, the Federal regulation requiring this alcohol and controlled substances testing preempts any State or local law, rule, regulation, order to the extent that:
  (1) Compliance with both the State or local requirement and the Federal regulation is not possible; or
  (2) Compliance with the State or local requirement is an obstacle to the accomplishment and execution of any requirement of this Federal regulation.

(b) This policy, and the Federal regulation requiring it, shall not be construed to preempt provisions of State criminal law that impose sanctions for reckless conduct leading to actual loss of life, injury, or damage to property, whether the provisions apply specifically to transportation employees, COFB, or the general public.

OTHER REQUIREMENTS IMPOSED BY COFB *382.111*

Except as expressly provided in this policy, nothing in the Federal regulation 382 and 49 CFR part 40 shall be construed to affect the authority of COFB, or the rights of drivers, with respect to the use of alcohol, or the use of controlled substances, including authority and rights with respect to testing and rehabilitation.

REQUIREMENT FOR NOTICE *382.113*

Before performing an alcohol or controlled substances test under the Federal regulation, COFB shall notify a driver that the alcohol or controlled substances test is required by Federal regulation. COFB shall not falsely represent that a test is administered under Federal regulation.

STARTING DATE FOR TESTING PROGRAMS *382.115*

(a) All domestic-domiciled employers must implement the requirements of this policy the date the employer begins commercial motor vehicle operations.
(b) All foreign-domiciled employers must implement the requirements of this policy on the date the employer begins commercial motor vehicle operations in the United States.

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PUBLIC INTEREST EXCLUSION *382.117*

COFB shall not use the services of a service agent who is subject to a public interest exclusion (PIE) in accordance with 49 CFR part 40, Subpart R.

STAND-DOWN WAIVER PROVISION *382.119*

(a) COFB is prohibited from standing employees down, except consistent with a waiver from the Federal Motor Carrier Safety Administration as required under 382.119 of Federal regulations.

(b) If COFB seeks a waiver from the prohibition against standing down an employee before the MRO has completed the verification process shall follow the procedures in 49 CFR 40.21. COFB must send a written request which includes all of the information required by that section to the Federal Motor Carrier Safety Administrator (or the Administrator's designee), U.S. Department of Transportation, 400 Seventh Street, SW., Washington, DC 20590.

(c) The final decision whether to grant or deny the application for a waiver will be made by the Administrator or the Administrator's designee.

(d) After a decision is signed by the Administrator or the Administrator's designee, COFB will be sent a copy of the decision, which will include the terms and conditions for the waiver or the reason for denying the application for a waiver.

(e) Questions regarding waiver applications should be directed to the Office of Enforcement and Compliance, Federal Motor Carrier Safety Administration, 400 Seventh Street, SW., Washington, DC 20590. The telephone number is (202) 366-5720.

EMPLOYEE ADMISSION OF ALCOHOL AND CONTROLLED SUBSTANCE USE *382.121*

(a) Employees who admit to alcohol misuse or controlled substances use are not subject to the referral, evaluation and treatment requirements of this policy and 49 CFR part 40, provided that:
(1) The admission is in accordance with COFB 's written voluntary self-identification program or policy that meets the requirements of paragraph (b) of this section;
(2) The driver does not self-identify in order to avoid testing under the requirements of this part;
(3) The driver makes the admission of alcohol misuse or controlled substances use prior to performing a safety sensitive function (i.e., prior to reporting for duty); and
(4) The driver does not perform a safety sensitive function until COFB is satisfied that the employee has been evaluated and has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.

(b) A qualified voluntary self-identification program or policy must contain the following elements:
- (1) It prohibits COFB from taking adverse action against an employee making a voluntary admission of alcohol misuse or controlled substances use within the parameters of the program or policy and paragraph (a) of this section;
- (2) It must allow the employee sufficient opportunity to seek evaluation, education or treatment to establish control over the employee's drug or alcohol problem; It must permit the employee to return to safety sensitive duties only upon successful completion of an educational or treatment program, as determined by a drug and alcohol abuse evaluation expert, i.e., employee assistance professional, substance abuse professional, or qualified drug and alcohol counselor;
- (3) It must ensure that:
  - (i) Prior to the employee participating in a safety sensitive function, the employee shall undergo a return to duty test with a result indicating an alcohol concentration of less than 0.02; and/or
  - (ii) Prior to the employee participating in a safety sensitive function, the employee shall undergo a return to duty-controlled substance test with a verified negative test result for controlled

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substances use; and

(4) It may incorporate employee monitoring and include non-DOT follow-up testing.

DRIVER IDENTIFICATION ***382.123***

(a) For each alcohol test performed, the COFB shall provide the driver's commercial driver's license number and State of issuance in Step 1, Section B of the Alcohol Testing Form (ATF).

(b) For each controlled substance test performed under this part, the COFB shall provide the following information, which must be recorded as follows:

(i) The driver's commercial driver's license number and State of issuance in Step 1, section C of the Federal Drug Testing Custody and Control Form (CCF).

(ii) The employer's name and other identifying information required in Step 1, section A of the ATF.

EMPLOYEE ASSISTANCE PROGRAM

COFB's employee assistance program (EAP) is a confidential program designed to assist in the identification and resolution of problems associated with employees impaired by alcohol or drugs, or other personal concerns that may adversely affect employee job performance.

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SECTION B - PROHIBITIONS

ALCOHOL CONCENTRATION *382.201*

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. If COFB has actual knowledge that a driver has an alcohol concentration of 0.04 or greater, the driver will not be permitted to perform or continue to perform safety-sensitive functions.

ON-DUTY USE *382.205*

No driver shall use alcohol while performing safety-sensitive functions. If COFB has actual knowledge that a driver is using alcohol while performing safety-sensitive functions, that driver shall not be permitted to perform or continue to perform safety-sensitive functions.

PRE-DUTY USE *382.207*

No driver shall perform safety-sensitive functions within four (4) hours after using alcohol. If COFB has actual knowledge of a driver who has used alcohol within four (4) hours, that driver will not be permitted to perform or continue to perform safety-sensitive functions.

USE FOLLOWING AN ACCIDENT *382.209*

No driver required to take a post-accident alcohol test under 382.303 shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first.

REFUSAL TO SUBMIT TO A REQUIRED ALCOHOL OR CONTROLLED SUBSTANCES TEST *382.211*

No driver shall refuse to submit to a post-accident alcohol or controlled substances test required under 382.303, a random alcohol or controlled substances test required under 382.305, a reasonable suspicion alcohol or controlled substances test required under 382.307, or a follow-up alcohol or controlled substances test required under 382.311. COFB shall not permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

DISCLOSURE OF OFF-DUTY DUI AND DRUG OFFENSE ARREST AN/OR CONVICTION 382.111

Safety Rule requiring mandatory reporting by Drivers of off – duty DUI and Drug Offense Arrest and/or Conviction. In accordance with the authority granted to COFB by the DOT in 49 CFR 382.111 to imposed other requirements to prevent alcohol misuse by Drivers, it is mandatory that Drivers disclose to their supervisor by the end of the business day arrest and/or convictions for all alcohol and/or drug related offenses committed while operating any motor vehicle. This will allow the municipality to immediately remove from safety sensitive functions, Drivers who have engaged in off – duty unsafe behavior related to alcohol or drug misuse (which is directly related to their safety sensitive functions performed for the municipality) to make determinations as follows: 1) if the Driver is fit for duty; 2) if the Driver is still qualified under DOT regulations to operate a CMV for the COFB ; 3) if the Driver is still insurable at standard rates under the municipality fleet policy; and 4) if the Driver can still meet the essential job functions for the position of Driver. It is an Essential Job Function of every DOT regulated Driver that they be qualified and licensed to operate a CMV without the use of a judicially ordered interlocking device, or similar device as part of a diversion or conviction for an alcohol related offence. It is understood by the COFB that such disclosure of an off-duty DUI arrest or conviction alone will not constitute "actual knowledge by an employer that a driver has used alcohol or controlled substances" in accordance with 49CFR Part § 382.107 of the FMCSA Regulations.

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PRE-DUTY DISCLOSURE OF ANY IMPAIRING EFFECT MEDICATION OR SUBSTANCES *382.213*

(a) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in 382.107, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

(b) COFB, having actual knowledge that a driver has used a controlled substance, shall not permit the driver to perform or continue to perform a safety-sensitive function.

(c) COFB may require a driver to inform COFB of any therapeutic drug use.

All drivers of COFB are required, as a safety rule and under DOT regulations, to pre-duty disclosure that they are taking ANY impairing affect therapeutic drug, prescription medication (including medical marijuana), over-the-counter medication, mind altering synthetic or designer drugs or substances which may have an effect on their ability to safely operate a commercial motor vehicle or the performance of safety-sensitive duties. It is an essential function of every driver's position at COFB to be able to work in a constant state of alertness and in a safe manner. If the fact that the driver is taking an impairing effect drug, medication or substance is not disclosed pre-duty by a driver, and the driver tests positive or is determined by the MRO to be a potential safety risk due to a drug, medication or substance, that driver will be subject to discipline, up to and including termination for violation of this safety rule. If disclosure is made, COFB , in accordance with its authority under 49 CFR Part 391.11(a), reserves the right to send the driver for a Fitness-for-Duty evaluation to evaluate the medication and its possible adverse effects on the driver's ability to safely operate a commercial motor vehicle or the performance of other safety-sensitive duties. In determining whether the employee has a legally valid prescription so as to constitute a legitimate medical explanation, consistent with the Controlled Substances Act (CSA), the MRO will use the CSA standard when conducting his medical review (49 CFR Part 40.137). The claimed use of products containing cannabidiol (CBD) will not be accepted by the municipality as a medical excuse for a positive THC (marijuana) test.

In advance of the operation of a commercial motor vehicle, or the performance of other safety-sensitive duties, or testing, drivers are strongly encouraged (and mandated by DOT Regulations) to have their own doctor make an individualized assessment of any safety related risks of the drug, medication or substance which they are taking, providing the doctor a copy of their job description or specific duties, and having the doctor render an opinion on the safety related risks. The driver need not disclose to their supervisor the drug, medication or substance, or the medical condition involved, to fulfill this pre-duty disclosure obligation of this safety policy, but may do so confidentially to the DER. All information provided will be kept separate from personnel files and in a confidential manner by the DER. The MRO will make the final determination on the driver's ability to safely operate a commercial motor vehicle or the safety related risks of any particular drug, medication or substance, although COFB shall make the final determination on whether the driver is qualified to drive/operate a commercial motor vehicle.

CONTROLLED SUBSTANCES TESTING *382.215*

No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances. COFB, having actual knowledge that a driver has tested positive or has adulterated or substituted a test specimen for controlled substances, shall not permit the driver to perform or continue to perform safety-sensitive functions. In accordance with 49 CFR Part 40.171, when the MRO has notified the driver that he or she has a verified positive drug test and/or refusal to test because of adulteration or substitution, the driver has 72 hours from the time of notification to request a test of the split specimen.

EMPLOYER RESPONSIBILITIES *382.217*

No employer may allow, require, permit or authorize a driver to operate a commercial motor vehicle during

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any period in which an employer determines that a driver is not in compliance with the return-to-duty requirements in 49 CFR part 40, subpart O, after the occurrence of any of the following events:

(a) The driver receives a positive, adulterated, or substituted drug test result conducted under part 40;
(b) The driver receives an alcohol confirmation test result of 0.04 or higher alcohol concentration conducted under part 40;
(c) The driver refused to submit to a test for drugs or alcohol required under § 382; or
(d) The driver used alcohol prior to a post-accident alcohol test in violation of § 382.209.

CONSEQUENCES OF CONDUCT PROHIBITED BY SECTION B

Any driver who engages in conduct prohibited by Section B of this policy will be subject to disciplinary action up to and including termination.

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SECTION C - TESTS REQUIRED

TESTS REQUIRED

Required testing includes pre-employment (controlled substances required, alcohol at option of COFB), post-accident, random, and reasonable suspicion. Return-to-duty and follow-up-testing is also required if the municipality allows a "positive" test employee to return to a safety-sensitive function after the required evaluation by a Substance Abuse Professional and the required rehabilitation.

COFB RESERVES RIGHT TO CONDUCT NON-DOT DRUG AND ALCOHOL TESTING

In addition to drug and alcohol testing conducted by COFB pursuant to 49 CFR Part 40 and 49 CFR Part 382, The COFB reserves the independent authority to screen and/or test employees under COFB's Policy including, but not limited to, laboratory testing and point of collection test (POCT) devices utilizing alternative body specimens including hair, urine and oral fluid (saliva), for the detection of illegal drugs, prescription and over-the-counter medications or substances which have an impairing affect and/or alcohol, taken by those who are considered safety-sensitive employees, as may be permitted and/or restricted by applicable state or local laws or regulations and applicable collective bargaining agreements. The term "illegal use of drugs" includes any mind altering synthetic or designer drugs as well as any controlled or scheduled substance not used in accordance with a health care provider's lawful prescription for the user. These collections will be performed in addition to, and not as a substitute for, DOT regulated tests and these urine specimens will not be poured from or taken from the same specimen collected for a DOT urine test or alcohol test [40.13] and will not be conducted using DOT forms [40.47, 40.227].

PRE-EMPLOYMENT *382.301*

(a) Prior to the first time a driver performs safety-sensitive functions for COFB , the driver shall undergo testing for controlled substances as a condition prior to being used, unless COFB uses the exception in paragraph (b) of this section. COFB shall not allow a driver, who COFB intends to hire or use, to perform safety-sensitive functions unless COFB has received a controlled substances test result from the MRO or C/TPA indicating a verified negative test result for that driver. *COFB shall require a re-collection of a urine specimen on any pre-employment, return-to-duty and follow-up drug test if the result is negative-dilute. The MRO has authority to direct the re-collection be observed. If the second test result is also negative-dilute, COFB shall accept the result as a negative test.*

(b) COFB is not required to administer a controlled substances test required by paragraph (a) of this section if:
- (1) The driver has participated in a controlled substances testing program that meets the requirements of this policy within the previous 30 days; and
- (2) While participating in that program, either--
  - (1) Was tested for controlled substances within the past 6 months (from the date of application with COFB), or
  - (2) Participated in the random controlled substances testing program for the previous 12 months (from the date of application with COFB); and
- (3) COFB ensures that no prior employer of the driver of whom COFB has knowledge has records of a violation of this policy or the controlled substances use rule of another DOT agency within the previous six months.

(c) (1) If COFB exercises the exception in paragraph (b) of this section, COFB shall contact the controlled substances testing program(s) in which the driver participates or participated and shall obtain and retain from the testing program(s) the following information:
- (i) Name(s) and address(es) of the program(s).
- (ii) Verification that the driver participates or participated in the program(s).
- (iii) Verification that the program(s) conforms to part 40 of Federal regulations.
- (iv) Verification that the driver is qualified under the rules of this policy, including that the driver

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has not refused to be tested for controlled substances.
(v) The date the driver was last tested for controlled substances.
(vi) The results of any tests taken within the previous six months and any other violations of Section B of this policy.

(2) If COFB who uses, but does not employ a driver more than once a year to operate commercial motor vehicles must obtain the information in paragraph (c)(1) of this section at least once every six months. The records prepared under this paragraph shall be maintained in accordance with 382.401. If COFB cannot verify that the driver is participating in a controlled substances testing program in accordance with this policy and part 40 of Federal regulations, COFB shall conduct a pre-employment controlled substances test.

(d) COFB may, but is not required to, conduct pre-employment alcohol testing under this policy. If COFB chooses to conduct pre-employment alcohol testing, it must comply with the following requirements:

(1) It must conduct a pre-employment alcohol test before the first performance of safety-sensitive functions by every covered employee (whether a new employee or someone who has transferred to a position involving the performance of safety-sensitive functions).
(2) It must treat all safety-sensitive employees performing safety-sensitive functions the same for the purpose of pre-employment alcohol testing (i.e., it must not test some covered employees and not others).
(3) It must conduct the pre-employment tests after making a contingent offer of employment or transfer, subject to the employee passing the pre-employment alcohol test.
(4) It must conduct all pre-employment alcohol tests using the alcohol testing procedures of 49 CFR part 40 of Federal regulation.
(5) It must not allow a covered employee to begin performing safety-sensitive functions unless the result of the employee's test indicates an alcohol concentration of less than 0.04.

POST-ACCIDENT *382.303*

(a) As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, COFB shall test for alcohol for each of its surviving drivers:

(1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
(2) Who receives a citation within 8 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
i. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
ii. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

(b) As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, COFB shall test for controlled substances for each of its surviving drivers:

(1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
(2) Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
i. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
ii. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

(c) The following table notes when a post-accident test is required to be conducted by paragraphs (a)(1), (a)(2), (b)(1), and (b)(2) of this section:

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Type of Accident Involved	Citation Issued to the CMV Driver	Test Must be Performed by COFB
Human Fatality	YES NO	YES YES
Bodily injury with immediate medical treatment away from the scene	YES NO	YES NO
Disabling damage to any motor vehicle requiring tow away	YES NO	YES NO

(d) (1) Alcohol tests. If a test required by this section is not administered within two hours following the accident, COFB shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this section is not administered within eight hours following the accident, COFB shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

(2) Controlled substance tests. If a test required by this section is not administered within 32 hours following the accident, COFB shall cease attempts to administer a controlled substance test, and prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.

(e) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by COFB to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

(f) COFB shall provide drivers with necessary post-accident information, procedures and instructions, prior to the driver operating a commercial motor vehicle, so that drivers will be able to comply with the requirements of this section.

(g) (1) The results of a breath or blood test for the use of alcohol, conducted by Federal, State, or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to the applicable Federal, State or local alcohol testing requirements, and that the results of the tests are obtained by COFB.

(2) The results of a urine test for the use of controlled substances, conducted by Federal, State, or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to the applicable Federal, State or local controlled substances testing requirements, and that the results of the tests are obtained by COFB.

(h) Exception. This section does not apply to:

(1) An occurrence involving only boarding or alighting from a stationary motor vehicle; or

(2) An occurrence involving only the loading or unloading of cargo; or

(3) An occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle (as defined in 571.3) by COFB unless the motor vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with 177.823.

RANDOM *382.305*

(a) COFB shall comply with the requirements of this section. Every driver shall submit to random alcohol and controlled substance testing as required in this section.

(b) (1) Except as provided in paragraphs (c) through (e) of this section, the minimum annual percentage rate for random alcohol testing shall be 10 percent of the average number of driver positions.

(2) Except as provided in paragraphs (f) through (h) of this section, the minimum annual percentage rate

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for random controlled substances testing shall be 50 percent of the average number of driver positions.

Sections (c) through (h) omitted intentionally.

(i) (1) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers.
(2) Each driver selected for random alcohol and controlled substances testing under the selection process used, shall have an equal chance of being tested each time selections are made.
(3) Each driver selected for testing shall be tested during the selection period.

(j) (1) To calculate the total number of covered drivers eligible for random testing throughout the year, COFB, must add the total number of covered drivers eligible for testing during each random testing period for the year and divide that total by the number of random testing periods. Covered employees, and only covered employees, are to be in COFB's random testing pool, and all covered drivers must be in the random pool. If COFB conducts random testing more often than once per month (e.g., daily, weekly, bi-weekly) COFB does not need to compute this total number of covered drivers rate more than on a once per month basis.
(2) COFB may use a service agent (e.g., a C/TPA) to perform random selections and covered drivers may be part of a larger random testing pool of covered employees. However, COFB must ensure that the service agent is testing at the appropriate percentage established for FMCSA and that only covered employees are in the random testing pool

(k) (1) COFB shall ensure that random alcohol and controlled substances tests conducted under this policy are unannounced.
(2) COFB shall ensure that the dates for administering random alcohol and controlled substances tests are spread reasonably throughout the calendar year.

(l) COFB shall require that each driver who is notified of selection for random alcohol and/or controlled substances testing proceeds to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function, other than driving a commercial motor vehicle, at the time of notification, COFB shall instead ensure that the driver ceases to perform the safety-sensitive function and proceeds to the testing site as soon as possible.

(m) A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

(n) If a given driver is subject to random alcohol or controlled substances testing under the random alcohol or controlled substances testing rules of more than one DOT agency for COFB, the driver shall be subject to random alcohol and/or controlled substances testing at the annual percentage rate established for the calendar year by the DOT agency regulating more than 50 percent of the driver's function.

(o) If COFB is required to conduct random alcohol or controlled substances testing under the alcohol or controlled substances testing rules of more than one DOT agency, COFB may--
(1) Establish separate pools for random selection, with each pool containing the DOT-covered employees who are subject to testing at the same required minimum annual percentage rate; or
(2) Randomly select such employees for testing at the highest minimum annual percentage rate established for the calendar year by any DOT agency to which COFB is subject.

REASONABLE SUSPICION *382.307*

(a) COFB shall require a driver to submit to an alcohol test when COFB has reasonable suspicion to believe that the driver has violated the prohibitions of Section B of this policy concerning alcohol. COFB's

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determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver.

(b) COFB shall require a driver to submit to a controlled substances test when there is reasonable suspicion to believe that the driver has violated the prohibitions of Section B of this policy concerning controlled substances. COFB's determination that reasonable suspicion exists to require the driver to undergo a controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.

(c) The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or an official of COFB who is trained in accordance with 382.603. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the driver. *If the employee insists on driving, the proper local enforcement authority should be notified that an employee, who we believe may be under the influence of a drug or alcohol, is leaving COFB premises driving a motor vehicle.*

(d) Alcohol testing is authorized by DOT/FMCSA regulations only if the observations required by paragraph (a) of this section are made during, just preceding, or just after the period of the workday that the driver is required to be in compliance with the Federal regulation. A driver may be directed by COFB to only undergo reasonable suspicion alcohol testing while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

(e) (1) If an alcohol test required by DOT/FMCSA regulations is not administered within two (2) hours following the determination under paragraph (a) of this section, COFB shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by DOT/FMCSA regulations is not administered within eight (8) hours following the determination under paragraph (a) of this section, COFB shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test.

(2) Notwithstanding the absence of a reasonable suspicion alcohol test under DOT/FMCSA regulations, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall COFB permit the driver to perform or continue to perform safety-sensitive functions, until:

(i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

(ii)Twenty four (24) hours have elapsed following the determination under paragraph (a) of this section that there is reasonable suspicion to believe that the driver has violated the prohibitions in this policy concerning the use of alcohol.

(3) Except as provided in paragraph (e)(2) of this section, COFB shall take no action under this policy against a driver based solely on the driver's behavior and appearance, with respect to alcohol use, in the absence of an alcohol test. This does not prohibit COFB with independent authority of DOT/FMCSA regulations from taking any action otherwise consistent with law. written record shall be made of the observations leading to an alcohol or controlled substances reasonable suspicion test, and signed by the supervisor or an official of COFB who made the observations, with 24 hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier.

RETURN-TO-DUTY *382.309*

The requirements for return-to-duty testing must be performed in accordance with 49 CFR part 40, Subpart O, including that such tests will be collected under direct observation.

FOLLOW-UP *382.311*

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The requirements for follow-up testing must be performed in accordance with 49 CFR part 40, Subpart O, including that such tests will be collected under direct observation.

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SECTION D - HANDLING OF TEST RESULTS, RECORD RETENTION AND CONFIDENTIALITY

RETENTION OF RECORDS *382.401*

(a) General requirement. COFB shall maintain records of its alcohol misuse and controlled substances use prevention programs as provided in this section. The records shall be maintained in a secure location with controlled access.

(b) Period of retention. COFB shall maintain the records in accordance with the following schedule:
(1) *Five years*. The following records shall be maintained for a minimum of five years:
(i) Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater,
(ii) Records of driver verified positive controlled substances test results,
(iii) Documentation of refusals to take required alcohol and/or controlled substances tests,
(iv) Driver evaluation and referrals,
(v) Calibration documentation,
(vi) Records related to the administration of the alcohol and controlled substances testing programs, including records of all driver violations, and
(vii) Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations, and
(viii) A copy of each annual calendar year summary required by 382.403.

(2) *Two years.* Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices).

(3) *One year.* Records of negative and canceled controlled substances test results (as defined in part 40 of Federal regulations) and alcohol test results with a concentration of less than 0.02 shall be maintained for a minimum of one year.

(4) *Indefinite period*. Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by COFB while the individual performs the functions which require the training and for two years after ceasing to perform those functions.

(c) Types of records. The following specific records shall be maintained. "Documents generated" are documents that may have to be prepared under a requirement of Federal regulations and this policy. If the record is required to be prepared, it must be maintained.
(1) Records related to the collection process:
(i) Collection logbooks, if used,
(ii) Documents relating to the random selection process,
(iii) Calibration documentation for evidential breath testing devices,
(iv) Documentation of breath alcohol technician training,
(v) Documents generated in connection with decisions to administer reasonable suspicion alcohol or controlled substances tests,
(vi) Documents generated in connection with decisions on post-accident tests,
(vii) Documents verifying existence of a medical explanation of the inability of a driver to provide adequate breath or to provide a urine specimen for testing and
(viii) A copy of each annual calendar year summary as required by 382.403.
(2) Records related to a driver's test results:
(ix) COFB 's copy of the alcohol test form, including the results of the test,
(x) COFB 's copy of the controlled substances test chain of custody and control form,
(xi) Documents sent by the MRO to COFB , including those required by part 40, Subpart G,
(xii) Documents related to the refusal of any driver to submit to an alcohol or controlled substances test required by this policy and

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(xiii) Documents presented by a driver to dispute the result of an alcohol or controlled substances test administered under this policy.
(xiv) Documents generated in connection with verifications of prior employers' alcohol or controlled substances test results that COFB :
(A) Must obtain in connection with the exception contained in 382.301 of this policy, and
(B) Must obtain as required by 382.413.

(3) Records related to other violations of this policy.

(4) Records related to evaluations:
(xv) Records pertaining to a determination by a substance abuse professional concerning a driver's need for assistance and
(xvi) Records concerning a driver's compliance with recommendations of the substance abuse professional.

(5) Records related to education and training:
(xvii) Materials on alcohol misuse and controlled substances use awareness, including a copy of COFB's policy on alcohol misuse and controlled substances use,
(xviii) Documentation of compliance with requirements of 382.601, including the driver's signed receipt of education materials,
(xix) Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for alcohol and/or controlled substances testing based on reasonable suspicion;
(xx) Documentation of training for breath alcohol technicians as required by 40.213(a), and
(xxi) Certification that any training conducted under these Federal Regulations complies with requirements for such training.

(6) Administrative records related to alcohol and controlled substances testing:
(xxii) Agreements with collection site facilities, laboratories, breath alcohol technicians, screening test technicians, medical review officers, and consortia and/or with a C/TPA,
(xxiii) Names and positions of officials and their role in COFB 's alcohol and controlled substances testing program(s),
(xxiv) Semi-annual laboratory statistical summaries of urinalysis required by 40.111 (a) of Federal regulations and
(xxv) COFB's alcohol and controlled substances testing policy and procedures.

(d) Location of records. All records required by this policy shall be maintained as required by 390.31 and shall be made available for inspection at COFB 's principal place of business within two business days after a request has been made by an authorized representative of the FMCSA.

REPORTING OF RESULTS IN A MANAGEMENT INFORMATION SYSTEM *382.403*

(a) COFB shall prepare and maintain a summary of the results of its alcohol and controlled substances testing programs performed under this part during the previous calendar year, when requested by the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over COFB or any of its drivers.

(b) If COFB is notified, during the month of January, of a request by the Federal Motor Carrier Safety Administration to report COFB's annual calendar year summary information, COFB shall prepare and submit the report to the FMCSA by March 15 of that year. COFB shall ensure that the annual summary report is accurate and received by March 15 at the location that the FMCSA specifies in its request. COFB must use the Management Information System (MIS) form and instructions as required by 49 CFR part 40 (at Sec. 40.26 and appendix H to part 40). COFB may also use the electronic version of the MIS form provided by the DOT. The Administrator may designate means (e.g., electronic program transmitted via the Internet), other than hard-copy, for MIS form submission. For information on the electronic version of the form, see: **http://www.fmcsa.dot.gov/safetyprogs/drugs/engtesting.htm**.

You must use the form at appendix H to this part. You may also view and download the updated (1.01.2018) instructions at the DOT's website: (https://www.transportation.gov/odapc). You must

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submit the MIS report in accordance with rule requirements (e.g., dates for submission, selection of companies required to submit, and method of reporting) established by the DOT agency regulating your operation.

(c) When the report is submitted to the FMCSA by mail or electronic transmission, the information requested shall be typed, except for the signature of the certifying official. COFB shall ensure the accuracy and timeliness of each report submitted by COFB or a consortium.

(d) If COFB has a covered employee who performs multi-DOT agency functions (e.g., an employee drives a commercial motor vehicle and performs pipeline maintenance duties for COFB), then that employee shall be counted only on the MIS report for the DOT agency under which he or she is randomly tested. Normally, this will be the DOT agency under which the employee performs more than 50% of his or her duties. COFB may have to explain the testing data for these employees in the event of a DOT agency inspection or audit.

(e) A service agent (e.g., Consortia/Third party administrator as defined in 49 CFR 382.107) may prepare the MIS report on behalf of COFB. However, a COFB official (e.g., Designated employer representative) must certify the accuracy and completeness of the MIS report, no matter who prepares it.

ACCESS TO FACILITIES AND RECORDS *382.405*

(a) Except as required by law or expressly authorized or required, COFB shall not release driver information that is contained in records required to be maintained under 382.401.

(b) A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to his/her alcohol or controlled substances tests. COFB will promptly provide the records requested by the driver. Access to a driver's records shall not be contingent upon payment for records other than those specifically requested.

(c) COFB shall permit access to all facilities utilized in complying with the requirements of this policy to the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over COFB or any of its drivers.

(d) COFB and each service agent who maintains records for an employer, must make available copies of all results for DOT alcohol and/or controlled substances testing conducted by the COFB and any other information pertaining to the municipality's alcohol misuse and/or controlled substances use prevention program when requested by the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over COFB or any of its drivers.

(e) When requested by the National Transportation Safety Board as a part of a crash investigation:

(i) COFB must disclose information related to the COFB 's administration of a post-accident alcohol and/or a controlled substances test administered following the crash under investigation; and

(ii) FMCSA will provide access to information in the Clearinghouse (once established) concerning drivers who are involved with the crash under investigation.

(f) When requested by the National Transportation Safety Board as part of an accident investigation, COFB shall disclose information related to COFB's administration of a post-accident alcohol and/or controlled substances test administered following the accident under investigation.

(g) Records shall be made available to a subsequent employer upon receipt of a written request from a driver. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the driver's request.

(h) COFB may disclose information required to be maintained under this policy pertaining to a driver to the decision maker in a lawsuit, grievance, or administrative proceeding initiated by or on behalf of the individual, and arising from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test results) of this policy (including, but not limited to, a worker's

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compensation, unemployment compensation, or other proceeding relating to a benefit sought).

(i) COFB shall release information regarding a driver's records as directed by the specific written consent of the driver authorizing release of the information to an identified person. Release of such information by the person receiving the information is permitted only in accordance with the terms of the employee's specific written consent as outlined in 49 CFR part 40.321(b).

MEDICAL REVIEW OFFICER NOTIFICATIONS TO COFB 382.407

The medical review officer shall report the results of controlled substances tests to COFB in accordance with the requirements of 49 CFR part 40, Subpart G.

MEDICAL REVIEW OFFICER RECORD RETENTION FOR CONTROLLED SUBSTANCES *382.409*

(a) A medical review officer or third party administrator shall maintain all dated records and notifications, identified by individual, for a minimum of five (5) years for verified positive controlled substances test results.

(b) A medical review officer or third party administrator shall maintain all dated records and notifications, identified by individual, for a minimum or one (1) year for negative and canceled controlled substances test results.

(c) No person may obtain the individual controlled substances test results retained by a medical review officer (MRO as defined in § 40.3) or a consortium/third party administrator (C/TPA as defined in 382.107), and no MRO or C/TPA may release the individual controlled substances test results of any driver to any person, without first obtaining a specific, written authorization from the tested driver. Nothing in this paragraph (c) shall prohibit a MRO or a C/TPA from releasing to the employer, the Clearinghouse (once established), or to the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the controlled substances and alcohol testing program under this part, the information delineated in part 40, subpart G.

EMPLOYER NOTIFICATIONS *382.411*

(a) COFB shall notify a driver of the results of a pre-employment controlled substances test conducted under this policy, if the driver applicant requests such results within 60 calendar days of being notified of the disposition of the employment application. COFB shall notify a driver of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this policy if the test results are verified positive. COFB shall also inform the driver which controlled substance or substances were verified as positive.

(b) The designated employer representative (DER) shall make reasonable efforts to contact and request each driver who submitted a specimen under this policy, regardless of the driver's employment status, to contact and discuss the results of the controlled substances test with a medical review officer who has been unable to contact the driver.

(c) The designated employer representative (DER) shall immediately notify the medical review officer that the driver has been notified to contact the medical review officer within 24 hours.

INQUIRIES FOR ALCOHOL AND CONTROLLED SUBSTANCES INFORMATION FROM PREVIOUS EMPLOYERS *382.413*

(a) COFB must request alcohol and controlled substances information from previous employers in accordance with the requirements of § 40.25, except that the COFB must request information from all DOT-regulated employers that employed the driver within the previous 3 years and the scope of the

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information requested must date back 3 years.

(b) As of January 6, 2023, employers must use the Drug and Alcohol Clearinghouse in accordance with § 382.701(a) to comply with the requirements of § 40.25 of this title with respect to FMCSA-regulated employers. **Exception**: When an employee who is subject to follow-up testing has not successfully completed all follow-up tests, employers must request the previous employer's follow-up testing plan directly from the previous employer in accordance with § 40.25(b)(5).

(c) If an applicant was subject to an alcohol and controlled substance testing program under the requirements of a DOT Agency other than FMCSA, the COFB must request the alcohol and controlled substances information required under this section and § 40.25 directly from those employers regulated by a DOT Agency other than FMCSA.

NOTIFICATION TO EMPLOYERS OF A CONTROLLED SUBSTANCES OR ALCOHOL TESTING PROGRAM VIOLATION *382.415*

Each person holding a commercial driver's license and subject to the DOT controlled substances and alcohol testing requirements under § 382 who has violated the alcohol and controlled substances prohibitions under part 40 or under § 382 without complying with the requirements of part 40, subpart O, must notify in writing all current employers of such violation(s). The driver is not required to provide notification to the employer that administered the test or documented the circumstances that gave rise to the violation. The notification must be made before the end of the business day following the day the employee received notice of the violation, or prior to performing any safety-sensitive function, whichever comes first.

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SECTION E - CONSEQUENCES FOR DRIVERS ENGAGING IN SUBSTANCE USE-RELATED CONDUCT

REMOVAL FROM SAFETY-SENSITIVE FUNCTION *382.501*

(a) Except as provided in Section F of this policy, no driver shall perform safety-sensitive functions, including driving a commercial motor vehicle, if the driver has engaged in conduct prohibited by Section B of this policy or an alcohol or controlled substances rule of another DOT agency.

(b) COFB shall not permit any driver to perform safety-sensitive functions, including driving a commercial motor vehicle, if COFB has determined that the driver has violated this policy.

(c) For the purposes of DOT/FMCSA regulations, commercial motor vehicle means a commercial motor vehicle in commerce as defined in 382.107 and a commercial motor vehicle in interstate commerce as defined in part 390.

REQUIRED EVALUATION AND TESTING *382.503*

No driver who has engaged in conduct prohibited by Section B of this policy shall perform safety-sensitive functions, including driving a commercial motor vehicle, unless the driver has met the requirements of 49 CFR part 40, Subpart O. COFB shall not permit a driver who has engaged in conduct prohibited by Section B of this policy to perform safety-sensitive functions, including driving a commercial motor vehicle, unless the driver has met the requirements of 49 CFR part 40, Subpart O.

OTHER ALCOHOL-RELATED CONDUCT *382.505*

(a) No driver tested under the provisions of Section C of this policy who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions for COFB , including driving a commercial motor vehicle, nor shall COFB permit the driver to perform or continue to perform safety-sensitive functions, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

(b) Except as provided in paragraph (a) of this section, COFB shall not take any action under this policy against a driver based solely on test results showing an alcohol concentration less than 0.04. This does not prohibit COFB with authority independent of this policy from taking any action otherwise consistent with law.

The use or possession of alcoholic beverages while on COFB's property, or in any of COFB's vehicle, or on COFB's time, including breaks or lunch, paid or unpaid, on any shift, is strictly prohibited.

Employees who are not at work, but who could be called out are expected to be fit for duty upon reporting for work. If an employee is under the influence of alcohol, the employee must notify COFB's personnel when contacted. Failure to advise COFB of alcohol consumption may result in disciplinary action. If a covered employee is perceived to be under the influence of alcohol when reporting to work after being called in, the employee's supervisor must be notified.

The supervisor must objectively observe the employee's behavior and if possible, substantiate the behavior with a second supervisor. Supervisors must have received training in alcohol and/or substance abuse detection. The supervisor must follow procedures outlined in the policy. If a determination to test for reasonable suspicion is made, the employee is immediately removed from safety-sensitive duties and the DER is contacted.

PENALTIES 382.507

COFB and/or driver who violates the FMCSA requirements of § 382 and/or 49 CFR part 40 shall be subject to the civil and/or criminal penalty provisions of 49 U.S.C. Section 521(b).

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SECTION F – ALCOHOL MISUSE AND CONTROLLED SUBSTANCES USE INFORMATION, TRAINING, AND REFERRAL

COFB 'S OBLIGATION TO PROMULGATE A POLICY ON THE MISUSE OF ALCOHOL AND USE OF CONTROLLED SUBSTANCES. *382.601*

(a) *General requirements.* COFB shall provide educational materials that explain the requirements of this policy and COFB's policies and procedures with respect to meeting the FMCSA alcohol and drug testing requirements.

(1) COFB shall ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing under this policy and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle.

(2) COFB shall provide written notice to representatives of employee organizations of the availability of this information.

(b) *Required content.* The materials to be made available to drivers shall include detailed discussion of at least the following:

(1) The identity of the person designated by COFB to answer driver questions about the materials; *(COVERED EMPLOYEE CERTIFICATE OF RECEIPT)*

(2) The categories of drivers who are subject to the provisions of this policy; *(APPLICABILITY)*

(3) Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the work day the driver is required to be in compliance with the policy; *(PERIOD OF THE WORK DAY A DRIVER IS REQUIRED TO BE IN COMPLIANCE)*

(4) Specific information concerning driver conduct that is prohibited by this policy; *(SECTION B - PROHIBITIONS)*

(5) The circumstances under which a driver will be tested for alcohol and/or controlled substances under this policy including post-accident testing under 382.303(d); *(SECTION C - TESTS REQUIRED)*

(6) The procedures that will be used to test for the presence of alcohol and controlled substances, protect the driver and the integrity of the testing process, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver, including post-accident information, procedures and instructions required by 382.303(d); *(49 CFR part 40)*

(7) The requirement that a driver submit to alcohol and controlled substances tests administered in accordance with this policy; *(REFUSAL TO SUBMIT TO A REQUIRED ALCOHOL OR CONTROLLED SUBSTANCES TEST)*

(8) An explanation of what constitutes a refusal to submit to an alcohol or controlled substances test and the attendant consequences; *(DEFINITIONS)*

(9) The consequences for drivers found to have violated Section B of this policy, including the requirement that the driver be removed immediately from safety-sensitive functions, and the procedures under 49 CFR part 40, Subpart O; *(CERTIFICATE OF RECEIPT, CONSEQUENCES OF PROHIBITED CONDUCT; and CONSEQUENCES OF CONDUCT PROHIBITED BY SECTION B, and SECTION E)*

(10) The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; *(OTHER ALCOHOL-RELATED CONDUCT 382.505)*

(11) Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a coworker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management;

(12) The requirement that the following personal information collected and maintained under this part shall be reported to the Clearinghouse:

i. A verified positive, adulterated, or substituted drug test result;
ii. An alcohol confirmation test with a concentration of 0.04 or higher;
iii. A refusal to submit to any test required by subpart C of this part;
iv. An employer's report of actual knowledge, as defined at §382.107:

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A. On duty alcohol use pursuant to §382.205;
B. Pre-duty alcohol use pursuant to §382.207;
C. Alcohol use following an accident pursuant to §382.209; and
D. Controlled substance use pursuant to §382.213;

v. A substance abuse professional (SAP as defined in §40.3 of this title) report of the successful completion of the return-to-duty process;
vi. A negative return-to-duty test; and
vii. An employer's report of completion of follow-up testing.

(c) *Optional provision.* The materials supplied to drivers may also include information on COFB 's additional policies with respect to the use or possession of alcohol or controlled substances, including any consequences for a driver found to have a specified alcohol or controlled substances level, that are based on COFB 's authority independent of Federal regulation. Any such additional policies or consequences must be clearly and obviously described as being based on independent authority.

(d) *Certificate of receipt.* COFB shall ensure that each driver is required to sign a statement certifying that he/she has received a copy of these materials described in this section. COFB shall maintain the original of the signed certificate and may provide a copy of the certificate to the driver.

TRAINING FOR SUPERVISORS *382.603*

COFB shall ensure that all persons designated to supervise drivers receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substances use. The training will be used by the supervisors to determine whether reasonable suspicion exists to require a driver to undergo testing under § 382.307. The training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. Recurrent training for supervisory personnel is not required.

REFERRAL, EVALUATION, AND TREATMENT *382.605*

The requirements for referral, evaluation, and treatment must be performed in accordance with 49 CFR part 40, Subpart O.

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SECTION G – REQUIREMENTS AND PROCEDURES FOR IMPLEMENTATION OF THE COMMERCIAL DRIVER'S LICENSE DRUG AND ALCOHOL CLEARINGHOUSE

The purpose of COFB Policy update in advance of the Implementation Date of January 6, 2020 as mandated by § 382.601: 1) is part of the COFB 's efforts to meet its *Employer Obligation to Promulgate a Policy on the Misuse of Alcohol and Use of Controlled Substance*; 2) to publish educational materials to drivers about the Clearinghouse and other regulatory changes contained in the Final Rule effective January 5, 2017; and 3) to notify drivers that drug and alcohol test information will be reported to the Clearinghouse beginning January 6, 2020, so as to encourage drivers to seek substance abuse treatment if they currently have a problem with the misuse of alcohol and/or use of controlled substance(s).

DRUG AND ALCOHOL CLEARINGHOUSE *382.701*

(a) *Pre-employment query required*.

(1) Employers must not employ a driver subject to controlled substances and alcohol testing to perform a safety-sensitive function without first conducting a pre-employment query of the Clearinghouse to obtain information about whether the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test in violation of § 382.211; or that an employer has reported actual knowledge, as defined at § 382.107, that the driver used alcohol on duty in violation of § 382.205, used alcohol before duty in violation of § 382.207, used alcohol following an accident in violation of § 382.209, or used a controlled substance, in violation of § 382.213.

(2) COFB must conduct a full query under this section, which releases information in the Clearinghouse to an employer and requires that the individual driver give specific consent.

(b) *Annual query required*.

(1) COFB must conduct a query of the Clearinghouse at least once per year for information for all employees subject to controlled substance and alcohol testing under 382, to determine whether information exists in the Clearinghouse about those employees.

(2) In lieu of a full query, as described in paragraph (a)(2) of 382.701, COFB may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement in paragraph (b)(1) of this section. The limited query will tell COFB whether there is information about the individual driver in the Clearinghouse, but will not release that information to COFB. The individual driver may give consent to conduct limited queries that is effective for more than one year.

(3) If the limited query shows that information exists in the Clearinghouse about the individual driver, the employer must conduct a full query, in accordance with paragraph (a)(2) of 382.701, within 24 hours of conducting the limited query. If the employer fails to conduct a full query within 24 hours, the employer must not allow the driver to continue to perform any safety-sensitive function until the employer conducts the full query and the results confirm that the driver's Clearinghouse record contains no prohibitions as defined in paragraph (d) of 382.701.

(c) *Employer notification*. If any information described in paragraph (a) of 382.701 is entered into the Clearinghouse about a driver during the 30-day period immediately following an employer conducting a query of that driver's records, FMCSA will notify the employer.

(d) *Prohibition*. No employer may allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query demonstrate that the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test in violation of § 382.211; or that an employer has reported actual knowledge, as defined at § 382.107, that the driver used alcohol on duty in violation of § 382.205, used alcohol before duty in violation of § 382.207, used alcohol following an accident in violation of § 382.209, or used a controlled substance in violation of § 382.213, except where a query of the Clearinghouse demonstrates:

(1) That the driver has successfully completed the SAP evaluation, referral, and education/treatment

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process set forth in part 40, subpart O, of this title; achieves a negative return-to-duty test result; and completes the follow-up testing plan prescribed by the SAP.

(2) That, if the driver has not completed all follow-up tests as prescribed by the SAP in accordance with

(3) § 40.307 and specified in the SAP report required by § 40.311, the driver has completed the SAP evaluation, referral, and education/treatment process set forth in part 40, subpart O, and achieves a negative return-to-duty test result, and the employer assumes the responsibility for managing the follow- up testing process associated with the testing violation.

(e) *Recordkeeping required*. Employers must retain for 3 years a record of each query and all information received in response to each query made under this section. As of January 6, 2023, an employer who maintains a valid registration fulfills this requirement.

DRIVER CONSENT TO PERMIT ACCESS TO INFORMATION IN THE CLEARINGHOUSE *382.703*

(a) No employer may query the Clearinghouse to determine whether a record exists for any particular driver without first obtaining that driver's written or electronic consent. The employer conducting the search must retain the consent for 3 years from the date of the last query.

(b) Before COFB may access information contained in the driver's Clearinghouse record, the driver must submit electronic consent through the Clearinghouse granting the employer access to the following specific records:

(1) A verified positive, adulterated, or substituted controlled substances test result;
(2) An alcohol confirmation test with a concentration of 0.04 or higher;
(3) A refusal to submit to a test in violation of § 382.211;
(4) An employer's report of actual knowledge, as defined at § 382.107, of:
i. On duty alcohol use pursuant to § 382.205;
i. Pre-duty alcohol use pursuant to § 382.207;
ii. Alcohol use following an accident pursuant to § 382.209; and
iii. Controlled substance use pursuant to § 382.213;
(5) A SAP report of the successful completion of the return-to-duty process;
(6) A negative return-to-duty test; and
(7) An employer's report of completion of follow-up testing.

(c) No employer may permit a driver to perform a safety-sensitive function if the driver refuses to grant the consent required by paragraphs (a) and (b) of 382.703.

(d) A driver granting consent under 382.703 must provide consent electronically to the Agency through the Clearinghouse prior to release of information to an employer in accordance with § 382.701(a)(2) or (b)(3).

(e) A driver granting consent under this section grants consent for the Agency to release information to an employer in accordance with § 382.701(c).

REPORTING TO THE CLEARINGHOUSE *382.705*

(a) *MROs*.

(1) Within 2 business days of making a determination or verification, MROs must report the following information about a driver to the Clearinghouse:

(i) Verified positive, adulterated, or substituted controlled substances test results;

(ii) Refusal-to-test determination by the MRO in accordance with 49 CFR 40.191(a)(5), (7), and (11), (b), and (d)(2).

(2) MROs must provide the following information for each controlled substances test result specified in paragraph (a)(1) of this section:

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(i) Reason for the test;
(ii) Federal Drug Testing Custody and Control Form specimen ID number;
(iii) Driver's name, date of birth, and CDL number and State of issuance;
(iv) Employer's name, address, and USDOT number, if applicable;
(v) Date of the test;
(vi) Date of the verified result; and
(vii) *Test result*. The test result must be one of the following:
(A) Positive (including the controlled substance(s) identified);
(B) Refusal to test: adulterated;
(C) Refusal to test: substituted; or
(D) Refusal to provide a sufficient specimen after the MRO makes a determination, in accordance with § 40.193 of this title, that the employee does not have a medical condition that has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of urine. Under this subpart a refusal would also include a refusal to undergo a medical examination or evaluation to substantiate a qualifying medical condition.

(3) Within 1 business day of making any change to the results report in accordance with paragraph (a)(1) of this section, a MRO must report that changed result to the Clearinghouse.

(b) *Employers*.

(1) Employers must report the following information about a driver to the Clearinghouse by the close of the third business day following the date on which they obtained that information:
(i) An alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
(ii) A negative return-to-duty test result;
(iii) A refusal to take an alcohol test pursuant to 49 CFR 40.261;
(iv) A refusal to test determination made in accordance with 49 CFR 40.191(a)(1) through (4), (a)(6), (a)(8) through (11), or (d)(1), but in the case of a refusal to test under (a)(11), the employer may report only those admissions made to the specimen collector; and
(v) A report that the driver has successfully completed all follow-up tests as prescribed in the SAP report in accordance with §§ 40.307, 40.309, and 40.311 of this title.

(2) The information required to be reported under paragraph (b)(1) of this section must include, as applicable:
(i) Reason for the test;
(ii) Driver's name, date of birth, and CDL number and State of issuance;
(iii) Employer name, address, and USDOT number;
(iv) Date of the test;
(v) Date the result was reported; and
(vi) *Test result*. The test result must be one of the following:
(A) Negative (only required for return-to-duty tests administered in accordance with § 382.309);.
(B) Positive; or
(C) Refusal to take a test.

(3) For each report of a violation of 49 CFR 40.261(a)(1) or 40.191(a)(1), the employer must report the following information:
(i) Documentation, including, but not limited to, electronic mail or other contemporaneous record of the time and date the driver was notified to appear at a testing site; and the time, date and testing site location at which the employee was directed to appear, or an affidavit providing evidence of such notification;
(ii) Documentation, including, but not limited to, electronic mail or other correspondence, or an affidavit, indicating the date the employee was terminated or resigned (if applicable);
(iii) Documentation, including, but not limited to, electronic mail or other correspondence, or an affidavit, showing that the C/TPA reporting the violation was designated as a service agent for an employer who employs himself/herself as a driver pursuant to paragraph (b)(6) of this section when the reported refusal occurred (if applicable); and
(iv) Documentation, including a certificate of service or other evidence, showing that the employer provided the employee with all documentation reported under paragraph (b)(3) of

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this section.

(4) Employers must report the following violations by the close of the third business day following the date on which the employer obtains actual knowledge, as defined at § 382.107, of:

(i) On-duty alcohol use pursuant to § 382.205;

(ii) Pre-duty alcohol use pursuant to § 382.207;

(iii) Alcohol use following an accident pursuant to § 382.209; and

(iv) Controlled substance use pursuant to § 382.213.

(5) For each violation in paragraph (b)(4) of this section, the employer must report the following information:

(i) Driver's name, date of birth, CDL number and State of issuance;

(ii) Employer name, address, and USDOT number, if applicable;

(iii) Date the employer obtained actual knowledge of the violation;

(iv) Witnesses to the violation, if any, including contact information;

(v) Description of the violation;

(vi) Evidence supporting each fact alleged in the description of the violation required under paragraph (b)(4) of this section, which may include, but is not limited to, affidavits, photographs, video or audio recordings, employee statements (other than admissions pursuant to § 382.121), correspondence, or other documentation; and

(vii) A certificate of service or other evidence showing that the employer provided the employee with all information reported under paragraph (b)(4) of this section.

(6) An employer who employs himself/herself as a driver must designate a C/TPA to comply with the employer requirements in paragraph (b) of this section related to his or her own alcohol and controlled substances use.

(c) *C/TPAs*. Any employer may designate a C/TPA to perform the employer requirements in paragraph (b) of this section. Regardless of whether it uses a C/TPA to perform its requirements, the employer retains ultimate responsibility for compliance with this section. Exception: an employer does not retain responsibility where the C/TPA is designated to comply with employer requirements as described in paragraph (b)(6) of 382.705.

(d) *SAPs*.

(1) SAPs must report to the Clearinghouse for each driver who has completed the return-to-duty process in accordance with 49 CFR part 40, subpart O, the following information:

(i) SAPs name, address, and telephone number;

(ii) Driver's name, date of birth, and CDL number and State of issuance;

(iii) Date of the initial substance-abuse-professional assessment; and

(iv) Date the SAP determined that the driver demonstrated successful compliance as defined in 49 CFR part 40, subpart O, and was eligible for return-to-duty testing under 382.

(2) SAP must report the information required by paragraphs (d)(1)(i) through (iii) of this section by the close of the business day following the date of the initial substance abuse assessment, and must report the information required by paragraph (d)(1)(iv) of 382.703 by the close of the business day following the determination that the driver has completed the return-to-duty process.

(e) *Reporting truthfully and accurately*. Every person or entity with access must report truthfully and accurately to the Clearinghouse and is expressly prohibited from reporting information he or she knows or should know is false or inaccurate.

Reporting Entities and Circumstances	
Reporting Entity	**When Information Will Be Reported to Clearinghouse**

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Prospective/Current Employer of CDL Driver	— An alcohol confirmation test with a concentration of 0.04 or higher — Refusal to test (alcohol) as specified in 49 CFR 40.261 — Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191 — Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance. — Negative return-to-duty test results (drug and alcohol testing, as applicable) — Completion of follow-up testing
Service Agent acting on behalf of Current Employer of CDL Driver	— An alcohol confirmation test with a concentration of 0.04 or higher — Refusal to test (alcohol) as specified in 49 CFR 40.261 — Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191 — Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance. — Negative return-to-duty test results (drug and alcohol testing, as applicable) — Completion of follow-up testing
MRO	— Verified positive, adulterated, or substituted drug test result — Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191
SAP	— Identification of driver and date the initial assessment was initiated —Successful completion of treatment and/or education and the determination of eligibility for return-to-duty testing

NOTICE TO DRIVERS OF ENTRY, REVISION, REMOVAL, OR RELEASE OF INFORMATION *382.707*

(a) FMCSA must notify a driver when information concerning that driver has been added to, revised, or removed from the Clearinghouse.

(b) FMCSA must notify a driver when information concerning that driver has been released from the Clearinghouse to an employer and specify the reason for the release.

(c) Drivers will be notified by letter sent by U.S. Mail to the address on record with the State Driver Licensing Agency that issued the driver's commercial driver's license. Exception: A driver may provide the Clearinghouse with an alternative means or address for notification, including electronic mail.

DRIVERS' ACCESS TO INFORMATION IN THE CLEARINGHOUSE *382.709*

A driver may review information in the Clearinghouse about himself or herself, except as otherwise restricted by law or regulation. A driver must register with the Clearinghouse before accessing his or her information.

CLEARINGHOUSE REGISTRATION *382.711*

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(a) *Clearinghouse registration required*. Each employer and service agent must register with the Clearinghouse before accessing or reporting information in the Clearinghouse.

(b) Employers.

(1) Employer Clearinghouse registration must include:

(i) Name, address, and telephone number;

(ii) USDOT number, except if the registrant does not have a USDOT Number, it may be requested to provide other information to verify identity; and

(iii) Name of the person(s) the employer authorizes to report information to or obtain information from the Clearinghouse and any additional information FMCSA needs to validate his or her identity.

(2) Employers must verify the names of the person(s) authorized under paragraph (b)(1)(iii) of this section annually.

(3) Identification of the C/TPA or other service agent used to comply with the requirements of this part, if applicable, and authorization for the C/TPA to query or report information to the Clearinghouse. Employers must update any changes to this information within 10 days.

(c) *MROs and SAPs*. Each MRO or SAP must provide the following to apply for Clearinghouse registration:

(1) Name, address, telephone number, and any additional information FMCSA needs to validate the applicant's identity;

(2) A certification that the applicant's access to the Clearinghouse is conditioned on his or her compliance with the applicable qualification and/or training requirements in 49 CFR part 40; and

(3) Evidence of required professional credentials to verify that the applicant currently meets the applicable qualification and/or training requirements in 49 CFR part 40.

(d) C/TPAs and other service agents. Each consortium/third party administrator or other service agent must provide the following to apply for Clearinghouse registration:

(1) Name, address, telephone number, and any additional information FMCSA needs to validate the applicant's identity; and

(2) Name, title, and telephone number of the person(s) authorized to report information to and obtain information from the Clearinghouse.

(3) Each C/TPA or other service agent must verify the names of the person(s) authorized under paragraph (d)(2) of 382.711 annually.

DURATION, CANCELLATION, AND REVOCATION OF ACCESS *382.713*

(a) *Term*. Clearinghouse registration is valid for 5 years, unless cancelled or revoked.

(b) *Cancellation.* FMCSA will cancel Clearinghouse registrations for anyone who has not queried or reported to the Clearinghouse for 2 years.

(c) *Revocation*. FMCSA has the right to revoke the Clearinghouse registration of anyone who fails to comply with any of the prescribed rights and restrictions on access to the Clearinghouse, including but not limited to, submission of inaccurate or false information and misuse or misappropriation of access rights or protected information from the Clearinghouse and failure to maintain the requisite qualifications, certifications and/or training requirements as set forth in part 40 of this title.

AUTHORIZATION TO ENTER INFORMATION INTO THE CLEARINGHOUSE *382.717*

(a) *C/TPAs*. No C/TPA or other service agent may enter information into the Clearinghouse on an employer's behalf unless the employer designates the C/TPA or other service agent.

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(b) *SAPs*. A driver must designate a SAP before that SAP can enter any information about the driver's return-to- duty process into the Clearinghouse.

PROCEDURES FOR CORRECTING INFORMATION IN THE DATABASE *382.717*

(a) Petitions limited to inaccurately reported information.

(1) Under this section, petitioners may challenge only the accuracy of information reporting, not the accuracy of test results or refusals.

(2) *Exceptions*.

(i) Petitioners may request that FMCSA remove from the Clearinghouse an employer's report of actual knowledge that the driver received a traffic citation for driving a commercial motor vehicle while under the influence of alcohol or controlled substances if the citation did not result in a conviction. For the purposes of this section, conviction has the same meaning as used in 49 CFR part 383.

(ii) Petitioners may request that FMCSA remove from the Clearinghouse an employer's report of actual knowledge (other than as provided for in paragraph (a)(2)(i) of this section) if that report does not comply with the reporting requirements in § 382.705(b)(5).

(iii) Petitioners may request that FMCSA remove from the Clearinghouse an employer's report of a violation under 49 CFR 40.261(a)(1) or 40.191(a)(1) if that report does not comply with the reporting requirements in § 382.705(b)(3).

(b) *Petition*. Any driver or authorized representative of the driver may submit a petition to the FMCSA contesting the accuracy of information in the Clearinghouse. The petition must include:

(1) The petitioner's name, address, telephone number, and CDL number and State of issuance;

(2) Detailed description of the basis for the allegation that the information is not accurate; and

(3) Evidence supporting the allegation that the information is not accurate. Failure to submit evidence is cause for dismissing the petition.

(c) *Submission of petition*. The petitioner may submit his/her petition electronically through the Clearinghouse or in writing to: Federal Motor Carrier Safety Administration, Office of Enforcement and Compliance, Attention: Drug and Alcohol Program Manager, 1200 New Jersey Avenue SE, Washington, D.C. 20590.

(d) *Notice of decision*. Within 45 days of receiving a complete petition, FMCSA will inform the driver in writing of its decision to remove, retain, or correct the information in the database and provide the basis for the decision.

(e) *Request for expedited treatment*.

(1) A driver may request expedited treatment to correct inaccurate information in his or her Clearinghouse record under paragraph (a)(1) of this section if the inaccuracy is currently preventing him or her from performing safety-sensitive functions, or to remove employer reports under paragraph (a)(2) of this section if such reports are currently preventing him or her from performing safety- sensitive functions. This request may be included in the original petition or as a separate document.

(2) If FMCSA grants expedited treatment, it will subsequently inform the driver of its decision in writing within 14 days of receipt of a complete petition.

(f) *Administrative review*.

(1) A driver may request FMCSA to conduct an administrative review if he or she believes that a decision made in accordance with paragraph (d) or (e) of this section was in error.

(2) The request must prominently state at the top of the document: "Administrative Review of Drug and Alcohol Clearinghouse Decision" and the driver may submit his/her request electronically through the Clearinghouse or in writing to the Associate Administrator for Enforcement (MC-E), Federal Motor Carrier Safety Administration, 1200 New Jersey Ave., SE., Washington, DC 20590.

(3) The driver's request must explain the error he or she believes FMCSA committed and provide information and/or documents to support his or her argument.

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(4) FMCSA will complete its administrative review no later than 30 days after receiving the driver's request for review. The Associate Administrator's decision will constitute the final Agency action.

(g) *Subsequent notification to employers*. When information is corrected or removed in accordance with this section, or in accordance with 49 CFR part 10, FMCSA will notify any employer that accessed the incorrect information that a correction or removal was made.

AVAILABILITY AND REMOVAL OF INFORMATION *382.719*

(a) Driver information not available. Information about a driver's drug or alcohol violation will not be available to an employer conducting a query of the Clearinghouse after all of the following conditions relating to the violation are satisfied:

(1) The SAP reports to the Clearinghouse the information required in § 382.705(d);
(2) The employer reports to the Clearinghouse that the driver's return-to-duty test results are negative;
(3) The driver's current employer reports that the driver has successfully completed all follow-up tests as prescribed in the SAP report in accordance with §§ 40.307, 40.309, and 40.311 of this title; and
(4) Five years have passed since the date of the violation determination.

(b) Driver information remains available. Information about a particular driver's drug or alcohol violation will remain available to employers conducting a query until all requirements in paragraph (a) of this section have been met.

(c) *Exceptions*.

(1) Within 2 business days of granting a request for removal pursuant to § 382.717(a)(2)(i), FMCSA will remove information from the Clearinghouse.
(2) Information about a particular driver's drug or alcohol violation may be removed in accordance with
§ 382.717(a)(2)(ii) and (iii) or in accordance with 49 CFR part 10.

(d) *Driver information remains available*. Nothing in this part shall prevent FMCSA from using information removed under this section for research, auditing, or enforcement purposes.

FEES *382.721*

FMCSA may collect a reasonable fee from entities required to query the Clearinghouse. ***Exception***: No driver may be required to pay a fee to access his or her own information in the Clearinghouse.

UNAUTHORIZED ACCESS OR USE PROHIBITED *382.723*

(a) Except as expressly authorized in this subpart, no person or entity may access the Clearinghouse. No person or entity may share, distribute, publish, or otherwise release any information in the Clearinghouse except as specifically authorized by law. No person may report inaccurate or misleading information to the Clearinghouse.

(b) An employer's use of information received from the Clearinghouse is limited to determining whether a prohibition applies to a driver performing a safety-sensitive function with respect to a commercial motor vehicle. No employer may divulge or permit any other person or entity to divulge any information from the Clearinghouse to any person or entity not directly involved in determining whether a prohibition applies to a driver performing a safety-sensitive function with respect to a commercial motor vehicle.

(c) Violations of this section are subject to civil and criminal penalties in accordance with applicable law, including those set forth at § 382.507.

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(d) Nothing in this part shall prohibit FMCSA from accessing information about individual drivers in the Clearinghouse for research, auditing, or enforcement purposes.

ACCESS BY STATE LICENSING AUTHORITIES *382.725*

(a) In order to determine whether a driver is qualified to operate a commercial motor vehicle, the chief commercial driver's licensing official of a State must obtain the driver's record from the Clearinghouse if the driver has applied for a commercial driver's license from that State.

(b) By applying for a commercial driver's license, a driver is deemed to have consented to the release of information from the Clearinghouse in accordance with this section.

(c) The chief commercial driver's licensing official's use of information received from the Clearinghouse is limited to determining an individual's qualifications to operate a commercial motor vehicle. No chief driver's licensing official may divulge or permit any other person or entity to divulge any information from the Clearinghouse to any person or entity not directly involved in determining an individual's qualifications to operate a commercial motor vehicle.

(d) A chief commercial driver's licensing official who does not take appropriate safeguards to protect the privacy and confidentiality of information obtained under this section is subject to revocation of his or her right of access under this section.

PENALTIES *382.727*

An employer, employee, MRO, or service agent who violates any provision of this subpart shall be subject to the civil and/or criminal penalty provisions of 49 U.S.C. 521(b)(2)(C).

INVESTIGATION AND INQUIRIES *391.23*

(a) (4) As of January 6, 2023, employers subject to § 382.701(a) of § 382 must use the Drug and Alcohol Clearinghouse to comply with the requirements of this section with respect to FMCSA-regulated employers.

(i) *Exceptions*.

(A) If an applicant who is subject to follow-up testing has not successfully completed all follow-up tests, the employer must request the applicant's follow-up testing plan directly from the previous employer in accordance with § 40.25(b)(5) of Part 40.

(B) If an applicant was subject to an alcohol and controlled substance testing program under the requirements of a DOT mode other than FMCSA, the employer must request alcohol and controlled substances information required under this section directly from those employers regulated by a DOT mode other than FMCSA.

(ii) [*Reserved*]

(b)(1) A prospective motor carrier employer must provide to the previous employer the driver's consent meeting the requirements of § 40.321(b) of Part 40 for the release of the information in paragraph (e) of 391.23. If the driver refuses to provide this consent, the prospective motor carrier employer must not permit the driver to operate a commercial motor vehicle for that motor carrier.

(2) If a driver refuses to grant consent for the prospective motor carrier employer to query the Drug and Alcohol Clearinghouse in accordance with paragraph (e)(4) of 391.23, the prospective motor carrier employer must not permit the driver to operate a commercial motor vehicle.

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Appendix A

COFB Commercial Motor Vehicle Driver's Certificate of Compliance with DOT Cellphone/Texting Bans

MOTOR CARRIERS: The restrictions in 49 CFR Part 392 on using a mobile telephone or texting while driving apply to every operator of a "commercial motor vehicle" as defined in Section 390.5, including interstate vehicles weighing or rated at 10,001 pounds or more, vehicles placarded for hazardous materials, and certain vehicles designed or used for more than 8 passengers (including the driver). In-state operations of vehicles placarded for hazardous materials are also subject to the restrictions. Other in-state-only operations may also be subject, depending on state rules.

DRIVERS: Part 392 of the Federal Motor Carrier Safety Regulations contains restrictions on texting and the use of hand-held mobile telephones while driving a commercial motor vehicle (CMV), including the following:

- **Texting ban (392.80):** You may not manually enter text into or read text from an electronic device while driving a CMV. This includes e-mailing, text messaging, using the internet, pressing more than one button to start or end a phone call, or any other form of text retrieval or entry for communication purposes.

- **Hand-held cell-phone ban (392.82):** You are prohibited from using a hand- held cell phone while driving a CMV. This includes talking on a phone while holding it in your hand (including push-to-talk), pressing more than a single button to dial or answer a cell phone, or leaving your normal, seated driving position to reach for a cell phone.

Except as prohibited under COFB policy, you are allowed to use a hands-free phone, a CB radio, a navigation system, a two-way radio, a music player, or a fleet management system for purposes other than texting. Texting and hand-held cell-phone use are **only** allowed if you need to contact emergency services or if you have stopped in a safe location off the road.

Penalties (383.51, 391.15, 49 CFR 386): CDL and non-CDL drivers can be disqualified for 60 up to 120 days and/or face fines of up to $3,750 for each violation. COFB can be fined up to $11,000 for each violation.

It is understood that the above information is being provided to the employee in an effort by COFB to show good faith efforts to achieve compliance with the above-cited regulations. (49 CFR § 386.81)

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CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2020-155
Budget Amendment - Marina

ITEM TYPE: Resolution (w/o fiscal impact)

REQUESTED ACTION: Consider Resolution 2020-155.

SYNOPSIS: According to Code Sec 2-412 and Charter section 74, the City Commission must approve any budget transfers over $7,500.

When the FY20/21 Budget was prepared it was anticipated that the Marina Northern Attenuator project would be completed. Staff recommends amending the budget for $95,900 by increasing both the Marina Fund Building account, 480 56200 and the Loan Proceeds account, 480 38410 to cover the expenses.

This will also change the total City FY2020/2021 Budget by $91,900 from $160,861,005 to $160,956,905

FISCAL IMPACT: Funds are available for this transfer.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2020-155.

Dale L. Martin, City Manager	10/9/2020
Pauline Testagrose, Comptroller	10/12/2020
Tammi E. Bach, City Attorney	10/12/2020
Katie Newton, Legal Assistant	10/13/2020

Submitted By: Pauline Testagrose, Comptroller

Date: September 14, 2020

COMMISSION ACTION: Adopt

RESOLUTION 2020-156

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING AMENDMENTS TO THE BUDGET FOR FISCAL YEAR 2020/2021; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, according to Code Sec 2-412 and Charter section 74, the City Commission must approve any budget transfers over $7,500; and

WHEREAS, when the FY2020/2021 budget was prepared, it was anticipated that the Marina Northern Attenuator project would be completed in FY2019/2020; and

WHEREAS, an amendment to the budget is needed to reallocate the expenses associated with the Northern Attenuator project; and

WHEREAS, staff recommends amending the budget for $95,900 by increasing both the Marina Fund Building account, 480 56200 and the Loan Proceeds account, 480 38410.

WHEREAS, this budget amendment will increase the total City FY2020/2021 Budget by $95,900 from $160,861,005 to $160,956,905.

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

SECTION 1. The City Commission hereby approves amending the budget for $95,900 by increasing both the Marina Fund Building account, 480 56200 and the Loan Proceeds account, 480 38410.

SECTION 2. The City Commission hereby approves increasing the total City FY2020/2021 Budget by $95,900 from $160,861,005 to $160,956,905.

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

ADOPTED this 20th day of October, 2020.

CITY OF FERNANDINA BEACH

_____
John A. Miller
Commissioner – Mayor

ATTEST:

_____
Caroline Best
City Clerk

APPROVED AS TO FORM & LEGALITY:

_____
Tammi E. Bach
City Attorney

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2020-156
Budget Amendment - Building Department

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2020-156.

SYNOPSIS: According to Code Section 2-412 and Charter Section 74, the City Commission must approve any budget transfers over $7,500.

The scanning project approved by Resolution 2020-42 was not completed in 2020 and will roll over into 2021. The amount of funds to rollover from the $251,000, approved were not budgeted, as the exact number was not known until the end of this fiscal year. The unused funds totaling $191,120, need to be added to the 2021 budget to continue this project. See Exhibit A, Spreadsheet Data Savers, for total of funds spent to end of Fiscal Year 2019-2020.

FISCAL IMPACT: Funds in the amount of $191,120 are available in the Building Fees Fund Reserve account, 140 59990 for a transfer to the Building Fees Fund Professional Services account, 140 53100.

Purchase Order 2000148 was issued in the amount of $75,000 to cover the first phase of the project (see Exhibit A for balances).

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2020-156.

Nicole Bednar, Administrative Services Manager	10/7/2020
Dale L. Martin, City Manager	10/9/2020
Pauline Testagrose, Comptroller	10/12/2020
Tammi E. Bach, City Attorney	10/12/2020

Date: September 17, 2020

Submitted By: Stephen Beckman, Building Director

COMMISSION ACTION: Adopt

RESOLUTION 2020-156

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING AN AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2020/2021; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, according to Code Sec 2-412 and Charter section 74, the City Commission must approve any budget transfers over $7,500; and

WHEREAS, the Commission approved Resolution 2020-420 in the amount of $251,000 for scanning of the Building Department records; and

WHEREAS, when the Fiscal Year 2020/2021 budget was prepared, the remaining funds in the amount of $191,120 for the scanning of the Building Department records were not budgeted for in Fiscal Year 2020/2021; and

WHEREAS, staff recommends the budget transfer of $191,120 from the Building Fees Fund Reserve account 140 59990 to the Building Fees Fund Professional Services account 140 53100.

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

SECTION 1. The City Commission hereby approves a budget transfer of $191,120 from the Building Fees Fund Reserve account 140 59990 to the Building Fees Fund Professional Services account, 140 53100.

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

ADOPTED this 20th day of October, 2020.

ATTEST:

_____
Caroline Best
City Clerk

CITY OF FERNANDINA BEACH

_____
John A. Miller
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:

_____
Tammi E. Bach
City Attorney

Data Savers

PO 2000148	Invoice Amount	Invoice Number	Invoice Date	Balance
$75,000.00	$4,201.34	97661	05.31.2020	$70,798.66
	$3,183.17	98217	06.30.2020	$67,615.49
	$5,565.06	98543	07.31.2020	$62,050.43
	$29,024.67	98911	08.31.2020	$33,025.76
	$17,905.75	98923	09.25.2020	$15,120.01

RESOLUTION 2020-42

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A PROPOSAL FROM DATASAVERS INFORMATION MANAGEMENT SOLUTIONS FOR DOCUMENT SCANNING IN AN AMOUNT NOT TO EXCEED $251,400 BY WAY OF A PIGGYBACK PURCHASE TO THE STATE OF FLORIDA DEPARTMENT OF MANAGEMENT SERVICES CONTRACT; APPROVING AMENDMENTS TO THE BUDGET FOR FISCAL YEAR 2019/2020; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, staff recommends approval of a proposal from DataSavers Information Management Solutions (Exhibit "A") in an amount not to exceed $251,400 to scan Building Department records, by way of a piggyback purchase to a State of Florida Department of Management Services Contract (Exhibit "B"); and

WHEREAS, according to Code Sec 2-412 and Charter section 74, the City Commission must approve any budget transfers over $7,500; and

WHEREAS, a transfer of funds in the amount of $101,400 were approved via Resolution 2020-14 to fund payroll, payroll taxes, and insurance for temporary part-time staff. However, it has been determined that temporary part-time staff will not be needed; and

WHEREAS, staff recommends a budget transfer of $101,400 to Building Professional Services account, 140 53100, from: Building Temporary account, 140 51300, ($93,600); Building FICA account, 140 52100, ($7,200); and Building Workers' Compensation account, 140 52400 ($600).

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 proposal from Datasavers Information Management Solutions not to exceed $251,400 as a piggyback purchase to the State of Florida Department of Management Services Contract.

SECTION 2. The City Commission hereby approves a budget transfer of $101,400 to Building Professional Services account, 140 53100, from: Building Temporary account, 140 51300, ($93,600); Building FICA account, 140 52100, ($7,200); and Building Workers' Compensation account, 140 52400 ($600).

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

ADOPTED this 7th day of April, 2020.

CITY OF FERNANDINA BEACH

John A. Miller
Commissioner – Mayor

ATTEST:

Caroline Best

Caroline Best
City Clerk

APPROVED AS TO FORM & LEGALITY:

Tammi E. Bach
City Attorney

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2020-157
Authorization To Defend - Purple Creek, LLC

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2020-157.

SYNOPSIS: Section 31 of the City Charter requires that the prosecution and defense of litigation involving the City, by the City Attorney, be authorized by the City Commission. This Resolution authorizes the City Attorney to work with City claims administrator, Preferred Governmental Claim Solutions (PGCS), appear on behalf of if necessary, and defend the City in the matter of Purple Creek v. City of Fernandina Beach.

This matter involves a property that was damaged during Hurricane Irma. The building official issued a stop work order for temporary repairs being made without a permit.

FISCAL IMPACT: The City carries general liability insurance and will pay a $2,500 deductible to have the insurance company (PGIT) provide defense for the City. The $2,500 deductible will be paid from the Deposit Account for Property Casualty Premiums Account, 631 22631.

CITY ATTORNEY COMMENTS: See synopsis.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2020-157.

Tammi E. Bach, City Attorney	10/2/2020
Nicole Bednar, Administrative Services Manager	10/5/2020
Dale L. Martin, City Manager	10/5/2020
Pauline Testagrose, Comptroller	10/8/2020

Katie A Newton

Date: September 22, 2020

Submitted By: Katie Newton, Legal Assistant

COMMISSION ACTION: Adopt

RESOLUTION 2020-157

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING THE CITY ATTORNEY TO DEFEND THE CITY IN CERTAIN LITIGATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 31 of the City Charter requires that the prosecution and defense of litigation involving the City, by the City Attorney, be first authorized by the City Commission; and

WHEREAS, certain issues now face the City of Fernandina Beach, Florida, which require resolution in the Courts or administrative agencies of this State.

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 Attorney to work with City claims administrator, Preferred Governmental Claim Solutions (PGCS), appear on behalf of, if necessary, and defend the City of Fernandina Beach in the matter of Purple Creek, LLC v. City of Fernandina Beach, Case No: 20-CA-211, in the Fourth Judicial Circuit Court for the State of Florida.

SECTION 2. This Resolution shall take effect immediately upon passage.

ADOPTED this 20th day of October, 2020.

CITY OF FERNANDINA BEACH

_____
John A. Miller
Commissioner - Mayor

ATTEST:

_____
Caroline Best
City Clerk

APPROVED AS TO FORM AND LEGALITY

_____
Tammi E. Bach
City Attorney

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2020-158
Litigation Authorization -Royal Air Freight, Inc.

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2020-158.

SYNOPSIS: A jet fuel spill caused by an aircraft owned by Royal Air Freight, Inc., caused damage to a portion of the Fernandina Beach Municipal Airport's aircraft parking apron on May 14, 2020. Attempts to contact the company and its insurance company to resolve the issue have gone unanswered. This resolution allows the City Attorney to pursue legal action to recover the costs for repair to the City's aircraft parking apron.

FISCAL IMPACT: Funds are available in the Legal/Contractual account, 0011400 54934.

CITY ATTORNEY COMMENTS: See synopsis.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2020-158.

Tammi E. Bach, City Attorney	10/2/2020
Nicole Bednar, Administrative Services Manager	10/5/2020
Dale L. Martin, City Manager	10/5/2020
Pauline Testagrose, Comptroller	10/8/2020
Katie Newton, Legal Assistant	10/9/2020

Submitted By: Katie Newton, Legal Assistant Date: October 01, 2020

COMMISSION ACTION: Adopt

RESOLUTION 2020-158

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING THE CITY ATTORNEY TO PROCEED WITH FILING A LAWSUIT AGAINST ROYAL AIR FREIGHT, INC., IN CIRCUIT COURT FOR DAMAGES RELATED TO A FUEL SPILL ON AIRPORT PROPERTY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 31 of the City Charter requires that the City Commission, by Resolution, authorize the City Attorney to file any lawsuit; and

WHEREAS, jet fuel from an aircraft owned by Royal Air Freight, Inc., caused damage to the Fernandina Beach Municipal Airport parking apron when fuel spilled from the aircraft while parked overnight; and

WHEREAS, attempts by the City to recoup costs for estimated repairs to the aircraft parking apron at the Airport have not been successful.

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 City Attorney to file a lawsuit against Royal Air Freight, Inc., the owner of an aircraft that negligently spilled jet fuel on the City's aircraft parking apron causing damages exceeding $10,000.

SECTION 2. This Resolution shall take effect immediately upon passage.

ADOPTED this 20th day of October, 2020.

CITY OF FERNANDINA BEACH

_____
John A. Miller
Commissioner - Mayor

ATTEST:

_____
Caroline Best
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Tammi E. Bach
City Attorney

City of Fernandina Beach **Tammi E. Bach**

Office of the City Attorney tbach@fbfl.org

June 19, 2020

Attn: Risk Management
Royal Air Freight, Inc.
2141 Airport Road
Waterford, MI 48327

RE: Accidental Fuel Spill
DOI: 05/14/2020
N# 551RA Serial # 076
Make: Gates Learjet Corp. 55

Dear Sir/Madam:

I am writing to resolve the City's claim regarding a jet fuel spill from one of your aircraft on May 14, 2020. City staff have not been able to make contact with your company representative or your insurance company despite repeated efforts. The above-referenced jet spilled dozens of gallons of jet fuel on the City's transient aircraft parking apron which caused significant damage to the pavement. I have enclosed an estimate for cost of repairs from a professional engineer in the amount of $10,310.00 and photographs. Please contact my office as soon as possible if you need more information about this incident. Otherwise, please remit a check payable to the City of Fernandina Beach in the amount of $10,310.00 to cover the repair costs immediately.

Thank you for your prompt attention to this matter.

Sincerely,

Tammi E. Bach
City Attorney

Enclosures

cc: LL Johns & Associates – claims@lljohns.com
Nathan Coyle, Airport Manager
Brian Echard, Bentwing Flight Services

PASSERO ASSOCIATES
engineering architecture

May 22, 2020

Mr. Nathan Coyle, ACE
Airport Manager
Fernandina Beach Municipal Airport
700 Airport Road
Fernandina Beach, FL 32034

RE: Fernandina Beach Municipal Airport
Aircraft Apron Fuel Spill
Pavement Observations and Recommendations

Dear Nathan,

On or around the evening of May 14, 2020 an aviation fuel spill occurred at Fernandina Beach Municipal Airport's bituminous aircraft parking apron. I reviewed the affected pavement area on May 22, 2020 and offer the following observations and recommendations.

Field Visit and Observations

I performed a visual inspection of the area on Friday May 22, 2020. The spill area is irregular shape and measures approximately 52-feet by 50-feet. I noted the following:

1. The pavement in the fuel spill area is discolored and the limits are clearly visible. It appears fuel flowed transversely across the apron bituminous paving lanes and collected along pavement joints.
2. The area is near drainage inlets and aircraft tie downs, but these facilities do not appear to be affected.
3. A probe (flat head screwdriver) was easily inserted approximately 1-inch into the pavement surface in several areas, particularly along pavement joints.
4. The affected pavement area is likely permanently damaged, particularly the pavement joints. The asphalt pavement surface was "spongy" and, in my opinion, will likely not withstand aircraft load or tire wearing torsion and may create FOD.
5. The condition of adjacent pavement outside the fuel spill area is fine.

Recommendations:

I offer the following recommendation:

1. The affected bituminous pavement should be removed and replaced, to a depth not less than 2-inches.
2. Mill affected pavement area, avoiding drainage inlets and aircraft tie downs. Proposed repair area should be rectangular, and sufficiently large to reduce right-angles.

3. Apply bituminous tack to milled and cleaned surface, including vertical face. Excavated asphalt millings shall be properly disposed off airport property.
4. Pave patch with new bituminous pavement according to FDOT Item 334 Type SP-12.5 Surface Mix, Traffic Level B, C or D. Type SP-9.5 is also acceptable.
5. Replace Non-Movement Area Boundary pavement marking with approved yellow and black paint. Apply glass beads to the yellow paint.

The estimated cost to repair the area is:

Fuel Spill Repair				*Estimated Price to Repair*	
ITEM	**DESCRIPTION**	**QUANTITY [Unit]**		**UNIT PRICE [$]**	**TOTAL [$]**
C-105-6.1	MOBILIZATION & MAINTENANCE OF TRAFFICE	1	LS	1,200.00	1,200.00
P-101-5.2	BITUMINOUS PAVEMENT REMOVAL, VARIABLE DEPTH (3-INCH OR LESS)	275	SY	10.00	2,750.00
334-1	BITUMINOUS SURFACE COURSE, 2-INCH	33	TON	175.00	5,810.00
P-603-5.1	TACK COAT	30	GAL	5.00	150.00
P-620-5.3	YELLOW TAXIWAY MARKING WITH GLASS BEADS AND BLACK BORDER	80	SF	5.00	400.00
	Estimated Total Repair Cost			**TOTAL:**	**10,310.00**

Sample photos are included for reference. Please let me now if there are any questions or comments regarding this submittal.

Respectfully Submitted,

Passero Associates, LLC

Bradley J. Wente

Bradley J. Wente, P.E.
Project Manager

Photos of the Fuel Spill area

Figure 1 Spill area, Typical flow pattern. Note discoloration of pavement.

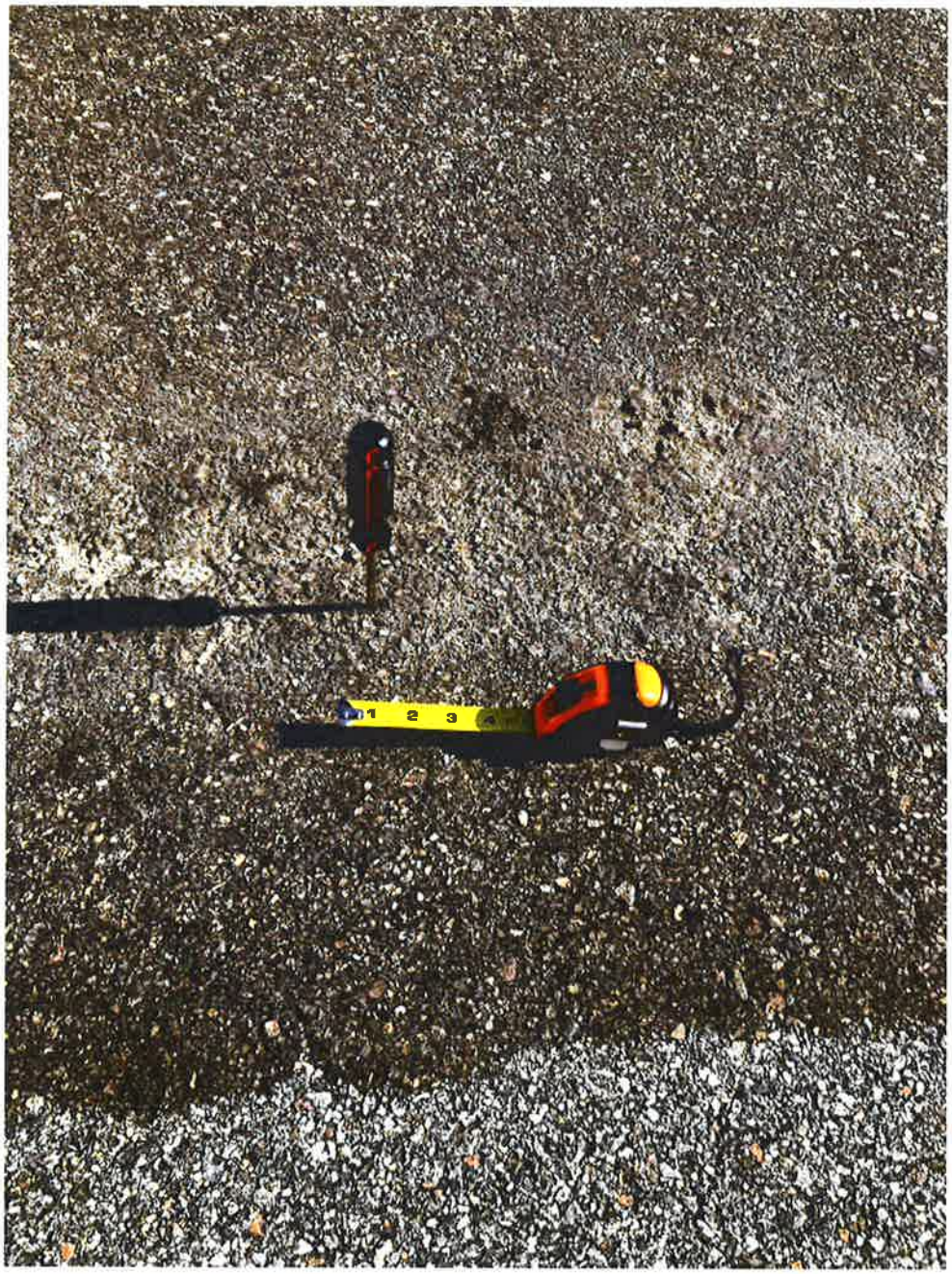

Figure 2 Probe inserted into pavement surface at pavement joint

Figure 3 View of spill area looking northwest

Figure 4 View of spill area looking southwest

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2020-159
Litigation Authorization -610 Vernon Street

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2020-159.

SYNOPSIS: In 2014, the City received a Community Development Block Grant (CDBG) for rehabilitation and replacement for housing. Kimberly A. Ross Perkins received $88,900 to rehabilitate/replace the house located at 610 Vernon Street. The City secures its interest for grant administration in the form of a mortgage that would be released after certain conditions had been met. The conditions outlined in the mortgage documents have been defaulted upon because Ms. Perkins passed away prior to the automatic 10-year forgiveness period of the mortgage under the terms of the CDBG grant.

Ms. Perkins does not have easily ascertainable heirs to convert the mortgage, so the City must institute a foreclosure action in order to reclaim a portion of the CDBG grant monies from the value of the home.

FISCAL IMPACT: Funds are available in the Legal/Contractual account, 0011400 54934.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2020-159.

Tammi E. Bach, City Attorney	10/2/2020
Nicole Bednar, Administrative Services Manager	10/5/2020
Dale L. Martin, City Manager	10/5/2020
Pauline Testagrose, Comptroller	10/8/2020
Katie Newton, Legal Assistant	10/9/2020

Katie A Newton

Date: October 01, 2020

Submitted By: Katie Newton, Legal Assistant

COMMISSION ACTION: Adopt

RESOLUTION 2020-159

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE CITY ATTORNEY TO PROCEED WITH A FORECLOSURE COMPLAINT AGAINST THE ESTATE OF KIMBERLY A. ROSS PERKINS FOR DEFAULT ON A DEFFERED PAYMENT MORTGAGE FOR A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) REHABILITATION AND REPLACEMENT HOUSING PROGRAM; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 31 of the City Charter requires that the City Commission, by Resolution, authorize the City Attorney to file any lawsuit; and

WHEREAS, in 2014, the City received a Community Development Block Grant (CDBG) for rehabilitation and replacement for housing; and

WHEREAS, Kimberly A. Ross Perkins received $88,900 to rehabilitate/replace the house located at 610 Vernon Street, and the City secures its interest for grant administration in the form of a mortgage that would be released after certain conditions had been met; and

WHEREAS, the conditions outlined in the mortgage documents have been defaulted upon because Ms. Perkins passed away prior to the automatic 10-year forgiveness period of the mortgage under the terms of the CDBG grant; and

WHEREAS, Ms. Perkins does not have easily ascertainable heirs to convert the mortgage, so the City must institute a foreclosure action in order to reclaim a portion of the CDBG grant monies from the value of the home; and

WHEREAS, filing fees, attorneys' fees, and costs are available in the Legal Collection/Litigation account, 0011400 54930.

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 City Attorney to proceed with foreclosing upon the property located at 610 Vernon Street in order to reclaim CDBG grant monies that must be paid back by the City for failure to have a qualified resident living in the home for at least 10 years.

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

ADOPTED this 20th day of October, 2020.

ATTEST:

_____
Caroline Best
City Clerk

CITY OF FERNANDINA BEACH

_____
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 2020-160
PPI Plan Approval

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2020-160.

SYNOPSIS: The City of Fernandina Beach and Nassau County Board of Commissioners created a joint Program for Public Information (PPI) in support of participation in the Community Rating System (CRS) program. The PPI is a tool to improve communication and provide additional resources on flood hazards, flood safety, flood insurance, and other floodplain related functions

FISCAL IMPACT: Funds are available in the General Fund Building Operating Supplies Account 0012400-55200 to pay for the resources described in the plan in an amount not to exceed $17,120.00.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2020-160.

Stephen Beckman, Building Director	10/2/2020
Nicole Bednar, Administrative Services Manager	10/5/2020
Dale L. Martin, City Manager	10/5/2020
Pauline Testagrose, Comptroller	10/8/2020
Tammi E. Bach, City Attorney	10/9/2020
Katie Newton, Legal Assistant	10/13/2020

Katie A Newton

Submitted By: Katie Newton, Legal Assistant Date: October 02, 2020

COMMISSION ACTION: Adopt

RESOLUTION 2020-160

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE CITY OF FERNANDINA BEACH AND NASSAU COUNTY JOINT PROGRAM FOR A PUBLIC INFORMATION (PPI) PLANNING DOCUMENT IN SUPPORT OF THE CITY'S PARTICIPATION IN THE COMMUNITY RATING SYSTEM (CRS) PROGRAM; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Fernandina Beach and Nassau County created a joint Program for Public Information (PPI) in support of participation in the Community Rating System, (CRS) program; and

WHEREAS, the PPI is a tool to improve communication and provide additional resources on flood hazards, flood safety, flood insurance, and other floodplain related functions; and

WHEREAS, the PPI was introduced by the Federal Emergency Management Agency as a planning tool to provide a step-by-step coordinated strategy for flood hazard outreach; and

WHEREAS, the approach provides the City of Fernandina Beach and Nassau County Board of Commissioners with opportunities to improve its CRS rating therefore, increasing the discounts for incorporated and unincorporated residents would receive on their flood insurance policies; and

WHEREAS, For the PPI to qualify in the CRS Program and receive PPI accreditation, the City Commission of the City of Fernandina Beach and Nassau County Board of Commissioners must approve the PPI; and

WHEREAS, the PPI committee members consisted of staff from the City of Fernandina Beach Building Department and the Public Information Officer, Planning Department, and Emergency Management staff from Nassau County, representatives from North East Florida Builders Association (NEFBA), 8 Flags Insurance, Crane Island, Miranda Architects, John Stack Realty and Brand Mortgage; and

WHEREAS, after four committee meetings, a plan was developed to identify existing outreach efforts, and propose new outreach efforts that cover various topics and messages to support a variety of activities that qualify for CRS points; and

WHEREAS, funding for outreach activities is budgeted in the General Fund Building Department Operating Supplies Expense Account 0012400 55200 in an amount not to exceed $17,120.00, and the City of Fernandina Beach and Nassau County will split all expenditures on items where they are working together and for all consulting fees.

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 PPI between City of Fernandina Beach and Nassau County Board of Commissioners, attached hereto as "Exhibit A".

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

ADOPTED this 20th day of October 2020.

CITY OF FERNANDINA BEACH

_____
John A. Miller
Commissioner – Mayor

ATTEST:

_____
Caroline Best
City Clerk

APPROVED AS TO FORM & LEGALITY:

_____
Tammi E. Bach
City Attorney

Resolution 2020-160
Exhibit A

The City of Fernandina Beach and Nassau County

Multi-Jurisdictional Program for Public Information (PPI)

Date: October 2, 2020

Prepared by:

McKiernan CONSULTING SERVICES

SCHWALLS CONSULTING LLC

Record of Revisions

Date	Revision

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1. Background

The City of Fernandina Beach, located in Nassau County, is the northernmost city of Florida's Atlantic Coast. It is located on Amelia Island and is dedicated to the provision of high-quality municipal services for its residents, businesses, and visitors. Host to the popular Isle of Eight Flags Shrimp Festival each year, its beautiful beaches and unique landscape make it a destination spot for visitors and loved by residents.

Beautiful Nassau County, located in the northeast corner of Florida along the Atlantic Ocean and Interstate 95, is proud to serve as the Eastern Gateway to the Sunshine State. From the historic island, sandy beaches, and championship golf courses to the scenic rivers, green pastures, and majestic timberlands, there is something for everyone to enjoy.

Because of their coastal location and multifaceted terrain, the City and County are faced with many challenges regarding flooding from several sources. With a desire to protect residents, structures, and natural floodplains, the City and County have agreed to partner with local stakeholders to develop this Program for Public Information (PPI) so public information activities can be coordinated and will lead to better understanding of flood risk and actions that can be taken to reduce this.

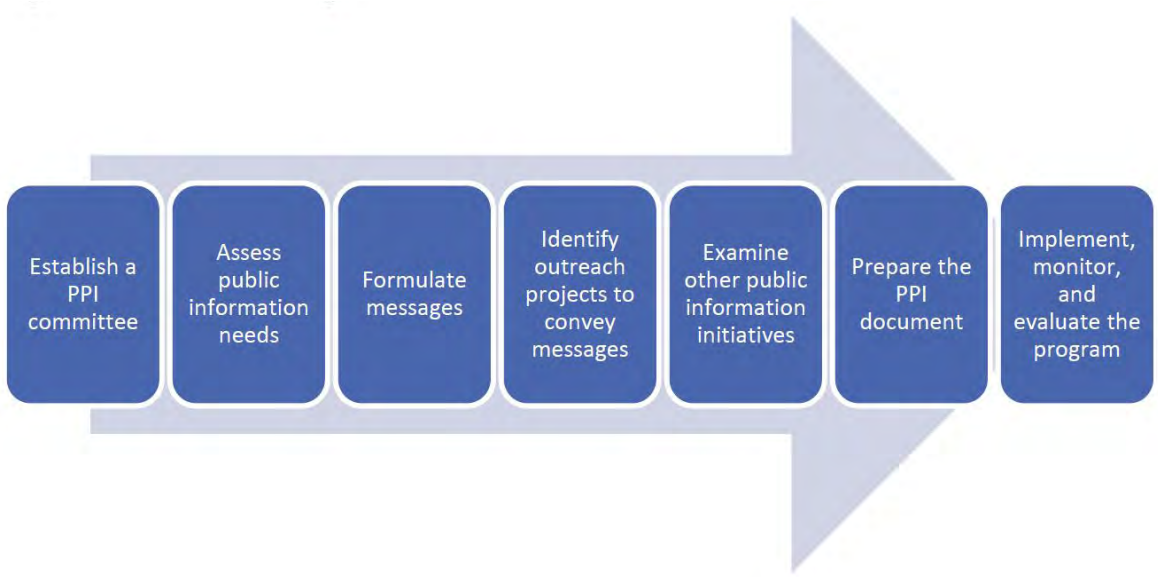
Through the National Flood Insurance Program (NFIP), the City of Fernandina Beach currently has a Community Rating System (CRS) score of 7, allowing residents to enjoy a 15% discount on flood insurance policy premiums in the Special Flood Hazard Area (SFHA) and a 10% premium reduction outside the SFHA. This score will improve to a 6 as of October 1, 2020, increasing the discount on flood insurance premiums in the SFHA to 20%.

Nassau County currently has a CRS score of 8, allowing residents a 10% Discount on flood insurance policy premiums in the SFHA and a 5% premium reduction outside the SFHA.

2. PPI Committee

The City of Fernandina Beach and Nassau County kicked off their PPI Committee with representatives of both public stakeholders and local governmental staff. The organizational meeting was held on April 24, 2019.

The PPI, which was introduced by the Federal Emergency Management Agency (FEMA) as a new planning tool which provided a guide that set out a coordinated approach to flood hazard outreach and communication, was followed by this committee as noted below.



More than half of the committee members are from local stakeholder groups which include lending institutions, the real estate industry, insurance agencies, architects, and builders. The other committee members include the Nassau County CRS Coordinator & Floodplain Manager, and the City of Fernandina Beach Building Official & Floodplain Manager, Public Information Officer, and CRS Administrator.

Table 1. Fernandina Beach/Nassau County PPI Committee

Name	Affiliation	Representing/Staff-Stakeholder
Sue Ann Alleger	Nassau County CRS Coord & Floodplain Manager	Staff
Stephen Beckman	CFB Building Official & Floodplain Manager	Staff
Mary Hamburg	CFB Public Information Officer	Staff
Angie Lester	CFB CRS Administrator	Staff
John Hillman	Crane Island, VP Sales & Marketing	Stakeholder
Jose Miranda	Miranda Architects	Stakeholder
Scott Moore	8 Flags Insurance	Stakeholder
Jessie Spradley	Northeast Florida Builders Association	Stakeholder
John Stack	John Stack Realty	Stakeholder
Ben Stephens	Brand Mortgage, Senior Mortgage Consultant	Stakeholder
Regina Duncan	Nassau County Chamber of Commerce	Stakeholder

Currently, Fernandina Beach and Nassau County conduct several outreach activities mentioned in Table 11 that inform the community about their flood risk and educate individuals about action they can take to protect themselves, their families, and their property. By using the PPI, they intend to coordinate these efforts and create common messages to make their efforts more effective.

Meetings of the PPI Committee were conducted to accomplish the following tasks:

- Assess public information needs
- Determine Target Audiences
- Formulate Flood Messages
- Look at ongoing outreach projects and assess their effectiveness

- Identify new outreach projects and associated Flood Messages
- Look at related outside public information projects
- Review the Flood Insurance Policy information for the area

Meetings are held at the City of Fernandina Beach City Hall, Commission Chambers, 204 Ash Street.

At the first official PPI Committee meeting on April 24, 2019, the steps to creating a PPI were reviewed and ongoing outreach efforts were discussed. Committee members exchanged ideas regarding the current outreach and came up with additional ideas to disseminate needed flood messages to critical audiences.

The second meeting of the PPI Committee on November 6, 2019, included a more detailed discussion of current projects and messages. Each committee member was given the information summarized in Tables 10 and 12. The group also focused on audiences and priority messages.

The final coordination meeting preparing to approve the PPI was scheduled for February 26, 2020, but was delayed due to the COVID-19 Pandemic. It was rescheduled as a virtual meeting held on August 6, 2020.

Through this PPI Committee, the City and County will continue to review their outreach projects, look for areas to expand, coordinate messages and efforts, and partner with Stakeholders to reach more individuals and businesses moving forward.

Ongoing Public Information Efforts

The PPI Committee compiles an inventory of existing flood information and flood response outreach efforts that are being implemented throughout the City and County each year. The PPI Committee then reviews the inventory of ongoing projects annually to ensure the community is receiving pertinent information. The Committee identifies existing projects that should be part of the PPI to improve their effectiveness and/or new projects to ensure the outreach messages are adequately reaching the identified target audiences.

Table 2. Inventory of Existing Flood Related Outreach Projects

Organization	Event/Activity	Delivery Method	Link if applicable
Amelia Island – Nassau County Association of Realtors	Meetings	Presentations	aincar.org
Fernandina Beach Historic District Council	Meetings	Presentations	www.fbfl.us/368/Historic-District-Council
FDEM	Flood Information	Website	www.floridadisaster.org/EMTOOLS/Severe/floods.htm

Organization	Event/Activity	Delivery Method	Link if applicable
FDEM	Flood Information Rack Cards	Publication	www.floridadisaster.org/mitigation/CRS
Northeast Florida Builders Association	Meetings	Presentations	secure.nefba.com

Appendix 1 contains examples of 2019 and 2020 flood related outreach projects.

3. Community Rating System (CRS) & Insurance Information

Table 3. Fernandina Beach Policy and CRS Class Analysis

City of Fernandina Beach		Total	Special Flood Hazard Area (SFHA)*	X-STD/ AR/A99**	Preferred Risk Policies***
	Structures		839		
	Condo Units		417		
	Commercial Buildings		284		
	Policies in Force	3348	571	768	2009
	Premium	$1,559,202	$433,656	$291,540	$834,006
	Average Premium	$466	$759	$380	$415
CRS Class Savings					
06	Per Policy	$42	$190	$42	$0
	Per Community	$140,808	$108,415	$32,393	$0
05	Per Policy	$50	$237	$42	$0
	Per Community	$167,911	$135,518	$32,393	$0

Data provided from the State of Florida National Flood Insurance Program Coordinator dated 9/12/2019

* SHFA (Zones A, AE, V, AO, and AH): Discount varies depending on class.

** SFHA (Zones A99, AR, AR/A, AR/AE, AR/AH, and AR/AO): 10% discount for Classes 1-6, 5% discount for Classes 7-9.

*** Preferred Risk Policies are not eligible for CRS Premium Discounts.

Table 4. Nassau County Policy and CRS Class Analysis

Nassau County		Total	Special Flood Hazard Area (SFHA)*	X-STD/ AR/A99**	Preferred Risk Policies***
	Structures		6493		
	Condo Units		1542		
	Commercial Buildings		204		
	Policies in Force	7381	1400	1920	4061
	Premium	$3,652,567	$1,118,050	$865,769	$1,668,748
	Average Premium	$495	$799	$451	$411
CRS Class Savings					
08	Per Policy	$23	$89	$24	$0
	Per Community	$169,795	$124,288	$45,567	$0
07	Per Policy	$31	$133	$24	$0
	Per Community	$231,910	$186,343	$45,567	$0

Data provided from the State of Florida National Flood Insurance Program Coordinator dated 9/12/2019.

* SHFA (Zones A, AE, V, AO, and AH): Discount varies depending on class.

** SFHA (Zones A99, AR, AR/A, AR/AE, AR/AH, and AR/AO): 10% discount for Classes 1-6, 5% discount for Classes 7-9.

*** Preferred Risk Policies are not eligible for CRS Premium Discounts.

Table 5. Community Policies

Community	2019	2020	Count Difference
Fernandina Beach	3348		
Nassau County	7381		

The PPI Committee decided to review this information at their follow up meeting each time new data is available.

The messages and projects were agreed on and the plans moving forward for the Multi-jurisdictional Program for Public Information were reviewed. The Committee unanimously voted to recommend approval of the program.

The PPI Committee's final recommendations on target audiences, outcomes, messages, and outreach projects are summarized in Tables 10, 11, and 12, respectively.

Minutes and sign-in sheets of the committee meetings are included in Appendix 1.

4. Community Needs Assessment

Flood hazards - Nassau County and the City of Fernandina Beach are exposed to flooding from hurricanes, tropical storms, storm water runoff, and storm surge that impact the entire coastline of the County from the Atlantic Ocean, as well as from Alligator Creek which can impact from approximately 980 feet downstream of US Highway 1 and Highway 23 to approximately 2100 feet upstream of the Railroad.

4.1 Flood Designations

Table 6. Flood Zone Designations by Community

Community	Flood Zone(s)
Callahan, Town of	A, AE, X
Fernandina Beach, City of	AE, AO, VE, X
Hilliard, Town of	A, X
Nassau County, Unincorporated Areas	A, AE, VE, X

Table 7. Coastal Barrier Resources System (CBRS) Information

Primary Flooding Source	CBRS Unit or Otherwise Protected Area (OPA)*	Flood Insurance Prohibition Date	FIRM Panel Numbers
Atlantic Ocean	OPA P02P Talbot Islands	11/16/1991	12089C0389G 12089C0393G
Atlantic Ocean	CBRS Unit FL-01 Fort Clinch	11/16/1991 (updated 12/21/2018)	12089C0229G 12089C0237G 12089C0241G
Atlantic Ocean	OPA FL-01P Fort Clinch	11/16/1991 (updated 12/21/2018)	12089C0229G 12089C0233G 12089C0237G 12089C0241G

* Structures located in CBRS Units or OPAs cannot purchase coverage through the National Flood Insurance Program

Table 8. Basin Characteristics

HUC-8 Sub-Basin Name	HUC-8 Sub-Basin Number	Primary Flooding Source	Description of Affected Area	Drainage Area (square miles)
Cumberland-St. Simons	03070203	St. Simons River	Located along the Georgia Florida boundary and discharges into the Atlantic Ocean	2.4
Nassau	03070205	Nassau River	Located along the southern boundary of the county and discharges into the Atlantic Ocean	312
St. Marys	03070204	St. Marys River	Located along the northern boundary of the county and discharges into the Atlantic Ocean	352

4.2 Flood Sources

Table 9. Principal Flood Problems

Flooding Source	Description of Flood Problems
Atlantic Ocean	The principal flooding threat to Nassau County is the open coast surge, whose elevation is augmented by wind-induced waves. Nassau County was flooded during Hurricane Dora in 1964, when large portions of Amelia Island were washed away and tides of 10 feet above mean sea level (MSL) were recorded at Fernandina Beach. Federally Declared Disasters occurred in Nassau County in 2008 for Tropical Storm Fay, 2004 for Hurricane Jeanne, 2004 for Hurricane Frances, 2004 for Hurricane Charley and Tropical Storm Bonnie, 1999 for Hurricane Irene, and 1999 for Hurricane Floyd (FEMA).
Alligator Creek	Alligator Creek flows into the Town of Callahan through a wooded wetland area which readily absorbs excess water following heavy rains. The capacity of this area is such that there are no reported occasions on which Alligator Creek rose to the low chord of U.S. Highway 1 bridge, including times of heavy rainfall accompanying hurricanes. One known high water mark of 16.2 feet NGVD 29, recorded in 1951, fell more than a foot below the low chord on the U.S. Highway 1 Bridge. Based upon step-backwater computations, the findings of the study indicate that neither the 100-year nor the 500-year flood in Alligator Creek may be expected to reach residential and commercial areas of the Town of Callahan, although flooding due to ponding may be expected at several areas within the corporate limits. In the Town of Callahan the principal flood problems may be attributed to poor drainage. This occurrence is aggravated by roadways and railroad lines that interfere with drainage. Damage due to ponding is most likely to occur near the State Route 200 overpass in the southwestern quadrant.

4.3 Special Flood Hazard Area (SFHA)

Figure 1. City of Fernandina Beach Special Flood Hazard Areas

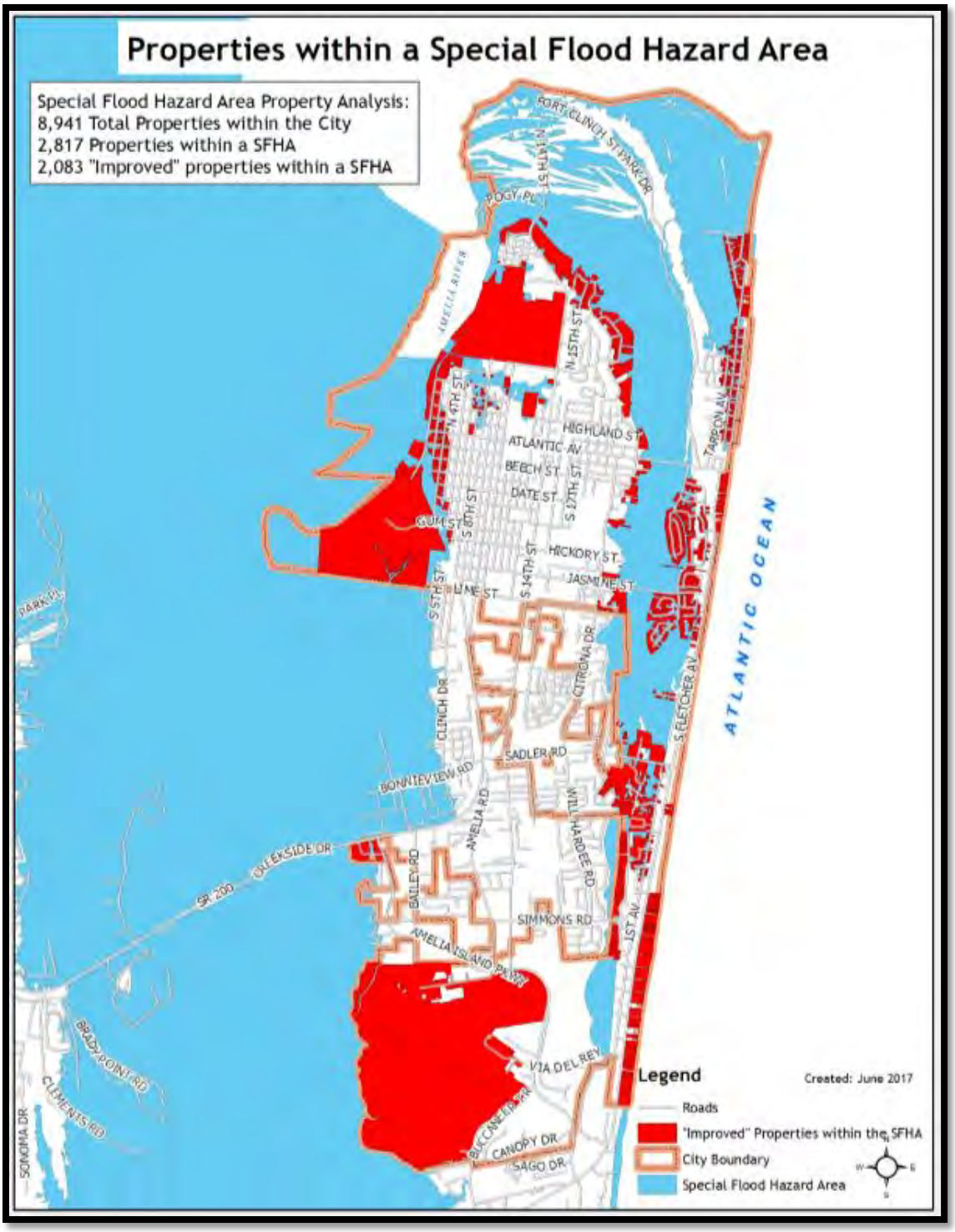


Figure 2. Nassau County Special Flood Hazard Areas

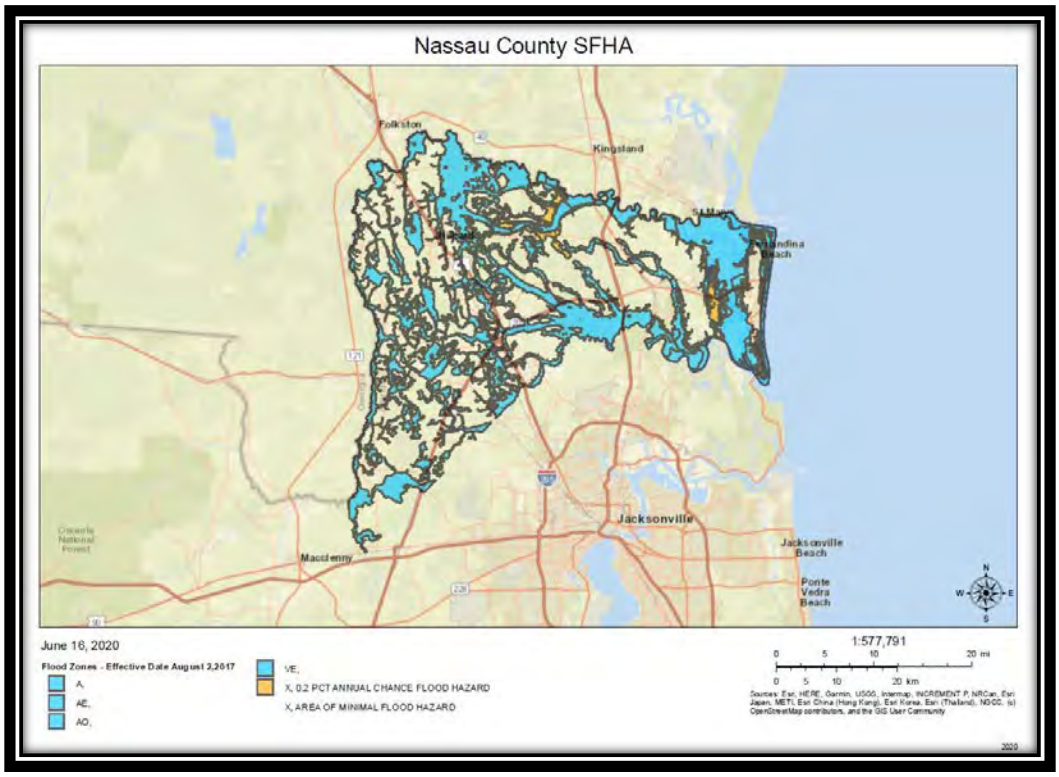


Figure 3. City of Fernandina Beach Repetitive Loss Properties

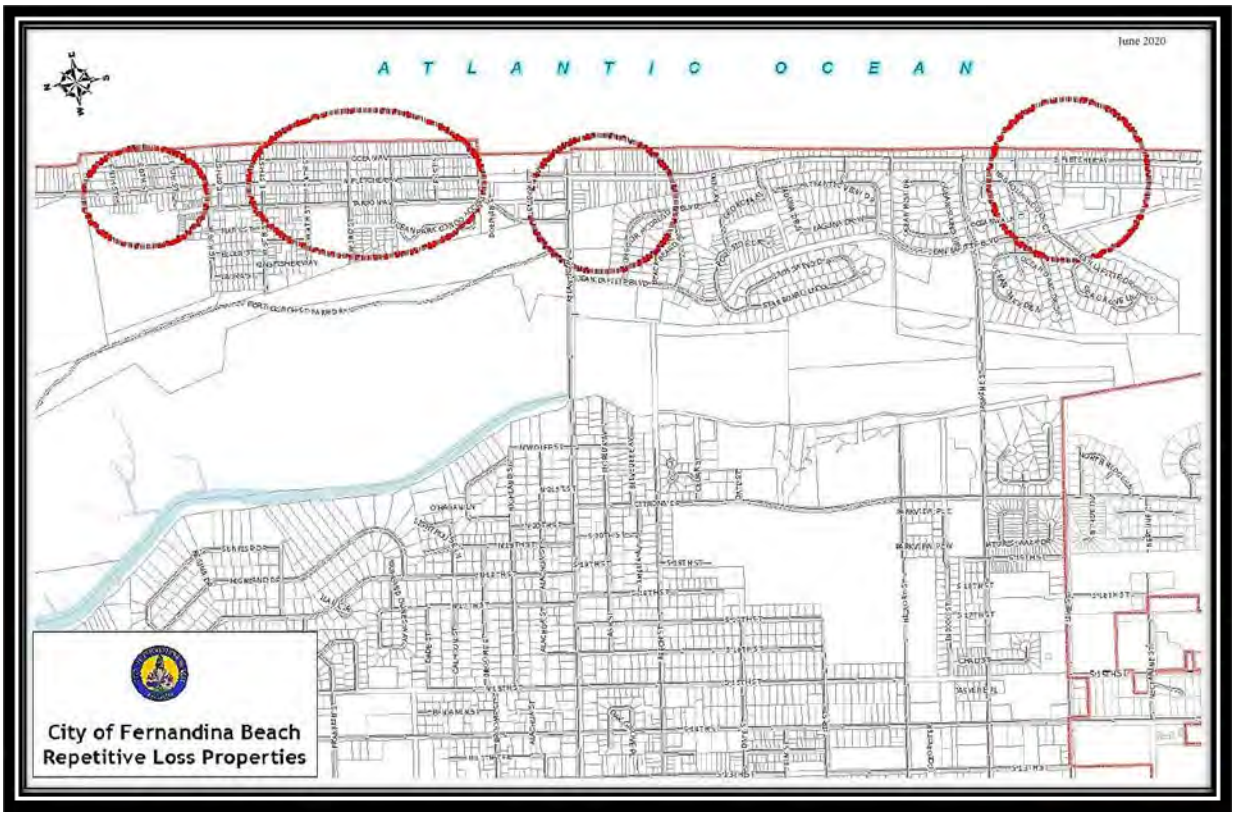
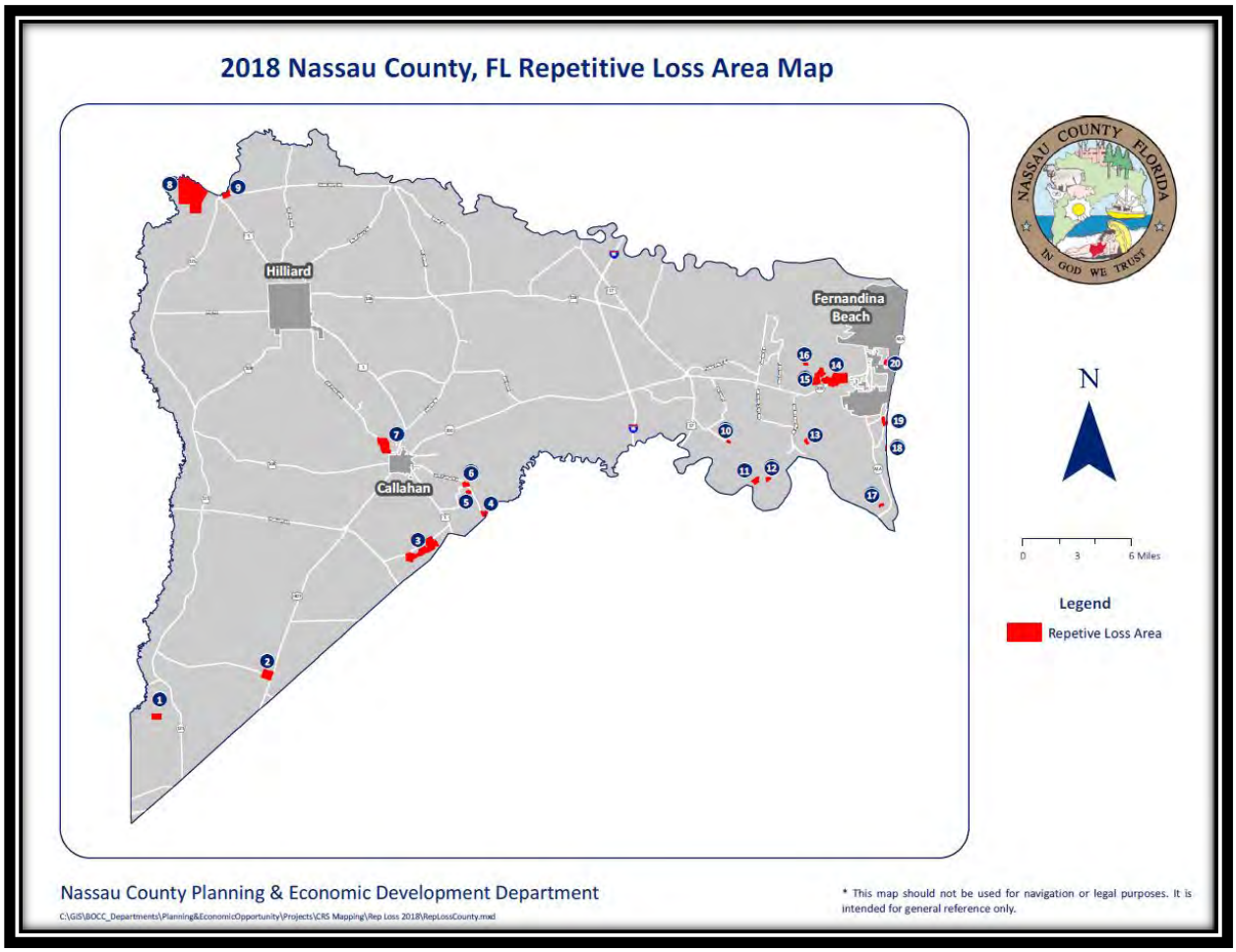


Figure 4. Nassau County Repetitive Loss Properties



2018 Nassau County, FL Repetitive Loss Area Information			
Key	RL Claims	Acres	RL Letters Sent
1	1	67.97	14
2	1	126.73	28
3	9	383.39	74
4	1	38.51	8
5	1	21.19	16
6	1	35.65	12
7	2	208.29	45
8	1	1,114.94	9
9	2	57.34	20
10	1	9.17	13
11	2	42.21	15
12	1	16.84	17
13	1	17.37	7
14	1	342.39	6
15	3	153.78	91
16	1	16.48	13
17	1	11.49	19
18	1	6.86	16
19	1	41.61	3
20	1	12.89	13
Total	**33**	**2,725.08**	**439**

4.4 Social Data / Census Information

As of July 1, 2018, the population of Fernandina Beach is 12,558 with 4% under 5 years old, 13% under 18 years old, and 51% between the ages of 18 and 65. Leaving 32% of the population over 65 years old.

As of July 1, 2018, the population of Nassau County is 85,832 with 5% under 5 years old, 20% under 18 years old, and 53% between the ages of 18 and 65. Leaving 22% of the population over 65 years old.

5. Public Information

5.1 Target Areas

The PPI Committee concluded that audiences in each target area should be reached. Projects should be directed to all properties, residential, commercial, and public in these areas.

5.2 Target Audiences

Table 10. Target Audiences

	Audience(s)	Description
1	Residents in High Flood Risk Zones and properties in the Repetitive Loss Areas	These residents have been impacted more often by flooding and need flood protection information. In Fernandina Beach there are 6 structures in the Repetitive Loss Area and 100 additional letters were sent to the surrounding homes.
2	Residents and Businesses in Medium to Low Risk Zones	As past flooding and flood insurance claims indicate, residents and businesses need to be aware of flood hazards, flood insurance, and ways they can protect themselves from flooding.
3	People Buying Houses	Real Estate Professionals can share information about flood hazards and flood insurance. Training and/or materials can be made available for these professionals, so they understand flood topics.
4	Builders, Engineers, Architects, Surveyors and Developers	Building Contractors, Engineers, and Architects need to be knowledgeable of construction rules, post disaster repair rules, and possible mitigation grants that could help their customers protect their homes from flooding. Surveyors need to be knowledgeable on properly completing elevation certificates for homes within Special Flood Hazard Areas and the FIRMs for each community they are surveying.
5	Mortgage Brokers	Mortgage Brokers need to be knowledgeable of loans issued in the Special Flood Hazard Area and stipulations of mitigation grants.
6	Insurance Agents	Insurance Agents need to be knowledgeable of the changing insurance rates, laws, CRS discounts, flood mitigation techniques that give discounts, and actuarially rating structures.
7	Young People	Engaging our youth to understand flood risk creates a community that is aware and prepared.
8	Realtors	Realtors need to be knowledgeable about homes for sale in the Special Flood Hazard Area and provide potential buyers with contacts for insurance information and potential mitigation measures.
9	Historic District Council & Fernandina Main Street	The Council and Main Street members should be aware of flooding risks and have contact information for City and County staff who can assist with questions.
10	Media	City and County staff should establish relationships with key media personalities to assist them in communicating flood risk messaging.

	Audience(s)	Description
11	Homeowners & Condo Associations	Boards of Associations can be very helpful in communicating flood risk information to their residents by using their contact information and posting in common areas.

5.3 Messages and Outcomes

Table 11. Messages and Outcomes

Topic	Message	Outcome
1 – Know your flood hazard	A – Find out what your flood risk is.	a – Better educated residents and visitors
2 – Insure your property from flood	B – Purchase flood insurance for your home, business, or rental.	b – Increase flood insurance coverage
3 – Protect you and your family from flood	C1 – Turn Around, Don't Drown.	c1 – Reduced loss of life
3 – Protect you and your family from flood	C2 – Don't wade into flooded areas.	c2 – Reduced injury and illness
4 – Protect your property from flood	D1 – Keep debris, clippings, and waste out of streets, storm drains and ditches.	d1 – Reduced property loss from flood
4 – Protect your property from flood	D2 – Elevate home equipment (water heaters, AC units, etc.)	d2 – Increase in home and utility elevations
5 – Build Responsibly	E1 – Be aware of building improvement requirements and permits.	e1 – Higher standards, less violations
6 – Protect Natural Floodplain functions	F1 – Only Rain Down the Drain. It is illegal to dump anything into storm drains, waterways, or waterbodies.	f1 – Reduce water quality issues and improve natural storage
7 – Understand Flood Economics	G1 – Understand how much it costs to insure a house for flood and to repair flood damage	g1 – Participate in the Community Rating System for discounts on flood insurance and increase your participation level so residents understand risk and benefit from standards and outreach

5.4 PPI Projects

Table 12. PPI Projects

Project	Event/Activity	Delivery Method	Frequency	Jurisdiction	Responsible
1	Repetitive Loss Properties	Repetitive Loss Letter & Flood Protection Tri-Fold	Annual	Fernandina/ Nassau Co	Angie Lester/Sue Ann Alleger
2	Newsletter to residents with City Water (in Water Bills)/County Mailing*	Flood Protection Tri-Fold	Annual	Fernandina	Angie Lester
3	Doing Business with Big Business	Provide Businesses with Flood Protection Tri-Fold	Annual	Fernandina/ Nassau Co	Nassau County Chamber/**Stakeholder**
4	Flood Training provided by FFMA (Surveyors, Engineers, Architects, Insurance Agents, Bankers, Real Estate Agents)	Classes	Bi-Annual	Fernandina/ Nassau Co	Angie Lester
5	Real Estate Disclosure Program	Classes	Bi-Annual	Fernandina/ Nassau Co	Angie Lester/Sue Ann Alleger/Wendy Sapp (Real Estate Community)/ **Stakeholder**
6	Real Estate Agents, Insurance Agents, Mortgage Professionals	Letter and Tri-Fold	Annual	Fernandina/ Nassau Co	Angie Lester Sue Ann Alleger
7	New Business Flyer/Flood messages	Hand out Flood Protection Tri-Fold	Ongoing	Fernandina/ Nassau Co	Angie Lester
8	Middle School Career Day/Poster Contest	Presentation	Annual	Fernandina/ Nassau Co	Angie Lester/**Stakeholder**
9	Historic District Council and Fernandina Main Street Board	Presentation	Annual	Fernandina/ Nassau Co	Angie Lester
10	Media Education**	Training & Website	Annual (Flood Awareness Week)	Fernandina/ Nassau Co	Angie Lester
11	Homeowner/Condo Association Meetings	Presentation	Annual	Fernandina/ Nassau Co	Angie Lester
12	Shrimp Festival	Flood Protection Tri-Fold	Annual	Fernandina/ Nassau Co	Angie Lester

Project	Event/Activity	Delivery Method	Frequency	Jurisdiction	Responsible
13	Head Start	Flood Protection Tri-Fold	Annual	Fernandina/ Nassau Co	Angie Lester
14	City/County Website	Visual https://maps.nassauflpa.com/NassauTaxMap/# https://www.nassaucountyfl.com/774/flood-resources	Ongoing	Fernandina/ Nassau Co	Sue Ann Alleger & Angie Lester w/ Property Appraiser
15	Municipal Lobby	Messaging and Flood Protection Tri-Fold	Ongoing	Fernandina/ Nassau Co	Angie Lester
16	Libraries	Kiosk with information and FEMA Books listed in the CRS manual	Ongoing	Fernandina/ Nassau Co	Angie Lester/Sue Ann Alleger
17	Fernandina Beach Marketplace	Booth	Six Saturdays	Fernandina/ Nassau Co	Angie Lester, Stephen Beckman, Sue Ann Alleger, Nassau County Planning Staff, Keith Ellis
18	Nassau County Alerts	Use of Nixle or Everbridge App ECO Public Information Officer Dave Richardson EOC.PublicInfo@nassaufleм.com 904-853-5543	As needed	Fernandina/ Nassau Co	Nassau County EOC with input from Sue Ann Alleger & Angie Lester
19	Letter from elected official on flood risk and flood insurance	Letter to all residents	Annually	Fernandina/ Nassau Co	Angie Lester, Sue Ann Alleger
20	Annual Oyster Roast	Event	Annually	Fernandina/ Nassau County	Angie Lester, Sue Ann Alleger, Northeast Florida Builders Association/**Stakeholder**
21	Flood Awareness Week	Social Media Postings	Annually	Fernandina/ Nassau County	Angie Lester/Sue Ann Alleger
	Review of Activities 360, 540, 610, 370 TA; 370 CPI Public official project for potential inclusion	As appropriate	Annually	Fernandina/ Nassau County	Angie Lester/Sue Ann Alleger

* County inquiring about mailing

** Consistent Messaging for Radio and PEG channel (PEG channel is the City's public TV channel)

5.5 Adoption

Community Adoption documents are located in Appendix 2. Adoption planned in Fernandina Beach for October 20 and Nassau County for October 26.

6. Annual Evaluation

The PPI Committee will meet twice a year to review the plan, evaluate the projects, and recommend revisions.

Data will be gathered to assess progress toward quantifiable outcomes and changes will be made as needed

An Annual Evaluation Report will be produced and will be included in the annual CRS review process, and the entire PPI will be reviewed and updated every five years. This Annual Evaluation Report will be presented to both Fernandina Beach and Nassau County governing bodies for approval prior to providing it to ISO during the annual CRS review.

7. Flood Response Projects

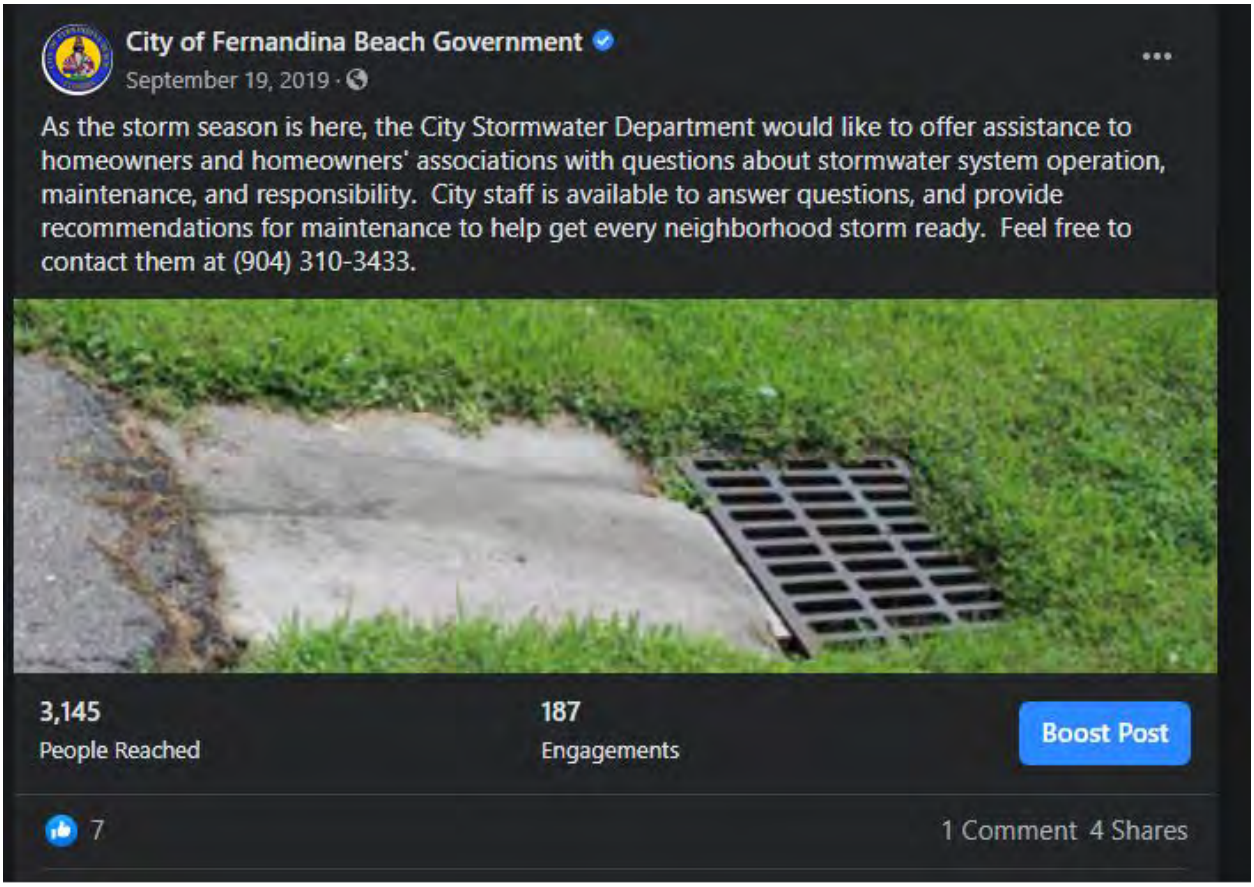
7.1 Types of Notifications

Fernandina Beach

Pre-Storm -

Flood Protection Tri-Fold delivered to contractors

Social Media Examples



Post-Storm -

Clear plastic bags hung on doors in the impacted areas with the following information:

- Substantial Damage Improvement Letter
- Assessment Visit Letter
- Build Back Safer and Stronger flyer
- Disaster Recovery Assistance for Historic Properties booklet
- Notification to hire a licensed contractor
- Repairing your Flooded Home booklet

Nassau County

Pre-Storm -

Post on County website to contact the building department if property owners have damages to their structure after the storm so County field inspector can assess the damage and advise if the building is unsafe or habitable, permitting requirements, etc.

The Emergency Operations Center (EOC) handles most calls about evacuation zones, bridge closures, etc.

Post-Storm -

During damage assessment, the County collects information from each owner, if present, to see if they have flood insurance, home-owners insurance, etc.

Table 13. Messaging for both Pre- and Post-Storm Activities

Topic	Message	Outcome
1 – Know your flood hazard	A – Find out what your flood risk is.	a – Better educated residents and visitors
2 – Insure your property from flood	B – Purchase flood insurance for your home, business, or rental.	b – Increase flood insurance coverage
3 – Protect you and your family from flood	C1 – Turn Around, Don't Drown.	c1 – Reduced loss of life
3 – Protect you and your family from flood	C2 – Don't wade into flooded areas.	c2 – Reduced injury and illness
4 – Protect your property from flood	D1 – Keep debris, clippings and waste out of streets, storm drains and ditches.	d1 – Reduced property loss from flood
4 – Protect your property from flood	D2 – Elevate home equipment (water heaters, AC units, etc.)	d2 – Increase in home and utility elevations
5 – Build Responsibly	E1 – Be aware of building improvement requirements and permits.	e1 – Higher standards, less violations
6 – Protect Natural Floodplain functions	F1 – Only Rain Down the Drain. It is illegal to dump anything into storm drains, waterways or waterbodies.	f1 – Reduce water quality issues and improve natural storage
7 – Understand Flood Economics	G1 – Understand how much it costs to insure a house for flood and to repair flood damage	g1 – Participate in the Community Rating System for discounts on flood insurance and increase your participation level so residents understand risk and benefit from standards and outreach

7.2 Timing

Pre-Storm delivery begins a week before anticipated landfall

Post-Storm delivery begins once local officials have deemed travel safe in the impacted area

During Storm Years the Committee will evaluate data related to storm safety and damage assessment.

Outcomes include:

Evacuation Rate
Flood related accidents and property impacts
After storm rebuilding violations

8. Bibliography

City of Fernandina Beach and Nassau County Websites

Nassau County Flood Insurance Study – FEMA – 8/2/2017

Nassau County Flood Risk Report – FEMA – 1/17/2018

US Census Bureau

APPENDIX 1

EXAMPLES OF 2019 AND 2020 OUTREACH PROJECTS

Appendix 1

Examples of 2019 and 2020 Outreach Projects

City of Fernandina Beach Building Department

Hurricane & Flood Preparedness

Flood Warning System
Flood warnings and storm forecasts are broadcast by the NOAA Weather Radio and by TV and radio stations. Access cable channel 29 and the COFB PEG channel 264 for local evacuation and street closure information.

Emergency Alert

Radio Stations
WRCO-FM 107.3
WMXQ –FM 103

TV Local News
WJXT Ch. 4
WTLV Ch. 12
WJWB Ch. 7
WJXX Ch. 25
WAWS-Fox Ch. 30

Emergency Information:
904-548-4980

Helpful Links:
Floridadisaster.org
Myflorida.com
floridahighwaypatrol.gov
MyVolunteerFlorida.org
MySafeFlorida.org
Fbfl.us/flood
FEMA.gov
BeReadyFlorida.org

Sign up for Nassau County alert notification system at www.nassaucountyfl.com

Visit Floodsmart.com

Do you know how to check your flood zone? Check out www.nassauflpa.com, and use their online mapping system.

BE PREPARED FOR THE 2019 HURRICANE SEASON

Hurricane season in the Atlantic begins June 1 and ends November 30. With the 2019 hurricane season rapidly approaching, the City of Fernandina Beach Fire-Rescue Department wants to encourage all of our residents to be prepared. Over a typical two year period, the U.S. coastline is struck by an average of three hurricanes, one of which is classified as a major hurricane. History teaches that a lack of hurricane awareness and preparation are common threads among all major hurricane disasters. By knowing your vulnerability and what actions you should take, you can reduce he effects of a hurricane disaster.

PREPARE YOUR BASIC DISASTER KIT BEFORE HURRICANE SEASON

- Determine safe evacuation routes inland.
- Learn location of official shelters. **www.nassaucountyfl.com**
- Make emergency plans for pets. **www.nassaucountyfl.com**
- Check emergency equipment, such as flash lights, generators, battery powered cell phones and radios.
- Buy food that will keep and store drinking water.
- Review your homeowner policies and secure important papers such as birth certificates, passports, bank records, deed, mortgage papers, etc.
- Water— four gallons per person & non-perishable foods—enough for three days
- Clothing—practical items for three days
- Personal Items-medications, sanitary supplies, bug spray and hygiene items, extra set of keys for home and vehicles.
- Money—remember bank funds may not be accessible.

Have questions? Need advice? The building department is located at 204 Ash Street, call (904) 310-3135 or email: cddinfo@fbfl.org

CITY OF FERNANDINA BEACH
COMMUNITY DEVELOPMENT DEPARTMENT

204 Ash Street, Fernandina Beach, FL 32034
www.fbfl.us/cdd

PRESS RELEASE

Hurricane Preparedness Week May 23-27, 2019

With hurricane season once again upon us, the City of Fernandina Beach encourages all residents and visitors to be prepared for hurricane season. The 2019 hurricane season starts June 1st and goes through November 30th. Now is the time to arrange your family's emergency action plan and build a Disaster Supplies Kit. To be prepared, you should have a plan.

Have a Plan! With a hurricane, you could be forced to evacuate your neighborhood or be confined to your home. What will you do when disaster strikes? Where will your family be when disaster strikes? Are you prepared?

Begin by gathering some basic, yet vital information. Know if you live in an evacuation area or not. Know your home's vulnerability to storm surge, flooding, and wind. If you are asked to evacuate, where will you go? Know the evacuation routes you will take. Do you have a family member with special needs? Do you have pets? Does your plan include them? Have you reviewed your flood insurance coverage this year? Visit www.ready.gov for helpful information and guidance in preparing your plan.

Hurricane Preparedness - Be Aware, Alert, and Ready!

City of Fernandina Beach Government
June 13, 2019 ·

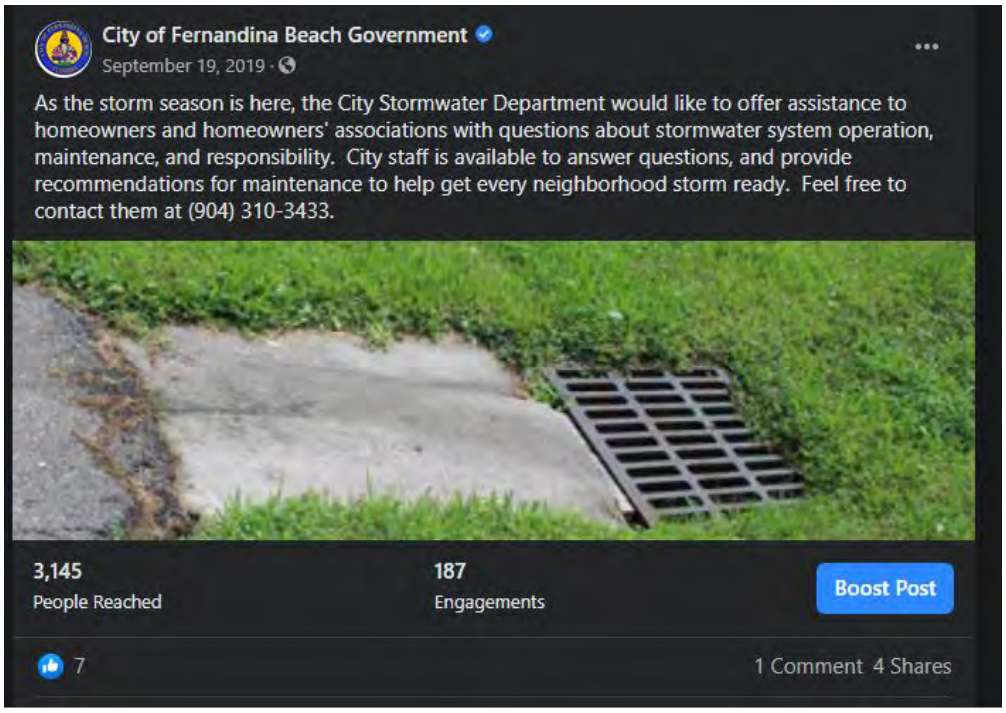
City staff will be at the Amelia Island Market Place this Saturday with Smart Vent Products, Inc. to discuss mitigation ideas and ways to lower flood insurance. Stop by their booth with questions!

2,867	101	Boost Post
People Reached	Engagements	

City of Fernandina Beach Government
June 9 ·

The Atlantic hurricane season began June 1. Please keep yard debris away from storm drains to prevent blockage. Also, check inlets and drainage systems in surrounding areas for blockages.

Report potential issues to the Fernandina Beach Stormwater Department at (904) 310-3430.


City of Fernandina Beach Government
September 19, 2019 ·
As the storm season is here, the City Stormwater Department would like to offer assistance to homeowners and homeowners' associations with questions about stormwater system operation, maintenance, and responsibility. City staff is available to answer questions, and provide recommendations for maintenance to help get every neighborhood storm ready. Feel free to contact them at (904) 310-3433.
3,145
People Reached
187
Engagements
Boost Post
7
1 Comment 4 Shares

FERNANDINA BEACH MIDDLE SCHOOL CAREER FAIR FLOODING

APPENDIX 2

MEETING AGENDAS, MINUTES, AND SIGN-IN SHEETS

April 24, 2019

City of Fernandina Beach and Nassau County

Program for Public Information (PPI)

April 24, 2019

11:30 am

City of Fernandina Beach Commission Chamber

Agenda

11:30 AM –	Welcome & Introductions	Angie Lester/Sue Ann Alleger
11:45 AM –	PPI Committee & Purpose	Cece McKiernan
12:00 PM –	Lunch	
12:15 PM –	Target Audiences	Committee
12:30 PM –	Messages/Activities	Committee
12:50 PM –	Next Meeting/Next Steps	Cece McKiernan
1:00 PM –	Adjourn	

Members Present:
SueAnn Alleger, Terry Cotter, Mary Hamburg, John Hillman, Angie Lester, Jose Miranda, Scott Moore, john Stack, Ben Stephens, Cece McKiernan

Members Not Present: Jesse Spradley, Clinch Kavanaugh

Members introduction.

Cece explained the purpose of the PPI Committee. Angie Lester thanked everyone for volunteering.

The committee discussed
the projects that the City and County were doing together
messaging

- Reviewed the trifold

target audiences

- Real estate groups (disclosure)
- Insurance groups (Education with CEU's)
- Construction groups (Education with CEU's)
- Citizens
- Schools and preschools (Poster Contest and reading the 30/30 Rule)
- Homeowners Associations
- Farmers Market

The committee will meet again in the fall.

The committee will bring back ideas at the next meeting.

MEETING PARTICIPANTS

PROJECT NAME: Program for Public Information (PPI)
MEETING DATE: Wednesday, April 24, 2019
LOCATION: City of Fernandina Beach Commission Chamber

NAME (FIRST)	NAME (LAST)	AFFILIATION	EMAIL	PHONE	INITIAL
Sue Ann	Alleger	Nassau County CRS Coordinator and Floodplain Manager	salleger@nassaucountyfl.com	904-530-6300	✓ adl
Terry	Cotter	City of Fernandina Beach Building Official & Floodplain Manager	tcotter@fbfl.city	904-310-3139	TJC 4/24/19
Mary	Hamburg	City of Fernandina Beach Public Information Officer	mhamburg@fbfl.city	904-310.3103	MH
John	Hillman	Crane Island, Vice President-Sales & Marketing	john@craneisland.com	843-475-6686	JAH
Clinch	Kavanaugh	Clinch Kavanaugh, Attorney at Law	clinchkavanaugh@gmail.com	904-321-2010	absent
Angie	Lester	City of Fernandina Beach Administrative Coordinator	alester@fbfl.org	904-310-3460	adl
Jose	Miranda	Miranda Architects	jmiranda@mirandaarchitects.com	904-261-4586	
Scott	Moore	8 Flags insurance	Scott@8flags.com	904-556-3142	
Jesse	Spradley	Northeast Florida Builders Association,	jspradley@nefba.com	904-725-4355	Absent – another meeting
John	Stack	John Stack Realty	johnstackrealty@gmail.com	904-556-4491	
Ben	Stephens	Brand Mortgage, Senior Mortgage Consultant	bstephens@brandmortgage.com	904.583.4321	

November 6, 2019

City of Fernandina Beach and Nassau County

Program for Public Information (PPI)

November 6, 2019

11:30 am

City of Fernandina Beach Commission Chamber Agenda

11:30 AM – Welcome & Introductions	Angie Lester/Sue Ann Alleger
11:45 AM – PPI Committee & Purpose	Cece McKiernan
12:00 PM – Lunch	
12:15 PM – Review of PPI Status	Cece McKiernan
12:20 PM – Review of Projects	Committee
12:55 PM – Next Meeting/Next Steps	Cece McKiernan
1:00 PM – Adjourn	

City of Fernandina Beach and Nassau County

Program for Public Information (PPI)

November 6, 2019

11:30 am

City of Fernandina Beach Commission Chamber Agenda

The meeting started at 11:30 AM. Angie Lester and Sue Ann Alleger welcomed the group and started the introductions.

Present: Sue Ann Alleger, Stephen Beckman, Mary Hamburg, Angie Lester, Jose Miranda, Scott Moore, Jessie Spradley, John Stack, Ben Stephens
Present but not on the committee: Del Schwalls with Schwalls Consulting

Not Present: Clinch Kavanaugh

PPI Committee & Purpose – Cece McKiernan began the discussion. The committee was interested in the purpose and are committed.

12:00 PM – Lunch – the committee worked through lunch. They came up with some great ideas. Discussion on how to meet with property management companies and mangers of condo associations. There was a lot of discussion with how to find HOA Presidents. Ben Stephens will reach out to Sue Ann to provide this information.

12:15 PM – Review of PPI Status
Cece McKiernan lead the discussion. The committee had a lot of discussion regarding Repetitive Loss properties and how to distribute outreach material.
Review of Projects
The committee reviewed the list of projects. The committee liked the approach of the City and County working together and displaying their logos on a communication piece for the entire community.

Some clarifications were made or modified:
The City of Fernandina Beach sends a newsletter out to with utility billing once a year.
We removed flood information in Employee newsletter to City staff. As this is not a true target audience.

The trifold is given to attendees of classes held, six days at the Fernandina Beach Market Place (Farmers Market) and Shrimp Festival.
The committee will assist with the following:
John Stack will assist with Real Estate Disclosure and with meeting with the Real Estate Agents.
Ben Stephens likes the idea of working with students.
Scott Moore will assist with getting information to insurance agents and would like to have contacts with SmartVent and a connection with Katherine to expand his knowledge. He is excited about CEU's for insurance agents.
The entire committee likes the educational aspects offered to the community.

Next Meeting/Next Steps
Cece McKiernan will look at her calendar and sent an outlook invite to be shared.

1:00 PM – Adjourn

MEETING PARTICIPANTS

PROJECT NAME: Program for Public Information (PPI)
MEETING DATE: Wednesday, November 6, 2019
LOCATION: City of Fernandina Beach Commission Chamber

NAME (FIRST)	NAME (LAST)	AFFILIATION	EMAIL	PHONE	INITIAL
Sue Ann	Alleger	Nassau County CRS Coordinator and Floodplain Manager	salleger@nassaucountyfl.com	904-530-6300	present
Stephen	Beckman	City of Fernandina Beach Building Director	sbeckman@fbfl.city	904.310.3149	present
Terry	Cotter	City of Fernandina Beach Building Official & Floodplain Manager	tcotter@fbfl.city	904-310-3139	absent
Mary	Hamburg	City of Fernandina Beach Public Information Officer	mhamburg@fbfl.city	904-310-3103	present
John	Hillman	Crane Island, Vice President – Sales & Marketing	john@craneisland.com	843-475-6686	present
Clinch	Kavanaugh	Clinch Kavanaugh, Attorney at Law	clinchkavanaugh@gmail.com	904-321-2010	absent
Angie	Lester	City of Fernandina Beach Administrative Coordinator	alester@fbfl.org	904-310-3460	present
Jose	Miranda	Miranda Architects	jmiranda@mirandaarchitects.com	904-261-4586	present
Scott	Moore	8 Flags Insurance	Scott@8flags.com	904-556-3142	present
Jesse	Spradley	Northeast Florida Builders Association	jspradley@nefba.com	904-725-4355	present
John	Stack	John Stack Realty	johnstackrealty@gmail.com	904-556-4491	present
Ben	Stephens	Brand Mortgage, Senior Mortgage Consultant	bstephens@brandmortgage.com	904-583-4321	present

August 6, 2020

City of Fernandina Beach and Nassau County

Program for Public Information (PPI)

August 6, 2020

11:00 am

Virtual - https://www.gotomeet.me/CeceMcKiernan

11:00 AM – Welcome & Introductions	Angie Lester/Sue Ann Alleger
11:05 AM – PPI Committee & Purpose	Cece McKiernan
11:15 AM – Review of PPI Status	Cece McKiernan
11:30 AM – Review of Projects	Committee
12:30 PM – Gather additional information	Cece McKiernan
12:55 PM - Next Meeting/Next Steps	Cece McKiernan
1:00 PM – Adjourn	

Members Present:
Sue Ann Alleger, Angie Lester, Stephen Beckman, Jose Miranda, Scott Moore, Jessie Spradley, Ben Stephens, Cece McKiernan

Members Not Present: Jesse Spradley, Clinch Kavanaugh

Cece asked Angie and Sue Ann to discuss the current office openings. City of Fernandina Beach is open, masks required, moving to a paperless system. Nassau County Public Works building is not open to the public, staff is cycling in and out. Sue Ann is working remotely.

Cece reviewed the purpose of the PPI Committee, CRS value to the community and commended the group for its diversity.

The PPI document was reviewed including Target Audience, Messages and Outcomes, and Projects.

We will be adding Schools as a stakeholder and the Oyster Roast as an annual event along with the Flood Awareness Week Social Medial postings.

Cece showed the current draft of the PPI Document.

Both the City of Fernandina Beach and Nassau County will provide this document to their governing boards on October 20 and 26 respectively.

Angie suggested an EC class specifically for insurance, bankers, and real estate. Cece recommended we bring Del in to talk about a customized class.

The next meeting will be held in November 2020 to assign projects and the Committee will meet twice in 2021.

Cece will be sending the PowerPoint and link for the recording to Angie for distribution to the entire Committee.

Recording of meeting:
https://transcripts.gotomeeting.com/#/s/81ffdc55eb0260b384eb40330cf285a9cb66fb7ede41411b666af7303568c751

Cece McKiernan Attendees Summary

GoToMeeting

Meeting Date	Meeting Duration	Number of Attendees	Meeting ID
August 6, 2020 10:34 AM EDT	69 minutes	8	812-108-797

Details

Name	Email Address	Join Time	Leave Time	Time in Session (minutes)
+19042614586		11:02 AM	11:22 AM	20
Ben Stephens		11:17 AM	11:44 AM	26
Cece	ffmaexecutivedirector@gmail.com	10:34 AM	11:44 AM	69
Jessie Spradley	jspradley@nefba.com	10:53 AM	11:44 AM	50
Jose Miranda		11:03 AM	11:44 AM	40
Scott Moore	scoyy@8flags.com	11:09 AM	11:44 AM	34
SueAnn Alleger	salleger@nassaucountyfl.com	10:57 AM	11:44 AM	46
stephen Beckman	sbeckman@fbfl.org	11:01 AM	11:44 AM	42

APPENDIX 3

PLAN ADOPTION DOCUMENTS

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2020-33
Voluntary Annexation of 4.32 Acres of Land

ITEM TYPE: Ordinances (w/ fiscal impact)

REQUESTED ACTION: Approve Ordinance 2020-33 at first reading.

SYNOPSIS: The City of Fernandina Beach requests annexation of eleven parcels of land located between Amelia Road and South 14th Street and along Simmons Road. These parcels became contiguous to the municipal limits in 2016 when the Aspire Phase II, Lakeside Reserve subdivision property was annexed into the City. Resolution 2014-154 approved extension of water services outside of the corporate limits of the City. This extension provided water to the nine lot Plantation Hammock subdivision on the south side of Simmons Road. Resolution 2018-182 approved extension of water services to the property located at 847 Simmons Road, lot 6 of the Glyndon Estates subdivision.
Assignment of the Low Density Residential (LDR) Future Land Use Map (FLUM) category and Low Density Residential (R-1) zoning district is requested for the subject properties. This designation is the is the most closely aligned with the Current Nassau County FLUM category and zoning district.

CITY ATTORNEY COMMENTS: No additional comments.

Dale L. Martin, City Manager 10/5/2020
Tammi E. Bach, City Attorney 10/6/2020

Kelly N. Gibson, AICP

Submitted By: Kelly Gibson, AICP, Planning Director Date: September 22, 2020

ORDINANCE 2020-33

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ANNEXING APPROXIMATELY 4.32 ACRES OF LAND LOCATED IN THE PLANTATION HAMMOCK SUBDIVISION ON SIMMONS ROAD BETWEEN S. 14TH STREET AND AMELIA ROAD AND 847 SIMMONS ROAD CONTIGUOUS TO THE CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owners of approximately 4.32 acres of land located in the Plantation Hammock subdivision and at 847 Simmons Road contiguous to the City limits and identified in Exhibit "A" have requested annexation into the City of Fernandina Beach in exchange for water and sewer services; and

WHEREAS, the Planning Advisory Board reviewed the request for voluntary annexation application numbered PAB 2020-0008 at its September 9, 2020, meeting and recommended approval of the annexation; 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 August 26, 2020; and

WHEREAS, City staff has reviewed the petition for voluntary annexation and has found that the petition bears the signatures of all the owners of the subject property or their authorized agent at such time that the petition was signed, the parcel is contiguous to the City boundary, is reasonably compact, does not create an enclave, will be used for urban services, and the City will be able to deliver urban services such as water, sewer, garbage, police and fire without decreasing the level of service currently provided to City residents; and

WHEREAS, the City Attorney has rendered a legal opinion that upon review, the annexation petition meets the requirements of Chapter 171 Florida Statutes; and

WHEREAS, after consideration of the application and evidence presented on such application thereon, the City Commission made the following findings:

a. That the Commission is empowered under Chapter 171, Florida Statutes to approve a request for voluntary annexation.

b. That the proposed annexation meets the requirements for voluntary annexation as required by Chapter 171.044 F.S., is contiguous to the municipal boundary, is reasonably compact, and does not create an enclave.

c. That the petitioner agrees to file for a Future Land Use Map (FLUM) amendment and a change in zoning district designation within six months of the date the City Commission approves the annexation.

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

SECTION 1. The following parcel of real property totaling approximately 4.32 acres of land located in the Plantation Hammock subdivision on Simmons Road between S. 14th Street and Amelia Road and at 847 Simmons Road contiguous to the City limits and identified in map provided in Exhibit "A" are hereby annexed into the corporate limits of the City of Fernandina Beach, to wit.

SECTION 2. It is hereby deemed to be in the best interest of the City of Fernandina Beach that the land, above described, be annexed into and become a part of the City of Fernandina Beach. That upon adoption of this Ordinance, the boundary lines for the corporate limits of the City of Fernandina Beach shall be redefined so as to include the real property described above.

SECTION 3. This Ordinance shall be published in the Fernandina Beach News Leader once each week for two consecutive weeks, and that proof of publication of this Ordinance shall be filed herein prior to the final reading of this Ordinance.

ADOPTED this 17th day of November, 2020.

CITY OF FERNANDINA BEACH

_____
JOHN A. MILLER
Mayor - Commissioner

ATTEST:

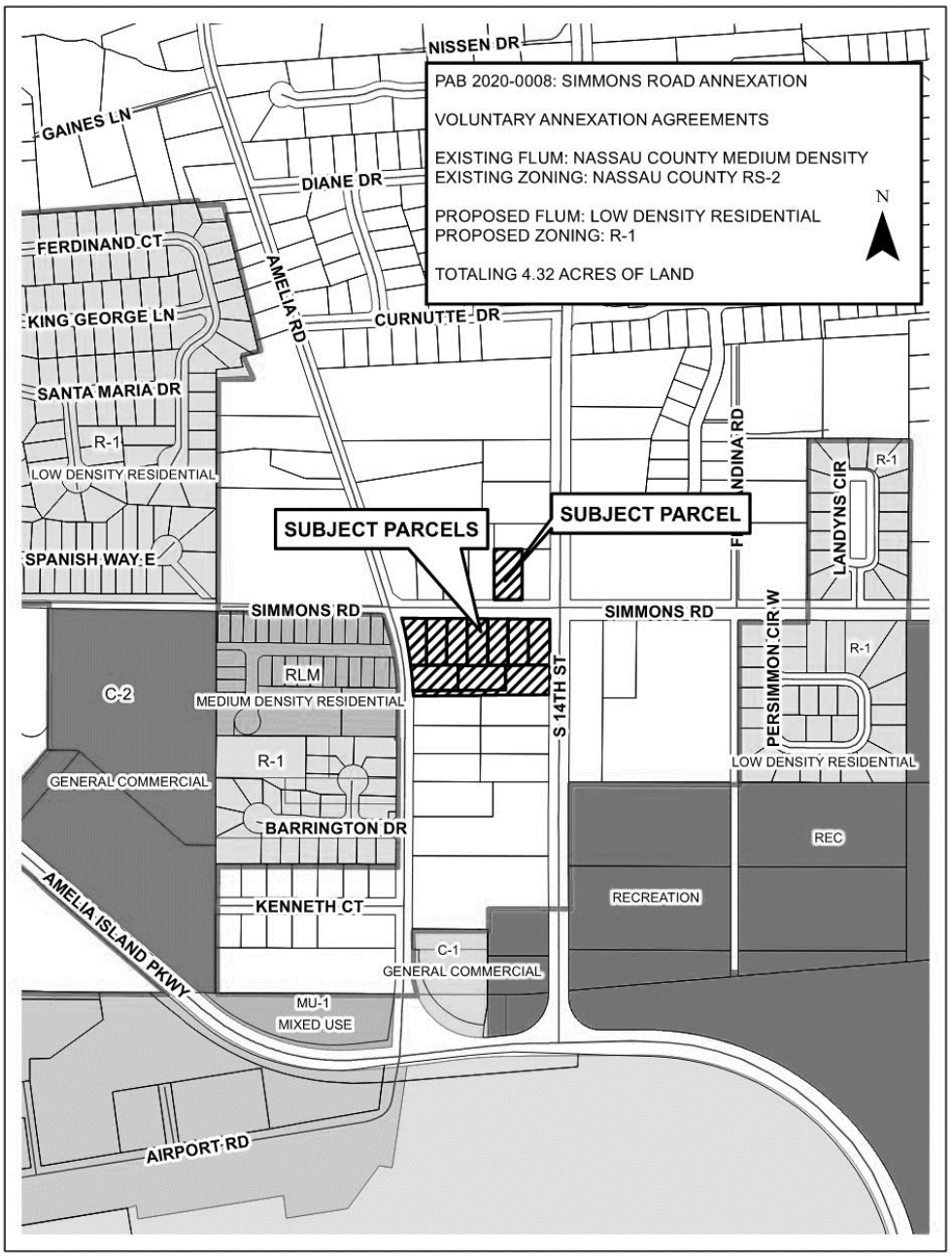
_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TAMMI E. BACH
City Attorney

EXHIBIT A

CITY OF FERNANDINA BEACH, REQUESTS ANNEXATION OF PROPERTIES LOCATED IN THE PLANTATION HAMMOCK SUBDIVISION LOCATED ON SIMMONS ROAD BETWEEN S. 14TH STREET AND AMELIEA ROAD AND 847 SIMMONS ROAD, ASSIGNMENT OF THE LOW DENSITY RESIDENTIAL (LDR) FUTURE LAND USE MAP CATEGORY AND LOW DENSITY RESIDENTIAL (R-1) ZONING DISTRICT FOR PROPERTIES TOTALING 4.32 ACRES OF LAND.



STAFF REPORT
PAB 2020-0008 (AX, LU, CZ)
Planning Advisory Board Hearing
September 9, 2020

Jacob M. Platt
Senior Planner

APPLICATION FOR VOLUNTARY ANNEXATION, SMALL-SCALE FUTURE LAND USE AND ZONING MAP

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	Various Property Owners				
AGENT:	City of Fernandina Beach				
REQUESTED ACTION:	Voluntary Annexation, Assignment of a Future Land Use Map Category of Low Density Residential and, Zoning District of R-1				
LOCATION:	Simmons Road, between South 14th Street and Amelia Road				
CURRENT ZONING:	Nassau County Residential Single-Family 2				
CURRENT LAND USE:	Nassau County Medium Density				
EXISTING USES ON SITE:	Single Family Homes and one stormwater pond				
PROPERTY SIZE:	Approximately 4.32 Acres of Land				
ADJACENT PROPERTIES:	**Direction**	**Existing Use(s)**	**Year Built**	**Zoning**	**FLUM**
	North	SFH Sites	Early 2000's	RS-2	MD
	South	SFH Sites	2011 & 2019	RS-2	MD
	East	Vacant Land	N/A	RS-2	MD
	West	SFH Sites	2019	RLM	MDR

*** 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 Planning and Conservation Department office. ***

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The City of Fernandina Beach requests annexation of eleven parcels of land located between Amelia Road and South 14th Street and along Simmons Road. These parcels became contiguous to the municipal limits in 2016 when the Aspire Phase II, Lakeside Reserve subdivision property was annexed into the City. Resolution 2014-154 approved extension of water services outside of the corporate limits of the City. This extension provided water to the nine lot Plantation Hammock subdivision on the south side of Simmons Road. Resolution 2018-182 approved extension of water services to the property located at 847 Simmons Road, lot 6 of the Glyndon Estates subdivision. Assignment of the Low Density Residential (LDR) Future Land Use Map (FLUM) category and Low Density Residential (R-1) zoning district is requested for the subject properties. This designation is the is the most closely aligned with the Current Nassau County FLUM category and zoning district.

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 subject parcels are recently constructed single family homes and any development or redevelopment can achieve full compliance with the City's Land Development Code and Comprehensive Plan. The City can serve this property and meet or exceed all levels of service required by the Comprehensive Plan.

CONCLUSION AND STAFF RECOMMENDATIONS:

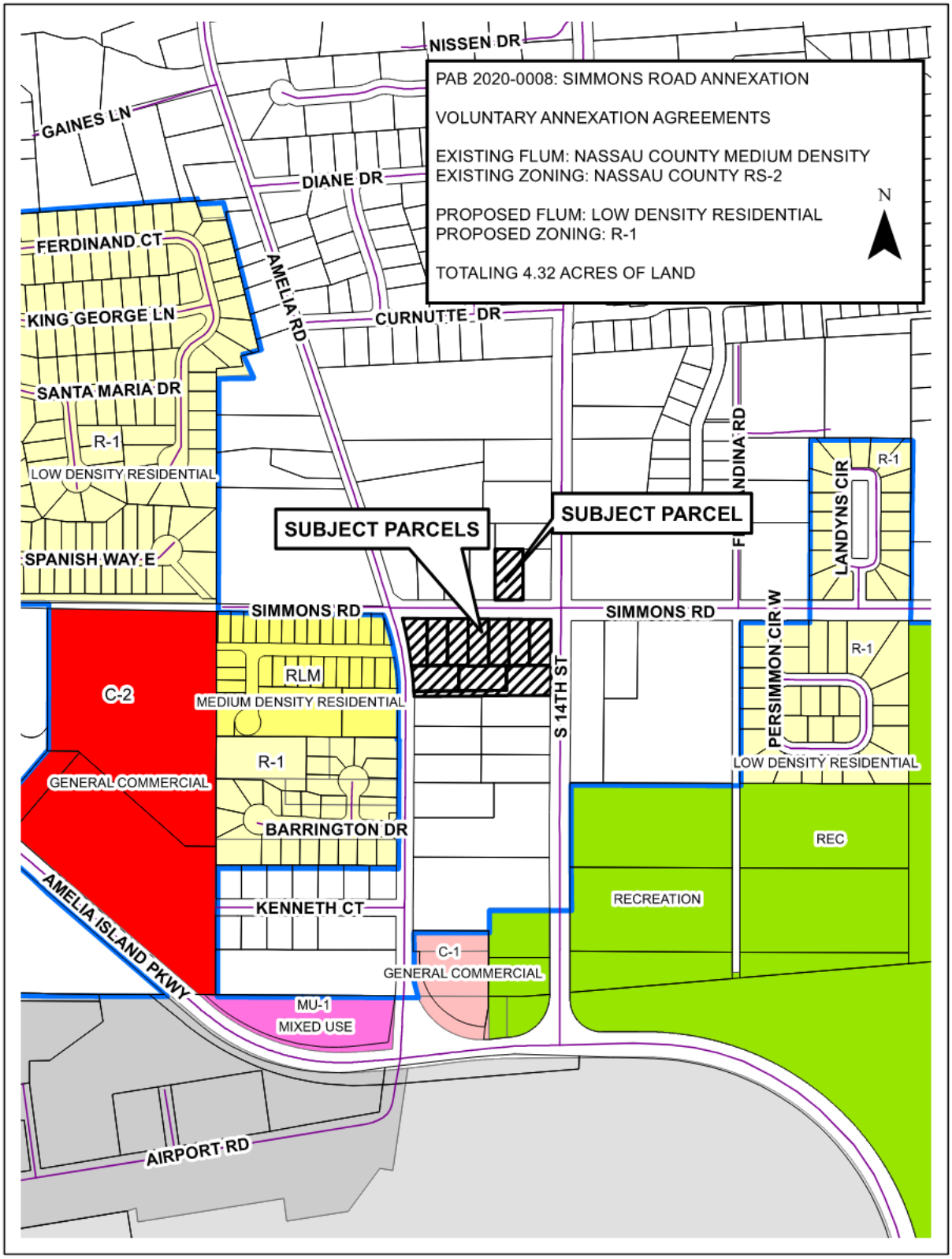
The requested action is consistent with the City's Comprehensive Plan and Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the Low Density Residential FLUM category, and R-1 zoning district. Following the recommendation of the Planning Advisory Board (PAB), the application will move forward to the City Commission in the form of three separate ordinances at a public hearing anticipated for October 20th, 2020.

Applicable Policy Reference	***Determination of Consistency***
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	√

MOTION TO CONSIDER:

I move to recommend **(approval or denial)** of PAB case number 2020-0008 to the City Commission requesting that a Voluntary Annexation, Assignment of the Low Density Residential land use category, and R-1 zoning district be **(approved or denied)** and that PAB case 2020-0008, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statues to be approved at this time.

3008
2965
3020
815
821
833
847
3001
SIMMONS RD
804
812
820
828
836
842
850
76769
771
764768
770
3024
3026
AMELIA RD
3028
3101
3030
3113
3106
3116
3125
3118
3129
3124
3130
S 14TH ST


PAB 2020-0008: SIMMONS ROAD ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: NASSAU COUNTY MEDIUM DENSITY
EXISTING ZONING: NASSAU COUNTY RS-2
PROPOSED FLUM: LOW DENSITY RESIDENTIAL
PROPOSED ZONING: R-1
TOTALING 4.32 ACRES OF LAND
N
NISSEN DR
GAINES LN
DIANE DR
FERDINAND CT
KING GEORGE LN
AMELIA RD
CURNUTTE DR
SANTA MARIA DR
R-1
LOW DENSITY RESIDENTIAL
SPANISH WAY E
SUBJECT PARCELS
SUBJECT PARCEL
FERNANDINA RD
LANDYNS CIR
R-1
SIMMONS RD
SIMMONS RD
C-2
RLM
MEDIUM DENSITY RESIDENTIAL
S 14TH ST
PERSIMMON CIR W
R-1
LOW DENSITY RESIDENTIAL
GENERAL COMMERCIAL
R-1
BARRINGTON DR
REC
RECREATION
AMELIA ISLAND PKWY
KENNETH CT
C-1
GENERAL COMMERCIAL
MU-1
MIXED USE
AIRPORT RD

14

Inst: 201845039263 Date: 12/21/2018 Time: 11:07AM
Page 1 of 14 B: 2244 P: 1910, Doc Type: UNK
John A. Crawford, Clerk of Court, Nassau County,
By: TP, Deputy Clerk

RESOLUTION 2018-182

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE EXTENSION OF WATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE PARCEL CONTAINING APPROXIMATELY 0.50 ACRES OF LAND LOCATED AT 847 SIMMONS ROAD; PROVIDING FOR EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, property owners, Theodore and Melody Mandrick, 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 0.50 acres located at 847 Simmons Road (Parcel ID Number: 00-00-30-0262-0006-0000); 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 hereby authorizes the extension of water services to the property owners identified, whose property is located outside the corporate limits of the City at 847 Simmons Road and noted as parcel 00-00-30-0262-0006-0000, 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 18th day of December, 2018.

CITY OF FERNANDINA BEACH

JOHN A. MILLER
Commissioner - Mayor

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

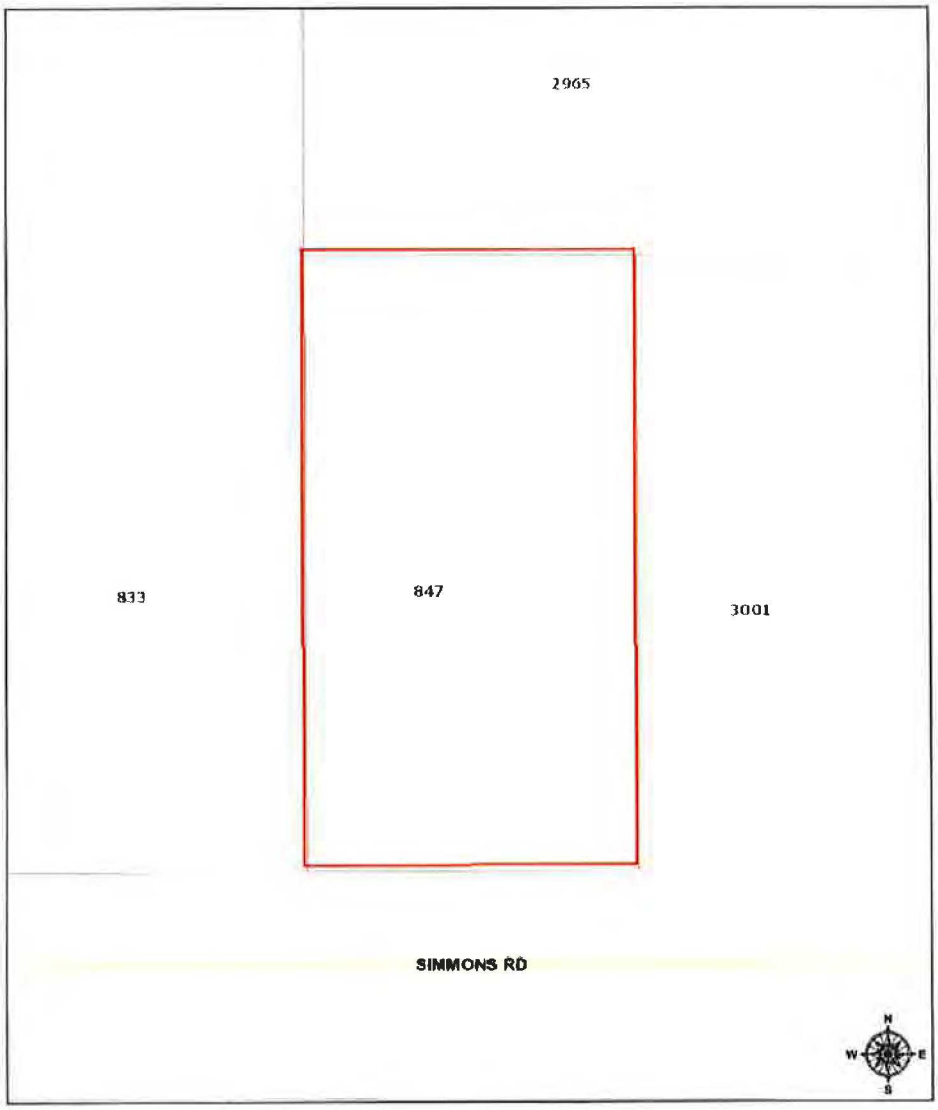
APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

RESOLUTION 2018-182
EXHIBIT "A"

WATER AND SEWER AGREEMENT/ VOLUNTARY PETITION FOR ANNEXATION OF PARCEL ID NUMBER: 00-00-30-0262-0006-0000 LOCATED AT 847 SIMMONS ROAD TOTALING APPROXIMATELY 0.50 ACRES OF LAND

847 Simmons Road- Voluntary Annexation



November 15, 2018

1:564

0 0.00475 0.0095 0.019 mi

0 0.0075 0.015 0.03 km

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan,

OFFICE USE ONLY	
REC'D: KG	BY: 11/15/18
PAYMENT: $ ✓ 300	TYPE:
APPLICATION #:	
CASE #:	
CC MEETING DATE: 12/18/18	

WATER/SEWER &VOLUNTARY ANNEXATION APPLICATION

APPLICANT INFORMATION

Owner Name: Theodore + Melody Mandrick

Mailing Address: 847 Simmons Rd, Fernandina Beach, FL 32034

Telephone: 904-321-7134 Fax:

Email: mandrick+@yahoo.com

Agent Name:

Mailing Address:

Telephone: Fax:

Email:

PROPERTY INFORMATION

Street Address: 847 Simmons Rd

Parcel Identification Number(s): 00-00-30-0262-0006-0000

PROJECT INFORMATION

Total Number of Lots/Parcels: 1

Less than One (1) acre Sq. Footage: 21,782.69 One (1) Acre or Greater:

Existing Zoning Classification: RS-2

Existing Future Land Use Classification: Medium density

Description of Request: Request for water services

SIGNATURE/NOTARY

The undersigned states the above information is true and correct as (s)he is informed and believes.

11/15/18
Date

Theodore Mendrick
Melody Mendrick
Signature of Applicant

STATE OF FLORIDA
COUNTY OF NASSAU } ss

HARRIET DAVIS
MY COMMISSION # GG86124
EXPIRES. March 22, 2021

Subscribed and sworn to before me this 15 day of Nov, 2018.

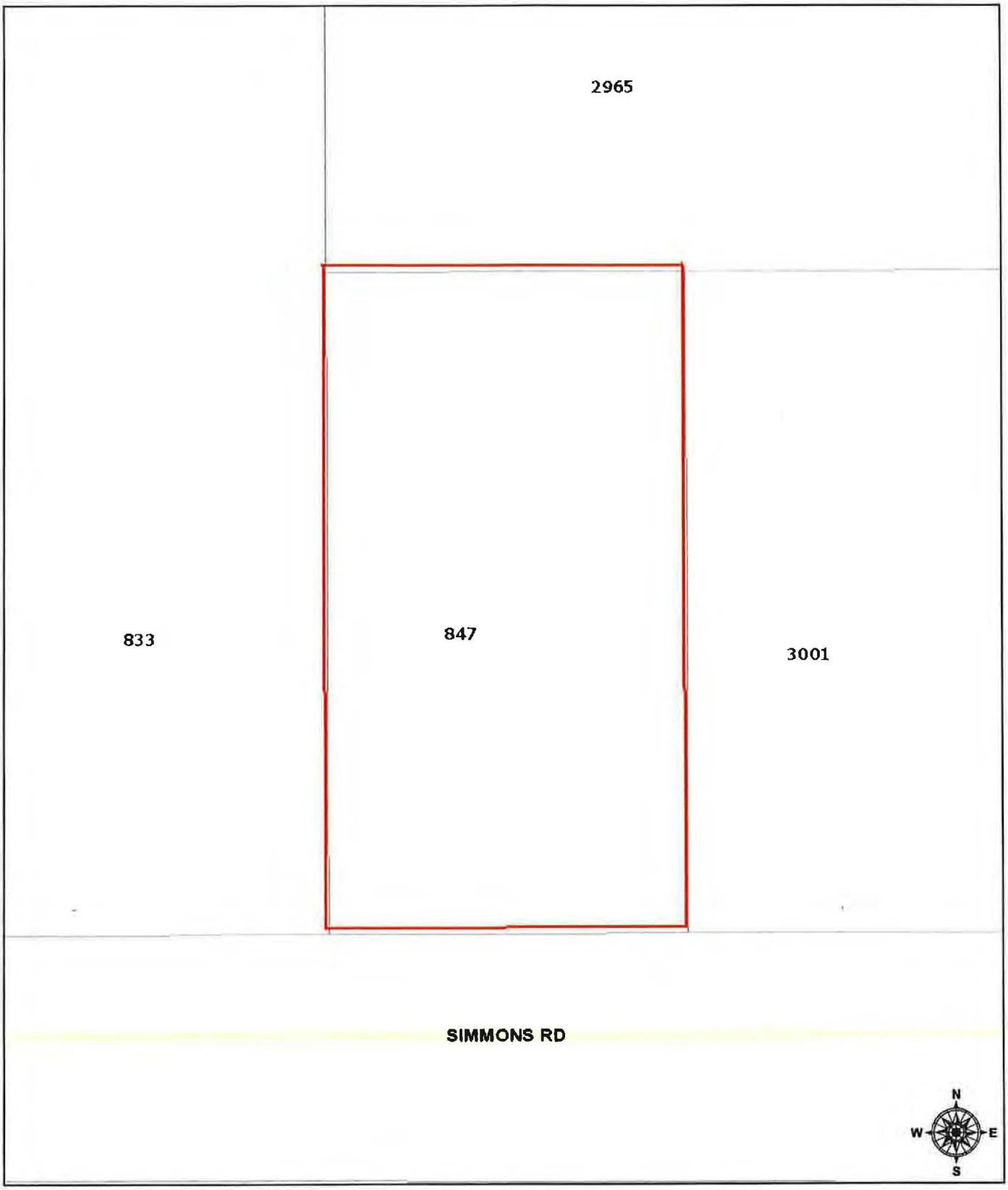
Harriet Davis
Notary Public: Signature

Harriet Davis
Printed Name

3/22/21
My Commission Expires

Personally Known _____ OR Produced Identification ✓ ID Produced: FL DL

847 Simmons Road- Voluntary Annexation



November 15, 2018

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Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan,

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 15th day of November, 2018 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Theodore & Melody Mandrick (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#: 00-00-30-0262-0006-0000

GENERALLY DESCRIBED AS: Lot 6 in OR 751/1652 & OR 1852/1538 Glyndon Estates PB 5/366

ADDRESSED AS: 847 Simmons Road

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

DALE L. MARTIN
City Manager

ATTEST:

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

HARRIET DAVIS
MY COMMISSION # GG86124
EXPIRES: March 22, 2021

Sworn and subscribed before me this 15 day of Nov, 2018.

Harriet Davis
Signature of Notary
My Commission Expires:
Type of Identification Produced FL DL

EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORT

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

OWNER NAME	ROSS GARY H	**PARCEL NUMBER**	00-00-30-0262-0006-0000
MAILING ADDRESS	58240 COOPERS NECK RD	**TAX DISTRICT**	UNINCORPORATED MIDDLE ISLAND (DISTRICT 8)
		MILLAGE	15.3904
		PROPERTY USAGE	SINGLE FAMILY
	HILLIARD, FL 32046	**DEED ACRES**	0
LOCATION ADDRESS	847 SIMMONS RD	**HOMESTEAD**	N
	FERNANDINA BEACH 32034	**PARCEL MAP RECORD**	MAP THIS PARCEL
SHORT LEGAL	LOT 6 IN OR 751/1652 & OR 1852/1538 GLYNDON ESTATES PB 5/366	**TAX COLLECTOR SEARCH**	NASSAU TAX COLLECTOR LINK
		PROPERTY RECORD CARD	LINK TO PROPERTY RECORD CARD (PDF)

2018 Certified Values	
JUST VALUE OF LAND	$75,000
LAND VALUE AGRICULTURAL	$0
TOTAL BUILDING VALUE	$102,602
TOTAL MISC VALUE	$5,531
JUST OR CLASSIFED TOTAL VALUE	$183,133
ASSESSED VALUE	$183,133
EXEMPT VALUE	$0
TAXABLE VALUE	$183,133

Land Information

LAND USE	LAND UNITS	LAND UNIT TYPE	SEC TWN RNG
SFR 000100	1	LT	3-2N-28

Building Information

TYPE	TOTAL AREA	HEATED AREA	BED ROOMS	BATHS	PRIMARY EXTERIOR	SECONDARY EXTERIOR	HEATING	COOLING	ACTUAL YEAR BUILT	BUILDING SKETCH
SINGLE FAM	2,591	1,759	3	2	AVERAGE	ABOVE AVG.	AIR DUCTED	FORCED AIR	1996	SHOW SKETCH

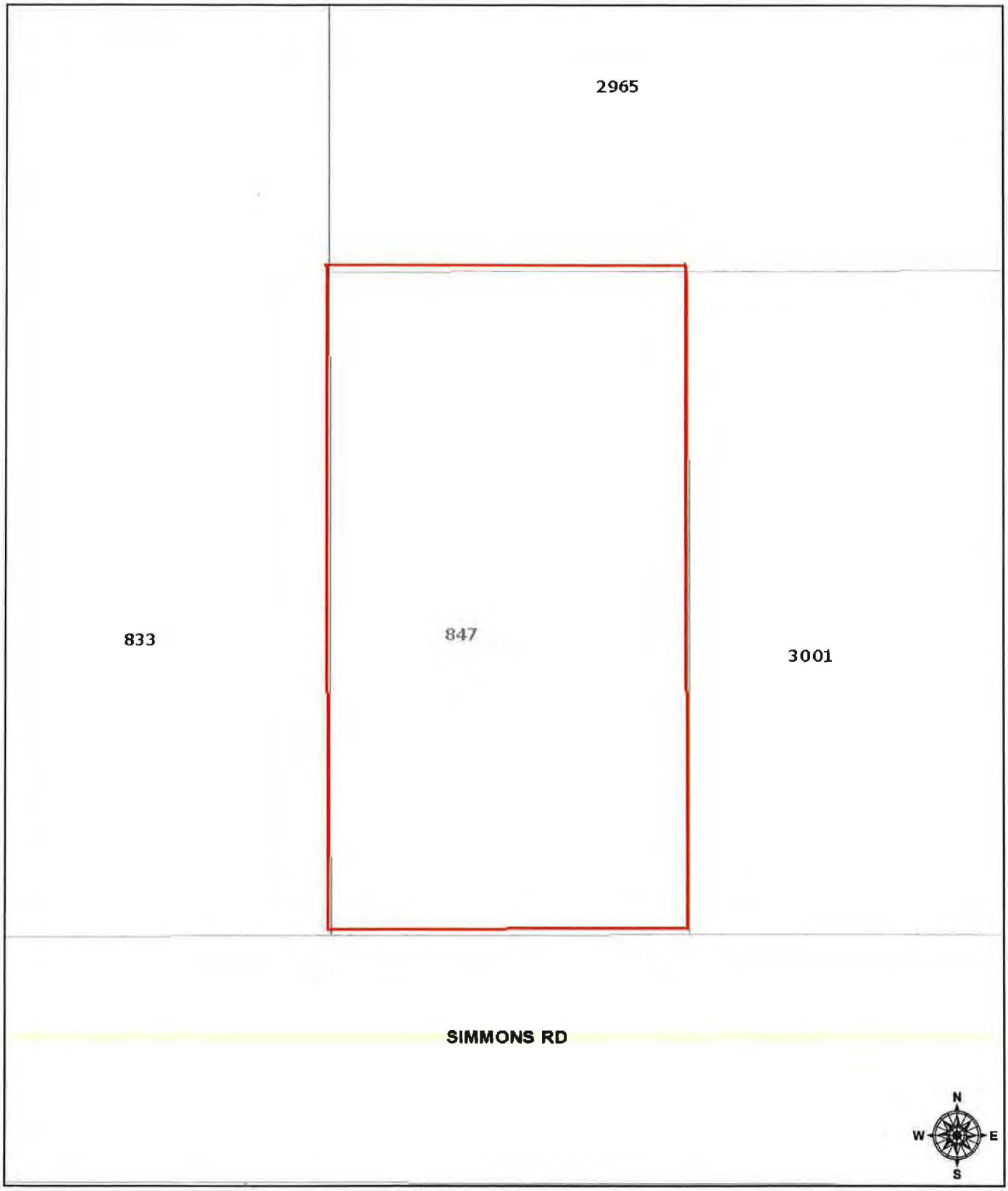
Miscellaneous Information

DESCRIPTION	DIMENSIONS L x W	UNITS	YEAR BUILT
CONCRETE C	0 X 0	1899	1996
CONCRETE C	0 X 0	159	1996
CONCRETE A	0 X 0	12	1996
FP-1-SG-AV	0 X 0	1	1996

Sales Information

SALE DATE	BOOK / PAGE	BOOK / PAGE	PRICE	INSTRUMENT	QUALIFICATION	IMPROVED? (AT TIME OF SALE)	GRANTOR	GRANTEE
04/25/2013	1852/1538	1852/1538	100	QC	U	Y	ROSS BARBARA TRAPP	ROSS GARY H
02/16/1996	751/1652	751/1652	20500	PR	Q	N	DAVIS CLYDE W P/R	ROSS GARY & BARBARA

847 Simmons Road- Voluntary Annexation



November 15, 2018

1:564

0 0.00475 0.0095 0.019 mi

0 0.0075 0.015 0.03 km

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand)

When recorded, return to:
Hamilton Group Funding, Inc.
Attn: Final Document Department
1551 Sawgrass Corporate PKWY, Suite 300
Sunrise, FL 33323

This document was prepared by:
Hamilton Group Funding, Inc.
1551 Sawgrass Corporate PKWY, Suite 300
Sunrise, FL 33323
954-241-2800

Title Order No.: 18-784

LOAN #: 1809091075

[Space Above This Line for Recording Data]

MORTGAGE

FHA Case No.
091-6595320-703-203B

MIN: 1005077-2012090023-7

MERS PHONE #: 1-888-679-6377

DEFINITIONS
Words used in multiple sections of this document are defined below and other words are defined in Sections 3, 10, 12, 17, 19 and 21. Certain rules regarding the usage of words used in this document are also provided in Section 15.
(A) "Security Instrument" means this document, which is dated **November 9, 2018,** together with all Riders to this document.
(B) "Borrower" is **THEODORE D MANDRICK AND MELODY S MANDRICK, HUSBAND AND WIFE, AND JOHN M MANDRICK, A MARRIED MAN.**

Borrower is the mortgagor under this Security Instrument.
(C) "MERS" is Mortgage Electronic Registration Systems, Inc. MERS is a separate corporation that is acting solely as a nominee for Lender and Lender's successors and assigns. **MERS is the mortgagee under this Security Instrument.** MERS is organized and existing under the laws of Delaware, and has an address and telephone number of P.O. Box 2026, Flint, MI 48501-2026, tel. (888) 679-MERS.
(D) "Lender" is **Hamilton Group Funding, Inc..**

Lender is **a Florida Corporation,** organized and existing under the laws of **Florida.**
Lender's address is **1551 Sawgrass Corporate PKWY, Suite 300, Sunrise , FL 33323**

(E) "Note" means the promissory note signed by Borrower and dated **November 9, 2018.** The Note states that Borrower owes Lender **THREE HUNDRED THOUSAND ONE HUNDRED SIXTY TWO AND NO/100***

(I) "Applicable Law" means all controlling applicable federal, state and local statutes, regulations, ordinances and administrative rules and orders (that have the effect of law) as well as all applicable final, non-appealable judicial opinions.
(J) "Community Association Dues, Fees, and Assessments" means all dues, fees, assessments and other charges that are imposed on Borrower or the Property by a condominium association, homeowners association or similar organization.
(K) "Electronic Funds Transfer" means any transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, which is initiated through an electronic terminal, telephonic instrument, computer, or magnetic tape so as to order, instruct, or authorize a financial institution to debit or credit an account. Such term includes, but is not limited to, point-of-sale transfers, automated teller machine transactions, transfers initiated by telephone, wire transfers, and automated clearinghouse transfers.
(L) "Escrow Items" means those items that are described in Section 3.
(M) "Miscellaneous Proceeds" means any compensation, settlement, award of damages, or proceeds paid by any third party (other than insurance proceeds paid under the coverages described in Section 5) for: (i) damage to, or destruction of, the Property; (ii) condemnation or other taking of all or any part of the Property; (iii) conveyance in lieu of condemnation; or (iv) misrepresentations of, or omissions as to, the value and/or condition of the Property.
(N) "Mortgage Insurance" means insurance protecting Lender against the nonpayment of, or default on, the Loan.
(O) "Periodic Payment" means the regularly scheduled amount due for (i) principal and interest under the Note, plus (ii) any amounts under Section 3 of this Security Instrument.
(P) "RESPA" means the Real Estate Settlement Procedures Act (12 U.S.C. §2601 et seq.) and its implementing regulation, Regulation X (12 C.F.R. Part 1024), as they might be amended from time to time, or any additional or successor legislation or regulation that governs the same subject matter. As used in this Security Instrument, "RESPA" refers to all requirements and restrictions that are imposed in regard to a "federally related mortgage loan" even if the Loan does not qualify as a "federally related mortgage loan" under RESPA.
(Q) "Secretary" means the Secretary of the United States Department of Housing and Urban Development or his designee.
(R) "Successor in Interest of Borrower" means any party that has taken title to the Property, whether or not that party has assumed Borrower's obligations under the Note and/or this Security Instrument.

TRANSFER OF RIGHTS IN THE PROPERTY
This Security Instrument secures to Lender: (i) the repayment of the Loan, and all renewals, extensions and modifications of the Note; and (ii) the performance of Borrower's covenants and agreements under this Security Instrument and the Note. For this purpose, Borrower does hereby mortgage, grant and convey to MERS (solely as nominee for Lender and Lender's successors and assigns) and to the successors and assigns of MERS, with power of sale, the following described property located in the **County** of **Nassau**
[Type of Recording Jurisdiction] [Name of Recording Jurisdiction]:

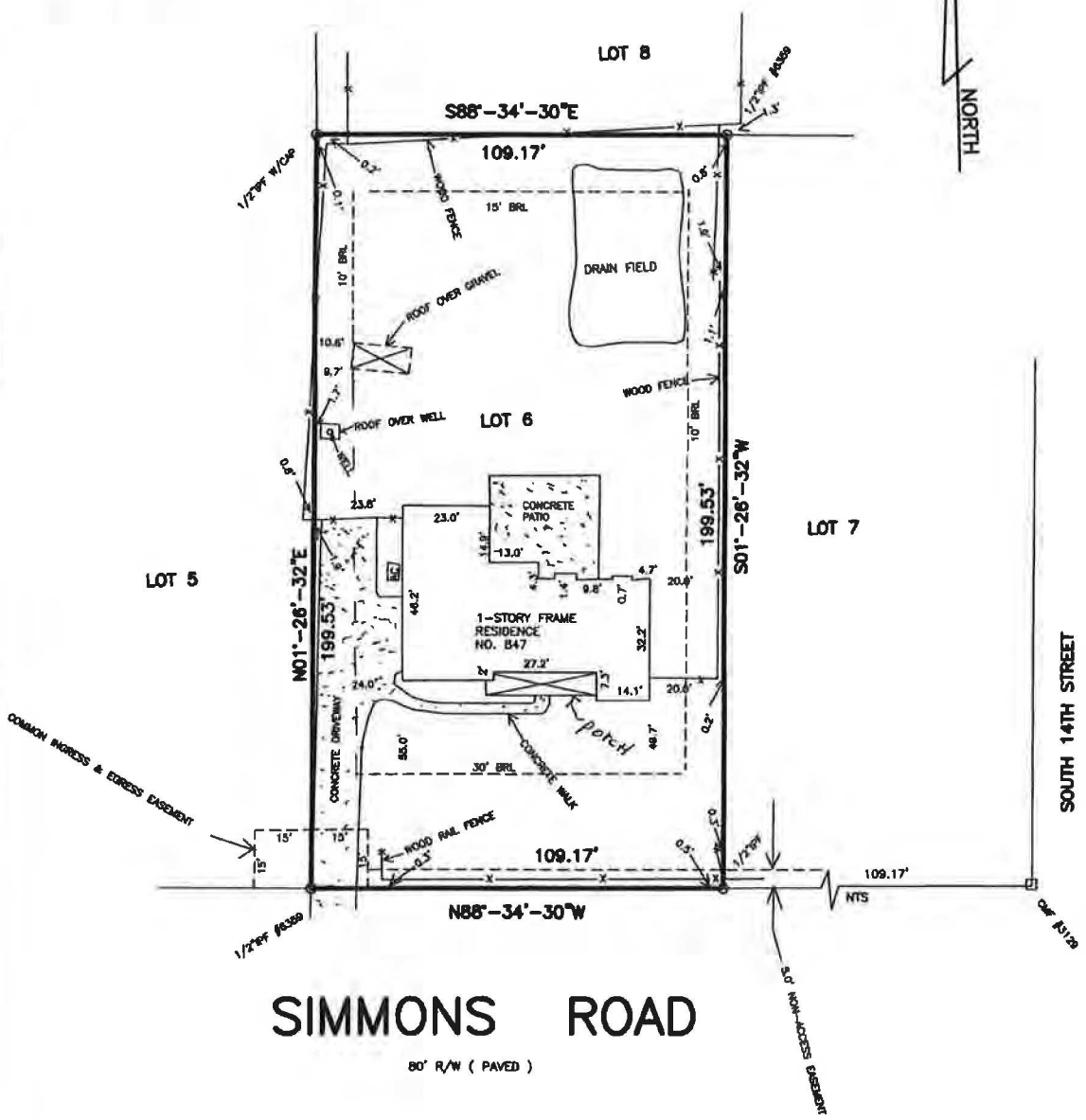
SEE LEGAL DESCRIPTION ATTACHED HERETO AND MADE A PART HEREOF AS "EXHIBIT A".
APN #: 00-00-30-0262-0006-0000

which currently has the address of **847 Simmons Rd, Fernandina Beach,**
[Street] [City]
Florida **32034** ("Property Address"):
[Zip Code]

TOGETHER WITH all the improvements now or hereafter erected on the property, and all easements, appurtenances, and fixtures now or hereafter a part of the property. All replacements and additions shall also be covered by this Security Instrument. All of the foregoing is referred to in this Security Instrument as the "Property." Borrower understands and agrees that MERS holds only legal title to the interests granted by Borrower in this Security Instrument, but, if necessary to comply with law or custom, MERS (as nominee for Lender and Lender's successors and assigns) has the right: to exercise any or all of those interests, including, but not limited to, the right to foreclose and sell the Property; and to take any action required of Lender including, but not limited to, releasing and canceling this Security Instrument.

MAP SHOWING BOUNDARY SURVEY OF
LOT 6, GLYNDON EASTATES,
AS RECORDED IN PLAT BOOK 5, PAGE 366,
OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

CERTIFIED TO:
THEODORE MANDRICK AND MELODY MANDRICK,
HAMILTON GROUP FUNDING,
FIRST AMERICAN TITLE INSURANCE CO.
ANDREA F. LENNON, P.A.



SIMMONS ROAD

80' R/W (PAVED)

COASTAL LAND SURVEYORS
& MAPPERS, INC.
34 NORTH FOURTEENTH STREET
FERNANDINA BEACH, FLORIDA 32032
TEL. 904-261-6650 FAX 904-277-6650

I HEREBY CERTIFY THE INFORMATION DEPICTED HEREON AS MEETING THE MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYING, CHAPTER 5J-17.050, FLORIDA ADMIN. CODE, AND/OR CHAPTER 180-7, GEORGIA STATUTES.

LICENSED BUSINESS NO. 6412

JAMES C. PEACOCK, PROFESSIONAL SURVEYOR AND MAPPER
FLORIDA CERTIFICATE NO. 3718
GEORGIA CERTIFICATE NO. 2365
NOT VALID UNLESS EMBOSSED WITH SURVEYORS OFFICIAL SEAL

BEARINGS BASED ON PLAT OF RECORD

PROPERTY SHOWN HEREON LIES WITHIN
FLOOD ZONE X AS SHOWN ON
FEMA FLOOD INSURANCE RATE MAP,
COMMUNITY NO. 120170 PANEL NO. 0377G
DATED 9/2/17

DATE OF SURVEY: NOVEMBER 8, 2018
SCALE 1"=30'
JOB NO. 1811-08 F.B. 348

CORNER MARKERS HAVE NO IDENTIFICATION U.N.O.

LEGEND:

IRON PIPE FOUND - IPF	POWER LINE ----P----
IRON PIPE SET - IPS	PLAT - P.
RE/BAR FOUND - RBF	FIELD MEASURED - FM.
NOT TO SCALE - NTS	RECORD - R. DEED - D.
BUILDING RESTRICTION LINE - BRL	POWER POLE - O
CONCRETE MONUMENT FOUND - CMF	CONCRETE - CONC.
STAINLESS STEEL PIPE FOUND - SSPF	FENCE ----X----
RIGHT-OF-WAY - R/W	RIGHT-OF-WAY - R/W
POINT OF CURVE - PC POINT OF TANGENCY - PT	POINT OF REVERSE CURVE - PRC
CENTERLINE - ℄ OFFICIAL RECORDS BOOK - O.R.B.	

RESOLUTION 2014-154

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE EXTENSION OF WATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE (1) PARCEL TOTALING 4.3 ACRES LOCATED AT SIMMONS ROAD; PROVIDING FOR EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, property owners William and JoNell Jensen have completed the City of Fernandina Beach Voluntary Annexation Petition / Water/Sewer Annexation Agreement Application pursuant to Chapter 171.044, Florida Statutes, for one (1) parcel containing approximately 4.3 acres located at Simmons Road (Parcel ID Number: 00-00-30-044A-0004-0000); 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, at its meeting duly called and assembled that:

SECTION 1. The City Commission hereby authorizes the extension of water services to the property owner identified, whose property is located outside the corporate limits of the City at Simmons Road and noted as Parcel 00-00-30-044A-0004-0000, and approves the Voluntary Annexation Petition, attached hereto as Exhibit "1".

SECTION 2. The City Commission authorizes 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 this 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 5th day of November, 2014.

CITY OF FERNANDINA BEACH

Edward E. Boner
Mayor - Commissioner

ATTEST:

Caroline Best
City Clerk

APPROVED AS TO FORM AND LEGALITY:

Tammi E. Bach
City Attorney

When Recorded Return To:
City Clerk's Office
204 Ash Street
Fernandina Beach, Fla. 32034

Resolution 2014-154
Exhibit "1"

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this _____ day of _____, 2014 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and William and Janell Jensen (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#: 00-00-30-044A-0004-0000

GENERALLY DESCRIBED AS: 3-2N-28 LOT 4 EX S-1 OR 242/269 EX R/W OR 341/327 & R/W IN OR 372/532

ADDRESSED AS: Simmons Road

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.

INSTR # 201429167, Book 1946, Page 780
Pages 11
Doc Type AGR, Recorded 11/07/2014 at 12:01 PM,
John A Crawford, Nassau County Clerk of Circuit C

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

JOE GERRITY
City Manager

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

APPLICANT(S)

X By: William P. Jensen
Applicant

By:_____
Applicant

STATE OF FLORIDA
COUNTY OF Nassau

Sworn and subscribed before me this 14 day of October, 2014.

Tricia D Bowen
Signature of Notary
My Commission Expires: 4/12/18
Type of Identification Produced Personally Known

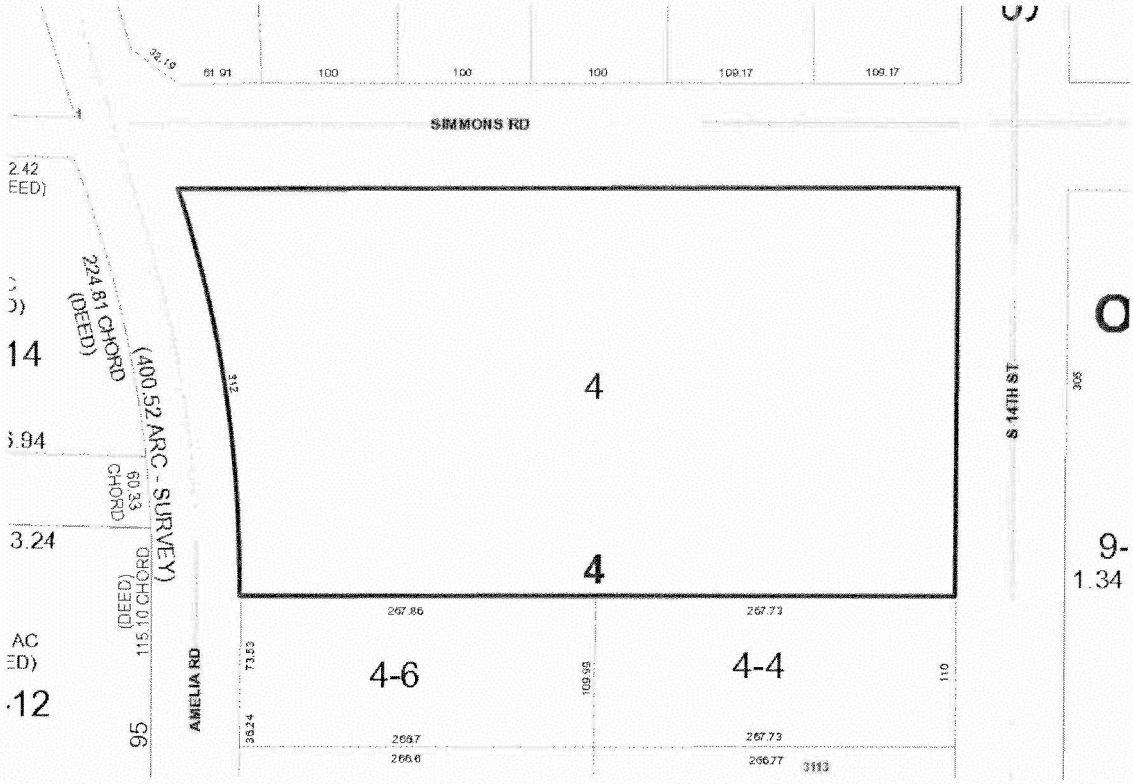
TRICIA D BOWEN
Notary Public - State of Florida
My Comm. Expires Apr 12, 2018
Commission # FF 060654

EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORT

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser



Full Parcel Report

Parcel ID:	00-00-30-044A-0004-0000
Calculated Acreage:	3.80
Deed Acreage:	0.00
Property Use	VACANT

Ownership Information

Name	JENSEN WILLIAM P & JO NELL
Mailing Address	3008 TIPPS DR
	NEDERLAND, TX 776276755
Situs/Physical Address	SIMMONS RD

Values

Land Value	$193,500.00
Ag Land Value	$0.00
Building Value	$0.00
Misc Value	$0.00
Just Value	$193,500.00
Assessed Value	$156,090.00

Last 2 Sales

Date	Price	Vacant?	Qual
19760101	$20,000.00	Y	Q
19740101	$50,000.00	Y	Q

A. Michael Hickox
Cert. Res. RD1941
Nassau County Property Appraiser

THIS MAP HAS BEEN COMPILED FROM THE MOST AUTHENTIC INFORMATION AVAILABLE. NEITHER NASSAU COUNTY, ITS MUNICIPALITIES, NOR THE NASSAU COUNTY PROPERTY APPRAISER'S OFFICE ASSUMES RESPONSIBILITY FOR ERRORS OR OMISSIONS CONTAINED HERON. THIS IS NOT A SURVEY.

N W E S

Printed: Friday, September 26, 2014

OWNER NAME	JENSEN WILLIAM P & JO NELL	PARCEL NUMBER	00-00-30-044A-0004-0000
MAILING ADDRESS	3008 TIPPS DR	TAX DISTRICT	UNINCORPORATED ISLAND (DISTRICT 5)
		MILLAGE	15.1056
		PROPERTY USAGE	VACANT RESIDENTIAL
	NEDERLAND, TX 776276755	DEED ACRES	4.3
LOCATION ADDRESS	SIMMONS RD	HOMESTEAD	N
	FERNANDINA BEACH 32034	PARCEL MAP RECORD	MAP THIS PARCEL
SHORT LEGAL	3-2N-28 LOT 4 EX S-1 OR 242/269 EX R/W OR 341/327 & R/W IN OR 372/532	TAX COLLECTOR SEARCH	NASSAU TAX COLLECTOR LINK
		PROPERTY RECORD CARD	LINK PROPERTY RECORD CARD (PDF)

2014 Preliminary Values - Subject to Change

JUST VALUE OF LAND	$193,500
LAND VALUE AGRICULTURAL	$0
TOTAL BUILDING VALUE	$0
TOTAL MISC VALUE	$0
JUST OR CLASSIFED TOTAL VALUE	$193,500
ASSESSED VALUE	$156,090
EXEMPT VALUE	$0
TAXABLE VALUE	$156,090

Land Information

LAND USE	LAND UNITS	LAND UNIT TYPE	SEC-TWN-RNG
SFR ACRES 000115	4	AC	5-2N-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
01/01/1976	221/146	221/146	20000	WD	Q	N		
01/01/1974	160/523	160/523	50000	WD	Q	N		

00-00-30-044A-0004-0000

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Printed: Oct 15, 2014

OFFICE USE ONLY

REC'D: 10/14/14 BY: ADI

PAYMENT: $ 300.00 TYPE: CK #1757

APPLICATION #: 2014-0001343

CASE #: AX 2014-03

CC MEETING DATE: 11/4/14

WATER/SEWER & VOLUNTARY ANNEXATION APPLICATION

APPLICANT INFORMATION

Owner Name: William P & JoNell Jensen

Mailing Address: 3008 Tipps Drive Nederland, Texas 77627

Telephone: 409-727-2848 Fax: N/A

Email:

Agent Name: Gillette & Associates, Inc

Mailing Address: 20 South 4th Street Fernandina Beach, FL 32034

Telephone: 261-8819 Fax: 261-9905

Email: nicki@gillettassociates.com

PROPERTY INFORMATION

Street Address: Simmons Road

Parcel Identification Number(s): 00-00-30 044A-0004-0000

PROJECT INFORMATION

Total Number of Lots/Parcels: 1

Less than One (1) acre Sq. Footage: N/A One (1) Acre or Greater: 3.8

Existing Zoning Classification: RS-2

Existing Future Land Use Classification: Medium Density

Description of Request: Water service connection to a 9 lot single family residential subdivision. Subject property is not contigous.

SIGNATURE/NOTARY

The undersigned states the above information is true and correct as (s)he is informed and believes.

Oct. 6, 2014 — Date

X William F. Jensen — Signature of Applicant

STATE OF FLORIDA
COUNTY OF NASSAU } ss

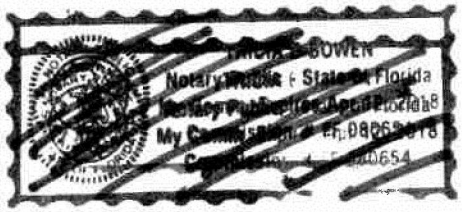
Subscribed and sworn to before me this 14 day of October, 2014.

Tricia D Bowen — Notary Public: Signature

Tricia D Bowen — Printed Name

4/12/18 — My Commission Expires

Personally Known ✓ OR Produced Identification _____ ID Produced: _____



G&A
Gillette & Associates, Inc.

Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

AGENT AUTHORIZATION

I, WILLIAM P. JENSEN, of NEDERLAND, TX. the owner of the following property(s) do hereby authorize, Gillette & Associates, Inc., to act as my Agent in conjunction with all site plan applications, concurrency applications, preliminary plat applications, and any other Local, State and/or Federal development permits necessary for development of the following property, without any further notice.

Location: Simmons Road

Parcel No.: 00-00-30-044A-0004-0000

William P. Jensen — *Signature*

08-08-2014 — *Date*

409-727-2848 — *Telephone Number*

STATE OF FLORIDA
COUNTY OF Nassau

Subscribed and sworn to before me this 8th day of July, 2014.

Who is personally known to me ✕ or has produced identification _____

Tricia D Bowen — Notary Public: Signature

Tricia D. Bowen — Printed Name

My Commission Expires: 04/12/2018.

TRICIA D BOWEN
Notary Public - State of Fl
My Comm. Expires Apr 12, 2016
Commission # FF 080654

20 South 4th Street • Amelia Island, Florida 32034 Phone: (904) 261-8819 Fax: (904) 261-9905

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Resolution 2014-154
Water Services Request and Voluntary Annexation Petition – Simmons Road

SCANNED KB

DEPARTMENT: Community Development Department

ATTACHMENTS: ___ Ordinance _X_ Resolution
___ Support Documents ___ Other

RECOMMENDED ACTION: Approve Resolution 2014-154 authorizing the extension of water services and execution of the voluntary annexation petition for Simmons Road Parcel ID 00-00-30-044A-0004-0000.

SUMMARY: William and JoNell Jensen have submitted an application for water services outside the municipal limits. In accordance with Municipal Code Sections 82-44 and 82-403, this application is also accompanied by a petition for voluntary annexation. The application applies to a 4.3 acre parcel located on Simmons Road (Parcel ID 00-00-30-044A-0004-0000). This property is vacant; it is not currently contiguous to the City limits.

Action on this application will not immediately annex the subject property; approval of this Resolution will authorize extension of water utilities to serve the property and will approve the voluntary annexation petition. The property will not be annexed until such time as it is contiguous to City limits.

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.

CITY ATTORNEY COMMENTS: No additional comments.

DEPARTMENT HEAD	Submitted by: Adrienne Burke AB Community Development Director	Date: 10/15/14
	Requested Agenda	Date: 11/5/14
FINANCE DEPARTMENT	Approved as to Budget Requirements DHC	Date: 10/17/14
CITY ATTORNEY	Approved as to Form & Legality TEB	Date: 10/16/14
CITY MANAGER	Approved Agenda Item for 11/5/14	Date: 10/16/14

COMMISSION ACTION:
_X_ Approved As Recommended ___ Disapproved
___ Approved With Modification ___ Postponed to Time Certain
___ Other ___ Tabled

Approved at the City Commission Meeting
Held on: 11/5/14
Voted: Initial: KB

INSTR # 201506772, Recorded 03/10/2015 at 03:02 PM, John A Crawford, Clerk of Courts, Nassau County,

"PLANTATION HAMMOCK"

A REPLAT OF A PORTION OF LOT 4, OCEAN BREEZE SUBDIVISION, AS RECORDED IN PLAT BOOK 1, PAGE 11, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA. BEING A PORTION OF SECTION 3, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA.

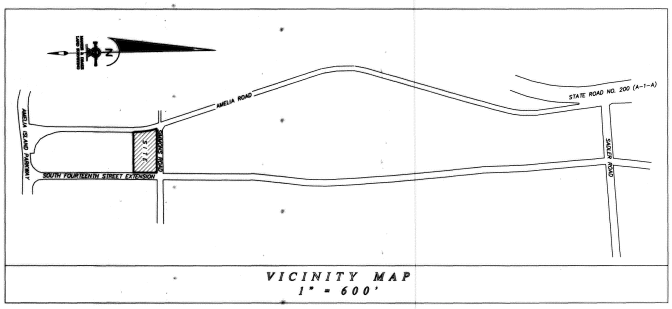
PLAT BOOK 8 PAGE 104
SHEET 1 OF 2 SHEETS
CFN# 201506772

CAPTION:

A PORTION OF LOT 4, "OCEAN BREEZE SUBDIVISION", AS RECORDED IN PLAT BOOK 1, PAGE 11, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING A PORTION OF SECTION 3, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE INTERSECTION OF THE SOUTHERLY RIGHT-OF-WAY LINE OF SIMMONS ROAD (AN 80-FOOT RIGHT-OF-WAY) WITH THE WESTERLY RIGHT-OF-WAY LINE OF SOUTH FOURTEENTH STREET EXTENSION (AN 80-FOOT RIGHT-OF-WAY); THENCE SOUTH 01°53'25" WEST, ALONG THE WESTERLY RIGHT-OF-WAY LINE SAID SOUTH FOURTEENTH STREET EXTENSION, A DISTANCE OF 288.90 FEET; THENCE NORTH 89°32'00" WEST, A DISTANCE OF 535.59 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF AMELIA ROAD (A 50-FOOT RIGHT-OF-WAY BY USAGE), SAID POINT BEING ON A CURVE CONCAVE TO THE WEST, HAVING A RADIUS OF 1481.31 FEET; THENCE NORTHWESTERLY, ALONG SAID EASTERLY RIGHT-OF-WAY LINE AND ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 12°12'24", AN ARC DISTANCE OF 308.19 FEET AND BEING SUBTENDED BY A CHORD BEARING OF NORTH 07°38'41" WEST AND CHORD DISTANCE OF 308.61 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF SIMMONS ROAD, AFOREMENTIONED; THENCE SOUTH 89°34'30" EAST, ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, A DISTANCE OF 982.26 FEET TO THE POINT OF BEGINNING.

CONTAINING 3.82 ACRES, MORE OR LESS.



VICINITY MAP
1" = 600'

TITLE CERTIFICATION

WE, Point Management Title Insurance, LLC, A TITLE COMPANY, DO HEREBY CERTIFY THAT WE HAVE SEARCHED THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA AS TO THE TITLE TO THE HEREON DESCRIBED PROPERTY AND WE HEREBY CERTIFY THAT THE TITLE TO THE PROPERTY IS VESTED IN Simmons 9, LLC THAT THE CURRENT TAXES HAVE BEEN PAID; THAT THE PROPERTY IS NOT ENCUMBERED BY ANY MORTGAGES OR OTHER ENCUMBRANCES OTHER THAN SHOWN HEREON AND THAT ALL EASEMENTS OF RECORD ARE SHOWN.

Judi S Wood Esq
TITLE COMPANY REPRESENTATIVE

CHIEF OF FIRE-RESCUE CERTIFICATE

THIS IS TO CERTIFY THAT THE ABOVE PLAT HAS BEEN APPROVED BY THE CHIEF OF FIRE-RESCUE OF NASSAU COUNTY, FLORIDA

THIS 11 DAY OF February A.D. 2015.

CHIEF OF FIRE-RESCUE

COUNTY TAX COLLECTOR CERTIFICATE

TAX IDENTIFICATION NUMBER 00-00-30-0AAA-0004-0000

I, THE UNDERSIGNED, DO HEREBY AFFIRM THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THERE ARE NO UNPAID REAL PROPERTY TAXES APPLICABLE TO THE LANDS SUBJECT TO THIS PLAT.

SIGNED THIS 11th DAY OF February A.D. 2015.

TAX COLLECTOR
NASSAU COUNTY, FLORIDA

DIRECTOR OF ENGINEERING SERVICES CERTIFICATE

THIS IS TO CERTIFY THAT THE ABOVE PLAT HAS BEEN EXAMINED AND APPROVED BY THE DIRECTOR OF ENGINEERING SERVICES OF NASSAU COUNTY, FLORIDA.

THIS 24 DAY OF February A.D. 2015.

DIRECTOR OF ENGINEERING SERVICES

COMMISSION APPROVAL CERTIFICATE

EXAMINED AND APPROVED THIS 9th DAY OF March A.D. 2015 BY THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA.

COMMISSION CHAIRMAN

OFFICE OF THE COUNTY ATTORNEY

APPROVED FOR THE RECORD, THIS IS TO CERTIFY THAT THIS PLAT HAS BEEN SIGNED AND APPROVED BY THE NASSAU COUNTY ATTORNEY, THIS 3rd DAY OF March A.D. 2015

OFFICE OF THE COUNTY ATTORNEY

CLERK'S CERTIFICATE

I HEREBY CERTIFY THAT THIS PLAT HAS BEEN EXAMINED AND THAT IT COMPLIES IN FORM WITH CHAPTER 177 OF FLORIDA STATUTES, AND IS FILED FOR RECORD IN PLAT BOOK 8 PAGE 104 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, THIS 10th DAY OF March A.D. 2015.

JOHN A. CRAWFORD
CLERK OF THE CIRCUIT COURT

COPYRIGHT © 2015 BY MANZIE AND DRAKE LAND SURVEYING

SURVEYOR'S CERTIFICATE

THIS IS TO CERTIFY THAT THIS PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE LANDS SURVEYED, PLATTED AND DESCRIBED IN THE CAPTION; THAT THE SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION; THAT THE SURVEY DATA COMPLIES WITH ALL THE REQUIREMENTS OF CHAPTER 177, FLORIDA STATUTES; THAT THE SURVEY AND LEGAL DESCRIPTION ARE ACCURATE; THAT PERMANENT REFERENCE MONUMENTS (P.R.M.s) HAVE BEEN SET ACCORDING TO CHAPTER 177.091 (7), AND THAT PERMANENT CONTROL POINTS (P.C.P.s) WILL BE SET ACCORDING TO THE CHAPTER 177.091 (8); ALL ACCORDING TO THE LAWS OF THE STATE OF FLORIDA AND NASSAU COUNTY.

SIGNED THIS 6th DAY OF February A.D. 2015.

MICHAEL A. MANZIE, P.L.S.
FLORIDA CERTIFICATE NO. 4069

MANZIE & DRAKE LAND SURVEYING
117 SOUTH 9TH STREET
FERNANDINA BEACH, FL 32034
CERTIFICATE OF AUTHORIZATION NUMBER "LB 7039"

CERTIFICATE OF REVIEW BY COUNTY EMPLOYED / CONTRACTED SURVEYOR / MAPPER

I HEREBY CERTIFY THAT I HAVE REVIEWED THIS PLAT FOR CONFORMITY TO CHAPTER 177, F.S., AND FIND THAT IT CONFORMS TO THE TECHNICAL REQUIREMENTS OF CHAPTER 177. I AM NOT ACTING HERETO AS AN AGENT THEREOF. THIS LIMITED CERTIFICATION AS TO FORMAL CONFORMITY WITH THE REQUIREMENTS OF CHAPTER 177, F.S. IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS A CERTIFICATION OF THE ACCURACY OR QUALITY OF THE SURVEYING / MAPPING REPORTED HEREON.

2/18/15
SURVEYOR / MAPPER DATE

PRINT NAME: CHARLES PURSELL LEE

FLORIDA REGISTRATION NO.: LS 5618

ADOPTION AND DEDICATION

THIS IS TO CERTIFY THAT THE UNDERSIGNED, SIMMONS 9, LLC, IS THE LAWFUL OWNER OF THE LAND DESCRIBED IN THE CAPTION HEREON, WHICH SHALL HEREAFTER BE KNOWN AS "PLANTATION HAMMOCK, AND THAT THEY HAVE CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AND THAT THIS PLAT, MADE IN ACCORDANCE WITH SAID SURVEY IS HEREBY ADOPTED AS THE TRUE AND CORRECT PLAT OF SAID LAND.

IN WITNESS WHEREOF, DEVELOPER HAS CAUSED THIS PLAT AND DEDICATION TO BE EXECUTED BY ITS DULY ELECTED OFFICERS ACTING BY AND WITH THE AUTHORITY OF THE BOARD OF DIRECTORS.

ALL ALLEYS, EASEMENTS, RIGHTS-OF-WAY, AND PUBLIC AREAS SHOWN ON THIS PLAT ARE DEDICATED TO THE PUBLIC FOR THE USES AND PURPOSES THEREON STATED, UNLESS OTHERWISE NOTED. NOTHING HEREIN SHALL BE CONSTRUED AS CREATING AN OBLIGATION ON ANY GOVERNMENTAL BODY TO ACCEPT ANY SUCH DEDICATION, NOR TO CONSTRUCT, OR MAINTAIN IN WITHIN SUCH DEDICATED AREAS EXCEPT WHEN THE OBLIGATION IS VOLUNTARILY ASSUMED BY THE GOVERNING BODY.

TRACT "A" (RETENTION POND TRACT) IS HEREBY DEDICATED TO AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF THE "PLANTATION HAMMOCK HOMEOWNER'S ASSOCIATION, INC".

SIMMONS 9, LLC

WITNESS: B. McCs
Brian McCroskey
PRINT OF TYPE NAME

JAY MOOR
MANAGING MEMBER

WITNESS: Tarkington
TAMRA KNUEGER
PRINT OR TYPE NAME

STATE OF: FLORIDA
COUNTY OF: NASSAU

THIS IS TO CERTIFY THAT ON THIS DAY PERSONALLY APPEARED BEFORE ME, AN OFFICER DULY AUTHORIZED TO ADMINISTER OATHS AND TAKE ACKNOWLEDGEMENTS, JEFFERSON KENNEDY TO ME WELL KNOWN AND KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING ADOPTION AND DEDICATION AND WHO ACKNOWLEDGED BEFORE ME THAT THEY EXECUTED THE SAME FREELY AND VOLUNTARILY FOR THE USE AND PURPOSES THEREIN EXPRESSED.

WITNESS MY OFFICIAL SEAL AT THE CITY OF FERNANDINA BEACH IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA THIS 10th DAY OF February A.D. 2015

NOTARY PUBLIC
STATE OF FLORIDA

MY COMMISSION EXPIRES: April 12, 2018

ZONING CERTIFICATION

I HEREBY CERTIFY THAT THIS PLAT HAS BEEN EXAMINED BY ME AND IS IN COMPLIANCE WITH THE ZONING RULES AND REGULATIONS OF NASSAU COUNTY, FLORIDA, CURRENTLY IN EFFECT.

THIS 12 DAY OF FEB 2015.

COUNTY PLANNER

COUNTY HEALTH CERTIFICATE

THIS IS TO CERTIFY THAT I HAVE REVIEWED THE ABOVE PLAT THIS 11th DAY OF FEBRUARY A.D. 2015, AND THESE LOTS ARE APPROVED TO BE SERVICED ON AN INDIVIDUAL LOT BASIS ACCORDING TO F.A.C. 64E-6 AND PLACED ON APPROVED PUBLIC WATER SYSTEMS.

COUNTY HEALTH DEPARTMENT

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."

\\computer1\c\DM 3D Projects\16000 PLANTING HAMMOCK\16000-PLAT.dwg

PLAT BK 8 PG 105

"PLANTATION HAMMOCK"

A REPLAT OF A PORTION OF LOT 4, OCEAN BREEZE SUBDIVISION, AS RECORDED IN PLAT BOOK 1, PAGE 11, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA. BEING A PORTION OF SECTION 3, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA.

PLAT BOOK 8 PAGE 105

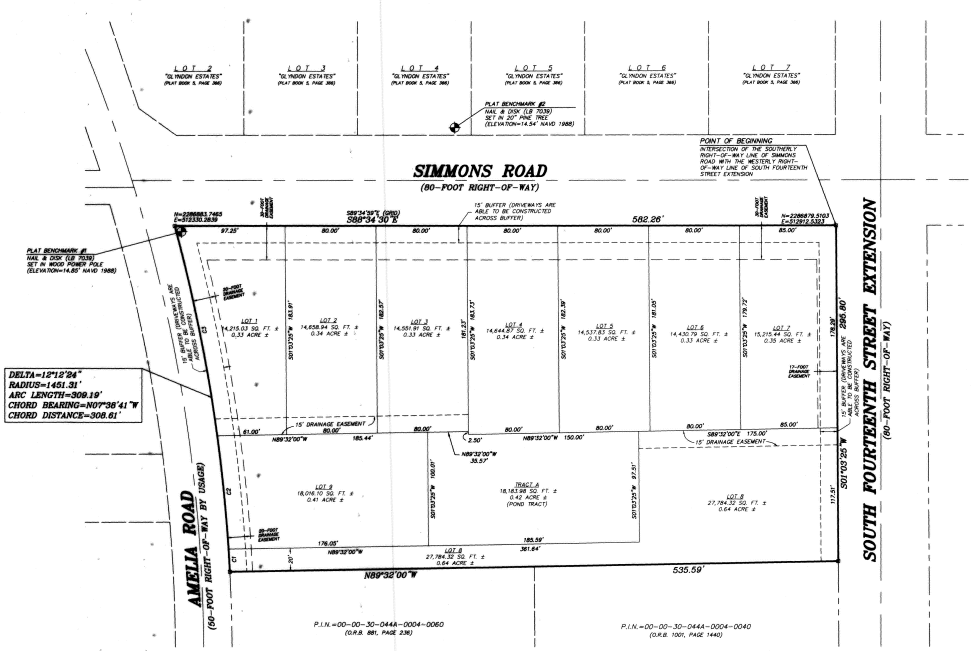
SHEET 2 OF 2 SHEETS

CFN # 20150677-2

GRAPHIC SCALE

(IN FEET)

1 inch = 40 ft



LEGEND

N.A.V.D. = NORTH AMERICAN VERTICAL DATUM
O.R.B. = OFFICIAL RECORDS BOOK
P.C.P. = PERMANENT CONTROL POINT MONUMENT
P.I.N. = PARCEL IDENTIFICATION NUMBER

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	20.55'	1451.31'	0°47'26"	N13°51'19"W	20.55'
C2	130.37'	1451.31'	5°08'46"	N16°55'42"W	130.36'
C3	158.27'	1451.31'	7°27'14"	N10°01'16"W	158.19'

SURVEYOR'S NOTES

1.) ○ DENOTES PERMANENT REFERENCE MONUMENT (P.R.M.) (4"X4" CONCRETE MONUMENT) SET WITH IDENTIFICATION "MANZIE LB 7039". ● DENOTES PERMANENT CONTROL POINT (P.C.P.) SET WITH IDENTIFICATION "LB 7039".

2.) BEARINGS SHOWN HEREON ARE BASED ON AN ASSUMED BEARING OF N89°34'30"W FOR THE SOUTHERLY RIGHT-OF-WAY LINE OF SIMMONS ROAD.

3.) THE PROPERTY SHOWN HEREON LIES WITHIN FLOOD ZONE "X" AS PER F.E.M.A. FLOOD INSURANCE RATE MAP, PANEL 0286C 0277 F, DATED 10/17/2018. FLOOD ZONE INFORMATION LISTED ABOVE AS SHOWN ON THIS SURVEY IS PROVIDED AS A COURTESY, AND IS APPROXIMATE AT BEST. ALL DATA SHOULD BE VERIFIED BY THE APPROPRIATE LOCAL GOVERNMENTAL BODY. THE SURVEYOR MAKES NO REPRESENTATION AS TO ITS ACCURACY. FLOOD ZONE INFORMATION IS NOT COVERED BY THE CERTIFICATION HEREON AND IS NOT REQUIRED TO BE SHOWN PER CHAPTER 177 FLORIDA STATUTES. THE FLOOD ZONE DETERMINATION NOTED HEREON MAY BE SUPERSEDED AND/OR REDEFINED FROM TIME TO TIME BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) OR BY THE APPROPRIATE LOCAL GOVERNMENTAL BODY.

4.) "NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

5.) ALL PLATTED UTILITY EASEMENTS SHALL ALSO BE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE AND OPERATION OF CABLE TELEVISION SERVICES; PROVIDED, HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE AND OPERATION OF CABLE TELEVISION SERVICES SHALL INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS OR OTHER PUBLIC UTILITY.

6.) NO FURTHER SUBDIVISION OF LOTS IS ALLOWED UNLESS SUCH SUBDIVISION CONFORMS TO NASSAU COUNTY SUBDIVISION REGULATIONS AND BE APPROVED BY THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS.

7.) THE CURRENT ZONING FOR THE LANDS SHOWN ON THIS PLAT AS OF THE DATE OF RECORDING IS "RS-2".

8.) BUILDING SETBACK REQUIREMENTS FOR THIS SUBDIVISION ZONED "RS-2" ARE AS FOLLOWS: FRONT SETBACK = 25 FEET, SIDE SETBACK = 10 FEET, REAR SETBACK = 10 FEET

9.) THE LANDS SHOWN HEREON ARE LOCATED WITHIN STORM SURGE CATEGORY 5 , AS SCALED FROM STORM SURGE ATLAS VOLUME 1, PLATE 3, NASSAU COUNTY, FLORIDA, AS PER S.L.O.S.H. (SEA, LAKE, AND OVERLAND SURGES FROM HURRICANES).

10.) ALL LOT LINES INTERSECTING CURVES ARE NON-RADIAL UNLESS OTHERWISE NOTED

11.) LOTS SHOWN HEREON ARE INTENDED FOR RESIDENTIAL PURPOSES.

12.) COORDINATES SHOWN HEREON ARE BASED ON THE FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE, NORTH AMERICAN DATUM 1983/1990.

13.) ELEVATIONS SHOWN HEREON ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (N.A.V.D. 1988)

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."

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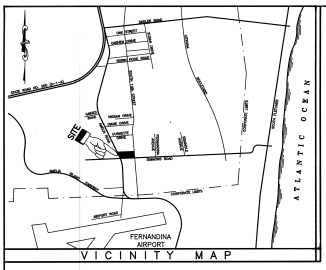
\\company\e\p\Civil 3D Projects\19066 PLANTING HAMMOCK\19066-PLAT.dwg

PLAT BOOK 5 PAGE 366

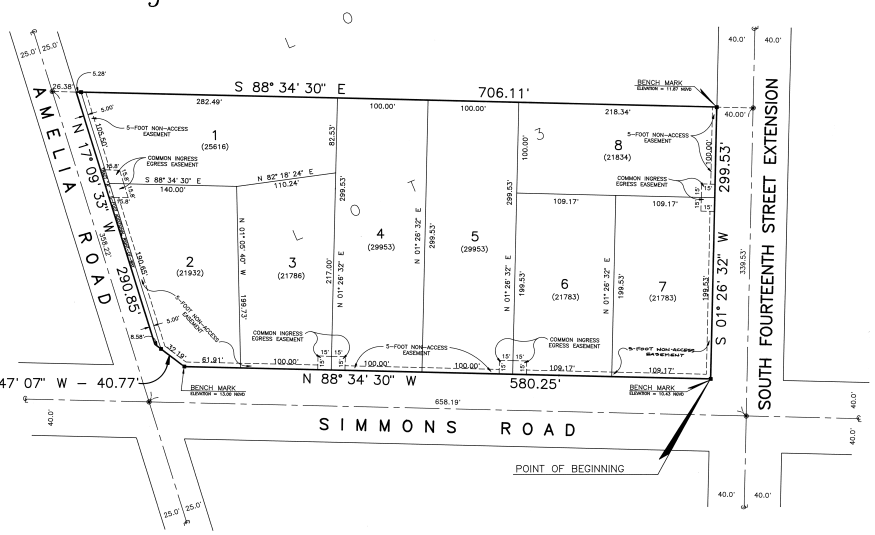
SHEET 1 OF 1

GLYNDON ESTATES

A REPLAT OF A PORTION OF LOT 3, OCEAN BREEZE FARMS
AS RECORDED IN PLAT BOOK 1, PAGE 10, PUBLIC RECORDS OF
NASSAU COUNTY, FLORIDA



VICINITY MAP



CAPTION :

A PARCEL OF LAND BEING A PORTION OF LOT 3, OCEAN BREEZE FARMS, AS RECORDED IN PLAT BOOK 1, PAGE 10, OF THE PUBLIC RECORDS OF NASSAU, COUNTY, FLORIDA; LYING IN AND BEING PART OF SECTION 3, TOWNSHIP 2 NORTH, RANGE 28 EAST, OF SAID COUNTY; SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE WEST RIGHT-OF-WAY LINE OF SOUTH FOURTEENTH STREET EXTENSION, AN 80-FOOT RIGHT-OF-WAY AS NOW ESTABLISHED, WITH THE NORTH RIGHT-OF-WAY LINE OF SIMMONS ROAD, AN 80-FOOT RIGHT-OF-WAY AS NOW ESTABLISHED; THENCE ON LAST SAID LINE NORTH 88 DEGREES 34 MINUTES 30 SECONDS WEST A DISTANCE OF 580.25 FEET; THENCE NORTH 52 DEGREES 47 MINUTES 07 SECONDS WEST A DISTANCE OF 40.77 FEET TO THE EAST RIGHT-OF-WAY LINE OF AMELIA ROAD, A 50-FOOT RIGHT-OF-WAY AS NOW ESTABLISHED; THENCE ON LAST SAID LINE NORTH 17 DEGREES 09 MINUTES 33 SECONDS WEST A DISTANCE OF 290.85 FEET TO THE NORTH LINE OF SAID LOT 3; THENCE ON LAST SAID LINE SOUTH 88 DEGREES 34 MINUTES 30 SECONDS EAST A DISTANCE OF 706.11 FEET TO THE WEST RIGHT-OF-WAY LINE OF SAID SOUTH FOURTEENTH STREET EXTENSION; THENCE ON LAST SAID LINE SOUTH 01 DEGREE 26 MINUTES 32 SECONDS WEST A DISTANCE OF 299.53 FEET TO THE POINT OF BEGINNING. BEING 4.50 ACRES, MORE OR LESS, IN AREA.

SURVEYOR'S NOTES:

1). ■ Denotes Permanent Reference Monument (P.R.M.) Set – PLS #3129

2). ● Denotes Permanent Control Point (P.C.P.) set – LB #6359

3). (43,560) denotes Lot Square Footage

4). Bearings shown hereon are based on N 88° 34' 30" W for the North Right-of-way Line of Simmons Road.

5). This parcel lies within Flood Zone "X" as shown on Flood Insurance Rate Map 1201?0 0377 C, dated May 4, 1988.

7). There may be additional restrictions that are not recorded on this plat that may be found in the Public Records of Nassau County, Florida.

8). There are no Jurisdictional Wetlands present on lands described in caption per Envirs-Plan, Inc., letter of 10/14/91, EPI #91-059

9). Bench Mark elevations refer to National Geodetic Vertical Datum of 1929.

10). Building Setback Requirements are as follows:
a. 30.0 feet from right-of-way.
b. 10.0 feet from side property lines.
c. 15.0 feet from rear property line.

11). Common Ingress / Egress Easements are for the purpose of providing common driveways from the edge of pavement to street right-of-way lines, limiting the number of driveways onto each existing street as shown.

12). Non-Access Easements are for the purpose of limiting vehicular access to the Common Ingress / Egress Easements only and may be used for fences, landscaping, pedestrian access, or any other use consistent with Zoning regulations, covenants, or restrictions, except vehicular access.

13). Minimum Elevation for Finished Floor of all Dwellings is to be 14.60

GRAPHIC SCALE

(IN FEET)
1 inch = 50 ft.

ADOPTION AND DEDICATION:

This is to certify that the undersigned, Gwendolyn H. Wood Dy, is(are) the lawful owner(s) of the lands described in the caption hereon, known as "Glyndon Estates" and have caused the same to be surveyed and subdivided as shown on this plat, that is according to said survey, is hereby adopted as the true and correct plat of said land. That the streets are irrevocably and without reservation dedicated for the use of the public as additional right-of-way for Amelia Road.

Signed and sealed this 17th day of May, A.D. 1993 in the presence of:

Witness: Carl S. Sawyer
Print Name

Owner: Gwendolyn H. Wood Dy.

State of: Florida
County of: Nassau

This is to certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgements, Gwendolyn H. Wood Dy. to me well known and known to be the person described in and who executed the foregoing Adoption and Dedication and who acknowledge before me that they executed the same freely and voluntarily for the uses and purposes therein expressed.

Witness my signature and official seal at the City of Fernandina Beach, in the County of Nassau and the State of Florida, this 17th day of May, A.D. 1993.

Notary Public, State of Florida, at large, Jeanette C. Goodbread

My commission expires Nov. 4, 1994 Jeanette C. Goodbread
Print Name

Serial No.: CC 061140

COMMISSION APPROVAL CERTIFICATE:

Examined and approved this 24th day of May, 1993 A.D., by the Board of County Commissioners of Nassau County, Florida.

COUNTY ATTORNEY

COMMISSION CHAIRMAN

COUNTY ENGINEER

CLERK'S CERTIFICATE:

I hereby certify that this plat has been examined and found to comply in form with Florida Statute 177.081 and is filed for record and recorded in Plat Book(s) 5, Page(s) 366, of the Public Records of Nassau County, Florida, this 25th day of May, 1993 A.D.

COUNTY CLERK

ZONING CERTIFICATION:

I hereby certify that this plat has been examined by me and is in compliance with the zoning rules and regulations of Nassau County, Florida, currently in effect this 19th day of May, 1993 A.D.

PLANNING/ZONING DIRECTOR

SURVEYORS CERTIFICATE:

This is to certify that the above plat is a true and correct representation of the land surveyed, platted and monumented as described, that said survey was made under my responsible direction and supervision, that the survey data complies with all the requirements of Florida Statute 177, that the survey and legal description are accurate and the Permanent Reference Monuments have been placed and the Permanent Control Points will be placed according to the laws of the State of Florida and Nassau County.

Signed this 18th day of May, A.D., 1993.

CARL S. SAWYER – FLA. CERT. #3129

PAMS corporation
CIVIL ENGINEERING – SURVEYING – LAND PLANNING
1486 SOUTH 14th STREET, SUITE 3, FERNANDINA BEACH, FLORIDA 32034 OFFICE 904-261-5365 FAX 904-277-4466

COUNTY HEALTH CERTIFICATE:

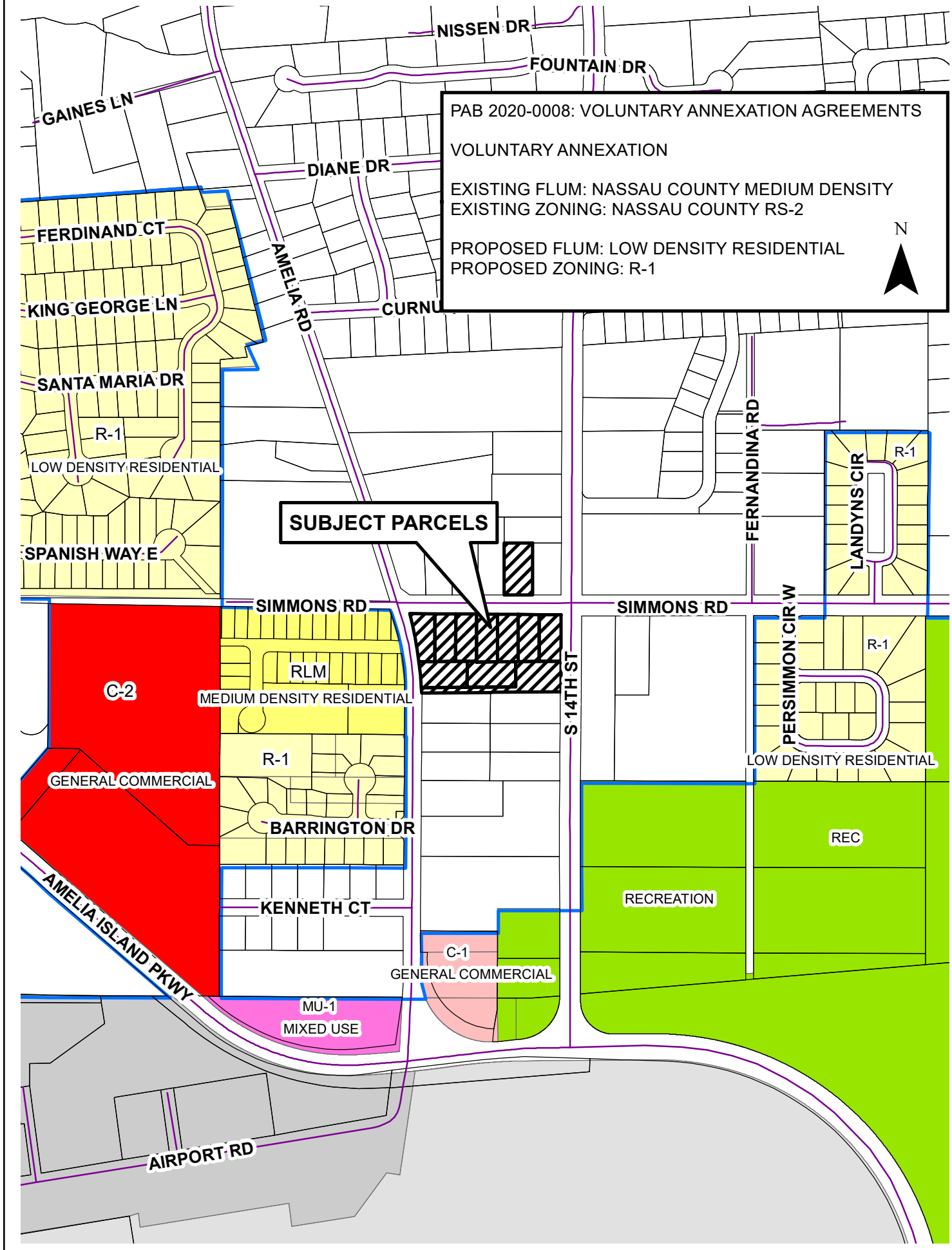
This is to certify that I have reviewed the above plat this 20th day of May, 1993 A.D., and these lots are approved to be reviewed on an individual lot basis according to F.A.C 10D-6 and F.A.C. 10D-6.

COUNTY HEALTH OFFICER

CERTIFICATE OF APPROVAL BY PUBLIC SAFETY DIRECTOR:

This is to certify that the above plat has been approved by the Public Safety Director of Nassau County, Florida, this 24 day of May, 1993 A.D.

PUBLIC SAFETY DIRECTOR


PAB 2020-0008: VOLUNTARY ANNEXATION AGREEMENTS
VOLUNTARY ANNEXATION
EXISTING FLUM: NASSAU COUNTY MEDIUM DENSITY
EXISTING ZONING: NASSAU COUNTY RS-2
PROPOSED FLUM: LOW DENSITY RESIDENTIAL
PROPOSED ZONING: R-1
N
NISSEN DR
FOUNTAIN DR
GAINES LN
DIANE DR
FERDINAND CT
KING GEORGE LN
AMELIA RD
SANTA MARIA DR
R-1
LOW DENSITY RESIDENTIAL
SPANISH WAY E
SUBJECT PARCELS
FERNANDINA RD
LANDYNS CIR
R-1
SIMMONS RD
SIMMONS RD
C-2
RLM
MEDIUM DENSITY RESIDENTIAL
S 14TH ST
PERSIMMON CIR W
R-1
LOW DENSITY RESIDENTIAL
GENERAL COMMERCIAL
R-1
BARRINGTON DR
REC
RECREATION
AMELIA ISLAND PKWY
KENNETH CT
C-1
GENERAL COMMERCIAL
MU-1
MIXED USE
AIRPORT RD

PERMIT SET
NOT FOR CONSTRUCTION

ENGINEERING PLANS

FOR

PLANTING HAMMOCK

FOR

HIGHLAND 35, LLC

PLANTING HAMMOCK
FOR
HIGHLAND 35, LLC

RELEASED FOR CONSTRUCTION _____ BY _____

GILLETTE & ASSOCIATES, INC.

CIVIL & ENVIRONMENTAL ENGINEERING
MECHANICAL & STRUCTURAL ENGINEERING
PERMITTING & CONSTRUCTION MANAGEMENT

20 SOUTH 4TH STREET AMELIA ISLAND, FLORIDA 32034
PHONE: 904/261-8819 FAX: 904/261-9905

PERMITTING AGENCIES

NASSAU COUNTY: 904-491-7328
CITY OF FERNANDINA BEACH: 904-310-3421
SJRWMD: 904-730-6270

UTILITY PROVIDERS

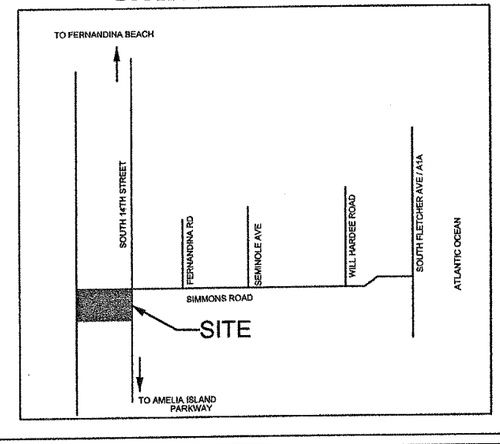
WATER/SEWER: CITY OF FERNANDINA BEACH
ELECTRIC: FLORIDA PUBLIC UTILITIES
CABLE: COMCAST
TELEPHONE: AT&T

G&A Project
No.:14-10.28

Gillette & Associates, Inc.

Issue Date:
November 4, 2014
Revised:
December 2,2014

SITE LOCATION MAP



GENERAL NOTES

SITE / GEOMETRY

1. ALL WORK SHALL BE PERFORMED IN A SAFE MANNER. ALL SAFETY RULES AND GUIDELINES OF O.S.H.A. SHALL BE FOLLOWED. THE CONTRACTOR SHALL BE WHOLLY RESPONSIBLE FOR ANY INJURIES OF HIS EMPLOYEES AND ANY DAMAGE TO PRIVATE PROPERTY OR PERSONS DURING THE COURSE OF THIS PROJECT. ALL COSTS ASSOCIATED WITH COMPLYING WITH O.S.H.A. REGULATIONS AND THE FLORIDA TRENCH SAFETY ACT MUST BE INCLUDED IN THE CONTRACTOR'S PRICE FOR PERFORMING THE WORK.

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING THE JOB SITE PRIOR TO PREPARING THE BID FOR THE PURPOSE OF FAMILIARIZING HIMSELF WITH THE NATURE AND THE EXTENT OF THE WORK AND LOCAL CONDITIONS, EITHER SURFACE OR SUBSURFACE, WHICH MAY AFFECT THE WORK TO BE PERFORMED, AND THE EQUIPMENT, LABOR AND MATERIALS REQUIRED. FAILURE TO DO SO WILL NOT RELIEVE THE CONTRACTOR OF COMPLETE PERFORMANCE UNDER THIS CONTRACT. THE CONTRACTOR IS URGED TO TAKE COLOR PHOTOGRAPHS ALONG THE ROUTE OF THIS PROJECT TO RECORD EXISTING CONDITIONS PRIOR TO CONSTRUCTION, AND TO AID IN RESOLVING POSSIBLE FUTURE COMPLAINTS THAT MAY OCCUR DUE TO CONSTRUCTION OF THE PROJECT. ALL COSTS ASSOCIATED WITH PRELIMINARY INVESTIGATION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

3. ALL IMPROVEMENTS SHOWN ARE TO BE WARRANTED BY THE CONTRACTOR TO THE DEVELOPER.

4. ELEVATIONS ARE BASED ON NATIONA GEODETIC VERTICAL DATUM OF 1929.

5. TOPOGRAPHIC AND BOUNDARY INFORMATION WAS PROVIDED BY: COASTAL LAND SURVEYORS 1261-8950

6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BUILDING, RIGHT-OF-WAY PERMITS NOT PROVIDED AND INSURANCE REQUIRED FOR THE PROJECT.

7. THE CONTRACTOR SHALL COORDINATE THE WORK WITHIN COUNTY OR STATE RIGHT-OF-WAY WITH THE PROPER AGENCIES FOR MAINTENANCE OF TRAFFIC AND METHOD OF CONSTRUCTION & REPAIR.

8. THE CONTRACTOR SHALL ADVISE THE OWNER'S AUTHORIZED REPRESENTATIVE OF PLANNED WORK SCEDULE. THE CONTRACTOR SHALL COORDINATE THEIR CONSTRUCTION WITH ALL OTHER CONTRACTORS. IN THE EVENT OF ANY CONFLICT WHATSOEVER, THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF RECORD, AND THE OWNER PRIOR TO PROCEEDING WITH CONSTRUCTION.

9. "AS-BUILT" DRAWINGS - AS-BUILTS ARE REQUIRED TO BE SIGNED AND SEALED BY A FLORIDA REGISTERED LAND SURVEYOR. THEREFORE, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTRACT WITH A LAND SURVEYOR REGISTERED IN THE STATE OF FLORIDA FOR THE PREPARATION, FIELD LOCATIONS, CERTIFICATION, AND SUBMITTAL OF AS-BUILT DRAWINGS.

10. "AS-BUILT" RECORD DATA AND INFORMATION SHALL BE MAINTAINED BY THE CONTRACTOR. RECORD DRAWINGS SHALL BE SUPPLIED TO THE ENGINEER.

11. THE CONTRACTOR IS RESPONSIBLE FOR PROTECTION OF ALL SURVEY AND PROPERTY MONUMENTS. IF A MONUMENT IS DISTURBED, THE CONTRACTOR SHALL CONTRACT WITH THE SURVEYOR OF RECORD FOR REINSTALLATION OF THE MONUMENT.

12. ALL DEBRIS RESULTING FROM ALL ACTIVITIES SHALL BE DISPOSED OF OFF-SITE BY CONTRACTOR ON A DAILY BASIS.

13. ALL EXCESS SUITABLE AND UNSUITABLE MATERIALS SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR UNLESS DIRECTED OTHERWISE BY THE ENGINEER.

14. ALL EXISTING TREES LISTED TO REMAIN SHALL BE PRESERVED AND PROTECTED.

15. THE LOCATION OF ALL EXISTING UTILITIES, STRUCTURES, AND IMPROVEMENTS ON THE DRAWINGS ARE BASED ON LIMITED INFORMATION AND MAY NOT HAVE BEEN FIELD VERIFIED. THE LOCATIONS ARE APPROXIMATE. THE CONTRACTOR SHALL NOTIFY RESPECTIVE UTILITY OWNERS AND FIELD VERIFY LOCATIONS OF EXISTING UTILITIES AND OTHER IMPROVEMENTS PRIOR TO COMMENCING ANY CONSTRUCTION. IF THE LOCATIONS SHOWN ARE CONTRARY TO ACTUAL FIELD LOCATIONS, THE CONTRACTOR SHALL NOTIFY THE OWNER AND ENGINEER OF THE DISCREPANCY. THE DISCREPANCY SHOULD BE RESOLVED PRIOR TO COMMENCING CONSTRUCTION. THE CONTRACTOR SHALL EXERCISE EXTREME CAUTION WHEN WORKING IN AREAS NEAR EXISTING UTILITY IMPROVEMENTS AND SHALL BE RESPONSIBLE FOR REPAIRS OR PAYMENTS FOR ALL DAMAGE MADE TO EXISTING UTILITIES OR OTHER IMPROVEMENTS. PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION, THE CONTRACTOR SHALL VERIFY ALL GRADES, INVERTS, AND TYPE OF MATERIAL OF EXISTING UTILITIES TO WHICH THEY SHALL CONNECT.

16. THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS TO THE ENGINEER ON ALL MATERIALS, FOR REVIEW AND APPROVAL, PRIOR TO PURCHASE OR CONSTRUCTION OF ANY UTILITY OR STRUCTURE.

17. UNSUITABLE MATERIALS UNDER WATER, SEWER, OR STORM PIPE AND/OR STRUCTURES SHALL BE REMOVED AND REPLACED WITH SELECTED BACKFILL COMPACTED TO 98% OF IT'S MAXIMUM DENSITY AS DETERMINED BY THE MODIFIED PROCTOR TEST (ASTM D1557).

18. ALL WATER & SEWER CONSTRUCTION SHALL BE ACCOMPLISHED BY AN UNDERGROUND UTILITY CONTRACTOR LICENSED UNDER THE PROVISIONS OF CHAPTER 489 FLORIDA STATUTES.

19. WHEN DEWATERING CAPACITY REQUIRES A PERMIT (CUP), IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN THE PERMIT THROUGH THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT.

20. WATER MAINS SHALL BE LAID AT LEAST 10 FEET HORIZONTALLY FROM ANY EXISTING OR PROPOSED SANITARY HAZARD. THE DISTANCE SHALL BE MEASURED EDGE TO EDGE. WHERE PARALLEL WATER AND SEWER MAINS HAVE LESS THAN 10 FOOT HORIZONTAL SEPARATION, 20 FOOT LENGTHS OF C900 (DR18) WATER QUALITY PIPE SHALL BE USED WITH THE JOINTS STAGGERED AT 10 FOOT INTERVALS. THE PIPES SHALL BE PLACED IN SEPARATE TRENCHES WITH THE WATER MAIN AT LEAST 18 INCHES ABOVE THE SEWER.

21. WATER MAINS CROSSING SANITARY HAZARDS SHALL BE LAID TO PROVIDE A MINIMUM VERTICAL DISTANCE OF 18 INCHES BETWEEN THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF THE SEWER MAIN. WHERE WATER AND SEWER MAINS CROSS WITH BETWEEN 18 INCHES AND 6 INCHES OF VERTICAL CLEARANCE, A 20 FOOT SECTION OF C900 (DR18) WATER QUALITY PIPE SHALL BE CENTERED ON THE POINT OF THE CROSSING. THE CONTRACTOR SHALL FIELD VERIFY THE VERTICAL SEPARATION. THE MINIMUM SEPARATION BETWEEN WATER AND SEWER PIPES IS TO BE 6 INCHES OUTSIDE DIAMETER TO OUTSIDE DIAMETER.

22. NO WATER MAIN PIPE SHALL PASS THROUGH OR COME IN CONTACT WITH ANY PART OF A SEWER MANHOLE.

23. BLANK

24. TRACER WIRE SHALL BE PROVIDED ON ALL WATER MAINS AND FORCE MAINS. TRACER WIRE SHALL BE A MINIMUM OF 14 GUAGE SOLID COPPER WIRE, COATED, AND SUITABLE FOR BURIAL. WIRE SHALL BE ATTACHED DIRECTLY TO TOP OF PIPE AND BROUGHT INTO EACH VALVE BOX AND COILED TO ALLOW FOR EASY ACCESS AND EXTENSION ABOVE FINISHED GRADE FOR ATTACHMENT OF LOCATING EQUIPMENT.

25. ALL PIPE LENGTHS ARE APPROXIMATE DIMENSIONS, ALL DRAINAGE STRUCTURES SHALL BE CONSTRUCTED TO CONFORM WITH TYPICAL SECTIONS AND DETAILS AS SHOWN ON THE MISCELLANEOUS DETAILS SHEET AND IN ACCORDANCE WITH THE SPECIFICATIONS.

26. ALL UNDERGROUND UTILITIES MUST BE INSTALLED PRIOR TO PREPARATION OF SUBGRADE FOR PAVEMENT.

27. GRADES SHOWN ON PLANS ARE EDGE OF PAVEMENT FINISHED GRADES UNLESS OTHERWISE NOTED.

28. SHOULD THE SURFACE OR SUBSURFACE CONDITIONS VARY FROM WHAT IS SHOWN ON THE PLANS, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER.

29. ALL AREAS DISTURBED DURING CONSTRUCTION SHALL BE SEEDED AND MULCHED UNLESS OTHERWISE SPECIFICALLY STATED.

30. THE CONTRACTOR IS RESPONSIBLE FOR THE CONTROL OF SEDIMENT-LADEN RUNOFF RESULTING FROM STORM EVENTS DURING THE CONSTRUCTION PHASE. EROSION CONTROL FACILITIES SHOULD BE INSTALLED EARLY DURING THE CONSTRUCTION PERIOD SO AS TO PREVENT THE TRANSPORT OF SEDIMENT INTO SURFACE WATERS. REVEGETATION AND STABILIZATION OF DISTURBED AREAS SHOULD BE ACCOMPLISHED IMMEDIATELY TO REDUCE THE POTENTIAL FOR FURTHER SOIL EROSION.

31. ANY DISCREPANCIES ON THE DRAWINGS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER AND NASSAU COUNTY BEFORE COMMENCING WORK.

32. MINIMUM COVER OVER PIPES SHALL BE 36" UNLESS OTHERWISE INDICATED.

33. ALL UNDERGROUND UTILITY COMPANIES SHALL BE CONTACTED AT LEAST 48 HOURS PRIOR TO COMMENCING CONSTRUCTION.

34. IN ADDITION TO THE SPECIFICATIONS AND DETAILS PROVIDED FOR THIS CONTRACT, THE NASSAU COUNTY STANDARD DETAILS AND SPECIFICATIONS (LATEST REVISION) SHALL ALSO BE USED FOR ANY ITEMS NOT COVERED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN A SET OF STANDARD DETAILS AND SPECIFICATIONS FROM NASSAU COUNTY.

35. BACKFILL MATERIAL SHALL BE COMPACTED TO 100% (±2%) PER NASSAU COUNTY REQUIREMENTS UNDER EXISTING AND PROPOSED ROADWAYS.

36. NO FIELD CHANGES OR DEVIATIONS FROM DESIGN TO BE MADE WITHOUT PRIOR APPROVAL OF THE ENGINEER.

37. STATIONING REFERS TO THE CENTERLINE OF THE ROADWAY EXCEPT AS NOTED ON PLANS. WHERE PAVEMENT SPLITS, THE STATIONING FOLLOWS THE INSIDE EDGE OF PAVEMENT UNTIL ROADWAY TRANSITIONS BACK TO THE TYPICAL ROADWAY SECTION

38. ALL CONSTRUCTION, MATERIAL, AND WORKMANSHIP ARE TO BE IN ACCORDANCE WITH NASSAU COUNTY AAND JEA STANDARDS.

WATER NOTES

1. WATER MAINS SHALL HAVE A MINIMUM OF 36" COVER UNDER PAVEMENT OR 30" COVER FROM FINISHED GRADE UNLESS OTHERWISE SHOWN. ALL WATER MAINS SHALL BE FLUSHED IN ACCORDANCE WITH, AND UNDER THE DIRECTION OF THE UTILITY COMPANY.

2. THRUST RESTRAINTS ARE REQUIRED IN ACCORDANCE WITH UTHE UTILITY COMPANY STANDARDS WHERE WATER MAINS ARE TERMINATED AND AT ALL BENDS AND TEES.

3. TIE RODS SHALL BE INSTALLED ON ALL VALVES LOCATED AT FITTINGS. ALL 10" AND LARGER VALVES AND LARGER SHALL REQUIRE (4) TIE RODS. MEGA LUG JOINT RESTRAINTS MAY BE USED IN LIEU OF THRUST BLOCKS OR TIE RODS.

4. UNLESS OTHERWISE NOTED, WATER MAINS ARE TO BE PVC DR18, DR-25, C-900 (BLUE), CLASS 150.

5. ALL WATER MAINS SHALL BE BACTERIOLOGICAL AND PRESSURE TESTED IN ACCORDANCE WITH AWWA C-600. NO CONNECTION TO EXISTING POTABLE WATER SYSTEM SHALL BE ALLOWED UNTIL ALL PROPOSED WATER MAINS HAVE BEEN PRESSURE TESTED, DISINFECTED, AND CLEARED FOR SERVICE. THE UTILITY COMPANY'S AUTHORIZED REPRESENTATIVE MUST BE NOTIFIED 48 HOURS PRIOR TO PERFORMING THE PRESSURE TEST AND MUST BE PRESENT.

6. THE CONTRACTOR SHALL AVOID SERVICE INTERRUPTIONS AND MAINTAIN ANY EXISTING WATER SERVICE TO MEET THE SYSTEM DEMANDS AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFICATION OF AFFECTED CUSTOMERS OF THE UTILITY A MINIMUM OF 48 HOURS IN ADVANCE OF ANY INTERRUPTION OF SERVICE. BOIL WATER NOTICES SHALL BE DELIVERED IN ACCORDANCE WITH THE UTILITY COMPANY BOIL WATER NOTICE REQUIREMENTS.

7. ALL MAIN FLUSHING POINTS SHALL BE SAME SIZE AS MAIN UP TO 8 INCH WATER MAINS. FLUSHING POINTS FOR MAINS LARGER THAN 8 INCH SHALL BE REDUCED TO 8 INCH.

8. ALL WATER MAINS SHALL BE DISINFECTED USING LIQUID CHLORINE OR HYPOCHLORITES IN ACCORDANCE TO AWWA C651-86. WATER IN MAIN SHALL MAINTAIN A CHLORINE RESIDUAL OF 50 MG/L FOR A MINIMUM OF 24 HOURS. WATER MAIN SHALL NOT BE PLACED IN SERVICE UNTIL CLEARANCE HAS BEEN PROVIDED BY THE APPROPRIATE REGULATING AGENCY AND UNITED WATER FLORIDA.

9. IF SOLVENT CONTAMINATION IS FOUND IN THE PIPE TRENCH, WORK SHALL BE STOPPED AND THE PROPER AUTHORITIES NOTIFIED. BASED ON APPROVAL OF THE PERMITTING AGENCY, DUCTILE IRON PIPE, FITTINGS, AND SOLVENT RESISTANT GASKET MATERIAL SUCH AS FLUOROCARBON SHALL BE USED IN THE CONTAMINATED AREA. THE DUCTILE IRON PIPE SHALL EXTEND AT LEAST 100 FEET BEYOND ANY SOLVENT NOTED, ANY CONTAMINATED SOIL THAT IS EXCAVATED SHALL BE PLACED ON AN IMPERMEABLE MAT AND COVERED WITH A WATER PROOF COVERING. THE PROPER AUTHORITIES WILL BE NOTIFIED AND THE CONTAMINATED SOIL HELD FOR PROPER DISPOSAL.

10. 2" FLUSHING HYDRANTS SHALL BE INSTALLED AT ALL DEAD END LINES AND MAIN LINE STUB-OUT'S.

11. A SEPARATE WATER SERVICE SHALL BE REQUIRED FOR EACH UNIT SERVED AND SHALL BE INSTALLED 3 FEET EITHER SIDE OF PROPERTY LINE. ALL WATER SERVICES SHALL BE MARKED WITH A "W" ETCHED ON THE CURB. ALL VALVES SHALL BE MARKED WITH A "V" ETCHED ON THE CURB.

12. ALL BACKFLOW PREVENTION ASSEMBLIES SHALL BE INSTALLED IN ACCORDANCE WITH THE UTILITY COMPANY'S STANDARDS.

13. ALL BACKFLOW PREVENTION ASSEMBLIES SHALL BE INSTALLED AT THE CONSUMER'S METER OR AT THE PROPERTY LINE WHEN A METER IS NOT USED.

14. BACKFLOW PREVENTION ASSEMBLIES SHALL BE TESTED BY A STATE OF FLORIDA LICENSED BACKFLOW TECHNICIAN. TEST RESULTS SHALL BE SUBMITTED TO AND APPROVED BY THE UTILITY COMPANY PRIOR TO ACCEPTANCE OF INSTALLATION.

15. MAXIMUM DEPTH ON WATER SERVICES TO METER TO BE 36".

INDEX

SHEET #	DESCRIPTION
	ALL PERMITTING AGENCIES
1	COVER SHEET
2	INDEX SHEET
3	PREDEVELOPMENT DRAINAGE PLAN
4	SITE PLAN
5	POST DEVELOPMENT DRAINAGE PLAN
6	TREE REMOVAL PLAN
7	MISCELLANEOUS DETAIL

LEGEND

- EXISTING VALVE
- WM — EXISTING WATER LINE
- SAN — EXISTING SANITARY SEWER
- EXISTING FIRE HYDRANT
- SAN — PROPOSED SANITARY SEWER
- WM — PROPOSED WATER LINE
- PROPOSED FIRE HYDRANT
- EXISTING EDGE OF PAVEMENT
- EXISTING PROPERTY LINE
- 15.3 — PROPOSED SPOT ELEVATION
- S-5 — DRAINAGE STRUCTURE
- P-1 — PIPE
- 15.0 — PROPOSED CONTOUR
- PROPOSED EDGE OF PAVEMENT
- PROPOSED PROPERTY LINE
- PROPOSED R.O.W. LINE
- 16 — EXISTING CONTOUR

No	By	Date	Revision
J			
I			
H			
G			
F			
E			
D			
C			
B			
A	NG	12-2-14	Revised to adress SJRWMD comments

Scale:
Project Mgr: NG
Designed by: NG
Drawn by: AD
QA/QC: AG

Gillette & Associates, Inc.
20 South 4th Street
Fernandina Beach, FL 32034
Certificate of Authorization No. 9332

DO NOT SCALE THIS DRAWING – DIMENSIONS AND NOTES TAKE PREFERENCE. DRAWING IS REDUCED IF LESS THAN 22" x 34"

G & A
GILLETTE & ASSOCIATES, INC
20 SOUTH 4TH STREET
FERNANDINA BEACH, FL 32034
PHONE: (904) 261-8819
FAX: (904) 261-9905

PLANTING HAMMOCK

HIGHLAND 35, LLC

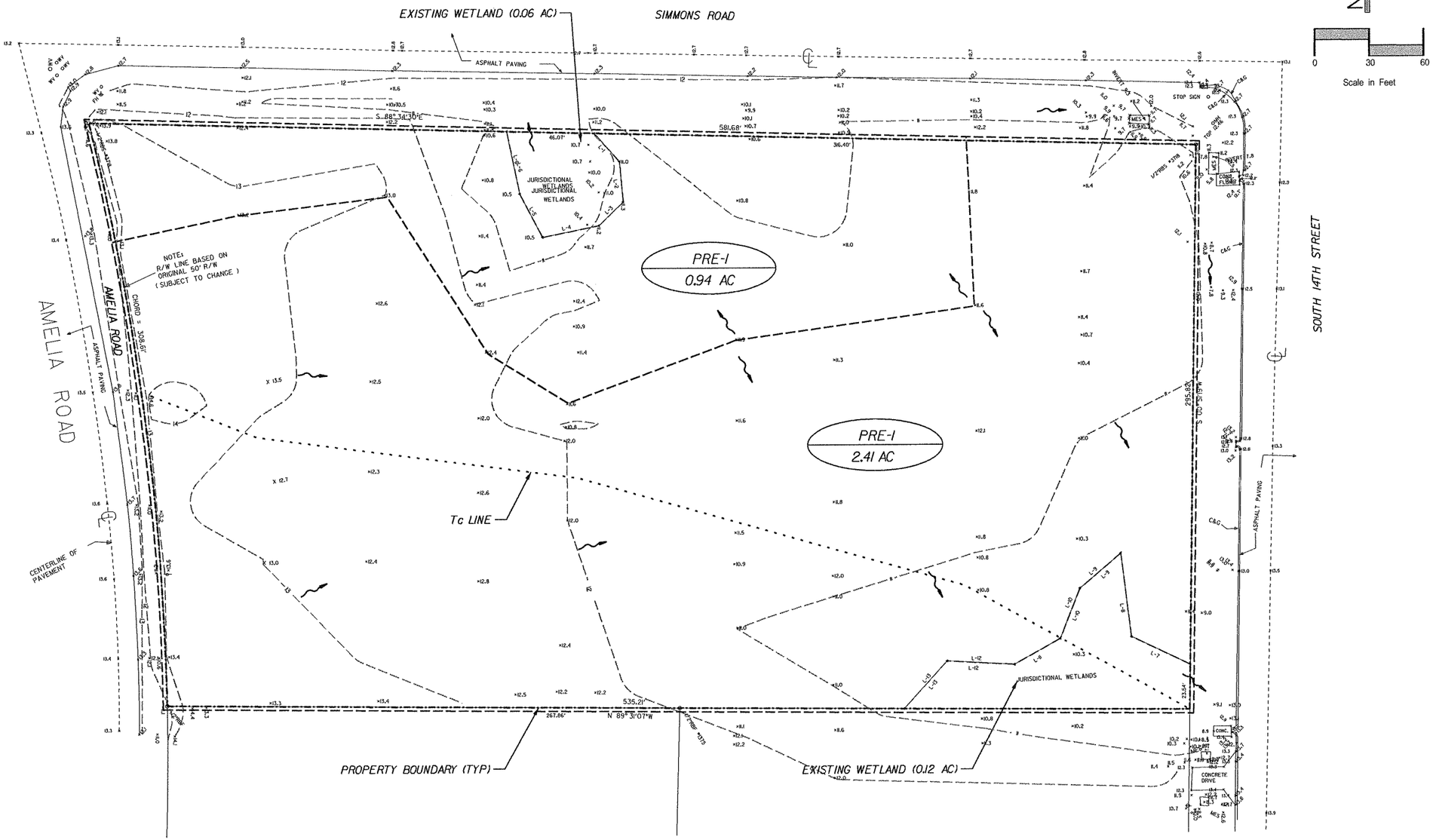
INDEX SHEET

Registered Professional

SHEET NO. IN-1
2 of 7
Issue Date: OCTOBER 2014
Project No.: 14-10.22

$$Settings$$ $$FileNames$$

SITE BASIN AREA = 3.39 AC



TIME OF CONCENTRATION = 14 MIN

LENGTH OF OVERLAND FLOW @ 0.68 FT/SEC = 574 FT
LENGTH OF PIPE FLOW @ 2.5 FT/SEC = 0 FT
TOC = (574)/(0.68 x 60) = 14 MINUTES

No	By	Date	Revision
J			
I			
H			
G			
F			
E			
D			
C			
B			
A	NG	12-2-14	Revised to adress SJRWMD comments

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PLANTING HAMMOCK

HIGHLAND 35, LLC

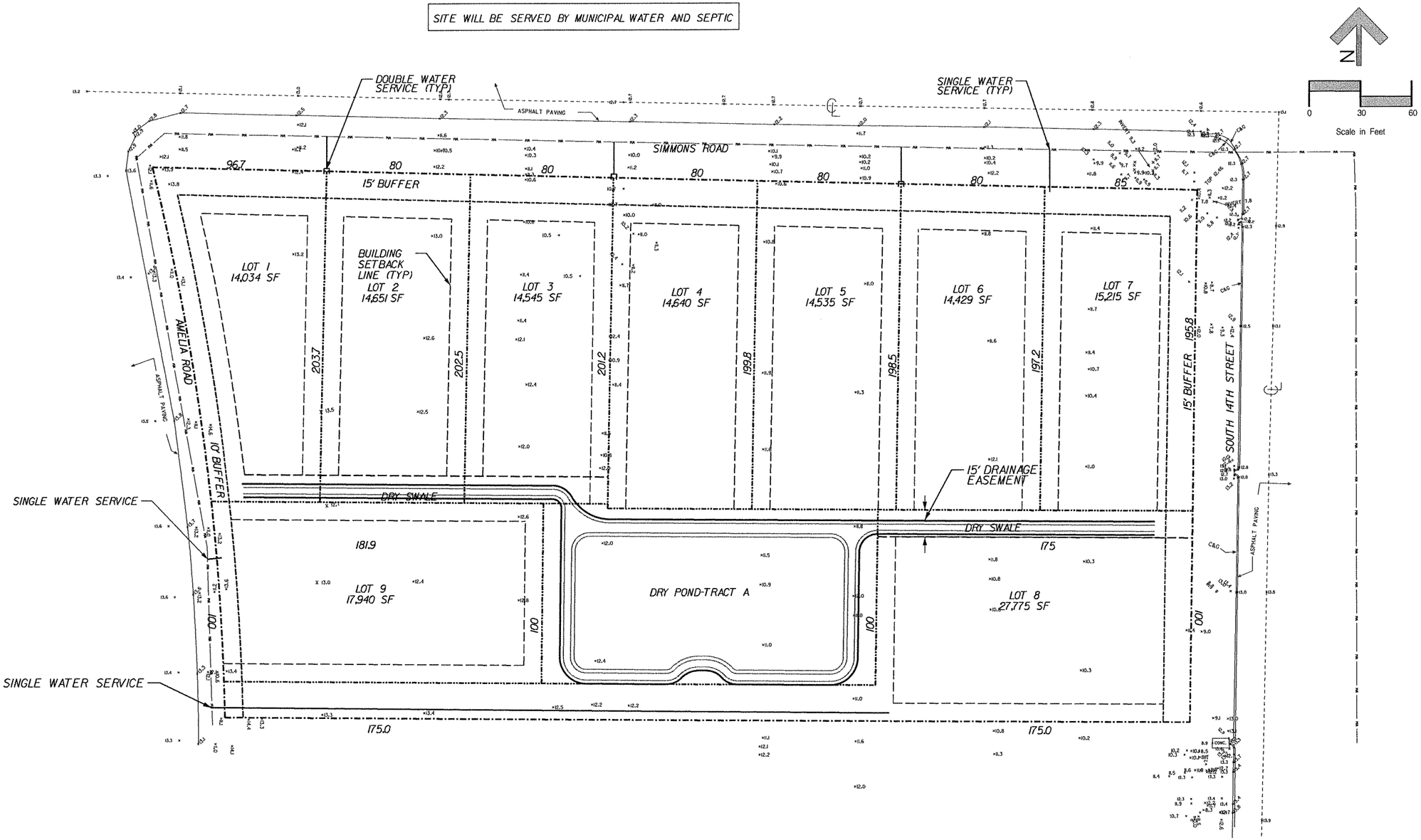
PREDEVELOPMENT DRAINAGE PLAN

Registered Professional

SHEET NO.
PRE-1
3 of 7
Issue Date
OCTOBER 2014
Project No.
14-10.22

$$Time$$ $$FileName$$

SITE WILL BE SERVED BY MUNICIPAL WATER AND SEPTIC



No	By	Date	Revision
A	NG	12-2-14	Revised to adress SJRWMD comments
B			
C			
D			
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Scale:

Project Mgr: NG

Designed by: NG

Drawn by: AD

QA/QC: AG

Gillette & Associates, Inc.
20 South 4th Street
Fernandina Beach, FL 32034

Certificate of Authorization No. 9332

DO NOT SCALE THIS DRAWING - DIMENSIONS AND NOTES TAKE PREFERENCE. DRAWING IS REDUCED IF LESS THAN 22" x 34"

G & A
GILLETTE & ASSOCIATES, INC
20 SOUTH 4TH STREET
FERNANDINA BEACH, FL 32034
PHONE: (904) 261-8818
FAX: (904) 261-9905

PLANTING HAMMOCK

HIGHLAND 35, LLC

SITE PLAN

Registered Professional

SHEET NO.
SP-1
4 of 7

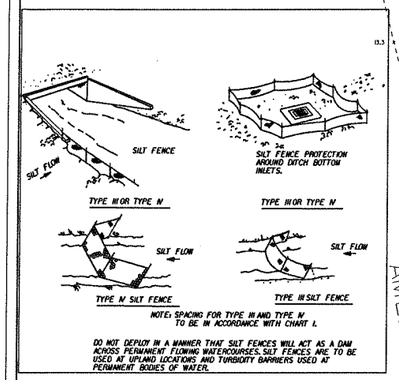
Issue Date
OCTOBER 2014

Project No.
14-10.22

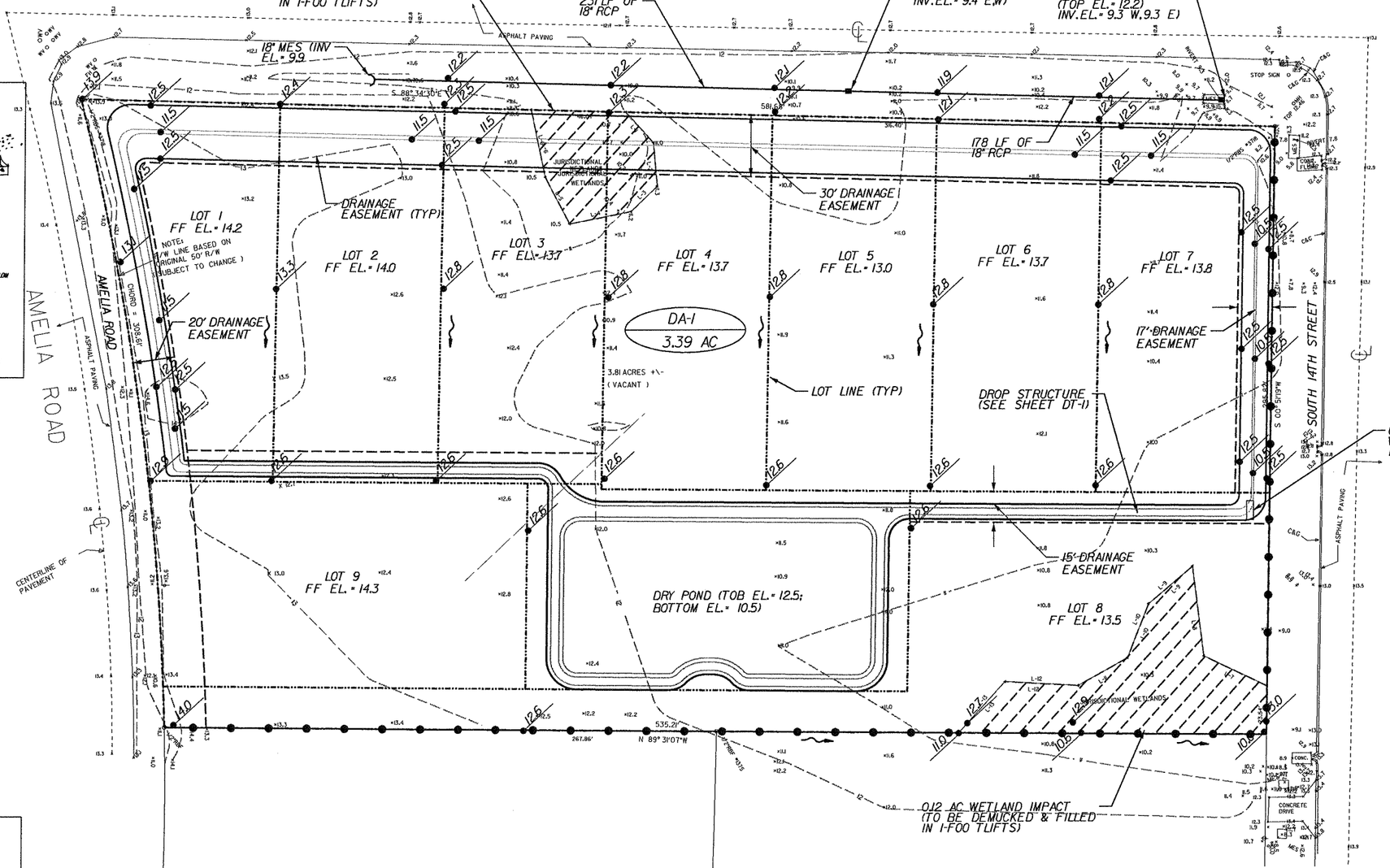
$$FileName$$
$$Time$$
$$Date$$

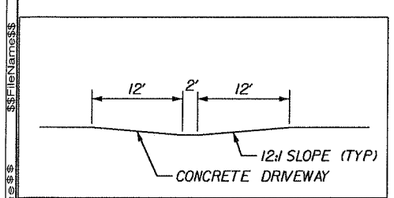
NOTE ALL DRIVEWAYS TO BE LOWERED THROUGH FRONT LOT SWALE AREA

SILT FENCE



SILT FENCE APPLICATIONS





TYPICAL DRIVEWAY CROSS SECTION

No	By	Date	Revision
A	NG	12-2-14	Revised to adress SJRWMD comments

Scale:
Project Mgr: NG
Designed by: NG
Drawn by: AD
QA/QC: AG

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20 South 4th Street
Fernandina Beach, FL 32034

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20 SOUTH 4TH STREET
FERNANDINA BEACH, FL 32034
PHONE: (904) 261-8819
FAX: (904) 261-9905

PLANTING HAMMOCK

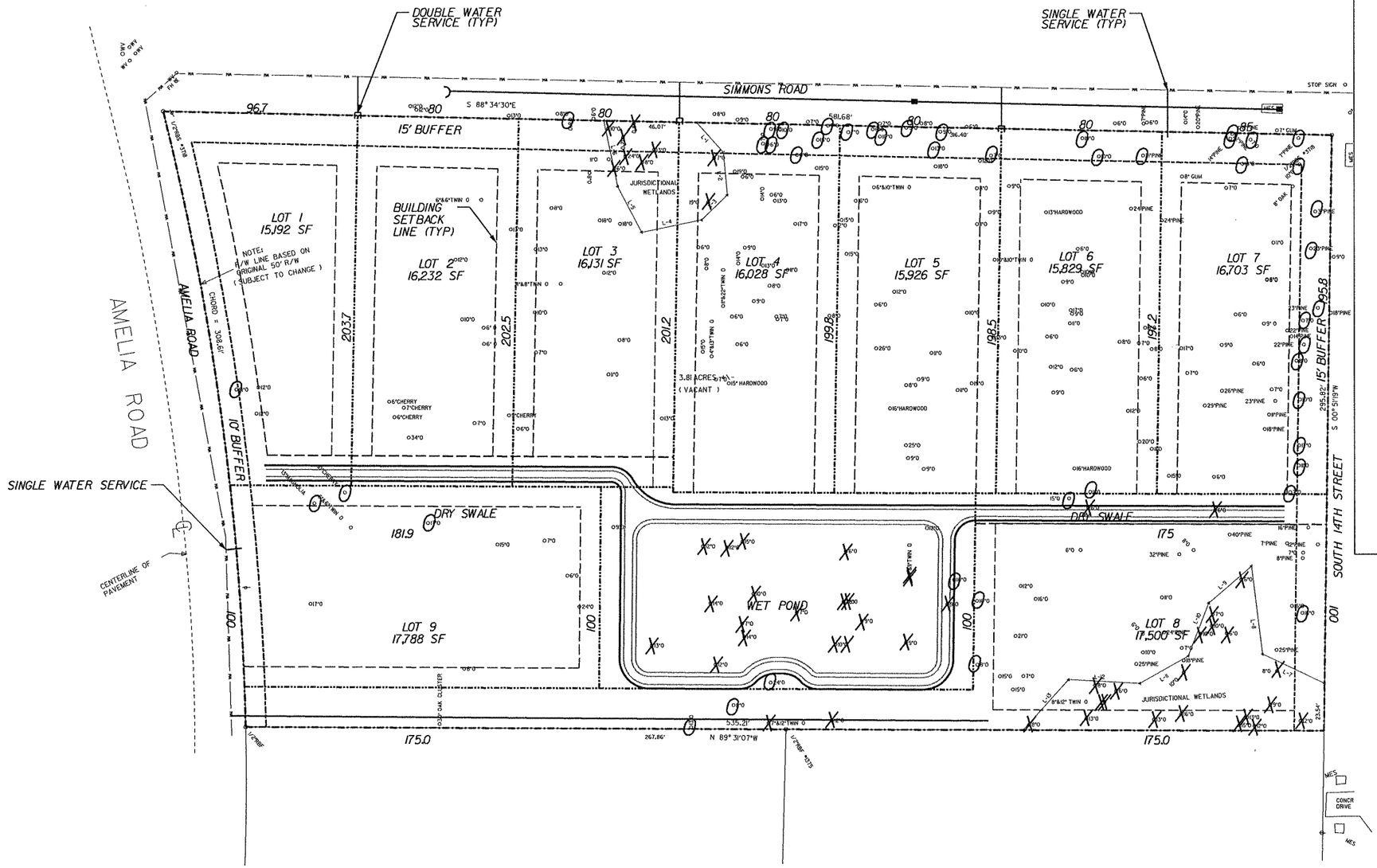
HIGHLAND 35, LLC

POST DEVELOPMENT DRAINAGE PLAN

Registered Professional

SHEET NO.
DR-1
5 of 7
Issue Date
OCTOBER 2014
Project No.
14-10.22

$$FileName$$ $$Time$$ $$Date$$



TREE DIAMETER	* TREES RETAINED	* INCHES RETAINED	* TREES REMOVED	* INCHES REMOVED
6	5	30	8	48
7	8	56	6	42
8	5	40	5	40
9	3	27	4	36
10	10	100	7	70
11	2	22	3	33
12	-	-	9	108
13	2	26	5	65
14	2	28	2	28
15	2	30	2	30
16	-	-	1	16
17	2	34	-	-
19	1	19	1	19
21	1	21	-	-
22	1	22	-	-
23	1	23	-	-
24	1	24	-	-
31	1	31	-	-

TOP 20% OF DBH FOR SITE IS 22" OR GREATER

PREDEVELOPMENT DBH: 1,049 INCHES

DBH SAVED WITHH BONUS: 558 INCHES

NO MITIGATION REQUIRED

No.	By	Date	Revision
J			
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A	NG	12-2-14	Revised to adress SJRWMD comments

Scale:
Project Mgr: NG
Designed by: NG
Drawn by: AD
QA/QC: AG

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Fernandina Beach, FL 32034
Certificate of Authorization No. 9332

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FERNANDINA BEACH, FL 32034
PHONE: (904) 261-8819
FAX: (904) 261-9905

PLANTING HAMMOCK

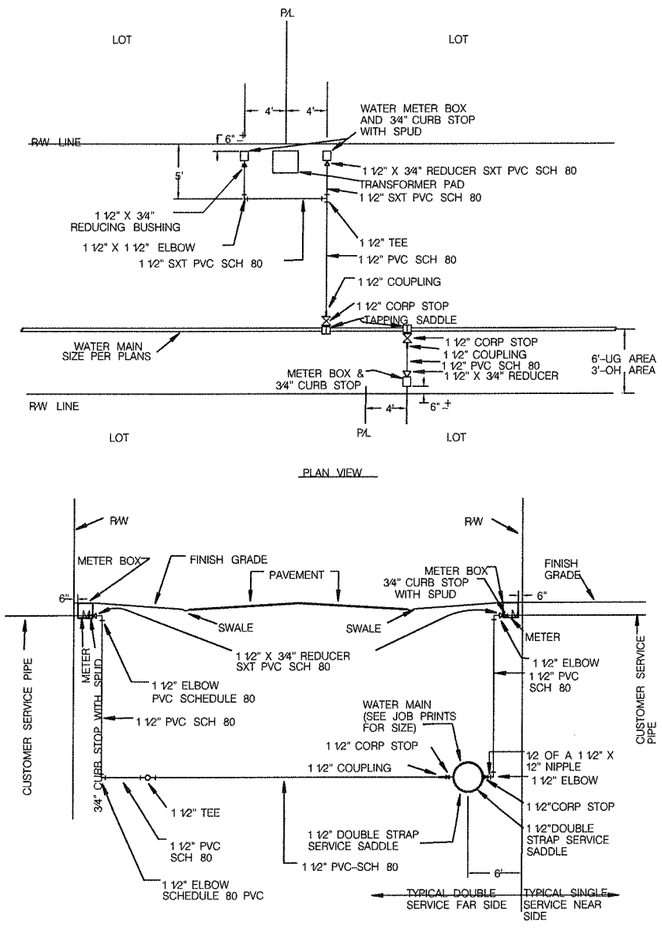
HIGHLAND 35, LLC

TREE REMOVAL/ RETENTION PLAN

Registered Professional

SHEET NO.
TREE-1
6 of 7
Issue Date
OCTOBER 2014
Project No.
14-10.22

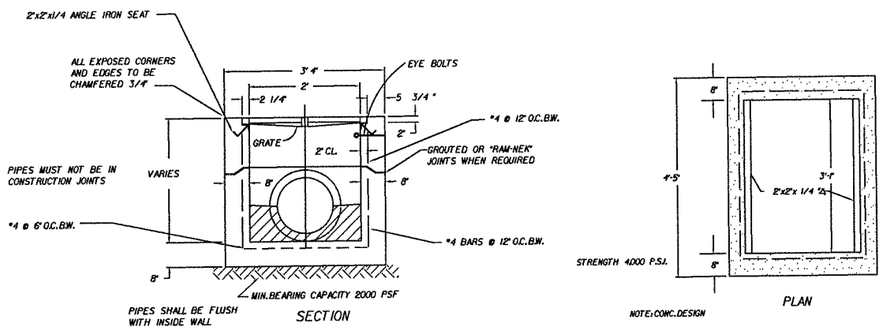
$$FileName$$ $$Time$$ $$Style$$



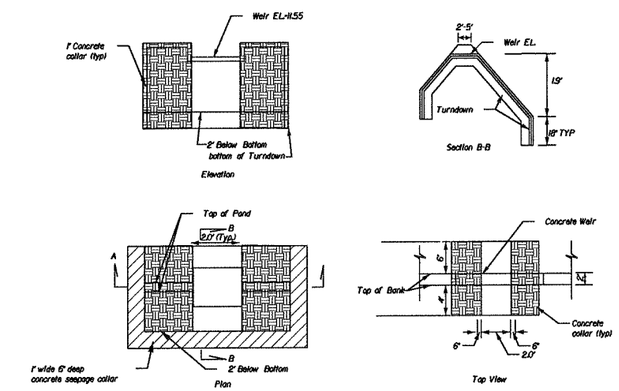
STATE ROAD- 1 1/2" CARRIER PIPE-4" BLACK IRON CASING FOR JACK AND BORE INSTALLATION.

COUNTY AND CITY- 1 1/2" CARRIER PIPE- 3" PVC CASING FOR JACK AND BORE INSTALLATION.

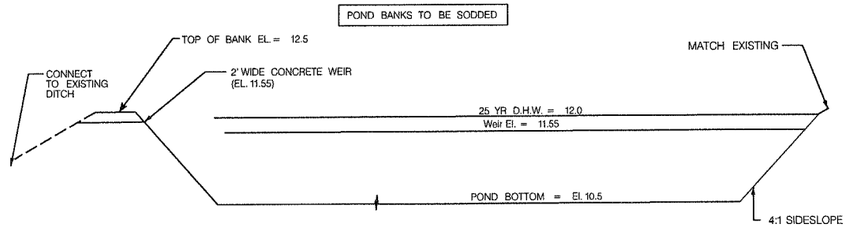
TYPICAL WATER SERVICE LOCATIONS



STORM SEWER TYPE "C" INLET



WEIR DETAIL



POND 1 CROSS SECTION AND DETAIL

No	By	Date	Revision
J			
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C			
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A	NG	12-2-14	Revised to adress SJRWMD comments

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Project Mgr: NG
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20 South 4th Street
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PHONE: (904) 261-8819
FAX: (904) 261-9905

PLANTING HAMMOCK

HIGHLAND 35, LLC

MISCELLANEOUS DETAILS

Registered Professional

SHEET NO.
DT-1
7 of 7
Issue Date
OCTOBER 2014
Project No.
14-10.22

$$FileName$$
$$time$$

Print

Planning Advisory Board (PAB) - Submission #5893

Date Submitted: 9/2/2020

Planning Advisory Board (PAB) Application

USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).

Fees

Once application is submitted it will be reviewed for completeness. Once verified complete, an invoice will be emailed to the applicant.

- [x] Zoning Map Amendment (â‰¤ 10 acres $1,000 / > 10acres $2,000)
- [x] Land Use Map Amendment (â‰¤ 10 acres $1,000 / > 10acres $2,000)
- [ ] LDC Text Amendment ($1,000)
- [ ] Comp Plan Amendment ($1,700)
- [ ] Subdivision Plat â€“ Preliminary (â‰¤ 20 units $1,000 / > 20 units $1,600)
- [ ] Subdivision Plat â€“ Final ($850)
- [ ] Vacation of R.O.W. ($1,700)
- [x] Voluntary Annexation ($1,500)
- [ ] Revision to each PAB Application - To offset additional display ad fee ($400)

PAB 2020 - MEETING AND SUBMISSION DEADLINE CALENDAR

PAB 2020

IMPORTANT NOTES

Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, youâ€™ll need to meet with a City Planner prior to submitting your application. Completed applications are due 30 days prior to the Planning Advisory Board meeting date.

Please see the Land Development Code (LDC) for detailed information:

- [ ] LDC Text Amendment â€“ see LDC Section 11.01.08.
- [ ] Preliminary Subdivision Plat â€“ see LDC Section 11.01.05.
- [ ] Final Subdivision Plat â€“ LDC Section 11.01.05.
- [ ] Zoning Map Changes â€“ See LDC Section 11.01.07.

The LDC is available for review at

www.fbfl.us/LDC

Application Requirements

- [ ] A complete application filed at least thirty (30) days before the date of the Planning Advisory Boardâ€™s public hearing;
- [ ] Proof of Ownership (copy of deed or tax statement);
- [ ] A current survey of the property (no older than two years);
- [ ] If applying as an agent, Ownerâ€™s Authorization for Agent Representation form needs to be signed/ notarized and included in application;
- [ ] A detailed letter of intent stating the following:
- [ ] o The consistency of the proposed amendment(s) or action(s) with the Cityâ€™s Comprehensive Plan.
- [ ] o A justification for the proposed amendment(s) or action(s).

PROPERTY INFORMATION

Property information can be found at the Nassau County Property Appraiserâ€™s Website â†’ Map Search

Site Address*

Simmons Road - Plantation Hammock

City*

Fernandina Beach

State*

FL

Zip*

32034

Parcel ID #(s)*

00-00-30-044C-0001-0000; 00-00-30-044C-0002-0000; 00-00-30-044C-0003-0000; 00-00-30-044C-0004-0000; 00-00-30-044C-0005-0000; 00-00-30-044C-0006-0000; 00-00-30-044C-0007-0000; 00-00-30-044C-0008-0000; 00-00-30-044C-0009-0000; 00-00-30-0262-0006-0000; 00-00-30-044C-000A-0000

Lot*

various

Block*

various

Subdivision*

Plantation Hammock

Zoning District*

R-1

Future Land Use Designation*

Low Density Residential

REVIEW TYPE*

- [x] Zoning Map Amendment â‰¤ 10 acres
- [ ] Zoning Map Amendment > 10 acres
- [ ] LDC Text Amendment
- [ ] Comp Plan Amendment
- [ ] Subdivision Plat â€“ Preliminary â‰¤ 20 units
- [ ] Subdivision Plat â€“ Preliminary > 20 units
- [ ] Subdivision Plat â€“ Final
- [ ] Vacation of R.O.W.
- [x] Voluntary Annexation
- [ ] Revision to PAB Application

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

various

Last Name*

various

Company (if applicable)

n/a

Mailing Address*

n/a

City*

Fernandina Beach

State*

FL

Zip*

32034

Telephone Number*

904-310-3480

Email Address*

dmartin@fbfl.city

OWNER'S AGENT

If other than owner. If an agent will be representing the owner, an Ownerâ€™s Authorization For Agent Representation form must be included

First Name

Dale

Last Name

Martin

Mailing Address

204 Ash Street

City

Fernandina Beach

State

FL

Zip

32034

Telephone Number

904-310-3480

E-mail Address

dmartin@fbfl.city

PROJECT INFORMATION

Previous Planning/Zoning Approvals

n/a

Summary of Request (more detailed information to be provided in required letter of intent)*

Voluntary Annexation, Future Land Use Map Amendment, Zoning Change for the following properties: 00-00-30-044C-0001-0000; 00-00-30-044C-0002-0000; 00-00-30-044C-0003-0000; 00-00-30-044C-0004-0000; 00-00-30-044C-0005-0000; 00-00-30-044C-0006-0000; 00-00-30-044C-0007-0000; 00-00-30-044C-0008-0000; 00-00-30-044C-0009-0000; 00-00-30-0262-0006-0000; 00-00-30-044C-000A-0000

Certification*

☑ By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.

☑ I acknowledge that I understand and have complied with all of the submittal requirements and procedures.

Applicant First Name*

Dale

Applicant Last Name*

Martin

Today's Date*

9/2/2020

Upload Supporting Documentation*

Annexation_2020.xlsx

Upload 2

Choose File | No file selecte

Upload 3

Choose File | No file selecte

Upload 4

Choose File | No file selecte

DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2020-34
Future Land Use Map Change to Low Density Residential (LDR) for 4.32 acres of land.

ITEM TYPE: Ordinance (w/o fiscal impact)

REQUESTED ACTION: Approve Ordinance 2020-34 at first reading.

SYNOPSIS: The City of Fernandina Beach requests annexation of eleven parcels of land located between Amelia Road and South 14th Street and along Simmons Road. These parcels became contiguous to the municipal limits in 2016 when the Aspire Phase II, Lakeside Reserve subdivision property was annexed into the City. Resolution 2014-154 approved extension of water services outside of the corporate limits of the City. This extension provided water to the nine lot Plantation Hammock subdivision on the south side of Simmons Road. Resolution 2018-182 approved extension of water services to the property located at 847 Simmons Road, lot 6 of the Glyndon Estates subdivision.
Assignment of the Low Density Residential (LDR) Future Land Use Map (FLUM) category and Low Density Residential (R-1) zoning district is requested for the subject properties. This designation is the is the most closely aligned with the Current Nassau County FLUM category and zoning district.

CITY ATTORNEY COMMENTS: No additional comments.

Dale L. Martin, City Manager 10/5/2020
Tammi E. Bach, City Attorney 10/6/2020

Kelly N. Gibson, AICP

Date: September 22, 2020

Submitted By: Kelly Gibson, AICP, Planning Director

ORDINANCE 2020-34

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A FUTURE LAND USE MAP CATEGORY OF LOW DENSITY RESIDENTIAL (LDR) FOR 4.32 ACRES OF LAND LOCATED AT 847 SIMMONS ROAD AND PROPERTIES IN THE PLANTATION HAMMOCK SUBDIVISION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning Advisory Board (PAB) acting as the designated Local Planning Agency, has reviewed and held a public hearing on September 9, 2020, and issued a recommendation of approval; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on August 26, 2020.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PROPERTIES INVOLVED. The City Commission intends to approve the future land use map changes. The properties identified for this change of the Future Land Use Map to City of Fernandina Beach Low Density Residential (LDR) for properties located and identified by map exhibit attached hereto as Exhibit "A".

SECTION 2. FUTURE LAND USE MAP CHANGE. For the property in question, the City's Future Land Use Map is hereby changed as follows and attached hereto as Exhibit "A":

- From Nassau County Residential Single Family 2 to City of Fernandina Beach Low Density Residential (LDR).

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.

ADOPTED this 17th day of November, 2020.

CITY OF FERNANDINA BEACH

_____
JOHN A. MILLER
Mayor - Commissioner

ATTEST:

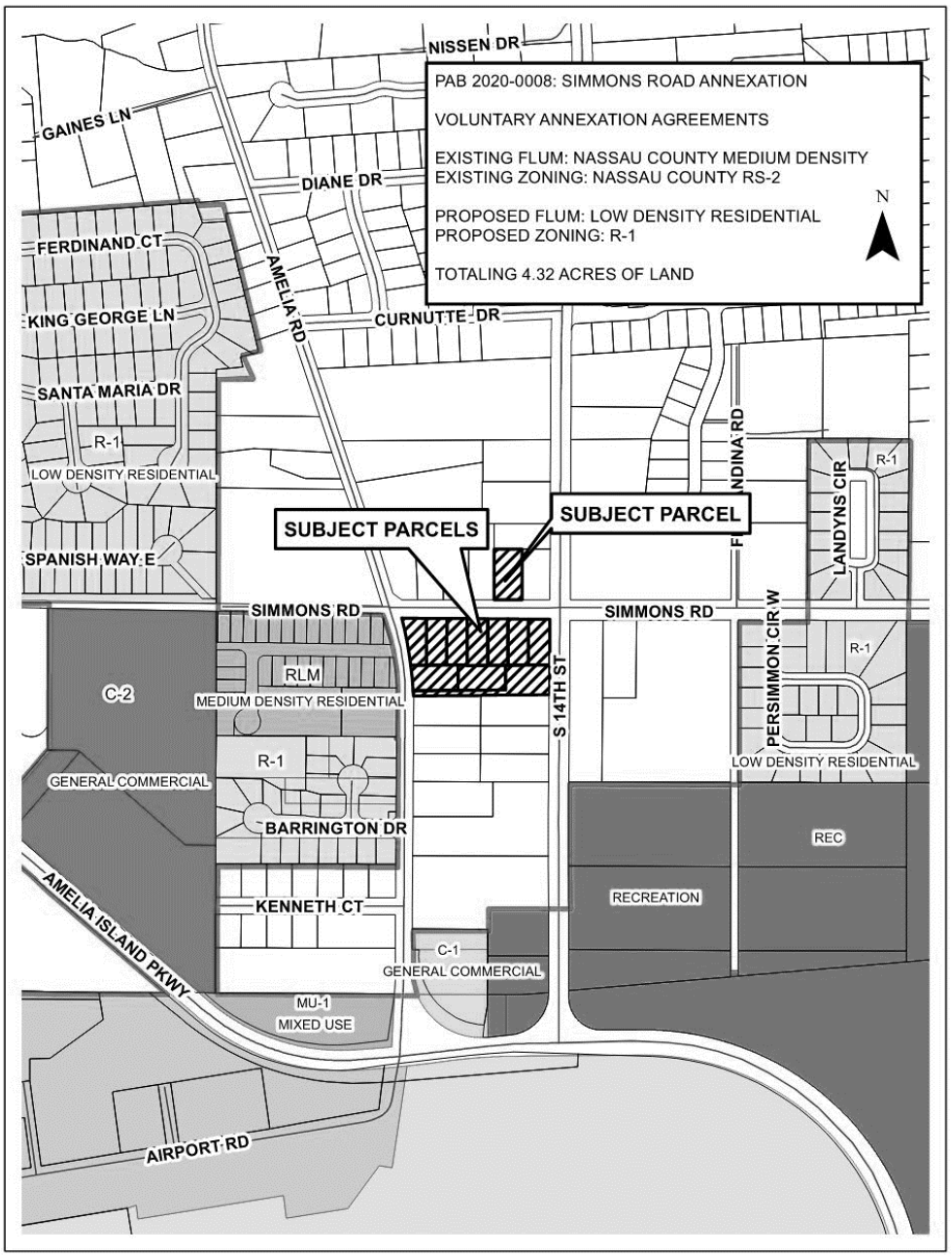
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TAMMI E. BACH
City Attorney

EXHIBIT A

CITY OF FERNANDINA BEACH, REQUESTS ANNEXATION OF PROPERTIES LOCATED IN THE PLANTATION HAMMOCK SUBDIVISION LOCATED ON SIMMONS ROAD BETWEEN S. 14TH STREET AND AMELIEA ROAD AND 847 SIMMONS ROAD, ASSIGNMENT OF THE LOW DENSITY RESIDENTIAL (LDR) FUTURE LAND USE MAP CATEGORY AND LOW DENSITY RESIDENTIAL (R-1) ZONING DISTRICT FOR PROPERTIES TOTALING 4.32 ACRES OF LAND.



STAFF REPORT
PAB 2020-0008 (AX, LU, CZ)
Planning Advisory Board Hearing
September 9, 2020

Jacob M. Platt
Senior Planner

APPLICATION FOR VOLUNTARY ANNEXATION, SMALL-SCALE FUTURE LAND USE AND ZONING MAP

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	Various Property Owners				
AGENT:	City of Fernandina Beach				
REQUESTED ACTION:	Voluntary Annexation, Assignment of a Future Land Use Map Category of Low Density Residential and, Zoning District of R-1				
LOCATION:	Simmons Road, between South 14th Street and Amelia Road				
CURRENT ZONING:	Nassau County Residential Single-Family 2				
CURRENT LAND USE:	Nassau County Medium Density				
EXISTING USES ON SITE:	Single Family Homes and one stormwater pond				
PROPERTY SIZE:	Approximately 4.32 Acres of Land				
ADJACENT PROPERTIES:	**Direction**	**Existing Use(s)**	**Year Built**	**Zoning**	**FLUM**
	North	SFH Sites	Early 2000's	RS-2	MD
	South	SFH Sites	2011 & 2019	RS-2	MD
	East	Vacant Land	N/A	RS-2	MD
	West	SFH Sites	2019	RLM	MDR

*** 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 Planning and Conservation Department office. ***

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The City of Fernandina Beach requests annexation of eleven parcels of land located between Amelia Road and South 14th Street and along Simmons Road. These parcels became contiguous to the municipal limits in 2016 when the Aspire Phase II, Lakeside Reserve subdivision property was annexed into the City. Resolution 2014-154 approved extension of water services outside of the corporate limits of the City. This extension provided water to the nine lot Plantation Hammock subdivision on the south side of Simmons Road. Resolution 2018-182 approved extension of water services to the property located at 847 Simmons Road, lot 6 of the Glyndon Estates subdivision. Assignment of the Low Density Residential (LDR) Future Land Use Map (FLUM) category and Low Density Residential (R-1) zoning district is requested for the subject properties. This designation is the is the most closely aligned with the Current Nassau County FLUM category and zoning district.

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 subject parcels are recently constructed single family homes and any development or redevelopment can achieve full compliance with the City's Land Development Code and Comprehensive Plan. The City can serve this property and meet or exceed all levels of service required by the Comprehensive Plan.

CONCLUSION AND STAFF RECOMMENDATIONS:

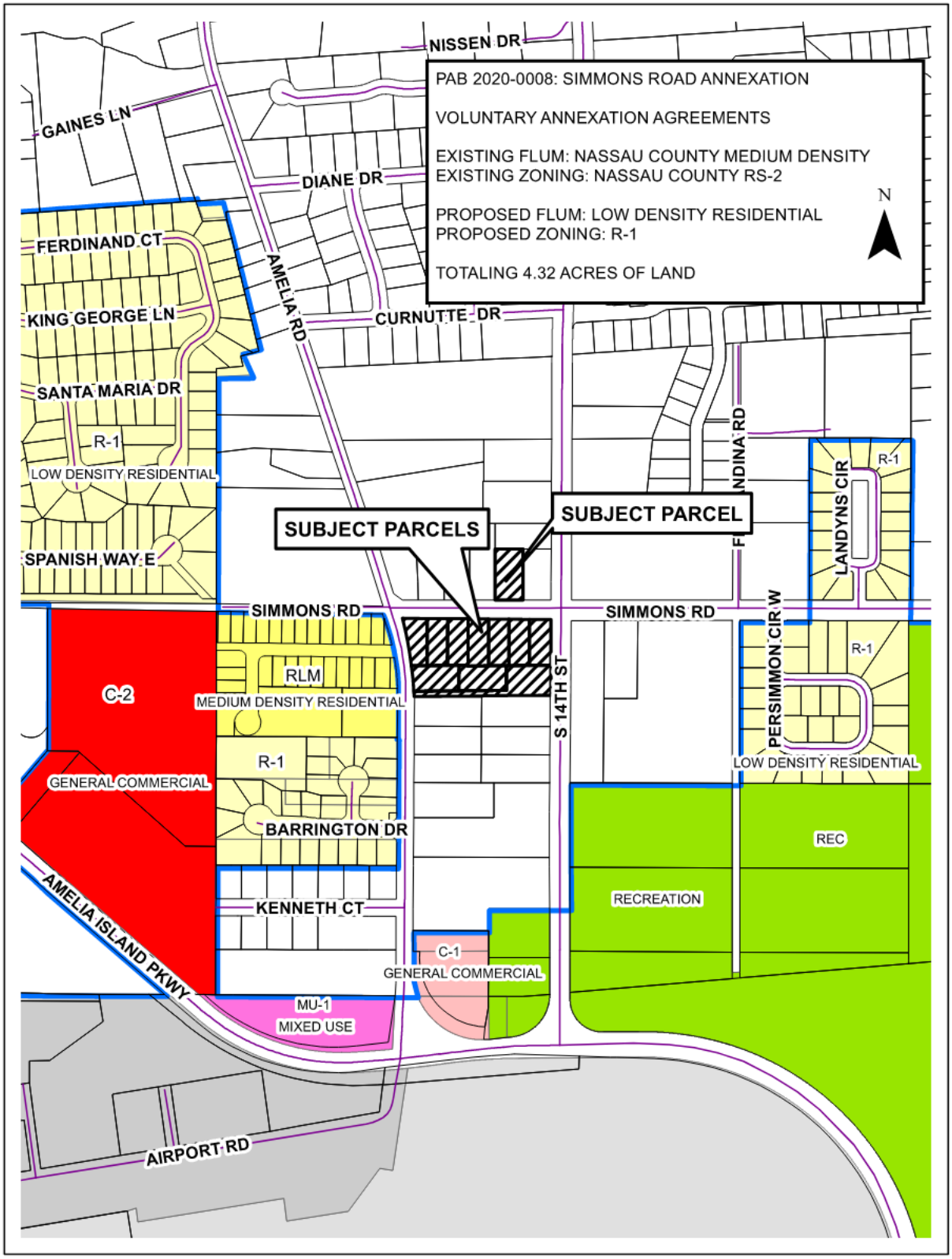
The requested action is consistent with the City's Comprehensive Plan and Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the Low Density Residential FLUM category, and R-1 zoning district. Following the recommendation of the Planning Advisory Board (PAB), the application will move forward to the City Commission in the form of three separate ordinances at a public hearing anticipated for October 20th, 2020.

Applicable Policy Reference	***Determination of Consistency***
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	√

MOTION TO CONSIDER:

I move to recommend **(approval or denial)** of PAB case number 2020-0008 to the City Commission requesting that a Voluntary Annexation, Assignment of the Low Density Residential land use category, and R-1 zoning district be **(approved or denied)** and that PAB case 2020-0008, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statues to be approved at this time.

3008
2965
3020
815
821
833
847
3001
SIMMONS RD
804
812
820
828
836
842
850
76769
771
764768
770
3024
3026
AMELIA RD
3028
3101
3030
3113
3106
3116
3125
3118
3129
3124
3130
S 14TH ST


PAB 2020-0008: SIMMONS ROAD ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: NASSAU COUNTY MEDIUM DENSITY
EXISTING ZONING: NASSAU COUNTY RS-2
PROPOSED FLUM: LOW DENSITY RESIDENTIAL
PROPOSED ZONING: R-1
TOTALING 4.32 ACRES OF LAND
N
NISSEN DR
GAINES LN
DIANE DR
FERDINAND CT
KING GEORGE LN
AMELIA RD
CURNUTTE DR
SANTA MARIA DR
R-1
LOW DENSITY RESIDENTIAL
SPANISH WAY E
SUBJECT PARCELS
SUBJECT PARCEL
FERNANDINA RD
LANDYNS CIR
R-1
SIMMONS RD
SIMMONS RD
C-2
RLM
MEDIUM DENSITY RESIDENTIAL
S 14TH ST
PERSIMMON CIR W
R-1
LOW DENSITY RESIDENTIAL
GENERAL COMMERCIAL
R-1
BARRINGTON DR
REC
RECREATION
AMELIA ISLAND PKWY
KENNETH CT
C-1
GENERAL COMMERCIAL
MU-1
MIXED USE
AIRPORT RD

14

Inst: 201845039263 Date: 12/21/2018 Time: 11:07AM
Page 1 of 14 B: 2244 P: 1910, Doc Type: UNK
John A. Crawford, Clerk of Court, Nassau County,
By: TP, Deputy Clerk

RESOLUTION 2018-182

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE EXTENSION OF WATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE PARCEL CONTAINING APPROXIMATELY 0.50 ACRES OF LAND LOCATED AT 847 SIMMONS ROAD; PROVIDING FOR EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, property owners, Theodore and Melody Mandrick, 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 0.50 acres located at 847 Simmons Road (Parcel ID Number: 00-00-30-0262-0006-0000); 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 hereby authorizes the extension of water services to the property owners identified, whose property is located outside the corporate limits of the City at 847 Simmons Road and noted as parcel 00-00-30-0262-0006-0000, 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 18th day of December, 2018.

CITY OF FERNANDINA BEACH

JOHN A. MILLER
Commissioner - Mayor

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

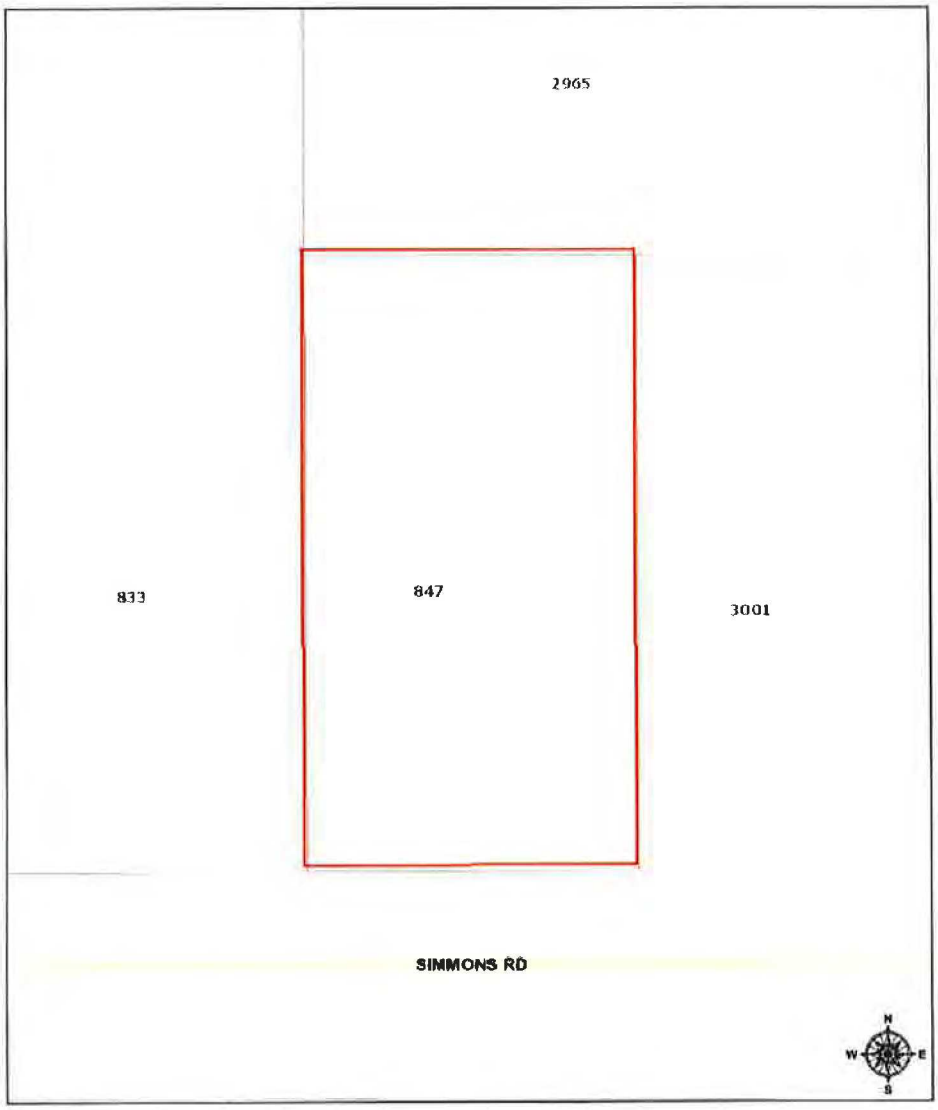
APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

RESOLUTION 2018-182
EXHIBIT "A"

WATER AND SEWER AGREEMENT/ VOLUNTARY PETITION FOR ANNEXATION OF PARCEL ID NUMBER: 00-00-30-0262-0006-0000 LOCATED AT 847 SIMMONS ROAD TOTALING APPROXIMATELY 0.50 ACRES OF LAND

847 Simmons Road- Voluntary Annexation



November 15, 2018

1:564

0 0.00475 0.0095 0.019 mi

0 0.0075 0.015 0.03 km

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan,

OFFICE USE ONLY	
REC'D: KG	BY: 11/15/18
PAYMENT: $ ✓ 300	TYPE:
APPLICATION #:	
CASE #:	
CC MEETING DATE: 12/18/18	

WATER/SEWER &VOLUNTARY ANNEXATION APPLICATION

APPLICANT INFORMATION

Owner Name: Theodore + Melody Mandrick

Mailing Address: 847 Simmons Rd, Fernandina Beach, FL 32034

Telephone: 904-321-7134 Fax:

Email: mandrick+@yahoo.com

Agent Name:

Mailing Address:

Telephone: Fax:

Email:

PROPERTY INFORMATION

Street Address: 847 Simmons Rd

Parcel Identification Number(s): 00-00-30-0262-0006-0000

PROJECT INFORMATION

Total Number of Lots/Parcels: 1

Less than One (1) acre Sq. Footage: 21,782.69 One (1) Acre or Greater:

Existing Zoning Classification: RS-2

Existing Future Land Use Classification: Medium density

Description of Request: Request for water services

SIGNATURE/NOTARY

The undersigned states the above information is true and correct as (s)he is informed and believes.

11/15/18
Date

Theodore Mendrick
Melody Mendrick
Signature of Applicant

STATE OF FLORIDA
COUNTY OF NASSAU } ss

HARRIET DAVIS
MY COMMISSION # GG86124
EXPIRES. March 22, 2021

Subscribed and sworn to before me this 15 day of Nov, 2018.

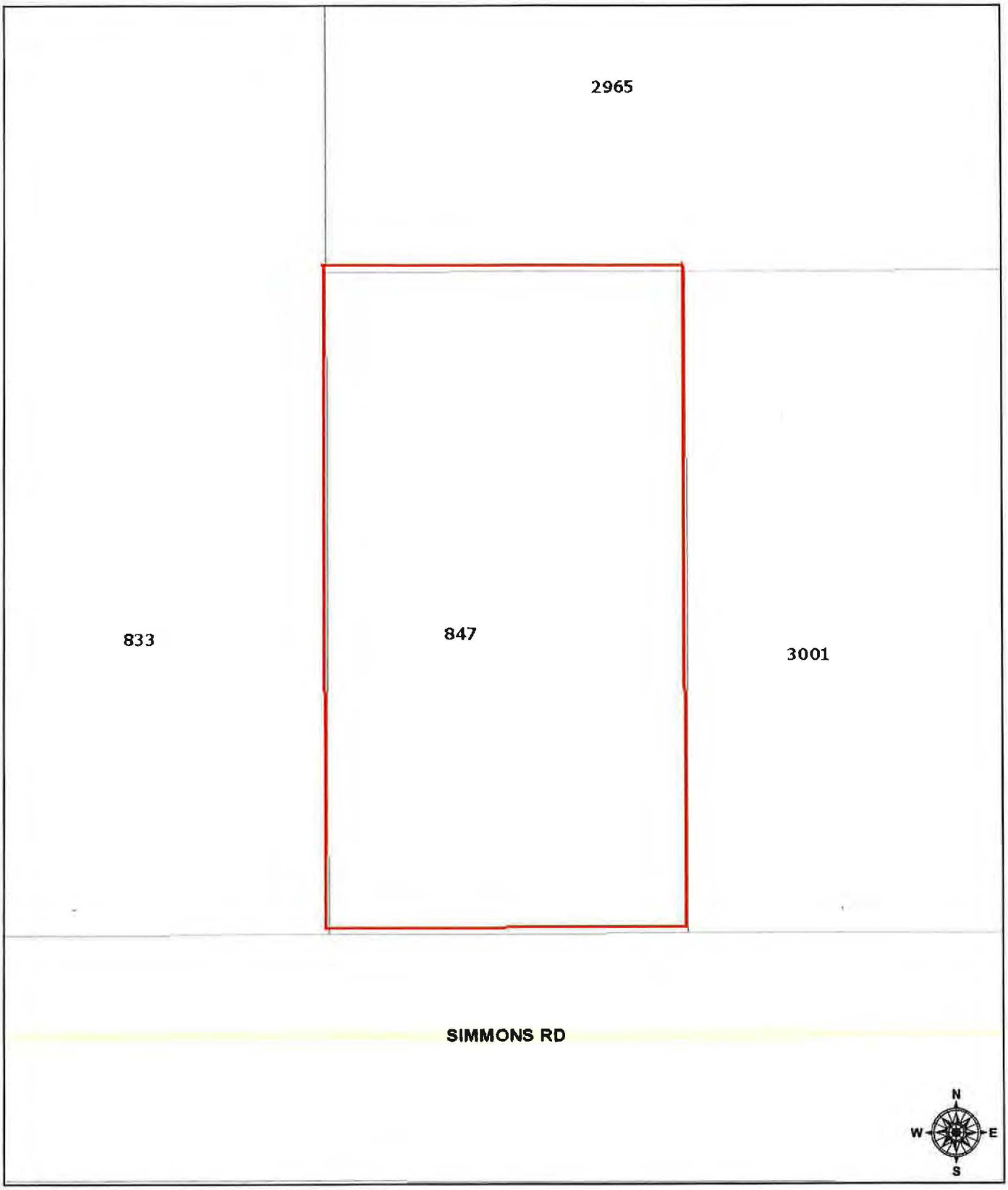
Harriet Davis
Notary Public: Signature

Harriet Davis
Printed Name

3/22/21
My Commission Expires

Personally Known _____ OR Produced Identification ✓ ID Produced: FL DL

847 Simmons Road- Voluntary Annexation



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Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan,

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 15th day of November, 2018 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Theodore & Melody Mandrick (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#: 00-00-30-0262-0006-0000

GENERALLY DESCRIBED AS: Lot 6 in OR 751/1652 & OR 1852/1538 Glyndon Estates PB 5/366

ADDRESSED AS: 847 Simmons Road

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

DALE L. MARTIN
City Manager

ATTEST:

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

HARRIET DAVIS
MY COMMISSION # GG86124
EXPIRES: March 22, 2021

Sworn and subscribed before me this 15 day of Nov, 2018.

Harriet Davis
Signature of Notary
My Commission Expires:
Type of Identification Produced FL DL

EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORT

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

OWNER NAME	ROSS GARY H	**PARCEL NUMBER**	00-00-30-0262-0006-0000
MAILING ADDRESS	58240 COOPERS NECK RD	**TAX DISTRICT**	UNINCORPORATED MIDDLE ISLAND (DISTRICT 8)
		MILLAGE	15.3904
		PROPERTY USAGE	SINGLE FAMILY
	HILLIARD, FL 32046	**DEED ACRES**	0
LOCATION ADDRESS	847 SIMMONS RD	**HOMESTEAD**	N
	FERNANDINA BEACH 32034	**PARCEL MAP RECORD**	MAP THIS PARCEL
SHORT LEGAL	LOT 6 IN OR 751/1652 & OR 1852/1538 GLYNDON ESTATES PB 5/366	**TAX COLLECTOR SEARCH**	NASSAU TAX COLLECTOR LINK
		PROPERTY RECORD CARD	LINK TO PROPERTY RECORD CARD (PDF)

2018 Certified Values	
JUST VALUE OF LAND	$75,000
LAND VALUE AGRICULTURAL	$0
TOTAL BUILDING VALUE	$102,602
TOTAL MISC VALUE	$5,531
JUST OR CLASSIFED TOTAL VALUE	$183,133
ASSESSED VALUE	$183,133
EXEMPT VALUE	$0
TAXABLE VALUE	$183,133

Land Information

LAND USE	LAND UNITS	LAND UNIT TYPE	SEC TWN RNG
SFR 000100	1	LT	3-2N-28

Building Information

TYPE	TOTAL AREA	HEATED AREA	BED ROOMS	BATHS	PRIMARY EXTERIOR	SECONDARY EXTERIOR	HEATING	COOLING	ACTUAL YEAR BUILT	BUILDING SKETCH
SINGLE FAM	2,591	1,759	3	2	AVERAGE	ABOVE AVG.	AIR DUCTED	FORCED AIR	1996	SHOW SKETCH

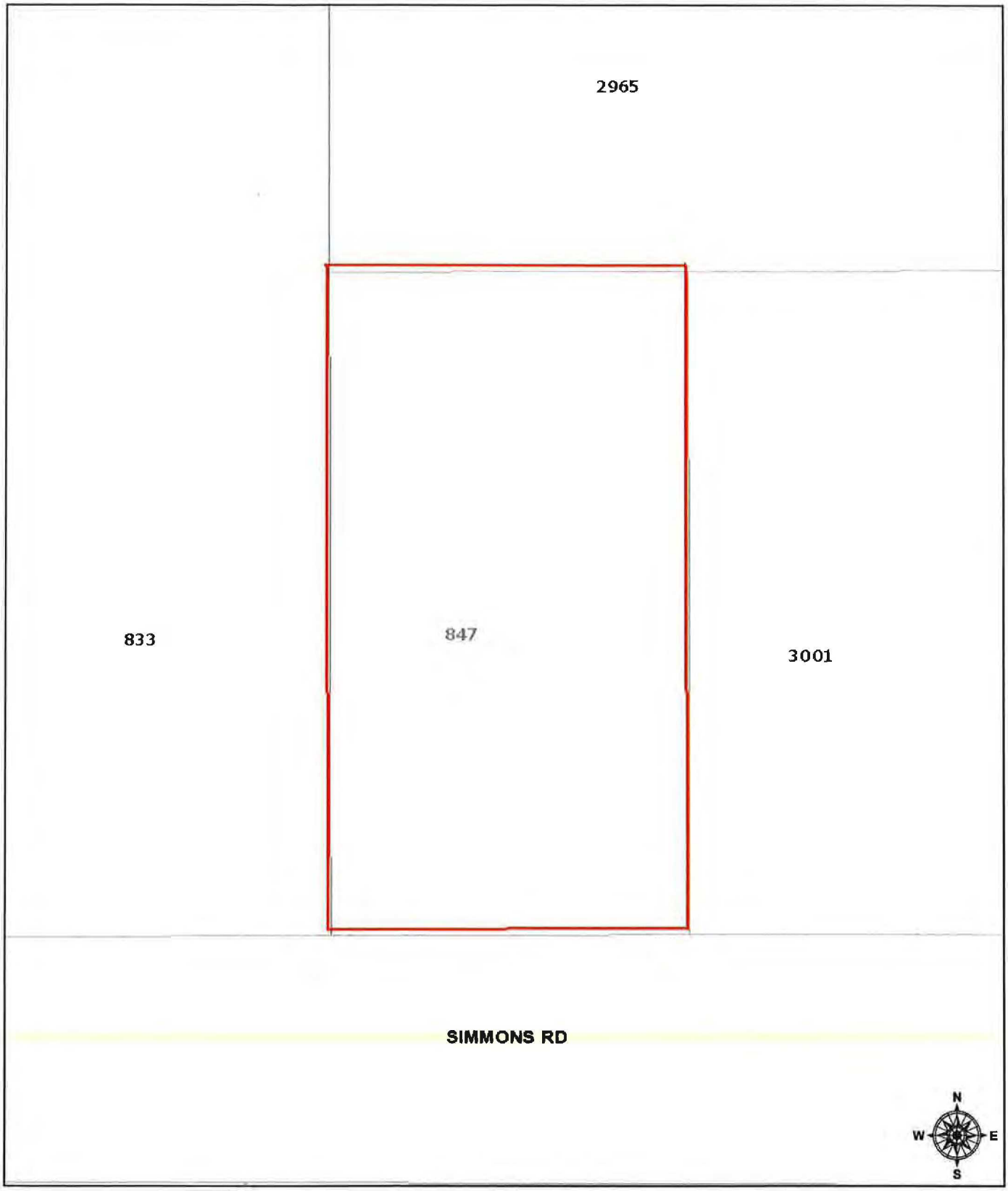
Miscellaneous Information

DESCRIPTION	DIMENSIONS L x W	UNITS	YEAR BUILT
CONCRETE C	0 X 0	1899	1996
CONCRETE C	0 X 0	159	1996
CONCRETE A	0 X 0	12	1996
FP-1-SG-AV	0 X 0	1	1996

Sales Information

SALE DATE	BOOK / PAGE	BOOK / PAGE	PRICE	INSTRUMENT	QUALIFICATION	IMPROVED? (AT TIME OF SALE)	GRANTOR	GRANTEE
04/25/2013	1852/1538	1852/1538	100	QC	U	Y	ROSS BARBARA TRAPP	ROSS GARY H
02/16/1996	751/1652	751/1652	20500	PR	Q	N	DAVIS CLYDE W P/R	ROSS GARY & BARBARA

847 Simmons Road- Voluntary Annexation



November 15, 2018

1:564

0 0.00475 0.0095 0.019 mi

0 0.0075 0.015 0.03 km

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand)

When recorded, return to:
Hamilton Group Funding, Inc.
Attn: Final Document Department
1551 Sawgrass Corporate PKWY, Suite 300
Sunrise, FL 33323

This document was prepared by:
Hamilton Group Funding, Inc.
1551 Sawgrass Corporate PKWY, Suite 300
Sunrise, FL 33323
954-241-2800

Title Order No.: 18-784

LOAN #: 1809091075

[Space Above This Line for Recording Data]

MORTGAGE

FHA Case No.
091-6595320-703-203B

MIN: 1005077-2012090023-7

MERS PHONE #: 1-888-679-6377

DEFINITIONS
Words used in multiple sections of this document are defined below and other words are defined in Sections 3, 10, 12, 17, 19 and 21. Certain rules regarding the usage of words used in this document are also provided in Section 15.
(A) "Security Instrument" means this document, which is dated **November 9, 2018,** together with all Riders to this document.
(B) "Borrower" is **THEODORE D MANDRICK AND MELODY S MANDRICK, HUSBAND AND WIFE, AND JOHN M MANDRICK, A MARRIED MAN.**

Borrower is the mortgagor under this Security Instrument.
(C) "MERS" is Mortgage Electronic Registration Systems, Inc. MERS is a separate corporation that is acting solely as a nominee for Lender and Lender's successors and assigns. **MERS is the mortgagee under this Security Instrument.** MERS is organized and existing under the laws of Delaware, and has an address and telephone number of P.O. Box 2026, Flint, MI 48501-2026, tel. (888) 679-MERS.
(D) "Lender" is **Hamilton Group Funding, Inc..**

Lender is **a Florida Corporation,** organized and existing under the laws of **Florida.**
Lender's address is **1551 Sawgrass Corporate PKWY, Suite 300, Sunrise , FL 33323**

(E) "Note" means the promissory note signed by Borrower and dated **November 9, 2018.** The Note states that Borrower owes Lender **THREE HUNDRED THOUSAND ONE HUNDRED SIXTY TWO AND NO/100***

(I) "Applicable Law" means all controlling applicable federal, state and local statutes, regulations, ordinances and administrative rules and orders (that have the effect of law) as well as all applicable final, non-appealable judicial opinions.
(J) "Community Association Dues, Fees, and Assessments" means all dues, fees, assessments and other charges that are imposed on Borrower or the Property by a condominium association, homeowners association or similar organization.
(K) "Electronic Funds Transfer" means any transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, which is initiated through an electronic terminal, telephonic instrument, computer, or magnetic tape so as to order, instruct, or authorize a financial institution to debit or credit an account. Such term includes, but is not limited to, point-of-sale transfers, automated teller machine transactions, transfers initiated by telephone, wire transfers, and automated clearinghouse transfers.
(L) "Escrow Items" means those items that are described in Section 3.
(M) "Miscellaneous Proceeds" means any compensation, settlement, award of damages, or proceeds paid by any third party (other than insurance proceeds paid under the coverages described in Section 5) for: (i) damage to, or destruction of, the Property; (ii) condemnation or other taking of all or any part of the Property; (iii) conveyance in lieu of condemnation; or (iv) misrepresentations of, or omissions as to, the value and/or condition of the Property.
(N) "Mortgage Insurance" means insurance protecting Lender against the nonpayment of, or default on, the Loan.
(O) "Periodic Payment" means the regularly scheduled amount due for (i) principal and interest under the Note, plus (ii) any amounts under Section 3 of this Security Instrument.
(P) "RESPA" means the Real Estate Settlement Procedures Act (12 U.S.C. §2601 et seq.) and its implementing regulation, Regulation X (12 C.F.R. Part 1024), as they might be amended from time to time, or any additional or successor legislation or regulation that governs the same subject matter. As used in this Security Instrument, "RESPA" refers to all requirements and restrictions that are imposed in regard to a "federally related mortgage loan" even if the Loan does not qualify as a "federally related mortgage loan" under RESPA.
(Q) "Secretary" means the Secretary of the United States Department of Housing and Urban Development or his designee.
(R) "Successor in Interest of Borrower" means any party that has taken title to the Property, whether or not that party has assumed Borrower's obligations under the Note and/or this Security Instrument.

TRANSFER OF RIGHTS IN THE PROPERTY
This Security Instrument secures to Lender: (i) the repayment of the Loan, and all renewals, extensions and modifications of the Note; and (ii) the performance of Borrower's covenants and agreements under this Security Instrument and the Note. For this purpose, Borrower does hereby mortgage, grant and convey to MERS (solely as nominee for Lender and Lender's successors and assigns) and to the successors and assigns of MERS, with power of sale, the following described property located in the **County** of **Nassau**
[Type of Recording Jurisdiction] [Name of Recording Jurisdiction]:

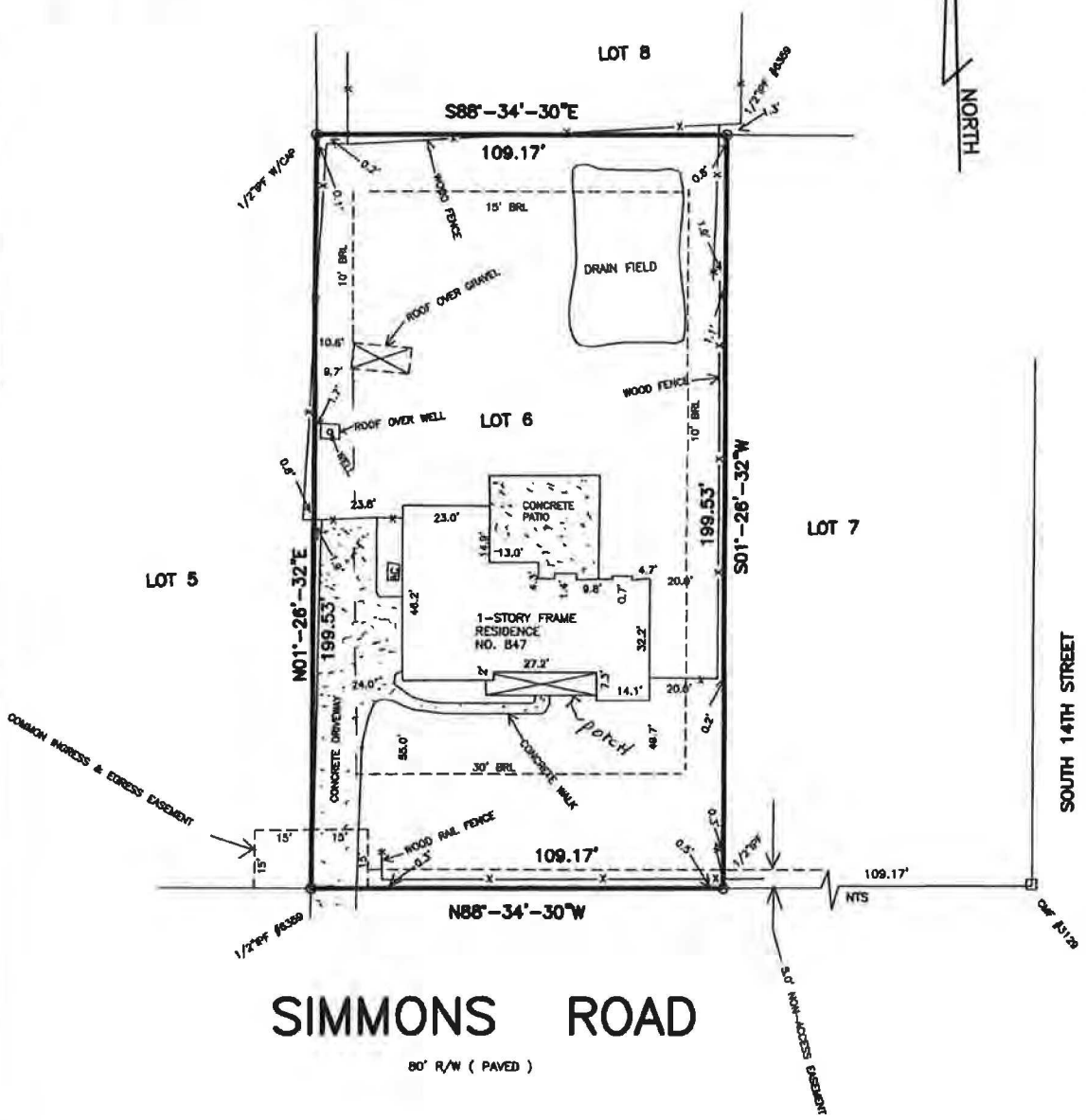
SEE LEGAL DESCRIPTION ATTACHED HERETO AND MADE A PART HEREOF AS "EXHIBIT A".
APN #: 00-00-30-0262-0006-0000

which currently has the address of **847 Simmons Rd, Fernandina Beach,**
[Street] [City]
Florida **32034** ("Property Address"):
[Zip Code]

TOGETHER WITH all the improvements now or hereafter erected on the property, and all easements, appurtenances, and fixtures now or hereafter a part of the property. All replacements and additions shall also be covered by this Security Instrument. All of the foregoing is referred to in this Security Instrument as the "Property." Borrower understands and agrees that MERS holds only legal title to the interests granted by Borrower in this Security Instrument, but, if necessary to comply with law or custom, MERS (as nominee for Lender and Lender's successors and assigns) has the right: to exercise any or all of those interests, including, but not limited to, the right to foreclose and sell the Property; and to take any action required of Lender including, but not limited to, releasing and canceling this Security Instrument.

MAP SHOWING BOUNDARY SURVEY OF
LOT 6, GLYNDON EASTATES,
AS RECORDED IN PLAT BOOK 5, PAGE 366,
OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

CERTIFIED TO:
THEODORE MANDRICK AND MELODY MANDRICK,
HAMILTON GROUP FUNDING,
FIRST AMERICAN TITLE INSURANCE CO.
ANDREA F. LENNON, P.A.



SIMMONS ROAD

80' R/W (PAVED)

COASTAL LAND SURVEYORS
& MAPPERS, INC.
34 NORTH FOURTEENTH STREET
FERNANDINA BEACH, FLORIDA 32032
TEL. 904-261-6650 FAX 904-277-6650

I HEREBY CERTIFY THE INFORMATION DEPICTED HEREON AS MEETING THE MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYING, CHAPTER 5J-17.050, FLORIDA ADMIN. CODE, AND/OR CHAPTER 180-7, GEORGIA STATUTES.

LICENSED BUSINESS NO. 6412

JAMES C. PEACOCK, PROFESSIONAL SURVEYOR AND MAPPER
FLORIDA CERTIFICATE NO. 3718
GEORGIA CERTIFICATE NO. 2365
NOT VALID UNLESS EMBOSSED WITH SURVEYORS OFFICIAL SEAL

BEARINGS BASED ON PLAT OF RECORD

PROPERTY SHOWN HEREON LIES WITHIN
FLOOD ZONE X AS SHOWN ON
FEMA FLOOD INSURANCE RATE MAP,
COMMUNITY NO. 120170 PANEL NO. 0377G
DATED 9/2/17

DATE OF SURVEY: NOVEMBER 8, 2018
SCALE 1"=30'
JOB NO. 1811-08 F.B. 348

CORNER MARKERS HAVE NO IDENTIFICATION U.N.O.

LEGEND:

IRON PIPE FOUND - IPF	POWER LINE ----P----
IRON PIPE SET - IPS	PLAT - P.
RE/BAR FOUND - RBF	FIELD MEASURED - FM.
NOT TO SCALE - NTS	RECORD - R. DEED - D.
BUILDING RESTRICTION LINE - BRL	POWER POLE - O
CONCRETE MONUMENT FOUND - CMF	CONCRETE - CONC.
STAINLESS STEEL PIPE FOUND - SSPF	FENCE ----X----
RIGHT-OF-WAY - R/W	RIGHT-OF-WAY - R/W
POINT OF CURVE - PC POINT OF TANGENCY - PT	POINT OF REVERSE CURVE - PRC
CENTERLINE - ℄ OFFICIAL RECORDS BOOK - O.R.B.	

RESOLUTION 2014-154

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE EXTENSION OF WATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE (1) PARCEL TOTALING 4.3 ACRES LOCATED AT SIMMONS ROAD; PROVIDING FOR EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, property owners William and JoNell Jensen have completed the City of Fernandina Beach Voluntary Annexation Petition / Water/Sewer Annexation Agreement Application pursuant to Chapter 171.044, Florida Statutes, for one (1) parcel containing approximately 4.3 acres located at Simmons Road (Parcel ID Number: 00-00-30-044A-0004-0000); 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, at its meeting duly called and assembled that:

SECTION 1. The City Commission hereby authorizes the extension of water services to the property owner identified, whose property is located outside the corporate limits of the City at Simmons Road and noted as Parcel 00-00-30-044A-0004-0000, and approves the Voluntary Annexation Petition, attached hereto as Exhibit "1".

SECTION 2. The City Commission authorizes 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 this 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 5th day of November, 2014.

CITY OF FERNANDINA BEACH

Edward E. Boner
Mayor - Commissioner

ATTEST:

Caroline Best
City Clerk

APPROVED AS TO FORM AND LEGALITY:

Tammi E. Bach
City Attorney

When Recorded Return To:
City Clerk's Office
204 Ash Street
Fernandina Beach, Fla. 32034

Resolution 2014-154
Exhibit "1"

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this _____ day of _____, 2014 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and William and Janell Jensen (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#: 00-00-30-044A-0004-0000

GENERALLY DESCRIBED AS: 3-2N-28 LOT 4 EX S-1 OR 242/269 EX R/W OR 341/327 & R/W IN OR 372/532

ADDRESSED AS: Simmons Road

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.

INSTR # 201429167, Book 1946, Page 780
Pages 11
Doc Type AGR, Recorded 11/07/2014 at 12:01 PM,
John A Crawford, Nassau County Clerk of Circuit C

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

JOE GERRITY
City Manager

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

APPLICANT(S)

X By: William P. Jensen
Applicant

By:_____
Applicant

STATE OF FLORIDA
COUNTY OF Nassau

Sworn and subscribed before me this 14 day of October, 2014.

Tricia D Bowen
Signature of Notary
My Commission Expires: 4/12/18
Type of Identification Produced Personally Known

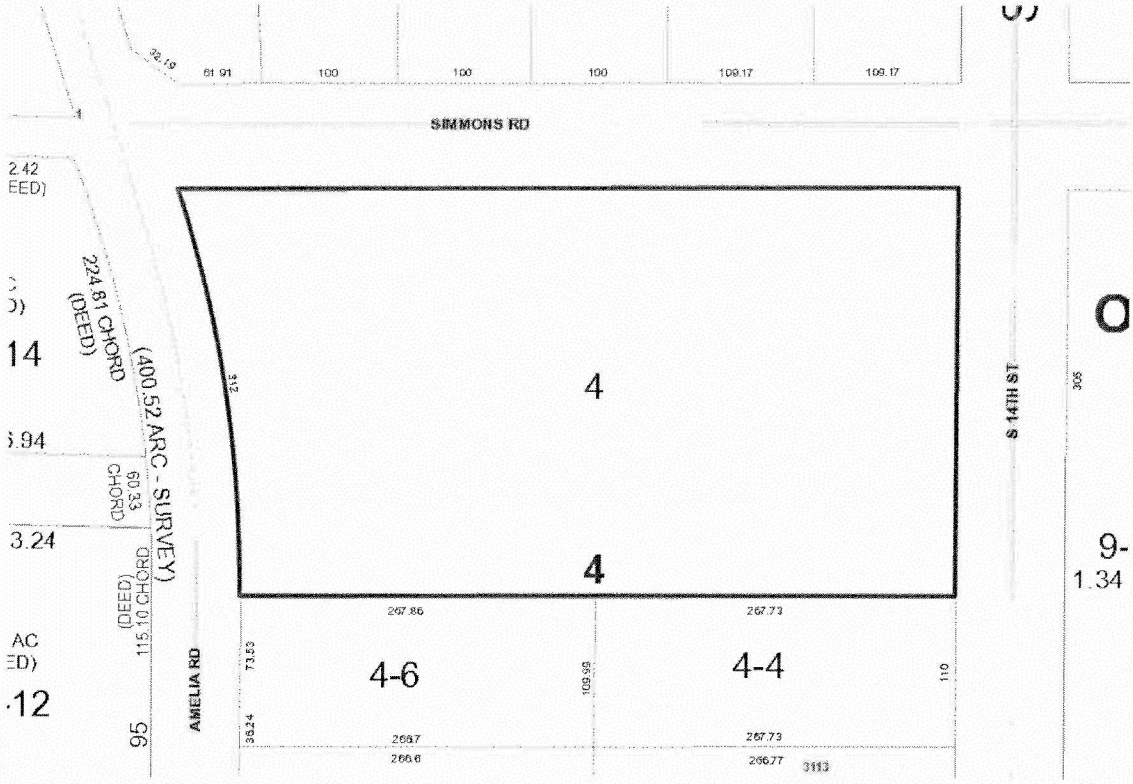
TRICIA D BOWEN
Notary Public - State of Florida
My Comm. Expires Apr 12, 2018
Commission # FF 060654

EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORT

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser



Full Parcel Report

Parcel ID:	00-00-30-044A-0004-0000
Calculated Acreage:	3.80
Deed Acreage:	0.00
Property Use	VACANT

Ownership Information

Name	JENSEN WILLIAM P & JO NELL
Mailing Address	3008 TIPPS DR
	NEDERLAND, TX 776276755
Situs/Physical Address	SIMMONS RD

Values

Land Value	$193,500.00
Ag Land Value	$0.00
Building Value	$0.00
Misc Value	$0.00
Just Value	$193,500.00
Assessed Value	$156,090.00

Last 2 Sales

Date	Price	Vacant?	Qual
19760101	$20,000.00	Y	Q
19740101	$50,000.00	Y	Q

A. Michael Hickox
Cert. Res. RD1941
Nassau County Property Appraiser

THIS MAP HAS BEEN COMPILED FROM THE MOST AUTHENTIC INFORMATION AVAILABLE. NEITHER NASSAU COUNTY, ITS MUNICIPALITIES, NOR THE NASSAU COUNTY PROPERTY APPRAISER'S OFFICE ASSUMES RESPONSIBILITY FOR ERRORS OR OMISSIONS CONTAINED HERON. THIS IS NOT A SURVEY.

N W E S

Printed: Friday, September 26, 2014

OWNER NAME	JENSEN WILLIAM P & JO NELL	PARCEL NUMBER	00-00-30-044A-0004-0000
MAILING ADDRESS	3008 TIPPS DR	TAX DISTRICT	UNINCORPORATED ISLAND (DISTRICT 5)
		MILLAGE	15.1056
		PROPERTY USAGE	VACANT RESIDENTIAL
	NEDERLAND, TX 776276755	DEED ACRES	4.3
LOCATION ADDRESS	SIMMONS RD	HOMESTEAD	N
	FERNANDINA BEACH 32034	PARCEL MAP RECORD	MAP THIS PARCEL
SHORT LEGAL	3-2N-28 LOT 4 EX S-1 OR 242/269 EX R/W OR 341/327 & R/W IN OR 372/532	TAX COLLECTOR SEARCH	NASSAU TAX COLLECTOR LINK
		PROPERTY RECORD CARD	LINK PROPERTY RECORD CARD (PDF)

2014 Preliminary Values - Subject to Change

JUST VALUE OF LAND	$193,500
LAND VALUE AGRICULTURAL	$0
TOTAL BUILDING VALUE	$0
TOTAL MISC VALUE	$0
JUST OR CLASSIFED TOTAL VALUE	$193,500
ASSESSED VALUE	$156,090
EXEMPT VALUE	$0
TAXABLE VALUE	$156,090

Land Information

LAND USE	LAND UNITS	LAND UNIT TYPE	SEC-TWN-RNG
SFR ACRES 000115	4	AC	5-2N-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
01/01/1976	221/146	221/146	20000	WD	Q	N		
01/01/1974	160/523	160/523	50000	WD	Q	N		

00-00-30-044A-0004-0000

THIS MAP HAS BEEN COMPILED FROM THE MOST AUTHENTIC INFORMATION AVAILABLE. NEITHER NASSAU COUNTY, ITS MUNICIPALITIES, NOR THE NASSAU COUNTY PROPERTY APPRAISER'S OFFICE ASSUME RESPONSIBILITY FOR ERRORS OR OMISSIONS CONTAINED HEREIN. THIS IS NOT A SURVEY.

Printed: Oct 15, 2014

OFFICE USE ONLY

REC'D: 10/14/14 BY: ADI

PAYMENT: $ 300.00 TYPE: CK #1757

APPLICATION #: 2014-0001343

CASE #: AX 2014-03

CC MEETING DATE: 11/4/14

WATER/SEWER & VOLUNTARY ANNEXATION APPLICATION

APPLICANT INFORMATION

Owner Name: William P & JoNell Jensen

Mailing Address: 3008 Tipps Drive Nederland, Texas 77627

Telephone: 409-727-2848 Fax: N/A

Email:

Agent Name: Gillette & Associates, Inc

Mailing Address: 20 South 4th Street Fernandina Beach, FL 32034

Telephone: 261-8819 Fax: 261-9905

Email: nicki@gillettassociates.com

PROPERTY INFORMATION

Street Address: Simmons Road

Parcel Identification Number(s): 00-00-30 044A-0004-0000

PROJECT INFORMATION

Total Number of Lots/Parcels: 1

Less than One (1) acre Sq. Footage: N/A One (1) Acre or Greater: 3.8

Existing Zoning Classification: RS-2

Existing Future Land Use Classification: Medium Density

Description of Request: Water service connection to a 9 lot single family residential subdivision. Subject property is not contigous.

SIGNATURE/NOTARY

The undersigned states the above information is true and correct as (s)he is informed and believes.

Oct. 6, 2014 — Date

X William F. Jensen — Signature of Applicant

STATE OF FLORIDA
COUNTY OF NASSAU } ss

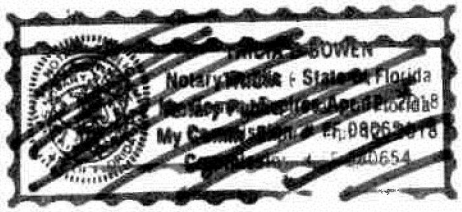
Subscribed and sworn to before me this 14 day of October, 2014.

Tricia D Bowen — Notary Public: Signature

Tricia D Bowen — Printed Name

4/12/18 — My Commission Expires

Personally Known ✓ OR Produced Identification _____ ID Produced: _____



G&A
Gillette & Associates, Inc.

Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

AGENT AUTHORIZATION

I, WILLIAM P. JENSEN, of NEDERLAND, TX. the owner of the following property(s) do hereby authorize, Gillette & Associates, Inc., to act as my Agent in conjunction with all site plan applications, concurrency applications, preliminary plat applications, and any other Local, State and/or Federal development permits necessary for development of the following property, without any further notice.

Location: Simmons Road

Parcel No.: 00-00-30-044A-0004-0000

William P. Jensen — *Signature*

08-08-2014 — *Date*

409-727-2848 — *Telephone Number*

STATE OF FLORIDA
COUNTY OF Nassau

Subscribed and sworn to before me this 8th day of July, 2014.

Who is personally known to me ✕ or has produced identification _____

Tricia D Bowen — Notary Public: Signature

Tricia D. Bowen — Printed Name

My Commission Expires: 04/12/2018.

TRICIA D BOWEN
Notary Public - State of Fl
My Comm. Expires Apr 12, 2016
Commission # FF 080654

20 South 4th Street • Amelia Island, Florida 32034 Phone: (904) 261-8819 Fax: (904) 261-9905

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Resolution 2014-154
Water Services Request and Voluntary Annexation Petition – Simmons Road

SCANNED KB

DEPARTMENT: Community Development Department

ATTACHMENTS: ___ Ordinance _X_ Resolution
___ Support Documents ___ Other

RECOMMENDED ACTION: Approve Resolution 2014-154 authorizing the extension of water services and execution of the voluntary annexation petition for Simmons Road Parcel ID 00-00-30-044A-0004-0000.

SUMMARY: William and JoNell Jensen have submitted an application for water services outside the municipal limits. In accordance with Municipal Code Sections 82-44 and 82-403, this application is also accompanied by a petition for voluntary annexation. The application applies to a 4.3 acre parcel located on Simmons Road (Parcel ID 00-00-30-044A-0004-0000). This property is vacant; it is not currently contiguous to the City limits.

Action on this application will not immediately annex the subject property; approval of this Resolution will authorize extension of water utilities to serve the property and will approve the voluntary annexation petition. The property will not be annexed until such time as it is contiguous to City limits.

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.

CITY ATTORNEY COMMENTS: No additional comments.

DEPARTMENT HEAD	Submitted by: Adrienne Burke AB Community Development Director	Date: 10/15/14
	Requested Agenda	Date: 11/5/14
FINANCE DEPARTMENT	Approved as to Budget Requirements DHC	Date: 10/17/14
CITY ATTORNEY	Approved as to Form & Legality TEB	Date: 10/16/14
CITY MANAGER	Approved Agenda Item for 11/5/14	Date: 10/16/14

COMMISSION ACTION:
_X_ Approved As Recommended ___ Disapproved
___ Approved With Modification ___ Postponed to Time Certain
___ Other ___ Tabled

Approved at the City Commission Meeting
Held on: 11/5/14
Voted: Initial: KB

INSTR # 201506772, Recorded 03/10/2015 at 03:02 PM, John A Crawford, Clerk of Courts, Nassau County,

"PLANTATION HAMMOCK"

A REPLAT OF A PORTION OF LOT 4, OCEAN BREEZE SUBDIVISION, AS RECORDED IN PLAT BOOK 1, PAGE 11, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA. BEING A PORTION OF SECTION 3, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA.

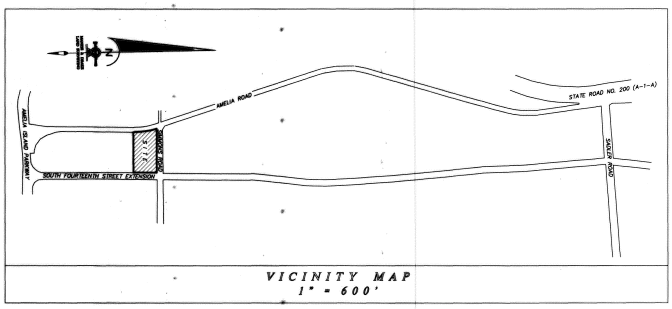
PLAT BOOK 8 PAGE 104
SHEET 1 OF 2 SHEETS
CFN# 201506772

CAPTION:

A PORTION OF LOT 4, "OCEAN BREEZE SUBDIVISION", AS RECORDED IN PLAT BOOK 1, PAGE 11, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING A PORTION OF SECTION 3, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE INTERSECTION OF THE SOUTHERLY RIGHT-OF-WAY LINE OF SIMMONS ROAD (AN 80-FOOT RIGHT-OF-WAY) WITH THE WESTERLY RIGHT-OF-WAY LINE OF SOUTH FOURTEENTH STREET EXTENSION (AN 80-FOOT RIGHT-OF-WAY); THENCE SOUTH 01°53'25" WEST, ALONG THE WESTERLY RIGHT-OF-WAY LINE SAID SOUTH FOURTEENTH STREET EXTENSION, A DISTANCE OF 288.90 FEET; THENCE NORTH 89°32'00" WEST, A DISTANCE OF 535.59 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF AMELIA ROAD (A 50-FOOT RIGHT-OF-WAY BY USAGE), SAID POINT BEING ON A CURVE CONCAVE TO THE WEST, HAVING A RADIUS OF 1481.31 FEET; THENCE NORTHWESTERLY, ALONG SAID EASTERLY RIGHT-OF-WAY LINE AND ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 12°12'24", AN ARC DISTANCE OF 308.19 FEET AND BEING SUBTENDED BY A CHORD BEARING OF NORTH 07°38'41" WEST AND CHORD DISTANCE OF 308.61 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF SIMMONS ROAD, AFOREMENTIONED; THENCE SOUTH 89°34'30" EAST, ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, A DISTANCE OF 982.26 FEET TO THE POINT OF BEGINNING.

CONTAINING 3.82 ACRES, MORE OR LESS.



VICINITY MAP
1" = 600'

TITLE CERTIFICATION

WE, Point Management Title Insurance, LLC, A TITLE COMPANY, DO HEREBY CERTIFY THAT WE HAVE SEARCHED THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA AS TO THE TITLE TO THE HEREON DESCRIBED PROPERTY AND WE HEREBY CERTIFY THAT THE TITLE TO THE PROPERTY IS VESTED IN Simmons 9, LLC THAT THE CURRENT TAXES HAVE BEEN PAID; THAT THE PROPERTY IS NOT ENCUMBERED BY ANY MORTGAGES OR OTHER ENCUMBRANCES OTHER THAN SHOWN HEREON AND THAT ALL EASEMENTS OF RECORD ARE SHOWN.

Judi S Wood Esq
TITLE COMPANY REPRESENTATIVE

CHIEF OF FIRE-RESCUE CERTIFICATE

THIS IS TO CERTIFY THAT THE ABOVE PLAT HAS BEEN APPROVED BY THE CHIEF OF FIRE-RESCUE OF NASSAU COUNTY, FLORIDA

THIS 11 DAY OF February A.D. 2015.

CHIEF OF FIRE-RESCUE

COUNTY TAX COLLECTOR CERTIFICATE

TAX IDENTIFICATION NUMBER 00-00-30-0AAA-0004-0000

I, THE UNDERSIGNED, DO HEREBY AFFIRM THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THERE ARE NO UNPAID REAL PROPERTY TAXES APPLICABLE TO THE LANDS SUBJECT TO THIS PLAT.

SIGNED THIS 11th DAY OF February A.D. 2015.

TAX COLLECTOR
NASSAU COUNTY, FLORIDA

DIRECTOR OF ENGINEERING SERVICES CERTIFICATE

THIS IS TO CERTIFY THAT THE ABOVE PLAT HAS BEEN EXAMINED AND APPROVED BY THE DIRECTOR OF ENGINEERING SERVICES OF NASSAU COUNTY, FLORIDA.

THIS 24 DAY OF February A.D. 2015.

DIRECTOR OF ENGINEERING SERVICES

COMMISSION APPROVAL CERTIFICATE

EXAMINED AND APPROVED THIS 9th DAY OF March A.D. 2015 BY THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA.

COMMISSION CHAIRMAN

OFFICE OF THE COUNTY ATTORNEY

APPROVED FOR THE RECORD, THIS IS TO CERTIFY THAT THIS PLAT HAS BEEN SIGNED AND APPROVED BY THE NASSAU COUNTY ATTORNEY, THIS 3rd DAY OF March A.D. 2015

OFFICE OF THE COUNTY ATTORNEY

CLERK'S CERTIFICATE

I HEREBY CERTIFY THAT THIS PLAT HAS BEEN EXAMINED AND THAT IT COMPLIES IN FORM WITH CHAPTER 177 OF FLORIDA STATUTES, AND IS FILED FOR RECORD IN PLAT BOOK 8 PAGE 104 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, THIS 10th DAY OF March A.D. 2015.

JOHN A. CRAWFORD
CLERK OF THE CIRCUIT COURT

COPYRIGHT © 2015 BY MANZIE AND DRAKE LAND SURVEYING

SURVEYOR'S CERTIFICATE

THIS IS TO CERTIFY THAT THIS PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE LANDS SURVEYED, PLATTED AND DESCRIBED IN THE CAPTION; THAT THE SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION; THAT THE SURVEY DATA COMPLIES WITH ALL THE REQUIREMENTS OF CHAPTER 177, FLORIDA STATUTES; THAT THE SURVEY AND LEGAL DESCRIPTION ARE ACCURATE; THAT PERMANENT REFERENCE MONUMENTS (P.R.M.s) HAVE BEEN SET ACCORDING TO CHAPTER 177.091 (7), AND THAT PERMANENT CONTROL POINTS (P.C.P.s) WILL BE SET ACCORDING TO THE CHAPTER 177.091 (8); ALL ACCORDING TO THE LAWS OF THE STATE OF FLORIDA AND NASSAU COUNTY.

SIGNED THIS 6th DAY OF February A.D. 2015.

MICHAEL A. MANZIE, P.L.S.
FLORIDA CERTIFICATE NO. 4069

MANZIE & DRAKE LAND SURVEYING
117 SOUTH 9TH STREET
FERNANDINA BEACH, FL 32034
CERTIFICATE OF AUTHORIZATION NUMBER "LB 7039"

CERTIFICATE OF REVIEW BY COUNTY EMPLOYED / CONTRACTED SURVEYOR / MAPPER

I HEREBY CERTIFY THAT I HAVE REVIEWED THIS PLAT FOR CONFORMITY TO CHAPTER 177, F.S., AND FIND THAT IT CONFORMS TO THE TECHNICAL REQUIREMENTS OF CHAPTER 177. I AM NOT ACTING HERETO AS AN AGENT THEREOF. THIS LIMITED CERTIFICATION AS TO FORMAL CONFORMITY WITH THE REQUIREMENTS OF CHAPTER 177, F.S. IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS A CERTIFICATION OF THE ACCURACY OR QUALITY OF THE SURVEYING / MAPPING REPORTED HEREON.

2/18/15
SURVEYOR / MAPPER DATE

PRINT NAME: CHARLES PURSELL LEE

FLORIDA REGISTRATION NO.: LS 5618

ADOPTION AND DEDICATION

THIS IS TO CERTIFY THAT THE UNDERSIGNED, SIMMONS 9, LLC, IS THE LAWFUL OWNER OF THE LAND DESCRIBED IN THE CAPTION HEREON, WHICH SHALL HEREAFTER BE KNOWN AS "PLANTATION HAMMOCK, AND THAT THEY HAVE CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AND THAT THIS PLAT, MADE IN ACCORDANCE WITH SAID SURVEY IS HEREBY ADOPTED AS THE TRUE AND CORRECT PLAT OF SAID LAND.

IN WITNESS WHEREOF, DEVELOPER HAS CAUSED THIS PLAT AND DEDICATION TO BE EXECUTED BY ITS DULY ELECTED OFFICERS ACTING BY AND WITH THE AUTHORITY OF THE BOARD OF DIRECTORS.

ALL ALLEYS, EASEMENTS, RIGHTS-OF-WAY, AND PUBLIC AREAS SHOWN ON THIS PLAT ARE DEDICATED TO THE PUBLIC FOR THE USES AND PURPOSES THEREON STATED, UNLESS OTHERWISE NOTED. NOTHING HEREIN SHALL BE CONSTRUED AS CREATING AN OBLIGATION ON ANY GOVERNMENTAL BODY TO ACCEPT ANY SUCH DEDICATION, NOR TO CONSTRUCT, OR MAINTAIN IN WITHIN SUCH DEDICATED AREAS EXCEPT WHEN THE OBLIGATION IS VOLUNTARILY ASSUMED BY THE GOVERNING BODY.

TRACT "A" (RETENTION POND TRACT) IS HEREBY DEDICATED TO AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF THE "PLANTATION HAMMOCK HOMEOWNER'S ASSOCIATION, INC".

SIMMONS 9, LLC

WITNESS: B. McCs
Brian McCroskey
PRINT OF TYPE NAME

JAY MOOR
MANAGING MEMBER

WITNESS: Tarkington
TAMRA KNUEGER
PRINT OR TYPE NAME

STATE OF: FLORIDA
COUNTY OF: NASSAU

THIS IS TO CERTIFY THAT ON THIS DAY PERSONALLY APPEARED BEFORE ME, AN OFFICER DULY AUTHORIZED TO ADMINISTER OATHS AND TAKE ACKNOWLEDGEMENTS, JEFFERSON KENNEDY TO ME WELL KNOWN AND KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING ADOPTION AND DEDICATION AND WHO ACKNOWLEDGED BEFORE ME THAT THEY EXECUTED THE SAME FREELY AND VOLUNTARILY FOR THE USE AND PURPOSES THEREIN EXPRESSED.

WITNESS MY OFFICIAL SEAL AT THE CITY OF FERNANDINA BEACH IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA THIS 10th DAY OF February A.D. 2015

NOTARY PUBLIC
STATE OF FLORIDA

MY COMMISSION EXPIRES: April 12, 2018

ZONING CERTIFICATION

I HEREBY CERTIFY THAT THIS PLAT HAS BEEN EXAMINED BY ME AND IS IN COMPLIANCE WITH THE ZONING RULES AND REGULATIONS OF NASSAU COUNTY, FLORIDA, CURRENTLY IN EFFECT.

THIS 12 DAY OF FEB 2015.

COUNTY PLANNER

COUNTY HEALTH CERTIFICATE

THIS IS TO CERTIFY THAT I HAVE REVIEWED THE ABOVE PLAT THIS 11th DAY OF FEBRUARY A.D. 2015, AND THESE LOTS ARE APPROVED TO BE SERVICED ON AN INDIVIDUAL LOT BASIS ACCORDING TO F.A.C. 64E-6 AND PLACED ON APPROVED PUBLIC WATER SYSTEMS.

COUNTY HEALTH DEPARTMENT

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."

\\computer1\c\DM 3D Projects\16000 PLANTING HAMMOCK\16000-PLAT.dwg

PLAT BK 8 PG 105

"PLANTATION HAMMOCK"

A REPLAT OF A PORTION OF LOT 4, OCEAN BREEZE SUBDIVISION, AS RECORDED IN PLAT BOOK 1, PAGE 11, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA. BEING A PORTION OF SECTION 3, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA.

PLAT BOOK 8 PAGE 105

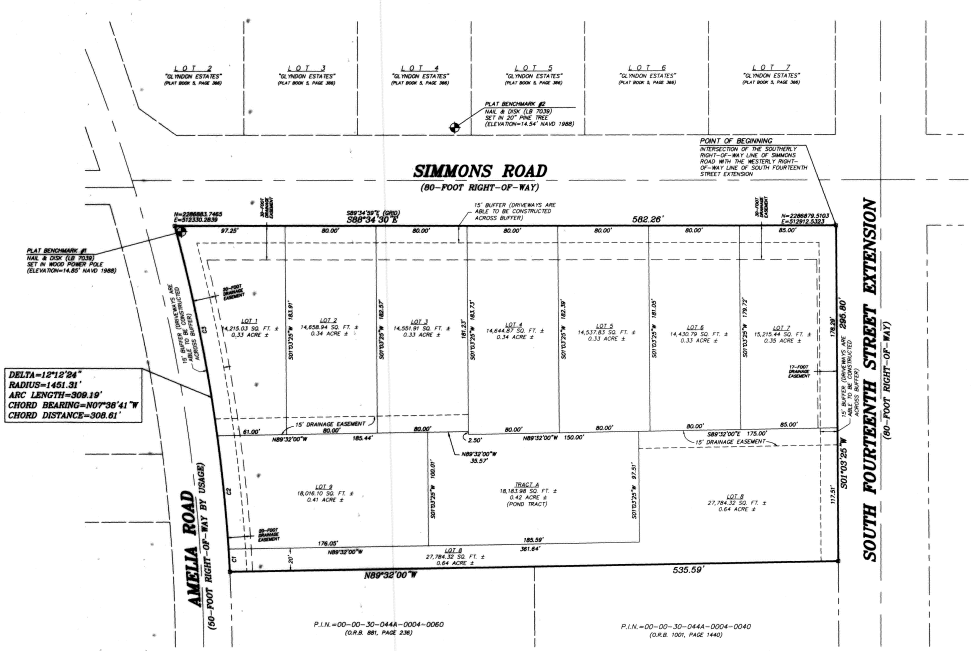
SHEET 2 OF 2 SHEETS

CFN # 20150677-2

GRAPHIC SCALE

(IN FEET)

1 inch = 40 ft



LEGEND

N.A.V.D. = NORTH AMERICAN VERTICAL DATUM
O.R.B. = OFFICIAL RECORDS BOOK
P.C.P. = PERMANENT CONTROL POINT MONUMENT
P.I.N. = PARCEL IDENTIFICATION NUMBER

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	20.55'	1451.31'	0°47'26"	N13°51'19"W	20.55'
C2	130.37'	1451.31'	5°08'46"	N16°55'42"W	130.36'
C3	158.27'	1451.31'	7°27'14"	N10°01'16"W	158.19'

SURVEYOR'S NOTES

1.) ○ DENOTES PERMANENT REFERENCE MONUMENT (P.R.M.) (4"X4" CONCRETE MONUMENT) SET WITH IDENTIFICATION "MANZIE LB 7039". ● DENOTES PERMANENT CONTROL POINT (P.C.P.) SET WITH IDENTIFICATION "LB 7039".

2.) BEARINGS SHOWN HEREON ARE BASED ON AN ASSUMED BEARING OF N89°34'30"W FOR THE SOUTHERLY RIGHT-OF-WAY LINE OF SIMMONS ROAD.

3.) THE PROPERTY SHOWN HEREON LIES WITHIN FLOOD ZONE "X" AS PER F.E.M.A. FLOOD INSURANCE RATE MAP, PANEL 0286C 0277 F, DATED 10/17/2018. FLOOD ZONE INFORMATION LISTED ABOVE AS SHOWN ON THIS SURVEY IS PROVIDED AS A COURTESY, AND IS APPROXIMATE AT BEST. ALL DATA SHOULD BE VERIFIED BY THE APPROPRIATE LOCAL GOVERNMENTAL BODY. THE SURVEYOR MAKES NO REPRESENTATION AS TO ITS ACCURACY. FLOOD ZONE INFORMATION IS NOT COVERED BY THE CERTIFICATION HEREON AND IS NOT REQUIRED TO BE SHOWN PER CHAPTER 177 FLORIDA STATUTES. THE FLOOD ZONE DETERMINATION NOTED HEREON MAY BE SUPERSEDED AND/OR REDEFINED FROM TIME TO TIME BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) OR BY THE APPROPRIATE LOCAL GOVERNMENTAL BODY.

4.) "NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

5.) ALL PLATTED UTILITY EASEMENTS SHALL ALSO BE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE AND OPERATION OF CABLE TELEVISION SERVICES; PROVIDED, HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE AND OPERATION OF CABLE TELEVISION SERVICES SHALL INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS OR OTHER PUBLIC UTILITY.

6.) NO FURTHER SUBDIVISION OF LOTS IS ALLOWED UNLESS SUCH SUBDIVISION CONFORMS TO NASSAU COUNTY SUBDIVISION REGULATIONS AND BE APPROVED BY THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS.

7.) THE CURRENT ZONING FOR THE LANDS SHOWN ON THIS PLAT AS OF THE DATE OF RECORDING IS "RS-2".

8.) BUILDING SETBACK REQUIREMENTS FOR THIS SUBDIVISION ZONED "RS-2" ARE AS FOLLOWS: FRONT SETBACK = 25 FEET, SIDE SETBACK = 10 FEET, REAR SETBACK = 10 FEET

9.) THE LANDS SHOWN HEREON ARE LOCATED WITHIN STORM SURGE CATEGORY 5 , AS SCALED FROM STORM SURGE ATLAS VOLUME 1, PLATE 3, NASSAU COUNTY, FLORIDA, AS PER S.L.O.S.H. (SEA, LAKE, AND OVERLAND SURGES FROM HURRICANES).

10.) ALL LOT LINES INTERSECTING CURVES ARE NON-RADIAL UNLESS OTHERWISE NOTED

11.) LOTS SHOWN HEREON ARE INTENDED FOR RESIDENTIAL PURPOSES.

12.) COORDINATES SHOWN HEREON ARE BASED ON THE FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE, NORTH AMERICAN DATUM 1983/1990.

13.) ELEVATIONS SHOWN HEREON ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (N.A.V.D. 1988)

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."

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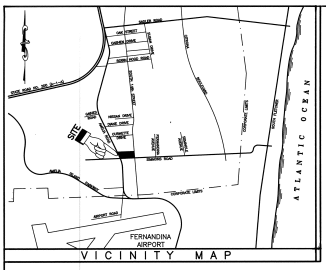
\\company\e\p\Civil 3D Projects\19066 PLANTING HAMMOCK\19066-PLAT.dwg

PLAT BOOK 5 PAGE 366

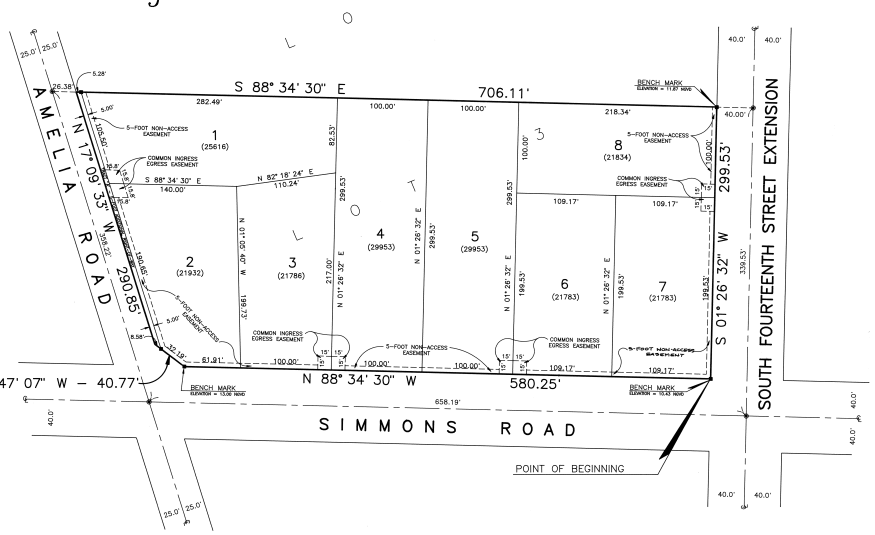
SHEET 1 OF 1

GLYNDON ESTATES

A REPLAT OF A PORTION OF LOT 3, OCEAN BREEZE FARMS
AS RECORDED IN PLAT BOOK 1, PAGE 10, PUBLIC RECORDS OF
NASSAU COUNTY, FLORIDA



VICINITY MAP



CAPTION :

A PARCEL OF LAND BEING A PORTION OF LOT 3, OCEAN BREEZE FARMS, AS RECORDED IN PLAT BOOK 1, PAGE 10, OF THE PUBLIC RECORDS OF NASSAU, COUNTY, FLORIDA; LYING IN AND BEING PART OF SECTION 3, TOWNSHIP 2 NORTH, RANGE 28 EAST, OF SAID COUNTY; SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE WEST RIGHT-OF-WAY LINE OF SOUTH FOURTEENTH STREET EXTENSION, AN 80-FOOT RIGHT-OF-WAY AS NOW ESTABLISHED, WITH THE NORTH RIGHT-OF-WAY LINE OF SIMMONS ROAD, AN 80-FOOT RIGHT-OF-WAY AS NOW ESTABLISHED; THENCE ON LAST SAID LINE NORTH 88 DEGREES 34 MINUTES 30 SECONDS WEST A DISTANCE OF 580.25 FEET; THENCE NORTH 52 DEGREES 47 MINUTES 07 SECONDS WEST A DISTANCE OF 40.77 FEET TO THE EAST RIGHT-OF-WAY LINE OF AMELIA ROAD, A 50-FOOT RIGHT-OF-WAY AS NOW ESTABLISHED; THENCE ON LAST SAID LINE NORTH 17 DEGREES 09 MINUTES 33 SECONDS WEST A DISTANCE OF 290.85 FEET TO THE NORTH LINE OF SAID LOT 3; THENCE ON LAST SAID LINE SOUTH 88 DEGREES 34 MINUTES 30 SECONDS EAST A DISTANCE OF 706.11 FEET TO THE WEST RIGHT-OF-WAY LINE OF SAID SOUTH FOURTEENTH STREET EXTENSION; THENCE ON LAST SAID LINE SOUTH 01 DEGREE 26 MINUTES 32 SECONDS WEST A DISTANCE OF 299.53 FEET TO THE POINT OF BEGINNING. BEING 4.50 ACRES, MORE OR LESS, IN AREA.

SURVEYOR'S NOTES:

1). ■ Denotes Permanent Reference Monument (P.R.M.) Set – PLS #3129

2). ● Denotes Permanent Control Point (P.C.P.) set – LB #6359

3). (43,560) denotes Lot Square Footage

4). Bearings shown hereon are based on N 88° 34' 30" W for the North Right-of-way Line of Simmons Road.

5). This parcel lies within Flood Zone "X" as shown on Flood Insurance Rate Map 1201?0 0377 C, dated May 4, 1988.

7). There may be additional restrictions that are not recorded on this plat that may be found in the Public Records of Nassau County, Florida.

8). There are no Jurisdictional Wetlands present on lands described in caption per Envirs-Plan, Inc., letter of 10/14/91, EPI #91-059

9). Bench Mark elevations refer to National Geodetic Vertical Datum of 1929.

10). Building Setback Requirements are as follows:
a. 30.0 feet from right-of-way.
b. 10.0 feet from side property lines.
c. 15.0 feet from rear property line.

11). Common Ingress / Egress Easements are for the purpose of providing common driveways from the edge of pavement to street right-of-way lines, limiting the number of driveways onto each existing street as shown.

12). Non-Access Easements are for the purpose of limiting vehicular access to the Common Ingress / Egress Easements only and may be used for fences, landscaping, pedestrian access, or any other use consistent with Zoning regulations, covenants, or restrictions, except vehicular access.

13). Minimum Elevation for Finished Floor of all Dwellings is to be 14.60

GRAPHIC SCALE

(IN FEET)
1 inch = 50 ft.

ADOPTION AND DEDICATION:

This is to certify that the undersigned, Gwendolyn H. Wood Dy, is(are) the lawful owner(s) of the lands described in the caption hereon, known as "Glyndon Estates" and have caused the same to be surveyed and subdivided as shown on this plat, that is according to said survey, is hereby adopted as the true and correct plat of said land. That the streets are irrevocably and without reservation dedicated for the use of the public as additional right-of-way for Amelia Road.

Signed and sealed this 17th day of May, A.D. 1993 in the presence of:

Witness: Carl S. Sawyer
Print Name

Owner: Gwendolyn H. Wood Dy.

State of: Florida
County of: Nassau

This is to certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgements, Gwendolyn H. Wood Dy. to me well known and known to be the person described in and who executed the foregoing Adoption and Dedication and who acknowledge before me that they executed the same freely and voluntarily for the uses and purposes therein expressed.

Witness my signature and official seal at the City of Fernandina Beach, in the County of Nassau and the State of Florida, this 17th day of May, A.D. 1993.

Notary Public, State of Florida, at large, Jeanette C. Goodbread

My commission expires Nov. 4, 1994 Jeanette C. Goodbread
Print Name

Serial No.: CC 061140

COMMISSION APPROVAL CERTIFICATE:

Examined and approved this 24th day of May, 1993 A.D., by the Board of County Commissioners of Nassau County, Florida.

COUNTY ATTORNEY

COMMISSION CHAIRMAN

COUNTY ENGINEER

CLERK'S CERTIFICATE:

I hereby certify that this plat has been examined and found to comply in form with Florida Statute 177.081 and is filed for record and recorded in Plat Book(s) 5, Page(s) 366, of the Public Records of Nassau County, Florida, this 25th day of May, 1993 A.D.

COUNTY CLERK

ZONING CERTIFICATION:

I hereby certify that this plat has been examined by me and is in compliance with the zoning rules and regulations of Nassau County, Florida, currently in effect this 19th day of May, 1993 A.D.

PLANNING/ZONING DIRECTOR

SURVEYORS CERTIFICATE:

This is to certify that the above plat is a true and correct representation of the land surveyed, platted and monumented as described, that said survey was made under my responsible direction and supervision, that the survey data complies with all the requirements of Florida Statute 177, that the survey and legal description are accurate and the Permanent Reference Monuments have been placed and the Permanent Control Points will be placed according to the laws of the State of Florida and Nassau County.

Signed this 18th day of May, A.D., 1993.

CARL S. SAWYER – FLA. CERT. #3129

PAMS corporation
CIVIL ENGINEERING – SURVEYING – LAND PLANNING
1486 SOUTH 14th STREET, SUITE 3, FERNANDINA BEACH, FLORIDA 32034 OFFICE 904-261-5365 FAX 904-277-4466

COUNTY HEALTH CERTIFICATE:

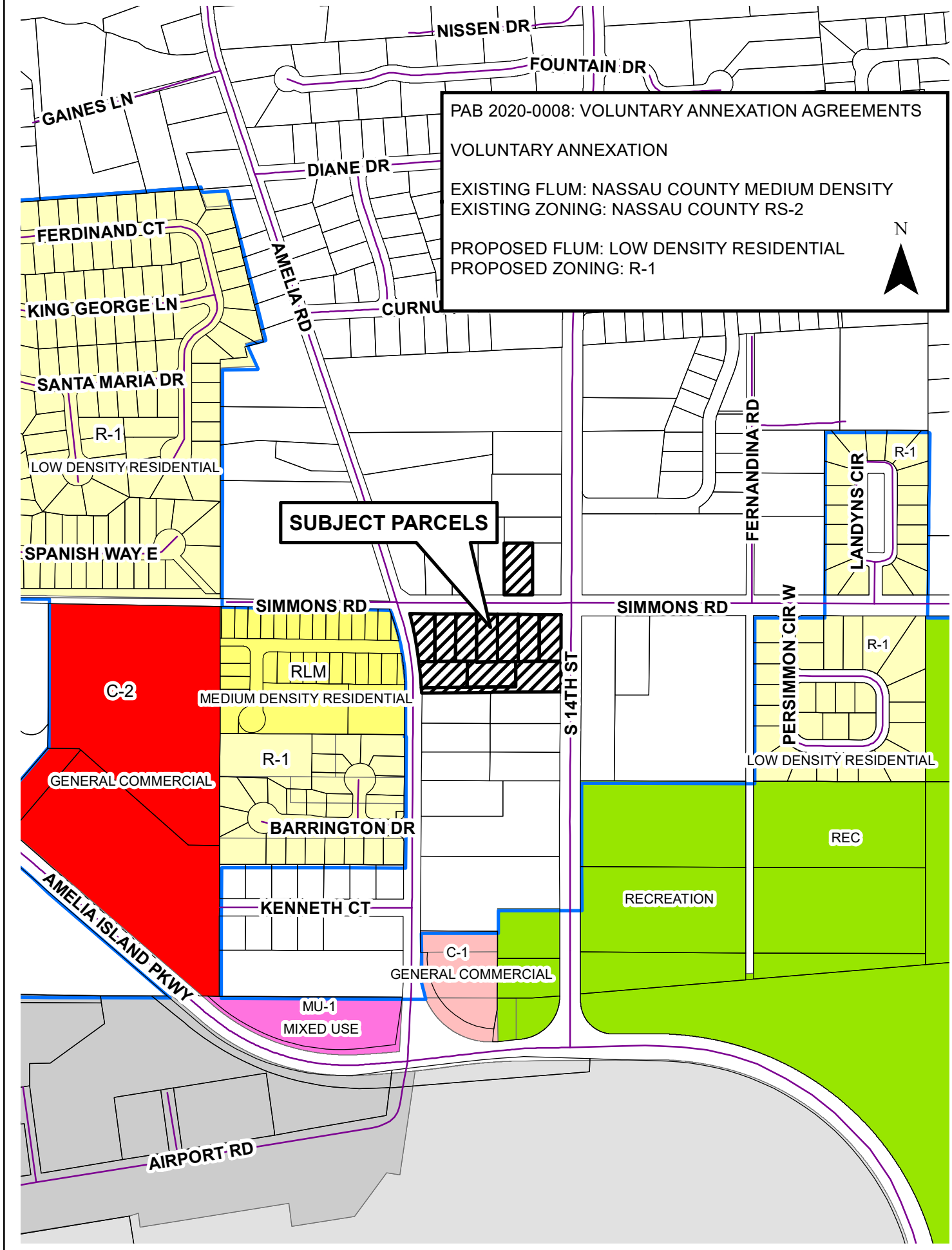
This is to certify that I have reviewed the above plat this 20th day of May, 1993 A.D., and these lots are approved to be reviewed on an individual lot basis according to F.A.C 10D-6 and F.A.C. 10D-6.

COUNTY HEALTH OFFICER

CERTIFICATE OF APPROVAL BY PUBLIC SAFETY DIRECTOR:

This is to certify that the above plat has been approved by the Public Safety Director of Nassau County, Florida, this 24 day of May, 1993 A.D.

PUBLIC SAFETY DIRECTOR


PAB 2020-0008: VOLUNTARY ANNEXATION AGREEMENTS
VOLUNTARY ANNEXATION
EXISTING FLUM: NASSAU COUNTY MEDIUM DENSITY
EXISTING ZONING: NASSAU COUNTY RS-2
PROPOSED FLUM: LOW DENSITY RESIDENTIAL
PROPOSED ZONING: R-1
N
NISSEN DR
FOUNTAIN DR
GAINES LN
DIANE DR
FERDINAND CT
KING GEORGE LN
AMELIA RD
SANTA MARIA DR
R-1
LOW DENSITY RESIDENTIAL
SPANISH WAY E
SUBJECT PARCELS
FERNANDINA RD
LANDYNS CIR
R-1
SIMMONS RD
SIMMONS RD
C-2
RLM
MEDIUM DENSITY RESIDENTIAL
S 14TH ST
PERSIMMON CIR W
R-1
LOW DENSITY RESIDENTIAL
GENERAL COMMERCIAL
R-1
BARRINGTON DR
REC
RECREATION
AMELIA ISLAND PKWY
KENNETH CT
C-1
GENERAL COMMERCIAL
MU-1
MIXED USE
AIRPORT RD

PERMIT SET
NOT FOR CONSTRUCTION

ENGINEERING PLANS

FOR

PLANTING HAMMOCK

FOR

HIGHLAND 35, LLC

PLANTING HAMMOCK
FOR
HIGHLAND 35, LLC

RELEASED FOR CONSTRUCTION _____ BY _____

GILLETTE & ASSOCIATES, INC.

CIVIL & ENVIRONMENTAL ENGINEERING
MECHANICAL & STRUCTURAL ENGINEERING
PERMITTING & CONSTRUCTION MANAGEMENT

20 SOUTH 4TH STREET AMELIA ISLAND, FLORIDA 32034
PHONE: 904/261-8819 FAX: 904/261-9905

PERMITTING AGENCIES

NASSAU COUNTY: 904-491-7328
CITY OF FERNANDINA BEACH: 904-310-3421
SJRWMD: 904-730-6270

UTILITY PROVIDERS

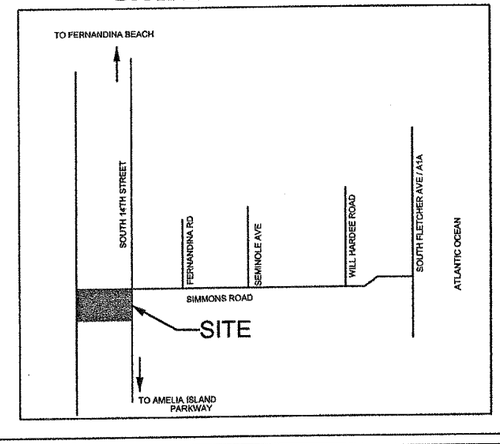
WATER/SEWER: CITY OF FERNANDINA BEACH
ELECTRIC: FLORIDA PUBLIC UTILITIES
CABLE: COMCAST
TELEPHONE: AT&T

G&A Project
No.:14-10.28

Gillette & Associates, Inc.

Issue Date:
November 4, 2014
Revised:
December 2,2014

SITE LOCATION MAP



GENERAL NOTES

SITE / GEOMETRY

1. ALL WORK SHALL BE PERFORMED IN A SAFE MANNER. ALL SAFETY RULES AND GUIDELINES OF O.S.H.A. SHALL BE FOLLOWED. THE CONTRACTOR SHALL BE WHOLLY RESPONSIBLE FOR ANY INJURIES OF HIS EMPLOYEES AND ANY DAMAGE TO PRIVATE PROPERTY OR PERSONS DURING THE COURSE OF THIS PROJECT. ALL COSTS ASSOCIATED WITH COMPLYING WITH O.S.H.A. REGULATIONS AND THE FLORIDA TRENCH SAFETY ACT MUST BE INCLUDED IN THE CONTRACTOR'S PRICE FOR PERFORMING THE WORK.

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING THE JOB SITE PRIOR TO PREPARING THE BID FOR THE PURPOSE OF FAMILIARIZING HIMSELF WITH THE NATURE AND THE EXTENT OF THE WORK AND LOCAL CONDITIONS, EITHER SURFACE OR SUBSURFACE, WHICH MAY AFFECT THE WORK TO BE PERFORMED, AND THE EQUIPMENT, LABOR AND MATERIALS REQUIRED. FAILURE TO DO SO WILL NOT RELIEVE THE CONTRACTOR OF COMPLETE PERFORMANCE UNDER THIS CONTRACT. THE CONTRACTOR IS URGED TO TAKE COLOR PHOTOGRAPHS ALONG THE ROUTE OF THIS PROJECT TO RECORD EXISTING CONDITIONS PRIOR TO CONSTRUCTION, AND TO AID IN RESOLVING POSSIBLE FUTURE COMPLAINTS THAT MAY OCCUR DUE TO CONSTRUCTION OF THE PROJECT. ALL COSTS ASSOCIATED WITH PRELIMINARY INVESTIGATION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

3. ALL IMPROVEMENTS SHOWN ARE TO BE WARRANTED BY THE CONTRACTOR TO THE DEVELOPER.

4. ELEVATIONS ARE BASED ON NATIONA GEODETIC VERTICAL DATUM OF 1929.

5. TOPOGRAPHIC AND BOUNDARY INFORMATION WAS PROVIDED BY: COASTAL LAND SURVEYORS 1261-8950

6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BUILDING, RIGHT-OF-WAY PERMITS NOT PROVIDED AND INSURANCE REQUIRED FOR THE PROJECT.

7. THE CONTRACTOR SHALL COORDINATE THE WORK WITHIN COUNTY OR STATE RIGHT-OF-WAY WITH THE PROPER AGENCIES FOR MAINTENANCE OF TRAFFIC AND METHOD OF CONSTRUCTION & REPAIR.

8. THE CONTRACTOR SHALL ADVISE THE OWNER'S AUTHORIZED REPRESENTATIVE OF PLANNED WORK SCEDULE. THE CONTRACTOR SHALL COORDINATE THEIR CONSTRUCTION WITH ALL OTHER CONTRACTORS. IN THE EVENT OF ANY CONFLICT WHATSOEVER, THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF RECORD, AND THE OWNER PRIOR TO PROCEEDING WITH CONSTRUCTION.

9. "AS-BUILT" DRAWINGS - AS-BUILTS ARE REQUIRED TO BE SIGNED AND SEALED BY A FLORIDA REGISTERED LAND SURVEYOR. THEREFORE, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTRACT WITH A LAND SURVEYOR REGISTERED IN THE STATE OF FLORIDA FOR THE PREPARATION, FIELD LOCATIONS, CERTIFICATION, AND SUBMITTAL OF AS-BUILT DRAWINGS.

10. "AS-BUILT" RECORD DATA AND INFORMATION SHALL BE MAINTAINED BY THE CONTRACTOR. RECORD DRAWINGS SHALL BE SUPPLIED TO THE ENGINEER.

11. THE CONTRACTOR IS RESPONSIBLE FOR PROTECTION OF ALL SURVEY AND PROPERTY MONUMENTS. IF A MONUMENT IS DISTURBED, THE CONTRACTOR SHALL CONTRACT WITH THE SURVEYOR OF RECORD FOR REINSTALLATION OF THE MONUMENT.

12. ALL DEBRIS RESULTING FROM ALL ACTIVITIES SHALL BE DISPOSED OF OFF-SITE BY CONTRACTOR ON A DAILY BASIS.

13. ALL EXCESS SUITABLE AND UNSUITABLE MATERIALS SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR UNLESS DIRECTED OTHERWISE BY THE ENGINEER.

14. ALL EXISTING TREES LISTED TO REMAIN SHALL BE PRESERVED AND PROTECTED.

15. THE LOCATION OF ALL EXISTING UTILITIES, STRUCTURES, AND IMPROVEMENTS ON THE DRAWINGS ARE BASED ON LIMITED INFORMATION AND MAY NOT HAVE BEEN FIELD VERIFIED. THE LOCATIONS ARE APPROXIMATE. THE CONTRACTOR SHALL NOTIFY RESPECTIVE UTILITY OWNERS AND FIELD VERIFY LOCATIONS OF EXISTING UTILITIES AND OTHER IMPROVEMENTS PRIOR TO COMMENCING ANY CONSTRUCTION. IF THE LOCATIONS SHOWN ARE CONTRARY TO ACTUAL FIELD LOCATIONS, THE CONTRACTOR SHALL NOTIFY THE OWNER AND ENGINEER OF THE DISCREPANCY. THE DISCREPANCY SHOULD BE RESOLVED PRIOR TO COMMENCING CONSTRUCTION. THE CONTRACTOR SHALL EXERCISE EXTREME CAUTION WHEN WORKING IN AREAS NEAR EXISTING UTILITY IMPROVEMENTS AND SHALL BE RESPONSIBLE FOR REPAIRS OR PAYMENTS FOR ALL DAMAGE MADE TO EXISTING UTILITIES OR OTHER IMPROVEMENTS. PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION, THE CONTRACTOR SHALL VERIFY ALL GRADES, INVERTS, AND TYPE OF MATERIAL OF EXISTING UTILITIES TO WHICH THEY SHALL CONNECT.

16. THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS TO THE ENGINEER ON ALL MATERIALS, FOR REVIEW AND APPROVAL, PRIOR TO PURCHASE OR CONSTRUCTION OF ANY UTILITY OR STRUCTURE.

17. UNSUITABLE MATERIALS UNDER WATER, SEWER, OR STORM PIPE AND/OR STRUCTURES SHALL BE REMOVED AND REPLACED WITH SELECTED BACKFILL COMPACTED TO 98% OF IT'S MAXIMUM DENSITY AS DETERMINED BY THE MODIFIED PROCTOR TEST (ASTM D1557).

18. ALL WATER & SEWER CONSTRUCTION SHALL BE ACCOMPLISHED BY AN UNDERGROUND UTILITY CONTRACTOR LICENSED UNDER THE PROVISIONS OF CHAPTER 489 FLORIDA STATUTES.

19. WHEN DEWATERING CAPACITY REQUIRES A PERMIT (CUP), IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN THE PERMIT THROUGH THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT.

20. WATER MAINS SHALL BE LAID AT LEAST 10 FEET HORIZONTALLY FROM ANY EXISTING OR PROPOSED SANITARY HAZARD. THE DISTANCE SHALL BE MEASURED EDGE TO EDGE. WHERE PARALLEL WATER AND SEWER MAINS HAVE LESS THAN 10 FOOT HORIZONTAL SEPARATION, 20 FOOT LENGTHS OF C900 (DR18) WATER QUALITY PIPE SHALL BE USED WITH THE JOINTS STAGGERED AT 10 FOOT INTERVALS. THE PIPES SHALL BE PLACED IN SEPARATE TRENCHES WITH THE WATER MAIN AT LEAST 18 INCHES ABOVE THE SEWER.

21. WATER MAINS CROSSING SANITARY HAZARDS SHALL BE LAID TO PROVIDE A MINIMUM VERTICAL DISTANCE OF 18 INCHES BETWEEN THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF THE SEWER MAIN. WHERE WATER AND SEWER MAINS CROSS WITH BETWEEN 18 INCHES AND 6 INCHES OF VERTICAL CLEARANCE, A 20 FOOT SECTION OF C900 (DR18) WATER QUALITY PIPE SHALL BE CENTERED ON THE POINT OF THE CROSSING. THE CONTRACTOR SHALL FIELD VERIFY THE VERTICAL SEPARATION. THE MINIMUM SEPARATION BETWEEN WATER AND SEWER PIPES IS TO BE 6 INCHES OUTSIDE DIAMETER TO OUTSIDE DIAMETER.

22. NO WATER MAIN PIPE SHALL PASS THROUGH OR COME IN CONTACT WITH ANY PART OF A SEWER MANHOLE.

23. BLANK

24. TRACER WIRE SHALL BE PROVIDED ON ALL WATER MAINS AND FORCE MAINS. TRACER WIRE SHALL BE A MINIMUM OF 14 GUAGE SOLID COPPER WIRE, COATED, AND SUITABLE FOR BURIAL. WIRE SHALL BE ATTACHED DIRECTLY TO TOP OF PIPE AND BROUGHT INTO EACH VALVE BOX AND COILED TO ALLOW FOR EASY ACCESS AND EXTENSION ABOVE FINISHED GRADE FOR ATTACHMENT OF LOCATING EQUIPMENT.

25. ALL PIPE LENGTHS ARE APPROXIMATE DIMENSIONS, ALL DRAINAGE STRUCTURES SHALL BE CONSTRUCTED TO CONFORM WITH TYPICAL SECTIONS AND DETAILS AS SHOWN ON THE MISCELLANEOUS DETAILS SHEET AND IN ACCORDANCE WITH THE SPECIFICATIONS.

26. ALL UNDERGROUND UTILITIES MUST BE INSTALLED PRIOR TO PREPARATION OF SUBGRADE FOR PAVEMENT.

27. GRADES SHOWN ON PLANS ARE EDGE OF PAVEMENT FINISHED GRADES UNLESS OTHERWISE NOTED.

28. SHOULD THE SURFACE OR SUBSURFACE CONDITIONS VARY FROM WHAT IS SHOWN ON THE PLANS, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER.

29. ALL AREAS DISTURBED DURING CONSTRUCTION SHALL BE SEEDED AND MULCHED UNLESS OTHERWISE SPECIFICALLY STATED.

30. THE CONTRACTOR IS RESPONSIBLE FOR THE CONTROL OF SEDIMENT-LADEN RUNOFF RESULTING FROM STORM EVENTS DURING THE CONSTRUCTION PHASE. EROSION CONTROL FACILITIES SHOULD BE INSTALLED EARLY DURING THE CONSTRUCTION PERIOD SO AS TO PREVENT THE TRANSPORT OF SEDIMENT INTO SURFACE WATERS. REVEGETATION AND STABILIZATION OF DISTURBED AREAS SHOULD BE ACCOMPLISHED IMMEDIATELY TO REDUCE THE POTENTIAL FOR FURTHER SOIL EROSION.

31. ANY DISCREPANCIES ON THE DRAWINGS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER AND NASSAU COUNTY BEFORE COMMENCING WORK.

32. MINIMUM COVER OVER PIPES SHALL BE 36" UNLESS OTHERWISE INDICATED.

33. ALL UNDERGROUND UTILITY COMPANIES SHALL BE CONTACTED AT LEAST 48 HOURS PRIOR TO COMMENCING CONSTRUCTION.

34. IN ADDITION TO THE SPECIFICATIONS AND DETAILS PROVIDED FOR THIS CONTRACT, THE NASSAU COUNTY STANDARD DETAILS AND SPECIFICATIONS (LATEST REVISION) SHALL ALSO BE USED FOR ANY ITEMS NOT COVERED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN A SET OF STANDARD DETAILS AND SPECIFICATIONS FROM NASSAU COUNTY.

35. BACKFILL MATERIAL SHALL BE COMPACTED TO 100% (±2%) PER NASSAU COUNTY REQUIREMENTS UNDER EXISTING AND PROPOSED ROADWAYS.

36. NO FIELD CHANGES OR DEVIATIONS FROM DESIGN TO BE MADE WITHOUT PRIOR APPROVAL OF THE ENGINEER.

37. STATIONING REFERS TO THE CENTERLINE OF THE ROADWAY EXCEPT AS NOTED ON PLANS. WHERE PAVEMENT SPLITS, THE STATIONING FOLLOWS THE INSIDE EDGE OF PAVEMENT UNTIL ROADWAY TRANSITIONS BACK TO THE TYPICAL ROADWAY SECTION

38. ALL CONSTRUCTION, MATERIAL, AND WORKMANSHIP ARE TO BE IN ACCORDANCE WITH NASSAU COUNTY AAND JEA STANDARDS.

WATER NOTES

1. WATER MAINS SHALL HAVE A MINIMUM OF 36" COVER UNDER PAVEMENT OR 30" COVER FROM FINISHED GRADE UNLESS OTHERWISE SHOWN. ALL WATER MAINS SHALL BE FLUSHED IN ACCORDANCE WITH, AND UNDER THE DIRECTION OF THE UTILITY COMPANY.

2. THRUST RESTRAINTS ARE REQUIRED IN ACCORDANCE WITH UTHE UTILITY COMPANY STANDARDS WHERE WATER MAINS ARE TERMINATED AND AT ALL BENDS AND TEES.

3. TIE RODS SHALL BE INSTALLED ON ALL VALVES LOCATED AT FITTINGS. ALL 10" AND LARGER VALVES AND LARGER SHALL REQUIRE (4) TIE RODS. MEGA LUG JOINT RESTRAINTS MAY BE USED IN LIEU OF THRUST BLOCKS OR TIE RODS.

4. UNLESS OTHERWISE NOTED, WATER MAINS ARE TO BE PVC DR18, DR-25, C-900 (BLUE), CLASS 150.

5. ALL WATER MAINS SHALL BE BACTERIOLOGICAL AND PRESSURE TESTED IN ACCORDANCE WITH AWWA C-600. NO CONNECTION TO EXISTING POTABLE WATER SYSTEM SHALL BE ALLOWED UNTIL ALL PROPOSED WATER MAINS HAVE BEEN PRESSURE TESTED, DISINFECTED, AND CLEARED FOR SERVICE. THE UTILITY COMPANY'S AUTHORIZED REPRESENTATIVE MUST BE NOTIFIED 48 HOURS PRIOR TO PERFORMING THE PRESSURE TEST AND MUST BE PRESENT.

6. THE CONTRACTOR SHALL AVOID SERVICE INTERRUPTIONS AND MAINTAIN ANY EXISTING WATER SERVICE TO MEET THE SYSTEM DEMANDS AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFICATION OF AFFECTED CUSTOMERS OF THE UTILITY A MINIMUM OF 48 HOURS IN ADVANCE OF ANY INTERRUPTION OF SERVICE. BOIL WATER NOTICES SHALL BE DELIVERED IN ACCORDANCE WITH THE UTILITY COMPANY BOIL WATER NOTICE REQUIREMENTS.

7. ALL MAIN FLUSHING POINTS SHALL BE SAME SIZE AS MAIN UP TO 8 INCH WATER MAINS. FLUSHING POINTS FOR MAINS LARGER THAN 8 INCH SHALL BE REDUCED TO 8 INCH.

8. ALL WATER MAINS SHALL BE DISINFECTED USING LIQUID CHLORINE OR HYPOCHLORITES IN ACCORDANCE TO AWWA C651-86. WATER IN MAIN SHALL MAINTAIN A CHLORINE RESIDUAL OF 50 MG/L FOR A MINIMUM OF 24 HOURS. WATER MAIN SHALL NOT BE PLACED IN SERVICE UNTIL CLEARANCE HAS BEEN PROVIDED BY THE APPROPRIATE REGULATING AGENCY AND UNITED WATER FLORIDA.

9. IF SOLVENT CONTAMINATION IS FOUND IN THE PIPE TRENCH, WORK SHALL BE STOPPED AND THE PROPER AUTHORITIES NOTIFIED. BASED ON APPROVAL OF THE PERMITTING AGENCY, DUCTILE IRON PIPE, FITTINGS, AND SOLVENT RESISTANT GASKET MATERIAL SUCH AS FLUOROCARBON SHALL BE USED IN THE CONTAMINATED AREA. THE DUCTILE IRON PIPE SHALL EXTEND AT LEAST 100 FEET BEYOND ANY SOLVENT NOTED, ANY CONTAMINATED SOIL THAT IS EXCAVATED SHALL BE PLACED ON AN IMPERMEABLE MAT AND COVERED WITH A WATER PROOF COVERING. THE PROPER AUTHORITIES WILL BE NOTIFIED AND THE CONTAMINATED SOIL HELD FOR PROPER DISPOSAL.

10. 2" FLUSHING HYDRANTS SHALL BE INSTALLED AT ALL DEAD END LINES AND MAIN LINE STUB-OUT'S.

11. A SEPARATE WATER SERVICE SHALL BE REQUIRED FOR EACH UNIT SERVED AND SHALL BE INSTALLED 3 FEET EITHER SIDE OF PROPERTY LINE. ALL WATER SERVICES SHALL BE MARKED WITH A "W" ETCHED ON THE CURB. ALL VALVES SHALL BE MARKED WITH A "V" ETCHED ON THE CURB.

12. ALL BACKFLOW PREVENTION ASSEMBLIES SHALL BE INSTALLED IN ACCORDANCE WITH THE UTILITY COMPANY'S STANDARDS.

13. ALL BACKFLOW PREVENTION ASSEMBLIES SHALL BE INSTALLED AT THE CONSUMER'S METER OR AT THE PROPERTY LINE WHEN A METER IS NOT USED.

14. BACKFLOW PREVENTION ASSEMBLIES SHALL BE TESTED BY A STATE OF FLORIDA LICENSED BACKFLOW TECHNICIAN. TEST RESULTS SHALL BE SUBMITTED TO AND APPROVED BY THE UTILITY COMPANY PRIOR TO ACCEPTANCE OF INSTALLATION.

15. MAXIMUM DEPTH ON WATER SERVICES TO METER TO BE 36".

INDEX

SHEET #	DESCRIPTION
	ALL PERMITTING AGENCIES
1	COVER SHEET
2	INDEX SHEET
3	PREDEVELOPMENT DRAINAGE PLAN
4	SITE PLAN
5	POST DEVELOPMENT DRAINAGE PLAN
6	TREE REMOVAL PLAN
7	MISCELLANEOUS DETAIL

LEGEND

- EXISTING VALVE
- WM — EXISTING WATER LINE
- SAN — EXISTING SANITARY SEWER
- EXISTING FIRE HYDRANT
- SAN — PROPOSED SANITARY SEWER
- WM — PROPOSED WATER LINE
- PROPOSED FIRE HYDRANT
- EXISTING EDGE OF PAVEMENT
- EXISTING PROPERTY LINE
- 15.3 — PROPOSED SPOT ELEVATION
- S-5 — DRAINAGE STRUCTURE
- P-1 — PIPE
- 15.0 — PROPOSED CONTOUR
- PROPOSED EDGE OF PAVEMENT
- PROPOSED PROPERTY LINE
- PROPOSED R.O.W. LINE
- 16 — EXISTING CONTOUR

No	By	Date	Revision
J			
I			
H			
G			
F			
E			
D			
C			
B			
A	NG	12-2-14	Revised to adress SJRWMD comments

Scale:
Project Mgr: NG
Designed by: NG
Drawn by: AD
QA/QC: AG

Gillette & Associates, Inc.
20 South 4th Street
Fernandina Beach, FL 32034
Certificate of Authorization No. 9332

DO NOT SCALE THIS DRAWING – DIMENSIONS AND NOTES TAKE PREFERENCE. DRAWING IS REDUCED IF LESS THAN 22" x 34"

G & A
GILLETTE & ASSOCIATES, INC
20 SOUTH 4TH STREET
FERNANDINA BEACH, FL 32034
PHONE: (904) 261-8819
FAX: (904) 261-9905

PLANTING HAMMOCK

HIGHLAND 35, LLC

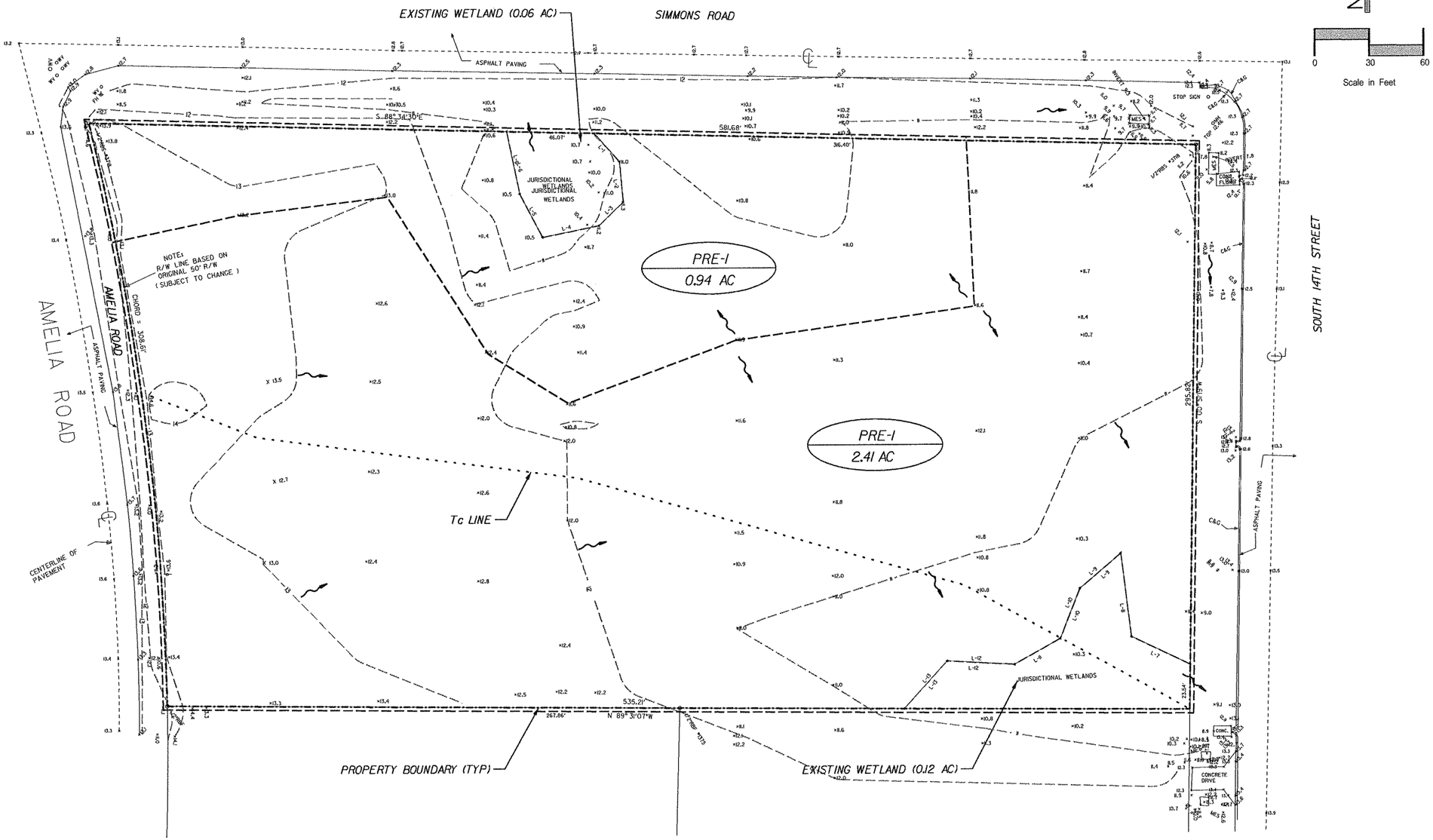
INDEX SHEET

Registered Professional

SHEET NO. IN-1
2 of 7
Issue Date: OCTOBER 2014
Project No.: 14-10.22

$$Settings$$ $$FileNames$$

SITE BASIN AREA = 3.39 AC



TIME OF CONCENTRATION = 14 MIN

LENGTH OF OVERLAND FLOW @ 0.68 FT/SEC = 574 FT
LENGTH OF PIPE FLOW @ 2.5 FT/SEC = 0 FT
TOC = (574)/(0.68 x 60) = 14 MINUTES

No	By	Date	Revision
J			
I			
H			
G			
F			
E			
D			
C			
B			
A	NG	12-2-14	Revised to adress SJRWMD comments

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PLANTING HAMMOCK

HIGHLAND 35, LLC

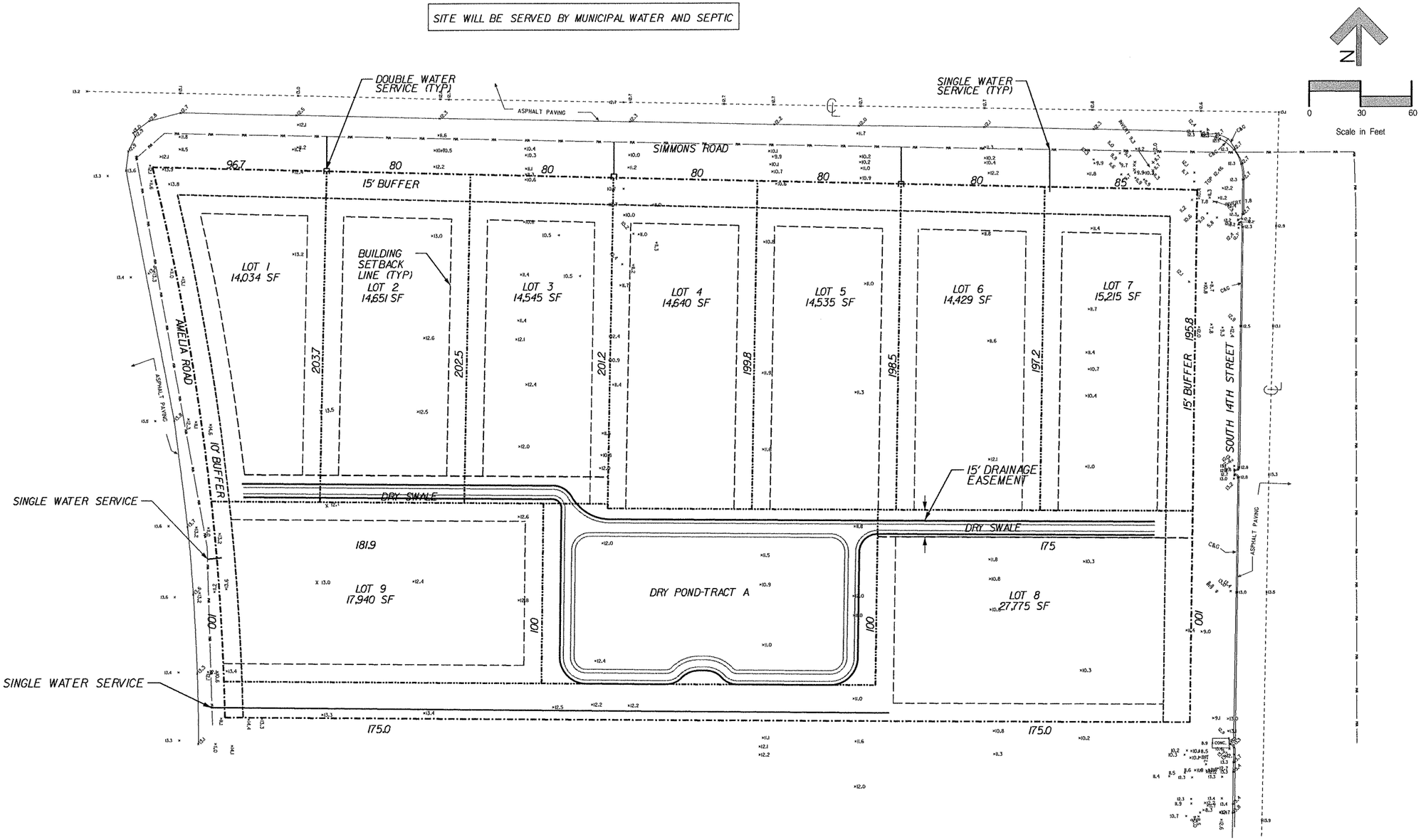
PREDEVELOPMENT DRAINAGE PLAN

Registered Professional

SHEET NO.
PRE-1
3 of 7
Issue Date
OCTOBER 2014
Project No.
14-10.22

$$Time$$ $$FileName$$

SITE WILL BE SERVED BY MUNICIPAL WATER AND SEPTIC



No	By	Date	Revision
A	NG	12-2-14	Revised to adress SJRWMD comments
B			
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Scale:

Project Mgr: NG

Designed by: NG

Drawn by: AD

QA/QC: AG

Gillette & Associates, Inc.
20 South 4th Street
Fernandina Beach, FL 32034

Certificate of Authorization No. 9332

DO NOT SCALE THIS DRAWING - DIMENSIONS AND NOTES TAKE PREFERENCE. DRAWING IS REDUCED IF LESS THAN 22" x 34"

G & A
GILLETTE & ASSOCIATES, INC
20 SOUTH 4TH STREET
FERNANDINA BEACH, FL 32034
PHONE: (904) 261-8818
FAX: (904) 261-9905

PLANTING HAMMOCK

HIGHLAND 35, LLC

SITE PLAN

Registered Professional

SHEET NO.
SP-1
4 of 7

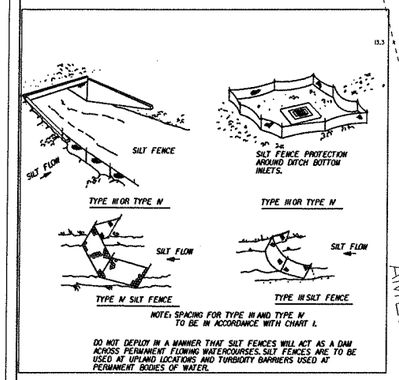
Issue Date
OCTOBER 2014

Project No.
14-10.22

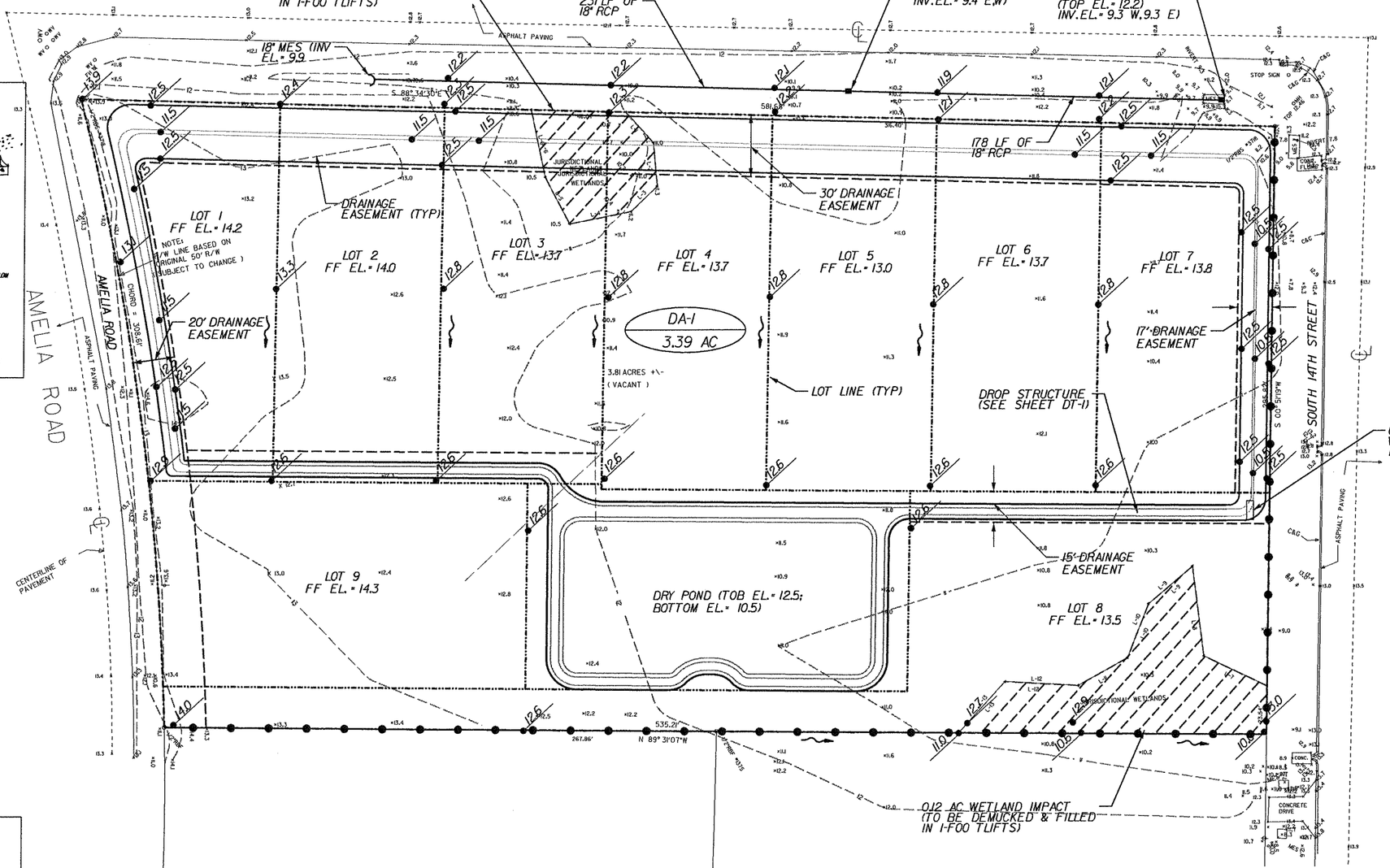
$$FileName$$
$$Time$$
$$Date$$

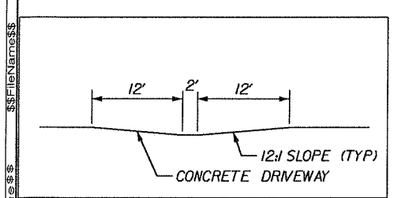
NOTE ALL DRIVEWAYS TO BE LOWERED THROUGH FRONT LOT SWALE AREA

SILT FENCE



SILT FENCE APPLICATIONS





TYPICAL DRIVEWAY CROSS SECTION

No	By	Date	Revision
A	NG	12-2-14	Revised to adress SJRWMD comments

Scale:
Project Mgr: NG
Designed by: NG
Drawn by: AD
QA/QC: AG

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FERNANDINA BEACH, FL 32034
PHONE: (904) 261-8819
FAX: (904) 261-9905

PLANTING HAMMOCK

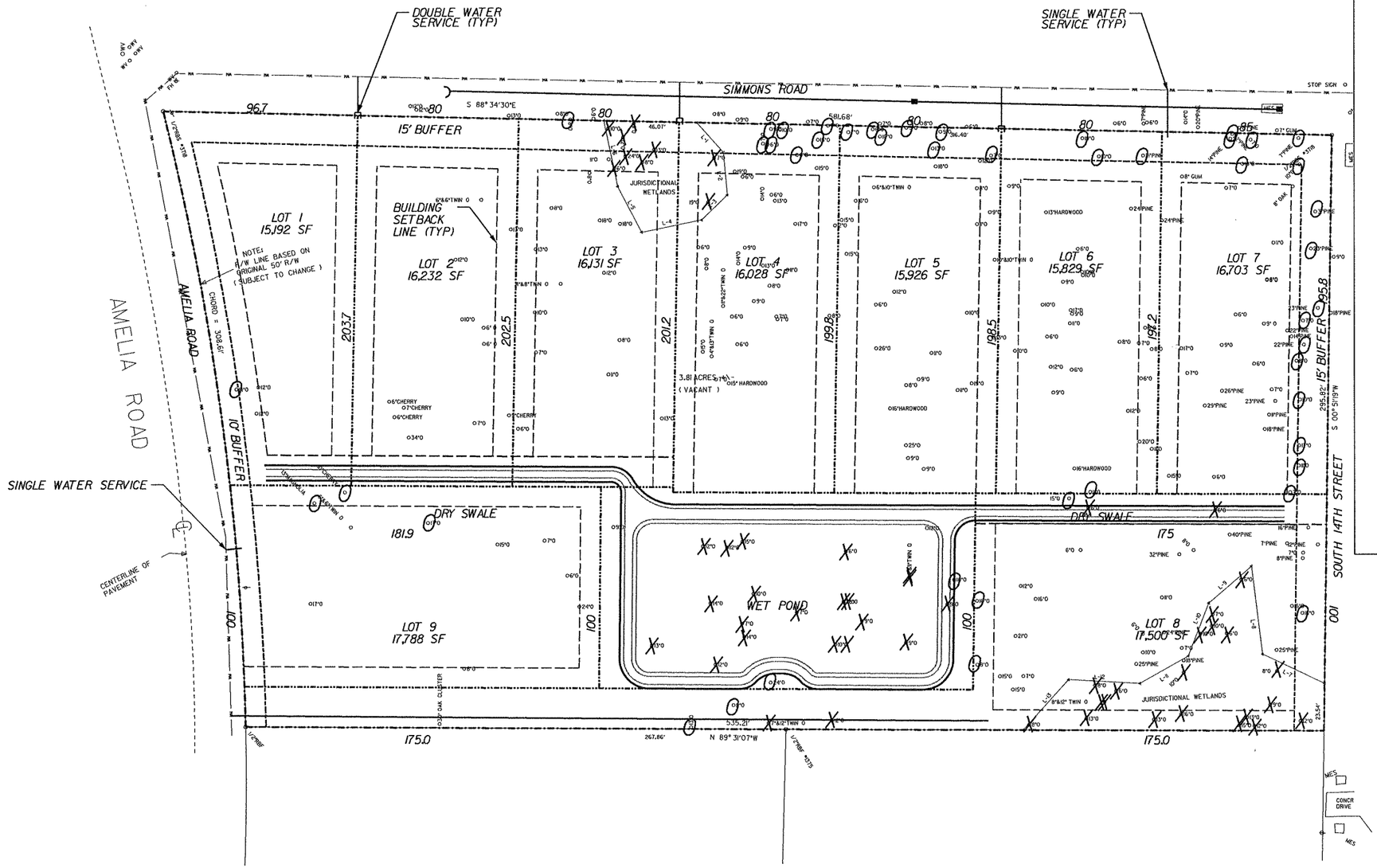
HIGHLAND 35, LLC

POST DEVELOPMENT DRAINAGE PLAN

Registered Professional

SHEET NO.
DR-1
5 of 7
Issue Date
OCTOBER 2014
Project No.
14-10.22

$$FileName$$ $$Time$$ $$Date$$



TREE DIAMETER	* TREES RETAINED	* INCHES RETAINED	* TREES REMOVED	* INCHES REMOVED
6	5	30	8	48
7	8	56	6	42
8	5	40	5	40
9	3	27	4	36
10	10	100	7	70
11	2	22	3	33
12	-	-	9	108
13	2	26	5	65
14	2	28	2	28
15	2	30	2	30
16	-	-	1	16
17	2	34	-	-
19	1	19	1	19
21	1	21	-	-
22	1	22	-	-
23	1	23	-	-
24	1	24	-	-
31	1	31	-	-

TOP 20% OF DBH FOR SITE IS 22" OR GREATER

PREDEVELOPMENT DBH: 1,049 INCHES

DBH SAVED WITHH BONUS: 558 INCHES

NO MITIGATION REQUIRED

No.	By	Date	Revision
J			
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A	NG	12-2-14	Revised to adress SJRWMD comments

Scale:
Project Mgr: NG
Designed by: NG
Drawn by: AD
QA/QC: AG

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Fernandina Beach, FL 32034
Certificate of Authorization No. 9332

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FERNANDINA BEACH, FL 32034
PHONE: (904) 261-8819
FAX: (904) 261-9905

PLANTING HAMMOCK

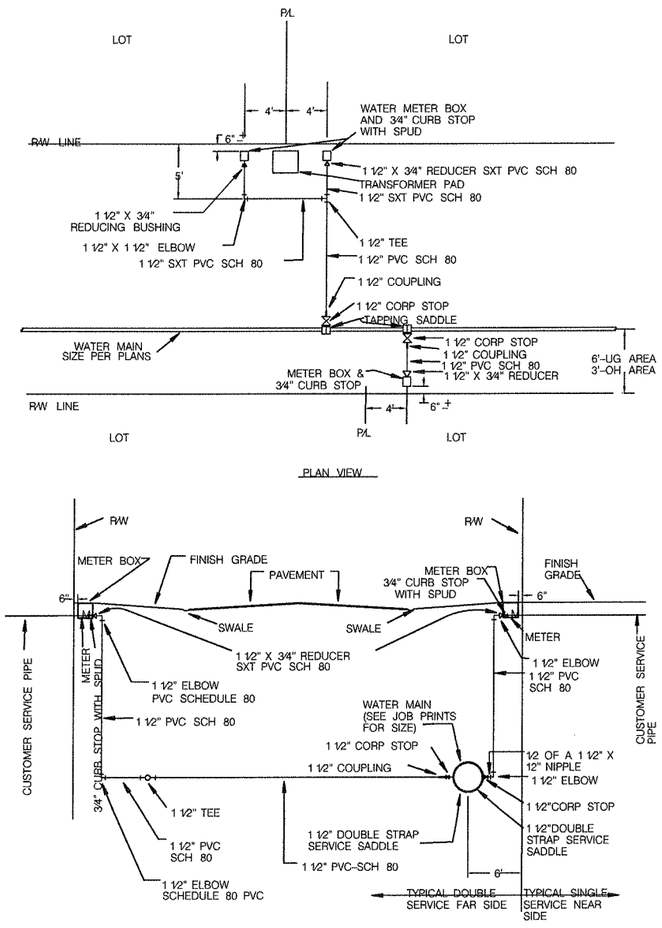
HIGHLAND 35, LLC

TREE REMOVAL/ RETENTION PLAN

Registered Professional

SHEET NO.
TREE-1
6 of 7
Issue Date
OCTOBER 2014
Project No.
14-10.22

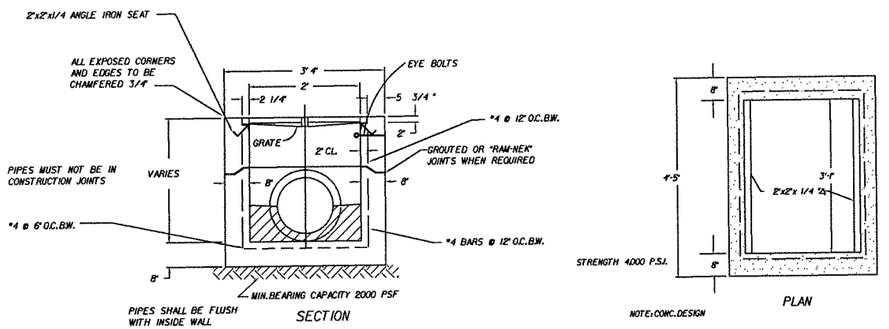
$$FileName$$ $$Time$$ $$Style$$



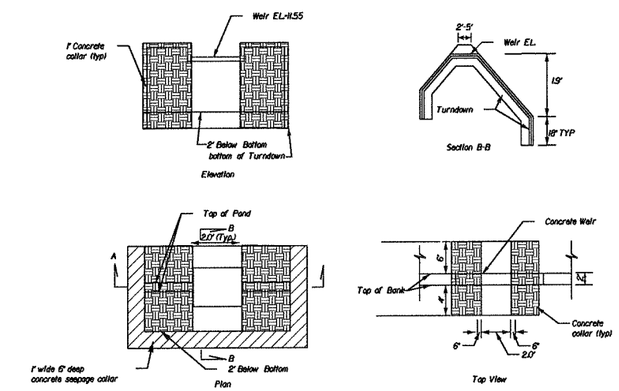
STATE ROAD- 1 1/2" CARRIER PIPE-4" BLACK IRON CASING FOR JACK AND BORE INSTALLATION.

COUNTY AND CITY- 1 1/2" CARRIER PIPE- 3" PVC CASING FOR JACK AND BORE INSTALLATION.

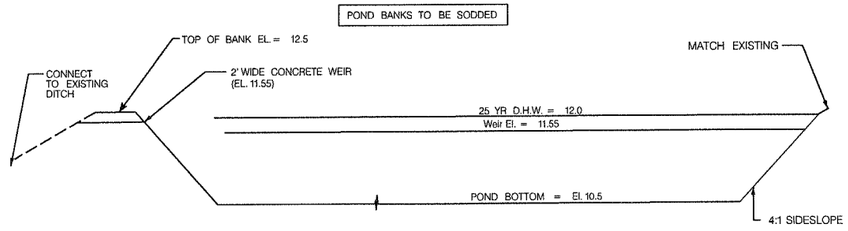
TYPICAL WATER SERVICE LOCATIONS



STORM SEWER TYPE "C" INLET



WEIR DETAIL



POND 1 CROSS SECTION AND DETAIL

No	By	Date	Revision
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C			
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A	NG	12-2-14	Revised to adress SJRWMD comments

Scale:
Project Mgr: NG
Designed by: NG
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QA/QC: AG

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20 South 4th Street
Fernandina Beach, FL 32034

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PLANTING HAMMOCK

HIGHLAND 35, LLC

MISCELLANEOUS DETAILS

Registered Professional

SHEET NO.
DT-1
7 of 7
Issue Date
OCTOBER 2014
Project No.
14-10.22

$$FileName$$
$$time$$

Print

Planning Advisory Board (PAB) - Submission #5893

Date Submitted: 9/2/2020

Planning Advisory Board (PAB) Application

USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).

Fees

Once application is submitted it will be reviewed for completeness. Once verified complete, an invoice will be emailed to the applicant.

- [x] Zoning Map Amendment (â‰¤ 10 acres $1,000 / > 10acres $2,000)
- [x] Land Use Map Amendment (â‰¤ 10 acres $1,000 / > 10acres $2,000)
- [ ] LDC Text Amendment ($1,000)
- [ ] Comp Plan Amendment ($1,700)
- [ ] Subdivision Plat â€“ Preliminary (â‰¤ 20 units $1,000 / > 20 units $1,600)
- [ ] Subdivision Plat â€“ Final ($850)
- [ ] Vacation of R.O.W. ($1,700)
- [x] Voluntary Annexation ($1,500)
- [ ] Revision to each PAB Application - To offset additional display ad fee ($400)

PAB 2020 - MEETING AND SUBMISSION DEADLINE CALENDAR

PAB 2020

IMPORTANT NOTES

Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, youâ€™ll need to meet with a City Planner prior to submitting your application. Completed applications are due 30 days prior to the Planning Advisory Board meeting date.

Please see the Land Development Code (LDC) for detailed information:

- [ ] LDC Text Amendment â€“ see LDC Section 11.01.08.
- [ ] Preliminary Subdivision Plat â€“ see LDC Section 11.01.05.
- [ ] Final Subdivision Plat â€“ LDC Section 11.01.05.
- [ ] Zoning Map Changes â€“ See LDC Section 11.01.07.

The LDC is available for review at

www.fbfl.us/LDC

Application Requirements

- [ ] A complete application filed at least thirty (30) days before the date of the Planning Advisory Boardâ€™s public hearing;
- [ ] Proof of Ownership (copy of deed or tax statement);
- [ ] A current survey of the property (no older than two years);
- [ ] If applying as an agent, Ownerâ€™s Authorization for Agent Representation form needs to be signed/ notarized and included in application;
- [ ] A detailed letter of intent stating the following:
- [ ] o The consistency of the proposed amendment(s) or action(s) with the Cityâ€™s Comprehensive Plan.
- [ ] o A justification for the proposed amendment(s) or action(s).

PROPERTY INFORMATION

Property information can be found at the Nassau County Property Appraiserâ€™s Website â†’ Map Search

Site Address*

Simmons Road - Plantation Hammock

City*

Fernandina Beach

State*

FL

Zip*

32034

Parcel ID #(s)*

00-00-30-044C-0001-0000; 00-00-30-044C-0002-0000; 00-00-30-044C-0003-0000; 00-00-30-044C-0004-0000; 00-00-30-044C-0005-0000; 00-00-30-044C-0006-0000; 00-00-30-044C-0007-0000; 00-00-30-044C-0008-0000; 00-00-30-044C-0009-0000; 00-00-30-0262-0006-0000; 00-00-30-044C-000A-0000

Lot*

various

Block*

various

Subdivision*

Plantation Hammock

Zoning District*

R-1

Future Land Use Designation*

Low Density Residential

REVIEW TYPE*

- [x] Zoning Map Amendment â‰¤ 10 acres
- [ ] Zoning Map Amendment > 10 acres
- [ ] LDC Text Amendment
- [ ] Comp Plan Amendment
- [ ] Subdivision Plat â€“ Preliminary â‰¤ 20 units
- [ ] Subdivision Plat â€“ Preliminary > 20 units
- [ ] Subdivision Plat â€“ Final
- [ ] Vacation of R.O.W.
- [x] Voluntary Annexation
- [ ] Revision to PAB Application

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

various

Last Name*

various

Company (if applicable)

n/a

Mailing Address*

n/a

City*

Fernandina Beach

State*

FL

Zip*

32034

Telephone Number*

904-310-3480

Email Address*

dmartin@fbfl.city

OWNER'S AGENT

If other than owner. If an agent will be representing the owner, an Ownerâ€™s Authorization For Agent Representation form must be included

First Name

Dale

Last Name

Martin

Mailing Address

204 Ash Street

City

Fernandina Beach

State

FL

Zip

32034

Telephone Number

904-310-3480

E-mail Address

dmartin@fbfl.city

PROJECT INFORMATION

Previous Planning/Zoning Approvals

n/a

Summary of Request (more detailed information to be provided in required letter of intent)*

Voluntary Annexation, Future Land Use Map Amendment, Zoning Change for the following properties: 00-00-30-044C-0001-0000; 00-00-30-044C-0002-0000; 00-00-30-044C-0003-0000; 00-00-30-044C-0004-0000; 00-00-30-044C-0005-0000; 00-00-30-044C-0006-0000; 00-00-30-044C-0007-0000; 00-00-30-044C-0008-0000; 00-00-30-044C-0009-0000; 00-00-30-0262-0006-0000; 00-00-30-044C-000A-0000

Certification*

☑ By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.

☑ I acknowledge that I understand and have complied with all of the submittal requirements and procedures.

Applicant First Name*

Dale

Applicant Last Name*

Martin

Today's Date*

9/2/2020

Upload Supporting Documentation*

Annexation_2020.xlsx

Upload 2

Choose File | No file selecte

Upload 3

Choose File | No file selecte

Upload 4

Choose File | No file selecte

DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2020-35
Zoning Map Change to R-1 (Low Density Residential) for 4.32 acres of land.

ITEM TYPE: Ordinance (w/o fiscal impact)

REQUESTED ACTION: Approve Ordinance 2020-35 at first reading.

SYNOPSIS: The City of Fernandina Beach requests annexation of eleven parcels of land located between Amelia Road and South 14th Street and along Simmons Road. These parcels became contiguous to the municipal limits in 2016 when the Aspire Phase II, Lakeside Reserve subdivision property was annexed into the City. Resolution 2014-154 approved extension of water services outside of the corporate limits of the City. This extension provided water to the nine lot Plantation Hammock subdivision on the south side of Simmons Road. Resolution 2018-182 approved extension of water services to the property located at 847 Simmons Road, lot 6 of the Glyndon Estates subdivision. Assignment of the Low Density Residential (LDR) Future Land Use Map (FLUM) category and Low Density Residential (R-1) zoning district is requested for the subject properties. This designation is the is the most closely aligned with the Current Nassau County FLUM category and zoning district.

CITY ATTORNEY COMMENTS: No additional comments.

Dale L. Martin, City Manager 10/5/2020
Tammi E. Bach, City Attorney 10/6/2020

Kelly N. Gibson, AICP

Date: September 22, 2020

Submitted By: Kelly Gibson, AICP, Planning Director

ORDINANCE 2020-__

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A ZONING CATEGORY OF LOW DENSITY RESIDENTIAL (R-1) FOR 4.32 ACRES OF LAND LOCATED AT 847 SIMMONS ROAD AND PROPERTIES IN THE PLANTATION HAMMOCK SUBDIVISION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning Advisory Board (PAB) acting as the designated Local Planning Agency, has reviewed and held a public hearing on September 9, 2020, and issued a recommendation of approval; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on August 26, 2020.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PROPERTIES INVOLVED. The City Commission intends to approve the zoning map changes. The properties identified for this change of the Zoning Map to City of Fernandina Beach Low Density Residential (R-1) for properties located and identified as by map exhibit attached hereto as Exhibit "A".

SECTION 2. ZONING MAP CHANGE. For the property in question, the City's Zoning Map is hereby changed as follows and attached hereto as Exhibit "A":

- From Nassau County Residential Single Family 2 to City of Fernandina Beach Low Density Residential (R-1).

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.

ADOPTED this 17th day of November, 2020.

CITY OF FERNANDINA BEACH

_____
JOHN A. MILLER
Mayor - Commissioner

ATTEST:

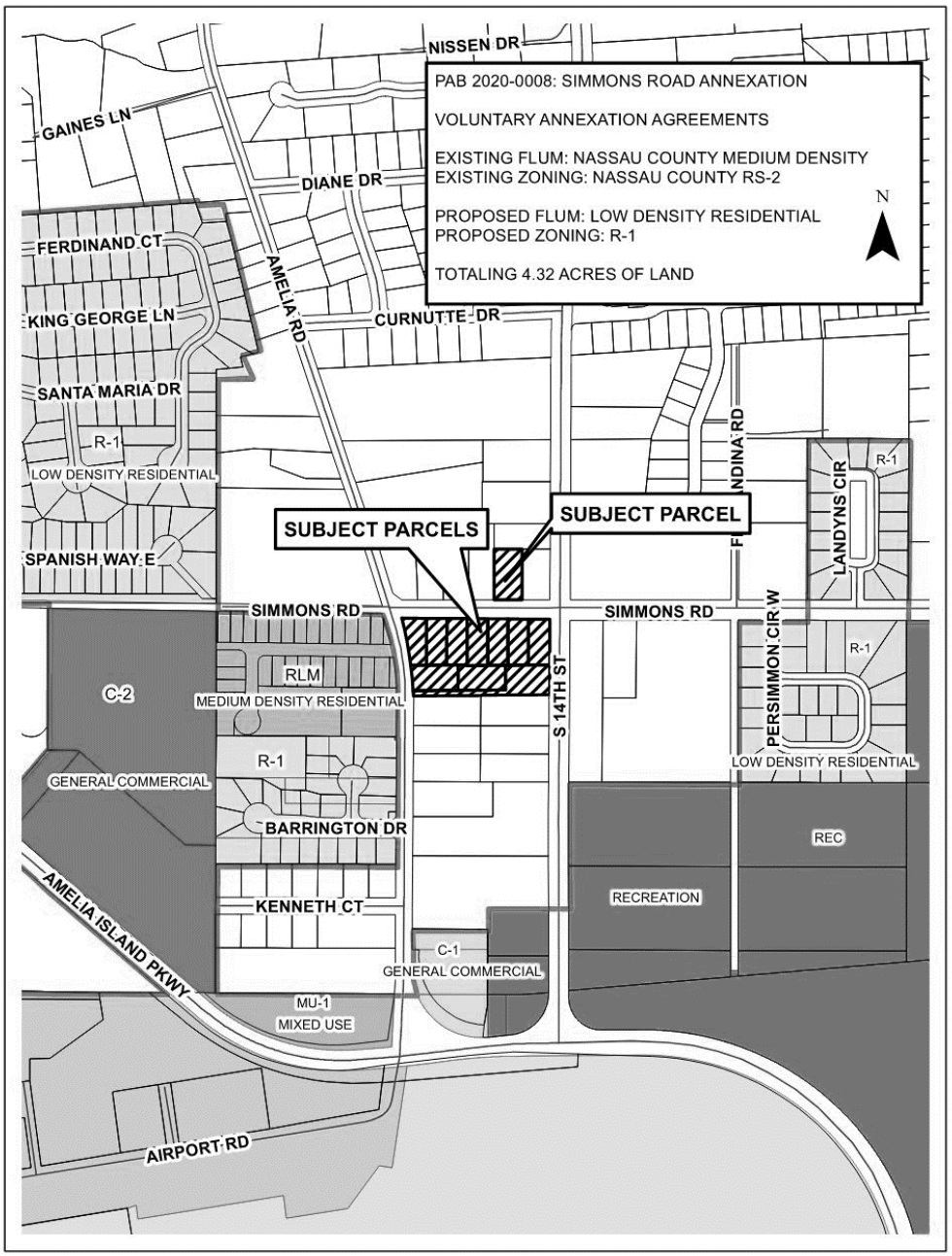
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TAMMI E. BACH
City Attorney

EXHIBIT A

CITY OF FERNANDINA BEACH, REQUESTS ANNEXATION OF PROPERTIES LOCATED IN THE PLANTATION HAMMOCK SUBDIVISION LOCATED ON SIMMONS ROAD BETWEEN S. 14TH STREET AND AMELIEA ROAD AND 847 SIMMONS ROAD, ASSIGNMENT OF THE LOW DENSITY RESIDENTIAL (LDR) FUTURE LAND USE MAP CATEGORY AND LOW DENSITY RESIDENTIAL (R-1) ZONING DISTRICT FOR PROPERTIES TOTALING 4.32 ACRES OF LAND.



STAFF REPORT
PAB 2020-0008 (AX, LU, CZ)
Planning Advisory Board Hearing
September 9, 2020

Jacob M. Platt
Senior Planner

APPLICATION FOR VOLUNTARY ANNEXATION, SMALL-SCALE FUTURE LAND USE AND ZONING MAP

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	Various Property Owners				
AGENT:	City of Fernandina Beach				
REQUESTED ACTION:	Voluntary Annexation, Assignment of a Future Land Use Map Category of Low Density Residential and, Zoning District of R-1				
LOCATION:	Simmons Road, between South 14th Street and Amelia Road				
CURRENT ZONING:	Nassau County Residential Single-Family 2				
CURRENT LAND USE:	Nassau County Medium Density				
EXISTING USES ON SITE:	Single Family Homes and one stormwater pond				
PROPERTY SIZE:	Approximately 4.32 Acres of Land				
ADJACENT PROPERTIES:	**Direction**	**Existing Use(s)**	**Year Built**	**Zoning**	**FLUM**
	North	SFH Sites	Early 2000's	RS-2	MD
	South	SFH Sites	2011 & 2019	RS-2	MD
	East	Vacant Land	N/A	RS-2	MD
	West	SFH Sites	2019	RLM	MDR

*** 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 Planning and Conservation Department office. ***

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The City of Fernandina Beach requests annexation of eleven parcels of land located between Amelia Road and South 14th Street and along Simmons Road. These parcels became contiguous to the municipal limits in 2016 when the Aspire Phase II, Lakeside Reserve subdivision property was annexed into the City. Resolution 2014-154 approved extension of water services outside of the corporate limits of the City. This extension provided water to the nine lot Plantation Hammock subdivision on the south side of Simmons Road. Resolution 2018-182 approved extension of water services to the property located at 847 Simmons Road, lot 6 of the Glyndon Estates subdivision. Assignment of the Low Density Residential (LDR) Future Land Use Map (FLUM) category and Low Density Residential (R-1) zoning district is requested for the subject properties. This designation is the is the most closely aligned with the Current Nassau County FLUM category and zoning district.

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 subject parcels are recently constructed single family homes and any development or redevelopment can achieve full compliance with the City's Land Development Code and Comprehensive Plan. The City can serve this property and meet or exceed all levels of service required by the Comprehensive Plan.

CONCLUSION AND STAFF RECOMMENDATIONS:

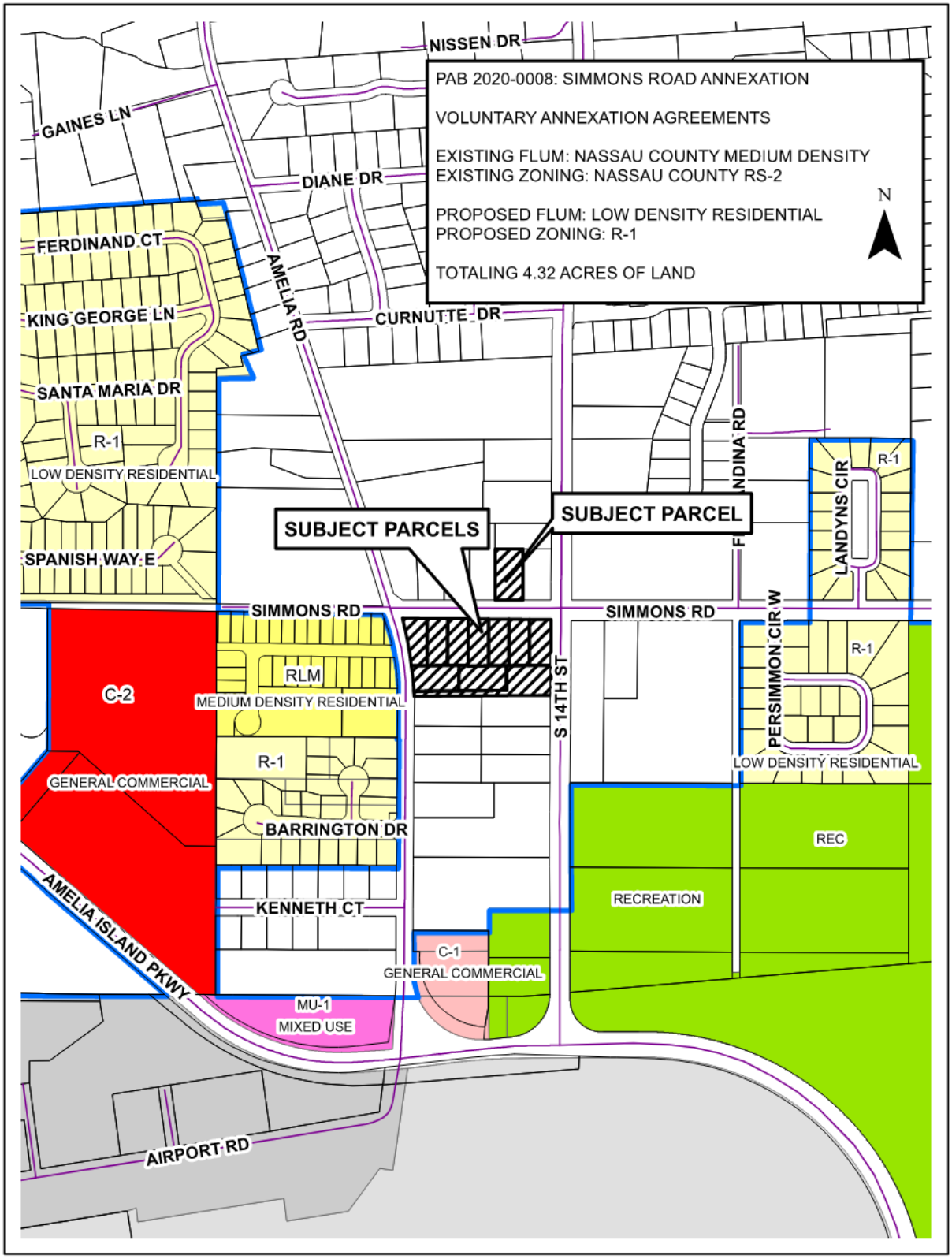
The requested action is consistent with the City's Comprehensive Plan and Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the Low Density Residential FLUM category, and R-1 zoning district. Following the recommendation of the Planning Advisory Board (PAB), the application will move forward to the City Commission in the form of three separate ordinances at a public hearing anticipated for October 20th, 2020.

Applicable Policy Reference	***Determination of Consistency***
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	√

MOTION TO CONSIDER:

I move to recommend **(approval or denial)** of PAB case number 2020-0008 to the City Commission requesting that a Voluntary Annexation, Assignment of the Low Density Residential land use category, and R-1 zoning district be **(approved or denied)** and that PAB case 2020-0008, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statues to be approved at this time.

3008
2965
3020
815
821
833
847
3001
SIMMONS RD
804
812
820
828
836
842
850
76769
771
764768
770
3024
3026
AMELIA RD
3028
3101
3030
3113
3106
3116
3125
3118
3129
3124
3130
S 14TH ST


PAB 2020-0008: SIMMONS ROAD ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: NASSAU COUNTY MEDIUM DENSITY
EXISTING ZONING: NASSAU COUNTY RS-2
PROPOSED FLUM: LOW DENSITY RESIDENTIAL
PROPOSED ZONING: R-1
TOTALING 4.32 ACRES OF LAND
N
NISSEN DR
GAINES LN
DIANE DR
FERDINAND CT
KING GEORGE LN
AMELIA RD
CURNUTTE DR
SANTA MARIA DR
R-1
LOW DENSITY RESIDENTIAL
SPANISH WAY E
SUBJECT PARCELS
SUBJECT PARCEL
FERNANDINA RD
LANDYNS CIR
R-1
SIMMONS RD
SIMMONS RD
C-2
RLM
MEDIUM DENSITY RESIDENTIAL
S 14TH ST
PERSIMMON CIR W
R-1
LOW DENSITY RESIDENTIAL
GENERAL COMMERCIAL
R-1
BARRINGTON DR
REC
RECREATION
AMELIA ISLAND PKWY
KENNETH CT
C-1
GENERAL COMMERCIAL
MU-1
MIXED USE
AIRPORT RD

14

Inst: 201845039263 Date: 12/21/2018 Time: 11:07AM
Page 1 of 14 B: 2244 P: 1910, Doc Type: UNK
John A. Crawford, Clerk of Court, Nassau County,
By: TP, Deputy Clerk

RESOLUTION 2018-182

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE EXTENSION OF WATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE PARCEL CONTAINING APPROXIMATELY 0.50 ACRES OF LAND LOCATED AT 847 SIMMONS ROAD; PROVIDING FOR EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, property owners, Theodore and Melody Mandrick, 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 0.50 acres located at 847 Simmons Road (Parcel ID Number: 00-00-30-0262-0006-0000); 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 hereby authorizes the extension of water services to the property owners identified, whose property is located outside the corporate limits of the City at 847 Simmons Road and noted as parcel 00-00-30-0262-0006-0000, 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 18th day of December, 2018.

CITY OF FERNANDINA BEACH

JOHN A. MILLER
Commissioner - Mayor

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

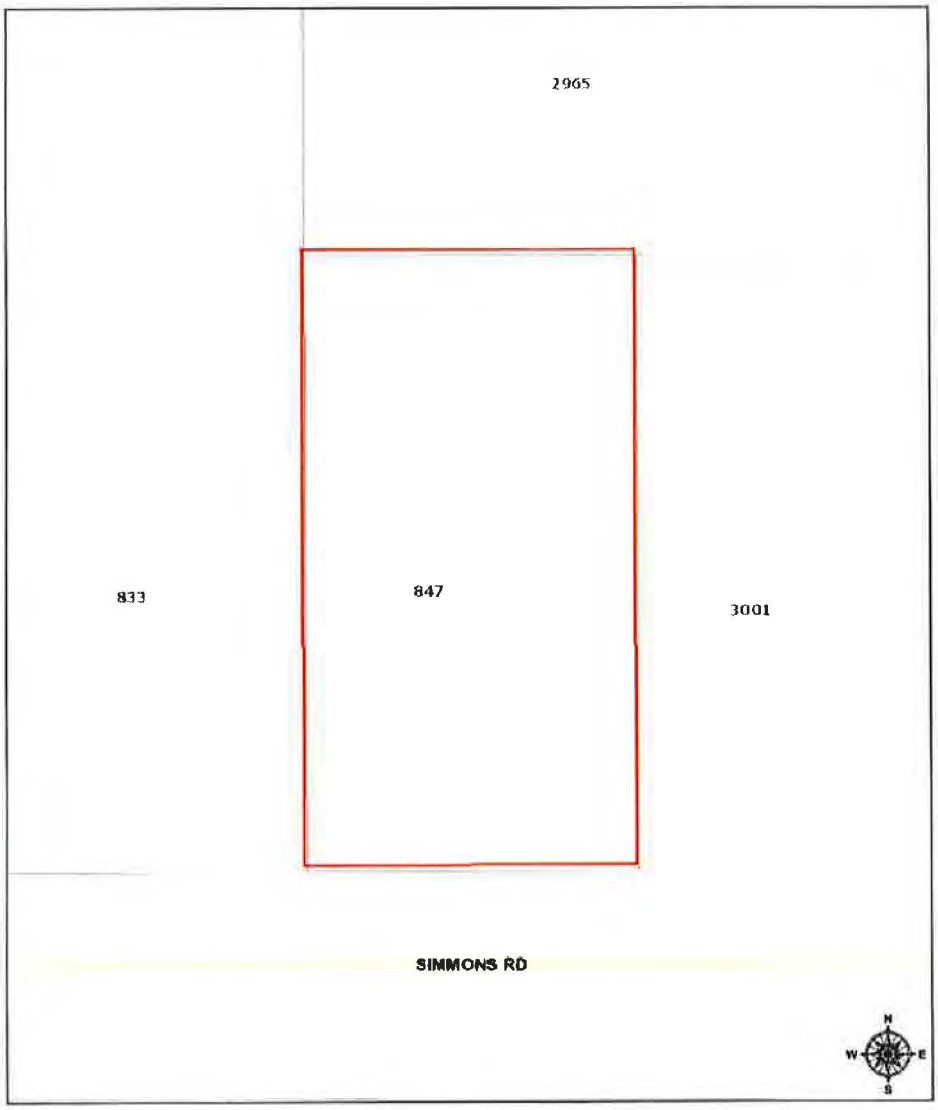
APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

RESOLUTION 2018-182
EXHIBIT "A"

WATER AND SEWER AGREEMENT/ VOLUNTARY PETITION FOR ANNEXATION OF PARCEL ID NUMBER: 00-00-30-0262-0006-0000 LOCATED AT 847 SIMMONS ROAD TOTALING APPROXIMATELY 0.50 ACRES OF LAND

847 Simmons Road- Voluntary Annexation



November 15, 2018

1:564

0 0.00475 0.0095 0.019 mi

0 0.0075 0.015 0.03 km

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan,

OFFICE USE ONLY	
REC'D: KG	BY: 11/15/18
PAYMENT: $ ✓ 300	TYPE:
APPLICATION #:	
CASE #:	
CC MEETING DATE: 12/18/18	

WATER/SEWER &VOLUNTARY ANNEXATION APPLICATION

APPLICANT INFORMATION

Owner Name: Theodore + Melody Mandrick

Mailing Address: 847 Simmons Rd, Fernandina Beach, FL 32034

Telephone: 904-321-7134 Fax:

Email: mandrick+@yahoo.com

Agent Name:

Mailing Address:

Telephone: Fax:

Email:

PROPERTY INFORMATION

Street Address: 847 Simmons Rd

Parcel Identification Number(s): 00-00-30-0262-0006-0000

PROJECT INFORMATION

Total Number of Lots/Parcels: 1

Less than One (1) acre Sq. Footage: 21,782.69 One (1) Acre or Greater:

Existing Zoning Classification: RS-2

Existing Future Land Use Classification: Medium density

Description of Request: Request for water services

SIGNATURE/NOTARY

The undersigned states the above information is true and correct as (s)he is informed and believes.

11/15/18
Date

Theodore Mendrick
Melody Mendrick
Signature of Applicant

STATE OF FLORIDA
COUNTY OF NASSAU } ss

HARRIET DAVIS
MY COMMISSION # GG86124
EXPIRES. March 22, 2021

Subscribed and sworn to before me this 15 day of Nov, 2018.

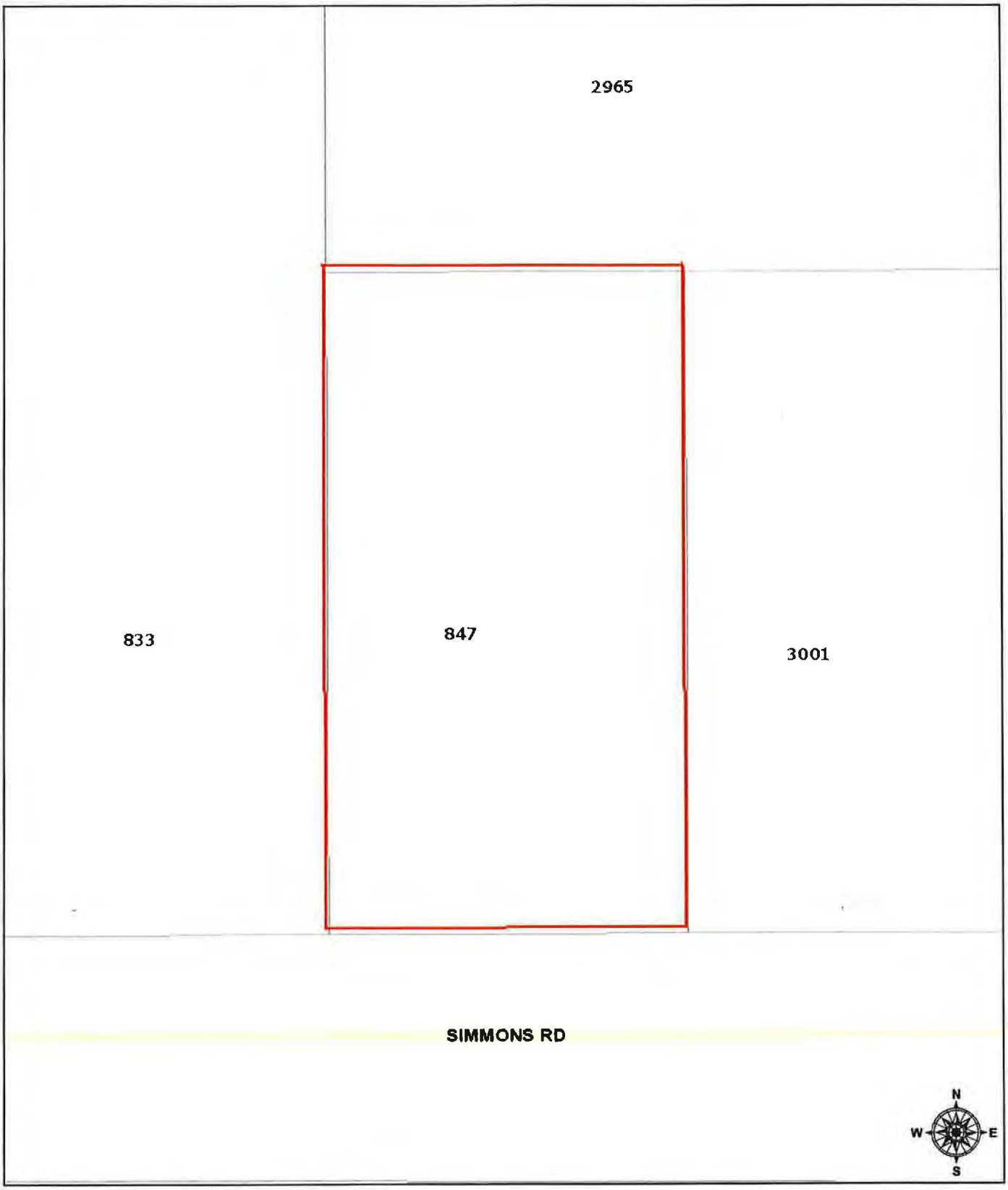
Harriet Davis
Notary Public: Signature

Harriet Davis
Printed Name

3/22/21
My Commission Expires

Personally Known _____ OR Produced Identification ✓ ID Produced: FL DL

847 Simmons Road- Voluntary Annexation



November 15, 2018

1:564

0 0.00475 0.0095 0.019 mi

0 0.0075 0.015 0.03 km

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan,

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 15th day of November, 2018 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Theodore & Melody Mandrick (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#: 00-00-30-0262-0006-0000

GENERALLY DESCRIBED AS: Lot 6 in OR 751/1652 & OR 1852/1538 Glyndon Estates PB 5/366

ADDRESSED AS: 847 Simmons Road

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

DALE L. MARTIN
City Manager

ATTEST:

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

HARRIET DAVIS
MY COMMISSION # GG86124
EXPIRES: March 22, 2021

Sworn and subscribed before me this 15 day of Nov, 2018.

Harriet Davis
Signature of Notary
My Commission Expires:
Type of Identification Produced FL DL

EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORT

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

OWNER NAME	ROSS GARY H	**PARCEL NUMBER**	00-00-30-0262-0006-0000
MAILING ADDRESS	58240 COOPERS NECK RD	**TAX DISTRICT**	UNINCORPORATED MIDDLE ISLAND (DISTRICT 8)
		MILLAGE	15.3904
		PROPERTY USAGE	SINGLE FAMILY
	HILLIARD, FL 32046	**DEED ACRES**	0
LOCATION ADDRESS	847 SIMMONS RD	**HOMESTEAD**	N
	FERNANDINA BEACH 32034	**PARCEL MAP RECORD**	MAP THIS PARCEL
SHORT LEGAL	LOT 6 IN OR 751/1652 & OR 1852/1538 GLYNDON ESTATES PB 5/366	**TAX COLLECTOR SEARCH**	NASSAU TAX COLLECTOR LINK
		PROPERTY RECORD CARD	LINK TO PROPERTY RECORD CARD (PDF)

2018 Certified Values	
JUST VALUE OF LAND	$75,000
LAND VALUE AGRICULTURAL	$0
TOTAL BUILDING VALUE	$102,602
TOTAL MISC VALUE	$5,531
JUST OR CLASSIFED TOTAL VALUE	$183,133
ASSESSED VALUE	$183,133
EXEMPT VALUE	$0
TAXABLE VALUE	$183,133

Land Information

LAND USE	LAND UNITS	LAND UNIT TYPE	SEC TWN RNG
SFR 000100	1	LT	3-2N-28

Building Information

TYPE	TOTAL AREA	HEATED AREA	BED ROOMS	BATHS	PRIMARY EXTERIOR	SECONDARY EXTERIOR	HEATING	COOLING	ACTUAL YEAR BUILT	BUILDING SKETCH
SINGLE FAM	2,591	1,759	3	2	AVERAGE	ABOVE AVG.	AIR DUCTED	FORCED AIR	1996	SHOW SKETCH

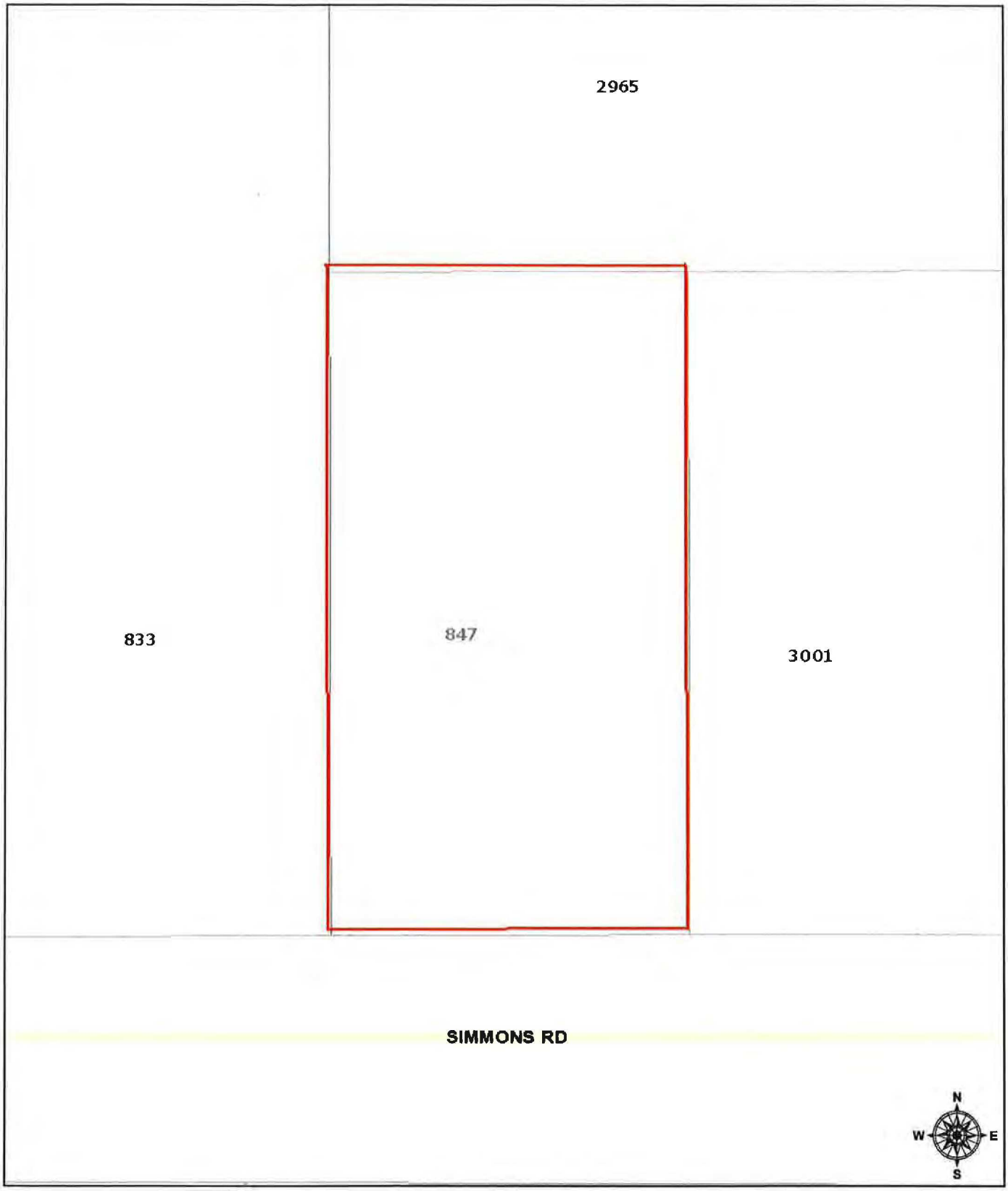
Miscellaneous Information

DESCRIPTION	DIMENSIONS L x W	UNITS	YEAR BUILT
CONCRETE C	0 X 0	1899	1996
CONCRETE C	0 X 0	159	1996
CONCRETE A	0 X 0	12	1996
FP-1-SG-AV	0 X 0	1	1996

Sales Information

SALE DATE	BOOK / PAGE	BOOK / PAGE	PRICE	INSTRUMENT	QUALIFICATION	IMPROVED? (AT TIME OF SALE)	GRANTOR	GRANTEE
04/25/2013	1852/1538	1852/1538	100	QC	U	Y	ROSS BARBARA TRAPP	ROSS GARY H
02/16/1996	751/1652	751/1652	20500	PR	Q	N	DAVIS CLYDE W P/R	ROSS GARY & BARBARA

847 Simmons Road- Voluntary Annexation



November 15, 2018

1:564

0 0.00475 0.0095 0.019 mi

0 0.0075 0.015 0.03 km

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand)

When recorded, return to:
Hamilton Group Funding, Inc.
Attn: Final Document Department
1551 Sawgrass Corporate PKWY, Suite 300
Sunrise, FL 33323

This document was prepared by:
Hamilton Group Funding, Inc.
1551 Sawgrass Corporate PKWY, Suite 300
Sunrise, FL 33323
954-241-2800

Title Order No.: 18-784

LOAN #: 1809091075

[Space Above This Line for Recording Data]

MORTGAGE

FHA Case No.
091-6595320-703-203B

MIN: 1005077-2012090023-7

MERS PHONE #: 1-888-679-6377

DEFINITIONS
Words used in multiple sections of this document are defined below and other words are defined in Sections 3, 10, 12, 17, 19 and 21. Certain rules regarding the usage of words used in this document are also provided in Section 15.
(A) "Security Instrument" means this document, which is dated **November 9, 2018,** together with all Riders to this document.
(B) "Borrower" is **THEODORE D MANDRICK AND MELODY S MANDRICK, HUSBAND AND WIFE, AND JOHN M MANDRICK, A MARRIED MAN.**

Borrower is the mortgagor under this Security Instrument.
(C) "MERS" is Mortgage Electronic Registration Systems, Inc. MERS is a separate corporation that is acting solely as a nominee for Lender and Lender's successors and assigns. **MERS is the mortgagee under this Security Instrument.** MERS is organized and existing under the laws of Delaware, and has an address and telephone number of P.O. Box 2026, Flint, MI 48501-2026, tel. (888) 679-MERS.
(D) "Lender" is **Hamilton Group Funding, Inc..**

Lender is **a Florida Corporation,** organized and existing under the laws of **Florida.**
Lender's address is **1551 Sawgrass Corporate PKWY, Suite 300, Sunrise , FL 33323**

(E) "Note" means the promissory note signed by Borrower and dated **November 9, 2018.** The Note states that Borrower owes Lender **THREE HUNDRED THOUSAND ONE HUNDRED SIXTY TWO AND NO/100***

(I) "Applicable Law" means all controlling applicable federal, state and local statutes, regulations, ordinances and administrative rules and orders (that have the effect of law) as well as all applicable final, non-appealable judicial opinions.
(J) "Community Association Dues, Fees, and Assessments" means all dues, fees, assessments and other charges that are imposed on Borrower or the Property by a condominium association, homeowners association or similar organization.
(K) "Electronic Funds Transfer" means any transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, which is initiated through an electronic terminal, telephonic instrument, computer, or magnetic tape so as to order, instruct, or authorize a financial institution to debit or credit an account. Such term includes, but is not limited to, point-of-sale transfers, automated teller machine transactions, transfers initiated by telephone, wire transfers, and automated clearinghouse transfers.
(L) "Escrow Items" means those items that are described in Section 3.
(M) "Miscellaneous Proceeds" means any compensation, settlement, award of damages, or proceeds paid by any third party (other than insurance proceeds paid under the coverages described in Section 5) for: (i) damage to, or destruction of, the Property; (ii) condemnation or other taking of all or any part of the Property; (iii) conveyance in lieu of condemnation; or (iv) misrepresentations of, or omissions as to, the value and/or condition of the Property.
(N) "Mortgage Insurance" means insurance protecting Lender against the nonpayment of, or default on, the Loan.
(O) "Periodic Payment" means the regularly scheduled amount due for (i) principal and interest under the Note, plus (ii) any amounts under Section 3 of this Security Instrument.
(P) "RESPA" means the Real Estate Settlement Procedures Act (12 U.S.C. §2601 et seq.) and its implementing regulation, Regulation X (12 C.F.R. Part 1024), as they might be amended from time to time, or any additional or successor legislation or regulation that governs the same subject matter. As used in this Security Instrument, "RESPA" refers to all requirements and restrictions that are imposed in regard to a "federally related mortgage loan" even if the Loan does not qualify as a "federally related mortgage loan" under RESPA.
(Q) "Secretary" means the Secretary of the United States Department of Housing and Urban Development or his designee.
(R) "Successor in Interest of Borrower" means any party that has taken title to the Property, whether or not that party has assumed Borrower's obligations under the Note and/or this Security Instrument.

TRANSFER OF RIGHTS IN THE PROPERTY
This Security Instrument secures to Lender: (i) the repayment of the Loan, and all renewals, extensions and modifications of the Note; and (ii) the performance of Borrower's covenants and agreements under this Security Instrument and the Note. For this purpose, Borrower does hereby mortgage, grant and convey to MERS (solely as nominee for Lender and Lender's successors and assigns) and to the successors and assigns of MERS, with power of sale, the following described property located in the **County** of **Nassau**
[Type of Recording Jurisdiction] [Name of Recording Jurisdiction]:

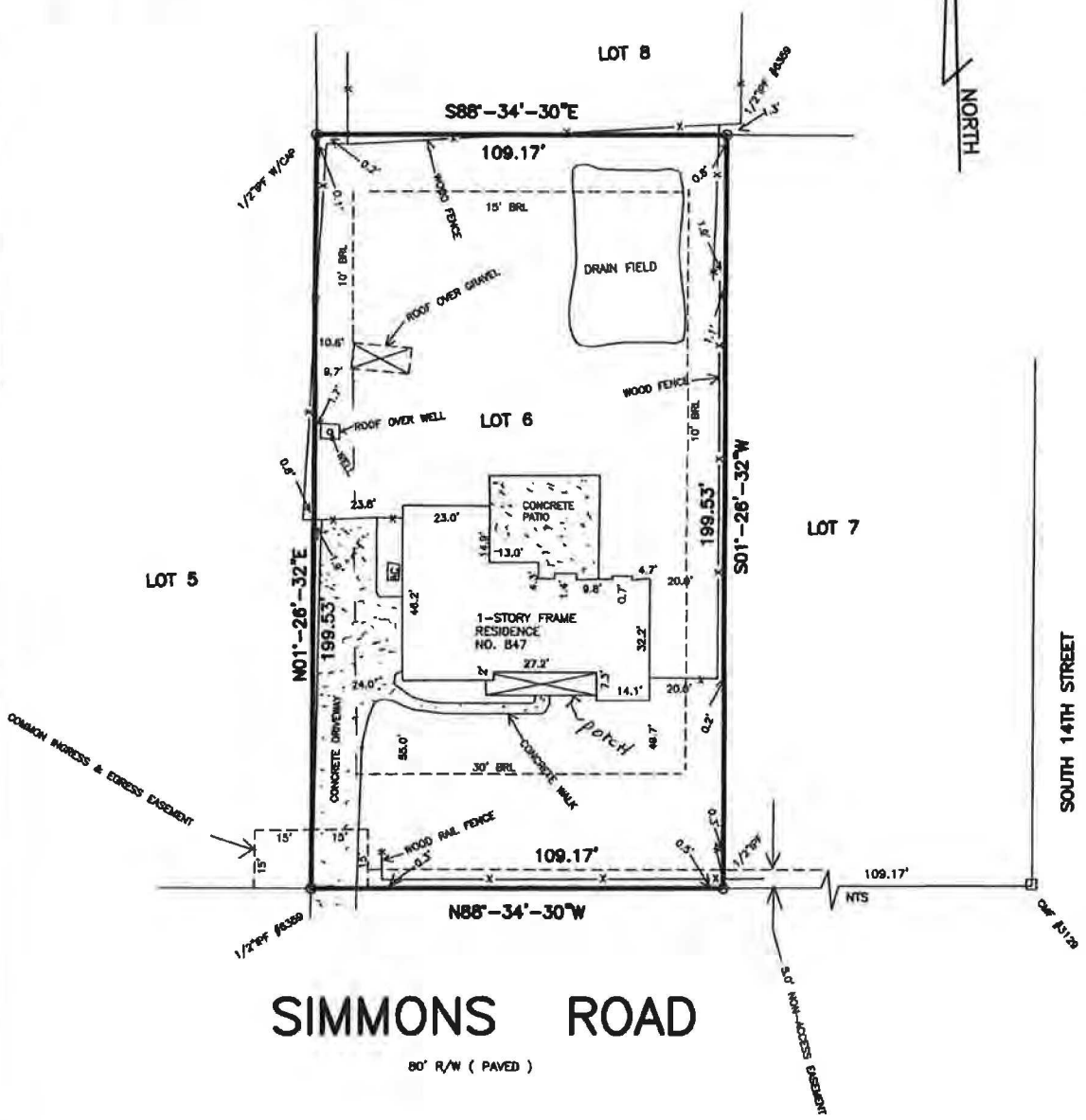
SEE LEGAL DESCRIPTION ATTACHED HERETO AND MADE A PART HEREOF AS "EXHIBIT A".
APN #: 00-00-30-0262-0006-0000

which currently has the address of **847 Simmons Rd, Fernandina Beach,**
[Street] [City]
Florida **32034** ("Property Address"):
[Zip Code]

TOGETHER WITH all the improvements now or hereafter erected on the property, and all easements, appurtenances, and fixtures now or hereafter a part of the property. All replacements and additions shall also be covered by this Security Instrument. All of the foregoing is referred to in this Security Instrument as the "Property." Borrower understands and agrees that MERS holds only legal title to the interests granted by Borrower in this Security Instrument, but, if necessary to comply with law or custom, MERS (as nominee for Lender and Lender's successors and assigns) has the right: to exercise any or all of those interests, including, but not limited to, the right to foreclose and sell the Property; and to take any action required of Lender including, but not limited to, releasing and canceling this Security Instrument.

MAP SHOWING BOUNDARY SURVEY OF
LOT 6, GLYNDON EASTATES,
AS RECORDED IN PLAT BOOK 5, PAGE 366,
OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

CERTIFIED TO:
THEODORE MANDRICK AND MELODY MANDRICK,
HAMILTON GROUP FUNDING,
FIRST AMERICAN TITLE INSURANCE CO.
ANDREA F. LENNON, P.A.



SIMMONS ROAD

80' R/W (PAVED)

COASTAL LAND SURVEYORS
& MAPPERS, INC.
34 NORTH FOURTEENTH STREET
FERNANDINA BEACH, FLORIDA 32032
TEL. 904-261-6650 FAX 904-277-6650

I HEREBY CERTIFY THE INFORMATION DEPICTED HEREON AS MEETING THE MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYING, CHAPTER 5J-17.050, FLORIDA ADMIN. CODE, AND/OR CHAPTER 180-7, GEORGIA STATUTES.

LICENSED BUSINESS NO. 6412

JAMES C. PEACOCK, PROFESSIONAL SURVEYOR AND MAPPER
FLORIDA CERTIFICATE NO. 3718
GEORGIA CERTIFICATE NO. 2365
NOT VALID UNLESS EMBOSSED WITH SURVEYORS OFFICIAL SEAL

BEARINGS BASED ON PLAT OF RECORD

PROPERTY SHOWN HEREON LIES WITHIN
FLOOD ZONE X AS SHOWN ON
FEMA FLOOD INSURANCE RATE MAP,
COMMUNITY NO. 120170 PANEL NO. 0377G
DATED 9/2/17

DATE OF SURVEY: NOVEMBER 8, 2018
SCALE 1"=30'
JOB NO. 1811-08 F.B. 348

CORNER MARKERS HAVE NO IDENTIFICATION U.N.O.

LEGEND:

IRON PIPE FOUND - IPF	POWER LINE ----P----
IRON PIPE SET - IPS	PLAT - P.
RE/BAR FOUND - RBF	FIELD MEASURED - FM.
NOT TO SCALE - NTS	RECORD - R. DEED - D.
BUILDING RESTRICTION LINE - BRL	POWER POLE - O
CONCRETE MONUMENT FOUND - CMF	CONCRETE - CONC.
STAINLESS STEEL PIPE FOUND - SSPF	FENCE ----X----
RIGHT-OF-WAY - R/W	RIGHT-OF-WAY - R/W
POINT OF CURVE - PC POINT OF TANGENCY - PT	POINT OF REVERSE CURVE - PRC
CENTERLINE - ℄ OFFICIAL RECORDS BOOK - O.R.B.	

RESOLUTION 2014-154

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE EXTENSION OF WATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE (1) PARCEL TOTALING 4.3 ACRES LOCATED AT SIMMONS ROAD; PROVIDING FOR EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, property owners William and JoNell Jensen have completed the City of Fernandina Beach Voluntary Annexation Petition / Water/Sewer Annexation Agreement Application pursuant to Chapter 171.044, Florida Statutes, for one (1) parcel containing approximately 4.3 acres located at Simmons Road (Parcel ID Number: 00-00-30-044A-0004-0000); 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, at its meeting duly called and assembled that:

SECTION 1. The City Commission hereby authorizes the extension of water services to the property owner identified, whose property is located outside the corporate limits of the City at Simmons Road and noted as Parcel 00-00-30-044A-0004-0000, and approves the Voluntary Annexation Petition, attached hereto as Exhibit "1".

SECTION 2. The City Commission authorizes 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 this 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 5th day of November, 2014.

CITY OF FERNANDINA BEACH

Edward E. Boner
Mayor - Commissioner

ATTEST:

Caroline Best
City Clerk

APPROVED AS TO FORM AND LEGALITY:

Tammi E. Bach
City Attorney

When Recorded Return To:
City Clerk's Office
204 Ash Street
Fernandina Beach, Fla. 32034

Resolution 2014-154
Exhibit "1"

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this _____ day of _____, 2014 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and William and Janell Jensen (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#: 00-00-30-044A-0004-0000

GENERALLY DESCRIBED AS: 3-2N-28 LOT 4 EX S-1 OR 242/269 EX R/W OR 341/327 & R/W IN OR 372/532

ADDRESSED AS: Simmons Road

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.

INSTR # 201429167, Book 1946, Page 780
Pages 11
Doc Type AGR, Recorded 11/07/2014 at 12:01 PM,
John A Crawford, Nassau County Clerk of Circuit C

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

JOE GERRITY
City Manager

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

APPLICANT(S)

X By: William P. Jensen
Applicant

By:_____
Applicant

STATE OF FLORIDA
COUNTY OF Nassau

Sworn and subscribed before me this 14 day of October, 2014.

Tricia D Bowen
Signature of Notary
My Commission Expires: 4/12/18
Type of Identification Produced Personally Known

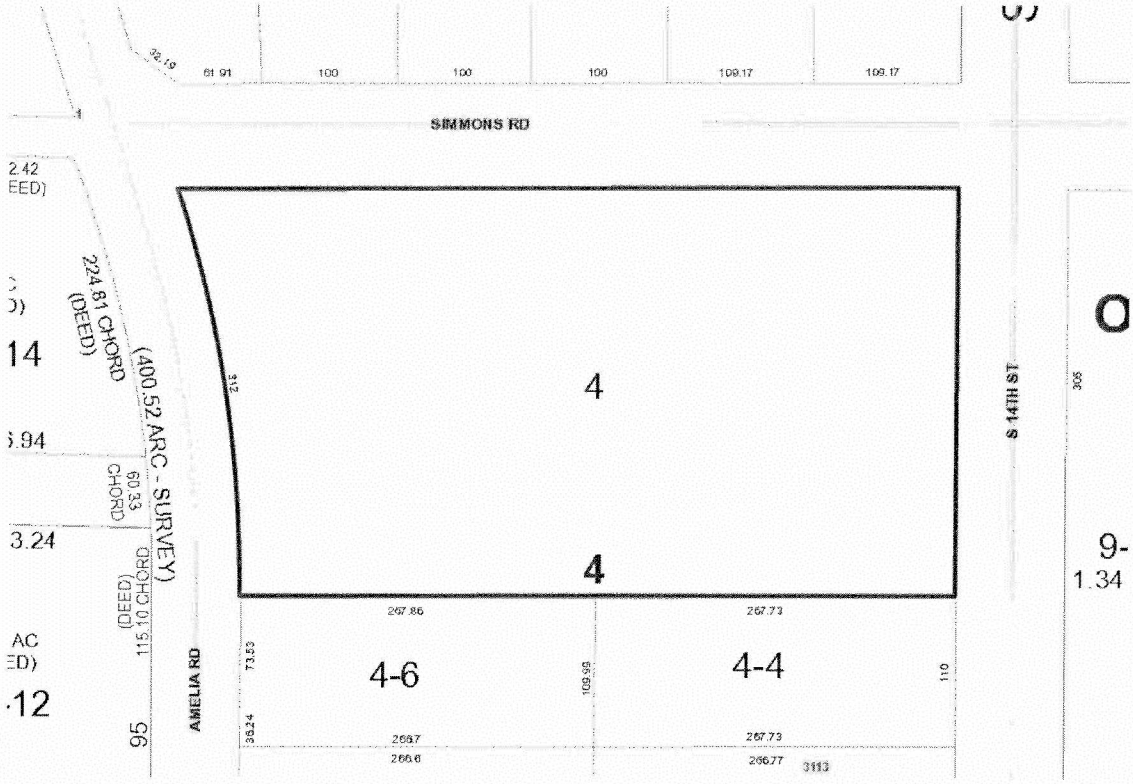
TRICIA D BOWEN
Notary Public - State of Florida
My Comm. Expires Apr 12, 2018
Commission # FF 060654

EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORT

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser



Full Parcel Report

Parcel ID:	00-00-30-044A-0004-0000
Calculated Acreage:	3.80
Deed Acreage:	0.00
Property Use	VACANT

Ownership Information

Name	JENSEN WILLIAM P & JO NELL
Mailing Address	3008 TIPPS DR
	NEDERLAND, TX 776276755
Situs/Physical Address	SIMMONS RD

Values

Land Value	$193,500.00
Ag Land Value	$0.00
Building Value	$0.00
Misc Value	$0.00
Just Value	$193,500.00
Assessed Value	$156,090.00

Last 2 Sales

Date	Price	Vacant?	Qual
19760101	$20,000.00	Y	Q
19740101	$50,000.00	Y	Q

A. Michael Hickox
Cert. Res. RD1941
Nassau County Property Appraiser

THIS MAP HAS BEEN COMPILED FROM THE MOST AUTHENTIC INFORMATION AVAILABLE. NEITHER NASSAU COUNTY, ITS MUNICIPALITIES, NOR THE NASSAU COUNTY PROPERTY APPRAISER'S OFFICE ASSUMES RESPONSIBILITY FOR ERRORS OR OMISSIONS CONTAINED HERON. THIS IS NOT A SURVEY.

N W E S

Printed: Friday, September 26, 2014

OWNER NAME	JENSEN WILLIAM P & JO NELL	PARCEL NUMBER	00-00-30-044A-0004-0000
MAILING ADDRESS	3008 TIPPS DR	TAX DISTRICT	UNINCORPORATED ISLAND (DISTRICT 5)
		MILLAGE	15.1056
		PROPERTY USAGE	VACANT RESIDENTIAL
	NEDERLAND, TX 776276755	DEED ACRES	4.3
LOCATION ADDRESS	SIMMONS RD	HOMESTEAD	N
	FERNANDINA BEACH 32034	PARCEL MAP RECORD	MAP THIS PARCEL
SHORT LEGAL	3-2N-28 LOT 4 EX S-1 OR 242/269 EX R/W OR 341/327 & R/W IN OR 372/532	TAX COLLECTOR SEARCH	NASSAU TAX COLLECTOR LINK
		PROPERTY RECORD CARD	LINK PROPERTY RECORD CARD (PDF)

2014 Preliminary Values - Subject to Change

JUST VALUE OF LAND	$193,500
LAND VALUE AGRICULTURAL	$0
TOTAL BUILDING VALUE	$0
TOTAL MISC VALUE	$0
JUST OR CLASSIFED TOTAL VALUE	$193,500
ASSESSED VALUE	$156,090
EXEMPT VALUE	$0
TAXABLE VALUE	$156,090

Land Information

LAND USE	LAND UNITS	LAND UNIT TYPE	SEC-TWN-RNG
SFR ACRES 000115	4	AC	5-2N-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
01/01/1976	221/146	221/146	20000	WD	Q	N		
01/01/1974	160/523	160/523	50000	WD	Q	N		

00-00-30-044A-0004-0000

THIS MAP HAS BEEN COMPILED FROM THE MOST AUTHENTIC INFORMATION AVAILABLE. NEITHER NASSAU COUNTY, ITS MUNICIPALITIES, NOR THE NASSAU COUNTY PROPERTY APPRAISER'S OFFICE ASSUME RESPONSIBILITY FOR ERRORS OR OMISSIONS CONTAINED HEREIN. THIS IS NOT A SURVEY.

Printed: Oct 15, 2014

OFFICE USE ONLY

REC'D: 10/14/14 BY: ADI

PAYMENT: $ 300.00 TYPE: CK #1757

APPLICATION #: 2014-0001343

CASE #: AX 2014-03

CC MEETING DATE: 11/4/14

WATER/SEWER & VOLUNTARY ANNEXATION APPLICATION

APPLICANT INFORMATION

Owner Name: William P & JoNell Jensen

Mailing Address: 3008 Tipps Drive Nederland, Texas 77627

Telephone: 409-727-2848 Fax: N/A

Email:

Agent Name: Gillette & Associates, Inc

Mailing Address: 20 South 4th Street Fernandina Beach, FL 32034

Telephone: 261-8819 Fax: 261-9905

Email: nicki@gillettassociates.com

PROPERTY INFORMATION

Street Address: Simmons Road

Parcel Identification Number(s): 00-00-30 044A-0004-0000

PROJECT INFORMATION

Total Number of Lots/Parcels: 1

Less than One (1) acre Sq. Footage: N/A One (1) Acre or Greater: 3.8

Existing Zoning Classification: RS-2

Existing Future Land Use Classification: Medium Density

Description of Request: Water service connection to a 9 lot single family residential subdivision. Subject property is not contigous.

SIGNATURE/NOTARY

The undersigned states the above information is true and correct as (s)he is informed and believes.

Oct. 6, 2014 — Date

X William F. Jensen — Signature of Applicant

STATE OF FLORIDA
COUNTY OF NASSAU } ss

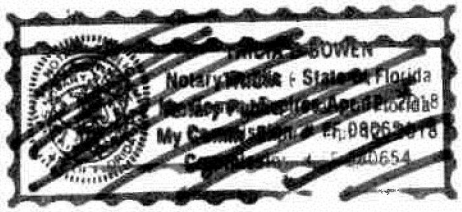
Subscribed and sworn to before me this 14 day of October, 2014.

Tricia D Bowen — Notary Public: Signature

Tricia D Bowen — Printed Name

4/12/18 — My Commission Expires

Personally Known ✓ OR Produced Identification _____ ID Produced: _____



G&A
Gillette & Associates, Inc.

Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

AGENT AUTHORIZATION

I, WILLIAM P. JENSEN, of NEDERLAND, TX. the owner of the following property(s) do hereby authorize, Gillette & Associates, Inc., to act as my Agent in conjunction with all site plan applications, concurrency applications, preliminary plat applications, and any other Local, State and/or Federal development permits necessary for development of the following property, without any further notice.

Location: Simmons Road

Parcel No.: 00-00-30-044A-0004-0000

William P. Jensen — *Signature*

08-08-2014 — *Date*

409-727-2848 — *Telephone Number*

STATE OF FLORIDA
COUNTY OF Nassau

Subscribed and sworn to before me this 8th day of July, 2014.

Who is personally known to me ✕ or has produced identification _____

Tricia D Bowen — Notary Public: Signature

Tricia D. Bowen — Printed Name

My Commission Expires: 04/12/2018.

TRICIA D BOWEN
Notary Public - State of Fl
My Comm. Expires Apr 12, 2016
Commission # FF 080654

20 South 4th Street • Amelia Island, Florida 32034 Phone: (904) 261-8819 Fax: (904) 261-9905

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Resolution 2014-154
Water Services Request and Voluntary Annexation Petition – Simmons Road

SCANNED KB

DEPARTMENT: Community Development Department

ATTACHMENTS: ___ Ordinance _X_ Resolution
___ Support Documents ___ Other

RECOMMENDED ACTION: Approve Resolution 2014-154 authorizing the extension of water services and execution of the voluntary annexation petition for Simmons Road Parcel ID 00-00-30-044A-0004-0000.

SUMMARY: William and JoNell Jensen have submitted an application for water services outside the municipal limits. In accordance with Municipal Code Sections 82-44 and 82-403, this application is also accompanied by a petition for voluntary annexation. The application applies to a 4.3 acre parcel located on Simmons Road (Parcel ID 00-00-30-044A-0004-0000). This property is vacant; it is not currently contiguous to the City limits.

Action on this application will not immediately annex the subject property; approval of this Resolution will authorize extension of water utilities to serve the property and will approve the voluntary annexation petition. The property will not be annexed until such time as it is contiguous to City limits.

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.

CITY ATTORNEY COMMENTS: No additional comments.

DEPARTMENT HEAD	Submitted by: Adrienne Burke AB Community Development Director	Date: 10/15/14
	Requested Agenda	Date: 11/5/14
FINANCE DEPARTMENT	Approved as to Budget Requirements DHC	Date: 10/17/14
CITY ATTORNEY	Approved as to Form & Legality TEB	Date: 10/16/14
CITY MANAGER	Approved Agenda Item for 11/5/14	Date: 10/16/14

COMMISSION ACTION:
_X_ Approved As Recommended ___ Disapproved
___ Approved With Modification ___ Postponed to Time Certain
___ Other ___ Tabled

Approved at the City Commission Meeting
Held on: 11/5/14
Voted: Initial: KB

INSTR # 201506772, Recorded 03/10/2015 at 03:02 PM, John A Crawford, Clerk of Courts, Nassau County,

"PLANTATION HAMMOCK"

A REPLAT OF A PORTION OF LOT 4, OCEAN BREEZE SUBDIVISION, AS RECORDED IN PLAT BOOK 1, PAGE 11, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA. BEING A PORTION OF SECTION 3, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA.

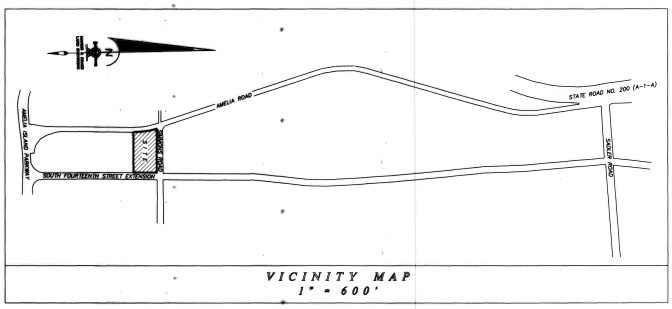
PLAT BOOK 8 PAGE 104
SHEET 1 OF 2 SHEETS
CFN# 201506772

CAPTION:

A PORTION OF LOT 4, "OCEAN BREEZE SUBDIVISION", AS RECORDED IN PLAT BOOK 1, PAGE 11, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING A PORTION OF SECTION 3, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE INTERSECTION OF THE SOUTHERLY RIGHT-OF-WAY LINE OF SIMMONS ROAD (AN 80-FOOT RIGHT-OF-WAY) WITH THE WESTERLY RIGHT-OF-WAY LINE OF SOUTH FOURTEENTH STREET EXTENSION (AN 80-FOOT RIGHT-OF-WAY); THENCE SOUTH 01°53'25" WEST, ALONG THE WESTERLY RIGHT-OF-WAY LINE SAID SOUTH FOURTEENTH STREET EXTENSION, A DISTANCE OF 288.90 FEET; THENCE NORTH 89°32'00" WEST, A DISTANCE OF 535.59 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF AMELIA ROAD (A 50-FOOT RIGHT-OF-WAY BY USAGE), SAID POINT BEING ON A CURVE CONCAVE TO THE WEST, HAVING A RADIUS OF 1481.31 FEET; THENCE NORTHWESTERLY, ALONG SAID EASTERLY RIGHT-OF-WAY LINE AND ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 12°12'24", AN ARC DISTANCE OF 308.19 FEET AND BEING SUBTENDED BY A CHORD BEARING OF NORTH 07°38'41" WEST AND CHORD DISTANCE OF 308.61 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF SIMMONS ROAD, AFOREMENTIONED; THENCE SOUTH 89°34'30" EAST, ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, A DISTANCE OF 982.26 FEET TO THE POINT OF BEGINNING.

CONTAINING 3.82 ACRES, MORE OR LESS.



VICINITY MAP
1" = 600'

TITLE CERTIFICATION

WE, Point Management Title Insurance, LLC, A TITLE COMPANY, DO HEREBY CERTIFY THAT WE HAVE SEARCHED THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA AS TO THE TITLE TO THE HEREON DESCRIBED PROPERTY AND WE HEREBY CERTIFY THAT THE TITLE TO THE PROPERTY IS VESTED IN Simmons 9, LLC THAT THE CURRENT TAXES HAVE BEEN PAID; THAT THE PROPERTY IS NOT ENCUMBERED BY ANY MORTGAGES OR OTHER ENCUMBRANCES OTHER THAN SHOWN HEREON AND THAT ALL EASEMENTS OF RECORD ARE SHOWN.

Judi S Wood Esq
TITLE COMPANY REPRESENTATIVE

CHIEF OF FIRE-RESCUE CERTIFICATE

THIS IS TO CERTIFY THAT THE ABOVE PLAT HAS BEEN APPROVED BY THE CHIEF OF FIRE-RESCUE OF NASSAU COUNTY, FLORIDA

THIS 11 DAY OF February A.D. 2015.

CHIEF OF FIRE-RESCUE

COUNTY TAX COLLECTOR CERTIFICATE

TAX IDENTIFICATION NUMBER 00-00-30-0AAA-0004-0000

I, THE UNDERSIGNED, DO HEREBY AFFIRM THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THERE ARE NO UNPAID REAL PROPERTY TAXES APPLICABLE TO THE LANDS SUBJECT TO THIS PLAT.

SIGNED THIS 11th DAY OF February A.D. 2015.

TAX COLLECTOR
NASSAU COUNTY, FLORIDA

DIRECTOR OF ENGINEERING SERVICES CERTIFICATE

THIS IS TO CERTIFY THAT THE ABOVE PLAT HAS BEEN EXAMINED AND APPROVED BY THE DIRECTOR OF ENGINEERING SERVICES OF NASSAU COUNTY, FLORIDA.

THIS 24 DAY OF February A.D. 2015.

DIRECTOR OF ENGINEERING SERVICES

COMMISSION APPROVAL CERTIFICATE

EXAMINED AND APPROVED THIS 9th DAY OF March A.D. 2015 BY THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA.

COMMISSION CHAIRMAN

OFFICE OF THE COUNTY ATTORNEY

APPROVED FOR THE RECORD, THIS IS TO CERTIFY THAT THIS PLAT HAS BEEN SIGNED AND APPROVED BY THE NASSAU COUNTY ATTORNEY, THIS 3rd DAY OF March A.D. 2015

OFFICE OF THE COUNTY ATTORNEY

CLERK'S CERTIFICATE

I HEREBY CERTIFY THAT THIS PLAT HAS BEEN EXAMINED AND THAT IT COMPLIES IN FORM WITH CHAPTER 177 OF FLORIDA STATUTES, AND IS FILED FOR RECORD IN PLAT BOOK 8 PAGE 104 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, THIS 10th DAY OF March A.D. 2015.

JOHN A. CRAWFORD
CLERK OF THE CIRCUIT COURT

COPYRIGHT © 2015 BY MANZIE AND DRAKE LAND SURVEYING

SURVEYOR'S CERTIFICATE

THIS IS TO CERTIFY THAT THIS PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE LANDS SURVEYED, PLATTED AND DESCRIBED IN THE CAPTION; THAT THE SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION; THAT THE SURVEY DATA COMPLIES WITH ALL THE REQUIREMENTS OF CHAPTER 177, FLORIDA STATUTES; THAT THE SURVEY AND LEGAL DESCRIPTION ARE ACCURATE; THAT PERMANENT REFERENCE MONUMENTS (P.R.M.s) HAVE BEEN SET ACCORDING TO CHAPTER 177.091 (7), AND THAT PERMANENT CONTROL POINTS (P.C.P.s) WILL BE SET ACCORDING TO THE CHAPTER 177.091 (8); ALL ACCORDING TO THE LAWS OF THE STATE OF FLORIDA AND NASSAU COUNTY.

SIGNED THIS 6th DAY OF February A.D. 2015.

MICHAEL A. MANZIE, P.L.S.
FLORIDA CERTIFICATE NO. 4069

MANZIE & DRAKE LAND SURVEYING
117 SOUTH 9TH STREET
FERNANDINA BEACH, FL 32034
CERTIFICATE OF AUTHORIZATION NUMBER "LB 7039"

CERTIFICATE OF REVIEW BY COUNTY EMPLOYED / CONTRACTED SURVEYOR / MAPPER

I HEREBY CERTIFY THAT I HAVE REVIEWED THIS PLAT FOR CONFORMITY TO CHAPTER 177, F.S., AND FIND THAT IT CONFORMS TO THE TECHNICAL REQUIREMENTS OF CHAPTER 177. I AM NOT ACTING HERETO AS AN AGENT THEREOF. THIS LIMITED CERTIFICATION AS TO FORMAL CONFORMITY WITH THE REQUIREMENTS OF CHAPTER 177, F.S. IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS A CERTIFICATION OF THE ACCURACY OR QUALITY OF THE SURVEYING / MAPPING REPORTED HEREON.

2/18/15
SURVEYOR / MAPPER DATE

PRINT NAME: CHARLES PURSELL LEE

FLORIDA REGISTRATION NO.: LS 5618

ADOPTION AND DEDICATION

THIS IS TO CERTIFY THAT THE UNDERSIGNED, SIMMONS 9, LLC, IS THE LAWFUL OWNER OF THE LAND DESCRIBED IN THE CAPTION HEREON, WHICH SHALL HEREAFTER BE KNOWN AS "PLANTATION HAMMOCK, AND THAT THEY HAVE CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AND THAT THIS PLAT, MADE IN ACCORDANCE WITH SAID SURVEY IS HEREBY ADOPTED AS THE TRUE AND CORRECT PLAT OF SAID LAND.

IN WITNESS WHEREOF, DEVELOPER HAS CAUSED THIS PLAT AND DEDICATION TO BE EXECUTED BY ITS DULY ELECTED OFFICERS ACTING BY AND WITH THE AUTHORITY OF THE BOARD OF DIRECTORS.

ALL ALLEYS, EASEMENTS, RIGHTS-OF-WAY, AND PUBLIC AREAS SHOWN ON THIS PLAT ARE DEDICATED TO THE PUBLIC FOR THE USES AND PURPOSES THEREON STATED, UNLESS OTHERWISE NOTED. NOTHING HEREIN SHALL BE CONSTRUED AS CREATING AN OBLIGATION ON ANY GOVERNMENTAL BODY TO ACCEPT ANY SUCH DEDICATION, NOR TO CONSTRUCT, OR MAINTAIN IN WITHIN SUCH DEDICATED AREAS EXCEPT WHEN THE OBLIGATION IS VOLUNTARILY ASSUMED BY THE GOVERNING BODY.

TRACT "A" (RETENTION POND TRACT) IS HEREBY DEDICATED TO AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF THE "PLANTATION HAMMOCK HOMEOWNER'S ASSOCIATION, INC".

SIMMONS 9, LLC

WITNESS: B. McCs
Brian McCroskey
PRINT OF TYPE NAME

JAY MOOR
MANAGING MEMBER

WITNESS: Tarkington
TAMRA KNUEGER
PRINT OR TYPE NAME

STATE OF: FLORIDA
COUNTY OF: NASSAU

THIS IS TO CERTIFY THAT ON THIS DAY PERSONALLY APPEARED BEFORE ME, AN OFFICER DULY AUTHORIZED TO ADMINISTER OATHS AND TAKE ACKNOWLEDGEMENTS, JEFFERSON KENNEDY TO ME WELL KNOWN AND KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING ADOPTION AND DEDICATION AND WHO ACKNOWLEDGED BEFORE ME THAT THEY EXECUTED THE SAME FREELY AND VOLUNTARILY FOR THE USE AND PURPOSES THEREIN EXPRESSED.

WITNESS MY OFFICIAL SEAL AT THE CITY OF FERNANDINA BEACH IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA THIS 10th DAY OF February A.D. 2015

NOTARY PUBLIC
STATE OF FLORIDA

MY COMMISSION EXPIRES: April 12, 2018

ZONING CERTIFICATION

I HEREBY CERTIFY THAT THIS PLAT HAS BEEN EXAMINED BY ME AND IS IN COMPLIANCE WITH THE ZONING RULES AND REGULATIONS OF NASSAU COUNTY, FLORIDA, CURRENTLY IN EFFECT.

THIS 12 DAY OF FEB 2015.

COUNTY PLANNER

COUNTY HEALTH CERTIFICATE

THIS IS TO CERTIFY THAT I HAVE REVIEWED THE ABOVE PLAT THIS 11th DAY OF FEBRUARY A.D. 2015, AND THESE LOTS ARE APPROVED TO BE SERVICED ON AN INDIVIDUAL LOT BASIS ACCORDING TO F.A.C. 64E-6 AND PLACED ON APPROVED PUBLIC WATER SYSTEMS.

COUNTY HEALTH DEPARTMENT

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."

\\computer1\c\DM 3D Projects\16000 PLANTING HAMMOCK\16000-PLAT.dwg

PLAT BK 8 PG 105

"PLANTATION HAMMOCK"

A REPLAT OF A PORTION OF LOT 4, OCEAN BREEZE SUBDIVISION, AS RECORDED IN PLAT BOOK 1, PAGE 11, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA. BEING A PORTION OF SECTION 3, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA.

PLAT BOOK 8 PAGE 105

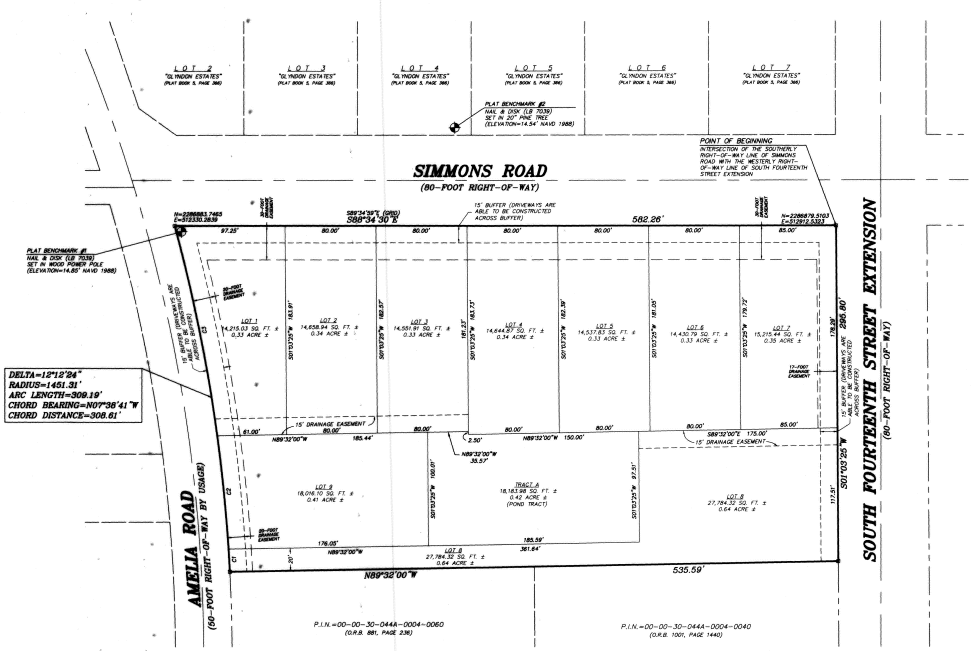
SHEET 2 OF 2 SHEETS

CFN # 20150677-2

GRAPHIC SCALE

(IN FEET)

1 inch = 40 ft



LEGEND

N.A.V.D. = NORTH AMERICAN VERTICAL DATUM
O.R.B. = OFFICIAL RECORDS BOOK
P.C.P. = PERMANENT CONTROL POINT MONUMENT
P.I.N. = PARCEL IDENTIFICATION NUMBER

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	20.55'	1451.31'	0°47'26"	N13°51'19"W	20.55'
C2	130.37'	1451.31'	5°08'46"	N16°55'42"W	130.36'
C3	158.27'	1451.31'	7°27'14"	N10°01'16"W	158.19'

SURVEYOR'S NOTES

1.) ○ DENOTES PERMANENT REFERENCE MONUMENT (P.R.M.) (4"X4" CONCRETE MONUMENT) SET WITH IDENTIFICATION "MANZIE LB 7039". ● DENOTES PERMANENT CONTROL POINT (P.C.P.) SET WITH IDENTIFICATION "LB 7039".

2.) BEARINGS SHOWN HEREON ARE BASED ON AN ASSUMED BEARING OF N89°34'30"W FOR THE SOUTHERLY RIGHT-OF-WAY LINE OF SIMMONS ROAD.

3.) THE PROPERTY SHOWN HEREON LIES WITHIN FLOOD ZONE "X" AS PER F.E.M.A. FLOOD INSURANCE RATE MAP, PANEL 0286C 0277 F, DATED 10/17/2018. FLOOD ZONE INFORMATION LISTED ABOVE AS SHOWN ON THIS SURVEY IS PROVIDED AS A COURTESY, AND IS APPROXIMATE AT BEST. ALL DATA SHOULD BE VERIFIED BY THE APPROPRIATE LOCAL GOVERNMENTAL BODY. THE SURVEYOR MAKES NO REPRESENTATION AS TO ITS ACCURACY. FLOOD ZONE INFORMATION IS NOT COVERED BY THE CERTIFICATION HEREON AND IS NOT REQUIRED TO BE SHOWN PER CHAPTER 177 FLORIDA STATUTES. THE FLOOD ZONE DETERMINATION NOTED HEREON MAY BE SUPERSEDED AND/OR REDEFINED FROM TIME TO TIME BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) OR BY THE APPROPRIATE LOCAL GOVERNMENTAL BODY.

4.) "NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

5.) ALL PLATTED UTILITY EASEMENTS SHALL ALSO BE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE AND OPERATION OF CABLE TELEVISION SERVICES; PROVIDED, HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE AND OPERATION OF CABLE TELEVISION SERVICES SHALL INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS OR OTHER PUBLIC UTILITY.

6.) NO FURTHER SUBDIVISION OF LOTS IS ALLOWED UNLESS SUCH SUBDIVISION CONFORMS TO NASSAU COUNTY SUBDIVISION REGULATIONS AND BE APPROVED BY THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS.

7.) THE CURRENT ZONING FOR THE LANDS SHOWN ON THIS PLAT AS OF THE DATE OF RECORDING IS "RS-2".

8.) BUILDING SETBACK REQUIREMENTS FOR THIS SUBDIVISION ZONED "RS-2" ARE AS FOLLOWS: FRONT SETBACK = 25 FEET, SIDE SETBACK = 10 FEET, REAR SETBACK = 10 FEET

9.) THE LANDS SHOWN HEREON ARE LOCATED WITHIN STORM SURGE CATEGORY 5 , AS SCALED FROM STORM SURGE ATLAS VOLUME 1, PLATE 3, NASSAU COUNTY, FLORIDA, AS PER S.L.O.S.H. (SEA, LAKE, AND OVERLAND SURGES FROM HURRICANES).

10.) ALL LOT LINES INTERSECTING CURVES ARE NON-RADIAL UNLESS OTHERWISE NOTED

11.) LOTS SHOWN HEREON ARE INTENDED FOR RESIDENTIAL PURPOSES.

12.) COORDINATES SHOWN HEREON ARE BASED ON THE FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE, NORTH AMERICAN DATUM 1983/1990.

13.) ELEVATIONS SHOWN HEREON ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (N.A.V.D. 1988)

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."

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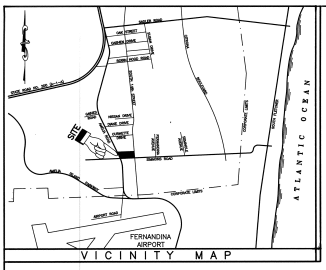
\\company\e\p\Civil 3D Projects\19066 PLANTING HAMMOCK\19066-PLAT.dwg

PLAT BOOK 5 PAGE 366

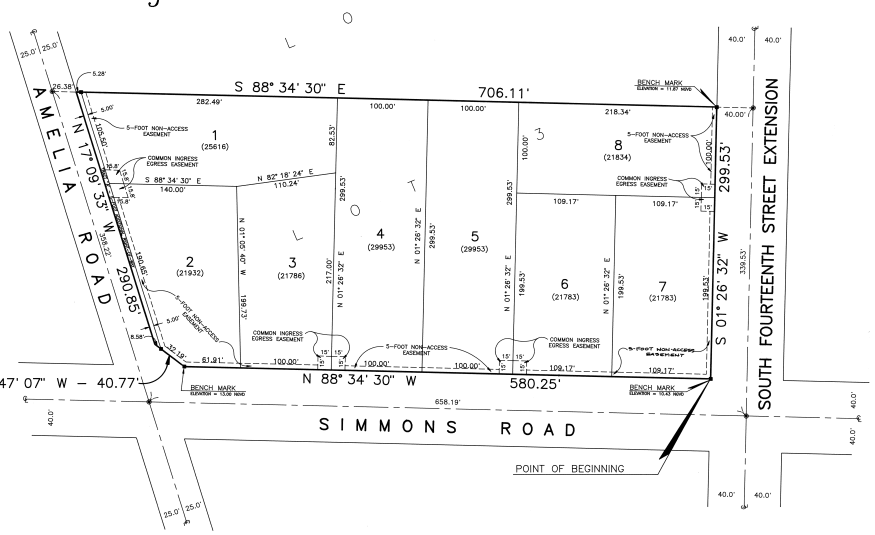
SHEET 1 OF 1

GLYNDON ESTATES

A REPLAT OF A PORTION OF LOT 3, OCEAN BREEZE FARMS
AS RECORDED IN PLAT BOOK 1, PAGE 10, PUBLIC RECORDS OF
NASSAU COUNTY, FLORIDA



VICINITY MAP



CAPTION :

A PARCEL OF LAND BEING A PORTION OF LOT 3, OCEAN BREEZE FARMS, AS RECORDED IN PLAT BOOK 1, PAGE 10, OF THE PUBLIC RECORDS OF NASSAU, COUNTY, FLORIDA; LYING IN AND BEING PART OF SECTION 3, TOWNSHIP 2 NORTH, RANGE 28 EAST, OF SAID COUNTY; SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE WEST RIGHT-OF-WAY LINE OF SOUTH FOURTEENTH STREET EXTENSION, AN 80-FOOT RIGHT-OF-WAY AS NOW ESTABLISHED, WITH THE NORTH RIGHT-OF-WAY LINE OF SIMMONS ROAD, AN 80-FOOT RIGHT-OF-WAY AS NOW ESTABLISHED; THENCE ON LAST SAID LINE NORTH 88 DEGREES 34 MINUTES 30 SECONDS WEST A DISTANCE OF 580.25 FEET; THENCE NORTH 52 DEGREES 47 MINUTES 07 SECONDS WEST A DISTANCE OF 40.77 FEET TO THE EAST RIGHT-OF-WAY LINE OF AMELIA ROAD, A 50-FOOT RIGHT-OF-WAY AS NOW ESTABLISHED; THENCE ON LAST SAID LINE NORTH 17 DEGREES 09 MINUTES 33 SECONDS WEST A DISTANCE OF 290.85 FEET TO THE NORTH LINE OF SAID LOT 3; THENCE ON LAST SAID LINE SOUTH 88 DEGREES 34 MINUTES 30 SECONDS EAST A DISTANCE OF 706.11 FEET TO THE WEST RIGHT-OF-WAY LINE OF SAID SOUTH FOURTEENTH STREET EXTENSION; THENCE ON LAST SAID LINE SOUTH 01 DEGREE 26 MINUTES 32 SECONDS WEST A DISTANCE OF 299.53 FEET TO THE POINT OF BEGINNING. BEING 4.50 ACRES, MORE OR LESS, IN AREA.

SURVEYOR'S NOTES:

1). ■ Denotes Permanent Reference Monument (P.R.M.) Set – PLS #3129

2). ● Denotes Permanent Control Point (P.C.P.) set – LB #6359

3). (43,560) denotes Lot Square Footage

4). Bearings shown hereon are based on N 88° 34' 30" W for the North Right-of-way Line of Simmons Road.

5). This parcel lies within Flood Zone "X" as shown on Flood Insurance Rate Map 1201?0 0377 C, dated May 4, 1988.

7). There may be additional restrictions that are not recorded on this plat that may be found in the Public Records of Nassau County, Florida.

8). There are no Jurisdictional Wetlands present on lands described in caption per Envirs-Plan, Inc., letter of 10/14/91, EPI #91-059

9). Bench Mark elevations refer to National Geodetic Vertical Datum of 1929.

10). Building Setback Requirements are as follows:
a. 30.0 feet from right-of-way.
b. 10.0 feet from side property lines.
c. 15.0 feet from rear property line.

11). Common Ingress / Egress Easements are for the purpose of providing common driveways from the edge of pavement to street right-of-way lines, limiting the number of driveways onto each existing street as shown.

12). Non-Access Easements are for the purpose of limiting vehicular access to the Common Ingress / Egress Easements only and may be used for fences, landscaping, pedestrian access, or any other use consistent with Zoning regulations, covenants, or restrictions, except vehicular access.

13). Minimum Elevation for Finished Floor of all Dwellings is to be 14.60

GRAPHIC SCALE

(IN FEET)
1 inch = 50 ft.

ADOPTION AND DEDICATION:

This is to certify that the undersigned, Gwendolyn H. Wood Dy, is(are) the lawful owner(s) of the lands described in the caption hereon, known as "Glyndon Estates" and have caused the same to be surveyed and subdivided as shown on this plat, that is according to said survey, is hereby adopted as the true and correct plat of said land. That the streets are irrevocably and without reservation dedicated for the use of the public as additional right-of-way for Amelia Road.

Signed and sealed this 17th day of May, A.D. 1993 in the presence of:

Witness: Carl S. Sawyer
Print Name

Owner: Gwendolyn H. Wood Dy.

State of: Florida
County of: Nassau

This is to certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgements, Gwendolyn H. Wood Dy. to me well known and known to be the person described in and who executed the foregoing Adoption and Dedication and who acknowledge before me that they executed the same freely and voluntarily for the uses and purposes therein expressed.

Witness my signature and official seal at the City of Fernandina Beach, in the County of Nassau and the State of Florida, this 17th day of May, A.D. 1993.

Notary Public, State of Florida, at large, Jeanette C. Goodbread

My commission expires Nov. 4, 1994 Jeanette C. Goodbread
Print Name

Serial No.: CC 061140

COMMISSION APPROVAL CERTIFICATE:

Examined and approved this 24th day of May, 1993 A.D., by the Board of County Commissioners of Nassau County, Florida.

COUNTY ATTORNEY

COMMISSION CHAIRMAN

COUNTY ENGINEER

CLERK'S CERTIFICATE:

I hereby certify that this plat has been examined and found to comply in form with Florida Statute 177.081 and is filed for record and recorded in Plat Book(s) 5, Page(s) 366, of the Public Records of Nassau County, Florida, this 25th day of May, 1993 A.D.

COUNTY CLERK

ZONING CERTIFICATION:

I hereby certify that this plat has been examined by me and is in compliance with the zoning rules and regulations of Nassau County, Florida, currently in effect this 19th day of May, 1993 A.D.

PLANNING/ZONING DIRECTOR

SURVEYORS CERTIFICATE:

This is to certify that the above plat is a true and correct representation of the land surveyed, platted and monumented as described, that said survey was made under my responsible direction and supervision, that the survey data complies with all the requirements of Florida Statute 177, that the survey and legal description are accurate and the Permanent Reference Monuments have been placed and the Permanent Control Points will be placed according to the laws of the State of Florida and Nassau County.

Signed this 18th day of May, A.D., 1993.

CARL S. SAWYER – FLA. CERT. #3129

PAMS corporation
CIVIL ENGINEERING – SURVEYING – LAND PLANNING
1486 SOUTH 14th STREET, SUITE 3, FERNANDINA BEACH, FLORIDA 32034 OFFICE 904-261-5365 FAX 904-277-4466

COUNTY HEALTH CERTIFICATE:

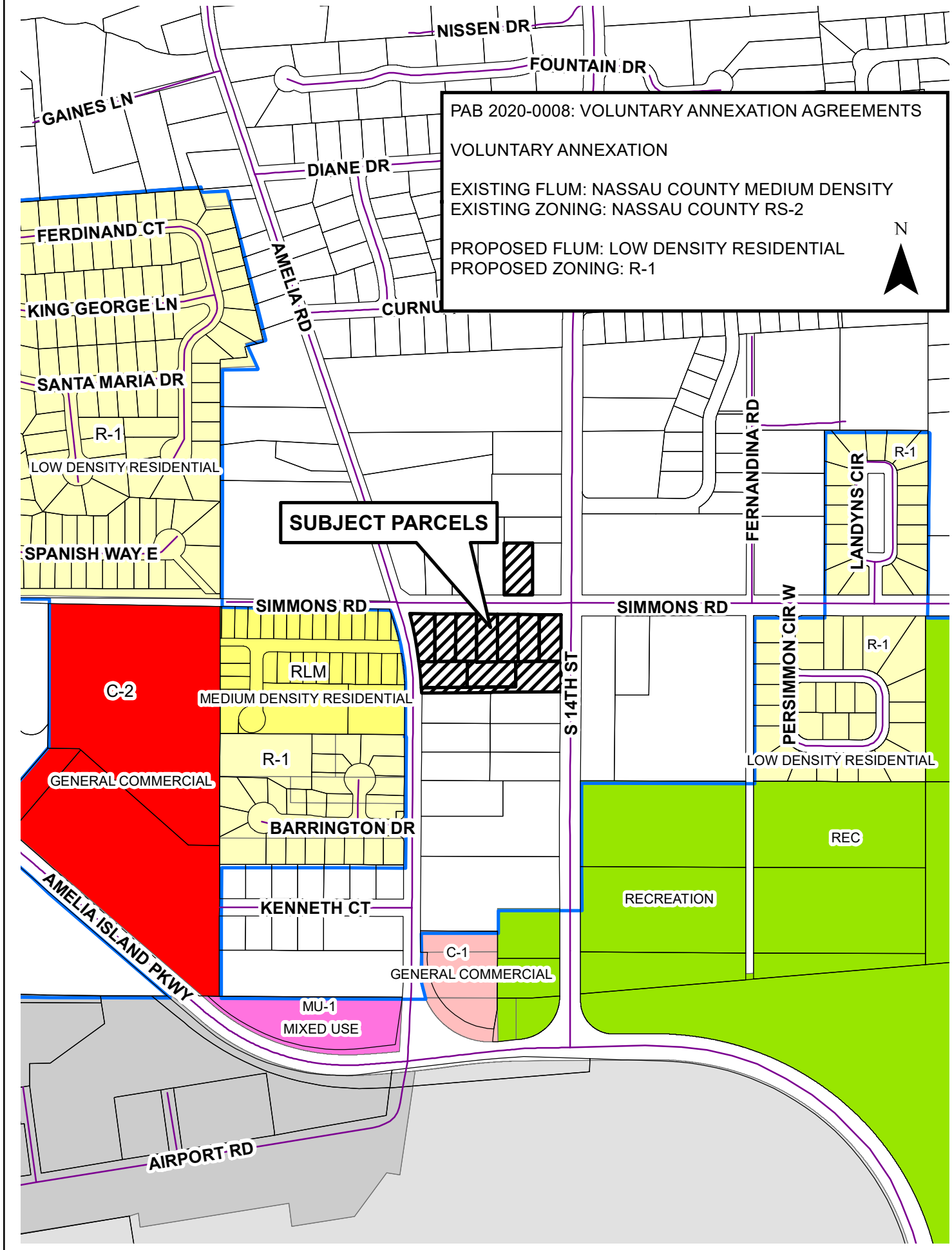
This is to certify that I have reviewed the above plat this 20th day of May, 1993 A.D., and these lots are approved to be reviewed on an individual lot basis according to F.A.C 10D-6 and F.A.C. 10D-6.

COUNTY HEALTH OFFICER

CERTIFICATE OF APPROVAL BY PUBLIC SAFETY DIRECTOR:

This is to certify that the above plat has been approved by the Public Safety Director of Nassau County, Florida, this 24 day of May, 1993 A.D.

PUBLIC SAFETY DIRECTOR


PAB 2020-0008: VOLUNTARY ANNEXATION AGREEMENTS
VOLUNTARY ANNEXATION
EXISTING FLUM: NASSAU COUNTY MEDIUM DENSITY
EXISTING ZONING: NASSAU COUNTY RS-2
PROPOSED FLUM: LOW DENSITY RESIDENTIAL
PROPOSED ZONING: R-1
N
NISSEN DR
FOUNTAIN DR
GAINES LN
DIANE DR
FERDINAND CT
KING GEORGE LN
AMELIA RD
SANTA MARIA DR
R-1
LOW DENSITY RESIDENTIAL
SPANISH WAY E
SUBJECT PARCELS
FERNANDINA RD
LANDYNS CIR
R-1
SIMMONS RD
SIMMONS RD
C-2
RLM
MEDIUM DENSITY RESIDENTIAL
S 14TH ST
PERSIMMON CIR W
R-1
LOW DENSITY RESIDENTIAL
GENERAL COMMERCIAL
R-1
BARRINGTON DR
REC
RECREATION
AMELIA ISLAND PKWY
KENNETH CT
C-1
GENERAL COMMERCIAL
MU-1
MIXED USE
AIRPORT RD

PERMIT SET
NOT FOR CONSTRUCTION

ENGINEERING PLANS

FOR

PLANTING HAMMOCK

FOR

HIGHLAND 35, LLC

PLANTING HAMMOCK
FOR
HIGHLAND 35, LLC

RELEASED FOR CONSTRUCTION _____ BY _____

GILLETTE & ASSOCIATES, INC.

CIVIL & ENVIRONMENTAL ENGINEERING
MECHANICAL & STRUCTURAL ENGINEERING
PERMITTING & CONSTRUCTION MANAGEMENT

20 SOUTH 4TH STREET AMELIA ISLAND, FLORIDA 32034
PHONE: 904/261-8819 FAX: 904/261-9905

PERMITTING AGENCIES

NASSAU COUNTY: 904-491-7328
CITY OF FERNANDINA BEACH: 904-310-3421
SJRWMD: 904-730-6270

UTILITY PROVIDERS

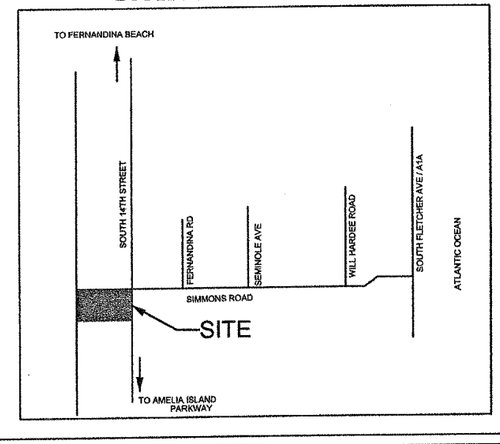
WATER/SEWER: CITY OF FERNANDINA BEACH
ELECTRIC: FLORIDA PUBLIC UTILITIES
CABLE: COMCAST
TELEPHONE: AT&T

G&A Project
No.:14-10.28

Gillette & Associates, Inc.

Issue Date:
November 4, 2014
Revised:
December 2,2014

SITE LOCATION MAP



GENERAL NOTES

SITE / GEOMETRY

1. ALL WORK SHALL BE PERFORMED IN A SAFE MANNER. ALL SAFETY RULES AND GUIDELINES OF O.S.H.A. SHALL BE FOLLOWED. THE CONTRACTOR SHALL BE WHOLLY RESPONSIBLE FOR ANY INJURIES OF HIS EMPLOYEES AND ANY DAMAGE TO PRIVATE PROPERTY OR PERSONS DURING THE COURSE OF THIS PROJECT. ALL COSTS ASSOCIATED WITH COMPLYING WITH O.S.H.A. REGULATIONS AND THE FLORIDA TRENCH SAFETY ACT MUST BE INCLUDED IN THE CONTRACTOR'S PRICE FOR PERFORMING THE WORK.

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING THE JOB SITE PRIOR TO PREPARING THE BID FOR THE PURPOSE OF FAMILIARIZING HIMSELF WITH THE NATURE AND THE EXTENT OF THE WORK AND LOCAL CONDITIONS, EITHER SURFACE OR SUBSURFACE, WHICH MAY AFFECT THE WORK TO BE PERFORMED, AND THE EQUIPMENT, LABOR AND MATERIALS REQUIRED. FAILURE TO DO SO WILL NOT RELIEVE THE CONTRACTOR OF COMPLETE PERFORMANCE UNDER THIS CONTRACT. THE CONTRACTOR IS URGED TO TAKE COLOR PHOTOGRAPHS ALONG THE ROUTE OF THIS PROJECT TO RECORD EXISTING CONDITIONS PRIOR TO CONSTRUCTION, AND TO AID IN RESOLVING POSSIBLE FUTURE COMPLAINTS THAT MAY OCCUR DUE TO CONSTRUCTION OF THE PROJECT. ALL COSTS ASSOCIATED WITH PRELIMINARY INVESTIGATION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

3. ALL IMPROVEMENTS SHOWN ARE TO BE WARRANTED BY THE CONTRACTOR TO THE DEVELOPER.

4. ELEVATIONS ARE BASED ON NATIONA GEODETIC VERTICAL DATUM OF 1929.

5. TOPOGRAPHIC AND BOUNDARY INFORMATION WAS PROVIDED BY: COASTAL LAND SURVEYORS 1261-8950

6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BUILDING, RIGHT-OF-WAY PERMITS NOT PROVIDED AND INSURANCE REQUIRED FOR THE PROJECT.

7. THE CONTRACTOR SHALL COORDINATE THE WORK WITHIN COUNTY OR STATE RIGHT-OF-WAY WITH THE PROPER AGENCIES FOR MAINTENANCE OF TRAFFIC AND METHOD OF CONSTRUCTION & REPAIR.

8. THE CONTRACTOR SHALL ADVISE THE OWNER'S AUTHORIZED REPRESENTATIVE OF PLANNED WORK SCEDULE. THE CONTRACTOR SHALL COORDINATE THEIR CONSTRUCTION WITH ALL OTHER CONTRACTORS. IN THE EVENT OF ANY CONFLICT WHATSOEVER, THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF RECORD, AND THE OWNER PRIOR TO PROCEEDING WITH CONSTRUCTION.

9. "AS-BUILT" DRAWINGS - AS-BUILTS ARE REQUIRED TO BE SIGNED AND SEALED BY A FLORIDA REGISTERED LAND SURVEYOR. THEREFORE, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTRACT WITH A LAND SURVEYOR REGISTERED IN THE STATE OF FLORIDA FOR THE PREPARATION, FIELD LOCATIONS, CERTIFICATION, AND SUBMITTAL OF AS-BUILT DRAWINGS.

10. "AS-BUILT" RECORD DATA AND INFORMATION SHALL BE MAINTAINED BY THE CONTRACTOR. RECORD DRAWINGS SHALL BE SUPPLIED TO THE ENGINEER.

11. THE CONTRACTOR IS RESPONSIBLE FOR PROTECTION OF ALL SURVEY AND PROPERTY MONUMENTS. IF A MONUMENT IS DISTURBED, THE CONTRACTOR SHALL CONTRACT WITH THE SURVEYOR OF RECORD FOR REINSTALLATION OF THE MONUMENT.

12. ALL DEBRIS RESULTING FROM ALL ACTIVITIES SHALL BE DISPOSED OF OFF-SITE BY CONTRACTOR ON A DAILY BASIS.

13. ALL EXCESS SUITABLE AND UNSUITABLE MATERIALS SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR UNLESS DIRECTED OTHERWISE BY THE ENGINEER.

14. ALL EXISTING TREES LISTED TO REMAIN SHALL BE PRESERVED AND PROTECTED.

15. THE LOCATION OF ALL EXISTING UTILITIES, STRUCTURES, AND IMPROVEMENTS ON THE DRAWINGS ARE BASED ON LIMITED INFORMATION AND MAY NOT HAVE BEEN FIELD VERIFIED. THE LOCATIONS ARE APPROXIMATE. THE CONTRACTOR SHALL NOTIFY RESPECTIVE UTILITY OWNERS AND FIELD VERIFY LOCATIONS OF EXISTING UTILITIES AND OTHER IMPROVEMENTS PRIOR TO COMMENCING ANY CONSTRUCTION. IF THE LOCATIONS SHOWN ARE CONTRARY TO ACTUAL FIELD LOCATIONS, THE CONTRACTOR SHALL NOTIFY THE OWNER AND ENGINEER OF THE DISCREPANCY. THE DISCREPANCY SHOULD BE RESOLVED PRIOR TO COMMENCING CONSTRUCTION. THE CONTRACTOR SHALL EXERCISE EXTREME CAUTION WHEN WORKING IN AREAS NEAR EXISTING UTILITY IMPROVEMENTS AND SHALL BE RESPONSIBLE FOR REPAIRS OR PAYMENTS FOR ALL DAMAGE MADE TO EXISTING UTILITIES OR OTHER IMPROVEMENTS. PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION, THE CONTRACTOR SHALL VERIFY ALL GRADES, INVERTS, AND TYPE OF MATERIAL OF EXISTING UTILITIES TO WHICH THEY SHALL CONNECT.

16. THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS TO THE ENGINEER ON ALL MATERIALS, FOR REVIEW AND APPROVAL, PRIOR TO PURCHASE OR CONSTRUCTION OF ANY UTILITY OR STRUCTURE.

17. UNSUITABLE MATERIALS UNDER WATER, SEWER, OR STORM PIPE AND/OR STRUCTURES SHALL BE REMOVED AND REPLACED WITH SELECTED BACKFILL COMPACTED TO 98% OF IT'S MAXIMUM DENSITY AS DETERMINED BY THE MODIFIED PROCTOR TEST (ASTM D1557).

18. ALL WATER & SEWER CONSTRUCTION SHALL BE ACCOMPLISHED BY AN UNDERGROUND UTILITY CONTRACTOR LICENSED UNDER THE PROVISIONS OF CHAPTER 489 FLORIDA STATUTES.

19. WHEN DEWATERING CAPACITY REQUIRES A PERMIT (CUP), IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN THE PERMIT THROUGH THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT.

20. WATER MAINS SHALL BE LAID AT LEAST 10 FEET HORIZONTALLY FROM ANY EXISTING OR PROPOSED SANITARY HAZARD. THE DISTANCE SHALL BE MEASURED EDGE TO EDGE. WHERE PARALLEL WATER AND SEWER MAINS HAVE LESS THAN 10 FOOT HORIZONTAL SEPARATION, 20 FOOT LENGTHS OF C900 (DR18) WATER QUALITY PIPE SHALL BE USED WITH THE JOINTS STAGGERED AT 10 FOOT INTERVALS. THE PIPES SHALL BE PLACED IN SEPARATE TRENCHES WITH THE WATER MAIN AT LEAST 18 INCHES ABOVE THE SEWER.

21. WATER MAINS CROSSING SANITARY HAZARDS SHALL BE LAID TO PROVIDE A MINIMUM VERTICAL DISTANCE OF 18 INCHES BETWEEN THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF THE SEWER MAIN. WHERE WATER AND SEWER MAINS CROSS WITH BETWEEN 18 INCHES AND 6 INCHES OF VERTICAL CLEARANCE, A 20 FOOT SECTION OF C900 (DR18) WATER QUALITY PIPE SHALL BE CENTERED ON THE POINT OF THE CROSSING. THE CONTRACTOR SHALL FIELD VERIFY THE VERTICAL SEPARATION. THE MINIMUM SEPARATION BETWEEN WATER AND SEWER PIPES IS TO BE 6 INCHES OUTSIDE DIAMETER TO OUTSIDE DIAMETER.

22. NO WATER MAIN PIPE SHALL PASS THROUGH OR COME IN CONTACT WITH ANY PART OF A SEWER MANHOLE.

23. BLANK

24. TRACER WIRE SHALL BE PROVIDED ON ALL WATER MAINS AND FORCE MAINS. TRACER WIRE SHALL BE A MINIMUM OF 14 GUAGE SOLID COPPER WIRE, COATED, AND SUITABLE FOR BURIAL. WIRE SHALL BE ATTACHED DIRECTLY TO TOP OF PIPE AND BROUGHT INTO EACH VALVE BOX AND COILED TO ALLOW FOR EASY ACCESS AND EXTENSION ABOVE FINISHED GRADE FOR ATTACHMENT OF LOCATING EQUIPMENT.

25. ALL PIPE LENGTHS ARE APPROXIMATE DIMENSIONS, ALL DRAINAGE STRUCTURES SHALL BE CONSTRUCTED TO CONFORM WITH TYPICAL SECTIONS AND DETAILS AS SHOWN ON THE MISCELLANEOUS DETAILS SHEET AND IN ACCORDANCE WITH THE SPECIFICATIONS.

26. ALL UNDERGROUND UTILITIES MUST BE INSTALLED PRIOR TO PREPARATION OF SUBGRADE FOR PAVEMENT.

27. GRADES SHOWN ON PLANS ARE EDGE OF PAVEMENT FINISHED GRADES UNLESS OTHERWISE NOTED.

28. SHOULD THE SURFACE OR SUBSURFACE CONDITIONS VARY FROM WHAT IS SHOWN ON THE PLANS, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER.

29. ALL AREAS DISTURBED DURING CONSTRUCTION SHALL BE SEEDED AND MULCHED UNLESS OTHERWISE SPECIFICALLY STATED.

30. THE CONTRACTOR IS RESPONSIBLE FOR THE CONTROL OF SEDIMENT-LADEN RUNOFF RESULTING FROM STORM EVENTS DURING THE CONSTRUCTION PHASE. EROSION CONTROL FACILITIES SHOULD BE INSTALLED EARLY DURING THE CONSTRUCTION PERIOD SO AS TO PREVENT THE TRANSPORT OF SEDIMENT INTO SURFACE WATERS. REVEGETATION AND STABILIZATION OF DISTURBED AREAS SHOULD BE ACCOMPLISHED IMMEDIATELY TO REDUCE THE POTENTIAL FOR FURTHER SOIL EROSION.

31. ANY DISCREPANCIES ON THE DRAWINGS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER AND NASSAU COUNTY BEFORE COMMENCING WORK.

32. MINIMUM COVER OVER PIPES SHALL BE 36" UNLESS OTHERWISE INDICATED.

33. ALL UNDERGROUND UTILITY COMPANIES SHALL BE CONTACTED AT LEAST 48 HOURS PRIOR TO COMMENCING CONSTRUCTION.

34. IN ADDITION TO THE SPECIFICATIONS AND DETAILS PROVIDED FOR THIS CONTRACT, THE NASSAU COUNTY STANDARD DETAILS AND SPECIFICATIONS (LATEST REVISION) SHALL ALSO BE USED FOR ANY ITEMS NOT COVERED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN A SET OF STANDARD DETAILS AND SPECIFICATIONS FROM NASSAU COUNTY.

35. BACKFILL MATERIAL SHALL BE COMPACTED TO 100% (±2%) PER NASSAU COUNTY REQUIREMENTS UNDER EXISTING AND PROPOSED ROADWAYS.

36. NO FIELD CHANGES OR DEVIATIONS FROM DESIGN TO BE MADE WITHOUT PRIOR APPROVAL OF THE ENGINEER.

37. STATIONING REFERS TO THE CENTERLINE OF THE ROADWAY EXCEPT AS NOTED ON PLANS. WHERE PAVEMENT SPLITS, THE STATIONING FOLLOWS THE INSIDE EDGE OF PAVEMENT UNTIL ROADWAY TRANSITIONS BACK TO THE TYPICAL ROADWAY SECTION

38. ALL CONSTRUCTION, MATERIAL, AND WORKMANSHIP ARE TO BE IN ACCORDANCE WITH NASSAU COUNTY AAND JEA STANDARDS.

WATER NOTES

1. WATER MAINS SHALL HAVE A MINIMUM OF 36" COVER UNDER PAVEMENT OR 30" COVER FROM FINISHED GRADE UNLESS OTHERWISE SHOWN. ALL WATER MAINS SHALL BE FLUSHED IN ACCORDANCE WITH, AND UNDER THE DIRECTION OF THE UTILITY COMPANY.

2. THRUST RESTRAINTS ARE REQUIRED IN ACCORDANCE WITH UTHE UTILITY COMPANY STANDARDS WHERE WATER MAINS ARE TERMINATED AND AT ALL BENDS AND TEES.

3. TIE RODS SHALL BE INSTALLED ON ALL VALVES LOCATED AT FITTINGS. ALL 10" AND LARGER VALVES AND LARGER SHALL REQUIRE (4) TIE RODS. MEGA LUG JOINT RESTRAINTS MAY BE USED IN LIEU OF THRUST BLOCKS OR TIE RODS.

4. UNLESS OTHERWISE NOTED, WATER MAINS ARE TO BE PVC DR18, DR-25, C-900 (BLUE), CLASS 150.

5. ALL WATER MAINS SHALL BE BACTERIOLOGICAL AND PRESSURE TESTED IN ACCORDANCE WITH AWWA C-600. NO CONNECTION TO EXISTING POTABLE WATER SYSTEM SHALL BE ALLOWED UNTIL ALL PROPOSED WATER MAINS HAVE BEEN PRESSURE TESTED, DISINFECTED, AND CLEARED FOR SERVICE. THE UTILITY COMPANY'S AUTHORIZED REPRESENTATIVE MUST BE NOTIFIED 48 HOURS PRIOR TO PERFORMING THE PRESSURE TEST AND MUST BE PRESENT.

6. THE CONTRACTOR SHALL AVOID SERVICE INTERRUPTIONS AND MAINTAIN ANY EXISTING WATER SERVICE TO MEET THE SYSTEM DEMANDS AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFICATION OF AFFECTED CUSTOMERS OF THE UTILITY A MINIMUM OF 48 HOURS IN ADVANCE OF ANY INTERRUPTION OF SERVICE. BOIL WATER NOTICES SHALL BE DELIVERED IN ACCORDANCE WITH THE UTILITY COMPANY BOIL WATER NOTICE REQUIREMENTS.

7. ALL MAIN FLUSHING POINTS SHALL BE SAME SIZE AS MAIN UP TO 8 INCH WATER MAINS. FLUSHING POINTS FOR MAINS LARGER THAN 8 INCH SHALL BE REDUCED TO 8 INCH.

8. ALL WATER MAINS SHALL BE DISINFECTED USING LIQUID CHLORINE OR HYPOCHLORITES IN ACCORDANCE TO AWWA C651-86. WATER IN MAIN SHALL MAINTAIN A CHLORINE RESIDUAL OF 50 MG/L FOR A MINIMUM OF 24 HOURS. WATER MAIN SHALL NOT BE PLACED IN SERVICE UNTIL CLEARANCE HAS BEEN PROVIDED BY THE APPROPRIATE REGULATING AGENCY AND UNITED WATER FLORIDA.

9. IF SOLVENT CONTAMINATION IS FOUND IN THE PIPE TRENCH, WORK SHALL BE STOPPED AND THE PROPER AUTHORITIES NOTIFIED. BASED ON APPROVAL OF THE PERMITTING AGENCY, DUCTILE IRON PIPE, FITTINGS, AND SOLVENT RESISTANT GASKET MATERIAL SUCH AS FLUOROCARBON SHALL BE USED IN THE CONTAMINATED AREA. THE DUCTILE IRON PIPE SHALL EXTEND AT LEAST 100 FEET BEYOND ANY SOLVENT NOTED, ANY CONTAMINATED SOIL THAT IS EXCAVATED SHALL BE PLACED ON AN IMPERMEABLE MAT AND COVERED WITH A WATER PROOF COVERING. THE PROPER AUTHORITIES WILL BE NOTIFIED AND THE CONTAMINATED SOIL HELD FOR PROPER DISPOSAL.

10. 2" FLUSHING HYDRANTS SHALL BE INSTALLED AT ALL DEAD END LINES AND MAIN LINE STUB-OUT'S.

11. A SEPARATE WATER SERVICE SHALL BE REQUIRED FOR EACH UNIT SERVED AND SHALL BE INSTALLED 3 FEET EITHER SIDE OF PROPERTY LINE. ALL WATER SERVICES SHALL BE MARKED WITH A "W" ETCHED ON THE CURB. ALL VALVES SHALL BE MARKED WITH A "V" ETCHED ON THE CURB.

12. ALL BACKFLOW PREVENTION ASSEMBLIES SHALL BE INSTALLED IN ACCORDANCE WITH THE UTILITY COMPANY'S STANDARDS.

13. ALL BACKFLOW PREVENTION ASSEMBLIES SHALL BE INSTALLED AT THE CONSUMER'S METER OR AT THE PROPERTY LINE WHEN A METER IS NOT USED.

14. BACKFLOW PREVENTION ASSEMBLIES SHALL BE TESTED BY A STATE OF FLORIDA LICENSED BACKFLOW TECHNICIAN. TEST RESULTS SHALL BE SUBMITTED TO AND APPROVED BY THE UTILITY COMPANY PRIOR TO ACCEPTANCE OF INSTALLATION.

15. MAXIMUM DEPTH ON WATER SERVICES TO METER TO BE 36".

INDEX

SHEET #	DESCRIPTION
	ALL PERMITTING AGENCIES
1	COVER SHEET
2	INDEX SHEET
3	PREDEVELOPMENT DRAINAGE PLAN
4	SITE PLAN
5	POST DEVELOPMENT DRAINAGE PLAN
6	TREE REMOVAL PLAN
7	MISCELLANEOUS DETAIL

LEGEND

- EXISTING VALVE
- WM — EXISTING WATER LINE
- SAN — EXISTING SANITARY SEWER
- EXISTING FIRE HYDRANT
- SAN — PROPOSED SANITARY SEWER
- WM — PROPOSED WATER LINE
- PROPOSED FIRE HYDRANT
- EXISTING EDGE OF PAVEMENT
- EXISTING PROPERTY LINE
- 15.3 — PROPOSED SPOT ELEVATION
- S-5 — DRAINAGE STRUCTURE
- P-1 — PIPE
- 15.0 — PROPOSED CONTOUR
- PROPOSED EDGE OF PAVEMENT
- PROPOSED PROPERTY LINE
- PROPOSED R.O.W. LINE
- 16 — EXISTING CONTOUR

No	By	Date	Revision
J			
I			
H			
G			
F			
E			
D			
C			
B			
A	NG	12-2-14	Revised to adress SJRWMD comments

Scale:
Project Mgr: NG
Designed by: NG
Drawn by: AD
QA/QC: AG

Gillette & Associates, Inc.
20 South 4th Street
Fernandina Beach, FL 32034
Certificate of Authorization No. 9332

DO NOT SCALE THIS DRAWING – DIMENSIONS AND NOTES TAKE PREFERENCE. DRAWING IS REDUCED IF LESS THAN 22" x 34"

G & A
GILLETTE & ASSOCIATES, INC
20 SOUTH 4TH STREET
FERNANDINA BEACH, FL 32034
PHONE: (904) 261-8819
FAX: (904) 261-9905

PLANTING HAMMOCK

HIGHLAND 35, LLC

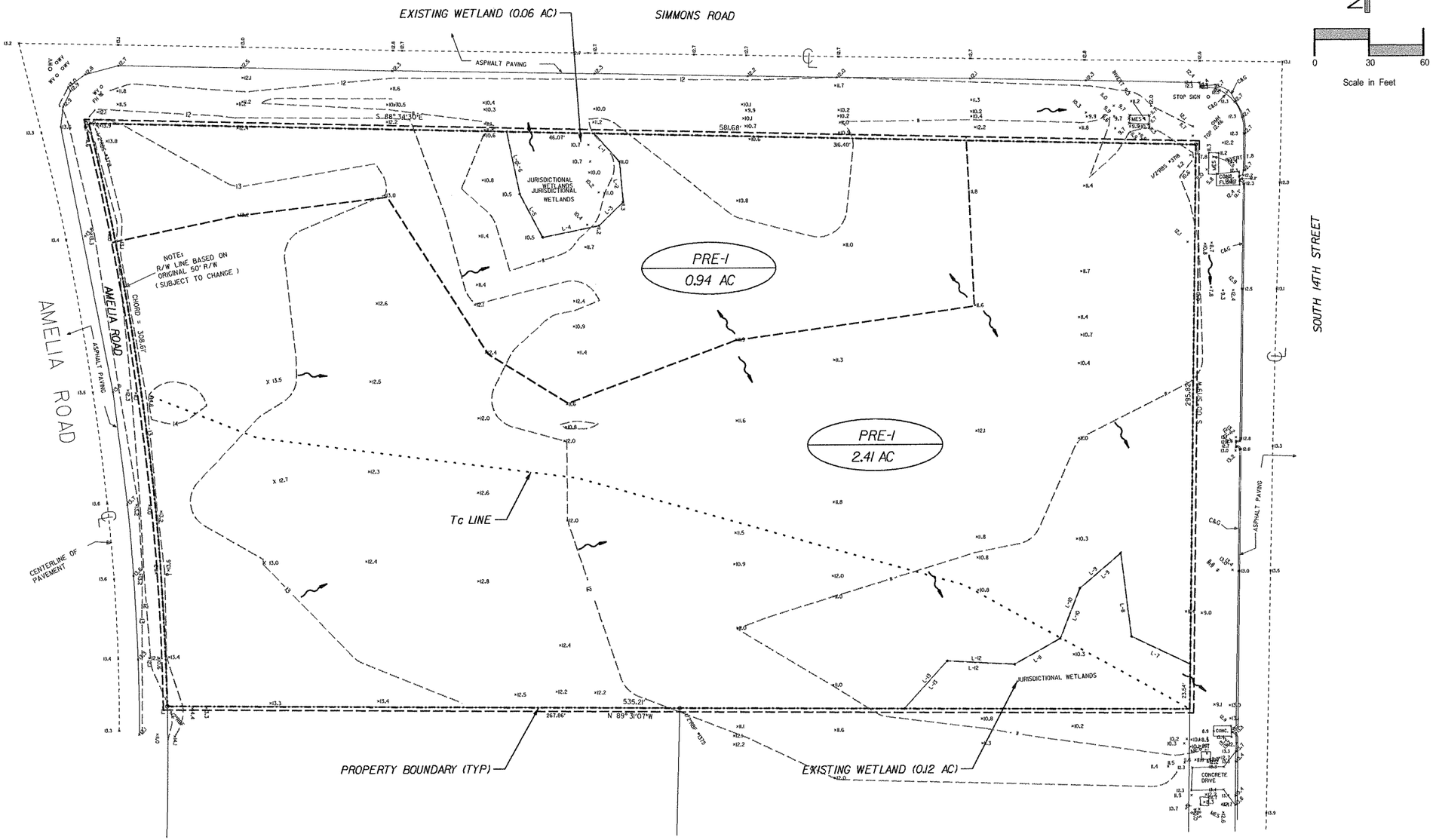
INDEX SHEET

Registered Professional

SHEET NO. IN-1
2 of 7
Issue Date: OCTOBER 2014
Project No.: 14-10.22

$$Settings$$ $$FileNames$$

SITE BASIN AREA = 3.39 AC



TIME OF CONCENTRATION = 14 MIN

LENGTH OF OVERLAND FLOW @ 0.68 FT/SEC = 574 FT
LENGTH OF PIPE FLOW @ 2.5 FT/SEC = 0 FT
TOC = (574)/(0.68 x 60) = 14 MINUTES

No	By	Date	Revision
J			
I			
H			
G			
F			
E			
D			
C			
B			
A	NG	12-2-14	Revised to adress SJRWMD comments

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PLANTING HAMMOCK

HIGHLAND 35, LLC

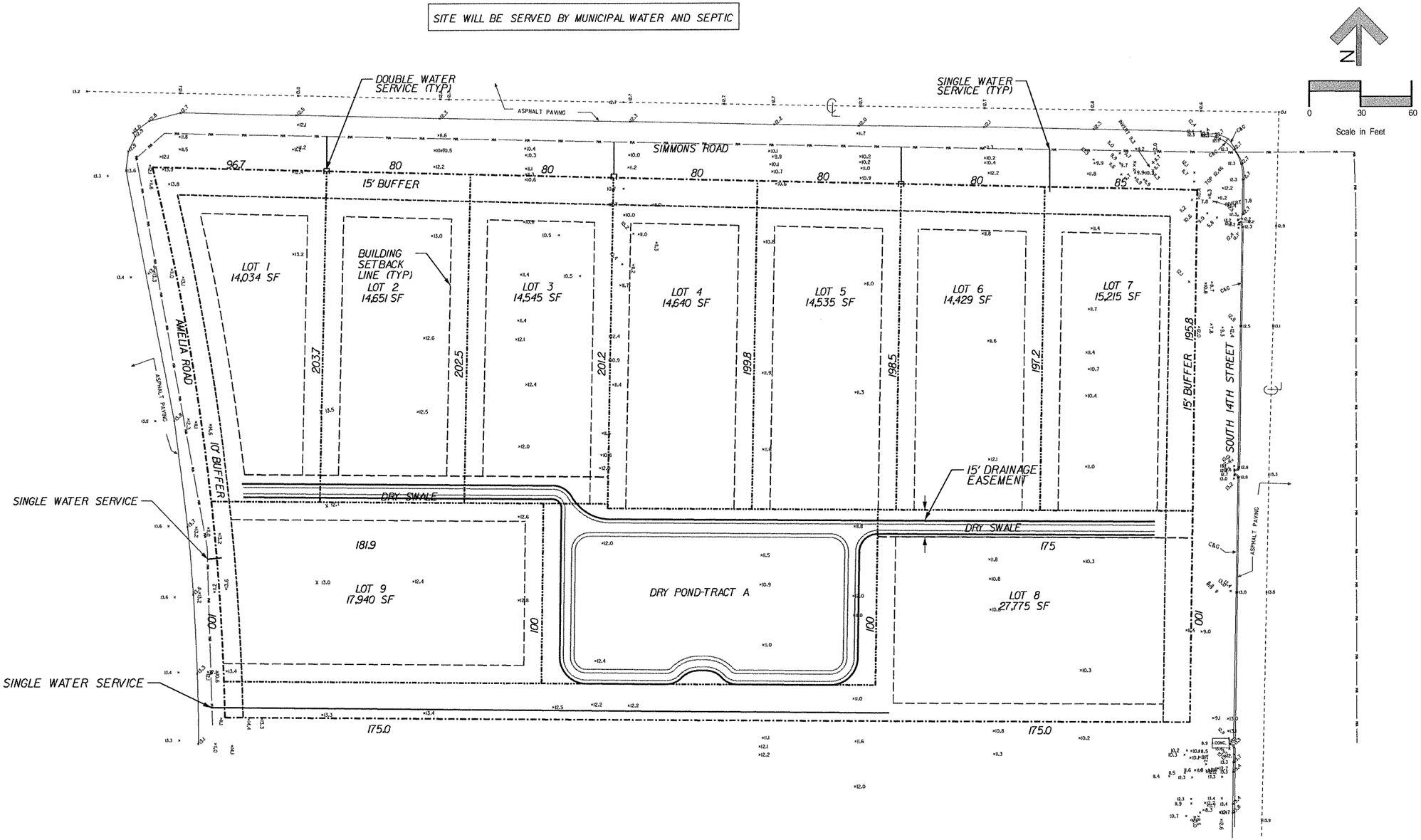
PREDEVELOPMENT DRAINAGE PLAN

Registered Professional

SHEET NO.
PRE-1
3 of 7
Issue Date
OCTOBER 2014
Project No.
14-10.22

$$Time$$ $$FileName$$

SITE WILL BE SERVED BY MUNICIPAL WATER AND SEPTIC



No	By	Date	Revision
A	NG	12-2-14	Revised to adress SJRWMD comments
B			
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Scale:

Project Mgr: NG

Designed by: NG

Drawn by: AD

QA/QC: AG

Gillette & Associates, Inc.
20 South 4th Street
Fernandina Beach, FL 32034

Certificate of Authorization No. 9332

DO NOT SCALE THIS DRAWING - DIMENSIONS AND NOTES TAKE PREFERENCE. DRAWING IS REDUCED IF LESS THAN 22" x 34"

G & A
GILLETTE & ASSOCIATES, INC
20 SOUTH 4TH STREET
FERNANDINA BEACH, FL 32034
PHONE: (904) 261-8818
FAX: (904) 261-9905

PLANTING HAMMOCK

HIGHLAND 35, LLC

SITE PLAN

Registered Professional

SHEET NO.
SP-1
4 of 7

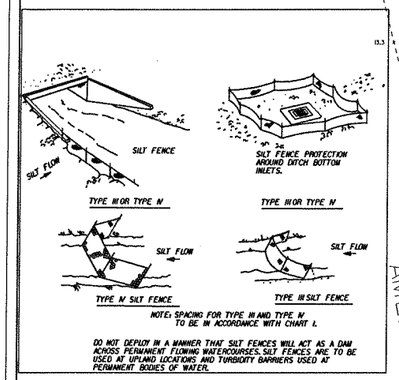
Issue Date
OCTOBER 2014

Project No.
14-10.22

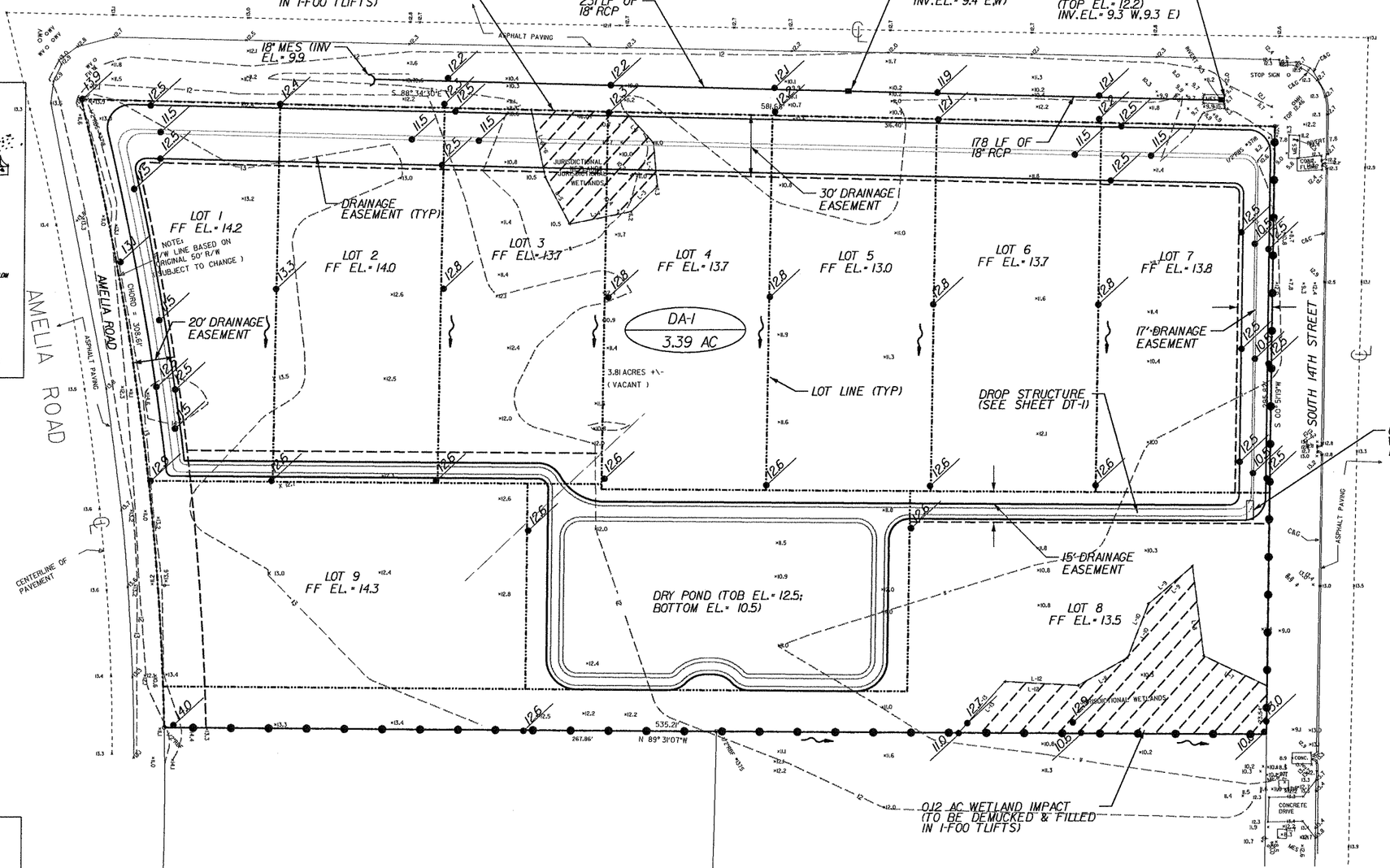
$$FileName$$
$$Time$$
$$Date$$

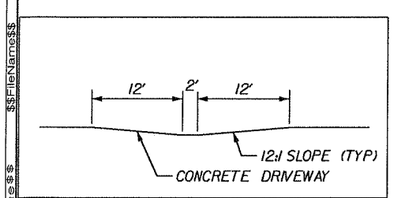
NOTE ALL DRIVEWAYS TO BE LOWERED THROUGH FRONT LOT SWALE AREA

SILT FENCE



SILT FENCE APPLICATIONS





TYPICAL DRIVEWAY CROSS SECTION

No	By	Date	Revision
A	NG	12-2-14	Revised to adress SJRWMD comments

Scale:
Project Mgr: NG
Designed by: NG
Drawn by: AD
QA/QC: AG

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Fernandina Beach, FL 32034

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20 SOUTH 4TH STREET
FERNANDINA BEACH, FL 32034
PHONE: (904) 261-8819
FAX: (904) 261-9905

PLANTING HAMMOCK

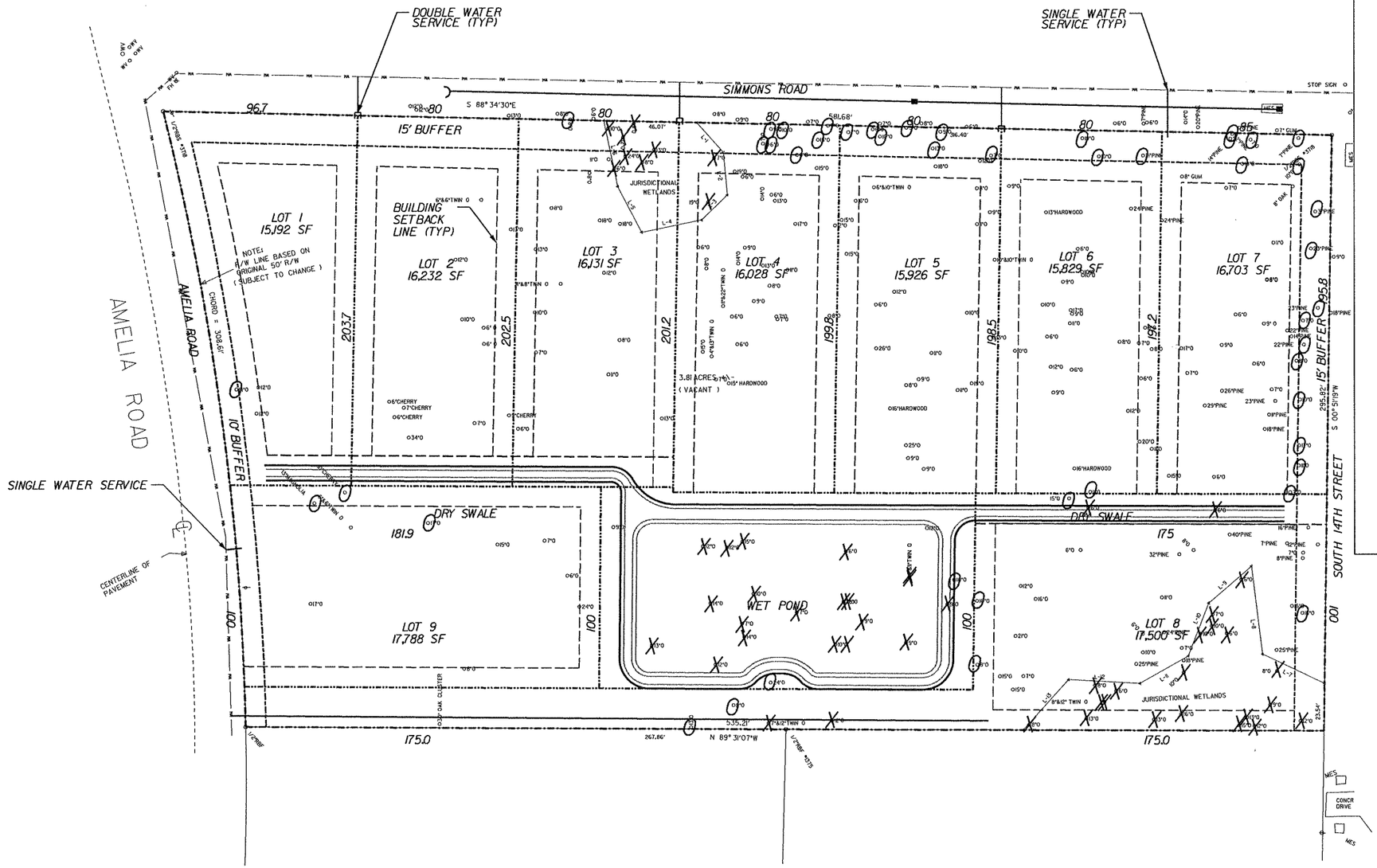
HIGHLAND 35, LLC

POST DEVELOPMENT DRAINAGE PLAN

Registered Professional

SHEET NO.
DR-1
5 of 7
Issue Date
OCTOBER 2014
Project No.
14-10.22

$$FileName$$ $$Time$$ $$Date$$



TREE DIAMETER	* TREES RETAINED	* INCHES RETAINED	* TREES REMOVED	* INCHES REMOVED
6	5	30	8	48
7	8	56	6	42
8	5	40	5	40
9	3	27	4	36
10	10	100	7	70
11	2	22	3	33
12	-	-	9	108
13	2	26	5	65
14	2	28	2	28
15	2	30	2	30
16	-	-	1	16
17	2	34	-	-
19	1	19	1	19
21	1	21	-	-
22	1	22	-	-
23	1	23	-	-
24	1	24	-	-
31	1	31	-	-

TOP 20% OF DBH FOR SITE IS 22" OR GREATER

PREDEVELOPMENT DBH: 1,049 INCHES

DBH SAVED WITHH BONUS: 558 INCHES

NO MITIGATION REQUIRED

No.	By	Date	Revision
J			
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A	NG	12-2-14	Revised to adress SJRWMD comments

Scale:
Project Mgr: NG
Designed by: NG
Drawn by: AD
QA/QC: AG

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20 South 4th Street
Fernandina Beach, FL 32034
Certificate of Authorization No. 9332

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FERNANDINA BEACH, FL 32034
PHONE: (904) 261-8819
FAX: (904) 261-9905

PLANTING HAMMOCK

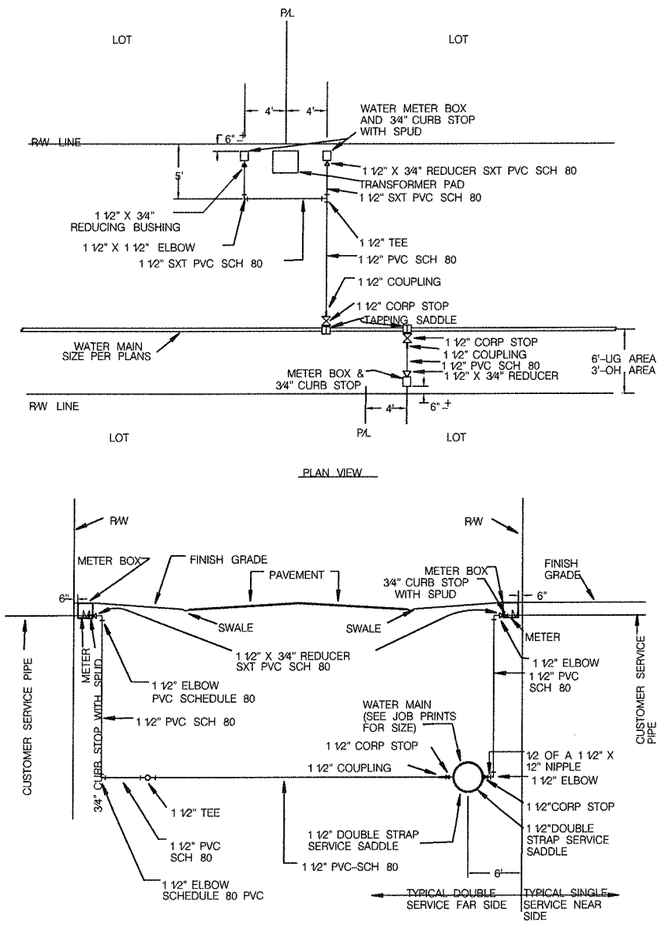
HIGHLAND 35, LLC

TREE REMOVAL/ RETENTION PLAN

Registered Professional

SHEET NO.
TREE-1
6 of 7
Issue Date
OCTOBER 2014
Project No.
14-10.22

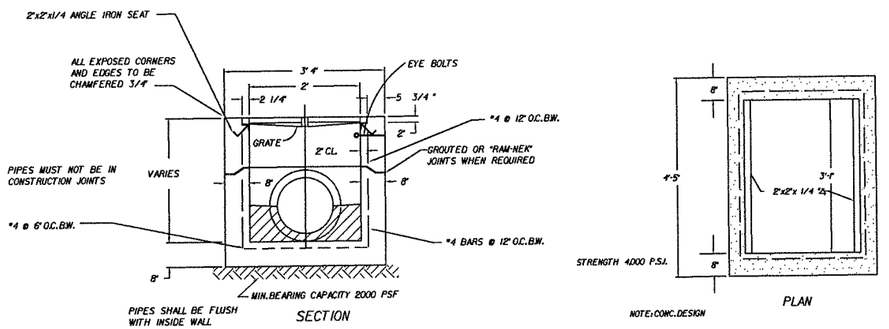
$$FileName$$ $$Time$$ $$Style$$



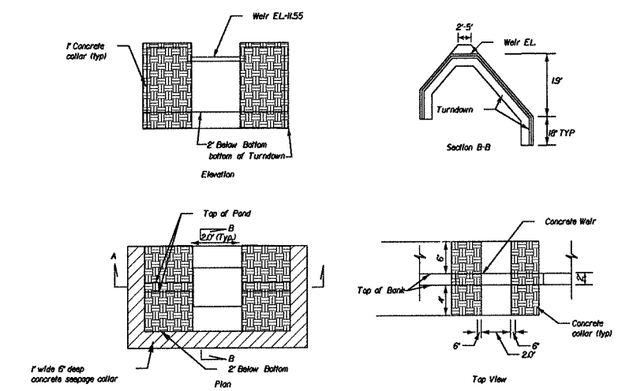
STATE ROAD- 1 1/2" CARRIER PIPE-4" BLACK IRON CASING FOR JACK AND BORE INSTALLATION.

COUNTY AND CITY- 1 1/2" CARRIER PIPE- 3" PVC CASING FOR JACK AND BORE INSTALLATION.

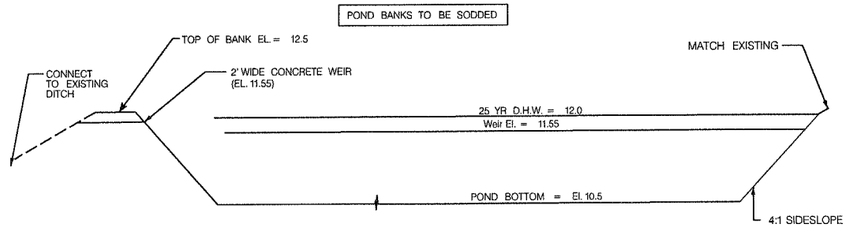
TYPICAL WATER SERVICE LOCATIONS



STORM SEWER TYPE "C" INLET



WEIR DETAIL



POND 1 CROSS SECTION AND DETAIL

No	By	Date	Revision
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C			
B			
A	NG	12-2-14	Revised to adress SJRWMD comments

Scale:
Project Mgr: NG
Designed by: NG
Drawn by: AD
QA/QC: AG

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20 South 4th Street
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Certificate of Authorization No. 9332

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PLANTING HAMMOCK

HIGHLAND 35, LLC

MISCELLANEOUS DETAILS

Registered Professional

SHEET NO.
DT-1
7 of 7
Issue Date
OCTOBER 2014
Project No.
14-10.22

$$FileName$$
$$time$$

Print

Planning Advisory Board (PAB) - Submission #5893

Date Submitted: 9/2/2020

Planning Advisory Board (PAB) Application

USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).

Fees

Once application is submitted it will be reviewed for completeness. Once verified complete, an invoice will be emailed to the applicant.

- [x] Zoning Map Amendment (â‰¤ 10 acres $1,000 / > 10acres $2,000)
- [x] Land Use Map Amendment (â‰¤ 10 acres $1,000 / > 10acres $2,000)
- [ ] LDC Text Amendment ($1,000)
- [ ] Comp Plan Amendment ($1,700)
- [ ] Subdivision Plat â€“ Preliminary (â‰¤ 20 units $1,000 / > 20 units $1,600)
- [ ] Subdivision Plat â€“ Final ($850)
- [ ] Vacation of R.O.W. ($1,700)
- [x] Voluntary Annexation ($1,500)
- [ ] Revision to each PAB Application - To offset additional display ad fee ($400)

PAB 2020 - MEETING AND SUBMISSION DEADLINE CALENDAR

PAB 2020

IMPORTANT NOTES

Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, youâ€™ll need to meet with a City Planner prior to submitting your application. Completed applications are due 30 days prior to the Planning Advisory Board meeting date.

Please see the Land Development Code (LDC) for detailed information:

- [ ] LDC Text Amendment â€“ see LDC Section 11.01.08.
- [ ] Preliminary Subdivision Plat â€“ see LDC Section 11.01.05.
- [ ] Final Subdivision Plat â€“ LDC Section 11.01.05.
- [ ] Zoning Map Changes â€“ See LDC Section 11.01.07.

The LDC is available for review at

www.fbfl.us/LDC

Application Requirements

- [ ] A complete application filed at least thirty (30) days before the date of the Planning Advisory Boardâ€™s public hearing;
- [ ] Proof of Ownership (copy of deed or tax statement);
- [ ] A current survey of the property (no older than two years);
- [ ] If applying as an agent, Ownerâ€™s Authorization for Agent Representation form needs to be signed/ notarized and included in application;
- [ ] A detailed letter of intent stating the following:
- [ ] o The consistency of the proposed amendment(s) or action(s) with the Cityâ€™s Comprehensive Plan.
- [ ] o A justification for the proposed amendment(s) or action(s).

PROPERTY INFORMATION

Property information can be found at the Nassau County Property Appraiserâ€™s Website â†’ Map Search

Site Address*

Simmons Road - Plantation Hammock

City*

Fernandina Beach

State*

FL

Zip*

32034

Parcel ID #(s)*

00-00-30-044C-0001-0000; 00-00-30-044C-0002-0000; 00-00-30-044C-0003-0000; 00-00-30-044C-0004-0000; 00-00-30-044C-0005-0000; 00-00-30-044C-0006-0000; 00-00-30-044C-0007-0000; 00-00-30-044C-0008-0000; 00-00-30-044C-0009-0000; 00-00-30-0262-0006-0000; 00-00-30-044C-000A-0000

Lot*

various

Block*

various

Subdivision*

Plantation Hammock

Zoning District*

R-1

Future Land Use Designation*

Low Density Residential

REVIEW TYPE*

- [x] Zoning Map Amendment â‰¤ 10 acres
- [ ] Zoning Map Amendment > 10 acres
- [ ] LDC Text Amendment
- [ ] Comp Plan Amendment
- [ ] Subdivision Plat â€“ Preliminary â‰¤ 20 units
- [ ] Subdivision Plat â€“ Preliminary > 20 units
- [ ] Subdivision Plat â€“ Final
- [ ] Vacation of R.O.W.
- [x] Voluntary Annexation
- [ ] Revision to PAB Application

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

various

Last Name*

various

Company (if applicable)

n/a

Mailing Address*

n/a

City*

Fernandina Beach

State*

FL

Zip*

32034

Telephone Number*

904-310-3480

Email Address*

dmartin@fbfl.city

OWNER'S AGENT

If other than owner. If an agent will be representing the owner, an Ownerâ€™s Authorization For Agent Representation form must be included

First Name

Dale

Last Name

Martin

Mailing Address

204 Ash Street

City

Fernandina Beach

State

FL

Zip

32034

Telephone Number

904-310-3480

E-mail Address

dmartin@fbfl.city

PROJECT INFORMATION

Previous Planning/Zoning Approvals

n/a

Summary of Request (more detailed information to be provided in required letter of intent)*

Voluntary Annexation, Future Land Use Map Amendment, Zoning Change for the following properties: 00-00-30-044C-0001-0000; 00-00-30-044C-0002-0000; 00-00-30-044C-0003-0000; 00-00-30-044C-0004-0000; 00-00-30-044C-0005-0000; 00-00-30-044C-0006-0000; 00-00-30-044C-0007-0000; 00-00-30-044C-0008-0000; 00-00-30-044C-0009-0000; 00-00-30-0262-0006-0000; 00-00-30-044C-000A-0000

Certification*

☑ By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.

☑ I acknowledge that I understand and have complied with all of the submittal requirements and procedures.

Applicant First Name*

Dale

Applicant Last Name*

Martin

Today's Date*

9/2/2020

Upload Supporting Documentation*

Annexation_2020.xlsx

Upload 2

Choose File | No file selecte

Upload 3

Choose File | No file selecte

Upload 4

Choose File | No file selecte

DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2020-36
Voluntary annexation of 3.70 acres of land

ITEM TYPE: Ordinances (w/ fiscal impact)

REQUESTED ACTION: Approve Ordinance 2020-36 at first reading.

SYNOPSIS: Resolution 2017-193 approved extension of water and sewer services outside of the corporate limits of the City to 2246 Sadler Road. City services were extended which allowed for the development of the 103 room Home2Suites by Hilton under the applicable Nassau County land use and zoning standards. Assignment of the General Commercial (GC) Future Land Use Map (FLUM) category and Community Commercial (C-1) Zoning District is requested for 2246 Sadler Road. These designations are the most closely aligned with the Current Nassau County FLUM category and zoning district.

The property owners of 2233 Sadler Road requested voluntary annexation in June of 2020 to connect to City Sewer after their septic and drain field failed. The single-family residence was built in 1987 with access to City water. Assignment of the Mixed Use (MU) Future Land Use Map (FLUM) category and Mixed Use (MU-1) Zoning District is requested for 2233 Sadler Road. This designation will eliminate the current discrepancies in the County's FLUM and zoning designation. The Mixed Use land use and zoning will allow for a combination of residential, office, and limited neighborhood commercial uses which are represented in the current range of uses along this corridor and what the City anticipates in redevelopment scenarios. Single-family dwellings, such as the current structure on the property are a permissible use in the Mixed-Use FLUM designation and MU-1 Zoning District.

CITY ATTORNEY COMMENTS: No additional comments.

Dale L. Martin, City Manager 10/5/2020
Tammi E. Bach, City Attorney 10/6/2020

Kelly M. Gibson, AICP

Date: September 22, 2020

Submitted By: Kelly Gibson, AICP, Planning Director

ORDINANCE 2020-__

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ANNEXING APPROXIMATELY 3.70 ACRES OF LAND LOCATED AT 2246 SADLER ROAD AND 2233 SADLER ROAD CONTIGUOUS TO THE CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owners of approximately 3.70 acres of land located at 2246 Sadler Road and 2233 Sadler Road contiguous to the City limits and identified in Exhibit "A" have requested annexation into the City of Fernandina Beach in exchange for water and sewer services; and

WHEREAS, the Planning Advisory Board reviewed the request for voluntary annexation application numbered PAB 2020-0009 at its September 9, 2020, meeting and recommended approval of the annexation; 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 August 26, 2020; and

WHEREAS, City staff has reviewed the petition for voluntary annexation and has found that the petition bears the signatures of all the owners of the subject property or their authorized agent at such time that the petition was signed, the parcel is contiguous to the City boundary, is reasonably compact, does not create an enclave, will be used for urban services, and the City will be able to deliver urban services such as water, sewer, garbage, police and fire without decreasing the level of service currently provided to City residents; and

WHEREAS, the City Attorney has rendered a legal opinion that upon review, the annexation petition meets the requirements of Chapter 171 Florida Statutes; and

WHEREAS, after consideration of the application and evidence presented on such application thereon, the City Commission made the following findings:

a. That the Commission is empowered under Chapter 171, Florida Statutes to approve a request for voluntary annexation.

b. That the proposed annexation meets the requirements for voluntary annexation as required by Chapter 171.044 F.S., is contiguous to the municipal boundary, is reasonably compact, and does not create an enclave.

c. That the petitioner agrees to file for a Future Land Use Map (FLUM) amendment and a change in zoning district designation within six months of the date the City Commission approves the annexation.

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

SECTION 1. The following parcel of real property totaling approximately 3.70 acres of land located at 2246 Sadler Road and 2233 Sadler Road contiguous to the City limits and by map

provided in Exhibit "A" are hereby annexed into the corporate limits of the City of Fernandina Beach, to wit.

SECTION 2. It is hereby deemed to be in the best interest of the City of Fernandina Beach that the land, above described, be annexed into and become a part of the City of Fernandina Beach. That upon adoption of this Ordinance, the boundary lines for the corporate limits of the City of Fernandina Beach shall be redefined so as to include the real property described above.

SECTION 3. This Ordinance shall be published in the Fernandina Beach News Leader once each week for two consecutive weeks, and that proof of publication of this Ordinance shall be filed herein prior to the final reading of this Ordinance.

ADOPTED this 17th day of November, 2020.

CITY OF FERNANDINA BEACH

_____
JOHN A. MILLER
Mayor - Commissioner

ATTEST:

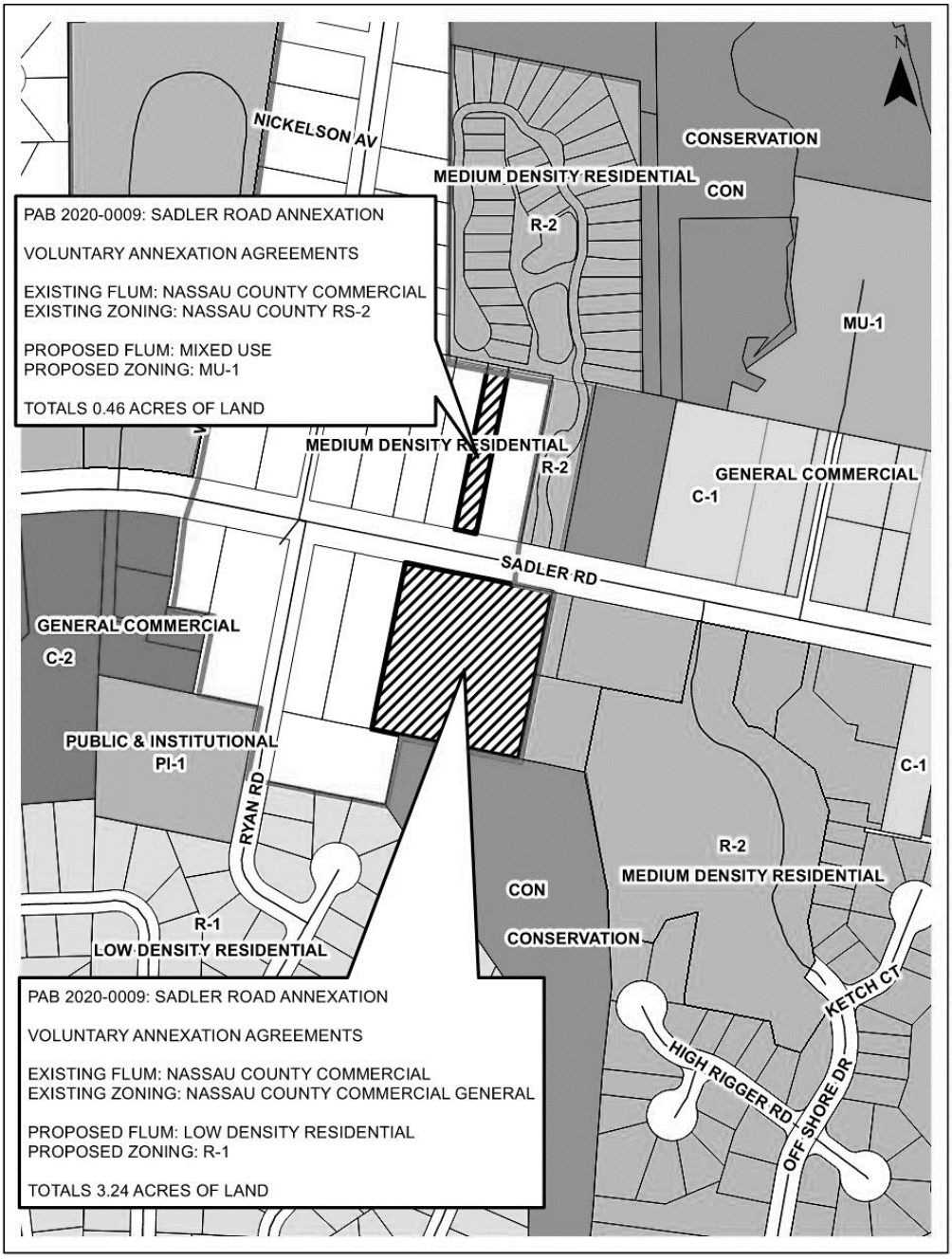
_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TAMMI E. BACH
City Attorney

EXHIBIT A

CITY OF FERNANDINA BEACH, REQUESTS ANNEXATION OF PROPERTIES LOCATED AT 2246 SADLER ROAD, ASSIGNMENT OF THE GENERAL COMMERCIAL (GC) FUTURE LAND USE MAP CATEGORY AND COMMUNITY COMMERCIAL (C-1) ZONING DISTRICT FOR PROPERTY TOTALING 3.24 ACRES OF LAND; ANNEXATION OF PROPERTY AT 2233 SADLER ROAD, ASSIGNMENT OF THE MIXED USE (MU) FUTURE LAND USE MAP CATEGORY AND MIXED USE (MU-1) ZONING DISTRICT FOR PROPERTIES TOTALING 0.46 ACRES OF LAND.



STAFF REPORT
PAB 2020-0009 (AX, LU, CZ)
Planning Advisory Board Hearing
September 9, 2020

Jacob M. Platt
Senior Planner

APPLICATION FOR VOLUNTARY ANNEXATION, SMALL-SCALE FUTURE LAND USE AND ZONING MAP

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	Fernandina Investments LLC and Harry & Constance King				
AGENT:	City of Fernandina Beach				
REQUESTED ACTION:	**2246 Sadler Road**: Voluntary Annexation, Assignment of a Future Land Use Map Category of General Commercial and C-1 Zoning District **2233 Sadler Road**: Voluntary Annexation, Assignment of a Future Land Use Map Category of Mixed Use and MU-1 Zoning District				
LOCATION:	Sadler Road				
CURRENT ZONING:	**2246 Sadler Road**: Nassau County Commercial General **2233 Sadler Road:** Nassau County Residential Single-Family 2				
CURRENT LAND USE:	**2246 Sadler Road**: Nassau County Commercial **2233 Sadler Road:** Nassau County Commercial				
EXISTING USES ON SITE:	**2246 Sadler Road**: 103 Home2Suites Hilton by Hotel **2233 Sadler Road:** Single-family home				
PROPERTY SIZE:	**2246 Sadler Road**: 3.24 Acres of Land **2233 Sadler Road:** 0.46 Acres of Land				
ADJACENT PROPERTIES:	**Direction**	**Existing Use(s)**	**Year Built**	**Zoning**	**FLUM**
	North of 2233 Sadler	SF Residential	2014-2019	R-2 PUD	MDR
	North of 2246 Sadler	SF Residential & Office	1987 &1987	NC RS-2 & NC Commercial General	NC Commercial
	South of 2233 Sadler	Hotel	2018	NC Commercial General	NC Commercial
	South of 2246 Sadler	Vacant	N/A	CON	Conservation
	East of 2233 Sadler	Office	1945	NC Commercial General	NC Commercial
	East of 2246 Sadler	Vacant	N/A	R-2 PUD	MDR
	West of 2233 Sadler	Office	1993	NC Commercial General	NC Commercial
	West of 2246 Sadler	Drive-In Restaurant	2010	NC Commercial General	NC 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 Planning and Conservation Department office. ***

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The City of Fernandina Beach requests annexation of two parcels of land located off Sadler Road.

2246 Sadler Road

Resolution 2017-193 approved extension of water and sewer services outside of the corporate limits of the City to 2246 Sadler Road. City services were extended which allowed for the development of the 103 room Home2Suites by Hilton under the applicable Nassau County land use and zoning standards. Assignment of the General Commercial (GC) Future Land Use Map (FLUM) category and Community Commercial (C-1) Zoning District is requested for 2246 Sadler Road. These designations are the most closely aligned with the Current Nassau County FLUM category and zoning district.

2233 Sadler Road

The property owners of 2233 Sadler Road requested voluntary annexation in June of 2020 to connect to City Sewer after their septic and drain field failed. The single-family residence was built in 1987 with access to City water. Assignment of the Mixed Use (MU) Future Land Use Map (FLUM) category and Mixed Use (MU-1) Zoning District is requested for 2233 Sadler Road. This designation will eliminate the current discrepancies in the County's FLUM and zoning designation. The Mixed-Use land use and zoning will allow for a combination of residential, office, and limited neighborhood commercial uses which are represented in the current range of uses along this corridor and what the City anticipates in redevelopment scenarios. Single-family dwellings, such as the current structure on the property are a permissible use in the Mixed-Use FLUM designation and MU-1 Zoning District.

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 subject parcels include a recently constructed 103 room hotel and an existing single-family dwelling, development or redevelopment can achieve full compliance with the City's Land Development Code and Comprehensive Plan. The City can serve this property and meet or exceed all levels of service required by the Comprehensive Plan.

Applicable Policy Reference	***Determination of Consistency***
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	√

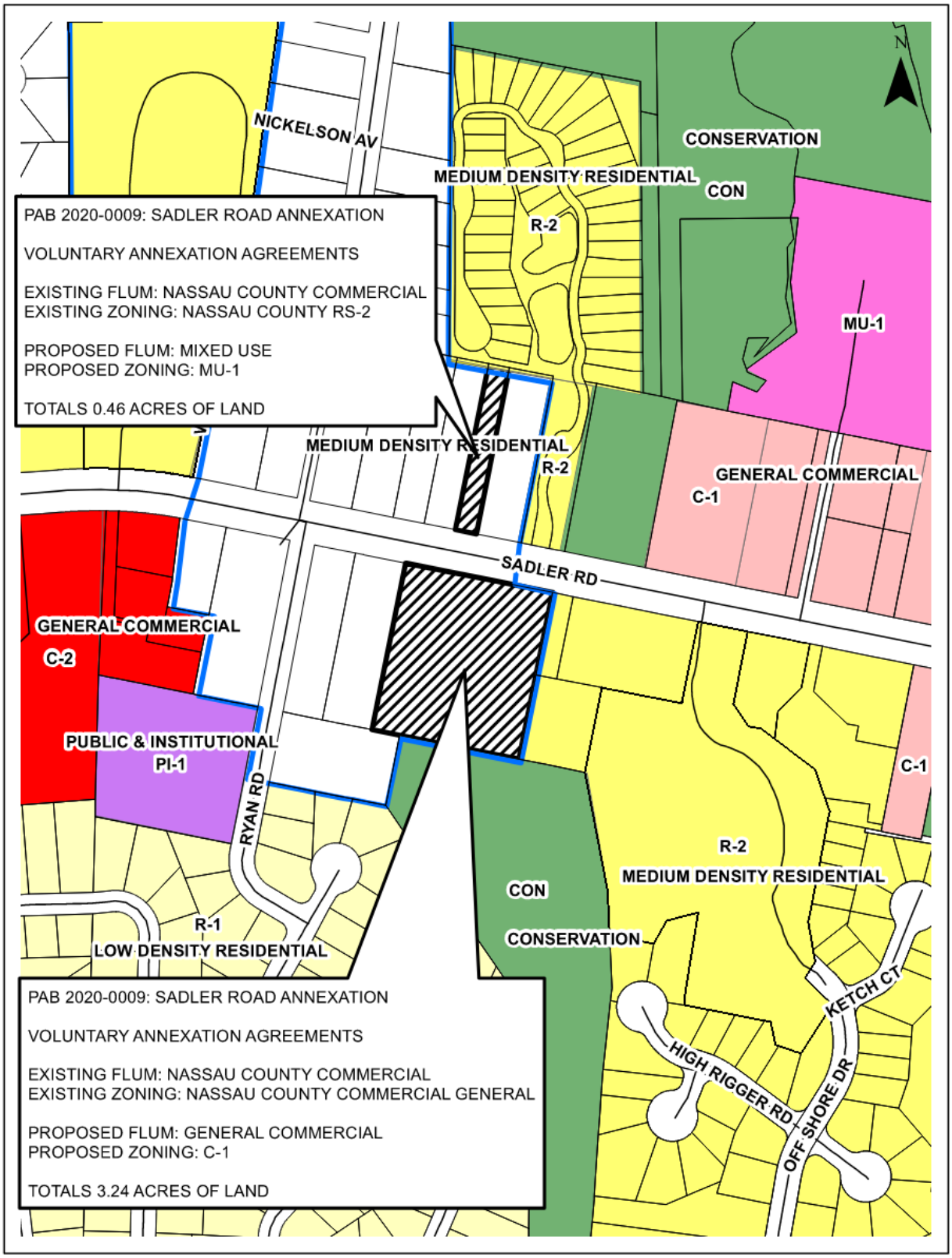
CONCLUSION AND STAFF RECOMMENDATIONS:

The requested action is consistent with the City's Comprehensive Plan and Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the General Commercial (GC) Future Land Use Map (FLUM) category and Community Commercial (C-1) zoning district for 2246 Sadler Road; Assignment of the Mixed Use (MU) Future Land Use Map (FLUM) category and Mixed Use (MU-1) Zoning District for 2233 Sadler Road. 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 October 20th, 2020.

MOTION TO CONSIDER:

I move to recommend **(approval or denial)** of PAB case number 2020-0009 to the City Commission requesting that a Voluntary Annexation, assignment of the General Commercial (GC) Future Land Use Map (FLUM) category and Community Commercial (C-1) zoning district for 2246 Sadler Road; Voluntary annexation, assignment of the Mixed Use (MU) Future Land Use Map (FLUM) category and Mixed Use (MU-1) Zoning District for 2233 Sadler Road be **(approved or denied)** and that PAB case 2020-0009, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statues to be approved at this time.

SURF SIDE DR
CAPE SOUND DR
NICKELS ON AV
MELIA OAKS DR
DRURY RD
WHITE SANDS WAY
BLE BEACH WAY
RYAN RD


NICKELSON AV
CONSERVATION
MEDIUM DENSITY RESIDENTIAL
CON
R-2
MU-1
PAB 2020-0009: SADLER ROAD ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: NASSAU COUNTY COMMERCIAL
EXISTING ZONING: NASSAU COUNTY RS-2
PROPOSED FLUM: MIXED USE
PROPOSED ZONING: MU-1
TOTALS 0.46 ACRES OF LAND
MEDIUM DENSITY RESIDENTIAL
R-2
GENERAL COMMERCIAL
C-1
SADLER RD
GENERAL COMMERCIAL
C-2
PUBLIC & INSTITUTIONAL
PI-1
RYAN RD
C-1
R-2
MEDIUM DENSITY RESIDENTIAL
CON
CONSERVATION
R-1
LOW DENSITY RESIDENTIAL
KETCH CT
HIGH RIGGER RD
OFF SHORE DR
PAB 2020-0009: SADLER ROAD ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: NASSAU COUNTY COMMERCIAL
EXISTING ZONING: NASSAU COUNTY COMMERCIAL GENERAL
PROPOSED FLUM: GENERAL COMMERCIAL
PROPOSED ZONING: C-1
TOTALS 3.24 ACRES OF LAND

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 30th day of June, 2020 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Constance King & Harry L King III (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#: 00-00-30-0600-0001-0180

GENERALLY DESCRIBED AS: Sadler Estates Subdivision

ADDRESSED AS: 2233 Sadler Rd FB FL

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: Constance E. King
Applicant

By: _____
Applicant

STATE OF FLORIDA
COUNTY OF NASSAU } ss

NOTARY PUBLIC STATE OF FLORIDA
SYLVIE MCCANN
MY COMMISSION # GG38352
EXPIRES: November 12, 2020

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization,

this 30th day of June, 2020,

by Constance E. King.

Sylvie McCann
Notary Public

SYLVIE M'CANN
Printed Name

11/12/2020
My Commission Expires

Personally Known _____ OR Produced Identification ✓ ID Produced: FL DL

EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORT

From: noreply@civicplus.com
To: Planning Info
Subject: Online Form Submittal: Water /Wastewater Annexation
Date: Tuesday, June 30, 2020 3:22:02 PM

Water /Wastewater Annexation

WATER/ WASTEWATER ANNEXATION

USE THIS FORM TO: Request the City Commission's authorization to extend water and/or sanitary wastewater services to property not located within the City limits and not currently eligible for annexation. This form also includes a Petition for Annexation, as required by Municipal Code prior to the extension of services outside the City's jurisdiction.

Fees	$300

IMPORTANT NOTES

Per Municipal Code Sections 82-44 and 82-403, the extension of City water and/or sanitary sewer services to property located outside the municipal limits must be authorized by the City Commission. Application for these services shall be placed on the next available City Commission agenda. The City Commission meets the 1st and 3rd Tuesday of each month at 6:00PM. Applications must be received three (3) weeks prior to the requested agenda.

PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's Website → Map Search
Site Address	2233 Sadler Road, Fernandina Beach FL 32034
Parcel ID #(s)	00-00-30-0600-0001-0180

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name	Harry & Constance
Last Name	King
Company (if applicable)	*Field not completed.*
Mailing Address	2233 Sadler Road, Fernandina Beach FL 32034
Telephone Number	904-333-6903
E-mail Address	ckingjjj@bellsouth.net

OWNER'S AGENT

If an agent will be representing the owner, an Owner's Authorization For Agent Representation form must be included

First Name	*Field not completed.*
Last Name	*Field not completed.*
Company (if applicable)	*Field not completed.*
Mailing Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip	*Field not completed.*
Telephone Number	*Field not completed.*
E-mail Address	*Field not completed.*
PROJECT INFORMATION	
Total Number of Lots/Parcels	1
< One (1) acre sq. footage	(E 1/2) of Lot 18 Block 2 Sadler Estates
> One (1) acre sq. footage	(E 1/2 of lot 18 Block 2 Sadler Estates
Existing Zoning Classification	R2
Existing Future Land Use Classification	Residential
Description of Request	Would like to annex 2233 Sadler Road property into city and connect to city sewer. Property built in 1987 and has city water. Property currently has septic tank and drain field which has failed. Property has no water nor sewer facilities. Harry L King III is 100% Disabled Military Veteran and this is an emergency. Would ask the City Commission to allow Voluntary Annexation Agreement/Petition for Annexation in order to connect to City Sewer. Thank you for your concern and help in this urgent matter. Harry L & Constance E King
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the

	time of the application., I acknowledge that I understand and have complied with all of the submittal requirements and procedures.
Applicant's First Name	Harry & Constance
Applicant's Last Name	King
Today's Date	6/30/2020
Upload Supporting Documentation	King 001.tif
Upload 2	*Field not completed.*
Upload 3	*Field not completed.*
Upload 4	*Field not completed.*
Upload 5	*Field not completed.*

DEPARTMENT OF PLANNING & CONSERVATION
204 Ash Street | Fernandina Beach Florida 32604 | 904 310-3480 | www.fbfl.us/planning

Email not displaying correctly? View it in your browser.

A. Michael Hickox, CFA
Cert. Res. RD1941

NASSAU COUNTY
PROPERTY APPRAISER

Change of Address

PROPERTY INFORMATION

Parcel Number 00-00-30-0600-0001-0180

Owner Name	KING HARRY L III & CONSTANCE E
Mailing Address	2233 SADLER RD
	FERNANDINA BEACH, FL 32034
Location Address	2233 SADLER RD
	FERNANDINA BEACH 32034
Tax District	UNINCORPORATED MIDDLE ISLAND
Millage	16.5856
Homestead	Yes
Property Usage	SINGLE FAM 000100
Deed Acres	0
Short Legal	BLOCK 1 E1/2 OF LOT 18 IN OR 1452/4 SADLER ESTATES PB 2/68

2020 Preliminary Values

Land Value	$117,534
(+) Improved Value	$156,601
(=) Market Value	**$274,135**
(-) Agricultrual Classification	$0
(-) SOH or Non-Hx* Capped Savings	$0
(=) Assessed Value	**$274,135**
(-) Homestead	$274,135
(-) Additional Exemptions	$0
(=) School Taxable Value	$274,135
(-) Non-School HX & Other Exempt Value	$0
(=) County Taxable Value	**$274,135**

Note - *10% Cap does not apply to School Taxable Value

Property Search

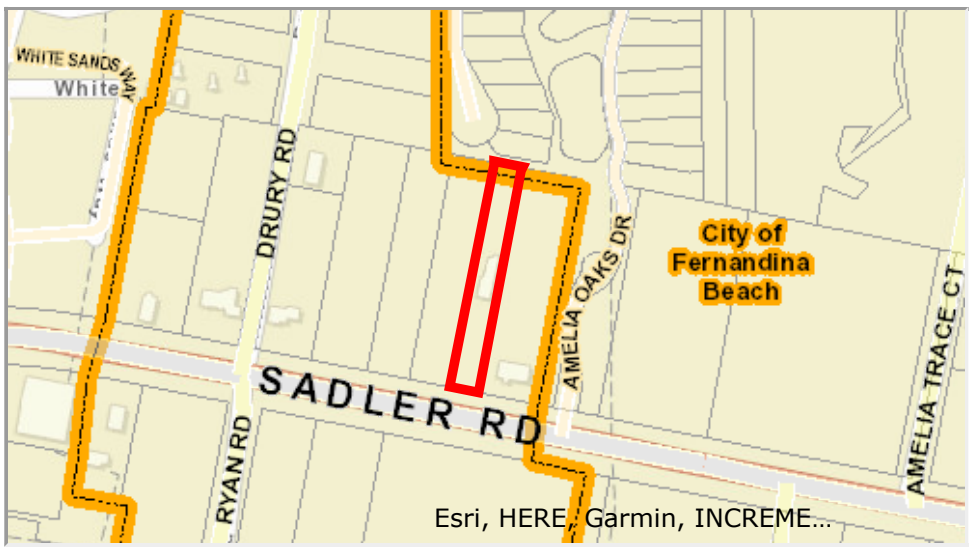
Map This Parcel

GIS Report

Property Record Card

Print Friendly Page

PARCEL MAP

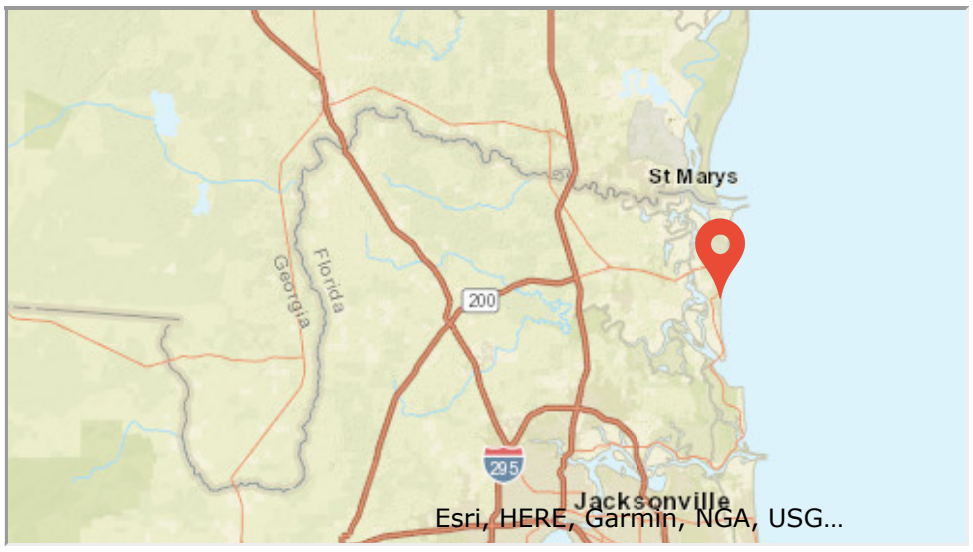


2019 AERIAL MAP

PROPERTY PHOTO

If this picture is incorrect, please email info@nassauflpa.com

LOCATION MAP



BUILDING INFORMATION

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built	Building Sketch
SINGLE FAM	1656	1656	1	2	WD FR STUC		AIR DUCTED	FORCED AIR	1987	

MISCELLANEOUS INFORMATION

Description	Dimensions L X W	Units	Year Built

SALES INFORMATION

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2019-08-15	2298 / 1597	$100	QC	U	Y	KING LIVING TRUST	KING HARRY L III & CONSTANCE E
2006-10-12	1452 / 4	$100	WD	U	Y	KING HARRY L III & CONSTANCE G EDDY	KING HARRY L III & CONSTANCE E TRUSTEES
2004-06-16	1238 / 1009	$100	QC	U	Y	EDDY CONSTANCE G	EDDY CONSTANCE G & HARRY L KING III
1999-12-30	913 / 1231	$100	QC	U	Y	KING HARRY L	EDDY CONSTANCE G
1999-08-13	895 / 375	$100	QC	U	Y	EDDY CONSTANCE G	KING HARRY L & CONSTANCE G EDDY
1998-03-19	826 / 1613	$100	QC	U	Y	EDDY JOHN O	EDDY CONSTANCE G
1986-05-01	489 / 499	$35,000	PR	U	Y		

RESOLUTION 2017-193

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 THREE PARCELS CONTAINING APPROXIMATELY 3.22 ACRES OF LAND LOCATED AT 2246 SADLER ROAD; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, property owners, Fernandina Investments, LLC, have completed the City of Fernandina Beach Voluntary Annexation Petition/ Water/Sewer Annexation Agreement Application pursuant to Chapter 171.044, Florida Statutes, for three parcels containing approximately 3.22 acres located 2246 Sadler Road (Parcel ID Numbers: 29-3N-28-0000-0007-0000, 29-3N-28-0000-0008-0000, 00-00-30-0600-0002-0160); 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 2246 Sadler Road and noted as parcels 29-3N-28-0000-0007-0000, 29-3N-28-0000-0008-0000, 00-00-30-0600-0002-0160 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 5th day of December, 2017.

INSTR # 201736885, Book 2164, Page 1918
Pages 12
Doc Type UNK, Recorded 12/18/2017 at 10:55 AM,
John A Crawford, Nassau County Clerk of Circuit Court
Rec. Fee $103.50
#3

CITY OF FERNANDINA BEACH

Robin C. Lentz

ROBIN C. LENTZ
Commissioner - Mayor

ATTEST:

Caroline Best

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 NUMBER: 29-3N-28-0000-0007-0000, 29-3N-28-0000-0008-0000, 00-00-30-0600-0002-0160

LOCATED AT 2246 SADLER ROAD
TOTALING APPROXIMATELY 3.22 ACRES OF LAND

OFFICE USE ONLY

REC'D: 10/26/17 BY: KG

PAYMENT: $ 300 TYPE: V# 49012

APPLICATION #: 2017-00001546

CASE #: _____

CC MEETING DATE: 12/5/17

WATER/SEWER &VOLUNTARY ANNEXATION APPLICATION

APPLICANT INFORMATION

Owner Name: Fernandina Investments, LLC

Mailing Address: 1 Surry Court, Columbia, South Carolina 29212

Telephone: 803-772-2629 Fax: _____

Email: bpooser3@imichotels.com

Agent Name: Daniel McCranie / McCranie & Associates, Inc.

Mailing Address: 3 South 2nd Street, Fernandina Beach, Fl. 32034

Telephone: 904-335-8685 Fax: _____

Email: dan@mccranie-engineers.com

PROPERTY INFORMATION

Street Address: 2246 Sadler Road, Fernandina Beach, Fl. 32034

Parcel Identification Number(s): 29-3N-28-0000-0007-0000, 29-3N-28-0000-0008-0000
00-00-30-0600-0002-0160

PROJECT INFORMATION

Total Number of Lots/Parcels: 2 lots

Less than One (1) acre Sq. Footage: _____ One (1) Acre or Greater: 3.22 Ac.

Existing Zoning Classification: CG - Nassau County

Existing Future Land Use Classification: Commercial

Description of Request: The owner of the subject property wishes to annex the property to be able to connect to the City's water and sewer system. All engineering and permitting approvals are proceeding with Nassau County, and said approvals are to transfer with the property.

SIGNATURE/NOTARY

The undersigned states the above information is true and correct as (s)he is informed and believes.

10-5-17
Date

Signature of Applicant

STATE OF ~~FLORIDA~~ South Carolina
ss
COUNTY OF ~~NASSAU~~ Lexington

Subscribed and sworn to before me this 5th day of October, 2017.

Notary Public: Signature

Tammy L. Simpson
Printed Name

2-2-209
My Commission Expires

Personally Known ✓ OR Produced Identification _____ ID Produced: _____

OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION

I /WE Fernandina Investments, LLC
(print name of property owner(s))

hereby authorize: Daniel McCranie / McCranie & Associates, Inc.
(print name of agent)

to represent me/us in processing an application for: annexation
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

(Signature of owner)

(Signature of owner)

(Print name of owner)

(Print name of owner)

STATE OF ~~FLORIDA~~ South Carolina
COUNTY OF ~~NASSAU~~ Lexington
ss

Subscribed and sworn to before me this 5th day of October, 2017

Notary Public: Signature

Tammy L. Simpson
Printed Name

2-2-2019
My Commission Expires

Personally Known ✓ OR Produced Identification _____ ID Produced: _____

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 2nd day of December, 2017 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Fernandina Investments, LLC (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#: 29-3N-28-0000-0007-0000, 29-3N-28-0000-0008-0000
00-00-30-0600-0002-0160

GENERALLY DESCRIBED AS: Amelia Island Hotel

ADDRESSED AS: 2246 Sadler Road, Fernandina Beach, Fl. 32034

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

DALE L. MARTIN
City Manager

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

APPLICANT(S)

By: _____ By: _____
Applicant Applicant

STATE OF ~~FLORIDA~~ South Carolina
COUNTY OF Lexington

Sworn and subscribed before me this 5th day of October, 2017.

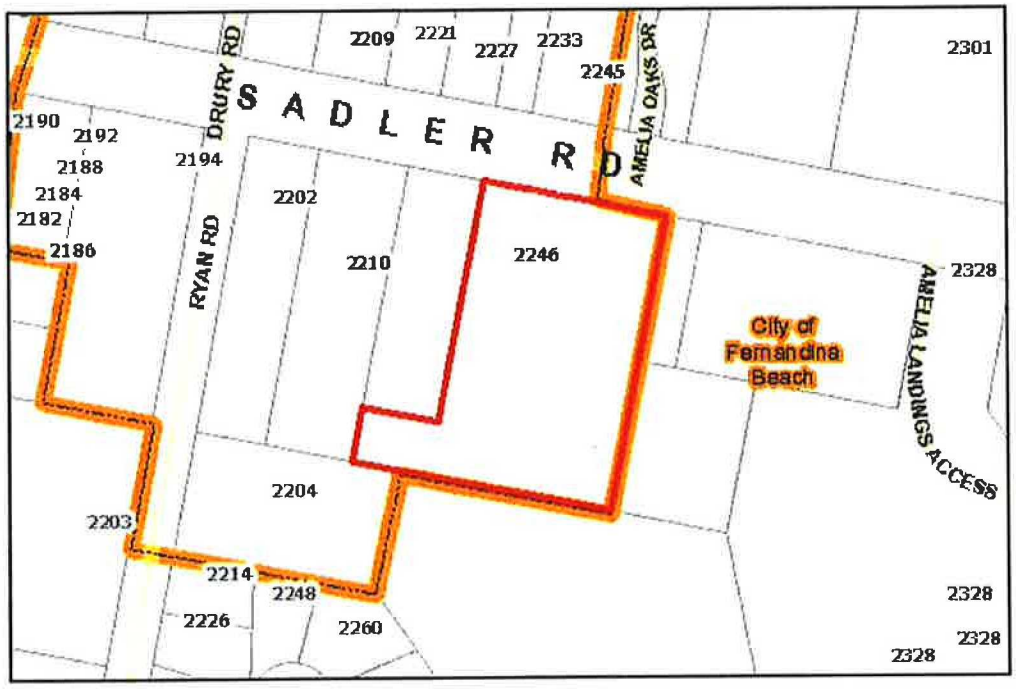
Signature of Notary
My Commission Expires: 2-2-2019
Type of Identification Produced Personally Known To Me

EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORT

904-491-7300 www.NassauFLPA.com

A. Michael Hickox
Nassau County Property Appraiser

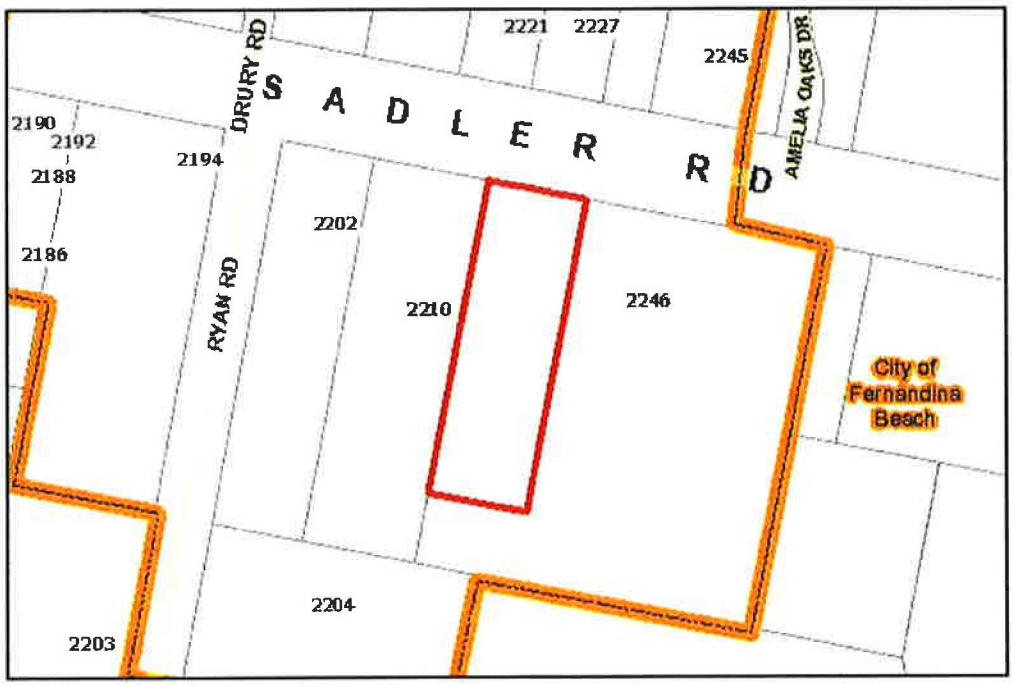


Parcel Report	Results
Parcel ID	29-3N-28-0000-0007-0000
Owner Information	DOUGLASS JOHN WESLEY II
Mailing Address	2246 SADLER ROAD FERNANDINA BEACH, FL 32034
Site Address	2246 SADLER RD FERNANDINA BEACH 32034
Previous Site Address (If Changed by 911)	2246 SADLER RD
Deed Acre	0.00
Approximate Acres (GIS Calculated)	2.47
Property Use Code	000100
Municipality	Unincorporated Nassau County
Census Tract	
MLS Zone	5 - Island
Subdivision	Not in a Subdivision

The Nassau County interactive map displays GIS data that is subject to continual updating, change and the data accuracy representations adjustments over time. The information contained within this document is not intended to be used for the preparation of construction documents and under no circumstance shall this product or representations from this product be used for final design purposes.

904-491-7300 www.NassauFLPA.com

A. Michael Hickox
Nassau County Property Appraiser

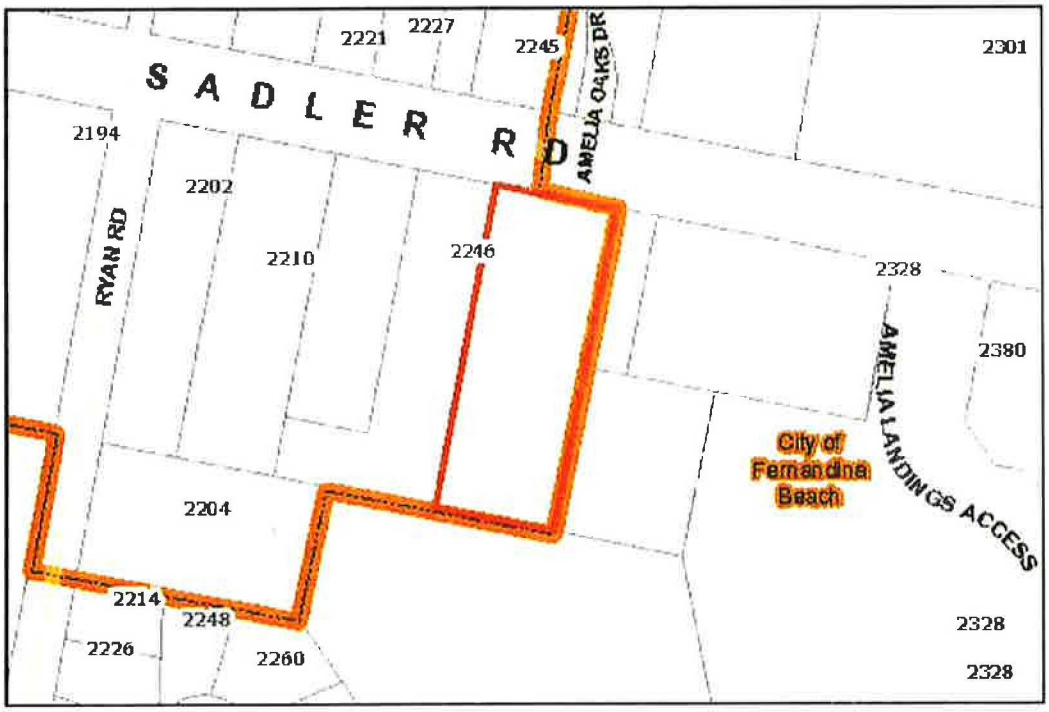


Parcel Report	Results
Parcel ID	29-3N-28-0000-0008-0000
Owner Information	FERNANDINA INVESTMENTS LLC
	1 SURREY CT
Mailing Address	
	COLUMBIA, CT 29212
Site Address	
Previous Site Address (If Changed by 911)	
Deed Acre	0.00
Approximate Acres (GIS Calculated)	0.77
Property Use Code	000000
Municipality	Unincorporated Nassau County
Census Tract	
MLS Zone	5 - Island
Subdivision	Not in a Subdivision

The Nassau County interactive map displays GIS data that is subject to continual updating, change and the data accuracy representations adjustments over time. The information contained within this document is not intended to be used for the preparation of construction documents and under no circumstance shall this product or representations from this product be used for final design purposes.

904-491-7300 www.NassauFLPA.com

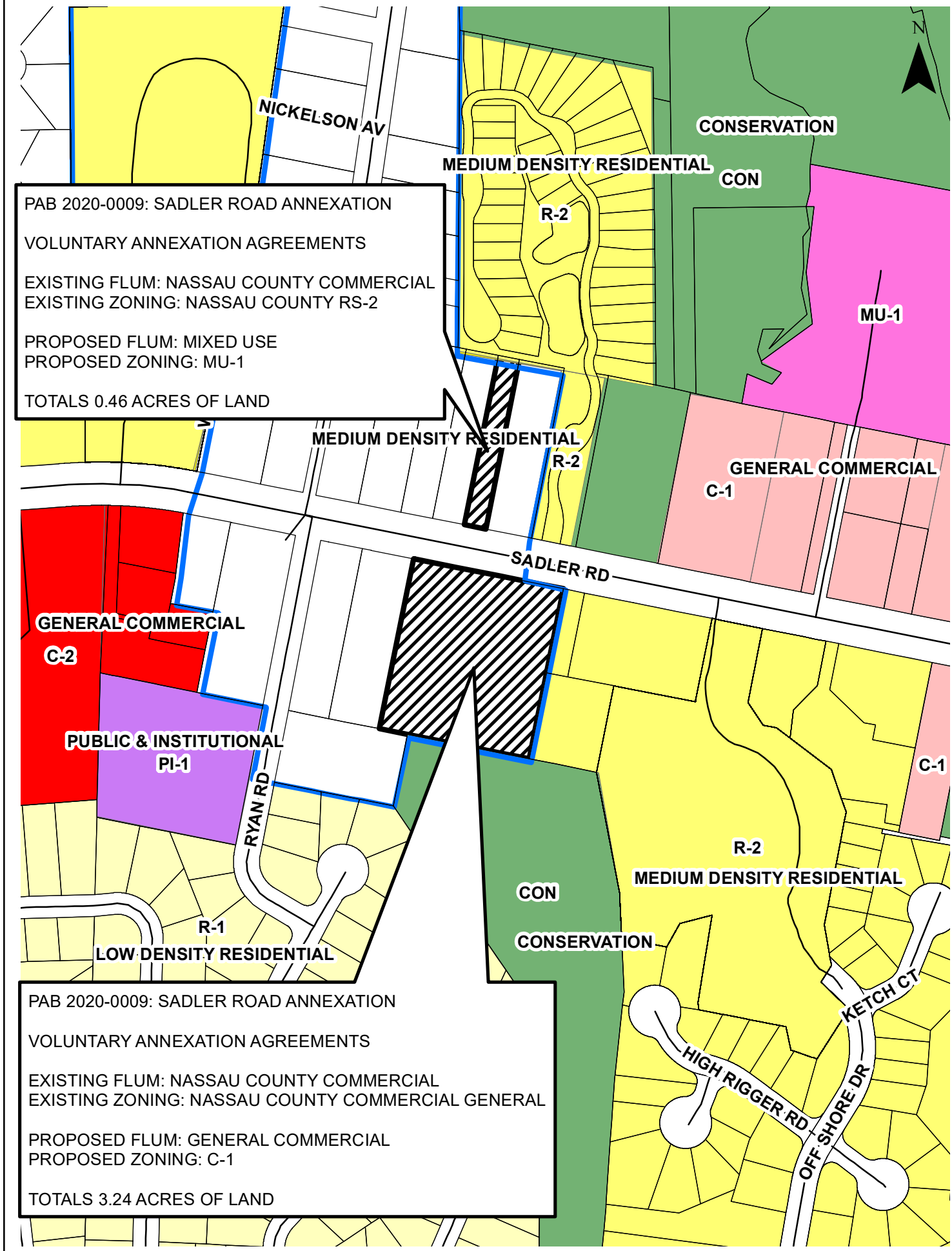
A. Michael Hickox
Nassau County Property Appraiser



Parcel Report	Results
Parcel ID	00-00-30-0600-0002-0160
Owner Information	DOUGLASS JOHN WESLEY II
	2246 SADLER ROAD
Mailing Address	
	FERNANDINA BEACH, FL 32034
Site Address	
Previous Site Address (If Changed by 911)	
Deed Acre	0.00
Approximate Acres (GIS Calculated)	
Property Use Code	000000
Municipality	Unincorporated Nassau County
Census Tract	
MLS Zone	5 - Island
Subdivision	Not in a Subdivision

The Nassau County interactive map displays GIS data that is subject to continual updating, change and the data accuracy representations adjustments over time. The information contained within this document is not intended to be used for the preparation of construction documents and under no circumstance shall this product or representations from this product be used for final design purposes.

Nassau County makes no warranties or guarantees, either expressed or implied as to the completeness, accuracy, or correctness of the data portrayed in this product nor accepts any liability, arising from any incorrect, incomplete or misleading information contained therein. All information, data and databases are provided "as is"

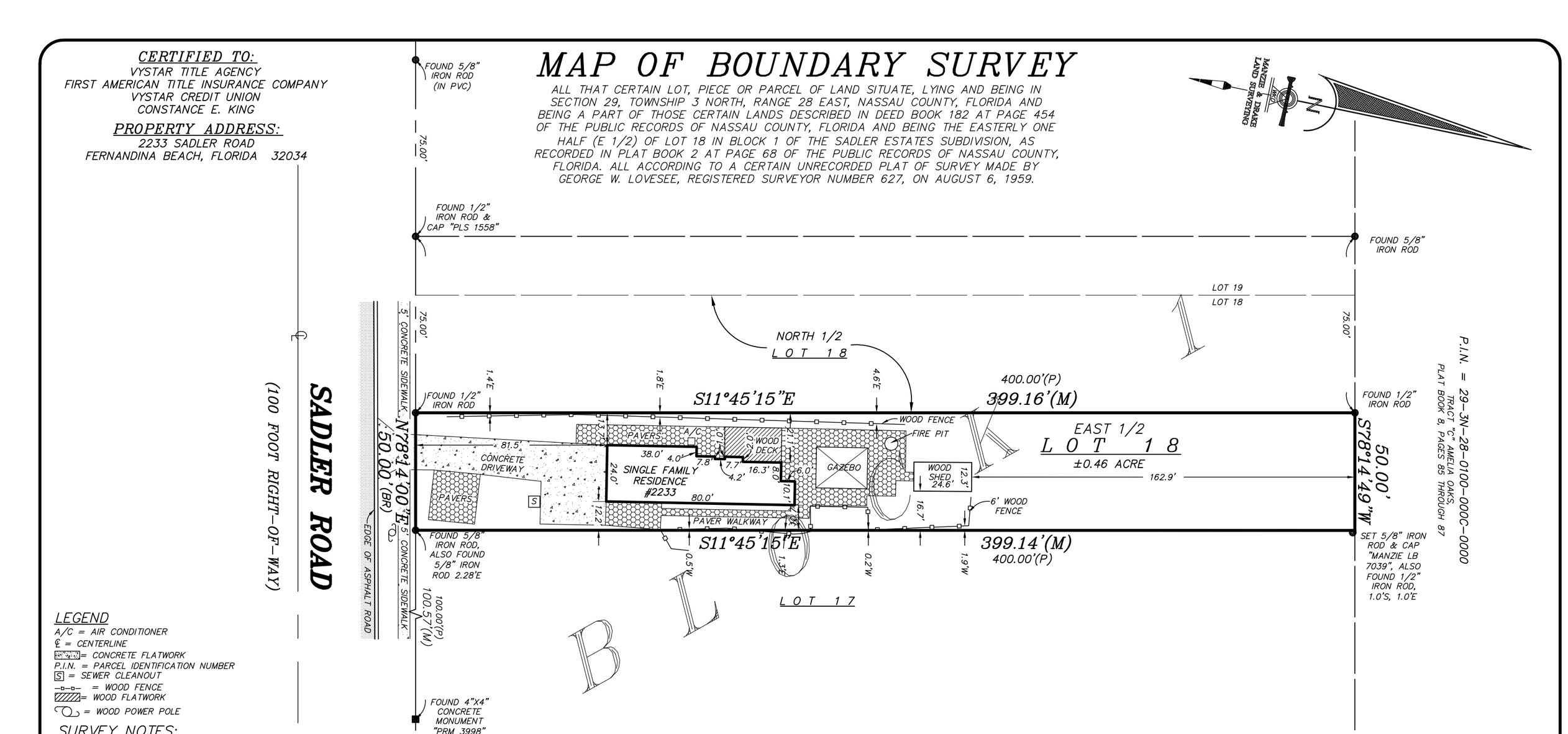

N
NICKELSON AV
CONSERVATION
MEDIUM DENSITY RESIDENTIAL
CON
R-2
MU-1
PAB 2020-0009: SADLER ROAD ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: NASSAU COUNTY COMMERCIAL
EXISTING ZONING: NASSAU COUNTY RS-2
PROPOSED FLUM: MIXED USE
PROPOSED ZONING: MU-1
TOTALS 0.46 ACRES OF LAND
MEDIUM DENSITY RESIDENTIAL
R-2
GENERAL COMMERCIAL
C-1
SADLER RD
GENERAL COMMERCIAL
C-2
PUBLIC & INSTITUTIONAL
PI-1
RYAN RD
C-1
R-2
MEDIUM DENSITY RESIDENTIAL
CON
CONSERVATION
R-1
LOW DENSITY RESIDENTIAL
KETCH CT
HIGH RIGGER RD
OFF SHORE DR
PAB 2020-0009: SADLER ROAD ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: NASSAU COUNTY COMMERCIAL
EXISTING ZONING: NASSAU COUNTY COMMERCIAL GENERAL
PROPOSED FLUM: GENERAL COMMERCIAL
PROPOSED ZONING: C-1
TOTALS 3.24 ACRES OF LAND

MAP OF BOUNDARY SURVEY

ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION 29, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA AND BEING A PART OF THOSE CERTAIN LANDS DESCRIBED IN DEED BOOK 182 AT PAGE 454 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA AND BEING THE EASTERLY ONE HALF (E 1/2) OF LOT 18 IN BLOCK 1 OF THE SADLER ESTATES SUBDIVISION, AS RECORDED IN PLAT BOOK 2 AT PAGE 68 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA. ALL ACCORDING TO A CERTAIN UNRECORDED PLAT OF SURVEY MADE BY GEORGE W. LOVESEE, REGISTERED SURVEYOR NUMBER 627, ON AUGUST 6, 1959.

CERTIFIED TO:
VYSTAR TITLE AGENCY
FIRST AMERICAN TITLE INSURANCE COMPANY
VYSTAR CREDIT UNION
CONSTANCE E. KING

PROPERTY ADDRESS:
2233 SADLER ROAD
FERNANDINA BEACH, FLORIDA 32034



LEGEND

A/C = AIR CONDITIONER
℄ = CENTERLINE
= CONCRETE FLATWORK
P.I.N. = PARCEL IDENTIFICATION NUMBER
S = SEWER CLEANOUT
= WOOD FENCE
= WOOD FLATWORK
= WOOD POWER POLE

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 N78°14'00"E for the Northerly right-of-way line of Sadler 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 0239G, 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.**

REVISIONS:

1. REVISED ON 10/07/2019 TO SHOW CORRECTIONS TO SHED POSITION AND TO SHOW ADDITIONAL DIMENSIONING TO PROPERTY LINE FROM SHED. (WKD)

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

MANZIE & DRAKE LAND SURVEYING
117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 www.ManzieAndDrake.com
Certificate of Authorization Number "LB 7039"

"OUR ***SIGHTS*** ARE ON THE FUTURE,
SET YOUR ***SITES*** ON US."

SCALE: 1"=40' JOB NO: 20714 DATE: 09/11/2019 CADD: BH
F.B. NO: X-320 PAGE NO: 24 FIELD CREW: JM FILE NO: A-4949

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MAP OF ALTA/NSPS LAND TITLE SURVEY

PARCEL 1
ALL OF THAT CERTAIN LOT, PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU, STATE OF FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A PORTION OF GOVERNMENT LOT 6, SECTION 29, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA. BEING ALSO A PORTION OF THE LANDS DESCRIBED IN DEED RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY IN OFFICIAL RECORDS BOOK 107, PAGE503. SAID PORTION BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGIN AT THE NORTHWEST CORNER OF LOT 16, BLOCK 2, SADLER ESTATES, PLAT BOOK 2, PAGE 68 OF NASSAU COUNTY PUBLIC RECORDS; AND RUN SOUTH 11° 46' WEST ALONG THE WESTERLY LINE OF SAID LOT 16, A DISTANCE OF 400.00 FEET TO THE SOUTHWEST CORNER OF SAID LOT; RUN THENCE NORTH 78° 14' WEST ALONG THE WESTERLY EXTENSION OF THE SOUTHERLY LINE OF BLOCK 2, SADLER ESTATES AFOREMENTIONED A DISTANCE OF 200.0 FEET TO THE SOUTHEAST CORNER OF LOT 17, BLOCK 2, SADLER ESTATES AFOREMENTIONED; RUN THENCE NORTH 11° 46' EAST ALONG THE EASTERLY LINE OF SAID LOT 17, A DISTANCE OF 73.3 FEET; RUN THENCE SOUTH 78° 14' EAST, A DISTANCE OF 100.0 FEET; RUN THENCE NORTH 11° 46' EAST, A DISTANCE OF 326.70 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF SADLER ROAD (A 100.0 FOOT RIGHT OF WAY); RUN THENCE SOUTH 78° 14' EAST ALONG SAID RIGHT OF WAY, A DISTANCE OF 100.0 FEET TO THE POINT OF BEGINNING.

PARCEL2
LOT 16 AND THE WESTERLY ONE-HALF OF LOT 15, BLOCK 2, SADLER ESTATES, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 68, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

THE ABOVE DESCRIBED PARCELS 1 AND 2 TOGETHER BEING THE SAME LANDS CONVEYED IN O.R. BOOK 107, PAGE 503

PARCEL3
A PORTION OF GOVERNMENT LOT 6, SECTION 29, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA. BEING THE SAME LANDS DESCRIBED IN DEED RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY IN DEED BOOK 102, PAGES 276 PAGE 277. SAID PORTION BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGIN AT THE NORTHEAST CORNER OF LOT 17, BLOCK 2, SADLER ESTATES, ACCORDING TO PLAT RECORDED IN THE AFORESAID PUBLIC RECORDS IN PLAT BOOK 2, PAGE 68; AND RUN SOUTH 11 DEGREES, 46 MINUTES WEST ALONG THE EASTERLY LINE OF SAID LOT 17, A DISTANCE OF 326.70 FEET; RUN THENCE SOUTH 78 DEGREES, 14 MINUTES EAST, A DISTANCE OF 100.0 FEET; RUN THENCE NORTH 11 DEGREES, 46 MINUTES EAST, A DISTANCE OF 326.70 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF SADLER ROAD (A 100.0 FOOT RIGHT OF WAY); RUN THENCE NORTH 78 DEGREES, 14 MINUTES WEST ALONG SAID RIGHT OF WAY, A DISTANCE OF 100.0 FEET TO THE POINT OF BEGINNING.

SADLER ROAD
(100 FOOT RIGHT-OF-WAY)

GRAPHIC SCALE
20 0 10 20 40 80
(IN FEET)
1 inch = 20 ft.

SCHEDULE "B" SECTION II (EXCEPTIONS) AMERICAN LAND TITLE ASSOCIATION COMMITMENT BY OLD REPUBLIC TITLE INSURANCE COMPANY (COMMITMENT NO. 18-0149PV) COMMITMENT DATE: MARCH 15, 2018, 5:00PM REVISED APRIL 02, 2018						
ITEM NO.	TYPE OF DOCUMENT	RECORDING INFORMATION	SHOWN ON SURVEY	BLANKET	AFFECTS SUBJECT PROPERTY	SURVEYOR NOTES
8	Florida Public Utility Easement	DEED BOOK 102, PAGE 262	NO	NO	NO	Document does not make reference to easement granted to Florida Public Utilities.
9	Notice of Environmental Resource Permit	O.R.B. 2177, PG. 1097	YES	NO	YES	Reference to document made on map showing the recording information for Notice for Permit No. 151571-1.

LEGEND
℄ = CENTERLINE
☆ = LIGHT POLE
▭ = CONCRETE FLATWORK
-x-x-x- = CHAIN LINK FENCE
-o-o-o- = OVERHEAD UTILITY WIRES
O.R.B. = OFFICIAL RECORDS BOOK
P.I.N. = PARCEL IDENTIFICATION NUMBER
-#-#-#- = WOOD FENCE
▨ = WOOD FLATWORK
= WOOD POWER POLE
= GATE VALVE
(C) = CALCULATED
(P) = PLAT
(T.C.) = TITLE COMMITMENT

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) American Land Title Association Commitment by Old Republic National Title Insurance Company, dated March 15, 2018 at 5:00pm, Commitment No. 18-0149PV, was referenced in the preparation of this survey.
4) Bearings shown hereon are based on N78°12'56"W for the Southerly right-of-way line of Sadler 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", "AE 6" 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.**

SURVEYORS CERTIFICATE
THE UNDERSIGNED, BEING A SURVEYOR OF THE STATE OF FLORIDA, CERTIFIES TO FERNANDINA INVESTMENT, LLC, A SOUTH CAROLINA LIMITED LIABILITY COMPANY; CRABTREE LAW, P.A., d/b/a CRABTREE LAW GROUP; OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY; SYNOVUS BANK, NA AS FOLLOWS:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 8, 13, 14 & 16 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON 04/23/2018.

THE PARTIES LISTED ABOVE ARE ENTITLED TO RELY ON THE SURVEY AND THIS CERTIFICATE AS BEING TRUE AND ACCURATE.

MICHAEL A. MANZIE, P.L.S. 4069

DATE SIGNED: 04/24/2018

MICHAEL A. MANZIE License Number 4069 STATE OF FLORIDA Professional Land Surveyor

MANZIE & DRAKE LAND SURVEYING
117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 www.ManzieAndDrake.com
Certificate of Authorization Number "LB 7039"
"OUR *SIGHTS* ARE ON THE FUTURE, SET YOUR *SITES* ON US."

SCALE: 1"=20' JOB NO: 19834 DATE: 04/23/2018 CADD: BH
F.B. NO: X-300 PAGE NO: 16 CREW: GS FILE NO: C-777-ALTA

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RYAN ROAD
LOT 17
MANZIE & DRAKE
FILE NO. B-646
P.I.N. = 00-00-30-0600-0002-0170
O.R.B. 1679, PAGE 1997
NOW OR FORMERLY THE LANDS OF DENUCCI'S SOFT SERVE, LLC.
CONCRETE DRIVE
6' WOOD FENCE
POINT OF BEGINNING PARCEL 3 NORTHEAST CORNER OF LOT 17, BLOCK 2, SADLER ESTATES (PLAT BOOK 2, PAGE 68)
FOUND 1/2" IRON ROD
N11°47'04"E 400.43'
S11°46'00"W 326.70' 326.70' (T.C.)
220.00'
P.I.N. = 29-3N-28-0000-0006-0010
O.R.B. 891, PAGE 1168
NOW OR FORMERLY THE LANDS OF BARBARA B. TORE
FOUND 1/2" IRON PIPE
0.8'N
6' CHAIN LINK FENCE
73.73' N11°46'00"E 73.3' (T.C.)
O.R.B. 901, PAGE 1032 (TRACT 7) O.R.B. 107, PAGE 503
PARCEL 1 PER TITLE COMMITMENT O.R.B. 107 PAGE 503
PARCEL 3 PER TITLE COMMITMENT DEED BOOK 102, PAGES 276-277 O.R.B. 901, PAGE 1032 TRACT 7
N78°14'00"W 100.00' (T.C.)
CATCH BASIN
5' CONCRETE SIDEWALK
EDGE OF ASPHALT ROAD
S78°14'00"E 100.00'(T.C.)
0.3'S
A-14
N78°17'37"W
FLOOD ZONE "X" FLOOD ZONE "AE 6"
6' WOOD FENCE
O.R.B. 901, PAGE 1032 (TRACT 7) O.R.B. 107, PAGE 503
N11°46'00"E
DIRT DRIVEWAY
326.70'(T.C.)
WOODEN UTILITY POLE OVERHEAD LINES HAVE BEEN REMOVED (4/23/2018)
WOODEN UTILITY POLE OVERHEAD LINES HAVE BEEN REMOVED (4/23/2018)
±3.23 ACRES
(TOTAL PROJECT ACREAGE)
V A C A N T
EARTH WORK AND TREE REMOVAL IN PROGRESS AS OF APRIL 23, 2018.
N78°12'56"W 100.00'
A-13
200.00' (T.C.)
WETLANDS DELINEATED BY LG2 SOLUTIONS 01/03/2017
PARCEL 1 PER TITLE COMMITMENT
POINT OF BEGINNING PARCEL 1 NORTHWEST CORNER OF LOT 16, BLOCK 2, SADLER ESTATES (PLAT BOOK 2, PAGE 68)
FOUND 1/2" IRON ROD
S11°46'00"W 400.00' (T.C.)
WESTERLY LINE OF LOT 16
A-12
FLOOD ZONE "X" FLOOD ZONE "AE 6"
O.R.B. 107 PAGE 503
P.I.N. = 29-3N-28-0000-0006-0000
O.R.B. 891, PAGE 1168
NOW OR FORMERLY THE LANDS OF JOSEPH SCOTT BUTLER
A-11
PARCEL 2 PER TITLE COMMITMENT
151.70'(C) 150.00'(P)
351.67'
L O T 16
JURISDICTIONAL WETLAND AREA + ENVIRONMENTAL RESOURCE + PERMIT NO. 151571-1 ISSUED BY ST. JOHNS RIVER WATER MANAGEMENT DISTRICT O.R.B. 2177, PAGE 1097
A-10
A-9
A-8
A-6
A-7
A-5
A-4
WETLANDS DELINEATED BY LG2 SOLUTIONS 01/03/2017
FLOOD ZONE "X" FLOOD ZONE "AE 6"
LOT 16 LOT 15
A-2
A-3
A-1
WEST 1/2 OF L O T 1-5
351.94'
CATCH BASIN
SET 5/8" IRON ROD & CAP "MANZIE LB 7039"
203.45'
S11°49'24"W
FOUND 5/8" IRON ROD & CAP (ILLEGIBLE)
196.50'
399.96'
FOUND 1/2" IRON ROD
P.I.N. = 00-00-31-142L-000A-0000
O.R.B. 996, PAGE 1884
NOW OR FORMERLY THE LANDS OF ERIC KOLAR, P.A.
P.I.N. = 00-00-30-0600-0002-0151
O.R.B. 991, PAGE 1168
NOW OR FORMERLY THE LANDS OF PINELAND HOLDING COMPANY LLC

Engineering Plans
for

AMELIA ISLAND HOTEL

PARCEL IDs:
29-3N-28-0000-0007-0000
29-3N-28-0000-0008-0000

McCranie & Associates, Inc.

Land Development • Roadway Design • Permitting
3 South 2nd St. • Fernandina Beach, Florida 32034
904/335-8685

Issue Date:
August 2017
Revised November 2017

Released for construction _____ by _____

5:07:02 PM 11/13/2017 N:\Projects\AmeliaIslandHotel\roadway\KEYSRD01.dgn

GENERAL NOTES

SITE / GEOMETRY

1. ALL WORK SHALL BE PERFORMED IN A SAFE MANNER. ALL SAFETY RULES AND GUIDELINES OF O.S.H.A. SHALL BE FOLLOWED. THE CONTRACTOR SHALL BE WHOLLY RESPONSIBLE FOR ANY INJURIES OF HIS EMPLOYEES, AND ANY DAMAGE TO PRIVATE PROPERTY OR PERSONS DURING THE COURSE OF THIS PROJECT. ALL COSTS ASSOCIATED WITH COMPLYING WITH O.S.H.A. REGULATIONS AND THE FLORIDA TRENCH SAFETY ACT MUST BE INCLUDED IN THE CONTRACTOR'S PRICE FOR PERFORMING THE WORK.

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING THE JOB SITE PRIOR TO PREPARING THE BID FOR THE PURPOSE OF FAMILIARIZING HIMSELF WITH THE NATURE AND THE EXTENT OF THE WORK AND LOCAL CONDITIONS, EITHER SURFACE OR SUBSURFACE, WHICH MAY AFFECT THE WORK TO BE PERFORMED, AND THE EQUIPMENT, LABOR AND MATERIALS REQUIRED. FAILURE TO DO SO WILL NOT RELIEVE THE CONTRACTOR OF COMPLETE PERFORMANCE UNDER THIS CONTRACT. THE CONTRACTOR IS URGED TO TAKE COLOR PHOTOGRAPHS ALONG THE ROUTE OF THIS PROJECT TO RECORD EXISTING CONDITIONS PRIOR TO CONSTRUCTION, AND TO AID IN RESOLVING POSSIBLE FUTURE COMPLAINTS THAT MAY OCCUR DUE TO CONSTRUCTION OF THE PROJECT. ALL COSTS ASSOCIATED WITH PRELIMINARY INVESTIGATION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

3. ALL IMPROVEMENTS SHOWN ARE TO BE WARRANTED BY THE CONTRACTOR TO THE DEVELOPER.

4. ELEVATIONS ARE BASED ON U.S.C.& G. DATUM 1988 NAVD.

5. TOPOGRAPHIC AND BOUNDARY INFORMATION WAS PROVIDED BY: COASTAL LAND SURVEYORS (904) 261-8950

6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BUILDING, RIGHT-OF-WAY PERMITS NOT PROVIDED, AND INSURANCE REQUIRED FOR THE PROJECT.

7. THE CONTRACTOR SHALL COORDINATE THE WORK WITHIN COUNTY OR STATE RIGHT-OF-WAY WITH THE PROPER AGENCIES FOR MAINTENANCE OF TRAFFIC AND METHOD OF CONSTRUCTION & REPAIR.

8. THE CONTRACTOR SHALL ADVISE THE OWNER'S AUTHORIZED REPRESENTATIVE OF PLANNED WORK SCHEDULE. THE CONTRACTOR SHALL COORDINATE THEIR CONSTRUCTION WITH ALL OTHER CONTRACTORS. IN THE EVENT OF ANY CONFLICT WHATSOEVER, THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF RECORD, AND THE OWNER PRIOR TO PROCEEDING WITH CONSTRUCTION.

9. "AS-BUILT" DRAWINGS - AS-BUILTS ARE REQUIRED TO BE SIGNED AND SEALED BY A FLORIDA REGISTERED LAND SURVEYOR. THEREFORE, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTRACT WITH A LAND SURVEYOR REGISTERED IN THE STATE OF FLORIDA FOR THE PREPARATION, FIELD LOCATIONS, CERTIFICATION, AND SUBMITTAL OF AS-BUILT DRAWINGS IN ACCORDANCE WITH THE NASSAU COUNTY AS-BUILT REQUIREMENTS CHECKLIST.

10. "AS-BUILT" RECORD DATA AND INFORMATION SHALL BE MAINTAINED BY THE CONTRACTOR. RECORD DRAWINGS SHALL BE SUPPLIED TO THE ENGINEER OF RECORD AND NASSAU COUNTY.

11. THE CONTRACTOR IS RESPONSIBLE FOR PROTECTION OF ALL SURVEY AND PROPERTY MONUMENTS. IF A MONUMENT IS DISTURBED, THE CONTRACTOR SHALL CONTRACT WITH THE SURVEYOR OF RECORD FOR REINSTALLATION OF THE MONUMENT.

12. ALL DEBRIS RESULTING FROM ALL ACTIVITIES SHALL BE DISPOSED OF OFF-SITE BY CONTRACTOR ON A DAILY BASIS.

13. ALL EXCESS SUITABLE AND UNSUITABLE MATERIALS SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR UNLESS DIRECTED OTHERWISE BY THE ENGINEER OR RECORD.

14. ALL EXISTING TREES LISTED TO REMAIN SHALL BE PRESERVED AND PROTECTED.

15. THE LOCATION OF ALL EXISTING UTILITIES, STRUCTURES, AND IMPROVEMENTS ON THE DRAWINGS ARE BASED ON LIMITED INFORMATION AND MAY NOT HAVE BEEN FIELD VERIFIED. THE LOCATIONS ARE APPROXIMATE. THE CONTRACTOR SHALL NOTIFY RESPECTIVE UTILITY OWNERS AND FIELD VERIFY LOCATIONS OF EXISTING UTILITIES AND OTHER IMPROVEMENTS PRIOR TO COMMENCING ANY CONSTRUCTION. IF THE LOCATIONS SHOWN ARE CONTRARY TO ACTUAL FIELD LOCATIONS, THE CONTRACTOR SHALL NOTIFY THE OWNER AND ENGINEER OF THE DISCREPANCY. THE DISCREPANCY SHOULD BE RESOLVED PRIOR TO COMMENCING CONSTRUCTION. THE CONTRACTOR SHALL EXERCISE EXTREME CAUTION WHEN WORKING IN AREAS NEAR EXISTING UTILITY IMPROVEMENTS AND SHALL BE RESPONSIBLE FOR REPAIRS OR PAYMENTS FOR ALL DAMAGE MADE TO EXISTING UTILITIES OR OTHER IMPROVEMENTS. PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION, THE CONTRACTOR SHALL VERIFY ALL GRADES, INVERTS, AND TYPE OF MATERIAL OF EXISTING UTILITIES TO WHICH THEY SHALL CONNECT.

16. THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS TO THE ENGINEER OF RECORD ON ALL MATERIALS, FOR REVIEW AND APPROVAL, PRIOR TO PURCHASE OR CONSTRUCTION OF ANY UTILITY OR STRUCTURE.

17. UNSUITABLE MATERIALS UNDER WATER, SEWER, OR STORM PIPE AND/OR STRUCTURES SHALL BE REMOVED AND REPLACED WITH SELECTED BACKFILL COMPACTED TO 98% OF IT'S MAXIMUM DENSITY AS DETERMINED BY THE MODIFIED PROCTOR TEST (ASTM D1557).

18. ALL WATER & SEWER CONSTRUCTION SHALL BE ACCOMPLISHED BY AN UNDERGROUND UTILITY CONTRACTOR LICENSED UNDER THE PROVISIONS OF CHAPTER 489 FLORIDA STATUTES.

19. WHEN DEWATERING CAPACITY REQUIRES A PERMIT (CUP), IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN THE PERMIT THROUGH THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT.

20. WATER MAINS SHALL BE LAID AT LEAST 10 FEET HORIZONTALLY FROM ANY EXISTING OR PROPOSED SANITARY HAZARD. THE DISTANCE SHALL BE MEASURED EDGE TO EDGE. WHERE PARALLEL WATER AND SEWER MAINS HAVE LESS THAN 10 FOOT HORIZONTAL SEPARATION, 20 FOOT LENGTHS OF C900 (DR18) WATER QUALITY PIPE SHALL BE USED WITH THE JOINTS STAGGERED AT 10 FOOT INTERVALS. THE PIPES SHALL BE PLACED IN SEPARATE TRENCHES WITH THE WATER MAIN AT LEAST 18 INCHES ABOVE THE SEWER. 6" MIN VERTICAL SEPARATION IS REQUIRED WITH50 FT JOINT (C-900 WATER MAIN) CENTERED AND MINIMUM 30" BURY IS REQUIRED.

21. WATER MAINS CROSSING SANITARY HAZARDS SHALL BE LAID TO PROVIDE A MINIMUM VERTICAL DISTANCE OF 18 INCHES BETWEEN THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF THE SEWER MAIN. WHERE WATER AND SEWER MAINS CROSS WITH BETWEEN 18 INCHES AND 6 INCHES OF VERTICAL CLEARANCE; A 20 FOOT SECTION OF C900 (DR18) WATER QUALITY PIPE SHALL BE CENTERED ON THE POINT OF THE CROSSING. THE CONTRACTOR SHALL FIELD VERIFY THE VERTICAL SEPARATION. THE MINIMUM SEPARATION BETWEEN WATER AND SEWER PIPES IS TO BE 6 INCHES OUTSIDE DIAMETER TO OUTSIDE DIAMETER.

22. NO WATER MAIN PIPE SHALL PASS THROUGH OR COME IN CONTACT WITH ANY PART OF A SEWER MANHOLE.

23. TRACER WIRE SHALL BE PROVIDED ON ALL WATER MAINS AND FORCE MAINS. TRACER WIRE SHALL BE A MINIMUM OF 14 GUAGE SOLID COPPER WIRE, COATED, AND SUITABLE FOR BURIAL. WIRE SHALL BE ATTACHED DIRECTLY TO TOP OF PIPE AND BROUGHT INTO EACH VALVE BOX AND COILED TO ALLOW FOR EASY ACCESS AND EXTENSION ABOVE FINISHED GRADE FOR ATTACHMENT OF LOCATING EQUIPMENT.

24. ALL PIPE LENGTHS ARE APPROXIMATE DIMENSIONS, ALL DRAINAGE STRUCTURES SHALL BE CONSTRUCTED TO CONFORM WITH TYPICAL SECTIONS AND DETAILS AS SHOWN ON THE MISCELLANEOUS DETAILS SHEET AND IN ACCORDANCE WITH THE SPECIFICATIONS.

25. ALL UNDERGROUND UTILITIES MUST BE INSTALLED PRIOR TO PREPARATION OF SUBGRADE FOR PAVEMENT.

26. GRADES SHOWN ON PLANS ARE EDGE OF PAVEMENT FINISHED GRADES UNLESS OTHERWISE NOTED.

27. SHOULD THE SURFACE OR SUBSURFACE CONDITIONS VARY FROM WHAT IS SHOWN ON THE PLANS, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF RECORD.

28. ALL AREAS DISTURBED DURING CONSTRUCTION SHALL BE SEEDED AND MULCHED UNLESS OTHERWISE SPECIFICALLY STATED.

29. THE CONTRACTOR IS RESPONSIBLE FOR THE CONTROL OF SEDIMENT-LADEN RUNOFF RESULTING FROM STORM EVENTS DURING THE CONSTRUCTION PHASE. EROSION CONTROL FACILITIES SHOULD BE INSTALLED EARLY DURING THE CONSTRUCTION PERIOD SO AS TO PREVENT THE TRANSPORT OF SEDIMENT INTO SURFACE WATERS. RE-VEGETATION AND STABILIZATION OF DISTURBED AREAS SHOULD BE ACCOMPLISHED IMMEDIATELY TO REDUCE THE POTENTIAL FOR FURTHER SOIL EROSION.

30. ANY DISCREPANCIES ON THE DRAWINGS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER OF RECORD BEFORE COMMENCING WORK.

31. IN COUNTY R/W, THE MINIMUM DEPTH REQUIREMENT UNDER PAVEMENT IS 42" AND 36" IN UNPAVED AREAS FOR SEWER, FORCE, AND WATER MAINS.

32. ALL UNDERGROUND UTILITY COMPANIES SHALL BE CONTACTED AT LEAST 48 HOURS PRIOR TO COMMENCING CONSTRUCTION.

33. IN ADDITION TO THE SPECIFICATIONS AND DETAILS PROVIDED FOR THIS CONTRACT, THE NASSAU COUNTY ROADWAY AND DRAINAGE STANDARDS (LATEST REVISION) SHALL ALSO BE USED FOR ANY ITEMS NOT COVERED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN A SET OF ROADWAY AND DRAINAGE STANDARDS FROM THE COUNTY.

34. BACKFILL MATERIAL SHALL BE COMPACTED TO 100% (| 2%) PER NASSAU COUNTY REQUIREMENTS UNDER EXISTING AND PROPOSED ROADWAYS.

35. NO FIELD CHANGES OR DEVIATIONS FROM DESIGN SHALL BE MADE WITHOUT PRIOR APPROVAL OF THE ENGINEER OF RECORD.

36. STATIONING REFERS TO THE CENTERLINE OF THE ROADWAY EXCEPT AS NOTED ON PLANS. WHERE PAVEMENT SPLITS, THE STATIONING FOLLOWS THE INSIDE EDGE OF PAVEMENT UNTIL ROADWAY TRANSITIONS BACK TO THE TYPICAL ROADWAY SECTION

37. ALL CONSTRUCTION, MATERIAL, AND WORKMANSHIP ARE TO BE IN ACCORDANCE WITH NASSAU COUNTY STANDARDS.

38. ALL PAVEMENT MARKINGS SHALL BE THERMOPLASTIC IN ACCORDANCE WITH FDOT STANDARD SPECIFICATIONS, LATEST EDITION. INSTALL PAVEMENT MARKINGS IN ACCORDANCE WITH FDOT STANDARD INDEX NO. 17346.

WATER NOTES

1. IN COUNTY R/W, THE MINIMUM DEPTH REQUIREMENT UNDER PAVEMENT IS 42" AND 36" IN UNPAVED AREAS FOR SEWER, FORCE, AND WATER MAINS. ALL WATER MAINS SHALL BE FLUSHED IN ACCORDANCE WITH, AND UNDER THE DIRECTION OF THE UTILITY COMPANY.

2. THRUST RESTRAINTS ARE REQUIRED IN ACCORDANCE WITH THE UTILITY COMPANY STANDARDS WHERE WATER MAINS ARE TERMINATED AND AT ALL BENDS AND TEES.

3. TIE RODS SHALL BE INSTALLED ON ALL VALVES LOCATED AT FITTINGS. ALL 10" AND LARGER VALVES SHALL REQUIRE FOUR (4) TIE RODS.

4. UNLESS OTHERWISE NOTED, WATER MAINS ARE TO BE PVC DR18, C-900, CLASS 150.

5. ALL WATER MAINS SHALL BE PRESSURE AND LEAKAGE TESTED IN ACCORDANCE WITH AWWA C-600-87, AND OR JEA'S APPLICABLE STANDARDS AND SPECIFICATIONS. ALL WATER MAIN DISINFECTION SHALL BE IN ACCORDANCE WITH AWWA C651 AND OR JEA'S APPLICABLE STANDARDS AND SPECIFICATIONS. NO CONNECTION TO EXISTING POTABLE WATER SYSTEM SHALL BE ALLOWED UNTIL ALL PROPOSED WATER MAINS HAVE BEEN PRESSURE TESTED, DISINFECTED, AND CLEARED FOR SERVICE. THE UTILITY COMPANY'S AUTHORIZED REPRESENTATIVE MUST BE NOTIFIED 48 HOURS PRIOR TO PERFORMING THE PRESSURE TEST AND MUST BE PRESENT.

6. THE CONTRACTOR SHALL AVOID SERVICE INTERRUPTIONS AND MAINTAIN ANY EXISTING WATER SERVICE TO MEET THE SYSTEM DEMANDS AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFICATION OF AFFECTED CUSTOMERS OF THE UTILITY A MINIMUM OF 48 HOURS IN ADVANCE OF ANY INTERRUPTION OF SERVICE. BOIL WATER NOTICES SHALL BE DELIVERED IN ACCORDANCE WITH THE UTILITY COMPANY BOIL WATER NOTICE REQUIREMENTS.

7. ALL MAIN FLUSHING POINTS SHALL BE SAME SIZE AS MAIN UP TO 8 INCH WATER MAINS. FLUSHING POINTS FOR MAINS LARGER THAN 8 INCH SHALL BE REDUCED TO 8 INCH.

8. ALL WATER MAINS SHALL BE DISINFECTED USING LIQUID CHLORINE OR HYPOCHLORITES IN ACCORDANCE TO AWWA C651-86. WATER IN MAIN SHALL MAINTAIN A CHLORINE RESIDUAL OF 50 MG/L FOR A MINIMUM OF 24 HOURS. WATER MAIN SHALL NOT BE PLACED IN SERVICE UNTIL CLEARANCE HAS BEEN PROVIDED BY THE APPROPRIATE REGULATING AGENCY AND JEA.

9. IF SOLVENT CONTAMINATION IS FOUND IN THE PIPE TRENCH, WORK SHALL BE STOPPED AND THE PROPER AUTHORITIES NOTIFIED. BASED ON APPROVAL OF THE PERMITTING AGENCY, DUCTILE IRON PIPE, FITTINGS, AND SOLVENT RESISTANT GASKET MATERIAL SUCH AS FLUOROCARBON SHALL BE USED IN THE CONTAMINATED AREA. THE DUCTILE IRON PIPE SHALL EXTEND AT LEAST 100 FEET BEYOND ANY SOLVENT NOTED. ANY CONTAMINATED SOIL THAT IS EXCAVATED SHALL BE PLACED ON AN IMPERMEABLE MAT AND COVERED WITH A WATER PROOF COVERING. THE PROPER AUTHORITIES WILL BE NOTIFIED AND THE CONTAMINATED SOIL HELD FOR PROPER DISPOSAL.

10. 2" FLUSHING HYDRANTS SHALL BE INSTALLED AT ALL DEAD END LINES AND MAIN LINE STUB-OUTS.

11. A SEPARATE WATER SERVICE SHALL BE REQUIRED FOR EACH UNIT SERVED AND SHALL BE INSTALLED 2 FEET EITHER SIDE OF PROPERTY LINE. ALL WATER SERVICES SHALL BE MARKED WITH A "W" ETCHED ON THE CURB. ALL VALVES SHALL BE MARKED WITH A "V" ETCHED ON THE CURB.

12. ALL BACKFLOW PREVENTION ASSEMBLIES SHALL BE INSTALLED IN ACCORDANCE WITH THE UTILITY COMPANY'S STANDARDS.

13. ALL BACKFLOW PREVENTION ASSEMBLIES SHALL BE INSTALLED AT THE CONSUMER'S METER OR AT THE PROPERTY LINE WHEN A METER IS NOT USED.

14. BACKFLOW PREVENTION ASSEMBLIES SHALL BE TESTED BY A STATE OF FLORIDA LICENSED BACKFLOW TECHNICIAN. SUBMIT BACKFLOW ASSEMBLY TEST REPORTS TO JEA ATTN: BILL POUND, 21 W CHURCH ST. T-4 JACKSONVILLE, FL 32202. BACKFLOW PREVENTION ASSEMBLIES SHALL BE SELECTED AND INSTALLED IN ACCORDANCE WITH THE LATEST EDITION OF JEA'S CROSS CONNECTION CONTROL POLICY MANUAL; CONTACT BILL POUND AT (904) 665-5787.

15. CONTACT CHRIS BARRINGTON - JEA NEW DEVELOPMENT - 904-665-4081 TO SCHEDULE A PRE-CONSTRUCTION MEETING PRIOR TO BEGINNING CONSTRUCTION.

INDEX

SHEET #	DESCRIPTION
1	COVER SHEET
2	INDEX SHEET
3	PRE-DEVELOPMENT DRAINAGE MAP
4	POST-DEVELOPMENT DRAINAGE MAP
5	PRELIMINARY BINDING SITE PLAN
6 - 9	TREE PRESERVATION PLAN
10	GRADING PLAN
11	GEOMETRY PLAN
12	LANDSCAPE PLAN
13	WATER AND SEWER PLAN
14 - 16	MISCELLANEOUS DETAILS

SEWER NOTES

1. THE CONTRACTOR SHALL PROVIDE, TO THE ENGINEER OF RECORD , A SCHEDULE OF INVERT ELEVATIONS OF ALL SANITARY MANHOLES PRIOR TO THE PLACEMENT OF THE LIME ROCK BASE COURSE. THIS SCHEDULE TO BE PROVIDED BY THE REGISTERED LAND SURVEYOR SUBMITTING THE "AS-BUILT" DRAWINGS FOR THIS PROJECT.

2. SANITARY SEWER SERVICES SHALL BE 6"PVC WITH A MINIMUM SLOPE OF 0.006 FEET PER FOOT AND SHALL BE TERMINATED AT THE RIGHT-OF-WAY LINE WITH A DEPTH OF 24" TO 48" FROM THE FINAL FINISHED GRADE OF THE DEVELOPED LOTS. DEPTHS GREATER THAN 48" FROM FINAL FINISHED GRADE SHALL BE READJUSTED BY THE DEVELOPER AT HIS COST.

3. ALL MANHOLE FRAMES AND COVERS TO BE ADJUSTED TO FINAL FINISHED GRADE.

4. A SEPARATE SEWER SERVICE (6" MIN.) SHALL BE PROVIDED TO THE RIGHT-OF-WAY FOR EACH LOT BEING SERVED. AN "S" SHALL BE ETCHED INTO THE CURB DIRECTLY OVER EACH SERVICE LINE OR IN THE STREET SIDE OF A SIDEWALK IN LINE WITH THE CLEANOUT.

5. GRAVITY SEWER TO BE GREEN IN COLOR

6. NEW GRAVITY SEWER SYSTEM SHALL BE PLUGGED AT NEAREST EXISTING DOWNSTREAM MANHOLE AND SHALL NOT BE REMOVED WITHOUT AUTHORIZATION FROM THE JEA. EXISTING MANHOLES TO BE COREBORED AND ARRANGEMENTS MADE TO BE REFURBISHED WITH COMPATIBLE MATERIALS IF THE EXISTING MANHOLE IS ALLOWED TO BE USED.

7. FINISHED FLOOR ELEVATIONS SHALL BE GREATER (HIGHER) THAN THE ELEVATION OF THE MANHOLE NEAREST THE SERVICE LATERAL IN ORDER TO AVOID A POTENTIAL BACKUP OF SEWERAGE IN THE HOUSE OR BUILDING.

8. FORCE MAIN MUST PASS A PRESSURE TEST PRIOR TO ACCEPTANCE OF THE SYSTEM. THE PRESSURE TEST SHALL COMPLY WITH AWWA C-600 SECTION 4.1 STANDARD FOR HYDROSTATIC TESTING. PRESSURE TEST MUST BE WITNESSED AND APPROVED BY AN AUTHORIZED THE UTLITY COMPANY REPRESENTATIVE.

9. ALL GRAVITY SEWER PIPE (WITH LATTERALS) TO A 12 FOOT DEPTH OF COVER SHALL BE ASTM D3034 SDR-35 PVC PIPE. GRAVITY SEWER PIPE WITH COVER OF 12 FEET (AND IN EASMENT) AND GREATER SHALL BE C900-DR18 OR SDR-26. JOINT SHALL BE OF THE BELL AND SPIGOT TYPE AND MEET THE REQUIREMENTS OF THE PIPE REFFERED BEING USED. SEE JEA SEWER STANDARDS FOR MORE DETAIL

10. WHEN A PROPERTY LINE CAN NOT BE DEFINED, THE SEWER CLEANOUT SHALL BE PLACED IN AN UNPAVED AREA AT A DISTANCE NO GREATER THAN 30 FEET FROM THE SEWER MAIN.

11. ALL GRAVITY SEWER MAINS SHALL BE DEFLECTION TESTED WITH A 5% MANDREL AS SUPPLIED BY THE CONTRACTOR AND CERTIFIED TO ACCURACY EACH YEAR. CERTIFICATION OF ACCURACY SHALL BE PROVIDED TO JEA. THE SEWER LINES TO BE TV INSPECTED AND THE ALIGNMENT BETWEEN MANHOLES CHECKED BY USING LIGHTS, LASER BEAMS OR OTHER SUITABLE MEANS.

12. FRAME AND COVER ADJUSTMENT RINGS SHALL BE MANUFACTURED OF THE SAME MATERIAL AS THE MANHOLES.

13. SEWER PLUGS USED DURING THE CONSTRUCTION OR CONNECTION TO A SYSTEM SHALL HAVE THE CONTRACTOR'S NAME PERMANENTLY STAMPED.

14. THE FRP MANHOLE LINER SHALL BE DESIGNED AND FABRICATED TO BE INSTALLED VERTICALLY INSIDE AN EXISTING MANHOLE, AND SHALL NOT BE LOAD BEARING STRUCTURE. THE ANNULAR SPACE BETWEEN THE OUTSIDE DIAMETER OF THE LINER AND INSIDE DIAMETER OF THE EXISTING MANHOLE WALL SHALL BE FILLED WITH CONCRETE GROUT.

15. IN ACCORDANCE WITH THE DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) REQUIREMENTS, LEAKAGE TESTING SHALL BE PERFORMED ON ALL SEGMENTS OF THE SEWER SYSTEM. TESTING MAY INCLUDE APPROPRIATE WATER OR LOW PRESSURE AIR TESTING. TEST METHODS SHALL TAKE INTO CONSIDERATION THE RANGE IN GROUNDWATER ELEVATIONS DURING THE TEST AND ANTICIPATED DURING THE DESIGNED LIFE OF THE SEWER. LEAKAGE TESTING BASED ON THE WATER (HYDROSTATIC) TEST SHALL NOT EXCEED 200 GALLONS PER INCH OF PIPE DIAMETER PER MILE PER DAY FOR ANY SECTION OF THE SYSTEM USING A MINIMUM POSITIVE HEAD OF 2 FEET. LEAKAGE TESTING BASED ON THE LOW PRESSURE AIR TEST SHALL, AS A MINIMUM, CONFORM TO THE TEST PROCEDURE DESCRIBED IN ASTM F-1417.

16. IN COUNTY R/W, THE MINIMUM DEPTH REQUIREMENT UNDER PAVEMENT IS 42" AND 36" IN UNPAVED AREAS FOR SEWER, FORCE, AND WATER MAINS OR DUCTILE IRON PIPE CASING\ CONCRETE ENCASEMENT AS SPECIFIED.

17. ALL LINED FORCE MAIN FITTINGS SHALL BE HOLIDAY TESTED FOR DEFECTS PRIOR TO INSTALATION.

LEGEND

- EXISTING VALVE
- EXISTING WATER LINE (W)
- EXISTING SANITARY SEWER (10" PVC)
- EXISTING FIRE HYDRANT
- PROPOSED SANITARY SEWER
- PROPOSED WATER LINE (W)
- PROPOSED FIRE HYDRANT
- EXISTING EDGE OF PAVEMENT
- EXISTING PROPERTY LINE
- PROPOSED SPOT ELEVATION (15.3)
- PROPOSED CONTOUR (15.0)
- PROPOSED EDGE OF PAVEMENT
- PROPOSED PROPERTY LINE
- PROPOSED R.O.W. LINE
- EXISTING TREE (6" PINE)
- EXISTING CONTOUR (15)
- SILT FENCE
- WETLAND BUFFER

LOCATION MAP

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

Engineer of Record: Daniel I. McCranie, P.E. P.E. # 50627
M&A McCranie & Associates, Inc.
3 South 2nd Street
Fernandina Beach, FL 32034
(904) 335-8685
Certificate of Authorization No. 8269

AMELIA ISLAND HOTEL
FERNANDINA BEACH, FLORIDA

ROAD	COUNTY	PROJECT ID
	NASSAU	SP17-013

INDEX SHEET

SHEET NO. 2

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EXISTING BUSINESS

DA-PRE
2.34 Ac.

EXISTING DRIVEWAY
TO BE REMOVED

EXISTING BUILDING
TO BE REMOVED

EXISTING BUILDING
TO BE REMOVED

DRAINAGE BASIN
BOUNDARY (TYP)

100 YR FLOOD
BOUNDARY (TYP)

WETLAND
LINE

PROPERTY
LINE (TYP)

CATCH BASIN TOP
ELEVATION = 10.00' NAVD 1988

CATCH BASIN TOP
ELEVATION = 8.69' NAVD 1988

SADLER ROAD

0 10 40
Feet

REVISIONS			
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FERNANDINA BEACH, FLORIDA

ROAD	COUNTY	PROJECT ID
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PRE DEVELOPMENT

SHEET NO. 3

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SEE GRADING SHEET FOR DIVERSION SWALE.

MODIFY INLET TOP TO GRATE INLET

CATCH BASIN TOP ELEVATION = 10.00' NAVD 1988

DRAINAGE BASIN BOUNDARY (TYP)

DA-1 0.53 Ac.

DA-2 0.30 Ac.

DA-3 0.35 Ac.

DA-4 0.56 Ac.

DA-P1 0.60 Ac.

FF=11.8

S-1

S-2

S-3

S-4

S-5

0.5%

1%

IMPACTED WETLANDS (0.1 AC)

IMPACTED WETLANDS (0.2 AC)

WETLAND LINE

PROPERTY LINE (TYP)

TOP OF BANK

WEIR 1 (EL. 7.30)

POND 1
TOB = 9.0
BOTTOM = -1.0
1:4 SLOPES

CATCH BASIN TOP ELEVATION = 8.69' NAVD 1988

SADLER ROAD

0 10 40
Feet

Pipe Table

Pipe	Upstream Structure	Downstream Structure	Length (ft)	Size (in)	Type	Upstream Invert (ft)	Downstream Invert (ft)	Slope (%)
P-1	S-1	S-2	212	18	RCP	6.50	5.96	0.25
P-2	S-2	S-3	148	18	RCP	5.96	5.58	0.25
P-3	S-3	S-4	212	18	RCP	5.58	5.04	0.25
P-4	S-4	S-5	90	18	RCP	5.04	4.41	0.71

S-1 TOP/INLET EL = 11.0
S INV EL = 6.50

S-2 TOP/INLET EL = 11.0
N INV EL = 5.96
E INV EL = 5.96

S-3 TOP/INLET EL = 10.5
W INV EL = 5.58
N INV EL = 5.58

S-4 TOP/INLET EL = 10.5
S INV EL = 5.04
E INV EL = 5.04

S-5 18" MES
W INV EL = 4.41

WEIR 1 TOP EL = 9.00
WEIR EL = 7.30
ORIFICE = 6.00
INV EL = 6.00

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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FERNANDINA BEACH, FLORIDA

ROAD	COUNTY	PROJECT ID
	NASSAU	SP17-013

POST DEVELOPMENT

SHEET NO. 4

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DIVERSION SWALE

MODIFY INLET TOP TO GRATE INLET

CATCH BASIN TOP
ELEVATION = 10.00' NAVD 1988

DA-1
0.53 Ac.

DA-2
0.29 Ac.

DA-3
0.35 Ac.

DA-4
0.56 Ac.

DA-P1
0.60 Ac.

FF=11.8

DRAINAGE BASIN BOUNDARY (TYP)

S-1

S-2

S-3

S-4

S-5

WEIR 1
(EL. 7.30)

WETLAND LINE

TOP OF BANK

PROPERTY LINE (TYP)

SADLER ROAD

CATCH BASIN TOP
ELEVATION = 8.69' NAVD 1988

0 10 40
Feet

PROPERTY LINE
PARKING LOT
5'
1:2.5
1:2.5

DIVERSION SWALE DETAIL

REVISIONS			
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GRADING

SHEET NO. 10

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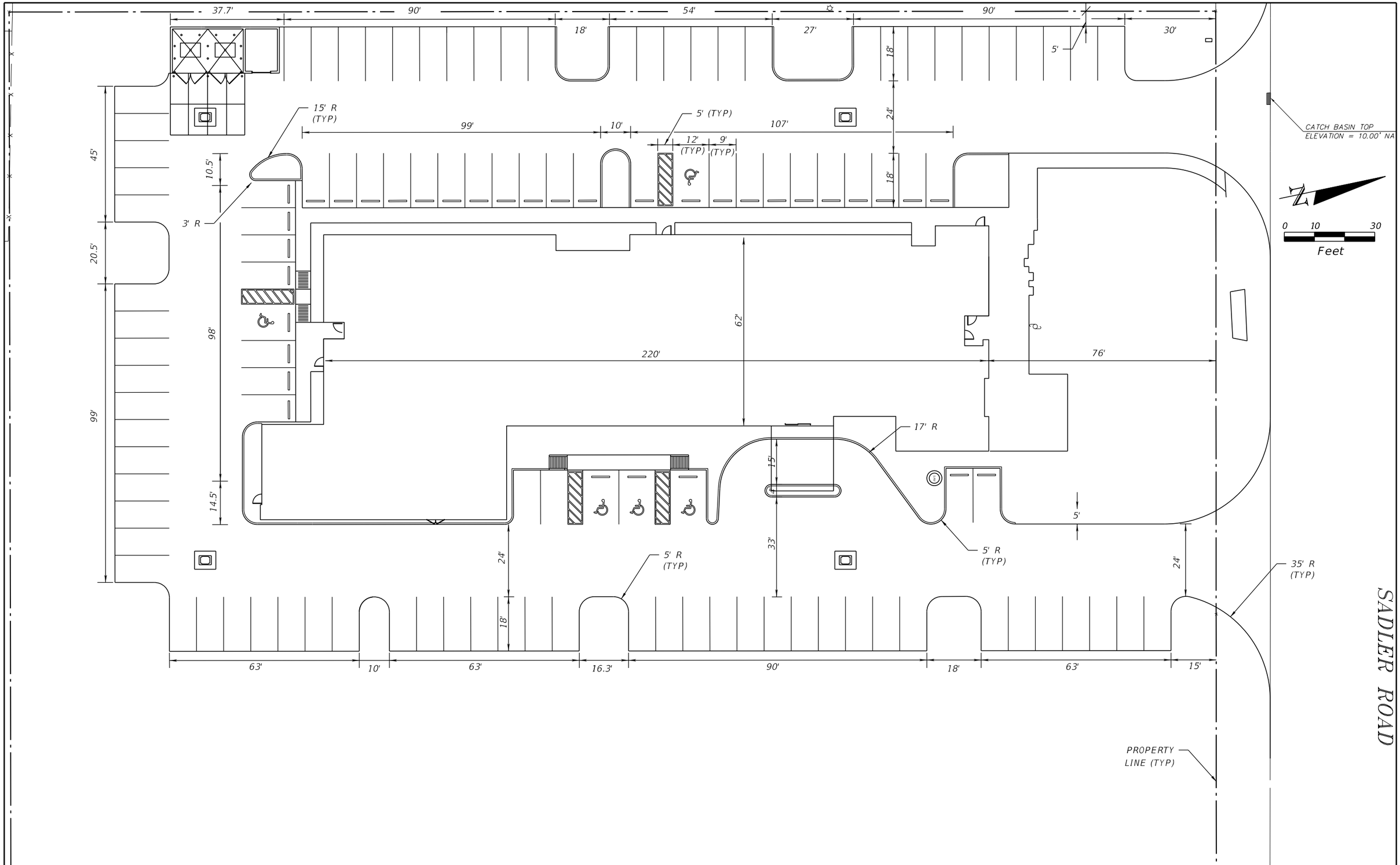

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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GEOMETRY PLAN

SHEET NO.
11

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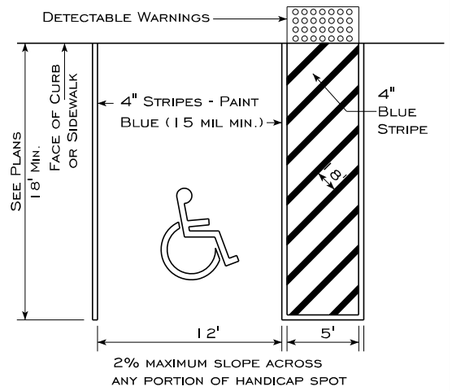
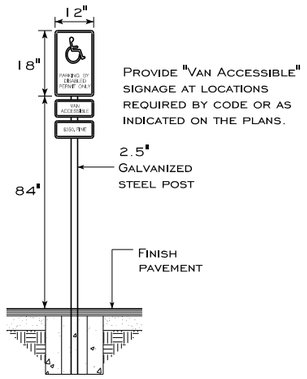


TYPICAL DISABLED PARKING

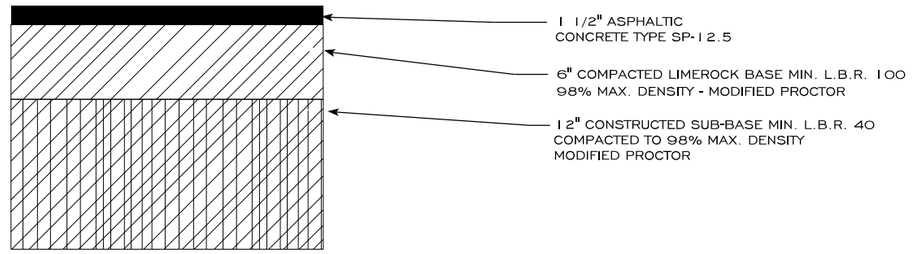
NOTES:

1. ALL SIGNS SHOWN SHALL CONFORM TO FEDERAL ACCESSIBILITY SPECIFICATIONS.
2. ALL SIGNS SHOWN SHALL BE REFLECTORIZED TO SHOW THE SAME COLOR BY NIGHT AS BY DAY.
3. ALL SIGNS SHALL BE SECURELY MOUNTED GALVANIZED STEEL CHANNEL POSTS.
4. INSTALL QUANTITY AND AT LOCATIONS REQUIRED BY CODE AND/OR AS INDICATED ON DRAWINGS. CONFIRM ALL HANDICAPPED SIGNAGE CODES.



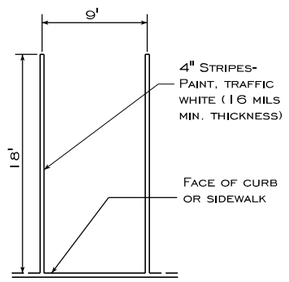
PROVIDE "VAN ACCESSIBLE" SIGNAGE AT LOCATIONS REQUIRED BY CODE OR AS INDICATED ON THE PLANS.

ACCESSIBLE PARKING SIGN DETAIL

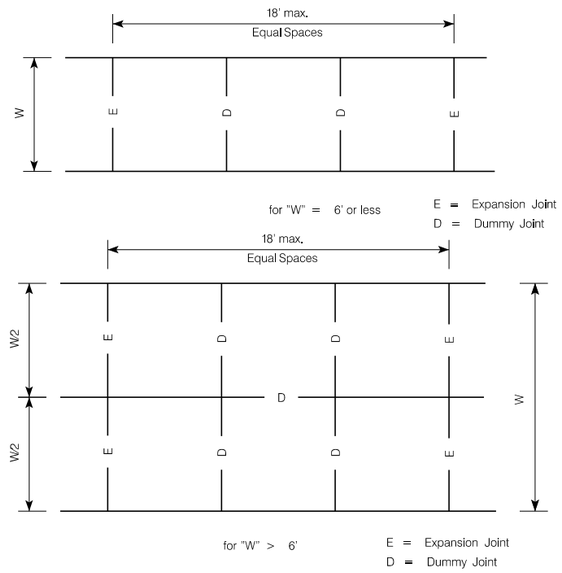


NOTE:
16" SOD STRIP REQUIRED ADJACENT TO ALL ROAD WORK

TYPICAL PAVEMENT SECTION - ALL DRIVEWAYS



STRIPING DETAIL



SIDEWALK JOINT LOCATION DETAILS

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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AMELIA ISLAND HOTEL
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ROAD	COUNTY	PROJECT ID
	NASSAU	SP17-013

MISCELANEOUS DETAILS

SHEET NO. 14

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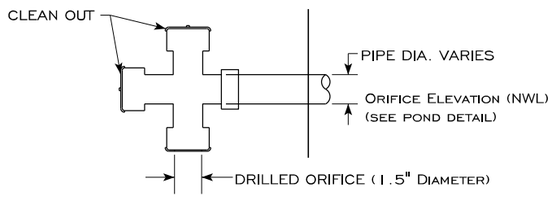
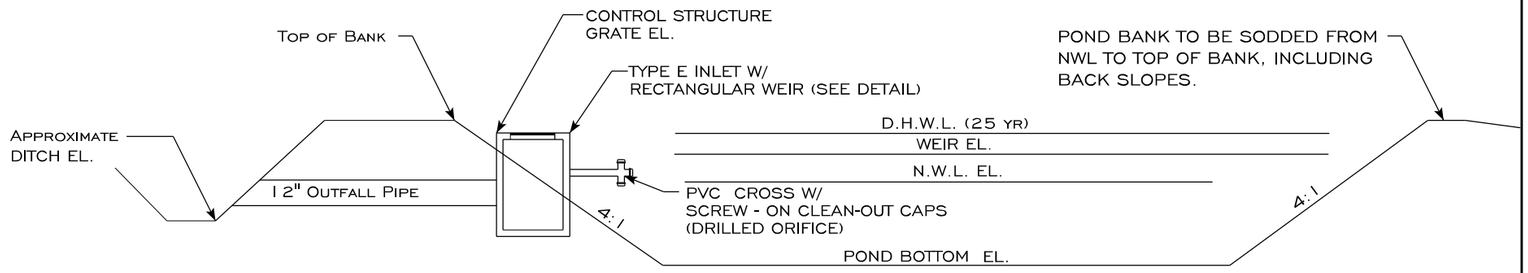


ORIFICE DETAIL

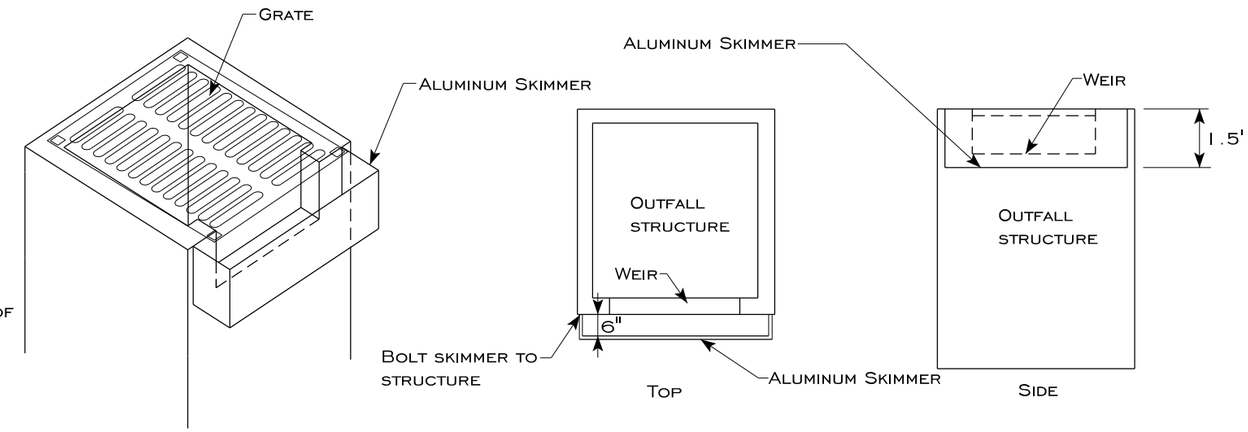


POND CROSS-SECTION WITH DROP STRUCTURE (POND 1)

NOTE: ALL WEIRS TO HAVE SKIMMERS ON INSIDE OF POND (SEE THIS SHEET FOR DETAIL)

POND #	TOP OF BANK	N.W.L.	D.H.W.L.	WEIR EL	WEIR WIDTH (IN)	ORIFICE DIA. (IN)	POND BOTTOM EL	OUTFALL PIPE LENGTH	PIPE DIAMETER & SLOPE	OUTFALL EL.	WEIR OUTFALL (CFS)		
											5 YR	10 YR	25 YR
1	9.00	6.00	8.68	7.30	8	1.5	-1.00	20'	24" @ 0.25%	5.50	1.24	1.99	2.98

POND INFORMATION & CROSS SECTION



NOTE: SIMMER SHALL BE CONSTRUCTED OF 1/4" ALUMINUM

SKIMMER SHALL EXTEND FROM THE GRATE ELEVATION TO 3" BELOW THE WEIR ELEVATION (APPROXIMATELY 1.5')

REVISIONS			
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AMELIA ISLAND HOTEL
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ROAD	COUNTY	PROJECT ID
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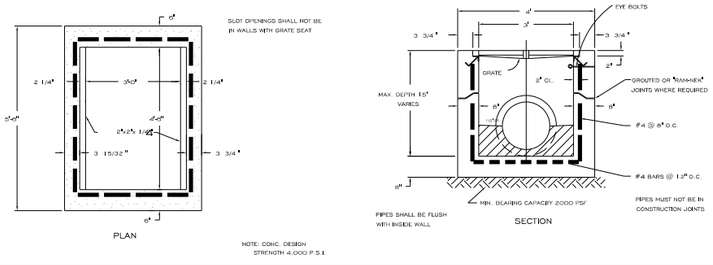
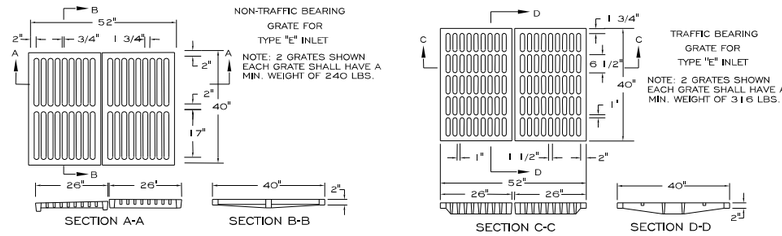
MISCELLANEOUS DETAILS

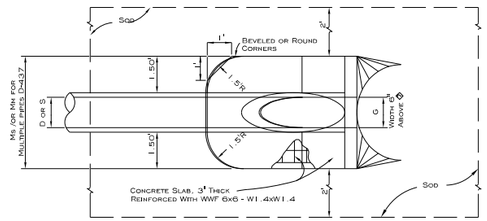
SHEET NO. 15



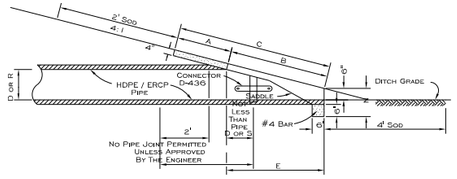
STORM SEWER TYPE "E" INLET



GRATE DETAIL FOR TYPE "E" INLET



TOP VIEW - SINGLE PIPE



SECTION

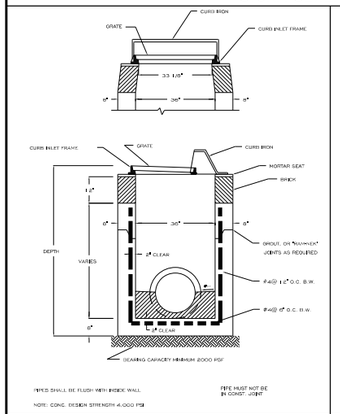
N.T.S.

* Slope:

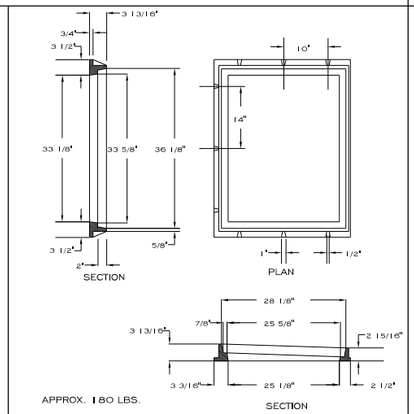
4:1 Miter To 1/8 Of Pipe For Pipes 18" & Smaller
2:1 Miter For Pipes 24" & Larger, For RCP.

4:1 Miter To Major Axis For Pipes 24"x 38" & Smaller.
2:1 Miter For Pipes 29"x 45" & Larger, For ERCP.

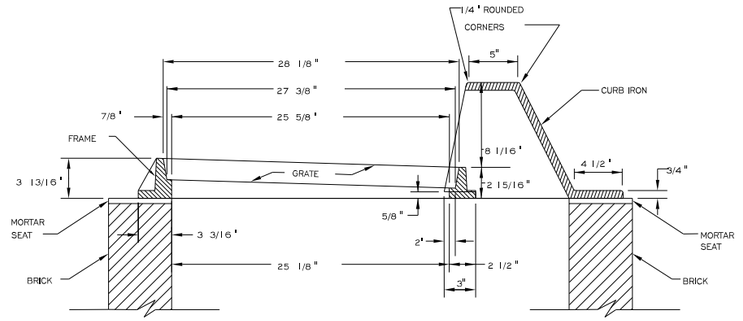
MITERED END SECTION FOR R.C.P. CROSS DRAIN TYPE B



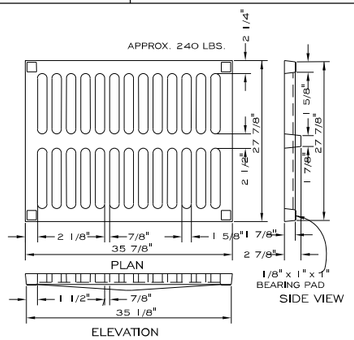
36" CURB INLET



CURB INLET FRAME



CURB IRON WITH GRATE & FRAME

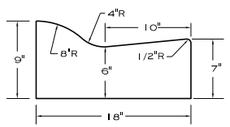


STORM SEWER INLET GRATE

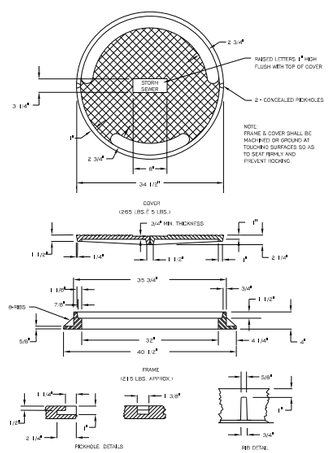
DIMENSIONS FOR HDPE									
D	X	A	B	C	E	F	G	Ms	N
15"	2.58'	2.27'	4.09'	6.36'	4.03'	6'	1.22'	4.63'	1.19'
18"	2.83'	2.36'	5.12'	7.48'	5.03'	9'	1.41'	4.92'	1.21'
24"	3.42'	2.53'	7.16'	9.71'	7.03'	11'	1.73'	5.50'	1.25'
30"	4.25'	2.70'	9.25'	11.95'	9.03'	13'	2.00'	6.06'	1.29'
36"	5.08'	2.87'	11.31'	14.18'	11.03'	15'	2.24'	6.67'	1.33'
42"	6.00'	3.05'	13.37'	16.42'	13.03'	17'	2.45'	7.25'	1.38'
48"	6.75'	3.22'	15.43'	18.65'	15.03'	19'	2.63'	7.83'	1.42'
54"	7.67'	3.39'	17.49'	20.86'	17.03'	21'	2.83'	8.42'	1.46'
60"	8.50'	3.56'	19.55'	23.11'	19.03'	23'	3.00'	9.00'	1.50'

6.42' 6.25' DIMENSIONS PERMITTED TO ALLOW USE OF 8' STANDARD PIPE LENGTHS.
10.40' 10.10' DIMENSIONS PERMITTED TO ALLOW USE OF 12' STANDARD PIPE LENGTHS.
CONCRETE SLAB SHALL BE DEEPENED TO FROM BRIDGE ACROSS CROWN OF PIPE. SEE SECTION.

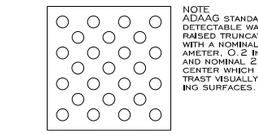
TABLES OF DIMENSION FOR MITERED END SECTIONS TYPE B



MIAMI CURB AND GUTTER



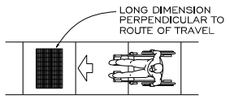
MANHOLE FRAME AND COVER



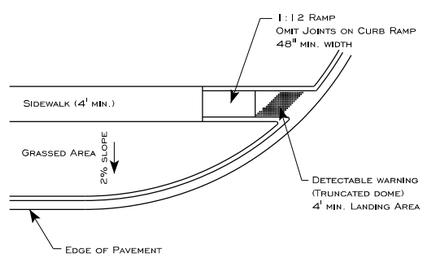
NOTE
ADAAG STANDARDIZES DETECTABLE WARNINGS AS RAISED TRUNCATED DOMES WITH A NOMINAL 0.9 IN. DIAMETER, 0.2 IN. HEIGHT, AND NOMINAL 2.35 IN. ON CENTER WHICH MUST CONTRAST VISUALLY WITH ADJOINING SURFACES.

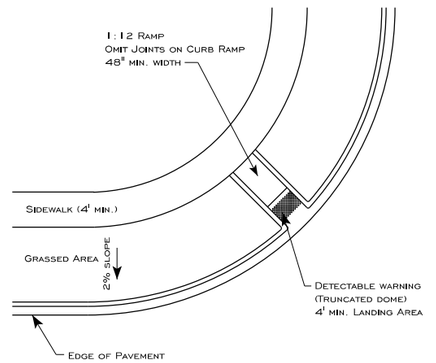
ALL SIDEWALK CURB RAMPS SHALL HAVE DETECTABLE WARNING SURFACES THAT EXTEND THE FULL WIDTH OF THE RAMP AND IN THE DIRECTION OF TRAVEL 24 INCHES FROM BACK OF CURB.

NOTE
SIDEWALK WIDTH: 36 IN. (915 MM) MINIMUM



Note: All sidewalk ramps are to meet latest ADA Standards. See engineer of record or County for any clarifications.





SIDEWALK RAMP DETAILS

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

Engineer of Record:
Daniel I. McCranie, P.E.
P.E. # 50627
M&A McCranie & Associates, Inc.
3 South 2nd Street
Fernandina Beach, FL 32034
(904) 335-8685
Certificate of Authorization No. 8269

AMELIA ISLAND HOTEL
FERNANDINA BEACH, FLORIDA

ROAD	COUNTY	PROJECT ID
	NASSAU	SP17-013

MISCELANEOUS DETAILS

SHEET NO. 16

Dan 11/13/2017 5:07:25 PM N:\Projects\AmeliaIslandHotel\roadway\PLANRD03.dgn

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2020-37
Future Land Use Map Assignment of General Commercial (GC) for 2246 Sadler Road and Mixed Use (MU) for 2233 Sadler Road

ITEM TYPE: Ordinances (w/ fiscal impact)

REQUESTED ACTION: Consider Ordinance 2020-37 at First Reading.

SYNOPSIS: 2246 Sadler Road
Resolution 2017-193 approved extension of water and sewer services outside of the corporate limits of the City to 2246 Sadler Road. City services were extended which allowed for the development of the 103 room Home2Suites by Hilton under the applicable Nassau County land use and zoning standards. Assignment of the General Commercial (GC) Future Land Use Map (FLUM) category and Community Commercial (C-1) Zoning District is requested for 2246 Sadler Road. These designations are the most closely aligned with the Current Nassau County FLUM category and zoning district.

2233 Sadler Road
The property owners of 2233 Sadler Road requested voluntary annexation in June of 2020 to connect to City Sewer after their septic and drain field failed. The single-family residence was built in 1987 with access to City water. Assignment of the Mixed Use (MU) Future Land Use Map (FLUM) category and Mixed Use (MU-1) Zoning District is requested for 2233 Sadler Road. This designation will eliminate the current discrepancies in the County's FLUM and zoning designation. The Mixed Use land use and zoning will allow for a combination of residential, office, and limited neighborhood commercial uses which are represented in the current range of uses along this corridor and what the City anticipates in redevelopment scenarios. Single-family dwellings, such as the current structure on the property are a permissible use in the Mixed-Use FLUM designation and MU-1 Zoning District.

CITY ATTORNEY COMMENTS: No additional comments.

Dale L. Martin, City Manager 10/5/2020
Tammi E. Bach, City Attorney 10/6/2020

Kelly M. Gibson, AICP

Date: September 22, 2020

Submitted By: Kelly Gibson, AICP, Planning Director

ORDINANCE 2020-37

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A FUTURE LAND USE MAP CATEGORY OF GENERAL COMMERCIAL (GC) FOR 3.24 ACRES OF LAND LOCATED AT 2246 SADLER ROAD AND MIXED USE (MU) FOR 0.46 ACRES OF LAND LOCATED AT 2233 SADLER ROAD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning Advisory Board (PAB) acting as the designated Local Planning Agency, has reviewed and held a public hearing on September 9, 2020, and issued a recommendation of approval; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on August 26, 2020.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PROPERTIES INVOLVED. The City Commission intends to approve the zoning map changes. The properties identified for this change of the Future Land Use Map Map to City of Fernandina Beach General Commercial (GC) and Mixed Use (MU) for properties located and identified by map exhibit attached hereto as Exhibit "A".

SECTION 2. FUTURE LAND USE MAP CHANGE. For the property in question, the City's Future Land Use Map is hereby changed as follows and attached hereto as Exhibit "A":

- For 2246 Sadler Road from Nassau County General Commercial to City of Fernandina Beach General Commercial (GC)
- For 2233 Sadler Road from Nassau County Residential Single Family 2 to City of Fernandina Beach Mixed Use (MU).

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.

ADOPTED this 17th day of November, 2020.

CITY OF FERNANDINA BEACH

_____
JOHN A. MILLER
Mayor - Commissioner

ATTEST:

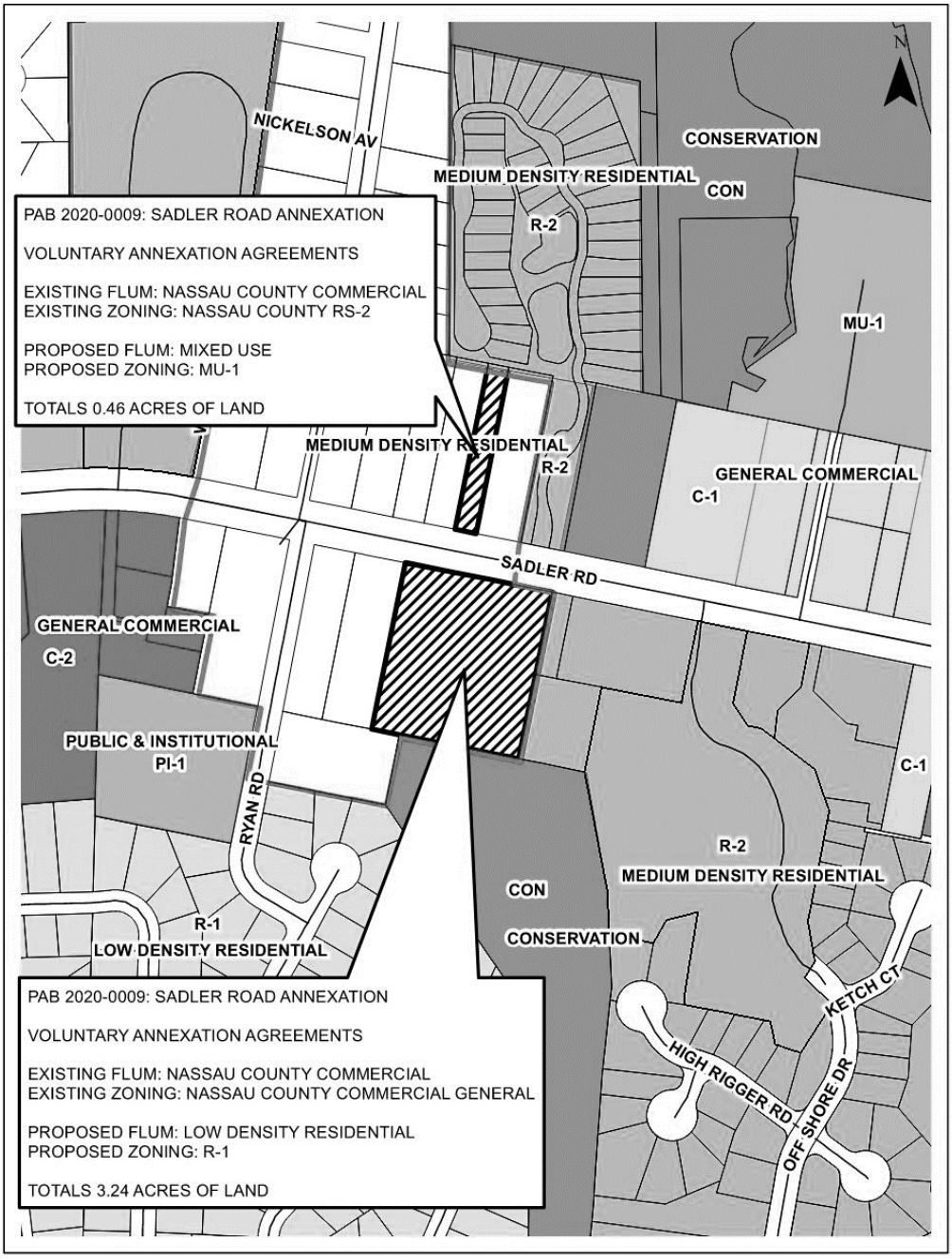
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TAMMI E. BACH
City Attorney

EXHIBIT A

CITY OF FERNANDINA BEACH, REQUESTS ANNEXATION OF PROPERTIES LOCATED AT 2246 SADLER ROAD, ASSIGNMENT OF THE GENERAL COMMERCIAL (GC) FUTURE LAND USE MAP CATEGORY AND COMMUNITY COMMERCIAL (C-1) ZONING DISTRICT FOR PROPERTY TOTALING 3.24 ACRES OF LAND; ANNEXATION OF PROPERTY AT 2233 SADLER ROAD, ASSIGNMENT OF THE MIXED USE (MU) FUTURE LAND USE MAP CATEGORY AND MIXED USE (MU-1) ZONING DISTRICT FOR PROPERTIES TOTALING 0.46 ACRES OF LAND.



STAFF REPORT
PAB 2020-0009 (AX, LU, CZ)
Planning Advisory Board Hearing
September 9, 2020

Jacob M. Platt
Senior Planner

APPLICATION FOR VOLUNTARY ANNEXATION, SMALL-SCALE FUTURE LAND USE AND ZONING MAP

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	Fernandina Investments LLC and Harry & Constance King				
AGENT:	City of Fernandina Beach				
REQUESTED ACTION:	**2246 Sadler Road**: Voluntary Annexation, Assignment of a Future Land Use Map Category of General Commercial and C-1 Zoning District **2233 Sadler Road**: Voluntary Annexation, Assignment of a Future Land Use Map Category of Mixed Use and MU-1 Zoning District				
LOCATION:	Sadler Road				
CURRENT ZONING:	**2246 Sadler Road**: Nassau County Commercial General **2233 Sadler Road:** Nassau County Residential Single-Family 2				
CURRENT LAND USE:	**2246 Sadler Road**: Nassau County Commercial **2233 Sadler Road:** Nassau County Commercial				
EXISTING USES ON SITE:	**2246 Sadler Road**: 103 Home2Suites Hilton by Hotel **2233 Sadler Road:** Single-family home				
PROPERTY SIZE:	**2246 Sadler Road**: 3.24 Acres of Land **2233 Sadler Road:** 0.46 Acres of Land				
ADJACENT PROPERTIES:	**Direction**	**Existing Use(s)**	**Year Built**	**Zoning**	**FLUM**
	North of 2233 Sadler	SF Residential	2014-2019	R-2 PUD	MDR
	North of 2246 Sadler	SF Residential & Office	1987 &1987	NC RS-2 & NC Commercial General	NC Commercial
	South of 2233 Sadler	Hotel	2018	NC Commercial General	NC Commercial
	South of 2246 Sadler	Vacant	N/A	CON	Conservation
	East of 2233 Sadler	Office	1945	NC Commercial General	NC Commercial
	East of 2246 Sadler	Vacant	N/A	R-2 PUD	MDR
	West of 2233 Sadler	Office	1993	NC Commercial General	NC Commercial
	West of 2246 Sadler	Drive-In Restaurant	2010	NC Commercial General	NC 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 Planning and Conservation Department office. ***

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The City of Fernandina Beach requests annexation of two parcels of land located off Sadler Road.

2246 Sadler Road

Resolution 2017-193 approved extension of water and sewer services outside of the corporate limits of the City to 2246 Sadler Road. City services were extended which allowed for the development of the 103 room Home2Suites by Hilton under the applicable Nassau County land use and zoning standards. Assignment of the General Commercial (GC) Future Land Use Map (FLUM) category and Community Commercial (C-1) Zoning District is requested for 2246 Sadler Road. These designations are the most closely aligned with the Current Nassau County FLUM category and zoning district.

2233 Sadler Road

The property owners of 2233 Sadler Road requested voluntary annexation in June of 2020 to connect to City Sewer after their septic and drain field failed. The single-family residence was built in 1987 with access to City water. Assignment of the Mixed Use (MU) Future Land Use Map (FLUM) category and Mixed Use (MU-1) Zoning District is requested for 2233 Sadler Road. This designation will eliminate the current discrepancies in the County's FLUM and zoning designation. The Mixed-Use land use and zoning will allow for a combination of residential, office, and limited neighborhood commercial uses which are represented in the current range of uses along this corridor and what the City anticipates in redevelopment scenarios. Single-family dwellings, such as the current structure on the property are a permissible use in the Mixed-Use FLUM designation and MU-1 Zoning District.

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 subject parcels include a recently constructed 103 room hotel and an existing single-family dwelling, development or redevelopment can achieve full compliance with the City's Land Development Code and Comprehensive Plan. The City can serve this property and meet or exceed all levels of service required by the Comprehensive Plan.

Applicable Policy Reference	***Determination of Consistency***
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	√

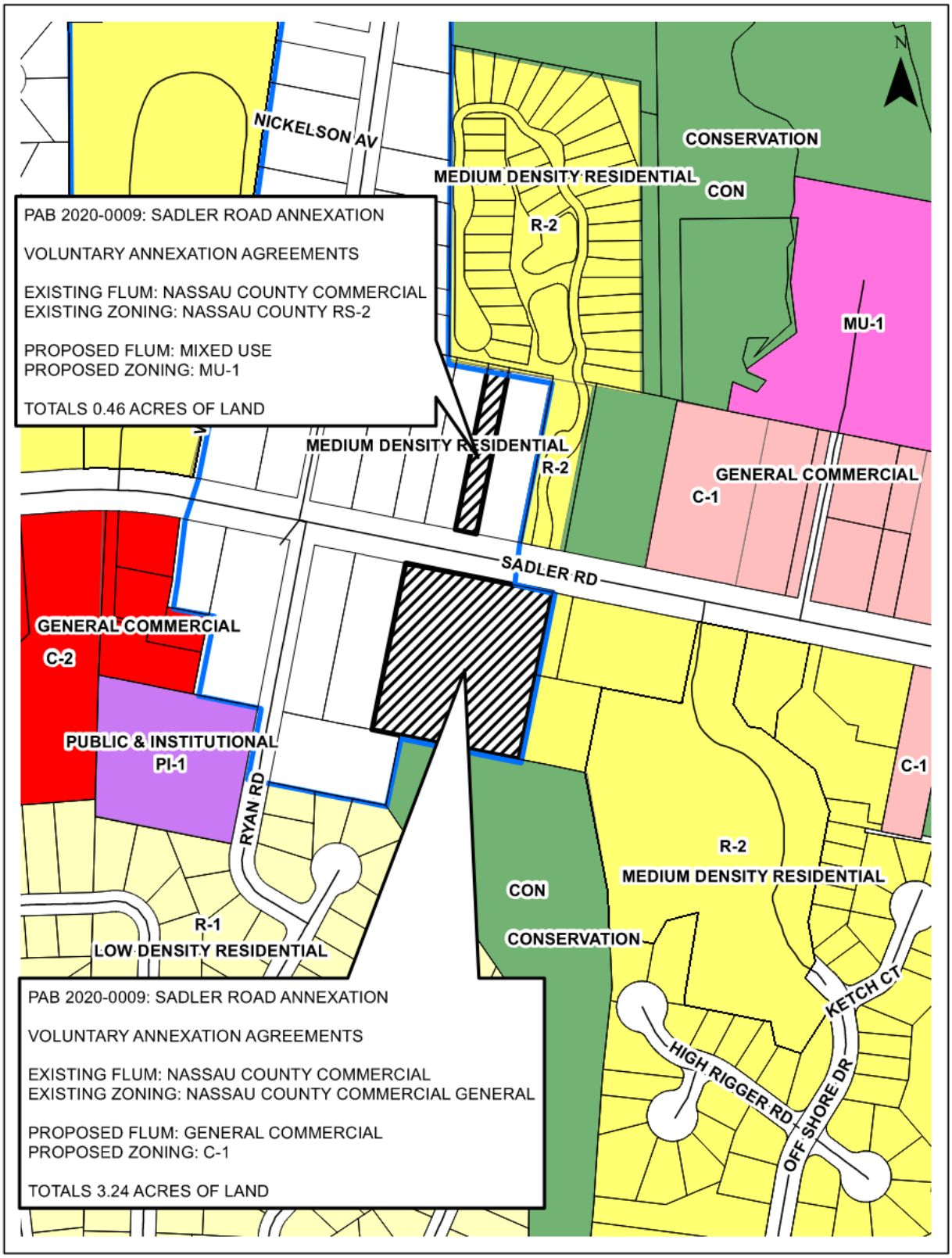
CONCLUSION AND STAFF RECOMMENDATIONS:

The requested action is consistent with the City's Comprehensive Plan and Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the General Commercial (GC) Future Land Use Map (FLUM) category and Community Commercial (C-1) zoning district for 2246 Sadler Road; Assignment of the Mixed Use (MU) Future Land Use Map (FLUM) category and Mixed Use (MU-1) Zoning District for 2233 Sadler Road. 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 October 20th, 2020.

MOTION TO CONSIDER:

I move to recommend **(approval or denial)** of PAB case number 2020-0009 to the City Commission requesting that a Voluntary Annexation, assignment of the General Commercial (GC) Future Land Use Map (FLUM) category and Community Commercial (C-1) zoning district for 2246 Sadler Road; Voluntary annexation, assignment of the Mixed Use (MU) Future Land Use Map (FLUM) category and Mixed Use (MU-1) Zoning District for 2233 Sadler Road be **(approved or denied)** and that PAB case 2020-0009, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statues to be approved at this time.

SURF SIDE DR
CAPE SOUND DR
NICKELS ON AV
MELIA OAKS DR
DRURY RD
WHITE SANDS WAY
BLE BEACH WAY
RYAN RD


NICKELSON AV
CONSERVATION
MEDIUM DENSITY RESIDENTIAL
CON
R-2
MU-1
PAB 2020-0009: SADLER ROAD ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: NASSAU COUNTY COMMERCIAL
EXISTING ZONING: NASSAU COUNTY RS-2
PROPOSED FLUM: MIXED USE
PROPOSED ZONING: MU-1
TOTALS 0.46 ACRES OF LAND
MEDIUM DENSITY RESIDENTIAL
R-2
GENERAL COMMERCIAL
C-1
SADLER RD
GENERAL COMMERCIAL
C-2
PUBLIC & INSTITUTIONAL
PI-1
RYAN RD
C-1
R-2
MEDIUM DENSITY RESIDENTIAL
CON
CONSERVATION
R-1
LOW DENSITY RESIDENTIAL
KETCH CT
HIGH RIGGER RD
OFF SHORE DR
PAB 2020-0009: SADLER ROAD ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: NASSAU COUNTY COMMERCIAL
EXISTING ZONING: NASSAU COUNTY COMMERCIAL GENERAL
PROPOSED FLUM: GENERAL COMMERCIAL
PROPOSED ZONING: C-1
TOTALS 3.24 ACRES OF LAND

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 30th day of June, 2020 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Constance King & Harry L King III (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#: 00-00-30-0600-0001-0180

GENERALLY DESCRIBED AS: Sadler Estates Subdivision

ADDRESSED AS: 2233 Sadler Rd FB FL

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: Constance E. King
Applicant

By: _____
Applicant

STATE OF FLORIDA
COUNTY OF NASSAU } ss

NOTARY PUBLIC STATE OF FLORIDA
SYLVIE MCCANN
MY COMMISSION # GG38352
EXPIRES: November 12, 2020

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization,

this 30th day of June, 2020,

by Constance E. King.

Sylvie McCann
Notary Public

SYLVIE M'CANN
Printed Name

11/12/2020
My Commission Expires

Personally Known _____ OR Produced Identification ✓ ID Produced: FL DL

EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORT

From: noreply@civicplus.com
To: Planning Info
Subject: Online Form Submittal: Water /Wastewater Annexation
Date: Tuesday, June 30, 2020 3:22:02 PM

Water /Wastewater Annexation

WATER/ WASTEWATER ANNEXATION

USE THIS FORM TO: Request the City Commission's authorization to extend water and/or sanitary wastewater services to property not located within the City limits and not currently eligible for annexation. This form also includes a Petition for Annexation, as required by Municipal Code prior to the extension of services outside the City's jurisdiction.

Fees	$300

IMPORTANT NOTES

Per Municipal Code Sections 82-44 and 82-403, the extension of City water and/or sanitary sewer services to property located outside the municipal limits must be authorized by the City Commission. Application for these services shall be placed on the next available City Commission agenda. The City Commission meets the 1st and 3rd Tuesday of each month at 6:00PM. Applications must be received three (3) weeks prior to the requested agenda.

PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's Website → Map Search
Site Address	2233 Sadler Road, Fernandina Beach FL 32034
Parcel ID #(s)	00-00-30-0600-0001-0180

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name	Harry & Constance
Last Name	King
Company (if applicable)	*Field not completed.*
Mailing Address	2233 Sadler Road, Fernandina Beach FL 32034
Telephone Number	904-333-6903
E-mail Address	ckingjjj@bellsouth.net

OWNER'S AGENT

If an agent will be representing the owner, an Owner's Authorization For Agent Representation form must be included

First Name	*Field not completed.*
Last Name	*Field not completed.*
Company (if applicable)	*Field not completed.*
Mailing Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip	*Field not completed.*
Telephone Number	*Field not completed.*
E-mail Address	*Field not completed.*
PROJECT INFORMATION	
Total Number of Lots/Parcels	1
< One (1) acre sq. footage	(E 1/2) of Lot 18 Block 2 Sadler Estates
> One (1) acre sq. footage	(E 1/2 of lot 18 Block 2 Sadler Estates
Existing Zoning Classification	R2
Existing Future Land Use Classification	Residential
Description of Request	Would like to annex 2233 Sadler Road property into city and connect to city sewer. Property built in 1987 and has city water. Property currently has septic tank and drain field which has failed. Property has no water nor sewer facilities. Harry L King III is 100% Disabled Military Veteran and this is an emergency. Would ask the City Commission to allow Voluntary Annexation Agreement/Petition for Annexation in order to connect to City Sewer. Thank you for your concern and help in this urgent matter. Harry L & Constance E King
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the

	time of the application., I acknowledge that I understand and have complied with all of the submittal requirements and procedures.
Applicant's First Name	Harry & Constance
Applicant's Last Name	King
Today's Date	6/30/2020
Upload Supporting Documentation	King 001.tif
Upload 2	*Field not completed.*
Upload 3	*Field not completed.*
Upload 4	*Field not completed.*
Upload 5	*Field not completed.*

DEPARTMENT OF PLANNING & CONSERVATION
204 Ash Street | Fernandina Beach Florida 32604 | 904 310-3480 | www.fbfl.us/planning

Email not displaying correctly? View it in your browser.

A. Michael Hickox, CFA
Cert. Res. RD1941

NASSAU COUNTY
PROPERTY APPRAISER

Change of Address

PROPERTY INFORMATION

Parcel Number 00-00-30-0600-0001-0180

Owner Name	KING HARRY L III & CONSTANCE E
Mailing Address	2233 SADLER RD
	FERNANDINA BEACH, FL 32034
Location Address	2233 SADLER RD
	FERNANDINA BEACH 32034
Tax District	UNINCORPORATED MIDDLE ISLAND
Millage	16.5856
Homestead	Yes
Property Usage	SINGLE FAM 000100
Deed Acres	0
Short Legal	BLOCK 1 E1/2 OF LOT 18 IN OR 1452/4 SADLER ESTATES PB 2/68

2020 Preliminary Values

Land Value	$117,534
(+) Improved Value	$156,601
(=) Market Value	**$274,135**
(-) Agricultrual Classification	$0
(-) SOH or Non-Hx* Capped Savings	$0
(=) Assessed Value	**$274,135**
(-) Homestead	$274,135
(-) Additional Exemptions	$0
(=) School Taxable Value	$274,135
(-) Non-School HX & Other Exempt Value	$0
(=) County Taxable Value	**$274,135**

Note - *10% Cap does not apply to School Taxable Value

Property Search

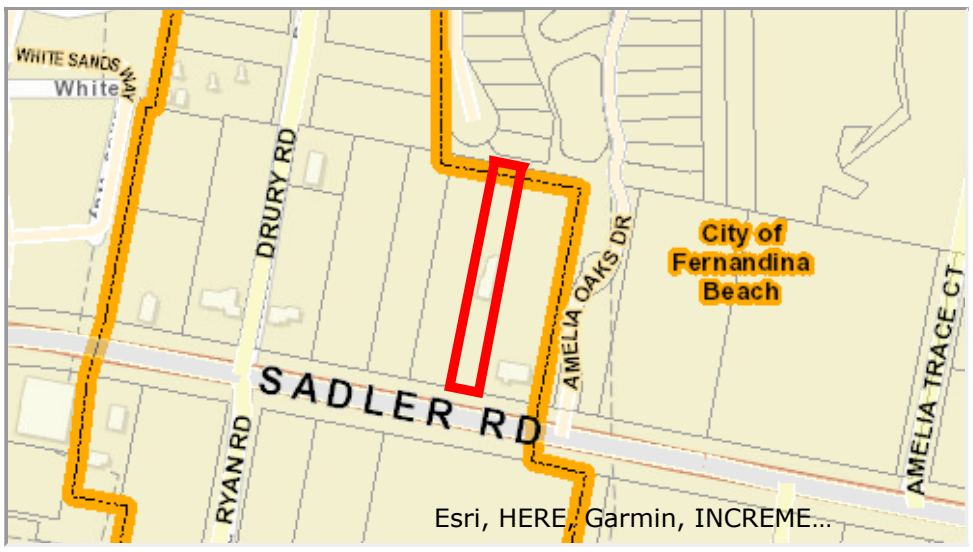
Map This Parcel

GIS Report

Property Record Card

Print Friendly Page

PARCEL MAP

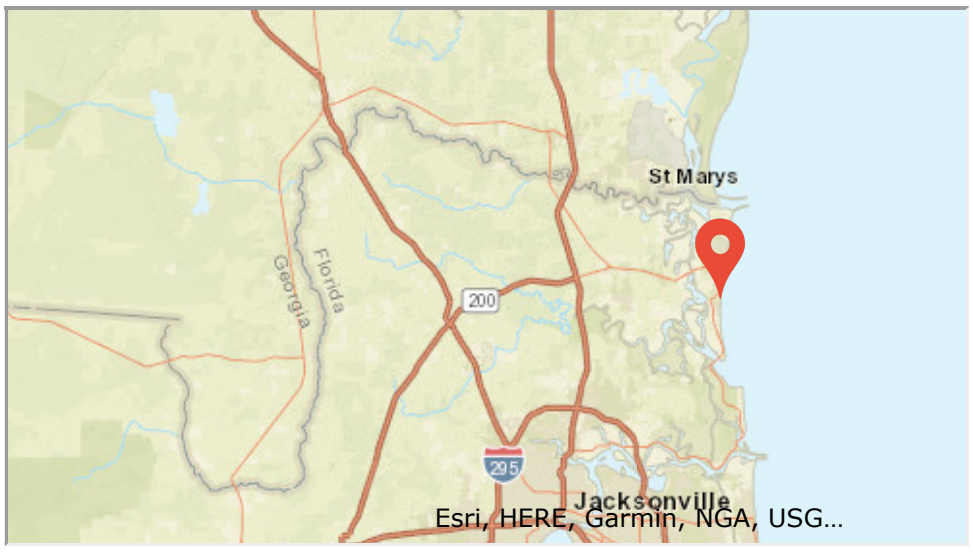


2019 AERIAL MAP

PROPERTY PHOTO

If this picture is incorrect, please email info@nassauflpa.com

LOCATION MAP



BUILDING INFORMATION

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built	Building Sketch
SINGLE FAM	1656	1656	1	2	WD FR STUC		AIR DUCTED	FORCED AIR	1987	

MISCELLANEOUS INFORMATION

Description	Dimensions L X W	Units	Year Built

SALES INFORMATION

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2019-08-15	2298 / 1597	$100	QC	U	Y	KING LIVING TRUST	KING HARRY L III & CONSTANCE E
2006-10-12	1452 / 4	$100	WD	U	Y	KING HARRY L III & CONSTANCE G EDDY	KING HARRY L III & CONSTANCE E TRUSTEES
2004-06-16	1238 / 1009	$100	QC	U	Y	EDDY CONSTANCE G	EDDY CONSTANCE G & HARRY L KING III
1999-12-30	913 / 1231	$100	QC	U	Y	KING HARRY L	EDDY CONSTANCE G
1999-08-13	895 / 375	$100	QC	U	Y	EDDY CONSTANCE G	KING HARRY L & CONSTANCE G EDDY
1998-03-19	826 / 1613	$100	QC	U	Y	EDDY JOHN O	EDDY CONSTANCE G
1986-05-01	489 / 499	$35,000	PR	U	Y		

RESOLUTION 2017-193

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 THREE PARCELS CONTAINING APPROXIMATELY 3.22 ACRES OF LAND LOCATED AT 2246 SADLER ROAD; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, property owners, Fernandina Investments, LLC, have completed the City of Fernandina Beach Voluntary Annexation Petition/ Water/Sewer Annexation Agreement Application pursuant to Chapter 171.044, Florida Statutes, for three parcels containing approximately 3.22 acres located 2246 Sadler Road (Parcel ID Numbers: 29-3N-28-0000-0007-0000, 29-3N-28-0000-0008-0000, 00-00-30-0600-0002-0160); 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 2246 Sadler Road and noted as parcels 29-3N-28-0000-0007-0000, 29-3N-28-0000-0008-0000, 00-00-30-0600-0002-0160 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 5th day of December, 2017.

INSTR # 201736885, Book 2164, Page 1918
Pages 12
Doc Type UNK, Recorded 12/18/2017 at 10:55 AM,
John A Crawford, Nassau County Clerk of Circuit Court
Rec. Fee $103.50
#3

CITY OF FERNANDINA BEACH

Robin C. Lentz

ROBIN C. LENTZ
Commissioner - Mayor

ATTEST:

Caroline Best

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 NUMBER: 29-3N-28-0000-0007-0000, 29-3N-28-0000-0008-0000, 00-00-30-0600-0002-0160

LOCATED AT 2246 SADLER ROAD
TOTALING APPROXIMATELY 3.22 ACRES OF LAND

OFFICE USE ONLY

REC'D: 10/26/17 BY: KG

PAYMENT: $ 300 TYPE: V# 49012

APPLICATION #: 2017-00001546

CASE #: _____

CC MEETING DATE: 12/5/17

WATER/SEWER &VOLUNTARY ANNEXATION APPLICATION

APPLICANT INFORMATION

Owner Name: Fernandina Investments, LLC

Mailing Address: 1 Surry Court, Columbia, South Carolina 29212

Telephone: 803-772-2629 Fax: _____

Email: bpooser3@imichotels.com

Agent Name: Daniel McCranie / McCranie & Associates, Inc.

Mailing Address: 3 South 2nd Street, Fernandina Beach, Fl. 32034

Telephone: 904-335-8685 Fax: _____

Email: dan@mccranie-engineers.com

PROPERTY INFORMATION

Street Address: 2246 Sadler Road, Fernandina Beach, Fl. 32034

Parcel Identification Number(s): 29-3N-28-0000-0007-0000, 29-3N-28-0000-0008-0000
00-00-30-0600-0002-0160

PROJECT INFORMATION

Total Number of Lots/Parcels: 2 lots

Less than One (1) acre Sq. Footage: _____ One (1) Acre or Greater: 3.22 Ac.

Existing Zoning Classification: CG - Nassau County

Existing Future Land Use Classification: Commercial

Description of Request: The owner of the subject property wishes to annex the property to be able to connect to the City's water and sewer system. All engineering and permitting approvals are proceeding with Nassau County, and said approvals are to transfer with the property.

SIGNATURE/NOTARY

The undersigned states the above information is true and correct as (s)he is informed and believes.

10-5-17
Date

Signature of Applicant

STATE OF ~~FLORIDA~~ South Carolina
ss
COUNTY OF ~~NASSAU~~ Lexington

Subscribed and sworn to before me this 5th day of October, 2017.

Notary Public: Signature

Tammy L. Simpson
Printed Name

2-2-209
My Commission Expires

Personally Known ✓ OR Produced Identification _____ ID Produced: _____

OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION

I /WE Fernandina Investments, LLC
(print name of property owner(s))

hereby authorize: Daniel McCranie / McCranie & Associates, Inc.
(print name of agent)

to represent me/us in processing an application for: annexation
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

(Signature of owner)

(Signature of owner)

(Print name of owner)

(Print name of owner)

STATE OF ~~FLORIDA~~ South Carolina
COUNTY OF ~~NASSAU~~ Lexington
ss

Subscribed and sworn to before me this 5th day of October, 2017

Notary Public: Signature

Tammy L. Simpson
Printed Name

2-2-2019
My Commission Expires

Personally Known ✓ OR Produced Identification _____ ID Produced: _____

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 2nd day of December, 2017 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Fernandina Investments, LLC (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#: 29-3N-28-0000-0007-0000, 29-3N-28-0000-0008-0000
00-00-30-0600-0002-0160

GENERALLY DESCRIBED AS: Amelia Island Hotel

ADDRESSED AS: 2246 Sadler Road, Fernandina Beach, Fl. 32034

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

DALE L. MARTIN
City Manager

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

APPLICANT(S)

By: _____ By: _____
Applicant Applicant

STATE OF ~~FLORIDA~~ South Carolina
COUNTY OF Lexington

Sworn and subscribed before me this 5th day of October, 2017.

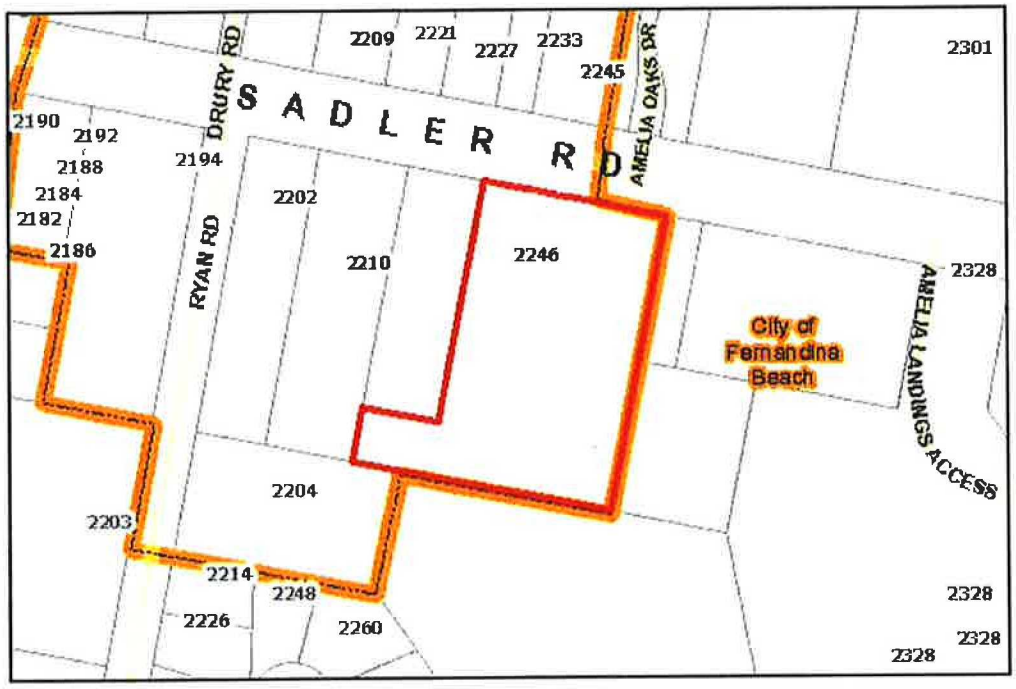
Signature of Notary
My Commission Expires: 2-2-2019
Type of Identification Produced Personally Known To Me

EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORT

904-491-7300 www.NassauFLPA.com

A. Michael Hickox
Nassau County Property Appraiser

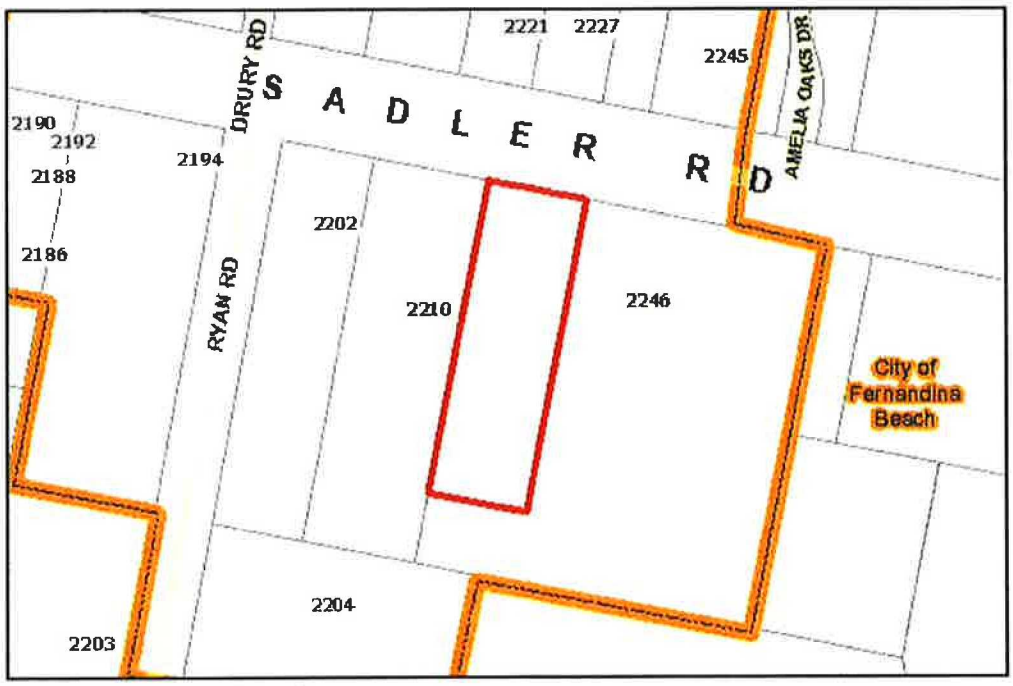


Parcel Report	Results
Parcel ID	29-3N-28-0000-0007-0000
Owner Information	DOUGLASS JOHN WESLEY II
Mailing Address	2246 SADLER ROAD FERNANDINA BEACH, FL 32034
Site Address	2246 SADLER RD FERNANDINA BEACH 32034
Previous Site Address (If Changed by 911)	2246 SADLER RD
Deed Acre	0.00
Approximate Acres (GIS Calculated)	2.47
Property Use Code	000100
Municipality	Unincorporated Nassau County
Census Tract	
MLS Zone	5 - Island
Subdivision	Not in a Subdivision

The Nassau County interactive map displays GIS data that is subject to continual updating, change and the data accuracy representations adjustments over time. The information contained within this document is not intended to be used for the preparation of construction documents and under no circumstance shall this product or representations from this product be used for final design purposes.

904-491-7300 www.NassauFLPA.com

A. Michael Hickox
Nassau County Property Appraiser



Parcel Report	Results
Parcel ID	29-3N-28-0000-0008-0000
Owner Information	FERNANDINA INVESTMENTS LLC
	1 SURREY CT
Mailing Address	
	COLUMBIA, CT 29212
Site Address	
Previous Site Address (If Changed by 911)	
Deed Acre	0.00
Approximate Acres (GIS Calculated)	0.77
Property Use Code	000000
Municipality	Unincorporated Nassau County
Census Tract	
MLS Zone	5 - Island
Subdivision	Not in a Subdivision

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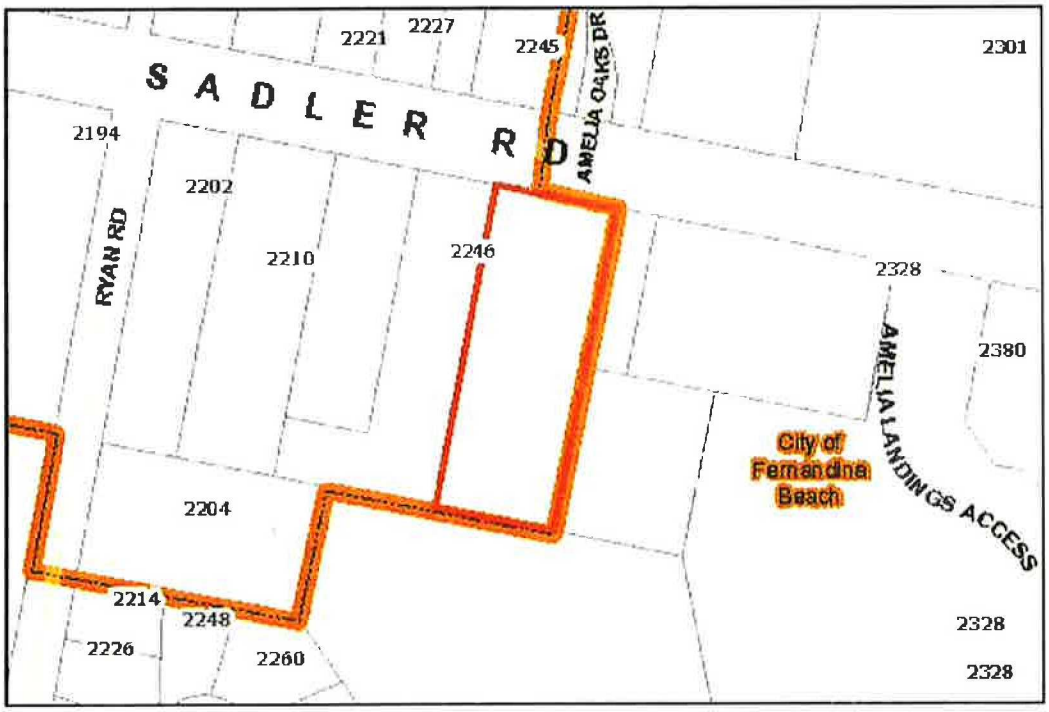
904-491-7300 www.NassauFLPA.com

A. Michael Hickox
Nassau County Property Appraiser



Parcel Report	Results
Parcel ID	00-00-30-0600-0002-0160
Owner Information	DOUGLASS JOHN WESLEY II
	2246 SADLER ROAD
Mailing Address	
	FERNANDINA BEACH, FL 32034
Site Address	
Previous Site Address (If Changed by 911)	
Deed Acre	0.00
Approximate Acres (GIS Calculated)	
Property Use Code	000000
Municipality	Unincorporated Nassau County
Census Tract	
MLS Zone	5 - Island
Subdivision	Not in a Subdivision

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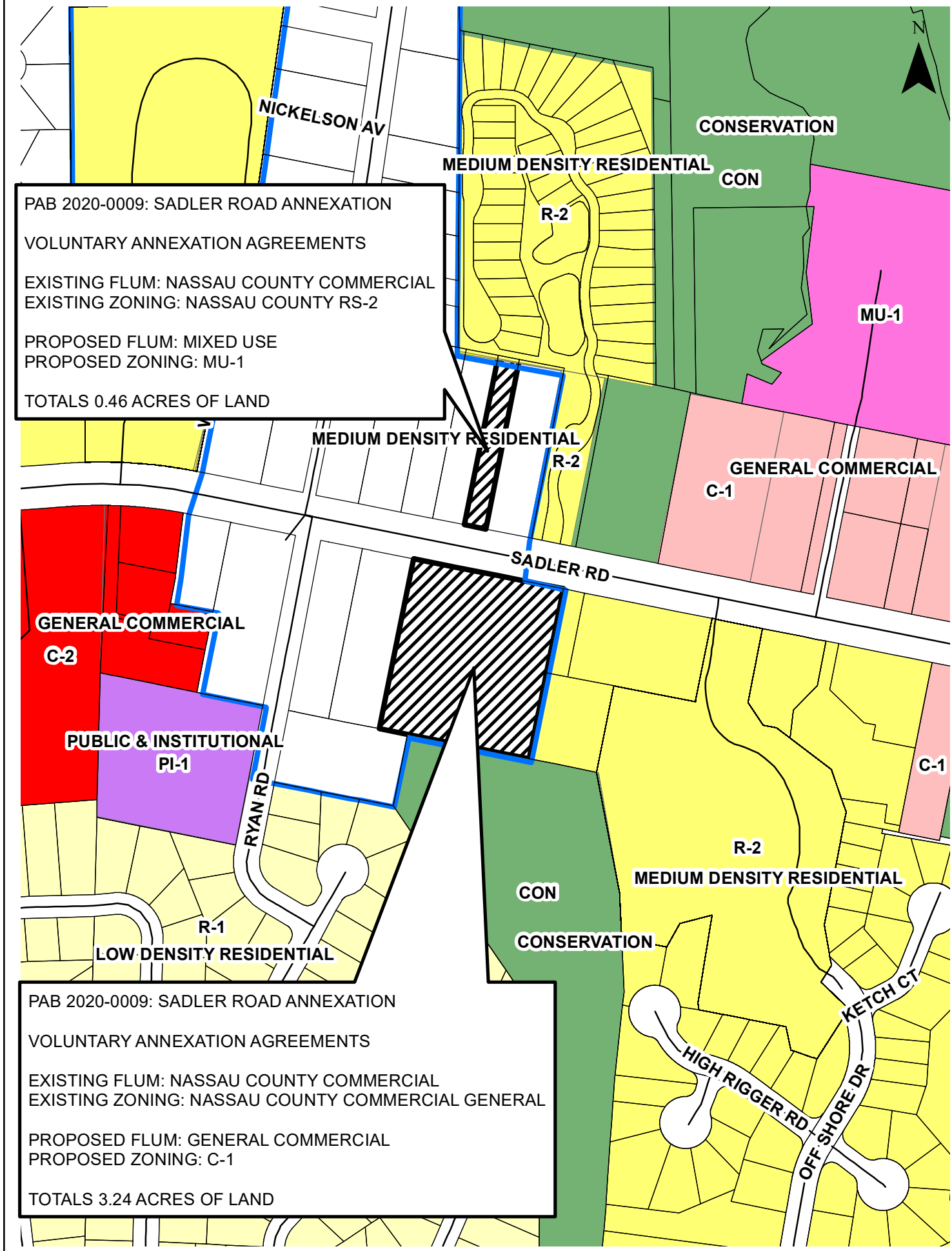
Nassau County makes no warranties or guarantees, either expressed or implied as to the completeness, accuracy, or correctness of the data portrayed in this product nor accepts any liability, arising from any incorrect, incomplete or misleading information contained therein. All information, data and databases are provided "as is"

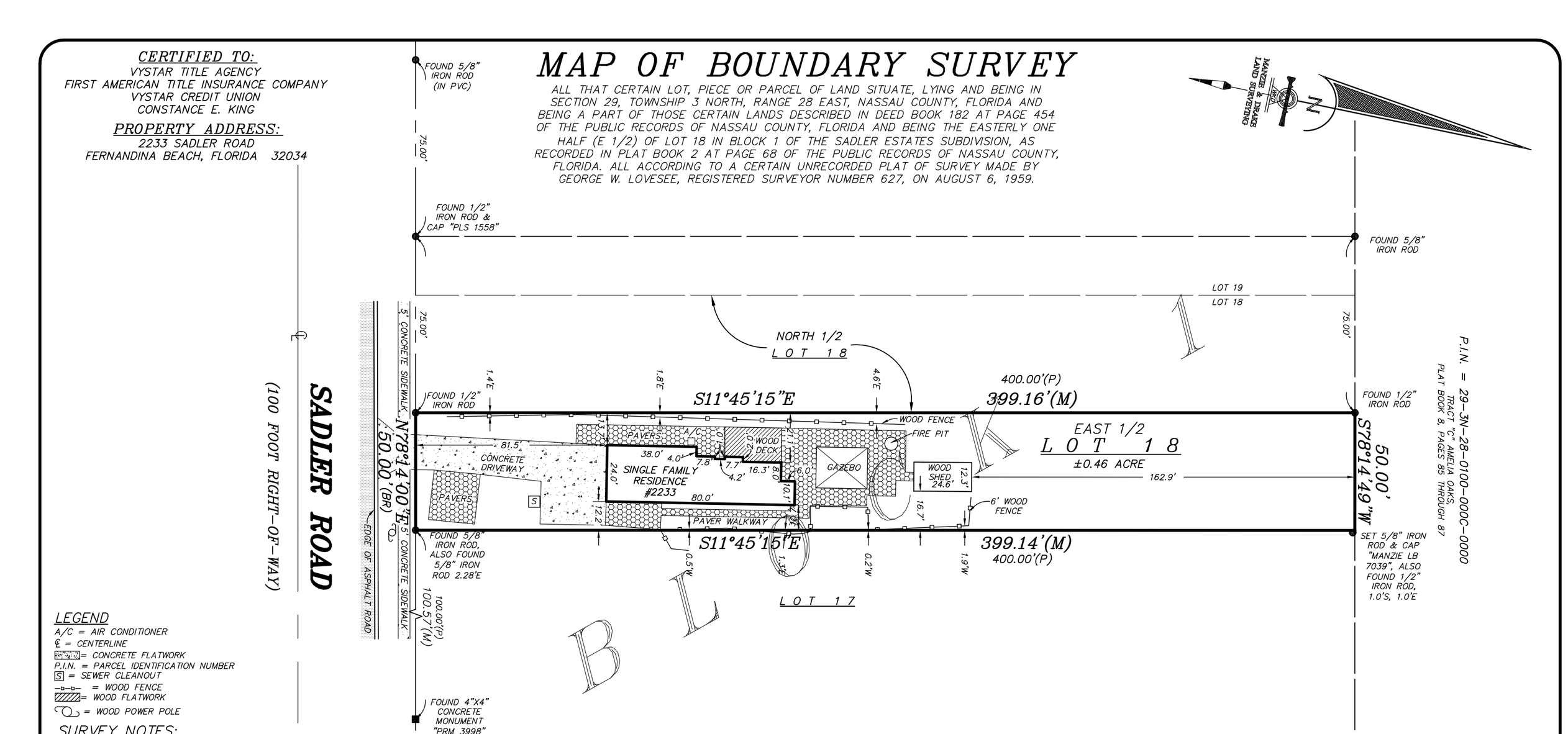

N
NICKELSON AV
CONSERVATION
MEDIUM DENSITY RESIDENTIAL
CON
R-2
MU-1
PAB 2020-0009: SADLER ROAD ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: NASSAU COUNTY COMMERCIAL
EXISTING ZONING: NASSAU COUNTY RS-2
PROPOSED FLUM: MIXED USE
PROPOSED ZONING: MU-1
TOTALS 0.46 ACRES OF LAND
MEDIUM DENSITY RESIDENTIAL
R-2
GENERAL COMMERCIAL
C-1
SADLER RD
GENERAL COMMERCIAL
C-2
PUBLIC & INSTITUTIONAL
PI-1
RYAN RD
C-1
R-2
MEDIUM DENSITY RESIDENTIAL
CON
CONSERVATION
R-1
LOW DENSITY RESIDENTIAL
KETCH CT
HIGH RIGGER RD
OFF SHORE DR
PAB 2020-0009: SADLER ROAD ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: NASSAU COUNTY COMMERCIAL
EXISTING ZONING: NASSAU COUNTY COMMERCIAL GENERAL
PROPOSED FLUM: GENERAL COMMERCIAL
PROPOSED ZONING: C-1
TOTALS 3.24 ACRES OF LAND

MAP OF BOUNDARY SURVEY

ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION 29, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA AND BEING A PART OF THOSE CERTAIN LANDS DESCRIBED IN DEED BOOK 182 AT PAGE 454 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA AND BEING THE EASTERLY ONE HALF (E 1/2) OF LOT 18 IN BLOCK 1 OF THE SADLER ESTATES SUBDIVISION, AS RECORDED IN PLAT BOOK 2 AT PAGE 68 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA. ALL ACCORDING TO A CERTAIN UNRECORDED PLAT OF SURVEY MADE BY GEORGE W. LOVESEE, REGISTERED SURVEYOR NUMBER 627, ON AUGUST 6, 1959.

CERTIFIED TO:
VYSTAR TITLE AGENCY
FIRST AMERICAN TITLE INSURANCE COMPANY
VYSTAR CREDIT UNION
CONSTANCE E. KING

PROPERTY ADDRESS:
2233 SADLER ROAD
FERNANDINA BEACH, FLORIDA 32034



LEGEND

A/C = AIR CONDITIONER
℄ = CENTERLINE
= CONCRETE FLATWORK
P.I.N. = PARCEL IDENTIFICATION NUMBER
S = SEWER CLEANOUT
= WOOD FENCE
= WOOD FLATWORK
= WOOD POWER POLE

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 N78°14'00"E for the Northerly right-of-way line of Sadler 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 0239G, 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.**

REVISIONS:

1. REVISED ON 10/07/2019 TO SHOW CORRECTIONS TO SHED POSITION AND TO SHOW ADDITIONAL DIMENSIONING TO PROPERTY LINE FROM SHED. (WKD)

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

MANZIE & DRAKE LAND SURVEYING
117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 www.ManzieAndDrake.com
Certificate of Authorization Number "LB 7039"

"OUR ***SIGHTS*** ARE ON THE FUTURE,
SET YOUR ***SITES*** ON US."

SCALE: 1"=40' JOB NO: 20714 DATE: 09/11/2019 CADD: BH
F.B. NO: X-320 PAGE NO: 24 FIELD CREW: JM FILE NO: A-4949

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MAP OF ALTA/NSPS LAND TITLE SURVEY

PARCEL 1
ALL OF THAT CERTAIN LOT, PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU, STATE OF FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A PORTION OF GOVERNMENT LOT 6, SECTION 29, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA. BEING ALSO A PORTION OF THE LANDS DESCRIBED IN DEED RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY IN OFFICIAL RECORDS BOOK 107, PAGE503. SAID PORTION BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGIN AT THE NORTHWEST CORNER OF LOT 16, BLOCK 2, SADLER ESTATES, PLAT BOOK 2, PAGE 68 OF NASSAU COUNTY PUBLIC RECORDS; AND RUN SOUTH 11° 46' WEST ALONG THE WESTERLY LINE OF SAID LOT 16, A DISTANCE OF 400.00 FEET TO THE SOUTHWEST CORNER OF SAID LOT; RUN THENCE NORTH 78° 14' WEST ALONG THE WESTERLY EXTENSION OF THE SOUTHERLY LINE OF BLOCK 2, SADLER ESTATES AFOREMENTIONED A DISTANCE OF 200.0 FEET TO THE SOUTHEAST CORNER OF LOT 17, BLOCK 2, SADLER ESTATES AFOREMENTIONED; RUN THENCE NORTH 11° 46' EAST ALONG THE EASTERLY LINE OF SAID LOT 17, A DISTANCE OF 73.3 FEET; RUN THENCE SOUTH 78° 14' EAST, A DISTANCE OF 100.0 FEET; RUN THENCE NORTH 11° 46' EAST, A DISTANCE OF 326.70 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF SADLER ROAD (A 100.0 FOOT RIGHT OF WAY); RUN THENCE SOUTH 78° 14' EAST ALONG SAID RIGHT OF WAY, A DISTANCE OF 100.0 FEET TO THE POINT OF BEGINNING.

PARCEL2
LOT 16 AND THE WESTERLY ONE-HALF OF LOT 15, BLOCK 2, SADLER ESTATES, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 68, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

THE ABOVE DESCRIBED PARCELS 1 AND 2 TOGETHER BEING THE SAME LANDS CONVEYED IN O.R. BOOK 107, PAGE 503

PARCEL3
A PORTION OF GOVERNMENT LOT 6, SECTION 29, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA. BEING THE SAME LANDS DESCRIBED IN DEED RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY IN DEED BOOK 102, PAGES 276 PAGE 277. SAID PORTION BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGIN AT THE NORTHEAST CORNER OF LOT 17, BLOCK 2, SADLER ESTATES, ACCORDING TO PLAT RECORDED IN THE AFORESAID PUBLIC RECORDS IN PLAT BOOK 2, PAGE 68; AND RUN SOUTH 11 DEGREES, 46 MINUTES WEST ALONG THE EASTERLY LINE OF SAID LOT 17, A DISTANCE OF 326.70 FEET; RUN THENCE SOUTH 78 DEGREES, 14 MINUTES EAST, A DISTANCE OF 100.0 FEET; RUN THENCE NORTH 11 DEGREES, 46 MINUTES EAST, A DISTANCE OF 326.70 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF SADLER ROAD (A 100.0 FOOT RIGHT OF WAY); RUN THENCE NORTH 78 DEGREES, 14 MINUTES WEST ALONG SAID RIGHT OF WAY, A DISTANCE OF 100.0 FEET TO THE POINT OF BEGINNING.

SADLER ROAD
(100 FOOT RIGHT-OF-WAY)

GRAPHIC SCALE
20 0 10 20 40 80
(IN FEET)
1 inch = 20 ft.

SCHEDULE "B" SECTION II (EXCEPTIONS) AMERICAN LAND TITLE ASSOCIATION COMMITMENT BY OLD REPUBLIC TITLE INSURANCE COMPANY (COMMITMENT NO. 18-0149PV) COMMITMENT DATE: MARCH 15, 2018, 5:00PM REVISED APRIL 02, 2018						
ITEM NO.	TYPE OF DOCUMENT	RECORDING INFORMATION	SHOWN ON SURVEY	BLANKET	AFFECTS SUBJECT PROPERTY	SURVEYOR NOTES
8	Florida Public Utility Easement	DEED BOOK 102, PAGE 262	NO	NO	NO	Document does not make reference to easement granted to Florida Public Utilities.
9	Notice of Environmental Resource Permit	O.R.B. 2177, PG. 1097	YES	NO	YES	Reference to document made on map showing the recording information for Notice for Permit No. 151571-1.

LEGEND
℄ = CENTERLINE
☆ = LIGHT POLE
▭ = CONCRETE FLATWORK
-x-x-x- = CHAIN LINK FENCE
-o-o-o- = OVERHEAD UTILITY WIRES
O.R.B. = OFFICIAL RECORDS BOOK
P.I.N. = PARCEL IDENTIFICATION NUMBER
-#-#-#- = WOOD FENCE
▨ = WOOD FLATWORK
= WOOD POWER POLE
= GATE VALVE
(C) = CALCULATED
(P) = PLAT
(T.C.) = TITLE COMMITMENT

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) American Land Title Association Commitment by Old Republic National Title Insurance Company, dated March 15, 2018 at 5:00pm, Commitment No. 18-0149PV, was referenced in the preparation of this survey.
4) Bearings shown hereon are based on N78°12'56"W for the Southerly right-of-way line of Sadler 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", "AE 6" 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.**

SURVEYORS CERTIFICATE
THE UNDERSIGNED, BEING A SURVEYOR OF THE STATE OF FLORIDA, CERTIFIES TO FERNANDINA INVESTMENT, LLC, A SOUTH CAROLINA LIMITED LIABILITY COMPANY; CRABTREE LAW, P.A., d/b/a CRABTREE LAW GROUP; OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY; SYNOVUS BANK, NA AS FOLLOWS:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 8, 13, 14 & 16 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON 04/23/2018.

THE PARTIES LISTED ABOVE ARE ENTITLED TO RELY ON THE SURVEY AND THIS CERTIFICATE AS BEING TRUE AND ACCURATE.

MICHAEL A. MANZIE, P.L.S. 4069

DATE SIGNED: 04/24/2018

MICHAEL A. MANZIE License Number 4069 STATE OF FLORIDA Professional Land Surveyor

MANZIE & DRAKE LAND SURVEYING
117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 www.ManzieAndDrake.com
Certificate of Authorization Number "LB 7039"
"OUR *SIGHTS* ARE ON THE FUTURE, SET YOUR *SITES* ON US."

SCALE: 1"=20' JOB NO: 19834 DATE: 04/23/2018 CADD: BH
F.B. NO: X-300 PAGE NO: 16 CREW: GS FILE NO: C-777-ALTA

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RYAN ROAD
LOT 17
MANZIE & DRAKE
FILE NO. B-646
P.I.N. = 00-00-30-0600-0002-0170
O.R.B. 1679, PAGE 1997
NOW OR FORMERLY THE LANDS OF DENUCCI'S SOFT SERVE, LLC.
CONCRETE DRIVE
6' WOOD FENCE
POINT OF BEGINNING PARCEL 3 NORTHEAST CORNER OF LOT 17, BLOCK 2, SADLER ESTATES (PLAT BOOK 2, PAGE 68)
FOUND 1/2" IRON ROD
N11°47'04"E 400.43'
S11°46'00"W 326.70' 326.70' (T.C.)
220.00'
P.I.N. = 29-3N-28-0000-0006-0010
O.R.B. 891, PAGE 1168
NOW OR FORMERLY THE LANDS OF BARBARA B. TORE
FOUND 1/2" IRON PIPE
0.8'N
6' CHAIN LINK FENCE
73.73' N11°46'00"E 73.3' (T.C.)
O.R.B. 901, PAGE 1032 (TRACT 7) O.R.B. 107, PAGE 503
PARCEL 1 PER TITLE COMMITMENT O.R.B. 107 PAGE 503
PARCEL 3 PER TITLE COMMITMENT DEED BOOK 102, PAGES 276-277 O.R.B. 901, PAGE 1032 TRACT 7
N78°14'00"W 100.00' (T.C.)
CATCH BASIN
5' CONCRETE SIDEWALK
EDGE OF ASPHALT ROAD
S78°14'00"E 100.00'(T.C.)
0.3'S
A-14
N78°17'37"W
FLOOD ZONE "X" FLOOD ZONE "AE 6"
6' WOOD FENCE
O.R.B. 901, PAGE 1032 (TRACT 7) O.R.B. 107, PAGE 503
N11°46'00"E
DIRT DRIVEWAY
326.70'(T.C.)
WOODEN UTILITY POLE OVERHEAD LINES HAVE BEEN REMOVED (4/23/2018)
WOODEN UTILITY POLE OVERHEAD LINES HAVE BEEN REMOVED (4/23/2018)
±3.23 ACRES
(TOTAL PROJECT ACREAGE)
V A C A N T
EARTH WORK AND TREE REMOVAL IN PROGRESS AS OF APRIL 23, 2018.
N78°12'56"W 100.00'
A-13
200.00' (T.C.)
WETLANDS DELINEATED BY LG2 SOLUTIONS 01/03/2017
PARCEL 1 PER TITLE COMMITMENT
POINT OF BEGINNING PARCEL 1 NORTHWEST CORNER OF LOT 16, BLOCK 2, SADLER ESTATES (PLAT BOOK 2, PAGE 68)
FOUND 1/2" IRON ROD
S11°46'00"W 400.00' (T.C.)
WESTERLY LINE OF LOT 16
A-12
FLOOD ZONE "X" FLOOD ZONE "AE 6"
O.R.B. 107 PAGE 503
P.I.N. = 29-3N-28-0000-0006-0000
O.R.B. 891, PAGE 1168
NOW OR FORMERLY THE LANDS OF JOSEPH SCOTT BUTLER
A-11
PARCEL 2 PER TITLE COMMITMENT
151.70'(C) 150.00'(P)
351.67'
L O T 16
JURISDICTIONAL WETLAND AREA + ENVIRONMENTAL RESOURCE + PERMIT NO. 151571-1 ISSUED BY ST. JOHNS RIVER WATER MANAGEMENT DISTRICT O.R.B. 2177, PAGE 1097
A-10
A-9
A-8
A-6
A-7
A-5
A-4
WETLANDS DELINEATED BY LG2 SOLUTIONS 01/03/2017
FLOOD ZONE "X" FLOOD ZONE "AE 6"
LOT 16 LOT 15
A-2
A-3
A-1
WEST 1/2 OF L O T 1-5
351.94'
CATCH BASIN
SET 5/8" IRON ROD & CAP "MANZIE LB 7039"
203.45'
S11°49'24"W
FOUND 5/8" IRON ROD & CAP (ILLEGIBLE)
196.50'
399.96'
FOUND 1/2" IRON ROD
P.I.N. = 00-00-31-142L-000A-0000
O.R.B. 996, PAGE 1884
NOW OR FORMERLY THE LANDS OF ERIC KOLAR, P.A.
P.I.N. = 00-00-30-0600-0002-0151
O.R.B. 991, PAGE 1168
NOW OR FORMERLY THE LANDS OF PINELAND HOLDING COMPANY LLC

Engineering Plans
for

AMELIA ISLAND HOTEL

PARCEL IDs:
29-3N-28-0000-0007-0000
29-3N-28-0000-0008-0000

McCranie & Associates, Inc.

Land Development • Roadway Design • Permitting
3 South 2nd St. • Fernandina Beach, Florida 32034
904/335-8685

Issue Date:
August 2017
Revised November 2017

Released for construction _____ by _____

5:07:02 PM 11/13/2017 N:\Projects\AmeliaIslandHotel\roadway\KEYSRD01.dgn

GENERAL NOTES

SITE / GEOMETRY

1. ALL WORK SHALL BE PERFORMED IN A SAFE MANNER. ALL SAFETY RULES AND GUIDELINES OF O.S.H.A. SHALL BE FOLLOWED. THE CONTRACTOR SHALL BE WHOLLY RESPONSIBLE FOR ANY INJURIES OF HIS EMPLOYEES, AND ANY DAMAGE TO PRIVATE PROPERTY OR PERSONS DURING THE COURSE OF THIS PROJECT. ALL COSTS ASSOCIATED WITH COMPLYING WITH O.S.H.A. REGULATIONS AND THE FLORIDA TRENCH SAFETY ACT MUST BE INCLUDED IN THE CONTRACTOR'S PRICE FOR PERFORMING THE WORK.

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING THE JOB SITE PRIOR TO PREPARING THE BID FOR THE PURPOSE OF FAMILIARIZING HIMSELF WITH THE NATURE AND THE EXTENT OF THE WORK AND LOCAL CONDITIONS, EITHER SURFACE OR SUBSURFACE, WHICH MAY AFFECT THE WORK TO BE PERFORMED, AND THE EQUIPMENT, LABOR AND MATERIALS REQUIRED. FAILURE TO DO SO WILL NOT RELIEVE THE CONTRACTOR OF COMPLETE PERFORMANCE UNDER THIS CONTRACT. THE CONTRACTOR IS URGED TO TAKE COLOR PHOTOGRAPHS ALONG THE ROUTE OF THIS PROJECT TO RECORD EXISTING CONDITIONS PRIOR TO CONSTRUCTION, AND TO AID IN RESOLVING POSSIBLE FUTURE COMPLAINTS THAT MAY OCCUR DUE TO CONSTRUCTION OF THE PROJECT. ALL COSTS ASSOCIATED WITH PRELIMINARY INVESTIGATION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

3. ALL IMPROVEMENTS SHOWN ARE TO BE WARRANTED BY THE CONTRACTOR TO THE DEVELOPER.

4. ELEVATIONS ARE BASED ON U.S.C.& G. DATUM 1988 NAVD.

5. TOPOGRAPHIC AND BOUNDARY INFORMATION WAS PROVIDED BY: COASTAL LAND SURVEYORS (904) 261-8950

6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BUILDING, RIGHT-OF-WAY PERMITS NOT PROVIDED, AND INSURANCE REQUIRED FOR THE PROJECT.

7. THE CONTRACTOR SHALL COORDINATE THE WORK WITHIN COUNTY OR STATE RIGHT-OF-WAY WITH THE PROPER AGENCIES FOR MAINTENANCE OF TRAFFIC AND METHOD OF CONSTRUCTION & REPAIR.

8. THE CONTRACTOR SHALL ADVISE THE OWNER'S AUTHORIZED REPRESENTATIVE OF PLANNED WORK SCHEDULE. THE CONTRACTOR SHALL COORDINATE THEIR CONSTRUCTION WITH ALL OTHER CONTRACTORS. IN THE EVENT OF ANY CONFLICT WHATSOEVER, THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF RECORD, AND THE OWNER PRIOR TO PROCEEDING WITH CONSTRUCTION.

9. "AS-BUILT" DRAWINGS - AS-BUILTS ARE REQUIRED TO BE SIGNED AND SEALED BY A FLORIDA REGISTERED LAND SURVEYOR. THEREFORE, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTRACT WITH A LAND SURVEYOR REGISTERED IN THE STATE OF FLORIDA FOR THE PREPARATION, FIELD LOCATIONS, CERTIFICATION, AND SUBMITTAL OF AS-BUILT DRAWINGS IN ACCORDANCE WITH THE NASSAU COUNTY AS-BUILT REQUIREMENTS CHECKLIST.

10. "AS-BUILT" RECORD DATA AND INFORMATION SHALL BE MAINTAINED BY THE CONTRACTOR. RECORD DRAWINGS SHALL BE SUPPLIED TO THE ENGINEER OF RECORD AND NASSAU COUNTY.

11. THE CONTRACTOR IS RESPONSIBLE FOR PROTECTION OF ALL SURVEY AND PROPERTY MONUMENTS. IF A MONUMENT IS DISTURBED, THE CONTRACTOR SHALL CONTRACT WITH THE SURVEYOR OF RECORD FOR REINSTALLATION OF THE MONUMENT.

12. ALL DEBRIS RESULTING FROM ALL ACTIVITIES SHALL BE DISPOSED OF OFF-SITE BY CONTRACTOR ON A DAILY BASIS.

13. ALL EXCESS SUITABLE AND UNSUITABLE MATERIALS SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR UNLESS DIRECTED OTHERWISE BY THE ENGINEER OR RECORD.

14. ALL EXISTING TREES LISTED TO REMAIN SHALL BE PRESERVED AND PROTECTED.

15. THE LOCATION OF ALL EXISTING UTILITIES, STRUCTURES, AND IMPROVEMENTS ON THE DRAWINGS ARE BASED ON LIMITED INFORMATION AND MAY NOT HAVE BEEN FIELD VERIFIED. THE LOCATIONS ARE APPROXIMATE. THE CONTRACTOR SHALL NOTIFY RESPECTIVE UTILITY OWNERS AND FIELD VERIFY LOCATIONS OF EXISTING UTILITIES AND OTHER IMPROVEMENTS PRIOR TO COMMENCING ANY CONSTRUCTION. IF THE LOCATIONS SHOWN ARE CONTRARY TO ACTUAL FIELD LOCATIONS, THE CONTRACTOR SHALL NOTIFY THE OWNER AND ENGINEER OF THE DISCREPANCY. THE DISCREPANCY SHOULD BE RESOLVED PRIOR TO COMMENCING CONSTRUCTION. THE CONTRACTOR SHALL EXERCISE EXTREME CAUTION WHEN WORKING IN AREAS NEAR EXISTING UTILITY IMPROVEMENTS AND SHALL BE RESPONSIBLE FOR REPAIRS OR PAYMENTS FOR ALL DAMAGE MADE TO EXISTING UTILITIES OR OTHER IMPROVEMENTS. PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION, THE CONTRACTOR SHALL VERIFY ALL GRADES, INVERTS, AND TYPE OF MATERIAL OF EXISTING UTILITIES TO WHICH THEY SHALL CONNECT.

16. THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS TO THE ENGINEER OF RECORD ON ALL MATERIALS, FOR REVIEW AND APPROVAL, PRIOR TO PURCHASE OR CONSTRUCTION OF ANY UTILITY OR STRUCTURE.

17. UNSUITABLE MATERIALS UNDER WATER, SEWER, OR STORM PIPE AND/OR STRUCTURES SHALL BE REMOVED AND REPLACED WITH SELECTED BACKFILL COMPACTED TO 98% OF IT'S MAXIMUM DENSITY AS DETERMINED BY THE MODIFIED PROCTOR TEST (ASTM D1557).

18. ALL WATER & SEWER CONSTRUCTION SHALL BE ACCOMPLISHED BY AN UNDERGROUND UTILITY CONTRACTOR LICENSED UNDER THE PROVISIONS OF CHAPTER 489 FLORIDA STATUTES.

19. WHEN DEWATERING CAPACITY REQUIRES A PERMIT (CUP), IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN THE PERMIT THROUGH THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT.

20. WATER MAINS SHALL BE LAID AT LEAST 10 FEET HORIZONTALLY FROM ANY EXISTING OR PROPOSED SANITARY HAZARD. THE DISTANCE SHALL BE MEASURED EDGE TO EDGE. WHERE PARALLEL WATER AND SEWER MAINS HAVE LESS THAN 10 FOOT HORIZONTAL SEPARATION, 20 FOOT LENGTHS OF C900 (DR18) WATER QUALITY PIPE SHALL BE USED WITH THE JOINTS STAGGERED AT 10 FOOT INTERVALS. THE PIPES SHALL BE PLACED IN SEPARATE TRENCHES WITH THE WATER MAIN AT LEAST 18 INCHES ABOVE THE SEWER. 6" MIN VERTICAL SEPARATION IS REQUIRED WITH50 FT JOINT (C-900 WATER MAIN) CENTERED AND MINIMUM 30" BURY IS REQUIRED.

21. WATER MAINS CROSSING SANITARY HAZARDS SHALL BE LAID TO PROVIDE A MINIMUM VERTICAL DISTANCE OF 18 INCHES BETWEEN THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF THE SEWER MAIN. WHERE WATER AND SEWER MAINS CROSS WITH BETWEEN 18 INCHES AND 6 INCHES OF VERTICAL CLEARANCE; A 20 FOOT SECTION OF C900 (DR18) WATER QUALITY PIPE SHALL BE CENTERED ON THE POINT OF THE CROSSING. THE CONTRACTOR SHALL FIELD VERIFY THE VERTICAL SEPARATION. THE MINIMUM SEPARATION BETWEEN WATER AND SEWER PIPES IS TO BE 6 INCHES OUTSIDE DIAMETER TO OUTSIDE DIAMETER.

22. NO WATER MAIN PIPE SHALL PASS THROUGH OR COME IN CONTACT WITH ANY PART OF A SEWER MANHOLE.

23. TRACER WIRE SHALL BE PROVIDED ON ALL WATER MAINS AND FORCE MAINS. TRACER WIRE SHALL BE A MINIMUM OF 14 GUAGE SOLID COPPER WIRE, COATED, AND SUITABLE FOR BURIAL. WIRE SHALL BE ATTACHED DIRECTLY TO TOP OF PIPE AND BROUGHT INTO EACH VALVE BOX AND COILED TO ALLOW FOR EASY ACCESS AND EXTENSION ABOVE FINISHED GRADE FOR ATTACHMENT OF LOCATING EQUIPMENT.

24. ALL PIPE LENGTHS ARE APPROXIMATE DIMENSIONS, ALL DRAINAGE STRUCTURES SHALL BE CONSTRUCTED TO CONFORM WITH TYPICAL SECTIONS AND DETAILS AS SHOWN ON THE MISCELLANEOUS DETAILS SHEET AND IN ACCORDANCE WITH THE SPECIFICATIONS.

25. ALL UNDERGROUND UTILITIES MUST BE INSTALLED PRIOR TO PREPARATION OF SUBGRADE FOR PAVEMENT.

26. GRADES SHOWN ON PLANS ARE EDGE OF PAVEMENT FINISHED GRADES UNLESS OTHERWISE NOTED.

27. SHOULD THE SURFACE OR SUBSURFACE CONDITIONS VARY FROM WHAT IS SHOWN ON THE PLANS, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF RECORD.

28. ALL AREAS DISTURBED DURING CONSTRUCTION SHALL BE SEEDED AND MULCHED UNLESS OTHERWISE SPECIFICALLY STATED.

29. THE CONTRACTOR IS RESPONSIBLE FOR THE CONTROL OF SEDIMENT-LADEN RUNOFF RESULTING FROM STORM EVENTS DURING THE CONSTRUCTION PHASE. EROSION CONTROL FACILITIES SHOULD BE INSTALLED EARLY DURING THE CONSTRUCTION PERIOD SO AS TO PREVENT THE TRANSPORT OF SEDIMENT INTO SURFACE WATERS. RE-VEGETATION AND STABILIZATION OF DISTURBED AREAS SHOULD BE ACCOMPLISHED IMMEDIATELY TO REDUCE THE POTENTIAL FOR FURTHER SOIL EROSION.

30. ANY DISCREPANCIES ON THE DRAWINGS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER OF RECORD BEFORE COMMENCING WORK.

31. IN COUNTY R/W, THE MINIMUM DEPTH REQUIREMENT UNDER PAVEMENT IS 42" AND 36" IN UNPAVED AREAS FOR SEWER, FORCE, AND WATER MAINS.

32. ALL UNDERGROUND UTILITY COMPANIES SHALL BE CONTACTED AT LEAST 48 HOURS PRIOR TO COMMENCING CONSTRUCTION.

33. IN ADDITION TO THE SPECIFICATIONS AND DETAILS PROVIDED FOR THIS CONTRACT, THE NASSAU COUNTY ROADWAY AND DRAINAGE STANDARDS (LATEST REVISION) SHALL ALSO BE USED FOR ANY ITEMS NOT COVERED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN A SET OF ROADWAY AND DRAINAGE STANDARDS FROM THE COUNTY.

34. BACKFILL MATERIAL SHALL BE COMPACTED TO 100% (| 2%) PER NASSAU COUNTY REQUIREMENTS UNDER EXISTING AND PROPOSED ROADWAYS.

35. NO FIELD CHANGES OR DEVIATIONS FROM DESIGN SHALL BE MADE WITHOUT PRIOR APPROVAL OF THE ENGINEER OF RECORD.

36. STATIONING REFERS TO THE CENTERLINE OF THE ROADWAY EXCEPT AS NOTED ON PLANS. WHERE PAVEMENT SPLITS, THE STATIONING FOLLOWS THE INSIDE EDGE OF PAVEMENT UNTIL ROADWAY TRANSITIONS BACK TO THE TYPICAL ROADWAY SECTION

37. ALL CONSTRUCTION, MATERIAL, AND WORKMANSHIP ARE TO BE IN ACCORDANCE WITH NASSAU COUNTY STANDARDS.

38. ALL PAVEMENT MARKINGS SHALL BE THERMOPLASTIC IN ACCORDANCE WITH FDOT STANDARD SPECIFICATIONS, LATEST EDITION. INSTALL PAVEMENT MARKINGS IN ACCORDANCE WITH FDOT STANDARD INDEX NO. 17346.

WATER NOTES

1. IN COUNTY R/W, THE MINIMUM DEPTH REQUIREMENT UNDER PAVEMENT IS 42" AND 36" IN UNPAVED AREAS FOR SEWER, FORCE, AND WATER MAINS. ALL WATER MAINS SHALL BE FLUSHED IN ACCORDANCE WITH, AND UNDER THE DIRECTION OF THE UTILITY COMPANY.

2. THRUST RESTRAINTS ARE REQUIRED IN ACCORDANCE WITH THE UTILITY COMPANY STANDARDS WHERE WATER MAINS ARE TERMINATED AND AT ALL BENDS AND TEES.

3. TIE RODS SHALL BE INSTALLED ON ALL VALVES LOCATED AT FITTINGS. ALL 10" AND LARGER VALVES SHALL REQUIRE FOUR (4) TIE RODS.

4. UNLESS OTHERWISE NOTED, WATER MAINS ARE TO BE PVC DR18, C-900, CLASS 150.

5. ALL WATER MAINS SHALL BE PRESSURE AND LEAKAGE TESTED IN ACCORDANCE WITH AWWA C-600-87, AND OR JEA'S APPLICABLE STANDARDS AND SPECIFICATIONS. ALL WATER MAIN DISINFECTION SHALL BE IN ACCORDANCE WITH AWWA C651 AND OR JEA'S APPLICABLE STANDARDS AND SPECIFICATIONS. NO CONNECTION TO EXISTING POTABLE WATER SYSTEM SHALL BE ALLOWED UNTIL ALL PROPOSED WATER MAINS HAVE BEEN PRESSURE TESTED, DISINFECTED, AND CLEARED FOR SERVICE. THE UTILITY COMPANY'S AUTHORIZED REPRESENTATIVE MUST BE NOTIFIED 48 HOURS PRIOR TO PERFORMING THE PRESSURE TEST AND MUST BE PRESENT.

6. THE CONTRACTOR SHALL AVOID SERVICE INTERRUPTIONS AND MAINTAIN ANY EXISTING WATER SERVICE TO MEET THE SYSTEM DEMANDS AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFICATION OF AFFECTED CUSTOMERS OF THE UTILITY A MINIMUM OF 48 HOURS IN ADVANCE OF ANY INTERRUPTION OF SERVICE. BOIL WATER NOTICES SHALL BE DELIVERED IN ACCORDANCE WITH THE UTILITY COMPANY BOIL WATER NOTICE REQUIREMENTS.

7. ALL MAIN FLUSHING POINTS SHALL BE SAME SIZE AS MAIN UP TO 8 INCH WATER MAINS. FLUSHING POINTS FOR MAINS LARGER THAN 8 INCH SHALL BE REDUCED TO 8 INCH.

8. ALL WATER MAINS SHALL BE DISINFECTED USING LIQUID CHLORINE OR HYPOCHLORITES IN ACCORDANCE TO AWWA C651-86. WATER IN MAIN SHALL MAINTAIN A CHLORINE RESIDUAL OF 50 MG/L FOR A MINIMUM OF 24 HOURS. WATER MAIN SHALL NOT BE PLACED IN SERVICE UNTIL CLEARANCE HAS BEEN PROVIDED BY THE APPROPRIATE REGULATING AGENCY AND JEA.

9. IF SOLVENT CONTAMINATION IS FOUND IN THE PIPE TRENCH, WORK SHALL BE STOPPED AND THE PROPER AUTHORITIES NOTIFIED. BASED ON APPROVAL OF THE PERMITTING AGENCY, DUCTILE IRON PIPE, FITTINGS, AND SOLVENT RESISTANT GASKET MATERIAL SUCH AS FLUOROCARBON SHALL BE USED IN THE CONTAMINATED AREA. THE DUCTILE IRON PIPE SHALL EXTEND AT LEAST 100 FEET BEYOND ANY SOLVENT NOTED. ANY CONTAMINATED SOIL THAT IS EXCAVATED SHALL BE PLACED ON AN IMPERMEABLE MAT AND COVERED WITH A WATER PROOF COVERING. THE PROPER AUTHORITIES WILL BE NOTIFIED AND THE CONTAMINATED SOIL HELD FOR PROPER DISPOSAL.

10. 2" FLUSHING HYDRANTS SHALL BE INSTALLED AT ALL DEAD END LINES AND MAIN LINE STUB-OUTS.

11. A SEPARATE WATER SERVICE SHALL BE REQUIRED FOR EACH UNIT SERVED AND SHALL BE INSTALLED 2 FEET EITHER SIDE OF PROPERTY LINE. ALL WATER SERVICES SHALL BE MARKED WITH A "W" ETCHED ON THE CURB. ALL VALVES SHALL BE MARKED WITH A "V" ETCHED ON THE CURB.

12. ALL BACKFLOW PREVENTION ASSEMBLIES SHALL BE INSTALLED IN ACCORDANCE WITH THE UTILITY COMPANY'S STANDARDS.

13. ALL BACKFLOW PREVENTION ASSEMBLIES SHALL BE INSTALLED AT THE CONSUMER'S METER OR AT THE PROPERTY LINE WHEN A METER IS NOT USED.

14. BACKFLOW PREVENTION ASSEMBLIES SHALL BE TESTED BY A STATE OF FLORIDA LICENSED BACKFLOW TECHNICIAN. SUBMIT BACKFLOW ASSEMBLY TEST REPORTS TO JEA ATTN: BILL POUND, 21 W CHURCH ST. T-4 JACKSONVILLE, FL 32202. BACKFLOW PREVENTION ASSEMBLIES SHALL BE SELECTED AND INSTALLED IN ACCORDANCE WITH THE LATEST EDITION OF JEA'S CROSS CONNECTION CONTROL POLICY MANUAL; CONTACT BILL POUND AT (904) 665-5787.

15. CONTACT CHRIS BARRINGTON - JEA NEW DEVELOPMENT - 904-665-4081 TO SCHEDULE A PRE-CONSTRUCTION MEETING PRIOR TO BEGINNING CONSTRUCTION.

INDEX

SHEET #	DESCRIPTION
1	COVER SHEET
2	INDEX SHEET
3	PRE-DEVELOPMENT DRAINAGE MAP
4	POST-DEVELOPMENT DRAINAGE MAP
5	PRELIMINARY BINDING SITE PLAN
6 - 9	TREE PRESERVATION PLAN
10	GRADING PLAN
11	GEOMETRY PLAN
12	LANDSCAPE PLAN
13	WATER AND SEWER PLAN
14 - 16	MISCELLANEOUS DETAILS

SEWER NOTES

1. THE CONTRACTOR SHALL PROVIDE, TO THE ENGINEER OF RECORD , A SCHEDULE OF INVERT ELEVATIONS OF ALL SANITARY MANHOLES PRIOR TO THE PLACEMENT OF THE LIME ROCK BASE COURSE. THIS SCHEDULE TO BE PROVIDED BY THE REGISTERED LAND SURVEYOR SUBMITTING THE "AS-BUILT" DRAWINGS FOR THIS PROJECT.

2. SANITARY SEWER SERVICES SHALL BE 6"PVC WITH A MINIMUM SLOPE OF 0.006 FEET PER FOOT AND SHALL BE TERMINATED AT THE RIGHT-OF-WAY LINE WITH A DEPTH OF 24" TO 48" FROM THE FINAL FINISHED GRADE OF THE DEVELOPED LOTS. DEPTHS GREATER THAN 48" FROM FINAL FINISHED GRADE SHALL BE READJUSTED BY THE DEVELOPER AT HIS COST.

3. ALL MANHOLE FRAMES AND COVERS TO BE ADJUSTED TO FINAL FINISHED GRADE.

4. A SEPARATE SEWER SERVICE (6" MIN.) SHALL BE PROVIDED TO THE RIGHT-OF-WAY FOR EACH LOT BEING SERVED. AN "S" SHALL BE ETCHED INTO THE CURB DIRECTLY OVER EACH SERVICE LINE OR IN THE STREET SIDE OF A SIDEWALK IN LINE WITH THE CLEANOUT.

5. GRAVITY SEWER TO BE GREEN IN COLOR

6. NEW GRAVITY SEWER SYSTEM SHALL BE PLUGGED AT NEAREST EXISTING DOWNSTREAM MANHOLE AND SHALL NOT BE REMOVED WITHOUT AUTHORIZATION FROM THE JEA. EXISTING MANHOLES TO BE COREBORED AND ARRANGEMENTS MADE TO BE REFURBISHED WITH COMPATIBLE MATERIALS IF THE EXISTING MANHOLE IS ALLOWED TO BE USED.

7. FINISHED FLOOR ELEVATIONS SHALL BE GREATER (HIGHER) THAN THE ELEVATION OF THE MANHOLE NEAREST THE SERVICE LATERAL IN ORDER TO AVOID A POTENTIAL BACKUP OF SEWERAGE IN THE HOUSE OR BUILDING.

8. FORCE MAIN MUST PASS A PRESSURE TEST PRIOR TO ACCEPTANCE OF THE SYSTEM. THE PRESSURE TEST SHALL COMPLY WITH AWWA C-600 SECTION 4.1 STANDARD FOR HYDROSTATIC TESTING. PRESSURE TEST MUST BE WITNESSED AND APPROVED BY AN AUTHORIZED THE UTLITY COMPANY REPRESENTATIVE.

9. ALL GRAVITY SEWER PIPE (WITH LATTERALS) TO A 12 FOOT DEPTH OF COVER SHALL BE ASTM D3034 SDR-35 PVC PIPE. GRAVITY SEWER PIPE WITH COVER OF 12 FEET (AND IN EASMENT) AND GREATER SHALL BE C900-DR18 OR SDR-26. JOINT SHALL BE OF THE BELL AND SPIGOT TYPE AND MEET THE REQUIREMENTS OF THE PIPE REFFERED BEING USED. SEE JEA SEWER STANDARDS FOR MORE DETAIL

10. WHEN A PROPERTY LINE CAN NOT BE DEFINED, THE SEWER CLEANOUT SHALL BE PLACED IN AN UNPAVED AREA AT A DISTANCE NO GREATER THAN 30 FEET FROM THE SEWER MAIN.

11. ALL GRAVITY SEWER MAINS SHALL BE DEFLECTION TESTED WITH A 5% MANDREL AS SUPPLIED BY THE CONTRACTOR AND CERTIFIED TO ACCURACY EACH YEAR. CERTIFICATION OF ACCURACY SHALL BE PROVIDED TO JEA. THE SEWER LINES TO BE TV INSPECTED AND THE ALIGNMENT BETWEEN MANHOLES CHECKED BY USING LIGHTS, LASER BEAMS OR OTHER SUITABLE MEANS.

12. FRAME AND COVER ADJUSTMENT RINGS SHALL BE MANUFACTURED OF THE SAME MATERIAL AS THE MANHOLES.

13. SEWER PLUGS USED DURING THE CONSTRUCTION OR CONNECTION TO A SYSTEM SHALL HAVE THE CONTRACTOR'S NAME PERMANENTLY STAMPED.

14. THE FRP MANHOLE LINER SHALL BE DESIGNED AND FABRICATED TO BE INSTALLED VERTICALLY INSIDE AN EXISTING MANHOLE, AND SHALL NOT BE LOAD BEARING STRUCTURE. THE ANNULAR SPACE BETWEEN THE OUTSIDE DIAMETER OF THE LINER AND INSIDE DIAMETER OF THE EXISTING MANHOLE WALL SHALL BE FILLED WITH CONCRETE GROUT.

15. IN ACCORDANCE WITH THE DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) REQUIREMENTS, LEAKAGE TESTING SHALL BE PERFORMED ON ALL SEGMENTS OF THE SEWER SYSTEM. TESTING MAY INCLUDE APPROPRIATE WATER OR LOW PRESSURE AIR TESTING. TEST METHODS SHALL TAKE INTO CONSIDERATION THE RANGE IN GROUNDWATER ELEVATIONS DURING THE TEST AND ANTICIPATED DURING THE DESIGNED LIFE OF THE SEWER. LEAKAGE TESTING BASED ON THE WATER (HYDROSTATIC) TEST SHALL NOT EXCEED 200 GALLONS PER INCH OF PIPE DIAMETER PER MILE PER DAY FOR ANY SECTION OF THE SYSTEM USING A MINIMUM POSITIVE HEAD OF 2 FEET. LEAKAGE TESTING BASED ON THE LOW PRESSURE AIR TEST SHALL, AS A MINIMUM, CONFORM TO THE TEST PROCEDURE DESCRIBED IN ASTM F-1417.

16. IN COUNTY R/W, THE MINIMUM DEPTH REQUIREMENT UNDER PAVEMENT IS 42" AND 36" IN UNPAVED AREAS FOR SEWER, FORCE, AND WATER MAINS OR DUCTILE IRON PIPE CASING\ CONCRETE ENCASEMENT AS SPECIFIED.

17. ALL LINED FORCE MAIN FITTINGS SHALL BE HOLIDAY TESTED FOR DEFECTS PRIOR TO INSTALATION.

LEGEND

- EXISTING VALVE
- EXISTING WATER LINE (W)
- EXISTING SANITARY SEWER (10" PVC)
- EXISTING FIRE HYDRANT
- PROPOSED SANITARY SEWER
- PROPOSED WATER LINE (W)
- PROPOSED FIRE HYDRANT
- EXISTING EDGE OF PAVEMENT
- EXISTING PROPERTY LINE
- PROPOSED SPOT ELEVATION (15.3)
- PROPOSED CONTOUR (15.0)
- PROPOSED EDGE OF PAVEMENT
- PROPOSED PROPERTY LINE
- PROPOSED R.O.W. LINE
- EXISTING TREE (6" PINE)
- EXISTING CONTOUR (15)
- SILT FENCE
- WETLAND BUFFER

LOCATION MAP

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

Engineer of Record: Daniel I. McCranie, P.E. P.E. # 50627
M&A McCranie & Associates, Inc.
3 South 2nd Street
Fernandina Beach, FL 32034
(904) 335-8685
Certificate of Authorization No. 8269

AMELIA ISLAND HOTEL
FERNANDINA BEACH, FLORIDA

ROAD	COUNTY	PROJECT ID
	NASSAU	SP17-013

INDEX SHEET

SHEET NO. 2

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EXISTING BUSINESS

DA-PRE
2.34 Ac.

EXISTING DRIVEWAY
TO BE REMOVED

EXISTING BUILDING
TO BE REMOVED

EXISTING BUILDING
TO BE REMOVED

DRAINAGE BASIN
BOUNDARY (TYP)

100 YR FLOOD
BOUNDARY (TYP)

WETLAND
LINE

PROPERTY
LINE (TYP)

CATCH BASIN TOP
ELEVATION = 10.00' NAVD 1988

CATCH BASIN TOP
ELEVATION = 8.69' NAVD 1988

SADLER ROAD

0 10 40
Feet

REVISIONS			
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FERNANDINA BEACH, FLORIDA

ROAD	COUNTY	PROJECT ID
	NASSAU	SP17-013

PRE DEVELOPMENT

SHEET NO. 3

Dan 11/13/2017 5:07:05 PM N:\Projects\AmeliaIslandHotel\roadway\PRE.DGN

SEE GRADING SHEET FOR DIVERSION SWALE.

MODIFY INLET TOP TO GRATE INLET

CATCH BASIN TOP ELEVATION = 10.00' NAVD 1988

DRAINAGE BASIN BOUNDARY (TYP)

DA-1 0.53 Ac.

DA-2 0.30 Ac.

DA-3 0.35 Ac.

DA-4 0.56 Ac.

DA-P1 0.60 Ac.

FF=11.8

S-1

S-2

S-3

S-4

S-5

0.5%

1%

IMPACTED WETLANDS (0.1 AC)

IMPACTED WETLANDS (0.2 AC)

WETLAND LINE

PROPERTY LINE (TYP)

TOP OF BANK

WEIR 1 (EL. 7.30)

POND 1
TOB = 9.0
BOTTOM = -1.0
1:4 SLOPES

CATCH BASIN TOP ELEVATION = 8.69' NAVD 1988

SADLER ROAD

0 10 40
Feet

Pipe Table

Pipe	Upstream Structure	Downstream Structure	Length (ft)	Size (in)	Type	Upstream Invert (ft)	Downstream Invert (ft)	Slope (%)
P-1	S-1	S-2	212	18	RCP	6.50	5.96	0.25
P-2	S-2	S-3	148	18	RCP	5.96	5.58	0.25
P-3	S-3	S-4	212	18	RCP	5.58	5.04	0.25
P-4	S-4	S-5	90	18	RCP	5.04	4.41	0.71

S-1 TOP/INLET EL = 11.0
S INV EL = 6.50

S-2 TOP/INLET EL = 11.0
N INV EL = 5.96
E INV EL = 5.96

S-3 TOP/INLET EL = 10.5
W INV EL = 5.58
N INV EL = 5.58

S-4 TOP/INLET EL = 10.5
S INV EL = 5.04
E INV EL = 5.04

S-5 18" MES
W INV EL = 4.41

WEIR 1 TOP EL = 9.00
WEIR EL = 7.30
ORIFICE = 6.00
INV EL = 6.00

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

Engineer of Record: Daniel I. McCranie, P.E.
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FERNANDINA BEACH, FLORIDA

ROAD	COUNTY	PROJECT ID
	NASSAU	SP17-013

POST DEVELOPMENT

SHEET NO. 4

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DIVERSION SWALE

MODIFY INLET TOP TO GRATE INLET

CATCH BASIN TOP
ELEVATION = 10.00' NAVD 1988

DA-1
0.53 Ac.

DA-2
0.29 Ac.

DA-3
0.35 Ac.

DA-4
0.56 Ac.

DA-P1
0.60 Ac.

FF=11.8

DRAINAGE BASIN BOUNDARY (TYP)

S-1

S-2

S-3

S-4

S-5

WEIR 1
(EL. 7.30)

WETLAND LINE

TOP OF BANK

PROPERTY LINE (TYP)

SADLER ROAD

CATCH BASIN TOP
ELEVATION = 8.69' NAVD 1988

0 10 40
Feet

PROPERTY LINE
PARKING LOT
5'
1:2.5
1:2.5

DIVERSION SWALE DETAIL

REVISIONS			
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GRADING

SHEET NO. 10

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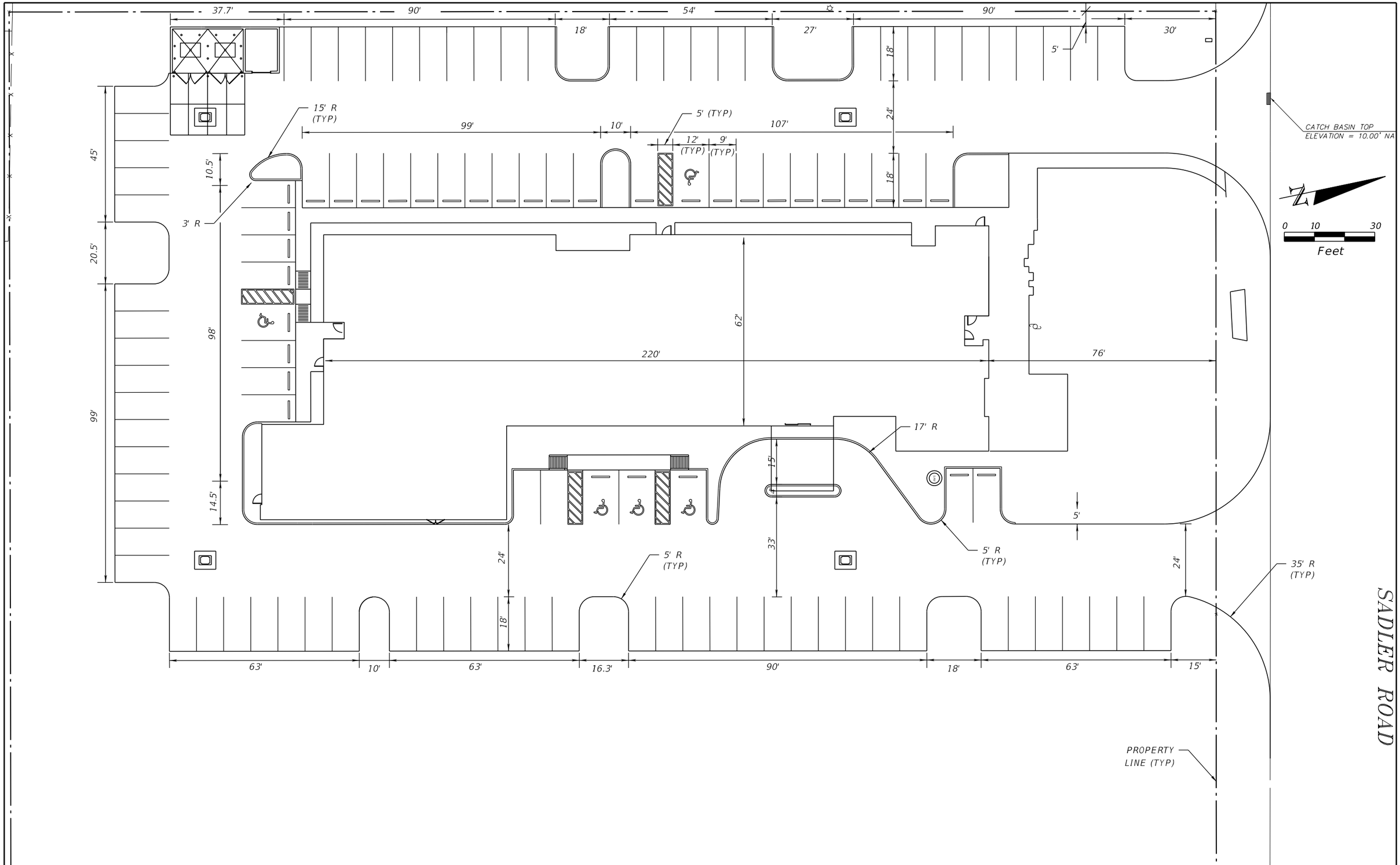

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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GEOMETRY PLAN

SHEET NO.
11

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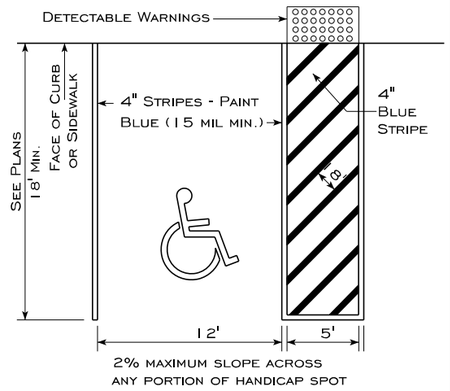
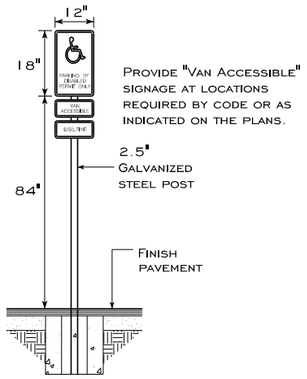


TYPICAL DISABLED PARKING

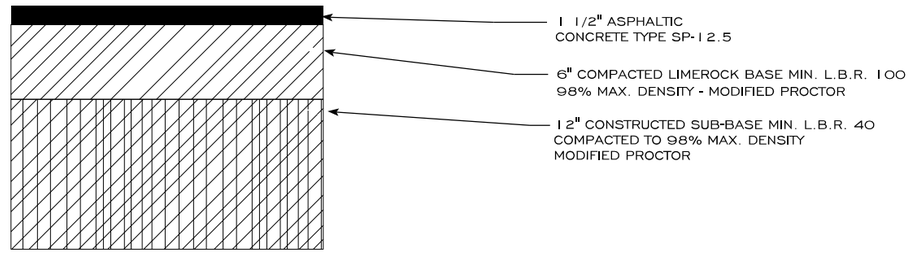
NOTES:

1. ALL SIGNS SHOWN SHALL CONFORM TO FEDERAL ACCESSIBILITY SPECIFICATIONS.
2. ALL SIGNS SHOWN SHALL BE REFLECTORIZED TO SHOW THE SAME COLOR BY NIGHT AS BY DAY.
3. ALL SIGNS SHALL BE SECURELY MOUNTED GALVANIZED STEEL CHANNEL POSTS.
4. INSTALL QUANTITY AND AT LOCATIONS REQUIRED BY CODE AND/OR AS INDICATED ON DRAWINGS. CONFIRM ALL HANDICAPPED SIGNAGE CODES.



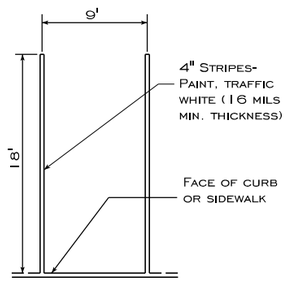
PROVIDE "VAN ACCESSIBLE" SIGNAGE AT LOCATIONS REQUIRED BY CODE OR AS INDICATED ON THE PLANS.

ACCESSIBLE PARKING SIGN DETAIL

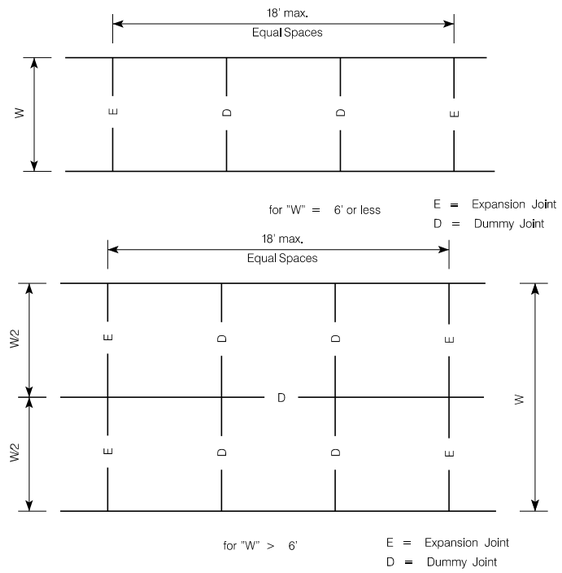


NOTE:
16" SOD STRIP REQUIRED ADJACENT TO ALL ROAD WORK

TYPICAL PAVEMENT SECTION - ALL DRIVEWAYS



STRIPING DETAIL



SIDEWALK JOINT LOCATION DETAILS

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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MISCELANEOUS DETAILS

SHEET NO. 14

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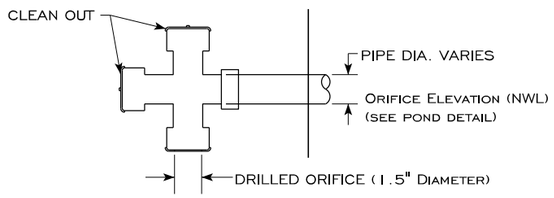
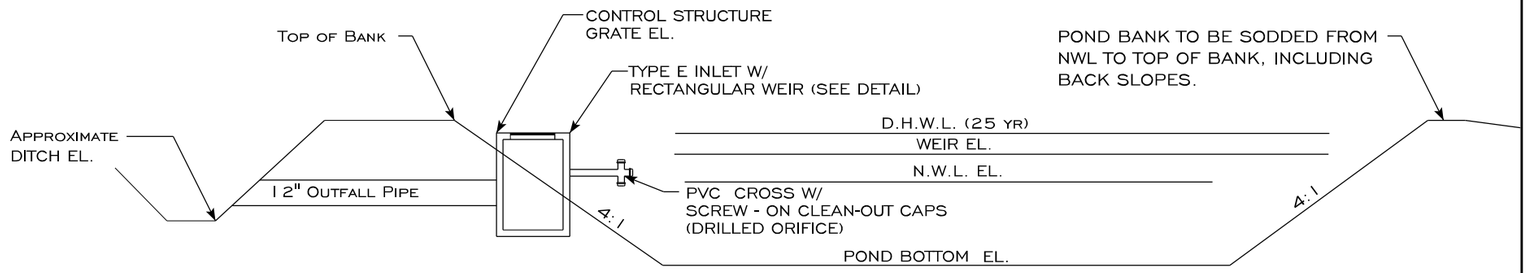


ORIFICE DETAIL

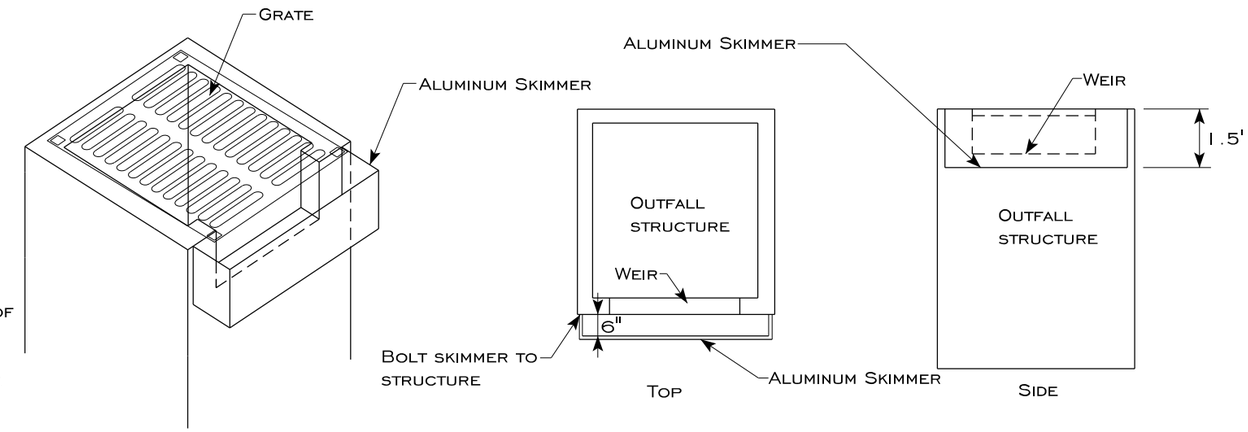


POND CROSS-SECTION WITH DROP STRUCTURE (POND 1)

NOTE: ALL WEIRS TO HAVE SKIMMERS ON INSIDE OF POND (SEE THIS SHEET FOR DETAIL)

POND #	TOP OF BANK	N.W.L.	D.H.W.L.	WEIR EL	WEIR WIDTH (IN)	ORIFICE DIA. (IN)	POND BOTTOM EL	OUTFALL PIPE LENGTH	PIPE DIAMETER & SLOPE	OUTFALL EL.	WEIR OUTFALL (CFS)		
											5 YR	10 YR	25 YR
1	9.00	6.00	8.68	7.30	8	1.5	-1.00	20'	24" @ 0.25%	5.50	1.24	1.99	2.98

POND INFORMATION & CROSS SECTION



NOTE: SIMMER SHALL BE CONSTRUCTED OF 1/4" ALUMINUM

SKIMMER SHALL EXTEND FROM THE GRATE ELEVATION TO 3" BELOW THE WEIR ELEVATION (APPROXIMATELY 1.5')

REVISIONS			
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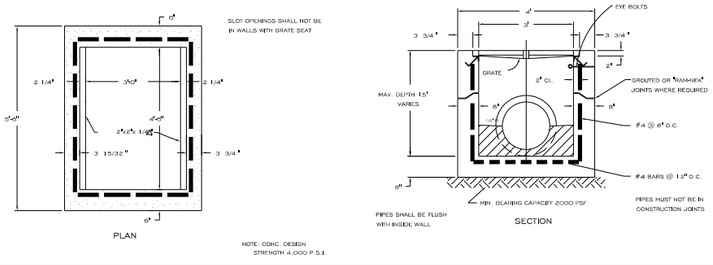
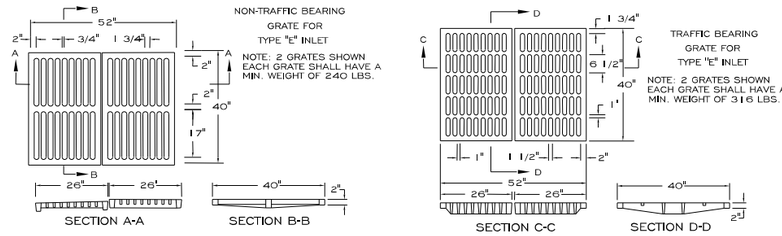
MISCELLANEOUS DETAILS

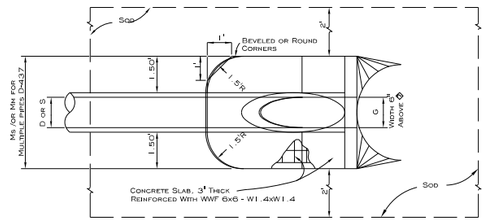
SHEET NO. 15



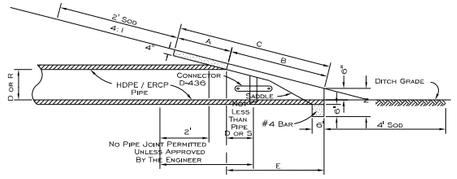
STORM SEWER TYPE "E" INLET



GRATE DETAIL FOR TYPE "E" INLET



TOP VIEW - SINGLE PIPE



SECTION

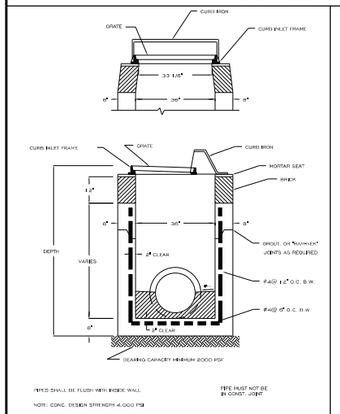
N.T.S.

* Slope:

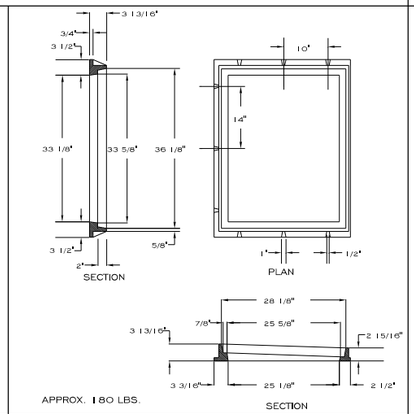
4:1 Miter To 1/8 Of Pipe For Pipes 18" & Smaller
2:1 Miter For Pipes 24" & Larger, For RCP.

4:1 Miter To Major Axis For Pipes 24"x 38" & Smaller.
2:1 Miter For Pipes 29"x 45" & Larger, For ERCP.

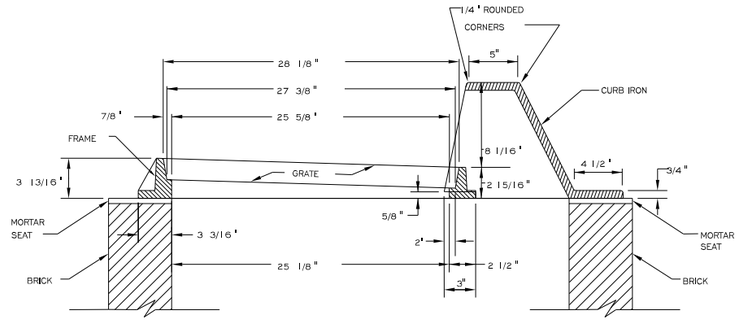
MITERED END SECTION FOR R.C.P. CROSS DRAIN TYPE B



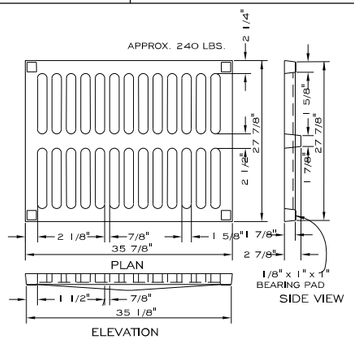
36" CURB INLET



CURB INLET FRAME



CURB IRON WITH GRATE & FRAME

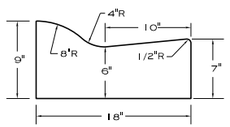


STORM SEWER INLET GRATE

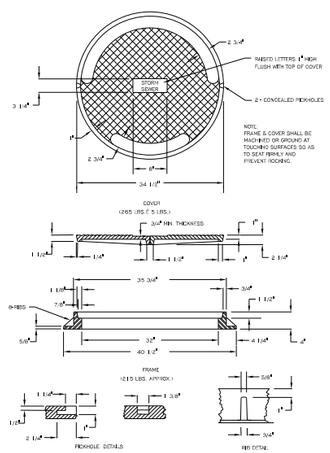
DIMENSIONS FOR HDPE									
D	X	A	B	C	E	F	G	Ms	N
15"	2.58'	2.27'	4.09'	6.36'	4.03'	6'	1.22'	4.63'	1.19'
18"	2.83'	2.36'	5.12'	7.48'	5.03'	9'	1.41'	4.92'	1.21'
24"	3.42'	2.53'	7.16'	9.71'	7.03'	11'	1.73'	5.50'	1.25'
30"	4.25'	2.70'	9.25'	11.95'	9.03'	13'	2.00'	6.06'	1.29'
36"	5.08'	2.87'	11.31'	14.18'	11.03'	15'	2.24'	6.67'	1.33'
42"	6.00'	3.05'	13.37'	16.42'	13.03'	17'	2.45'	7.25'	1.38'
48"	6.75'	3.22'	15.43'	18.65'	15.03'	19'	2.63'	7.83'	1.42'
54"	7.67'	3.39'	17.49'	20.86'	17.03'	21'	2.83'	8.42'	1.46'
60"	8.50'	3.56'	19.55'	23.11'	19.03'	23'	3.00'	9.00'	1.50'

6.42' 6.25' DIMENSIONS PERMITTED TO ALLOW USE OF 8' STANDARD PIPE LENGTHS.
10.40' 10.10' DIMENSIONS PERMITTED TO ALLOW USE OF 12' STANDARD PIPE LENGTHS.
CONCRETE SLAB SHALL BE DEEPENED TO FROM BRIDGE ACROSS CROWN OF PIPE. SEE SECTION.

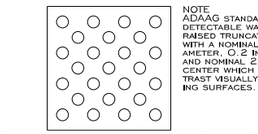
TABLES OF DIMENSION FOR MITERED END SECTIONS TYPE B



MIAMI CURB AND GUTTER



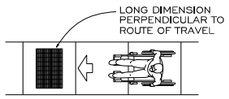
MANHOLE FRAME AND COVER



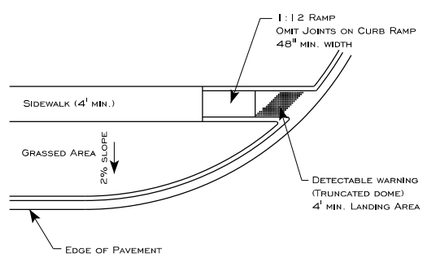
NOTE
ADAAG STANDARDIZES DETECTABLE WARNINGS AS RAISED TRUNCATED DOMES WITH A NOMINAL 0.9 IN. DIAMETER, 0.2 IN. HEIGHT, AND NOMINAL 2.35 IN. ON CENTER WHICH MUST CONTRAST VISUALLY WITH ADJOINING SURFACES.

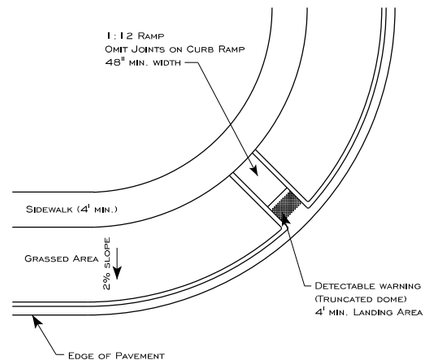
ALL SIDEWALK CURB RAMPS SHALL HAVE DETECTABLE WARNING SURFACES THAT EXTEND THE FULL WIDTH OF THE RAMP AND IN THE DIRECTION OF TRAVEL 24 INCHES FROM BACK OF CURB.

NOTE
SIDEWALK WIDTH: 36 IN. (915 MM) MINIMUM



Note: All sidewalk ramps are to meet latest ADA Standards. See engineer of record or County for any clarifications.





SIDEWALK RAMP DETAILS

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

Engineer of Record:
Daniel I. McCranie, P.E.
P.E. # 50627
M&A McCranie & Associates, Inc.
3 South 2nd Street
Fernandina Beach, FL 32034
(904) 335-8685
Certificate of Authorization No. 8269

AMELIA ISLAND HOTEL
FERNANDINA BEACH, FLORIDA

ROAD	COUNTY	PROJECT ID
	NASSAU	SP17-013

MISCELANEOUS DETAILS

SHEET NO. 16

Dan 11/13/2017 5:07:25 PM N:\Projects\AmeliaIslandHotel\roadway\PLANRD03.dgn

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2020-38
Zoning Map assignment of C-1 for 2246 Sadler Road and MU-1 for 2233 Sadler Road

ITEM TYPE: Ordinances (w/ fiscal impact)

REQUESTED ACTION: Approve Ordinance 2020-38 at first reading.

SYNOPSIS: 2246 Sadler Road
Resolution 2017-193 approved extension of water and sewer services outside of the corporate limits of the City to 2246 Sadler Road. City services were extended which allowed for the development of the 103 room Home2Suites by Hilton under the applicable Nassau County land use and zoning standards. Assignment of the General Commercial (GC) Future Land Use Map (FLUM) category and Community Commercial (C-1) Zoning District is requested for 2246 Sadler Road. These designations are the most closely aligned with the Current Nassau County FLUM category and zoning district.

2233 Sadler Road
The property owners of 2233 Sadler Road requested voluntary annexation in June of 2020 to connect to City Sewer after their septic and drain field failed. The single-family residence was built in 1987 with access to City water. Assignment of the Mixed Use (MU) Future Land Use Map (FLUM) category and Mixed Use (MU-1) Zoning District is requested for 2233 Sadler Road. This designation will eliminate the current discrepancies in the County's FLUM and zoning designation. The Mixed Use land use and zoning will allow for a combination of residential, office, and limited neighborhood commercial uses which are represented in the current range of uses along this corridor and what the City anticipates in redevelopment scenarios. Single-family dwellings, such as the current structure on the property are a permissible use in the Mixed-Use FLUM designation and MU-1 Zoning District.

CITY ATTORNEY COMMENTS: No additional comments.

Dale L. Martin, City Manager 10/5/2020
Tammi E. Bach, City Attorney 10/6/2020

Kelly M. Gibson, AICP

Date: September 22, 2020

Submitted By: Kelly Gibson, AICP, Planning Director

ORDINANCE 2020-38

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A ZONING MAP CATEGORY OF COMMUNITY COMMERCIAL (C-1) FOR 3.24 ACRES OF LAND LOCATED AT 2246 SADLER ROAD AND MIXED USE (MU-1) FOR 0.46 ACRES OF LAND LOCATED AT 2233 SADLER ROAD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning Advisory Board (PAB) acting as the designated Local Planning Agency, has reviewed and held a public hearing on September 9, 2020, and issued a recommendation of approval; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on August 26, 2020.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PROPERTIES INVOLVED. The City Commission intends to approve the zoning map changes. The properties identified for this change of the Zoning Map to City of Fernandina Beach Community Commercial (C-1) and Mixed Use (MU-1) for properties located and identified by map exhibit attached hereto as Exhibit "A".

SECTION 2. ZONING MAP CHANGE. For the property in question, the City's Zoning Map is hereby changed as follows and attached hereto as Exhibit "A":

- For 2246 Sadler Road from Nassau County General Commercial to City of Fernandina Beach Community Commercial (C-1)
- For 2233 Sadler Road from Nassau County Residential Single Family 2 to City of Fernandina Beach Mixed Use (MU-1).

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.

ADOPTED this 17th day of November, 2020.

CITY OF FERNANDINA BEACH

_____
JOHN A. MILLER
Mayor - Commissioner

ATTEST:

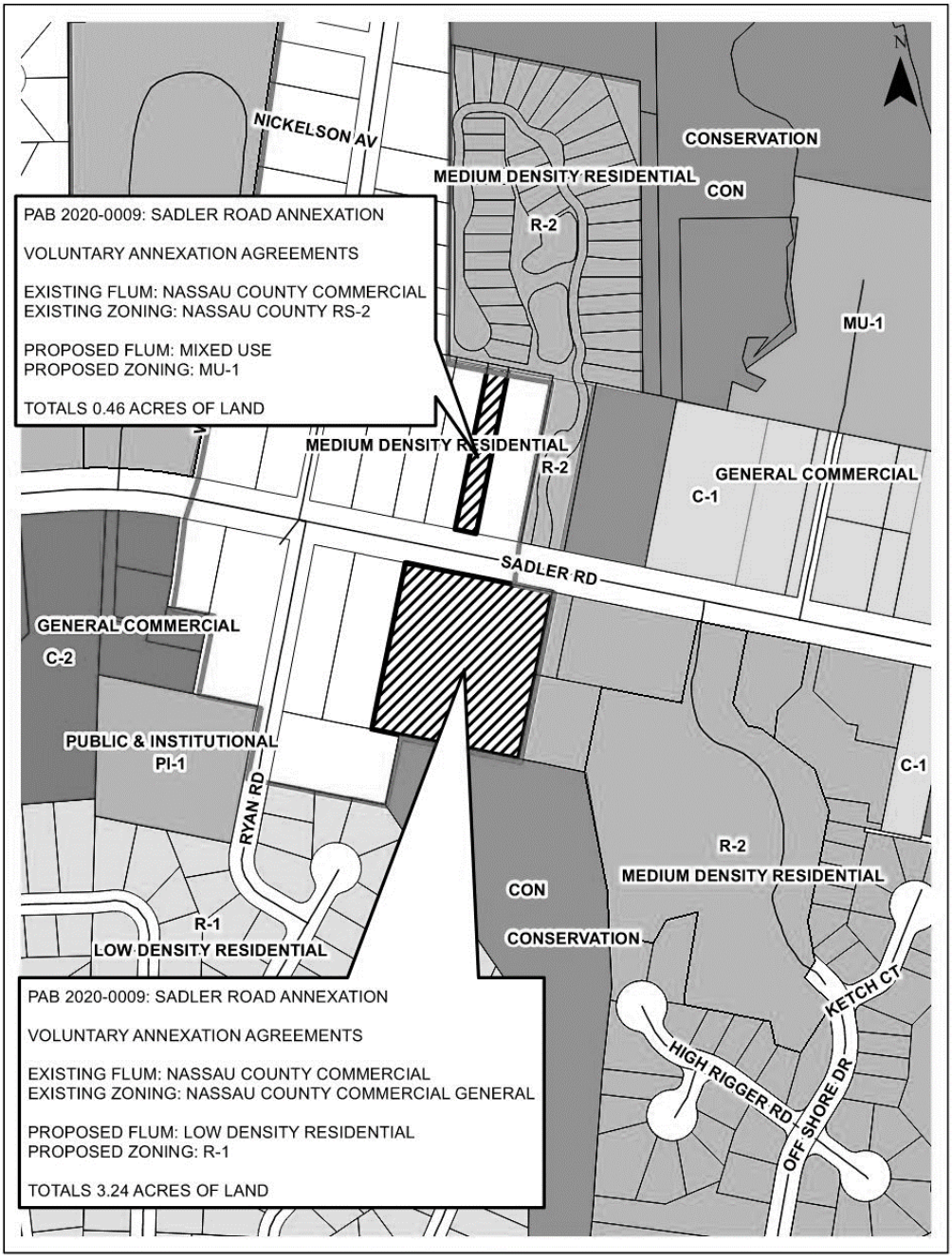
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TAMMI E. BACH
City Attorney

EXHIBIT A

CITY OF FERNANDINA BEACH, REQUESTS ANNEXATION OF PROPERTIES LOCATED AT 2246 SADLER ROAD, ASSIGNMENT OF THE GENERAL COMMERCIAL (GC) FUTURE LAND USE MAP CATEGORY AND COMMUNITY COMMERCIAL (C-1) ZONING DISTRICT FOR PROPERTY TOTALING 3.24 ACRES OF LAND; ANNEXATION OF PROPERTY AT 2233 SADLER ROAD, ASSIGNMENT OF THE MIXED USE (MU) FUTURE LAND USE MAP CATEGORY AND MIXED USE (MU-1) ZONING DISTRICT FOR PROPERTIES TOTALING 0.46 ACRES OF LAND.



STAFF REPORT
PAB 2020-0009 (AX, LU, CZ)
Planning Advisory Board Hearing
September 9, 2020

Jacob M. Platt
Senior Planner

APPLICATION FOR VOLUNTARY ANNEXATION, SMALL-SCALE FUTURE LAND USE AND ZONING MAP

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	Fernandina Investments LLC and Harry & Constance King				
AGENT:	City of Fernandina Beach				
REQUESTED ACTION:	**2246 Sadler Road**: Voluntary Annexation, Assignment of a Future Land Use Map Category of General Commercial and C-1 Zoning District **2233 Sadler Road**: Voluntary Annexation, Assignment of a Future Land Use Map Category of Mixed Use and MU-1 Zoning District				
LOCATION:	Sadler Road				
CURRENT ZONING:	**2246 Sadler Road**: Nassau County Commercial General **2233 Sadler Road:** Nassau County Residential Single-Family 2				
CURRENT LAND USE:	**2246 Sadler Road**: Nassau County Commercial **2233 Sadler Road:** Nassau County Commercial				
EXISTING USES ON SITE:	**2246 Sadler Road**: 103 Home2Suites Hilton by Hotel **2233 Sadler Road:** Single-family home				
PROPERTY SIZE:	**2246 Sadler Road**: 3.24 Acres of Land **2233 Sadler Road:** 0.46 Acres of Land				
ADJACENT PROPERTIES:	**Direction**	**Existing Use(s)**	**Year Built**	**Zoning**	**FLUM**
	North of 2233 Sadler	SF Residential	2014-2019	R-2 PUD	MDR
	North of 2246 Sadler	SF Residential & Office	1987 &1987	NC RS-2 & NC Commercial General	NC Commercial
	South of 2233 Sadler	Hotel	2018	NC Commercial General	NC Commercial
	South of 2246 Sadler	Vacant	N/A	CON	Conservation
	East of 2233 Sadler	Office	1945	NC Commercial General	NC Commercial
	East of 2246 Sadler	Vacant	N/A	R-2 PUD	MDR
	West of 2233 Sadler	Office	1993	NC Commercial General	NC Commercial
	West of 2246 Sadler	Drive-In Restaurant	2010	NC Commercial General	NC 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 Planning and Conservation Department office. ***

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The City of Fernandina Beach requests annexation of two parcels of land located off Sadler Road.

2246 Sadler Road

Resolution 2017-193 approved extension of water and sewer services outside of the corporate limits of the City to 2246 Sadler Road. City services were extended which allowed for the development of the 103 room Home2Suites by Hilton under the applicable Nassau County land use and zoning standards. Assignment of the General Commercial (GC) Future Land Use Map (FLUM) category and Community Commercial (C-1) Zoning District is requested for 2246 Sadler Road. These designations are the most closely aligned with the Current Nassau County FLUM category and zoning district.

2233 Sadler Road

The property owners of 2233 Sadler Road requested voluntary annexation in June of 2020 to connect to City Sewer after their septic and drain field failed. The single-family residence was built in 1987 with access to City water. Assignment of the Mixed Use (MU) Future Land Use Map (FLUM) category and Mixed Use (MU-1) Zoning District is requested for 2233 Sadler Road. This designation will eliminate the current discrepancies in the County's FLUM and zoning designation. The Mixed-Use land use and zoning will allow for a combination of residential, office, and limited neighborhood commercial uses which are represented in the current range of uses along this corridor and what the City anticipates in redevelopment scenarios. Single-family dwellings, such as the current structure on the property are a permissible use in the Mixed-Use FLUM designation and MU-1 Zoning District.

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 subject parcels include a recently constructed 103 room hotel and an existing single-family dwelling, development or redevelopment can achieve full compliance with the City's Land Development Code and Comprehensive Plan. The City can serve this property and meet or exceed all levels of service required by the Comprehensive Plan.

Applicable Policy Reference	***Determination of Consistency***
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	√

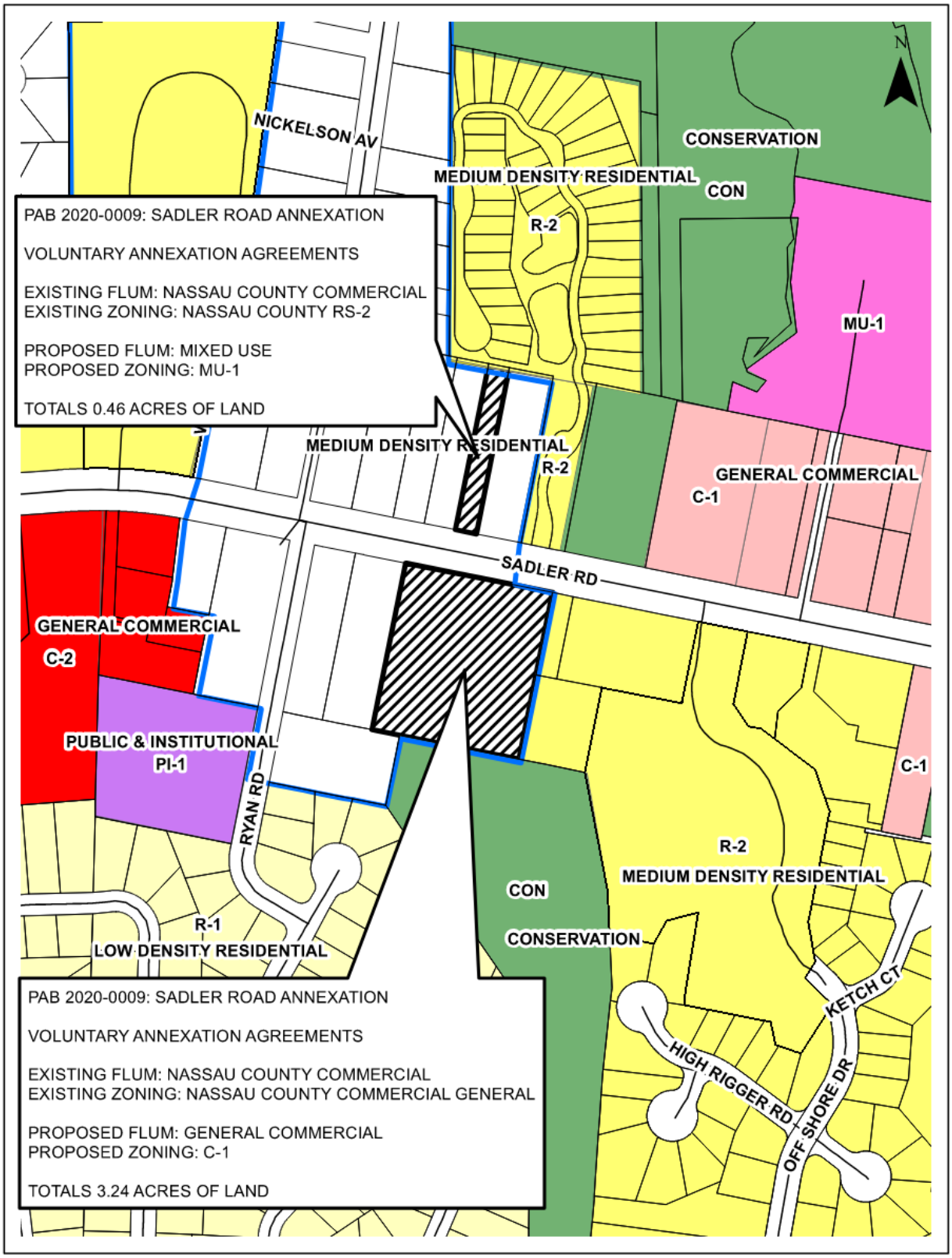
CONCLUSION AND STAFF RECOMMENDATIONS:

The requested action is consistent with the City's Comprehensive Plan and Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the General Commercial (GC) Future Land Use Map (FLUM) category and Community Commercial (C-1) zoning district for 2246 Sadler Road; Assignment of the Mixed Use (MU) Future Land Use Map (FLUM) category and Mixed Use (MU-1) Zoning District for 2233 Sadler Road. 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 October 20th, 2020.

MOTION TO CONSIDER:

I move to recommend **(approval or denial)** of PAB case number 2020-0009 to the City Commission requesting that a Voluntary Annexation, assignment of the General Commercial (GC) Future Land Use Map (FLUM) category and Community Commercial (C-1) zoning district for 2246 Sadler Road; Voluntary annexation, assignment of the Mixed Use (MU) Future Land Use Map (FLUM) category and Mixed Use (MU-1) Zoning District for 2233 Sadler Road be **(approved or denied)** and that PAB case 2020-0009, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statues to be approved at this time.

SURF SIDE DR
CAPE SOUND DR
NICKELS ON AV
MELIA OAKS DR
DRURY RD
WHITE SANDS WAY
BLE BEACH WAY
RYAN RD


NICKELSON AV
CONSERVATION
MEDIUM DENSITY RESIDENTIAL
CON
R-2
MU-1
PAB 2020-0009: SADLER ROAD ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: NASSAU COUNTY COMMERCIAL
EXISTING ZONING: NASSAU COUNTY RS-2
PROPOSED FLUM: MIXED USE
PROPOSED ZONING: MU-1
TOTALS 0.46 ACRES OF LAND
MEDIUM DENSITY RESIDENTIAL
R-2
GENERAL COMMERCIAL
C-1
SADLER RD
GENERAL COMMERCIAL
C-2
PUBLIC & INSTITUTIONAL
PI-1
RYAN RD
C-1
R-2
MEDIUM DENSITY RESIDENTIAL
CON
CONSERVATION
R-1
LOW DENSITY RESIDENTIAL
KETCH CT
HIGH RIGGER RD
OFF SHORE DR
PAB 2020-0009: SADLER ROAD ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: NASSAU COUNTY COMMERCIAL
EXISTING ZONING: NASSAU COUNTY COMMERCIAL GENERAL
PROPOSED FLUM: GENERAL COMMERCIAL
PROPOSED ZONING: C-1
TOTALS 3.24 ACRES OF LAND

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 30th day of June, 2020 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Constance King & Harry L King III (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#: 00-00-30-0600-0001-0180

GENERALLY DESCRIBED AS: Sadler Estates Subdivision

ADDRESSED AS: 2233 Sadler Rd FB FL

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: Constance E. King
Applicant

By: _____
Applicant

STATE OF FLORIDA
COUNTY OF NASSAU } ss

NOTARY PUBLIC STATE OF FLORIDA
SYLVIE MCCANN
MY COMMISSION # GG38352
EXPIRES: November 12, 2020

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization,

this 30th day of June, 2020,

by Constance E. King.

Sylvie McCann
Notary Public

SYLVIE M'CANN
Printed Name

11/12/2020
My Commission Expires

Personally Known _____ OR Produced Identification ✓ ID Produced: FL DL

EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORT

From: noreply@civicplus.com
To: Planning Info
Subject: Online Form Submittal: Water /Wastewater Annexation
Date: Tuesday, June 30, 2020 3:22:02 PM

Water /Wastewater Annexation

WATER/ WASTEWATER ANNEXATION

USE THIS FORM TO: Request the City Commission's authorization to extend water and/or sanitary wastewater services to property not located within the City limits and not currently eligible for annexation. This form also includes a Petition for Annexation, as required by Municipal Code prior to the extension of services outside the City's jurisdiction.

Fees	$300

IMPORTANT NOTES

Per Municipal Code Sections 82-44 and 82-403, the extension of City water and/or sanitary sewer services to property located outside the municipal limits must be authorized by the City Commission. Application for these services shall be placed on the next available City Commission agenda. The City Commission meets the 1st and 3rd Tuesday of each month at 6:00PM. Applications must be received three (3) weeks prior to the requested agenda.

PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's Website → Map Search
Site Address	2233 Sadler Road, Fernandina Beach FL 32034
Parcel ID #(s)	00-00-30-0600-0001-0180

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name	Harry & Constance
Last Name	King
Company (if applicable)	*Field not completed.*
Mailing Address	2233 Sadler Road, Fernandina Beach FL 32034
Telephone Number	904-333-6903
E-mail Address	ckingjjj@bellsouth.net

OWNER'S AGENT

If an agent will be representing the owner, an Owner's Authorization For Agent Representation form must be included

First Name	*Field not completed.*
Last Name	*Field not completed.*
Company (if applicable)	*Field not completed.*
Mailing Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip	*Field not completed.*
Telephone Number	*Field not completed.*
E-mail Address	*Field not completed.*
PROJECT INFORMATION	
Total Number of Lots/Parcels	1
< One (1) acre sq. footage	(E 1/2) of Lot 18 Block 2 Sadler Estates
> One (1) acre sq. footage	(E 1/2 of lot 18 Block 2 Sadler Estates
Existing Zoning Classification	R2
Existing Future Land Use Classification	Residential
Description of Request	Would like to annex 2233 Sadler Road property into city and connect to city sewer. Property built in 1987 and has city water. Property currently has septic tank and drain field which has failed. Property has no water nor sewer facilities. Harry L King III is 100% Disabled Military Veteran and this is an emergency. Would ask the City Commission to allow Voluntary Annexation Agreement/Petition for Annexation in order to connect to City Sewer. Thank you for your concern and help in this urgent matter. Harry L & Constance E King
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the

	time of the application., I acknowledge that I understand and have complied with all of the submittal requirements and procedures.
Applicant's First Name	Harry & Constance
Applicant's Last Name	King
Today's Date	6/30/2020
Upload Supporting Documentation	King 001.tif
Upload 2	*Field not completed.*
Upload 3	*Field not completed.*
Upload 4	*Field not completed.*
Upload 5	*Field not completed.*

DEPARTMENT OF PLANNING & CONSERVATION
204 Ash Street | Fernandina Beach Florida 32604 | 904 310-3480 | www.fbfl.us/planning

Email not displaying correctly? View it in your browser.

A. Michael Hickox, CFA
Cert. Res. RD1941

NASSAU COUNTY
PROPERTY APPRAISER

Change of Address

PROPERTY INFORMATION

Parcel Number 00-00-30-0600-0001-0180

Owner Name	KING HARRY L III & CONSTANCE E
Mailing Address	2233 SADLER RD
	FERNANDINA BEACH, FL 32034
Location Address	2233 SADLER RD
	FERNANDINA BEACH 32034
Tax District	UNINCORPORATED MIDDLE ISLAND
Millage	16.5856
Homestead	Yes
Property Usage	SINGLE FAM 000100
Deed Acres	0
Short Legal	BLOCK 1 E1/2 OF LOT 18 IN OR 1452/4 SADLER ESTATES PB 2/68

2020 Preliminary Values

Land Value	$117,534
(+) Improved Value	$156,601
(=) Market Value	**$274,135**
(-) Agricultrual Classification	$0
(-) SOH or Non-Hx* Capped Savings	$0
(=) Assessed Value	**$274,135**
(-) Homestead	$274,135
(-) Additional Exemptions	$0
(=) School Taxable Value	$274,135
(-) Non-School HX & Other Exempt Value	$0
(=) County Taxable Value	**$274,135**

Note - *10% Cap does not apply to School Taxable Value

Property Search

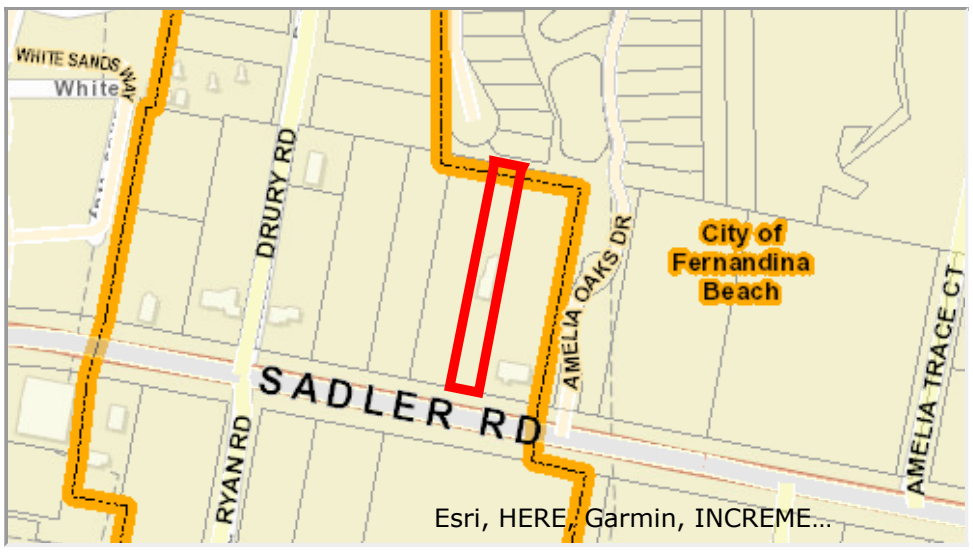
Map This Parcel

GIS Report

Property Record Card

Print Friendly Page

PARCEL MAP

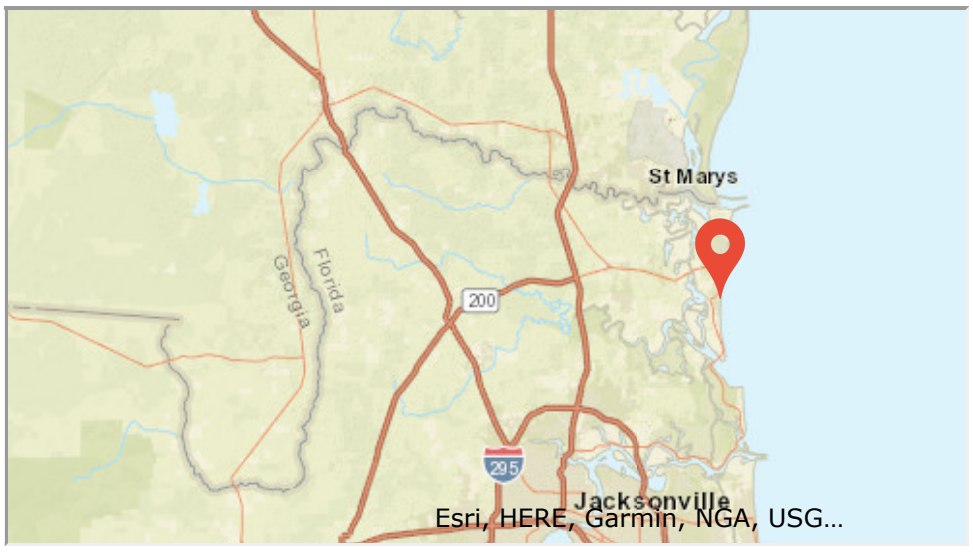


2019 AERIAL MAP

PROPERTY PHOTO

If this picture is incorrect, please email info@nassauflpa.com

LOCATION MAP



BUILDING INFORMATION

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built	Building Sketch
SINGLE FAM	1656	1656	1	2	WD FR STUC		AIR DUCTED	FORCED AIR	1987	

MISCELLANEOUS INFORMATION

Description	Dimensions L X W	Units	Year Built

SALES INFORMATION

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2019-08-15	2298 / 1597	$100	QC	U	Y	KING LIVING TRUST	KING HARRY L III & CONSTANCE E
2006-10-12	1452 / 4	$100	WD	U	Y	KING HARRY L III & CONSTANCE G EDDY	KING HARRY L III & CONSTANCE E TRUSTEES
2004-06-16	1238 / 1009	$100	QC	U	Y	EDDY CONSTANCE G	EDDY CONSTANCE G & HARRY L KING III
1999-12-30	913 / 1231	$100	QC	U	Y	KING HARRY L	EDDY CONSTANCE G
1999-08-13	895 / 375	$100	QC	U	Y	EDDY CONSTANCE G	KING HARRY L & CONSTANCE G EDDY
1998-03-19	826 / 1613	$100	QC	U	Y	EDDY JOHN O	EDDY CONSTANCE G
1986-05-01	489 / 499	$35,000	PR	U	Y		

RESOLUTION 2017-193

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 THREE PARCELS CONTAINING APPROXIMATELY 3.22 ACRES OF LAND LOCATED AT 2246 SADLER ROAD; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, property owners, Fernandina Investments, LLC, have completed the City of Fernandina Beach Voluntary Annexation Petition/ Water/Sewer Annexation Agreement Application pursuant to Chapter 171.044, Florida Statutes, for three parcels containing approximately 3.22 acres located 2246 Sadler Road (Parcel ID Numbers: 29-3N-28-0000-0007-0000, 29-3N-28-0000-0008-0000, 00-00-30-0600-0002-0160); 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 2246 Sadler Road and noted as parcels 29-3N-28-0000-0007-0000, 29-3N-28-0000-0008-0000, 00-00-30-0600-0002-0160 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 5th day of December, 2017.

INSTR # 201736885, Book 2164, Page 1918
Pages 12
Doc Type UNK, Recorded 12/18/2017 at 10:55 AM,
John A Crawford, Nassau County Clerk of Circuit Court
Rec. Fee $103.50
#3

CITY OF FERNANDINA BEACH

Robin C. Lentz

ROBIN C. LENTZ
Commissioner - Mayor

ATTEST:

Caroline Best

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 NUMBER: 29-3N-28-0000-0007-0000, 29-3N-28-0000-0008-0000, 00-00-30-0600-0002-0160

LOCATED AT 2246 SADLER ROAD
TOTALING APPROXIMATELY 3.22 ACRES OF LAND

OFFICE USE ONLY

REC'D: 10/26/17 BY: KG

PAYMENT: $ 300 TYPE: V# 49012

APPLICATION #: 2017-00001546

CASE #: _____

CC MEETING DATE: 12/5/17

WATER/SEWER &VOLUNTARY ANNEXATION APPLICATION

APPLICANT INFORMATION

Owner Name: Fernandina Investments, LLC

Mailing Address: 1 Surry Court, Columbia, South Carolina 29212

Telephone: 803-772-2629 Fax: _____

Email: bpooser3@imichotels.com

Agent Name: Daniel McCranie / McCranie & Associates, Inc.

Mailing Address: 3 South 2nd Street, Fernandina Beach, Fl. 32034

Telephone: 904-335-8685 Fax: _____

Email: dan@mccranie-engineers.com

PROPERTY INFORMATION

Street Address: 2246 Sadler Road, Fernandina Beach, Fl. 32034

Parcel Identification Number(s): 29-3N-28-0000-0007-0000, 29-3N-28-0000-0008-0000
00-00-30-0600-0002-0160

PROJECT INFORMATION

Total Number of Lots/Parcels: 2 lots

Less than One (1) acre Sq. Footage: _____ One (1) Acre or Greater: 3.22 Ac.

Existing Zoning Classification: CG - Nassau County

Existing Future Land Use Classification: Commercial

Description of Request: The owner of the subject property wishes to annex the property to be able to connect to the City's water and sewer system. All engineering and permitting approvals are proceeding with Nassau County, and said approvals are to transfer with the property.

SIGNATURE/NOTARY

The undersigned states the above information is true and correct as (s)he is informed and believes.

10-5-17
Date

Signature of Applicant

STATE OF ~~FLORIDA~~ South Carolina
ss
COUNTY OF ~~NASSAU~~ Lexington

Subscribed and sworn to before me this 5th day of October, 2017.

Notary Public: Signature

Tammy L. Simpson
Printed Name

2-2-209
My Commission Expires

Personally Known ✓ OR Produced Identification _____ ID Produced: _____

OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION

I /WE Fernandina Investments, LLC
(print name of property owner(s))

hereby authorize: Daniel McCranie / McCranie & Associates, Inc.
(print name of agent)

to represent me/us in processing an application for: annexation
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

(Signature of owner)

(Signature of owner)

(Print name of owner)

(Print name of owner)

STATE OF ~~FLORIDA~~ South Carolina
COUNTY OF ~~NASSAU~~ Lexington
ss

Subscribed and sworn to before me this 5th day of October, 2017

Notary Public: Signature

Tammy L. Simpson
Printed Name

2-2-2019
My Commission Expires

Personally Known ✓ OR Produced Identification _____ ID Produced: _____

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 2nd day of December, 2017 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Fernandina Investments, LLC (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#: 29-3N-28-0000-0007-0000, 29-3N-28-0000-0008-0000
00-00-30-0600-0002-0160

GENERALLY DESCRIBED AS: Amelia Island Hotel

ADDRESSED AS: 2246 Sadler Road, Fernandina Beach, Fl. 32034

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

DALE L. MARTIN
City Manager

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

APPLICANT(S)

By: _____ By: _____
Applicant Applicant

STATE OF ~~FLORIDA~~ South Carolina
COUNTY OF Lexington

Sworn and subscribed before me this 5th day of October, 2017.

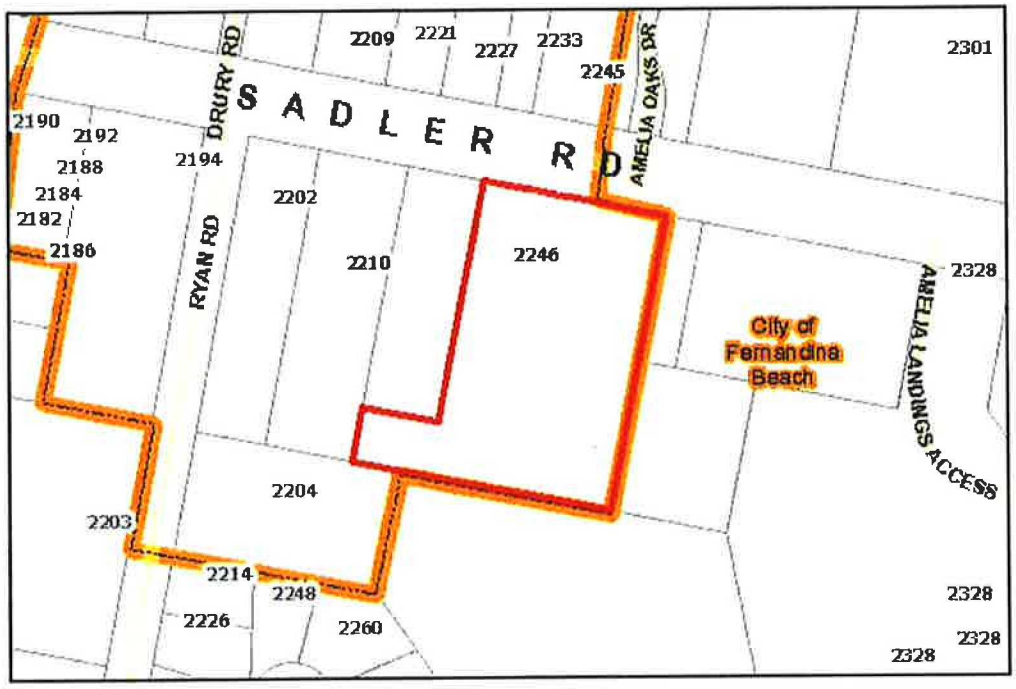
Signature of Notary
My Commission Expires: 2-2-2019
Type of Identification Produced Personally Known To Me

EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORT

904-491-7300 www.NassauFLPA.com

A. Michael Hickox
Nassau County Property Appraiser

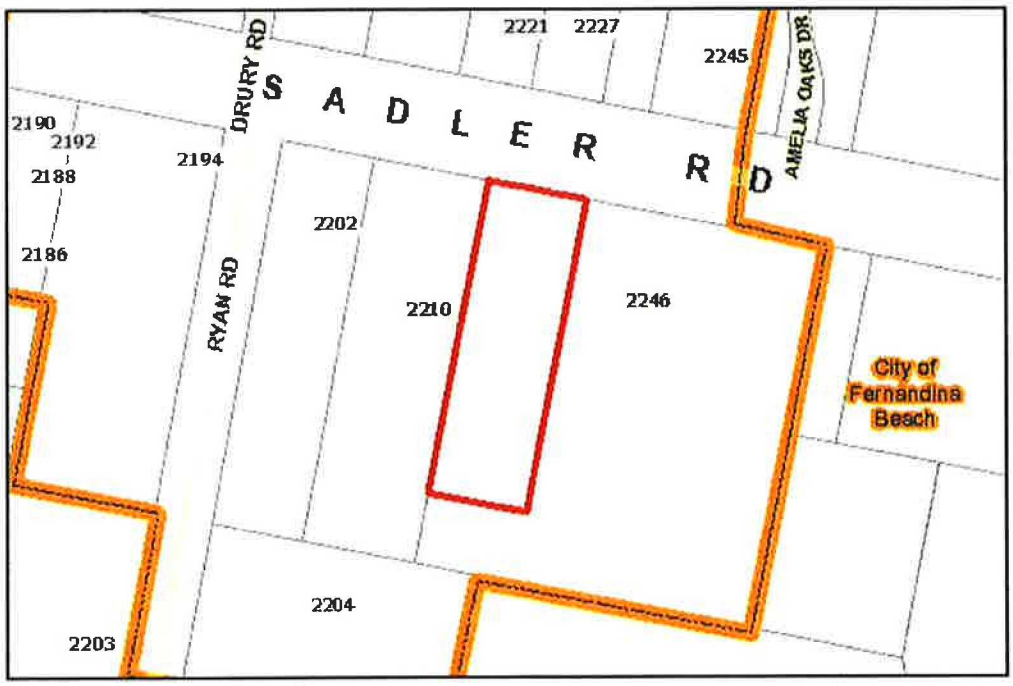


Parcel Report	Results
Parcel ID	29-3N-28-0000-0007-0000
Owner Information	DOUGLASS JOHN WESLEY II
Mailing Address	2246 SADLER ROAD FERNANDINA BEACH, FL 32034
Site Address	2246 SADLER RD FERNANDINA BEACH 32034
Previous Site Address (If Changed by 911)	2246 SADLER RD
Deed Acre	0.00
Approximate Acres (GIS Calculated)	2.47
Property Use Code	000100
Municipality	Unincorporated Nassau County
Census Tract	
MLS Zone	5 - Island
Subdivision	Not in a Subdivision

The Nassau County interactive map displays GIS data that is subject to continual updating, change and the data accuracy representations adjustments over time. The information contained within this document is not intended to be used for the preparation of construction documents and under no circumstance shall this product or representations from this product be used for final design purposes.

904-491-7300 www.NassauFLPA.com

A. Michael Hickox
Nassau County Property Appraiser

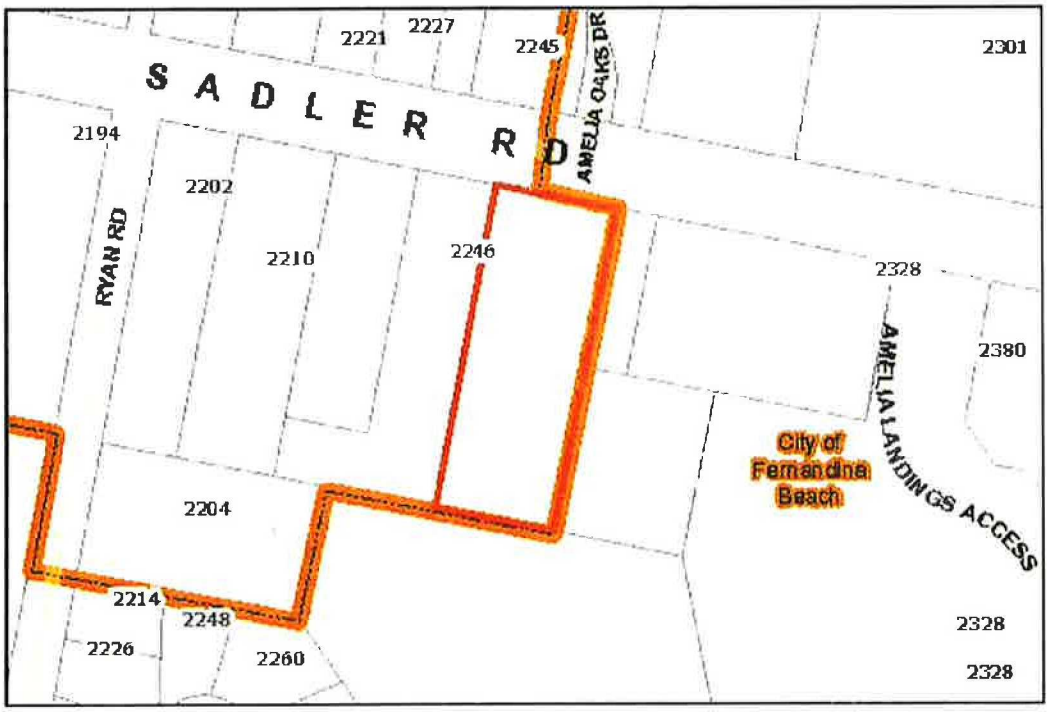


Parcel Report	Results
Parcel ID	29-3N-28-0000-0008-0000
Owner Information	FERNANDINA INVESTMENTS LLC
	1 SURREY CT
Mailing Address	
	COLUMBIA, CT 29212
Site Address	
Previous Site Address (If Changed by 911)	
Deed Acre	0.00
Approximate Acres (GIS Calculated)	0.77
Property Use Code	000000
Municipality	Unincorporated Nassau County
Census Tract	
MLS Zone	5 - Island
Subdivision	Not in a Subdivision

The Nassau County interactive map displays GIS data that is subject to continual updating, change and the data accuracy representations adjustments over time. The information contained within this document is not intended to be used for the preparation of construction documents and under no circumstance shall this product or representations from this product be used for final design purposes.

904-491-7300 www.NassauFLPA.com

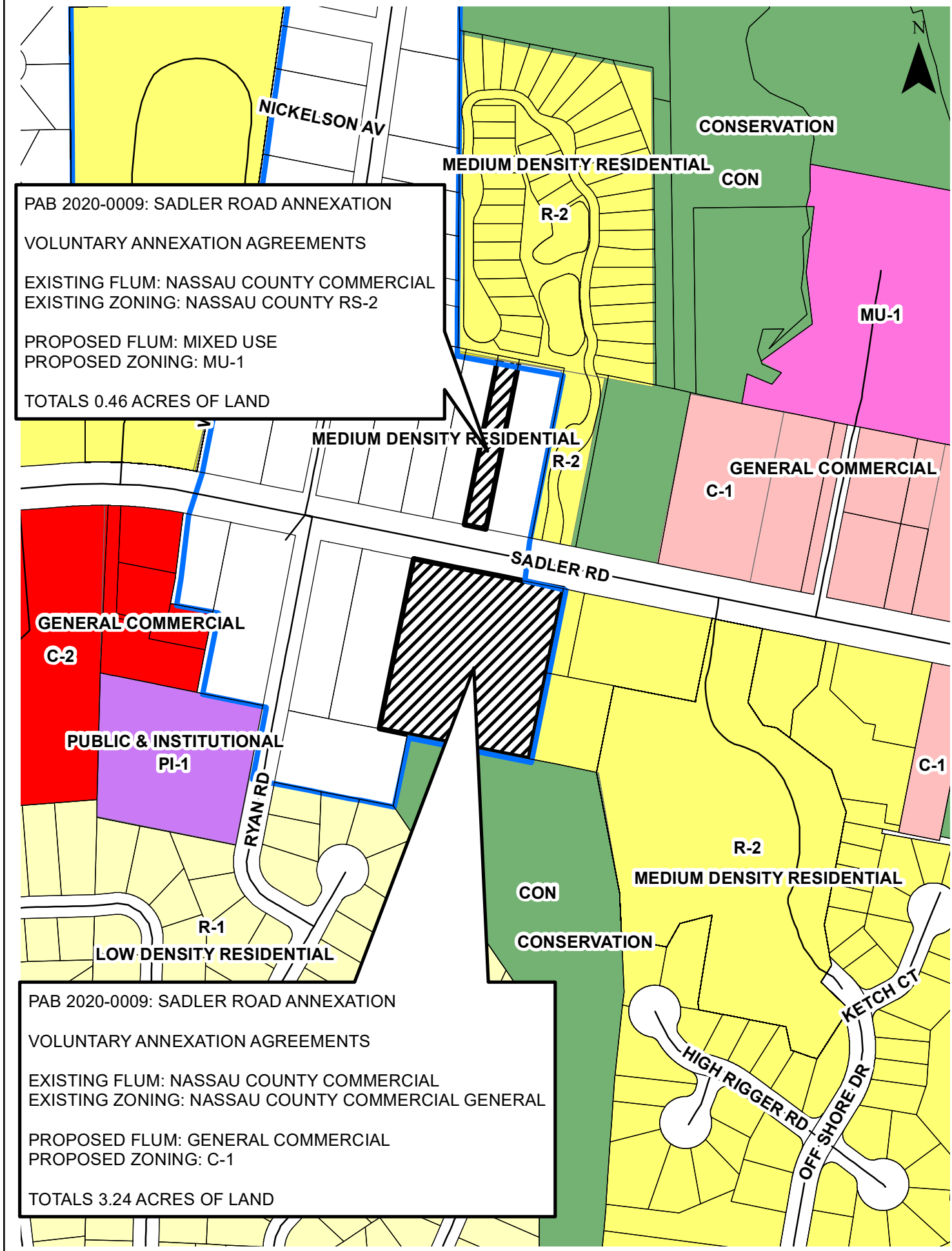
A. Michael Hickox
Nassau County Property Appraiser



Parcel Report	Results
Parcel ID	00-00-30-0600-0002-0160
Owner Information	DOUGLASS JOHN WESLEY II
	2246 SADLER ROAD
Mailing Address	
	FERNANDINA BEACH, FL 32034
Site Address	
Previous Site Address (If Changed by 911)	
Deed Acre	0.00
Approximate Acres (GIS Calculated)	
Property Use Code	000000
Municipality	Unincorporated Nassau County
Census Tract	
MLS Zone	5 - Island
Subdivision	Not in a Subdivision

The Nassau County interactive map displays GIS data that is subject to continual updating, change and the data accuracy representations adjustments over time. The information contained within this document is not intended to be used for the preparation of construction documents and under no circumstance shall this product or representations from this product be used for final design purposes.

Nassau County makes no warranties or guarantees, either expressed or implied as to the completeness, accuracy, or correctness of the data portrayed in this product nor accepts any liability, arising from any incorrect, incomplete or misleading information contained therein. All information, data and databases are provided "as is"

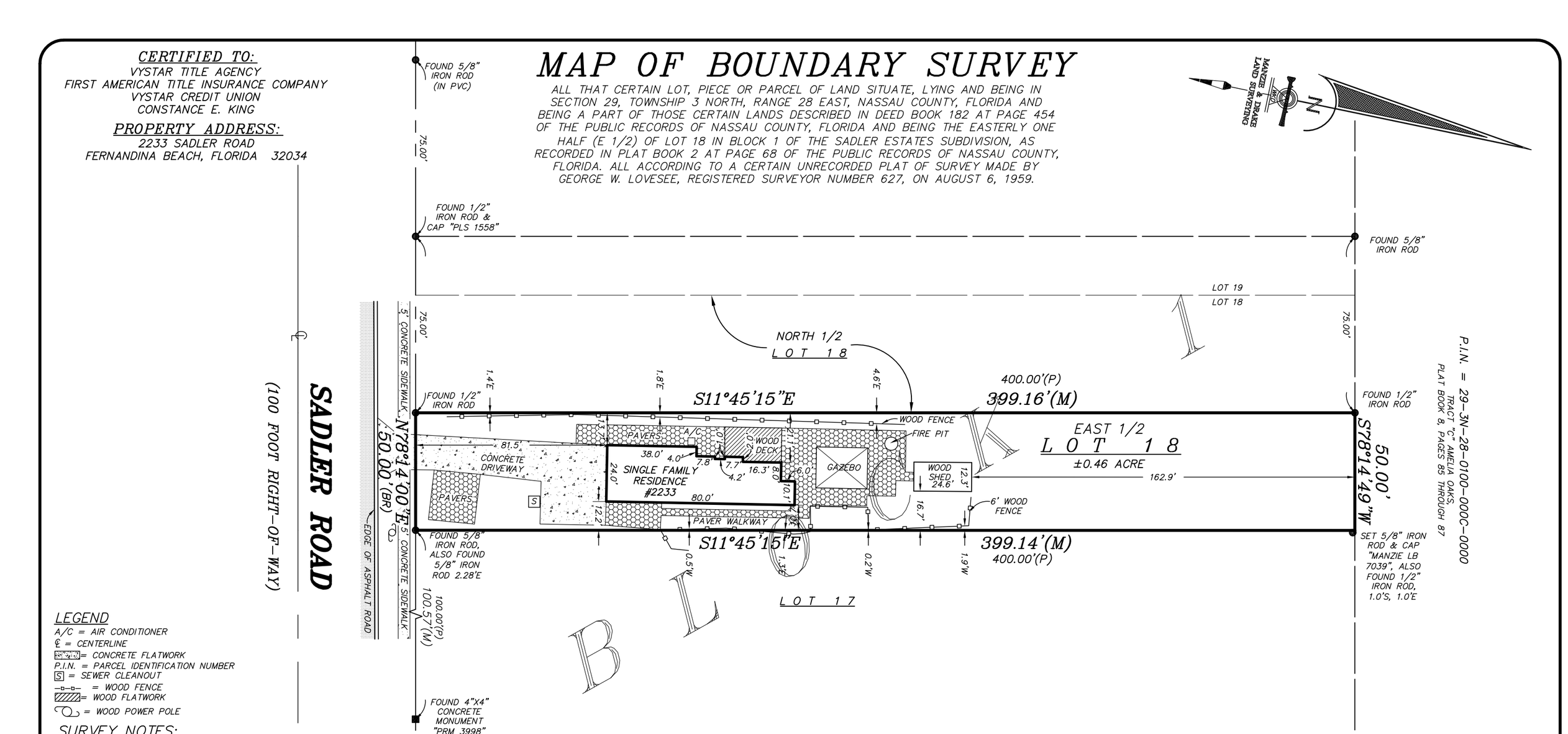

N
NICKELSON AV
CONSERVATION
MEDIUM DENSITY RESIDENTIAL
CON
R-2
MU-1
PAB 2020-0009: SADLER ROAD ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: NASSAU COUNTY COMMERCIAL
EXISTING ZONING: NASSAU COUNTY RS-2
PROPOSED FLUM: MIXED USE
PROPOSED ZONING: MU-1
TOTALS 0.46 ACRES OF LAND
MEDIUM DENSITY RESIDENTIAL
R-2
GENERAL COMMERCIAL
C-1
SADLER RD
GENERAL COMMERCIAL
C-2
PUBLIC & INSTITUTIONAL
PI-1
RYAN RD
C-1
R-2
MEDIUM DENSITY RESIDENTIAL
CON
CONSERVATION
R-1
LOW DENSITY RESIDENTIAL
KETCH CT
HIGH RIGGER RD
OFF SHORE DR
PAB 2020-0009: SADLER ROAD ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: NASSAU COUNTY COMMERCIAL
EXISTING ZONING: NASSAU COUNTY COMMERCIAL GENERAL
PROPOSED FLUM: GENERAL COMMERCIAL
PROPOSED ZONING: C-1
TOTALS 3.24 ACRES OF LAND

MAP OF BOUNDARY SURVEY

ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION 29, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA AND BEING A PART OF THOSE CERTAIN LANDS DESCRIBED IN DEED BOOK 182 AT PAGE 454 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA AND BEING THE EASTERLY ONE HALF (E 1/2) OF LOT 18 IN BLOCK 1 OF THE SADLER ESTATES SUBDIVISION, AS RECORDED IN PLAT BOOK 2 AT PAGE 68 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA. ALL ACCORDING TO A CERTAIN UNRECORDED PLAT OF SURVEY MADE BY GEORGE W. LOVESEE, REGISTERED SURVEYOR NUMBER 627, ON AUGUST 6, 1959.

CERTIFIED TO:
VYSTAR TITLE AGENCY
FIRST AMERICAN TITLE INSURANCE COMPANY
VYSTAR CREDIT UNION
CONSTANCE E. KING

PROPERTY ADDRESS:
2233 SADLER ROAD
FERNANDINA BEACH, FLORIDA 32034



LEGEND

A/C = AIR CONDITIONER
℄ = CENTERLINE
= CONCRETE FLATWORK
P.I.N. = PARCEL IDENTIFICATION NUMBER
S = SEWER CLEANOUT
= WOOD FENCE
= WOOD FLATWORK
= WOOD POWER POLE

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 N78°14'00"E for the Northerly right-of-way line of Sadler 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 0239G, 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.**

REVISIONS:

1. REVISED ON 10/07/2019 TO SHOW CORRECTIONS TO SHED POSITION AND TO SHOW ADDITIONAL DIMENSIONING TO PROPERTY LINE FROM SHED. (WKD)

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

MANZIE & DRAKE LAND SURVEYING
117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 www.ManzieAndDrake.com
Certificate of Authorization Number "LB 7039"

"OUR ***SIGHTS*** ARE ON THE FUTURE,
SET YOUR ***SITES*** ON US."

SCALE: 1"=40' JOB NO: 20714 DATE: 09/11/2019 CADD: BH
F.B. NO: X-320 PAGE NO: 24 FIELD CREW: JM FILE NO: A-4949

COPYRIGHT © 2019 BY MANZIE AND DRAKE LAND SURVEYING

MAP OF ALTA/NSPS LAND TITLE SURVEY

PARCEL 1
ALL OF THAT CERTAIN LOT, PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU, STATE OF FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A PORTION OF GOVERNMENT LOT 6, SECTION 29, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA. BEING ALSO A PORTION OF THE LANDS DESCRIBED IN DEED RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY IN OFFICIAL RECORDS BOOK 107, PAGE503. SAID PORTION BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGIN AT THE NORTHWEST CORNER OF LOT 16, BLOCK 2, SADLER ESTATES, PLAT BOOK 2, PAGE 68 OF NASSAU COUNTY PUBLIC RECORDS; AND RUN SOUTH 11° 46' WEST ALONG THE WESTERLY LINE OF SAID LOT 16, A DISTANCE OF 400.00 FEET TO THE SOUTHWEST CORNER OF SAID LOT; RUN THENCE NORTH 78° 14' WEST ALONG THE WESTERLY EXTENSION OF THE SOUTHERLY LINE OF BLOCK 2, SADLER ESTATES AFOREMENTIONED A DISTANCE OF 200.0 FEET TO THE SOUTHEAST CORNER OF LOT 17, BLOCK 2, SADLER ESTATES AFOREMENTIONED; RUN THENCE NORTH 11° 46' EAST ALONG THE EASTERLY LINE OF SAID LOT 17, A DISTANCE OF 73.3 FEET; RUN THENCE SOUTH 78° 14' EAST, A DISTANCE OF 100.0 FEET; RUN THENCE NORTH 11° 46' EAST, A DISTANCE OF 326.70 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF SADLER ROAD (A 100.0 FOOT RIGHT OF WAY); RUN THENCE SOUTH 78° 14' EAST ALONG SAID RIGHT OF WAY, A DISTANCE OF 100.0 FEET TO THE POINT OF BEGINNING.

PARCEL2
LOT 16 AND THE WESTERLY ONE-HALF OF LOT 15, BLOCK 2, SADLER ESTATES, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 68, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

THE ABOVE DESCRIBED PARCELS 1 AND 2 TOGETHER BEING THE SAME LANDS CONVEYED IN O.R. BOOK 107, PAGE 503

PARCEL3
A PORTION OF GOVERNMENT LOT 6, SECTION 29, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA. BEING THE SAME LANDS DESCRIBED IN DEED RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY IN DEED BOOK 102, PAGES 276 PAGE 277. SAID PORTION BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGIN AT THE NORTHEAST CORNER OF LOT 17, BLOCK 2, SADLER ESTATES, ACCORDING TO PLAT RECORDED IN THE AFORESAID PUBLIC RECORDS IN PLAT BOOK 2, PAGE 68; AND RUN SOUTH 11 DEGREES, 46 MINUTES WEST ALONG THE EASTERLY LINE OF SAID LOT 17, A DISTANCE OF 326.70 FEET; RUN THENCE SOUTH 78 DEGREES, 14 MINUTES EAST, A DISTANCE OF 100.0 FEET; RUN THENCE NORTH 11 DEGREES, 46 MINUTES EAST, A DISTANCE OF 326.70 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF SADLER ROAD (A 100.0 FOOT RIGHT OF WAY); RUN THENCE NORTH 78 DEGREES, 14 MINUTES WEST ALONG SAID RIGHT OF WAY, A DISTANCE OF 100.0 FEET TO THE POINT OF BEGINNING.

SADLER ROAD
(100 FOOT RIGHT-OF-WAY)

GRAPHIC SCALE
20 0 10 20 40 80
(IN FEET)
1 inch = 20 ft.

SCHEDULE "B" SECTION II (EXCEPTIONS) AMERICAN LAND TITLE ASSOCIATION COMMITMENT BY OLD REPUBLIC TITLE INSURANCE COMPANY (COMMITMENT NO. 18-0149PV) COMMITMENT DATE: MARCH 15, 2018, 5:00PM REVISED APRIL 02, 2018						
ITEM NO.	TYPE OF DOCUMENT	RECORDING INFORMATION	SHOWN ON SURVEY	BLANKET	AFFECTS SUBJECT PROPERTY	SURVEYOR NOTES
8	Florida Public Utility Easement	DEED BOOK 102, PAGE 262	NO	NO	NO	Document does not make reference to easement granted to Florida Public Utilities.
9	Notice of Environmental Resource Permit	O.R.B. 2177, PG. 1097	YES	NO	YES	Reference to document made on map showing the recording information for Notice for Permit No. 151571-1.

LEGEND
℄ = CENTERLINE
☆ = LIGHT POLE
▭ = CONCRETE FLATWORK
-x-x-x- = CHAIN LINK FENCE
-o-o-o- = OVERHEAD UTILITY WIRES
O.R.B. = OFFICIAL RECORDS BOOK
P.I.N. = PARCEL IDENTIFICATION NUMBER
-#-#-#- = WOOD FENCE
▨ = WOOD FLATWORK
= WOOD POWER POLE
= GATE VALVE
(C) = CALCULATED
(P) = PLAT
(T.C.) = TITLE COMMITMENT

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) American Land Title Association Commitment by Old Republic National Title Insurance Company, dated March 15, 2018 at 5:00pm, Commitment No. 18-0149PV, was referenced in the preparation of this survey.
4) Bearings shown hereon are based on N78°12'56"W for the Southerly right-of-way line of Sadler 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", "AE 6" 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.**

SURVEYORS CERTIFICATE
THE UNDERSIGNED, BEING A SURVEYOR OF THE STATE OF FLORIDA, CERTIFIES TO FERNANDINA INVESTMENT, LLC, A SOUTH CAROLINA LIMITED LIABILITY COMPANY; CRABTREE LAW, P.A., d/b/a CRABTREE LAW GROUP; OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY; SYNOVUS BANK, NA AS FOLLOWS:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 8, 13, 14 & 16 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON 04/23/2018.

THE PARTIES LISTED ABOVE ARE ENTITLED TO RELY ON THE SURVEY AND THIS CERTIFICATE AS BEING TRUE AND ACCURATE.

MICHAEL A. MANZIE, P.L.S. 4069

DATE SIGNED: 04/24/2018

MICHAEL A. MANZIE License Number 4069 STATE OF FLORIDA Professional Land Surveyor

MANZIE & DRAKE LAND SURVEYING
117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 www.ManzieAndDrake.com
Certificate of Authorization Number "LB 7039"
"OUR *SIGHTS* ARE ON THE FUTURE, SET YOUR *SITES* ON US."

SCALE: 1"=20' JOB NO: 19834 DATE: 04/23/2018 CADD: BH
F.B. NO: X-300 PAGE NO: 16 CREW: GS FILE NO: C-777-ALTA

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RYAN ROAD
LOT 17
MANZIE & DRAKE
FILE NO. B-646
P.I.N. = 00-00-30-0600-0002-0170
O.R.B. 1679, PAGE 1997
NOW OR FORMERLY THE LANDS OF DENUCCI'S SOFT SERVE, LLC.
CONCRETE DRIVE
6' WOOD FENCE
POINT OF BEGINNING PARCEL 3 NORTHEAST CORNER OF LOT 17, BLOCK 2, SADLER ESTATES (PLAT BOOK 2, PAGE 68)
FOUND 1/2" IRON ROD
N11°47'04"E 400.43'
S11°46'00"W 326.70' 326.70' (T.C.)
220.00'
P.I.N. = 29-3N-28-0000-0006-0010
O.R.B. 891, PAGE 1168
NOW OR FORMERLY THE LANDS OF BARBARA B. TORE
FOUND 1/2" IRON PIPE
0.8'N
6' CHAIN LINK FENCE
73.73' N11°46'00"E 73.3' (T.C.)
O.R.B. 901, PAGE 1032 (TRACT 7) O.R.B. 107, PAGE 503
PARCEL 1 PER TITLE COMMITMENT O.R.B. 107 PAGE 503
PARCEL 3 PER TITLE COMMITMENT DEED BOOK 102, PAGES 276-277 O.R.B. 901, PAGE 1032 TRACT 7
N78°14'00"W 100.00' (T.C.)
CATCH BASIN
5' CONCRETE SIDEWALK
EDGE OF ASPHALT ROAD
S78°14'00"E 100.00'(T.C.)
0.3'S
A-14
N78°17'37"W
FLOOD ZONE "X" FLOOD ZONE "AE 6"
6' WOOD FENCE
O.R.B. 901, PAGE 1032 (TRACT 7) O.R.B. 107, PAGE 503
N11°46'00"E
DIRT DRIVEWAY
326.70'(T.C.)
WOODEN UTILITY POLE OVERHEAD LINES HAVE BEEN REMOVED (4/23/2018)
WOODEN UTILITY POLE OVERHEAD LINES HAVE BEEN REMOVED (4/23/2018)
±3.23 ACRES
(TOTAL PROJECT ACREAGE)
V A C A N T
EARTH WORK AND TREE REMOVAL IN PROGRESS AS OF APRIL 23, 2018.
N78°12'56"W 100.00'
A-13
200.00' (T.C.)
WETLANDS DELINEATED BY LG2 SOLUTIONS 01/03/2017
PARCEL 1 PER TITLE COMMITMENT
POINT OF BEGINNING PARCEL 1 NORTHWEST CORNER OF LOT 16, BLOCK 2, SADLER ESTATES (PLAT BOOK 2, PAGE 68)
FOUND 1/2" IRON ROD
S11°46'00"W 400.00' (T.C.)
WESTERLY LINE OF LOT 16
A-12
FLOOD ZONE "X" FLOOD ZONE "AE 6"
O.R.B. 107 PAGE 503
P.I.N. = 29-3N-28-0000-0006-0000
O.R.B. 891, PAGE 1168
NOW OR FORMERLY THE LANDS OF JOSEPH SCOTT BUTLER
A-11
PARCEL 2 PER TITLE COMMITMENT
151.70'(C) 150.00'(P)
351.67'
L O T 16
JURISDICTIONAL WETLAND AREA + ENVIRONMENTAL RESOURCE + PERMIT NO. 151571-1 ISSUED BY ST. JOHNS RIVER WATER MANAGEMENT DISTRICT O.R.B. 2177, PAGE 1097
A-10
A-9
A-8
A-6
A-7
A-5
A-4
WETLANDS DELINEATED BY LG2 SOLUTIONS 01/03/2017
FLOOD ZONE "X" FLOOD ZONE "AE 6"
LOT 16 LOT 15
A-2
A-3
A-1
WEST 1/2 OF L O T 1-5
351.94'
CATCH BASIN
SET 5/8" IRON ROD & CAP "MANZIE LB 7039"
203.45'
S11°49'24"W
FOUND 5/8" IRON ROD & CAP (ILLEGIBLE)
196.50'
399.96'
FOUND 1/2" IRON ROD
P.I.N. = 00-00-31-142L-000A-0000
O.R.B. 996, PAGE 1884
NOW OR FORMERLY THE LANDS OF ERIC KOLAR, P.A.
P.I.N. = 00-00-30-0600-0002-0151
O.R.B. 991, PAGE 1168
NOW OR FORMERLY THE LANDS OF PINELAND HOLDING COMPANY LLC

Engineering Plans
for

AMELIA ISLAND HOTEL

PARCEL IDs:
29-3N-28-0000-0007-0000
29-3N-28-0000-0008-0000

McCranie & Associates, Inc.

Land Development • Roadway Design • Permitting
3 South 2nd St. • Fernandina Beach, Florida 32034
904/335-8685

Issue Date:
August 2017
Revised November 2017

Released for construction _____ by _____

5:07:02 PM 11/13/2017 N:\Projects\AmeliaIslandHotel\roadway\KEYSRD01.dgn

GENERAL NOTES

SITE / GEOMETRY

1. ALL WORK SHALL BE PERFORMED IN A SAFE MANNER. ALL SAFETY RULES AND GUIDELINES OF O.S.H.A. SHALL BE FOLLOWED. THE CONTRACTOR SHALL BE WHOLLY RESPONSIBLE FOR ANY INJURIES OF HIS EMPLOYEES, AND ANY DAMAGE TO PRIVATE PROPERTY OR PERSONS DURING THE COURSE OF THIS PROJECT. ALL COSTS ASSOCIATED WITH COMPLYING WITH O.S.H.A. REGULATIONS AND THE FLORIDA TRENCH SAFETY ACT MUST BE INCLUDED IN THE CONTRACTOR'S PRICE FOR PERFORMING THE WORK.

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING THE JOB SITE PRIOR TO PREPARING THE BID FOR THE PURPOSE OF FAMILIARIZING HIMSELF WITH THE NATURE AND THE EXTENT OF THE WORK AND LOCAL CONDITIONS, EITHER SURFACE OR SUBSURFACE, WHICH MAY AFFECT THE WORK TO BE PERFORMED, AND THE EQUIPMENT, LABOR AND MATERIALS REQUIRED. FAILURE TO DO SO WILL NOT RELIEVE THE CONTRACTOR OF COMPLETE PERFORMANCE UNDER THIS CONTRACT. THE CONTRACTOR IS URGED TO TAKE COLOR PHOTOGRAPHS ALONG THE ROUTE OF THIS PROJECT TO RECORD EXISTING CONDITIONS PRIOR TO CONSTRUCTION, AND TO AID IN RESOLVING POSSIBLE FUTURE COMPLAINTS THAT MAY OCCUR DUE TO CONSTRUCTION OF THE PROJECT. ALL COSTS ASSOCIATED WITH PRELIMINARY INVESTIGATION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

3. ALL IMPROVEMENTS SHOWN ARE TO BE WARRANTED BY THE CONTRACTOR TO THE DEVELOPER.

4. ELEVATIONS ARE BASED ON U.S.C.& G. DATUM 1988 NAVD.

5. TOPOGRAPHIC AND BOUNDARY INFORMATION WAS PROVIDED BY: COASTAL LAND SURVEYORS (904) 261-8950

6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BUILDING, RIGHT-OF-WAY PERMITS NOT PROVIDED, AND INSURANCE REQUIRED FOR THE PROJECT.

7. THE CONTRACTOR SHALL COORDINATE THE WORK WITHIN COUNTY OR STATE RIGHT-OF-WAY WITH THE PROPER AGENCIES FOR MAINTENANCE OF TRAFFIC AND METHOD OF CONSTRUCTION & REPAIR.

8. THE CONTRACTOR SHALL ADVISE THE OWNER'S AUTHORIZED REPRESENTATIVE OF PLANNED WORK SCHEDULE. THE CONTRACTOR SHALL COORDINATE THEIR CONSTRUCTION WITH ALL OTHER CONTRACTORS. IN THE EVENT OF ANY CONFLICT WHATSOEVER, THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF RECORD, AND THE OWNER PRIOR TO PROCEEDING WITH CONSTRUCTION.

9. "AS-BUILT" DRAWINGS - AS-BUILTS ARE REQUIRED TO BE SIGNED AND SEALED BY A FLORIDA REGISTERED LAND SURVEYOR. THEREFORE, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTRACT WITH A LAND SURVEYOR REGISTERED IN THE STATE OF FLORIDA FOR THE PREPARATION, FIELD LOCATIONS, CERTIFICATION, AND SUBMITTAL OF AS-BUILT DRAWINGS IN ACCORDANCE WITH THE NASSAU COUNTY AS-BUILT REQUIREMENTS CHECKLIST.

10. "AS-BUILT" RECORD DATA AND INFORMATION SHALL BE MAINTAINED BY THE CONTRACTOR. RECORD DRAWINGS SHALL BE SUPPLIED TO THE ENGINEER OF RECORD AND NASSAU COUNTY.

11. THE CONTRACTOR IS RESPONSIBLE FOR PROTECTION OF ALL SURVEY AND PROPERTY MONUMENTS. IF A MONUMENT IS DISTURBED, THE CONTRACTOR SHALL CONTRACT WITH THE SURVEYOR OF RECORD FOR REINSTALLATION OF THE MONUMENT.

12. ALL DEBRIS RESULTING FROM ALL ACTIVITIES SHALL BE DISPOSED OF OFF-SITE BY CONTRACTOR ON A DAILY BASIS.

13. ALL EXCESS SUITABLE AND UNSUITABLE MATERIALS SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR UNLESS DIRECTED OTHERWISE BY THE ENGINEER OR RECORD.

14. ALL EXISTING TREES LISTED TO REMAIN SHALL BE PRESERVED AND PROTECTED.

15. THE LOCATION OF ALL EXISTING UTILITIES, STRUCTURES, AND IMPROVEMENTS ON THE DRAWINGS ARE BASED ON LIMITED INFORMATION AND MAY NOT HAVE BEEN FIELD VERIFIED. THE LOCATIONS ARE APPROXIMATE. THE CONTRACTOR SHALL NOTIFY RESPECTIVE UTILITY OWNERS AND FIELD VERIFY LOCATIONS OF EXISTING UTILITIES AND OTHER IMPROVEMENTS PRIOR TO COMMENCING ANY CONSTRUCTION. IF THE LOCATIONS SHOWN ARE CONTRARY TO ACTUAL FIELD LOCATIONS, THE CONTRACTOR SHALL NOTIFY THE OWNER AND ENGINEER OF THE DISCREPANCY. THE DISCREPANCY SHOULD BE RESOLVED PRIOR TO COMMENCING CONSTRUCTION. THE CONTRACTOR SHALL EXERCISE EXTREME CAUTION WHEN WORKING IN AREAS NEAR EXISTING UTILITY IMPROVEMENTS AND SHALL BE RESPONSIBLE FOR REPAIRS OR PAYMENTS FOR ALL DAMAGE MADE TO EXISTING UTILITIES OR OTHER IMPROVEMENTS. PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION, THE CONTRACTOR SHALL VERIFY ALL GRADES, INVERTS, AND TYPE OF MATERIAL OF EXISTING UTILITIES TO WHICH THEY SHALL CONNECT.

16. THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS TO THE ENGINEER OF RECORD ON ALL MATERIALS, FOR REVIEW AND APPROVAL, PRIOR TO PURCHASE OR CONSTRUCTION OF ANY UTILITY OR STRUCTURE.

17. UNSUITABLE MATERIALS UNDER WATER, SEWER, OR STORM PIPE AND/OR STRUCTURES SHALL BE REMOVED AND REPLACED WITH SELECTED BACKFILL COMPACTED TO 98% OF IT'S MAXIMUM DENSITY AS DETERMINED BY THE MODIFIED PROCTOR TEST (ASTM D1557).

18. ALL WATER & SEWER CONSTRUCTION SHALL BE ACCOMPLISHED BY AN UNDERGROUND UTILITY CONTRACTOR LICENSED UNDER THE PROVISIONS OF CHAPTER 489 FLORIDA STATUTES.

19. WHEN DEWATERING CAPACITY REQUIRES A PERMIT (CUP), IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN THE PERMIT THROUGH THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT.

20. WATER MAINS SHALL BE LAID AT LEAST 10 FEET HORIZONTALLY FROM ANY EXISTING OR PROPOSED SANITARY HAZARD. THE DISTANCE SHALL BE MEASURED EDGE TO EDGE. WHERE PARALLEL WATER AND SEWER MAINS HAVE LESS THAN 10 FOOT HORIZONTAL SEPARATION, 20 FOOT LENGTHS OF C900 (DR18) WATER QUALITY PIPE SHALL BE USED WITH THE JOINTS STAGGERED AT 10 FOOT INTERVALS. THE PIPES SHALL BE PLACED IN SEPARATE TRENCHES WITH THE WATER MAIN AT LEAST 18 INCHES ABOVE THE SEWER. 6" MIN VERTICAL SEPARATION IS REQUIRED WITH50 FT JOINT (C-900 WATER MAIN) CENTERED AND MINIMUM 30" BURY IS REQUIRED.

21. WATER MAINS CROSSING SANITARY HAZARDS SHALL BE LAID TO PROVIDE A MINIMUM VERTICAL DISTANCE OF 18 INCHES BETWEEN THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF THE SEWER MAIN. WHERE WATER AND SEWER MAINS CROSS WITH BETWEEN 18 INCHES AND 6 INCHES OF VERTICAL CLEARANCE; A 20 FOOT SECTION OF C900 (DR18) WATER QUALITY PIPE SHALL BE CENTERED ON THE POINT OF THE CROSSING. THE CONTRACTOR SHALL FIELD VERIFY THE VERTICAL SEPARATION. THE MINIMUM SEPARATION BETWEEN WATER AND SEWER PIPES IS TO BE 6 INCHES OUTSIDE DIAMETER TO OUTSIDE DIAMETER.

22. NO WATER MAIN PIPE SHALL PASS THROUGH OR COME IN CONTACT WITH ANY PART OF A SEWER MANHOLE.

23. TRACER WIRE SHALL BE PROVIDED ON ALL WATER MAINS AND FORCE MAINS. TRACER WIRE SHALL BE A MINIMUM OF 14 GUAGE SOLID COPPER WIRE, COATED, AND SUITABLE FOR BURIAL. WIRE SHALL BE ATTACHED DIRECTLY TO TOP OF PIPE AND BROUGHT INTO EACH VALVE BOX AND COILED TO ALLOW FOR EASY ACCESS AND EXTENSION ABOVE FINISHED GRADE FOR ATTACHMENT OF LOCATING EQUIPMENT.

24. ALL PIPE LENGTHS ARE APPROXIMATE DIMENSIONS, ALL DRAINAGE STRUCTURES SHALL BE CONSTRUCTED TO CONFORM WITH TYPICAL SECTIONS AND DETAILS AS SHOWN ON THE MISCELLANEOUS DETAILS SHEET AND IN ACCORDANCE WITH THE SPECIFICATIONS.

25. ALL UNDERGROUND UTILITIES MUST BE INSTALLED PRIOR TO PREPARATION OF SUBGRADE FOR PAVEMENT.

26. GRADES SHOWN ON PLANS ARE EDGE OF PAVEMENT FINISHED GRADES UNLESS OTHERWISE NOTED.

27. SHOULD THE SURFACE OR SUBSURFACE CONDITIONS VARY FROM WHAT IS SHOWN ON THE PLANS, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF RECORD.

28. ALL AREAS DISTURBED DURING CONSTRUCTION SHALL BE SEEDED AND MULCHED UNLESS OTHERWISE SPECIFICALLY STATED.

29. THE CONTRACTOR IS RESPONSIBLE FOR THE CONTROL OF SEDIMENT-LADEN RUNOFF RESULTING FROM STORM EVENTS DURING THE CONSTRUCTION PHASE. EROSION CONTROL FACILITIES SHOULD BE INSTALLED EARLY DURING THE CONSTRUCTION PERIOD SO AS TO PREVENT THE TRANSPORT OF SEDIMENT INTO SURFACE WATERS. RE-VEGETATION AND STABILIZATION OF DISTURBED AREAS SHOULD BE ACCOMPLISHED IMMEDIATELY TO REDUCE THE POTENTIAL FOR FURTHER SOIL EROSION.

30. ANY DISCREPANCIES ON THE DRAWINGS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER OF RECORD BEFORE COMMENCING WORK.

31. IN COUNTY R/W, THE MINIMUM DEPTH REQUIREMENT UNDER PAVEMENT IS 42" AND 36" IN UNPAVED AREAS FOR SEWER, FORCE, AND WATER MAINS.

32. ALL UNDERGROUND UTILITY COMPANIES SHALL BE CONTACTED AT LEAST 48 HOURS PRIOR TO COMMENCING CONSTRUCTION.

33. IN ADDITION TO THE SPECIFICATIONS AND DETAILS PROVIDED FOR THIS CONTRACT, THE NASSAU COUNTY ROADWAY AND DRAINAGE STANDARDS (LATEST REVISION) SHALL ALSO BE USED FOR ANY ITEMS NOT COVERED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN A SET OF ROADWAY AND DRAINAGE STANDARDS FROM THE COUNTY.

34. BACKFILL MATERIAL SHALL BE COMPACTED TO 100% (| 2%) PER NASSAU COUNTY REQUIREMENTS UNDER EXISTING AND PROPOSED ROADWAYS.

35. NO FIELD CHANGES OR DEVIATIONS FROM DESIGN SHALL BE MADE WITHOUT PRIOR APPROVAL OF THE ENGINEER OF RECORD.

36. STATIONING REFERS TO THE CENTERLINE OF THE ROADWAY EXCEPT AS NOTED ON PLANS. WHERE PAVEMENT SPLITS, THE STATIONING FOLLOWS THE INSIDE EDGE OF PAVEMENT UNTIL ROADWAY TRANSITIONS BACK TO THE TYPICAL ROADWAY SECTION

37. ALL CONSTRUCTION, MATERIAL, AND WORKMANSHIP ARE TO BE IN ACCORDANCE WITH NASSAU COUNTY STANDARDS.

38. ALL PAVEMENT MARKINGS SHALL BE THERMOPLASTIC IN ACCORDANCE WITH FDOT STANDARD SPECIFICATIONS, LATEST EDITION. INSTALL PAVEMENT MARKINGS IN ACCORDANCE WITH FDOT STANDARD INDEX NO. 17346.

WATER NOTES

1. IN COUNTY R/W, THE MINIMUM DEPTH REQUIREMENT UNDER PAVEMENT IS 42" AND 36" IN UNPAVED AREAS FOR SEWER, FORCE, AND WATER MAINS. ALL WATER MAINS SHALL BE FLUSHED IN ACCORDANCE WITH, AND UNDER THE DIRECTION OF THE UTILITY COMPANY.

2. THRUST RESTRAINTS ARE REQUIRED IN ACCORDANCE WITH THE UTILITY COMPANY STANDARDS WHERE WATER MAINS ARE TERMINATED AND AT ALL BENDS AND TEES.

3. TIE RODS SHALL BE INSTALLED ON ALL VALVES LOCATED AT FITTINGS. ALL 10" AND LARGER VALVES SHALL REQUIRE FOUR (4) TIE RODS.

4. UNLESS OTHERWISE NOTED, WATER MAINS ARE TO BE PVC DR18, C-900, CLASS 150.

5. ALL WATER MAINS SHALL BE PRESSURE AND LEAKAGE TESTED IN ACCORDANCE WITH AWWA C-600-87, AND OR JEA'S APPLICABLE STANDARDS AND SPECIFICATIONS. ALL WATER MAIN DISINFECTION SHALL BE IN ACCORDANCE WITH AWWA C651 AND OR JEA'S APPLICABLE STANDARDS AND SPECIFICATIONS. NO CONNECTION TO EXISTING POTABLE WATER SYSTEM SHALL BE ALLOWED UNTIL ALL PROPOSED WATER MAINS HAVE BEEN PRESSURE TESTED, DISINFECTED, AND CLEARED FOR SERVICE. THE UTILITY COMPANY'S AUTHORIZED REPRESENTATIVE MUST BE NOTIFIED 48 HOURS PRIOR TO PERFORMING THE PRESSURE TEST AND MUST BE PRESENT.

6. THE CONTRACTOR SHALL AVOID SERVICE INTERRUPTIONS AND MAINTAIN ANY EXISTING WATER SERVICE TO MEET THE SYSTEM DEMANDS AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFICATION OF AFFECTED CUSTOMERS OF THE UTILITY A MINIMUM OF 48 HOURS IN ADVANCE OF ANY INTERRUPTION OF SERVICE. BOIL WATER NOTICES SHALL BE DELIVERED IN ACCORDANCE WITH THE UTILITY COMPANY BOIL WATER NOTICE REQUIREMENTS.

7. ALL MAIN FLUSHING POINTS SHALL BE SAME SIZE AS MAIN UP TO 8 INCH WATER MAINS. FLUSHING POINTS FOR MAINS LARGER THAN 8 INCH SHALL BE REDUCED TO 8 INCH.

8. ALL WATER MAINS SHALL BE DISINFECTED USING LIQUID CHLORINE OR HYPOCHLORITES IN ACCORDANCE TO AWWA C651-86. WATER IN MAIN SHALL MAINTAIN A CHLORINE RESIDUAL OF 50 MG/L FOR A MINIMUM OF 24 HOURS. WATER MAIN SHALL NOT BE PLACED IN SERVICE UNTIL CLEARANCE HAS BEEN PROVIDED BY THE APPROPRIATE REGULATING AGENCY AND JEA.

9. IF SOLVENT CONTAMINATION IS FOUND IN THE PIPE TRENCH, WORK SHALL BE STOPPED AND THE PROPER AUTHORITIES NOTIFIED. BASED ON APPROVAL OF THE PERMITTING AGENCY, DUCTILE IRON PIPE, FITTINGS, AND SOLVENT RESISTANT GASKET MATERIAL SUCH AS FLUOROCARBON SHALL BE USED IN THE CONTAMINATED AREA. THE DUCTILE IRON PIPE SHALL EXTEND AT LEAST 100 FEET BEYOND ANY SOLVENT NOTED. ANY CONTAMINATED SOIL THAT IS EXCAVATED SHALL BE PLACED ON AN IMPERMEABLE MAT AND COVERED WITH A WATER PROOF COVERING. THE PROPER AUTHORITIES WILL BE NOTIFIED AND THE CONTAMINATED SOIL HELD FOR PROPER DISPOSAL.

10. 2" FLUSHING HYDRANTS SHALL BE INSTALLED AT ALL DEAD END LINES AND MAIN LINE STUB-OUTS.

11. A SEPARATE WATER SERVICE SHALL BE REQUIRED FOR EACH UNIT SERVED AND SHALL BE INSTALLED 2 FEET EITHER SIDE OF PROPERTY LINE. ALL WATER SERVICES SHALL BE MARKED WITH A "W" ETCHED ON THE CURB. ALL VALVES SHALL BE MARKED WITH A "V" ETCHED ON THE CURB.

12. ALL BACKFLOW PREVENTION ASSEMBLIES SHALL BE INSTALLED IN ACCORDANCE WITH THE UTILITY COMPANY'S STANDARDS.

13. ALL BACKFLOW PREVENTION ASSEMBLIES SHALL BE INSTALLED AT THE CONSUMER'S METER OR AT THE PROPERTY LINE WHEN A METER IS NOT USED.

14. BACKFLOW PREVENTION ASSEMBLIES SHALL BE TESTED BY A STATE OF FLORIDA LICENSED BACKFLOW TECHNICIAN. SUBMIT BACKFLOW ASSEMBLY TEST REPORTS TO JEA ATTN: BILL POUND, 21 W CHURCH ST. T-4 JACKSONVILLE, FL 32202. BACKFLOW PREVENTION ASSEMBLIES SHALL BE SELECTED AND INSTALLED IN ACCORDANCE WITH THE LATEST EDITION OF JEA'S CROSS CONNECTION CONTROL POLICY MANUAL; CONTACT BILL POUND AT (904) 665-5787.

15. CONTACT CHRIS BARRINGTON - JEA NEW DEVELOPMENT - 904-665-4081 TO SCHEDULE A PRE-CONSTRUCTION MEETING PRIOR TO BEGINNING CONSTRUCTION.

INDEX

SHEET #	DESCRIPTION
1	COVER SHEET
2	INDEX SHEET
3	PRE-DEVELOPMENT DRAINAGE MAP
4	POST-DEVELOPMENT DRAINAGE MAP
5	PRELIMINARY BINDING SITE PLAN
6 - 9	TREE PRESERVATION PLAN
10	GRADING PLAN
11	GEOMETRY PLAN
12	LANDSCAPE PLAN
13	WATER AND SEWER PLAN
14 - 16	MISCELLANEOUS DETAILS

SEWER NOTES

1. THE CONTRACTOR SHALL PROVIDE, TO THE ENGINEER OF RECORD , A SCHEDULE OF INVERT ELEVATIONS OF ALL SANITARY MANHOLES PRIOR TO THE PLACEMENT OF THE LIME ROCK BASE COURSE. THIS SCHEDULE TO BE PROVIDED BY THE REGISTERED LAND SURVEYOR SUBMITTING THE "AS-BUILT" DRAWINGS FOR THIS PROJECT.

2. SANITARY SEWER SERVICES SHALL BE 6"PVC WITH A MINIMUM SLOPE OF 0.006 FEET PER FOOT AND SHALL BE TERMINATED AT THE RIGHT-OF-WAY LINE WITH A DEPTH OF 24" TO 48" FROM THE FINAL FINISHED GRADE OF THE DEVELOPED LOTS. DEPTHS GREATER THAN 48" FROM FINAL FINISHED GRADE SHALL BE READJUSTED BY THE DEVELOPER AT HIS COST.

3. ALL MANHOLE FRAMES AND COVERS TO BE ADJUSTED TO FINAL FINISHED GRADE.

4. A SEPARATE SEWER SERVICE (6" MIN.) SHALL BE PROVIDED TO THE RIGHT-OF-WAY FOR EACH LOT BEING SERVED. AN "S" SHALL BE ETCHED INTO THE CURB DIRECTLY OVER EACH SERVICE LINE OR IN THE STREET SIDE OF A SIDEWALK IN LINE WITH THE CLEANOUT.

5. GRAVITY SEWER TO BE GREEN IN COLOR

6. NEW GRAVITY SEWER SYSTEM SHALL BE PLUGGED AT NEAREST EXISTING DOWNSTREAM MANHOLE AND SHALL NOT BE REMOVED WITHOUT AUTHORIZATION FROM THE JEA. EXISTING MANHOLES TO BE COREBORED AND ARRANGEMENTS MADE TO BE REFURBISHED WITH COMPATIBLE MATERIALS IF THE EXISTING MANHOLE IS ALLOWED TO BE USED.

7. FINISHED FLOOR ELEVATIONS SHALL BE GREATER (HIGHER) THAN THE ELEVATION OF THE MANHOLE NEAREST THE SERVICE LATERAL IN ORDER TO AVOID A POTENTIAL BACKUP OF SEWERAGE IN THE HOUSE OR BUILDING.

8. FORCE MAIN MUST PASS A PRESSURE TEST PRIOR TO ACCEPTANCE OF THE SYSTEM. THE PRESSURE TEST SHALL COMPLY WITH AWWA C-600 SECTION 4.1 STANDARD FOR HYDROSTATIC TESTING. PRESSURE TEST MUST BE WITNESSED AND APPROVED BY AN AUTHORIZED THE UTLITY COMPANY REPRESENTATIVE.

9. ALL GRAVITY SEWER PIPE (WITH LATTERALS) TO A 12 FOOT DEPTH OF COVER SHALL BE ASTM D3034 SDR-35 PVC PIPE. GRAVITY SEWER PIPE WITH COVER OF 12 FEET (AND IN EASMENT) AND GREATER SHALL BE C900-DR18 OR SDR-26. JOINT SHALL BE OF THE BELL AND SPIGOT TYPE AND MEET THE REQUIREMENTS OF THE PIPE REFFERED BEING USED. SEE JEA SEWER STANDARDS FOR MORE DETAIL

10. WHEN A PROPERTY LINE CAN NOT BE DEFINED, THE SEWER CLEANOUT SHALL BE PLACED IN AN UNPAVED AREA AT A DISTANCE NO GREATER THAN 30 FEET FROM THE SEWER MAIN.

11. ALL GRAVITY SEWER MAINS SHALL BE DEFLECTION TESTED WITH A 5% MANDREL AS SUPPLIED BY THE CONTRACTOR AND CERTIFIED TO ACCURACY EACH YEAR. CERTIFICATION OF ACCURACY SHALL BE PROVIDED TO JEA. THE SEWER LINES TO BE TV INSPECTED AND THE ALIGNMENT BETWEEN MANHOLES CHECKED BY USING LIGHTS, LASER BEAMS OR OTHER SUITABLE MEANS.

12. FRAME AND COVER ADJUSTMENT RINGS SHALL BE MANUFACTURED OF THE SAME MATERIAL AS THE MANHOLES.

13. SEWER PLUGS USED DURING THE CONSTRUCTION OR CONNECTION TO A SYSTEM SHALL HAVE THE CONTRACTOR'S NAME PERMANENTLY STAMPED.

14. THE FRP MANHOLE LINER SHALL BE DESIGNED AND FABRICATED TO BE INSTALLED VERTICALLY INSIDE AN EXISTING MANHOLE, AND SHALL NOT BE LOAD BEARING STRUCTURE. THE ANNULAR SPACE BETWEEN THE OUTSIDE DIAMETER OF THE LINER AND INSIDE DIAMETER OF THE EXISTING MANHOLE WALL SHALL BE FILLED WITH CONCRETE GROUT.

15. IN ACCORDANCE WITH THE DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) REQUIREMENTS, LEAKAGE TESTING SHALL BE PERFORMED ON ALL SEGMENTS OF THE SEWER SYSTEM. TESTING MAY INCLUDE APPROPRIATE WATER OR LOW PRESSURE AIR TESTING. TEST METHODS SHALL TAKE INTO CONSIDERATION THE RANGE IN GROUNDWATER ELEVATIONS DURING THE TEST AND ANTICIPATED DURING THE DESIGNED LIFE OF THE SEWER. LEAKAGE TESTING BASED ON THE WATER (HYDROSTATIC) TEST SHALL NOT EXCEED 200 GALLONS PER INCH OF PIPE DIAMETER PER MILE PER DAY FOR ANY SECTION OF THE SYSTEM USING A MINIMUM POSITIVE HEAD OF 2 FEET. LEAKAGE TESTING BASED ON THE LOW PRESSURE AIR TEST SHALL, AS A MINIMUM, CONFORM TO THE TEST PROCEDURE DESCRIBED IN ASTM F-1417.

16. IN COUNTY R/W, THE MINIMUM DEPTH REQUIREMENT UNDER PAVEMENT IS 42" AND 36" IN UNPAVED AREAS FOR SEWER, FORCE, AND WATER MAINS OR DUCTILE IRON PIPE CASING\ CONCRETE ENCASEMENT AS SPECIFIED.

17. ALL LINED FORCE MAIN FITTINGS SHALL BE HOLIDAY TESTED FOR DEFECTS PRIOR TO INSTALATION.

LEGEND

- EXISTING VALVE
- EXISTING WATER LINE (W)
- EXISTING SANITARY SEWER (10" PVC)
- EXISTING FIRE HYDRANT
- PROPOSED SANITARY SEWER
- PROPOSED WATER LINE (W)
- PROPOSED FIRE HYDRANT
- EXISTING EDGE OF PAVEMENT
- EXISTING PROPERTY LINE
- PROPOSED SPOT ELEVATION (15.3)
- PROPOSED CONTOUR (15.0)
- PROPOSED EDGE OF PAVEMENT
- PROPOSED PROPERTY LINE
- PROPOSED R.O.W. LINE
- EXISTING TREE (6" PINE)
- EXISTING CONTOUR (15)
- SILT FENCE
- WETLAND BUFFER

LOCATION MAP

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

Engineer of Record: Daniel I. McCranie, P.E. P.E. # 50627
M&A McCranie & Associates, Inc.
3 South 2nd Street
Fernandina Beach, FL 32034
(904) 335-8685
Certificate of Authorization No. 8269

AMELIA ISLAND HOTEL
FERNANDINA BEACH, FLORIDA

ROAD	COUNTY	PROJECT ID
	NASSAU	SP17-013

INDEX SHEET

SHEET NO. 2

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EXISTING BUSINESS

DA-PRE
2.34 Ac.

EXISTING DRIVEWAY
TO BE REMOVED

EXISTING BUILDING
TO BE REMOVED

EXISTING BUILDING
TO BE REMOVED

DRAINAGE BASIN
BOUNDARY (TYP)

100 YR FLOOD
BOUNDARY (TYP)

WETLAND
LINE

PROPERTY
LINE (TYP)

CATCH BASIN TOP
ELEVATION = 10.00' NAVD 1988

CATCH BASIN TOP
ELEVATION = 8.69' NAVD 1988

SADLER ROAD

0 10 40
Feet

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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AMELIA ISLAND HOTEL
FERNANDINA BEACH, FLORIDA

ROAD	COUNTY	PROJECT ID
	NASSAU	SP17-013

PRE DEVELOPMENT

SHEET NO. 3

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SEE GRADING SHEET FOR DIVERSION SWALE.

MODIFY INLET TOP TO GRATE INLET

CATCH BASIN TOP ELEVATION = 10.00' NAVD 1988

DRAINAGE BASIN BOUNDARY (TYP)

DA-1 0.53 Ac.

DA-2 0.30 Ac.

DA-3 0.35 Ac.

DA-4 0.56 Ac.

DA-P1 0.60 Ac.

FF=11.8

S-1

S-2

S-3

S-4

S-5

0.5%

1%

IMPACTED WETLANDS (0.1 AC)

IMPACTED WETLANDS (0.2 AC)

WETLAND LINE

PROPERTY LINE (TYP)

TOP OF BANK

WEIR 1 (EL. 7.30)

POND 1
TOB = 9.0
BOTTOM = -1.0
1:4 SLOPES

CATCH BASIN TOP ELEVATION = 8.69' NAVD 1988

SADLER ROAD

0 10 40
Feet

Pipe Table

Pipe	Upstream Structure	Downstream Structure	Length (ft)	Size (in)	Type	Upstream Invert (ft)	Downstream Invert (ft)	Slope (%)
P-1	S-1	S-2	212	18	RCP	6.50	5.96	0.25
P-2	S-2	S-3	148	18	RCP	5.96	5.58	0.25
P-3	S-3	S-4	212	18	RCP	5.58	5.04	0.25
P-4	S-4	S-5	90	18	RCP	5.04	4.41	0.71

S-1 TOP/INLET EL = 11.0
S INV EL = 6.50

S-2 TOP/INLET EL = 11.0
N INV EL = 5.96
E INV EL = 5.96

S-3 TOP/INLET EL = 10.5
W INV EL = 5.58
N INV EL = 5.58

S-4 TOP/INLET EL = 10.5
S INV EL = 5.04
E INV EL = 5.04

S-5 18" MES
W INV EL = 4.41

WEIR 1 TOP EL = 9.00
WEIR EL = 7.30
ORIFICE = 6.00
INV EL = 6.00

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

Engineer of Record: Daniel I. McCranie, P.E.
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3 South 2nd Street
Fernandina Beach, FL 32034
(904) 335-8685
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AMELIA ISLAND HOTEL
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ROAD	COUNTY	PROJECT ID
	NASSAU	SP17-013

POST DEVELOPMENT

SHEET NO. 4

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DIVERSION SWALE

MODIFY INLET TOP TO GRATE INLET

CATCH BASIN TOP
ELEVATION = 10.00' NAVD 1988

DA-1
0.53 Ac.

DA-2
0.29 Ac.

DA-3
0.35 Ac.

DA-4
0.56 Ac.

DA-P1
0.60 Ac.

FF=11.8

DRAINAGE BASIN BOUNDARY (TYP)

S-1

S-2

S-3

S-4

S-5

WEIR 1
(EL. 7.30)

WETLAND LINE

TOP OF BANK

PROPERTY LINE (TYP)

SADLER ROAD

CATCH BASIN TOP
ELEVATION = 8.69' NAVD 1988

0 10 40
Feet

PROPERTY LINE
PARKING LOT
5'
1:2.5
1:2.5

DIVERSION SWALE DETAIL

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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	NASSAU	SP17-013

GRADING

SHEET NO. 10

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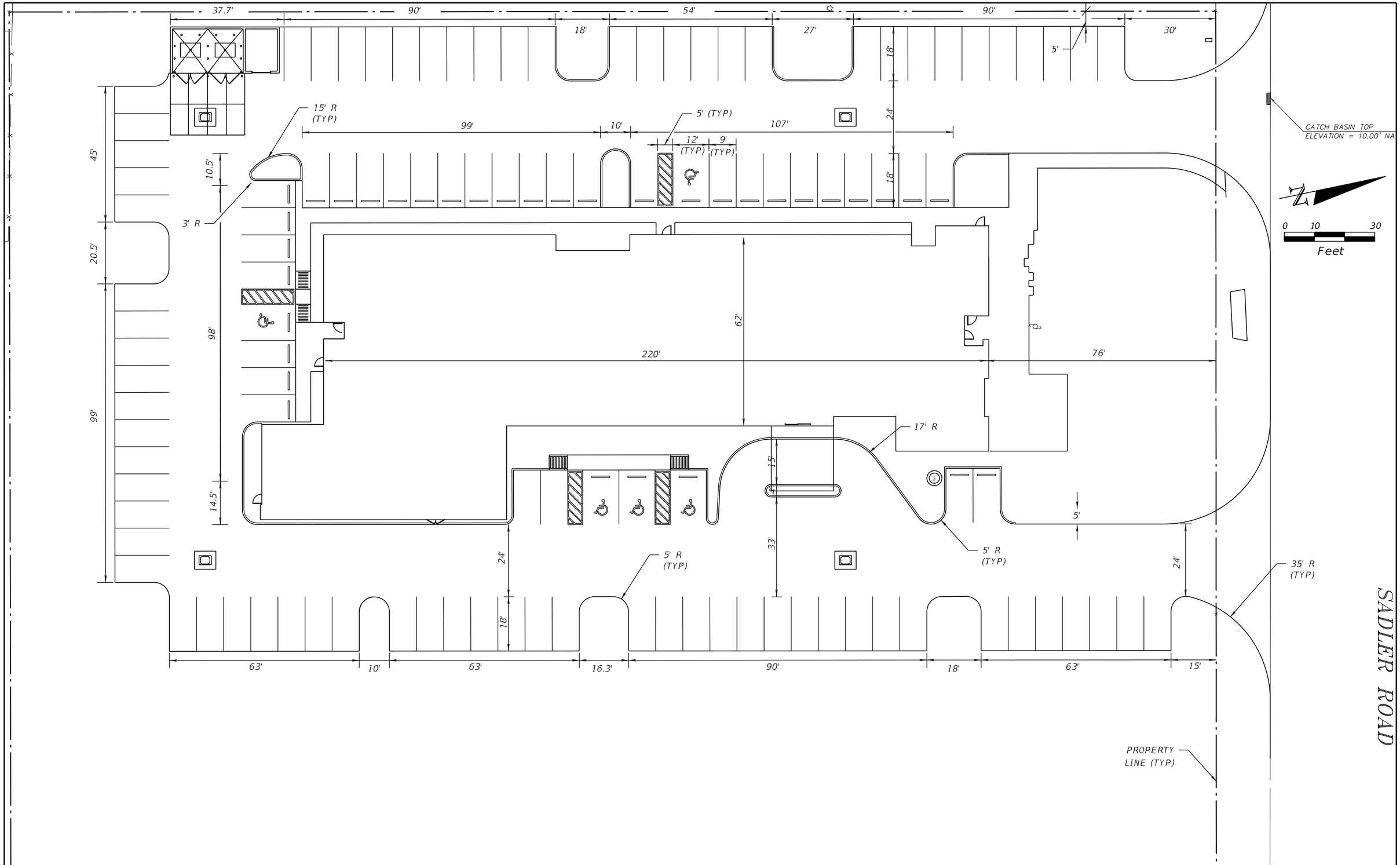

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

Engineer of Record:
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ROAD	COUNTY	PROJECT ID
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GEOMETRY PLAN

SHEET NO.
11

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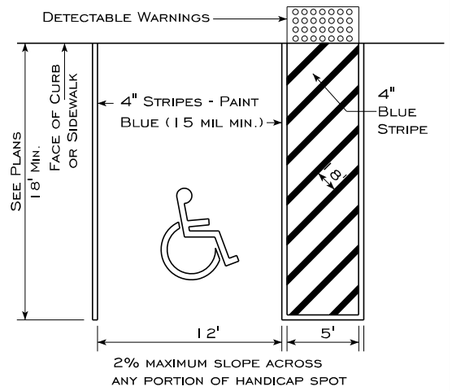
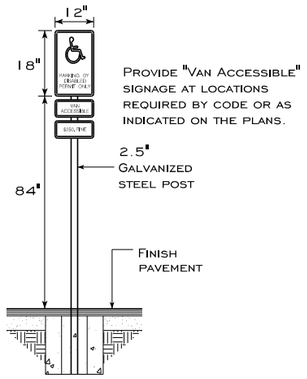


TYPICAL DISABLED PARKING

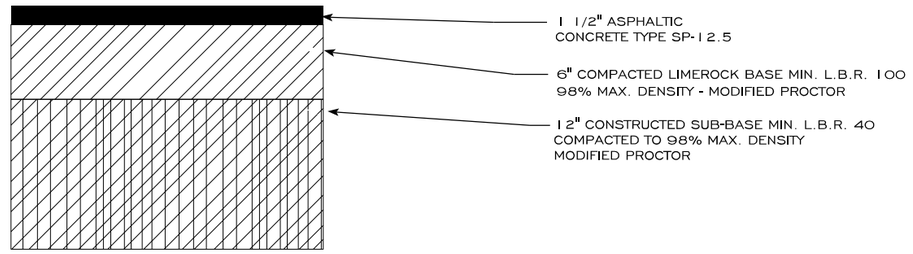
NOTES:

1. ALL SIGNS SHOWN SHALL CONFORM TO FEDERAL ACCESSIBILITY SPECIFICATIONS.
2. ALL SIGNS SHOWN SHALL BE REFLECTORIZED TO SHOW THE SAME COLOR BY NIGHT AS BY DAY.
3. ALL SIGNS SHALL BE SECURELY MOUNTED GALVANIZED STEEL CHANNEL POSTS.
4. INSTALL QUANTITY AND AT LOCATIONS REQUIRED BY CODE AND/OR AS INDICATED ON DRAWINGS. CONFIRM ALL HANDICAPPED SIGNAGE CODES.



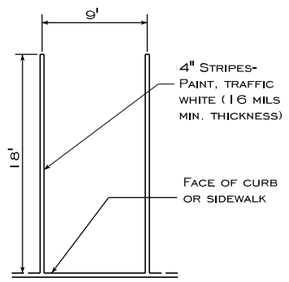
PROVIDE "VAN ACCESSIBLE" SIGNAGE AT LOCATIONS REQUIRED BY CODE OR AS INDICATED ON THE PLANS.

ACCESSIBLE PARKING SIGN DETAIL

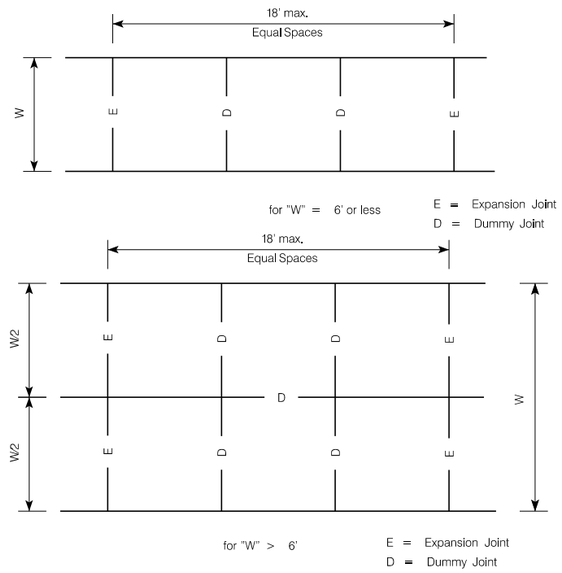


NOTE:
16" SOD STRIP REQUIRED ADJACENT TO ALL ROAD WORK

TYPICAL PAVEMENT SECTION - ALL DRIVEWAYS



STRIPING DETAIL



SIDEWALK JOINT LOCATION DETAILS

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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AMELIA ISLAND HOTEL
FERNANDINA BEACH, FLORIDA

ROAD	COUNTY	PROJECT ID
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MISCELANEOUS DETAILS

SHEET NO. 14

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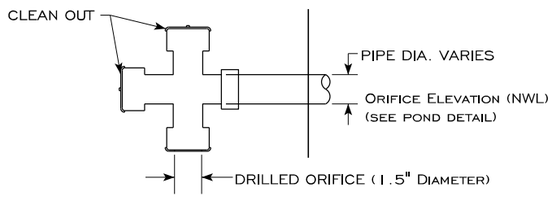
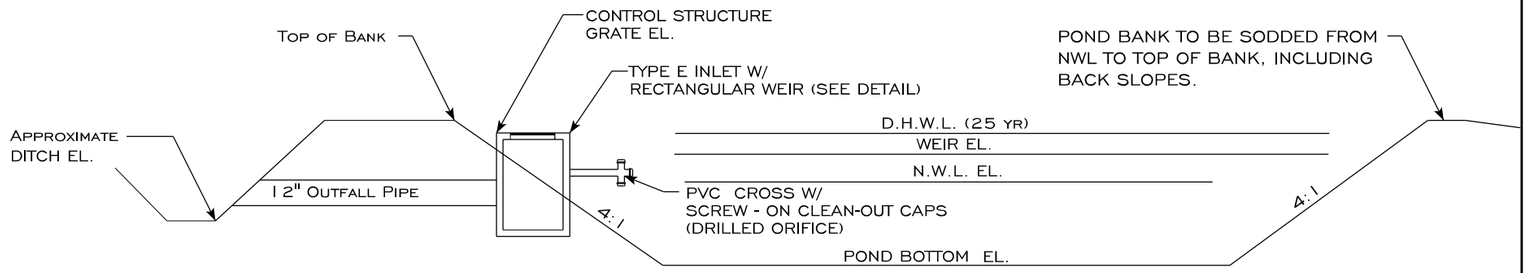


ORIFICE DETAIL

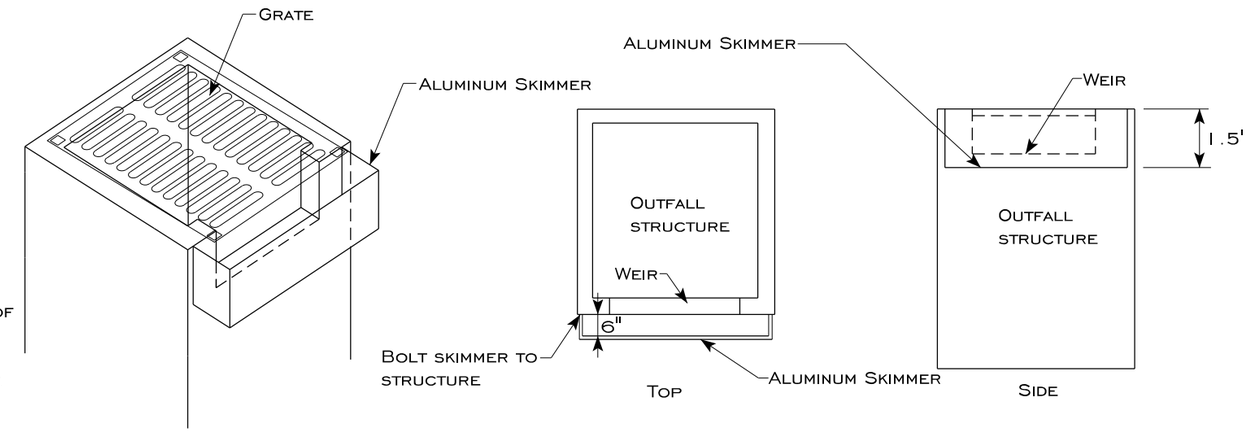


POND CROSS-SECTION WITH DROP STRUCTURE (POND 1)

NOTE: ALL WEIRS TO HAVE SKIMMERS ON INSIDE OF POND (SEE THIS SHEET FOR DETAIL)

POND #	TOP OF BANK	N.W.L.	D.H.W.L.	WEIR EL	WEIR WIDTH (IN)	ORIFICE DIA. (IN)	POND BOTTOM EL	OUTFALL PIPE LENGTH	PIPE DIAMETER & SLOPE	OUTFALL EL.	WEIR OUTFALL (CFS)		
											5 YR	10 YR	25 YR
1	9.00	6.00	8.68	7.30	8	1.5	-1.00	20'	24" @ 0.25%	5.50	1.24	1.99	2.98

POND INFORMATION & CROSS SECTION



NOTE: SIMMER SHALL BE CONSTRUCTED OF 1/4" ALUMINUM

SKIMMER SHALL EXTEND FROM THE GRATE ELEVATION TO 3" BELOW THE WEIR ELEVATION (APPROXIMATELY 1.5')

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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ROAD	COUNTY	PROJECT ID
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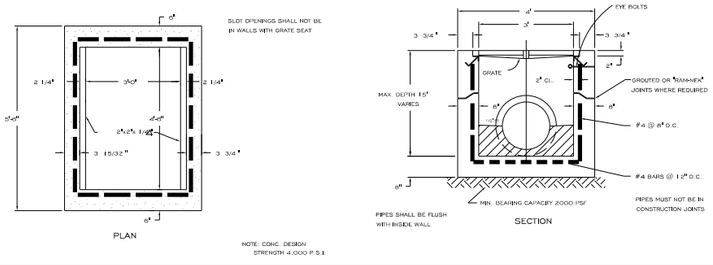
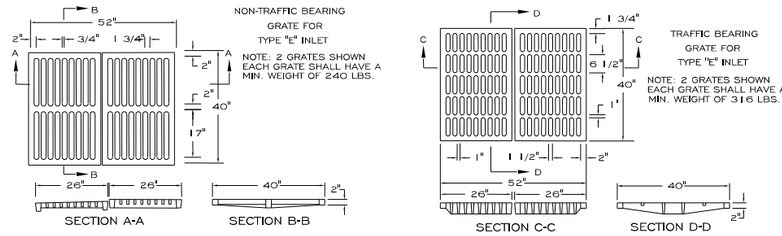
MISCELLANEOUS DETAILS

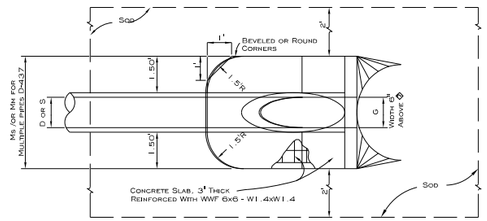
SHEET NO. 15



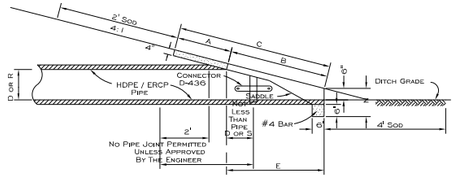
STORM SEWER TYPE "E" INLET



GRATE DETAIL FOR TYPE "E" INLET



TOP VIEW - SINGLE PIPE



SECTION

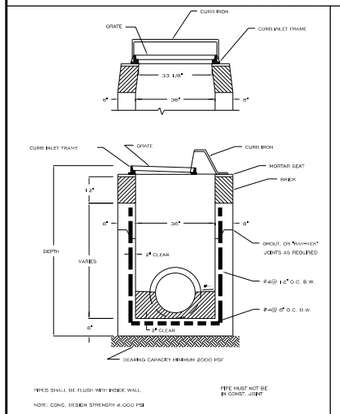
N.T.S.

* Slope:

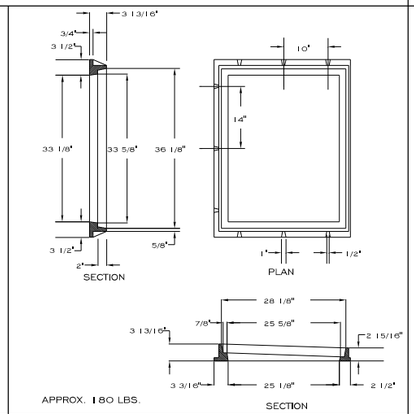
4:1 Miter To 1/8 Of Pipe For Pipes 18" & Smaller
2:1 Miter For Pipes 24" & Larger, For RCP.

4:1 Miter To Major Axis For Pipes 24"x 38" & Smaller.
2:1 Miter For Pipes 29"x 45" & Larger, For ERCP.

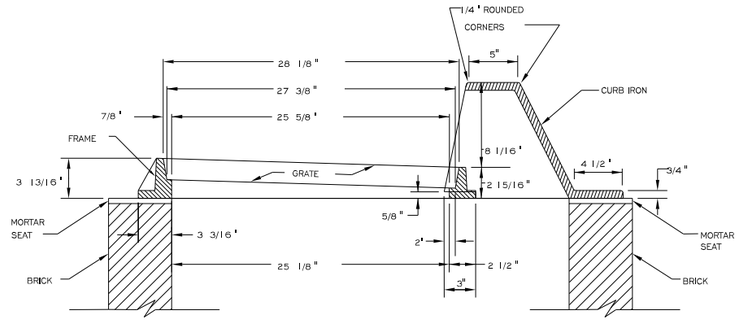
MITERED END SECTION FOR R.C.P. CROSS DRAIN TYPE B



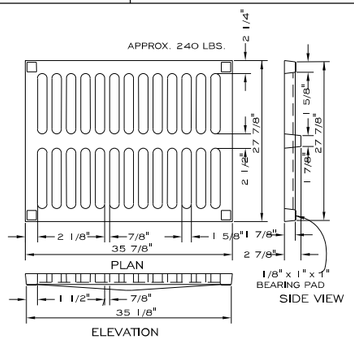
36" CURB INLET



CURB INLET FRAME



CURB IRON WITH GRATE & FRAME

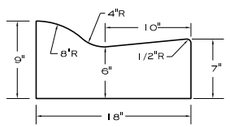


STORM SEWER INLET GRATE

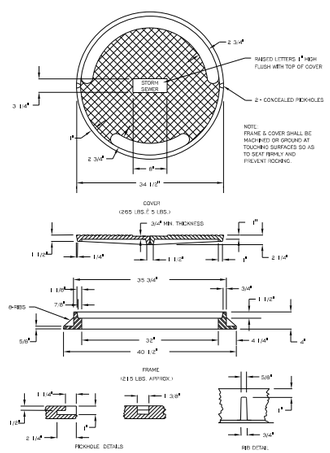
DIMENSIONS FOR HDPE									
D	X	A	B	C	E	F	G	Ms	N
15"	2.58'	2.27'	4.09'	6.36'	4.03'	6'	1.22'	4.63'	1.19'
18"	2.83'	2.36'	5.12'	7.48'	5.03'	9'	1.41'	4.92'	1.21'
24"	3.42'	2.53'	7.16'	9.71'	7.03'	11'	1.73'	5.50'	1.25'
30"	4.25'	2.70'	9.25'	11.95'	9.03'	13'	2.00'	6.06'	1.29'
36"	5.08'	2.87'	11.31'	14.18'	11.03'	15'	2.24'	6.67'	1.33'
42"	6.00'	3.05'	13.37'	16.42'	13.03'	17'	2.45'	7.25'	1.38'
48"	6.75'	3.22'	15.43'	18.65'	15.03'	19'	2.63'	7.83'	1.42'
54"	7.67'	3.39'	17.49'	20.86'	17.03'	21'	2.83'	8.42'	1.46'
60"	8.50'	3.56'	19.55'	23.11'	19.03'	23'	3.00'	9.00'	1.50'

6.42' 6.25' DIMENSIONS PERMITTED TO ALLOW USE OF 8' STANDARD PIPE LENGTHS.
10.40' 10.10' DIMENSIONS PERMITTED TO ALLOW USE OF 12' STANDARD PIPE LENGTHS.
CONCRETE SLAB SHALL BE DEEPENED TO FROM BRIDGE ACROSS CROWN OF PIPE. SEE SECTION.

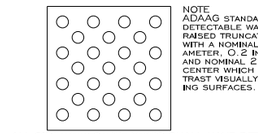
TABLES OF DIMENSION FOR MITERED END SECTIONS TYPE B



MIAMI CURB AND GUTTER



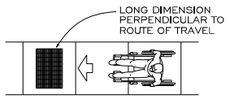
MANHOLE FRAME AND COVER



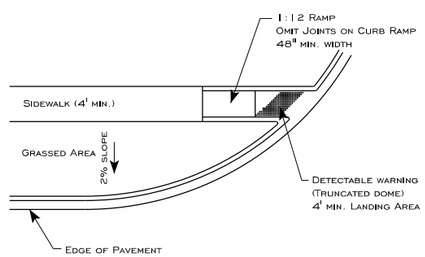
NOTE
ADAAG STANDARDIZES DETECTABLE WARNINGS AS RAISED TRUNCATED DOMES WITH A NOMINAL 0.9 IN. DIAMETER, 0.2 IN. HEIGHT, AND NOMINAL 2.35 IN. ON CENTER WHICH MUST CONTRAST VISUALLY WITH ADJOINING SURFACES.

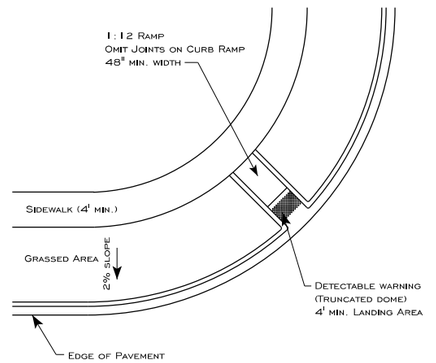
ALL SIDEWALK CURB RAMPS SHALL HAVE DETECTABLE WARNING SURFACES THAT EXTEND THE FULL WIDTH OF THE RAMP AND IN THE DIRECTION OF TRAVEL 24 INCHES FROM BACK OF CURB.

NOTE
SIDEWALK WIDTH: 36 IN. (915 MM) MINIMUM



Note: All sidewalk ramps are to meet latest ADA Standards. See engineer of record or County for any clarifications.





SIDEWALK RAMP DETAILS

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

Engineer of Record:
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AMELIA ISLAND HOTEL
FERNANDINA BEACH, FLORIDA

ROAD	COUNTY	PROJECT ID
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MISCELANEOUS DETAILS

SHEET NO. 16

Dan 11/13/2017 5:07:25 PM N:\Projects\AmeliaIslandHotel\roadway\PLANRD03.dgn

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2020-39
Voluntary Annexation of 31.39 acres of land.

ITEM TYPE: Ordinances (w/ fiscal impact)

REQUESTED ACTION: Approve Ordinance 2020-39 at first reading.

SYNOPSIS: The City of Fernandina Beach requests annexation of four parcels of land associated with the Baptist Medical Center of Nassau on South 18th Street. Resolution 2013-186 approved extension of water and sewer services outside of the corporate limits of the City and allowed for an expansion of the hospital campus. Assignment of the Public and Institutional (PI) Future Land Use Map (FLUM) category and Public and Institutional (PI-1) zoning district is requested for the subject properties. This requested FLUM designation and zoning district are the only land use and zoning categories that allow for hospitals. Following the 2013 petition for water and sewer services and voluntary annexation, the City adopted ordinance 2014-21 which amended the Supplemental Standards Chapter of the Land Development Code (LDC) to accommodate the 60 foot maximum building height and off-site signage requirements in anticipation of annexation. Those LDC amendments eliminated what would have made the hospital a nonconforming structure upon annexation.

CITY ATTORNEY COMMENTS: No additional comments.

Dale L. Martin, City Manager 10/5/2020
Tammi E. Bach, City Attorney 10/6/2020

Kelly N. Gibson, AICP

Date: September 22, 2020

Submitted By: Kelly Gibson, AICP, Planning Director

ORDINANCE 2020-39

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ANNEXING APPROXIMATELY 31.39 ACRES OF LAND LOCATED ON THE BAPIST MEDICAL CENTER AT 1250 S. 18TH STREET, 1367 S. 18TH STREET AND INCLUDING VACANT LANDS CONTIGUOUS TO THE CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owners of approximately 31.39 acres of land located at the Baptist Medical Center and its vacant lands contiguous to the City limits and identified in Exhibit "A" have requested annexation into the City of Fernandina Beach in exchange for water and sewer services; and

WHEREAS, the Planning Advisory Board reviewed the request for voluntary annexation application numbered PAB 2020-0010 at its September 9, 2020, meeting and recommended approval of the annexation; 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 August 26, 2020; and

WHEREAS, City staff has reviewed the petition for voluntary annexation and has found that the petition bears the signatures of all the owners of the subject property or their authorized agent at such time that the petition was signed, the parcel is contiguous to the City boundary, is reasonably compact, does not create an enclave, will be used for urban services, and the City will be able to deliver urban services such as water, sewer, garbage, police and fire without decreasing the level of service currently provided to City residents; and

WHEREAS, the City Attorney has rendered a legal opinion that upon review, the annexation petition meets the requirements of Chapter 171 Florida Statutes; and

WHEREAS, after consideration of the application and evidence presented on such application thereon, the City Commission made the following findings:

a. That the Commission is empowered under Chapter 171, Florida Statutes to approve a request for voluntary annexation.

b. That the proposed annexation meets the requirements for voluntary annexation as required by Chapter 171.044 F.S., is contiguous to the municipal boundary, is reasonably compact, and does not create an enclave.

c. That the petitioner agrees to file for a Future Land Use Map (FLUM) amendment and a change in zoning district designation within six months of the date the City Commission approves the annexation.

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

SECTION 1. The following parcel of real property totaling approximately 31.39 acres of land located at the Baptist Medical Center and its vacant lands contiguous to the City limits and identified in map provided in Exhibit "A" are hereby annexed into the corporate limits of the City of Fernandina Beach, to wit.

SECTION 2. It is hereby deemed to be in the best interest of the City of Fernandina Beach that the land, above described, be annexed into and become a part of the City of Fernandina Beach. That upon adoption of this Ordinance, the boundary lines for the corporate limits of the City of Fernandina Beach shall be redefined so as to include the real property described above.

SECTION 3. This Ordinance shall be published in the Fernandina Beach News Leader once each week for two consecutive weeks, and that proof of publication of this Ordinance shall be filed herein prior to the final reading of this Ordinance.

ADOPTED this 17th day of November, 2020.

CITY OF FERNANDINA BEACH

_____
JOHN A. MILLER
Mayor - Commissioner

ATTEST:

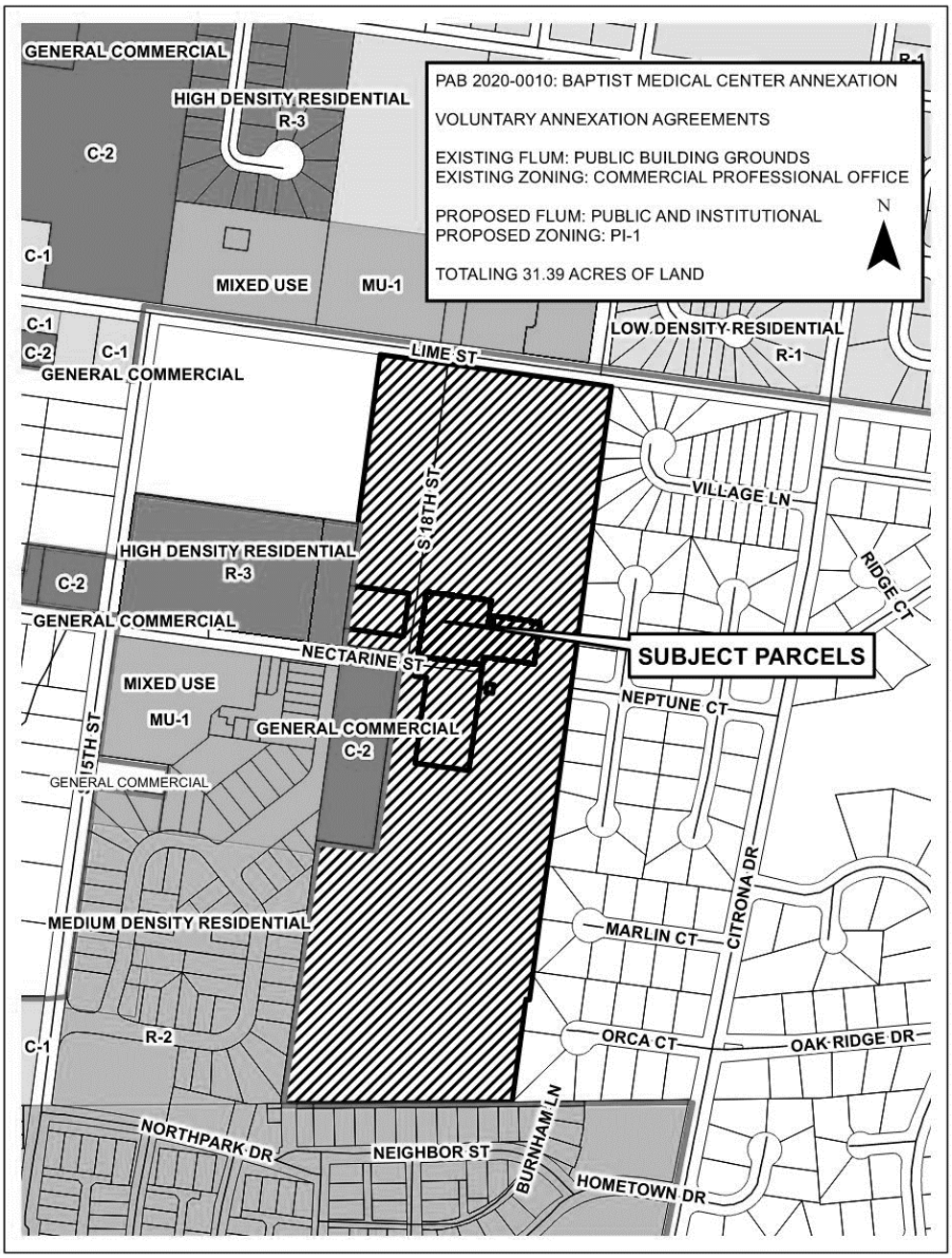
_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TAMMI E. BACH
City Attorney

EXHIBIT A

VOLUNTARY ANNEXATION OF THE BAPTIST MEDICAL CENTER PROPERTIES LOCATED AT 1250 S. 18TH STREET, 1367 S. 18TH STREET, AND VACANT PARCELS WITH IDENTIFICAION NUMBERS OF 00-00-31-0160-000-000 AND 00-00-31-1600-0205-002L, ASSIGNMENT OF THE PUBLIC & INSTITUTIONAL (PI) FUTURE LAND USE MAP CATEGORY AND PUBLIC & INSTITUTIONAL (PI) ZONING DISTRICT FOR PROPERTIES TOTALING 31.39 ACRES OF LAND.



STAFF REPORT
PAB 2020-0010 (AX, LU, CZ)
Planning Advisory Board Hearing
September 9, 2020

Jacob M. Platt
Senior Planner

APPLICATION FOR VOLUNTARY ANNEXATION, LARGE-SCALE FUTURE LAND USE AND ZONING MAP

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	Baptist Medical Center of Nassau Inc.				
AGENT:	City of Fernandina Beach				
REQUESTED ACTION:	Voluntary Annexation, Assignment of a Future Land Use Map Category of Public and Institutional, and Zoning District of PI-1				
LOCATION:	1250 S. 18th Street				
CURRENT ZONING:	Nassau County Commercial Professional Office				
CURRENT LAND USE:	Nassau County Public Building Grounds				
EXISTING USES ON SITE:	Baptist Medical Center of Nassau Hospital Facilities				
PROPERTY SIZE:	Approximately 31.39 Acres of Land				
ADJACENT PROPERTIES:	**Direction**	**Existing Use(s)**	**Year Built**	**Zoning**	**FLUM**
	North	Commercial Condo	2013	MU-1	MU
	South	SF Residential	Early 2000's	R-2 PUD	MDR
	East	SF Residential	N/A	NC RG-1	MD
	West	MF & SF Residential	N/A	R-3, MU-1, R-2 NC RG-1	HDR MU MDR NC Industrial

*** 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 Planning and Conservation Department office. ***

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The City of Fernandina Beach requests annexation of four parcels of land associated with the Baptist Medical Center of Nassau on South 18th Street. Resolution 2013-186 approved extension of water and sewer services outside of the corporate limits of the City and allowed for an expansion of the hospital campus. Assignment of the Public and Institutional (PI) Future Land Use Map (FLUM) category and Public and Institutional (PI-1) zoning district is requested for the subject properties. This requested FLUM designation and zoning district are the only land use and zoning categories that allow for hospitals. Following the 2013 petition for water and sewer services and voluntary annexation, the City adopted ordinance 2014-21 which amended the Supplemental Standards Chapter of the Land Development Code (LDC) to accommodate the 60 foot maximum building height and off-site signage requirements in anticipation of annexation. Those LDC amendments eliminated what would have made the hospital a nonconforming structure upon annexation.

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 subject parcels make up the Baptist Medical Center of Nassau Campus, any development or redevelopment can achieve full compliance with the City's Land Development Code and Comprehensive Plan. The City can serve this property and meet or exceed all levels of service required by the Comprehensive Plan.

Applicable Policy Reference	***Determination of Consistency***
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	√

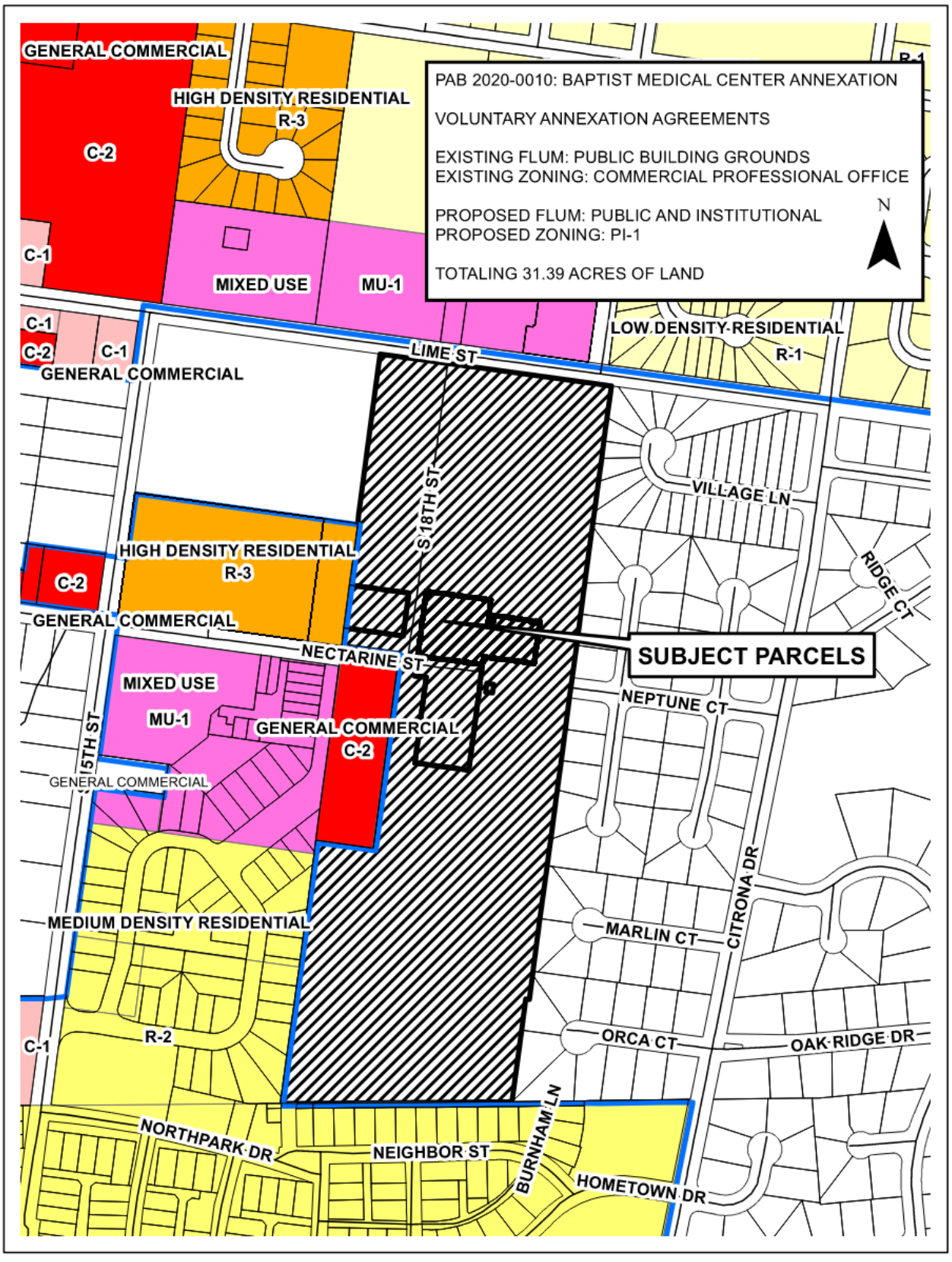
CONCLUSION AND STAFF RECOMMENDATIONS:

The requested action is consistent with the City's Comprehensive Plan and Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the Public and Institutional (PI) Future Land Use Map (FLUM) category and Public and Institutional (PI-1) 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 October 20th, 2020.

MOTION TO CONSIDER:

I move to recommend **(approval or denial)** of PAB case number 2020-0010 to the City Commission requesting that a voluntary annexation, assignment of the Public and Institutional (PI) Future Land Use Map (FLUM) category and Public and Institutional (PI-1) zoning district be **(approved or denied)** and that PAB case 2020-0010, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statues to be approved at this time.

LIME ST
Fernandina Beach
S 19TH
NATURES WALK CT
S 18TH ST
Baptist Medical Center-Nassau
VILLAGE LN
PALMS
NECTARINE ST
COASTAL COTTAGE LN
NORTH PIKE LN
NORTH SNAPPER LN
NEPTUNE CT
SOUTH PIKE LN
SOUTH SNAPPER LN
CITRONA DR
COASTAL OAKS DR
COASTAL OAKS CIR WEST
COASTAL OAKS CIR EAST
COASTAL OAKS CIR
MARLIN CT
ORCA CT
OAK


PAB 2020-0010: BAPTIST MEDICAL CENTER ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: PUBLIC BUILDING GROUNDS
EXISTING ZONING: COMMERCIAL PROFESSIONAL OFFICE
PROPOSED FLUM: PUBLIC AND INSTITUTIONAL
PROPOSED ZONING: PI-1
TOTALING 31.39 ACRES OF LAND
N
SUBJECT PARCELS
GENERAL COMMERCIAL
HIGH DENSITY RESIDENTIAL
R-3
C-2
C-1
MIXED USE
MU-1
LOW DENSITY RESIDENTIAL
R-1
LIME ST
S 18TH ST
VILLAGE LN
RIDGE CT
NECTARINE ST
NEPTUNE CT
15TH ST
MEDIUM DENSITY RESIDENTIAL
MARLIN CT
CITRONA DR
R-2
ORCA CT
OAK RIDGE DR
NORTHPARK DR
NEIGHBOR ST
BURNHAM LN
HOMETOWN DR

RESOLUTION 2013-186

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE EXTENSION OF WATER AND SANITARY SEWER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR SIX (6) PARCELS TOTALING 31.13 ACRES LOCATED ON SOUTH 18th STREET; PROVIDING FOR EXECUTION; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Baptist Medical Center of Nassau, Inc. and Baptist Health Properties, Inc. have completed the City of Fernandina Beach Voluntary Annexation Petition / Water/Sewer Annexation Agreement Application pursuant to Chapter 171.044, Florida Statutes, for six (6) parcels containing approximately 31.13 acres located on South 18th Street (Parcel ID Numbers: 00-00-31-1600-0203-0000, 00-00-31-1600-0205-002L, 00-00-31-1600-0211-0010, 00-00-31-1600-0211-0020, 00-00-31-1600-0205-0030 and 00-00-31-1600-0205-001L); 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 sanitary sewer services to the subject property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, at its meeting duly called and assembled that:

SECTION 1. The City Commission hereby authorizes the extension of water and sanitary sewer services to the property owners identified, whose property is located outside the corporate limits of the City along S. 18th Street and noted as Parcels 00-00-31-1600-0203-0000, 00-00-31-1600-0205-002L, 00-00-31-1600-0211-0010, 00-00-31-1600-0211-0020, 00-00-31-1600-0205-0030 and 00-00-31-1600-0205-001L, and approves the Voluntary Annexation Petition.

SECTION 2. The City Commission authorizes the City Manager and the City Clerk Pro Tem to execute all documents necessary to proceed with extension of water and sewer services and voluntary annexation on behalf of the City of Fernandina Beach.

SECTION 3. The City Clerk Pro Tem is hereby directed to record this 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 17th day of December, 2013.

CITY OF FERNANDINA BEACH

Edward E. Boner
Mayor - Commissioner

ATTEST:

Kimberly Elliott Briley
City Clerk Pro Tem

APPROVED AS TO FORM & LEGALITY:

Tammi E. Bach
City Attorney

When Recorded Return To:
City Clerk's Office
204 Ash Street
Fernandina Beach, Fla. 32034

Res. 2013-186
Exhibit "A"

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 17th day of December, 2013 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and BAPTIST MEDICAL CENTER OF NASSAU, INC. AND BAPTIST HEALTH PROPERTIES, INC. (hereinafter collectively referred to as the "Applicant").

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 parcels of land known and described as follows, comprising the property which is the subject of this Agreement (the "Property"):

PARCEL ID#s: 00-00-31-1600-0203-0000,
00-00-31-1600-0205-002L,
00-00-31-1600-0211-0010,
00-00-31-1600-0211-0020,
00-00-31-1600-0205-0030,
00-00-31-1600-0205-001L.

GENERALLY DESCRIBED AS: THE CAMPUS OF BAPTIST MEDICAL CENTER, NASSAU

ADDRESSED AS: 1250 SOUTH 18TH STREET, 1340 SOUTH 18TH STREET, and 1367 SOUTH 18TH STREET

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

INSTR # 201400657, Book 1897, Page 772
Pages 10
Doc Type UNK, Recorded 01/08/2014 at 09:47 AM,
John A Crawford, Nassau County Clerk of Circuit Court
Rec. Fee $86.50
#1

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. Sanitary Sewer: The Applicants shall be permitted to tap into the City's 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 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.

9. 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

JOE GERRITY
City Manager

ATTEST:

KIMBERLY ELLIOT BRILEY
Deputy City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

APPLICANT(S)

BAPTIST HEALTH PROPERTIES, INC.

By:
Its: President John F. Wilbanks

BAPTIST MEDICAL CENTER OF NASSAU, INC.

By: Stephen P. Lee
Its: HOSPITAL PRESIDENT
Stephen P. Lee

STATE OF FLORIDA
COUNTY OF Nassau
As to John Wilbanks and Stephen Lee
Sworn and subscribed before me this 24 day of December, 2013.

Wanda J Henderson
Signature of Notary
My Commission Expires:
Type of Identification Produced personal knowledge

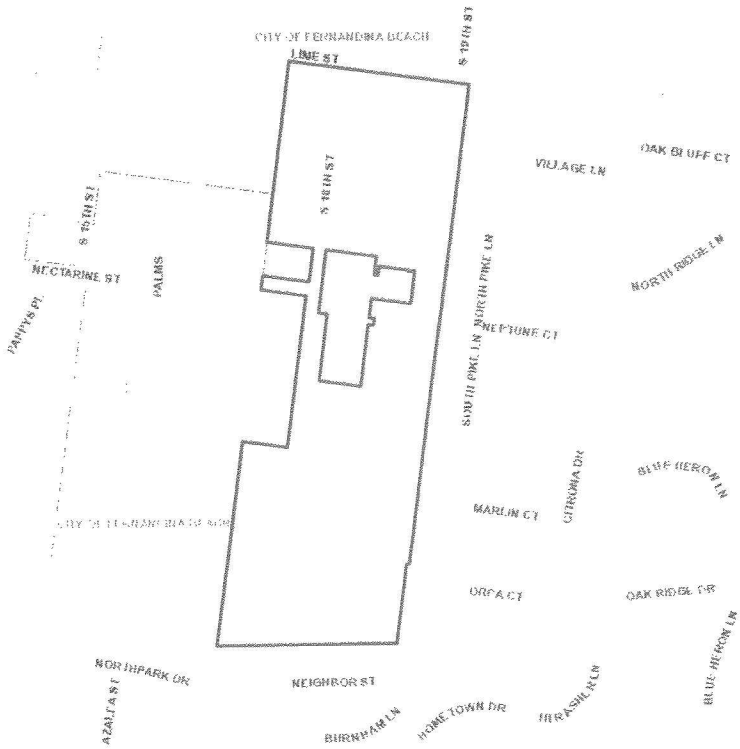
Notary Public State of Florida
Wanda J Henderson
My Commission EE150274
Expires 01/17/2016

EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORTS

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser



Full Parcel Report

Parcel ID:	00-00-31-1600-0203-0000
Calculated Acreage:	28.25
Deed Acreage:	32.11
Property Use	HOSPITALS

Ownership Information

Name	BAPTIST MEDICAL CENTER OF
Mailing Address	NASSAU INC 3563 PHILLIPS HWY SUITE 106 JACKSONVILLE, FL 32207
Situs/Physical Address	1250 S 18TH ST

Values

Land Value	$1,301,200.00
Ag Land Value	$0.00
Building Value	$10,888,933.00
Misc Value	$589,579.00
Just Value	$12,779,712.00
Assessed Value	$12,779,712.00

Last 2 Sales

Date	Price	Vacant?	Qual
19940708	$580,000.00	N	U

A. Michael Hickox
Nassau County Property Appraiser

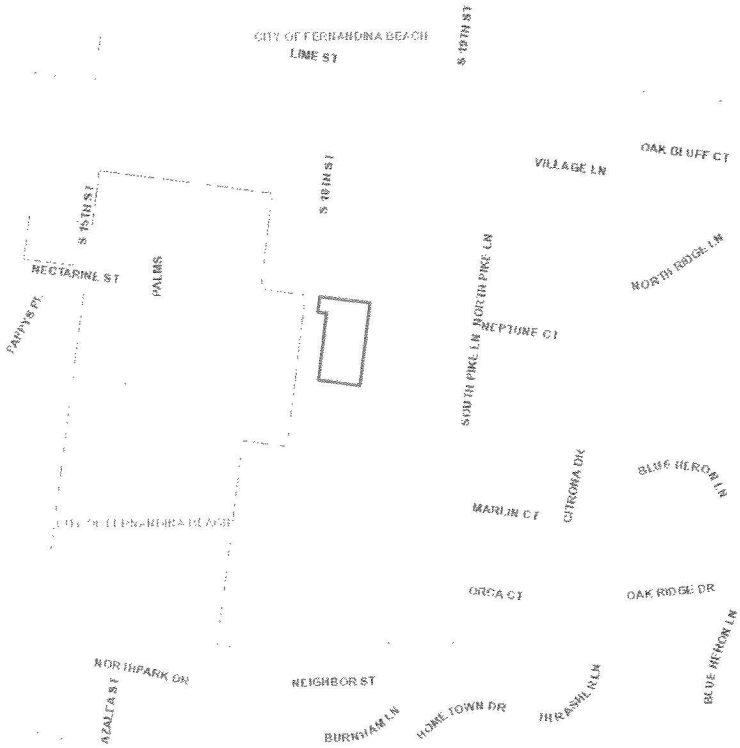
THIS MAP HAS BEEN COMPILED FROM THE MOST AUTHENTIC INFORMATION AVAILABLE. NEITHER NASSAU COUNTY, ITS MUNICIPALITIES, NOR THE NASSAU COUNTY PROPERTY APPRAISER'S OFFICE ASSUMES RESPONSIBILITY FOR ERRORS OR OMISSIONS CONTAINED HERON. THIS IS NOT A SURVEY.

N W E S

Printed: Friday, December 13, 2013

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser



Full Parcel Report

Parcel ID:	00-00-31-1600-0205-002L
Calculated Acreage:	1.17
Deed Acreage:	1.30
Property Use	PROFESSION

Ownership Information

Name	BAPTIST MEDICAL CENTER OF
Mailing Address	NASSAU INC 3563 PHILIPS HWY STE 106 JACKSONVILLE, FL 32207
Situs/Physical Address	1340 S 18TH ST

Values

Land Value	$534,675.00
Ag Land Value	$0.00
Building Value	$1,767,425.00
Misc Value	$119,465.00
Just Value	$2,421,565.00
Assessed Value	$2,421,565.00

Last 2 Sales

Date	Price	Vacant?	Qual

A. Michael Hickox
Nassau County Property Appraiser

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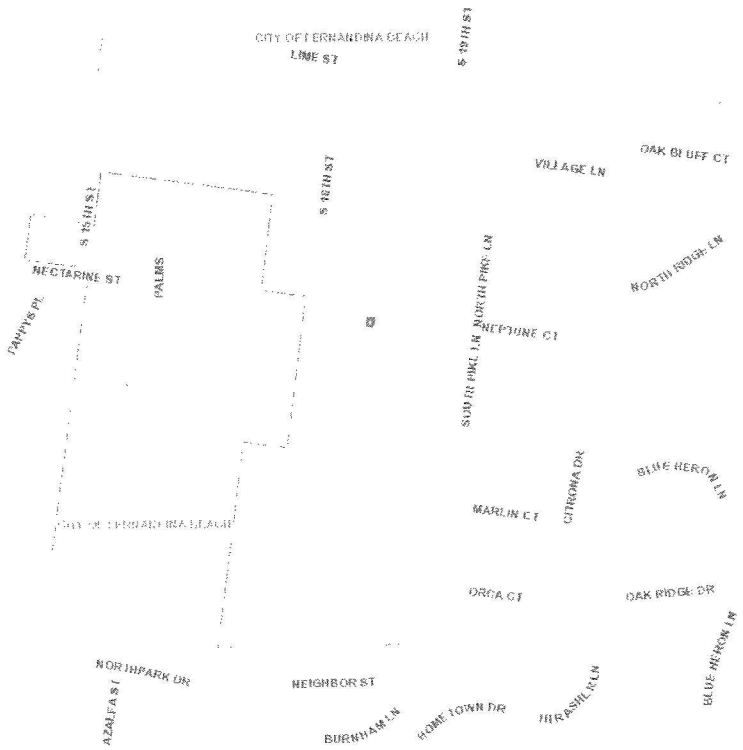
N W E S

Printed: Friday, December 13, 2013

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser



Full Parcel Report

Parcel ID:	00-00-31-1600-0211-0010
Calculated Acreage:	0.01
Deed Acreage:	0.01
Property Use	HOSPITALS

Ownership Information

Name	BAPTIST HEALTH PROPERTIES INC
Mailing Address	3563 PHILLIPS HWY BLDG F #608
	JACKSONVILLE, FL 32207
Situs/Physical Address	OFF NECTARINE ST

Values

Land Value	$0.00
Ag Land Value	$0.00
Building Value	$0.00
Misc Value	$0.00
Just Value	$0.00
Assessed Value	$0.00

Last 2 Sales

Date	Price	Vacant?	Qual

A. Michael Hickox
Nassau County Property Appraiser

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N W E S

Printed: Friday, December 13, 2013

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser

Full Parcel Report

Parcel ID:	00-00-31-1600-0211-0020
Calculated Acreage:	0.41
Deed Acreage:	0.41
Property Use	HOSPITALS

Ownership Information

Name	BAPTIST HEALTH PROPERTIES INC
Mailing Address	3563 PHILLIPS HWY BLDG F #608
	JACKSONVILLE, FL 32207
Situs/Physical Address	OFF NECTARINE ST

Values

Land Value	$0.00
Ag Land Value	$0.00
Building Value	$0.00
Misc Value	$0.00
Just Value	$0.00
Assessed Value	$0.00

Last 2 Sales

Date	Price	Vacant?	Qual

A. Michael Hickox
Nassau County Property Appraiser

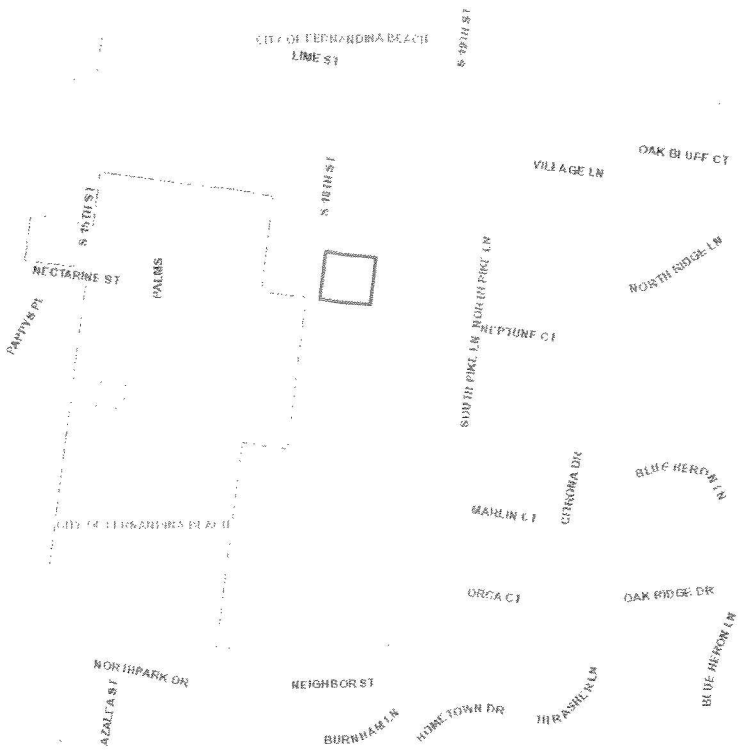
THIS MAP HAS BEEN COMPILED FROM THE MOST AUTHENTIC INFORMATION AVAILABLE. NEITHER NASSAU COUNTY, ITS MUNICIPALITIES, NOR THE NASSAU COUNTY PROPERTY APPRAISER'S OFFICE ASSUMES RESPONSIBILITY FOR ERRORS OR OMISSIONS CONTAINED HERON. THIS IS NOT A SURVEY.

N W E S

Printed: Friday, December 13, 2013

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser



Full Parcel Report

Parcel ID:	00-00-31-1600-0205-0030
Calculated Acreage:	0.78
Deed Acreage:	0.82
Property Use	PROFESSION

Ownership Information

Name	BAPTIST HEALTH PROPERTIES INC
Mailing Address	LAND PHILIPS HWY BLDG F #608
	JACKSONVILLE, FL 32207
Situs/Physical Address	S 18TH ST

Values

Land Value	$0.00
Ag Land Value	$0.00
Building Value	$0.00
Misc Value	$0.00
Just Value	$0.00
Assessed Value	$0.00

Last 2 Sales

Date	Price	Vacant?	Qual

A. Michael Hickox
Nassau County Property Appraiser

THIS MAP HAS BEEN COMPILED FROM THE MOST AUTHENTIC INFORMATION AVAILABLE. NEITHER NASSAU COUNTY, ITS MUNICIPALITIES, NOR THE NASSAU COUNTY PROPERTY APPRAISER'S OFFICE ASSUMES RESPONSIBILITY FOR ERRORS OR OMISSIONS CONTAINED HERON. THIS IS NOT A SURVEY.

N W E S

Printed: Friday, December 13, 2013

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser

Full Parcel Report

Parcel ID:	00-00-31-1600-0205-001L
Calculated Acreage:	0.51
Deed Acreage:	0.00
Property Use	HOSPITALS

Ownership Information

Name	BAPTIST MEDICAL CENTER OF
Mailing Address	NASSAU INC 3563 PHILLIPS HWY SUITE 106 JACKSONVILLE, FL 32207
Situs/Physical Address	1367 S 18TH ST

Values

Land Value	$159,862.00
Ag Land Value	$0.00
Building Value	$244,610.00
Misc Value	$9,773.00
Just Value	$414,245.00
Assessed Value	$414,245.00

Last 2 Sales

Date	Price	Vacant?	Qual

A. Michael Hickox
Nassau County Property Appraiser

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N W E S

Printed: Friday, December 13, 2013

C: Marshall
Adrienne
John
Melissa

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Resolution 2013-186
Water/Sewer Services Request and Voluntary Annexation Agreement

DEPARTMENT: Community Development Department

ATTACHMENTS: ___ Ordinance _X_ Resolution
___ Support Documents ___ Other

RECOMMENDED ACTION: Approve Resolution 2013-186 - authorizing the extension of water and sewer services and execute the voluntary annexation agreement for Baptist Medical Center Nassau.

SUMMARY: Baptist Medical Center Nassau has submitted an application for water/sewer services outside the municipal limits. In accordance with Municipal Code Sections 82-44 and 82-403, this application is also accompanied by a petition for voluntary annexation. The application covers the entire Baptist Medical Center Nassau campus, including leaseholds and fee simple parcels as held by Baptist Health Properties, Inc.

Action on this application will not immediately annex the campus; future action to annex and assign a land use and zoning classification will be required to finalize inclusion within the municipal limits. This Resolution will authorize extension of water/sewer utilities to serve the property and will approve the voluntary annexation petition.

These properties are contiguous to the municipal boundary and can be annexed when the City and Baptist Medical Center Nassau are ready. The annexation process will take several months as it involves a large-scale Future Land Use Map amendment which requires State review. Commission approval of the water/sewer agreement is needed in the meantime to accommodate new construction on the campus. Additionally, City staff needs time to work with representatives of the hospital to review land use/zoning assignments and associated code requirements. Staff expects to be able to begin the annexation process within three (3) months.

FISCAL IMPACT: 25% Surcharge on utilities to be paid based on usage monthly to the City Utilities Department until such time that the property is annexed into the municipal limits.

CITY ATTORNEY COMMENTS: No additional comments.

DEPARTMENT HEAD	Submitted by: Marshall McCrary, Deputy CM Requested Agenda	Date: 12/16/13 Date: 12/17/13
FINANCE DEPARTMENT	Approved as to Budget Requirements PTC	Date: 12/16/13
CITY ATTORNEY	Approved as to Form & Legality TEB	Date: 12/16/13
CITY MANAGER	Approved Agenda Item for 12/17/13	Date: 12/16/13

COMMISSION ACTION:
✓ Approved As Recommended ___ Disapproved
___ Approved With Modification ___ Postponed to Time Certain
___ Other ___ Tabled

Approved at the City Commission Regular Meeting
Held on 12/17/13
Voted: 5-0 Initial: VB

ORDINANCE 2014-21

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AMENDING THE LAND DEVELOPMENT CODE, REVISING CHAPTER 6 SECTION 6.02.11 FOR HOSPITAL SUPPLEMENTAL STANDARDS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted a unified Land Development Code on September 5, 2006 which became effective on October 1, 2006; and

WHEREAS, the City's adopted 2030 Comprehensive Plan directs changes to the Land Development Code for consistency with State Laws and current planning methods for growth and economic development; and

WHEREAS, anticipating a future annexation, Staff has proposed the amendments which are consistent with the approved development plans for the existing hospital campus and addresses technical requirements for the function of the site; and

WHEREAS, the proposed amendments seek to increase the maximum building height limit to sixty (60) feet and provide for an allowance of specific off-site signage; and

WHEREAS, the City's planning staff have reviewed the proposed changes for consistency with the City's Comprehensive Plan and Land Development Code and finds the request sufficiently compliant to be approved at this time; and

WHEREAS, the proposed amendments will specifically modify the Land Development Code the supplemental standards specific for "Hospitals" as contained in Chapter 6, Section 6.02.11; and

WHEREAS, the Planning Advisory Board has reviewed the suggested amendments in a public hearing on May 14, 2014 and has issued a recommendation of approval; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on April 28, 2014.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. The City Commission hereby approves and adopts modifications to the Land Development Code of the City of Fernandina Beach, attached hereto as Exhibit "A".

SECTION 2. 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 3. This Ordinance shall become effective immediately upon adoption.

ADOPTED this 15th day of July, 2014.

CITY OF FERNANDINA BEACH

EDWARD E. BONER
Mayor - Commissioner

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

ORDINANCE 2014-21
EXHIBIT "A"

6.02.11 Hospitals

A. Hospitals are allowable in the PI-1 zoning district, subject to the standards of the zoning district and the supplemental standards set forth in this section.

B. The site design standards for hospitals are set forth in Table 6.02.11(B).

Table 6.02.11(B). Standards for Hospitals

Development Feature	Standard
Lots Minimum area Minimum street frontage	 5 acres 100 feet
Height	Maximum 60 feet
Setback	At least 500 feet from the property line of residentially zoned lots
Access	Collector or arterial street
Buffer	As set forth in Section 4.05.05, but not less than buffer "C"
Exterior lighting	Directed and shielded to avoid direct illumination of a lot zoned or used for residential uses
Parking lots	Designed to avoid glare from vehicle lights onto property that is zoned or used for residential uses
Signage	Off-site signage is permissible

C. Up to two (2) off-site signs are permissible, subject to the dimensional standards for free-standing signage. Such signage shall be limited to locations on arterial or collector streets at intersections which provide direct access to the hospital site. Signs may be located within the public right-of-way or on non-residentially zoned property with authorization from the property owner.

OFFICE USE ONLY

REC'D: 04/23/14 BY: BW

PAYMENT: $ — TYPE: —

APPLICATION #: 2014-0000471

CASE #: 2014-09

BOARD MEETING DATE: May 14

PLANNING ADVISORY BOARD APPLICATION

- ☐ ZONING MAP AMENDMENT (≤ 10 acres $850 / > 10acres $1,600)
- ☐ LAND USE MAP AMENDMENT (≤ 10 acres $850 / > 10acres $1,600)
- ☒ LDC TEXT AMENDMENT ($850)
- ☐ COMP PLAN AMENDMENT ($850)
- ☐ SUBDIVISION PLAT – PRELIM ($750)
- ☐ SUBDIVISION PLAT – FINAL ($850)
- ☐ VACATION OF R.O.W. ($850)
- ☐ VOLUNTARY ANNEXATION ($1050)

APPLICANT INFORMATION

Owner Name: Joe Gerrity - City of Fernandina Beach

Mailing Address: 204 Ash Street

Telephone: 904.310.3100 Fax: _____

Email: jgerrity@fbfl.org

Agent Name: Marshall McCrary - City of Fernandina Beach

Mailing Address: 204 Ash Street

Telephone: 904.310.3102 Fax: _____

Email: dmccrary@fbfl.org

PROPERTY INFORMATION

Street Address: n/a

Parcel Identification Number(s): _____

Lot Number: _____ Block Number: _____ Subdivision: _____

Section: _____ Township: _____ Range: _____

PROJECT INFORMATION

Total Number of Lots/Parcels: n/a

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

Existing Zoning Classification: n/a

Existing Future Land Use Classification: n/a

Previous Planning/Zoning Approvals: n/a

Description of Request:

Text Amendment to Section 6.02.11 of the Land Development Code to provide for development standards specific to Hospitals. Amendment proposes allowing a maximum building height of sixty (60) feet / allowing for off-premise signage.

SIGNATURE/NOTARY

The undersigned states the above information is true and correct as (s)he is informed and believes.

4/14/14 _____
Date

_____
Signature of Applicant

STATE OF FLORIDA
SS
COUNTY OF NASSAU

Notary Public State of Florida
Bretta J Walker
My Commission FF 033745
Expires 07/07/2017

Subscribed and sworn to before me this 23 day of April, 2014.

_____
Notary Public: Signature

Bretta J. Walker
Printed Name

7/7/17
My Commission Expires

Personally Known ✓ OR Produced Identification _____ ID Produced: _____

OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION

I /WE Joe Gerrity – City of Fernandina Beach
(print name of property owner(s))

hereby authorize: Marshall McCrary – City of Fernandina Beach
(print name of agent)

to represent me/us in processing an application for: LDC Text Amendment to Section 6.02.11
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

(Signature of owner) (Signature of owner)

(Print name of owner) JOE GERRITY
(Print name of owner)

Notary Public State of Florida
Bretta J Walker
My Commission FF 033745
Expires 07/07/2017

STATE OF FLORIDA }
SS }
COUNTY OF NASSAU }

Subscribed and sworn to before me this 23rd day of April, 2014.

Notary Public: Signature — Printed Name — My Commission Expires 7/7/17

Personally Known ✓ OR Produced Identification _____ ID Produced: _____

NOTICE OF PUBLIC HEARING
PLANNING ADVISORY BOARD
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Wednesday, May 14, 2014 at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following applications:

LAND DEVELOPMENT CODE TEXT AMENDMENTS

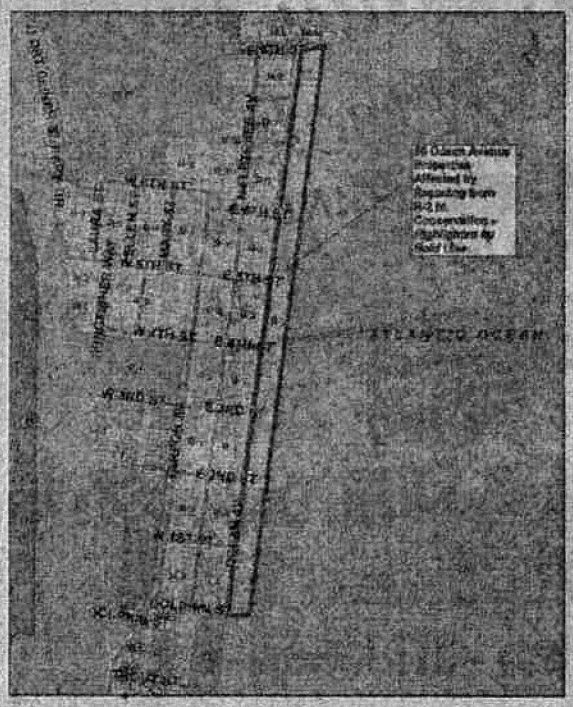
MARLIN & BARREL DISTILLERY, (PAB 2014-08) LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS PROVIDING FOR A NEW USE OF CRAFT DISTILLERY AND SMALL-SCALE WINERY OR BREWERY WITH LIMITED DISTRIBUTION AND ASSOCIATED DEFINITIONS PROPOSED AMENDMENTS AFFECT CHAPTER 1 SECTION 1.07.00 DEFINITIONS, CHAPTER 2 SECTION 2.03.02 TABLE OF LAND USES, AND CHAPTER 6 SUPPLEMENTAL STANDARDS SECTION 6.02.00.

LAND DEVELOPMENT CODE TEXT AMENDMENTS

CITY OF FERNANDINA BEACH, (PAB 2014-09) LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS FOR HOSPITAL SUPPLEMENTAL STANDARDS PROVIDED IN CHAPTER 6 SECTION 6.02.11 TO ALLOW A MAXIMUM BUILDING HEIGH OF SIXTY (60) FEET AND ALLOW FOR OFF-PREMISE SIGNAGE.

ZONING MAP CHANGE

CITY OF FERNANDINA BEACH, (PAB 2014- 10) REZONING OF 66 OCEAN AVENUE PROPERTIES FROM R-2 (MEDIUM DENISTY RESIDENTIAL) TO CON (CONSERVATION) ZONING TO MATCH EXISTING FUTURE LAND USE OF CONSERVATION AND CORRECTING A SCRIVENER'S MAPPING ERROR.

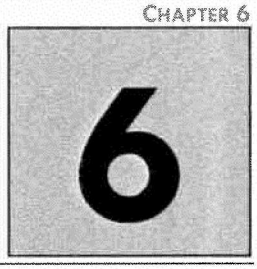


Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3100, TTY 711, (TTY number for all City offices) or through the Florida Relay Service at 711 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 may be inspected in the office of the Community Development Department, City Hall, 204 Ash Street, between the hours of 8:00 AM – [illegible] PM Monday through Friday. For information on the application, please con-

tact



CHAPTER 6

SUPPLEMENTAL STANDARDS AND SPECIAL SITUATIONS

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6.02.00 SUPPLEMENTAL STANDARDS FOR SPECIFIC USES

6.02.01 Generally

Specific uses permissible in each zoning district are identified in Table 2.03.02. Uses permissible subject to supplemental standards are identified by the letter "S." These uses are permissible only in compliance with the standards applicable to the zoning district and any applicable overlay district, as set forth in Chapter 4, and the additional standards set forth in Section 6.02.00.

...

6.02.11 Hospitals

A. Hospitals are allowable in the PI-1 zoning district, subject to the standards of the zoning district and the supplemental standards set forth in this section.

B. The site design standards for hospitals are set forth in Table 6.02.11(B).

Table 6.02.11(B). Standards for Hospitals

Development Feature	Standard
Lots **Minimum area** **Minimum street frontage**	 **5 acres** **100 feet**
Height	Maximum 60 feet
Setback	**At least 500 feet from the property line of residentially zoned lots**
Access	**Collector or arterial street**
Buffer	**As set forth in Section 4.05.05, but not less than buffer "C"**
Exterior lighting	**Directed and shielded to avoid direct illumination of a lot zoned or used for residential uses**
Parking lots	**Designed to avoid glare from vehicle lights onto property that is zoned or used for residential uses**
Signage	Off-site signage is permissible

C. Up to two (2) off-site signs are permissible, subject to the dimensional standards for free-standing signage. Such signage shall be limited to locations on arterial or collector streets at intersections which provide direct access to the hospital site. Signs may be located within the public right-of-way or on non-residentially zoned property with authorization from the property owner.

STAFF REPORT
PAB 2014-09
Planning Advisory Board Hearing
May 14, 2014

APPLICATION FOR TEXT AMENDMENT TO CHANGE THE LAND DEVELOPMENT CODE

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	City of Fernandina Beach
AGENT:	Self
REQUESTED ACTION:	Land Development Code Text Amendment specifically amending LDC Section 6.02.11 Hospital Supplemental Standards

*** 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. ***

SUMMARY OF REQUEST:

The City is requesting a modification of its supplemental standards for LDC Section 6.02.11 to allow for a maximum building height of hospitals of 60 feet tall and to allow for off-site signage. In order to address an anticipated annexation of the Nassau County Baptist Hospital, the City is modifying its LDC to accommodate the existing approved development of the hospital. The requested changes are the same as the development requirements for this use in Nassau County. The height allowance is similar to prior City actions to allow for a height exemption for mill sites (Table 4.02.03(E) footnote 5). The City has agreed to these modifications in consultation with hospital administration.

MOTION(S) TO CONSIDER:

I move to recommend (approval or denial) of PAB case number 2014-09 to the City Commission requesting an amendment to LDC Section 6.02.11, as described and that PAB case 2014-09, as presented, (is or is not) sufficiently compliant with applicable Comprehensive Plan and Land Development Code to be approved at this time.

Submitted by:

Kelly N. Gibson
Senior Planner

July 2, 2014
News Leader Edition

SCANNED KB

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, July 15, 2014, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2014-21

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AMENDING THE LAND DEVELOPMENT CODE, REVISING CHAPTER 6 SECTION 6.02.11 FOR HOSPITAL SUPPLEMENTAL STANDARDS; 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.

For information, please contact the Staff of the City Clerk's Office, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday, (904) 310-3115, Monday through Friday.

Ltd: Adrienne

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Ordinance 2014-21
LDC Text Amendments - Hospitals

DEPARTMENT: Community Development Department

ATTACHMENTS: _X_ Ordinance ___ Resolution
___ Support Documents ___ Other

RECOMMENDED ACTION: Approve Ordinance 2014-21 at 2nd Reading.

SUMMARY: The City is requesting a modification of its supplemental standards in the Land Development Code (LDC) Section 6.02.11 to allow for a maximum building height of hospitals of 60 feet tall and to allow for off-site signage. In order to address an anticipated annexation of the Nassau County Baptist Hospital, the City is modifying its LDC to accommodate the existing approved development of the hospital. The requested changes are the same as the development requirements for this use in Nassau County. The height allowance is similar to prior City actions to allow for a height exemption for mill sites (Table 4.02.03(E) footnote 5). The City has agreed to these modifications in consultation with hospital administration.

Staff recommends approval of the requested change. The Planning Advisory Board issued a recommendation for approval of the proposed changes at its Regular Meeting on May 14, 2014. This Ordinance was approved at 1st reading by the City Commission at their June 17, 2014 meeting.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS: No additional comments.

DEPARTMENT HEAD	Submitted by: Adrienne Burke, CDD Director AB Requested Agenda	Date: 7/2/14 Date: 7/15/14
FINANCE DEPARTMENT	Approved as to Budget Requirements	Date:
CITY ATTORNEY	Approved as to Form & Legality TEB	Date: 7/3/14
CITY MANAGER	Approved Agenda Item for 7/15/14	Date: 7/2/14

COMMISSION ACTION:
___ Approved As Recommended ___ Disapproved
___ Approved With Modification ___ Postponed to Time Certain
___ Other ___ Tabled

Approved at the City Commission Meeting held on 7/15/14
Voted: 5-0 Initial: AB

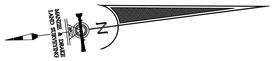
MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

ALL OF OUTLOTS 204, 205, 206, 207, 208, 209, 210, 211, 212, 213 AND THE SOUTHERLY 141.0 FEET OF OUTLOTS 203 AND 214; ALSO THE WESTERLY 10.0 FEET OF CITRONA LOTS 60, 61, 62 AND 63 TOGETHER WITH THE WESTERLY 10.0 FEET OF MAGNOLIA, NECTARINE AND OLIVE STREETS THAT LIES BETWEEN SAID CITRONA LOTS, FERNANDINA, NASSAU COUNTY, FLORIDA.

AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857, AND ENLARGED, REVISED AND RE-ISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901).

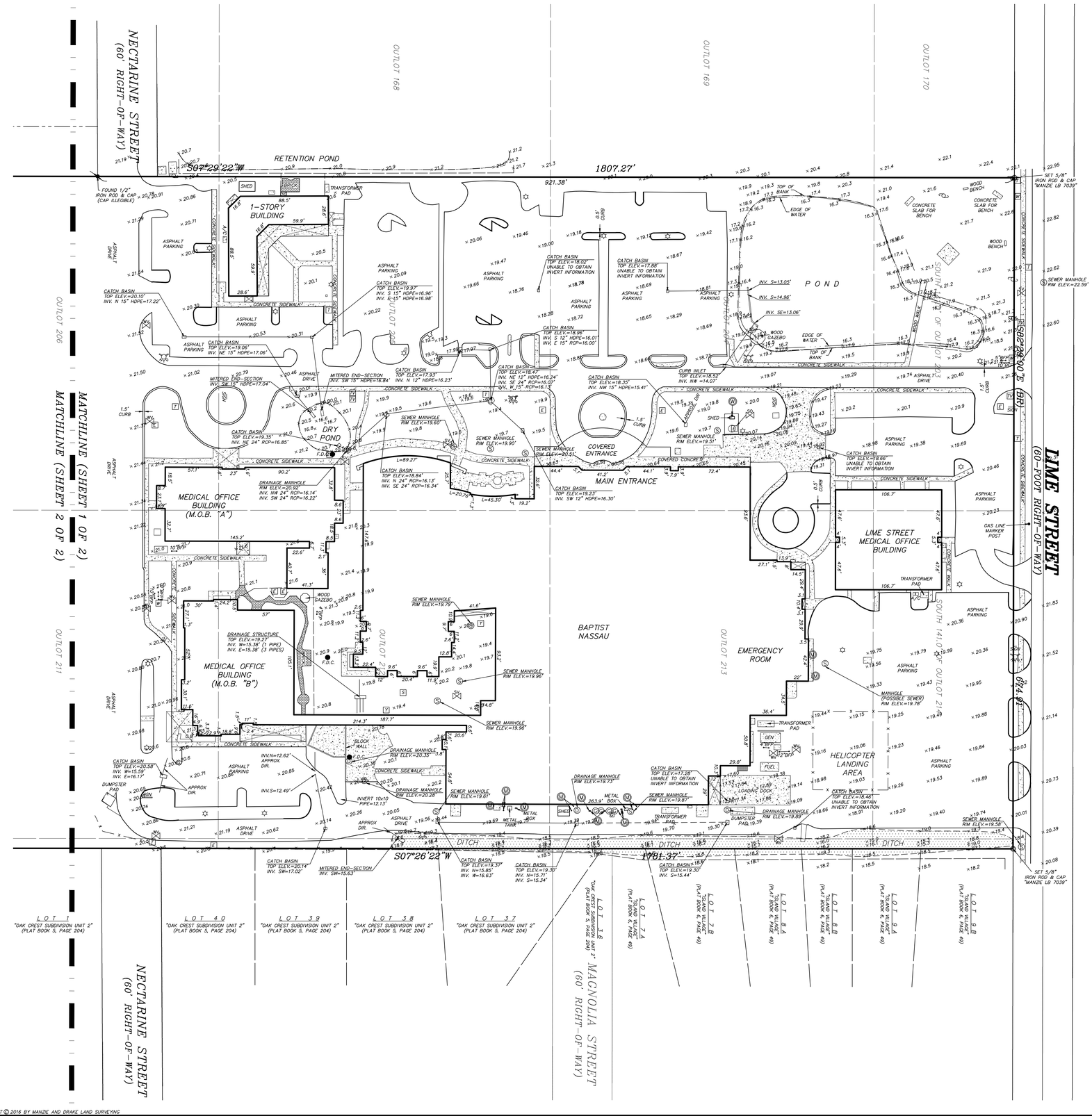
ALSO, ALL OF THAT PORTION OF SECTION 25, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA, THAT LIES SOUTHERLY AND ADJOINS OUTLOTS 208 AND 209 AFOREMENTIONED.

PREPARED FOR:
BAPTIST HEALTH



GRAPHIC SCALE

(IN FEET)
1 inch = 50 ft.



LEGEND

A/C = AIR CONDITIONER	PVC = POLYVINYL CHLORIDE
CATV = CABLE TELEVISION PEDESTAL	HDPE = HIGH DENSITY POLYETHYLENE
℄ = CENTERLINE	= SEWER CLEANOUT
-x-x-x- = CHAIN LINK OR WIRE FENCE	= SEWER MANHOLE
= CONCRETE FLATWORK	= STORM MANHOLE
-OHU- = OVERHEAD UTILITY WIRES	= GREASE MANHOLE
= ELECTRICITY METER	= TELEPHONE PEDESTAL
= FIRE HYDRANT	= WATER METER
= GAS METER	= WOOD FENCE
= LIGHT POLE	= WOOD FLATWORK
= COVERED AREA	= WOOD POWER POLE
N.A.V.D. = NORTH AMERICAN VERTICAL DATUM	= WELL
B.R. = BEARING REFERENCE	= MONITORING WELL
F.D.C. = FIRE DEPARTMENT CONNECTION	= SEWER VALVE
BFP = BACK-FLOW PREVENTER	= WATER VALVE
CMP = CORRUGATED METAL PIPE	= YARD DRAIN
RCP = REINFORCED CONCRETE PIPE	

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 S82°29'00"E for the southerly right-of-way line of Lime Street. 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 F, Dated 12/17/2010. 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) Site Benchmark is as shown hereon.
8) Elevations shown hereon refer to North American Vertical Datum of 1988. (N.A.V.D. '88)
9) The Reference Benchmark is a nail & disk (LB 7039) in 12" oak tree on the westerly right-of-way of Coastal Oaks Drive, 65' south of Nectarine Street. (Manzie & Drake Job No. 17006) (Field Book X-275, Page 74) (Elevation = 23.05' NAVD 1988).
10) 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.

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☐ MICHAEL A. MANZIE, P.L.S. 4069
☐ WILLIAM D. PINKSTON, P.S.M. 6793

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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"=50' JOB NO: 14681 DATE: 8/22/16 CADD: WKD
F.B. NO: X-292 PAGE NO: 20 FIELD CREW: GS/CB FILE NO: C-749

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MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

ALL OF OUTLOTS 204, 205, 206, 207, 208, 209, 210, 211, 212, 213 AND THE SOUTHERLY 141.0 FEET OF OUTLOTS 203 AND 214; ALSO THE WESTERLY 10.0 FEET OF CITRONA LOTS 60, 61, 62 AND 63 TOGETHER WITH THE WESTERLY 10.0 FEET OF MAGNOLIA, NECTARINE AND OLIVE STREETS THAT LIES BETWEEN SAID CITRONA LOTS, FERNANDINA, NASSAU COUNTY, FLORIDA.

AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857, AND ENLARGED, REVISED AND RE-ISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901).

ALSO, ALL OF THAT PORTION OF SECTION 25, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA, THAT LIES SOUTHERLY AND ADJOINS OUTLOTS 208 AND 209 AFOREMENTIONED.

PREPARED FOR:
BAPTIST HEALTH

GRAPHIC SCALE

50 0 25 50 100 200
(IN FEET)
1 inch = 50 ft.

COASTAL OAKS CIRCLE EAST
(RIGHT-OF-WAY VARIES)

COASTAL OAKS DRIVE
(RIGHT-OF-WAY VARIES)

GARDENIA STREET
(44-FOOT RIGHT-OF-WAY)

NEIGHBOR STREET

OLIVE STREET
(60' RIGHT-OF-WAY)

UNPLATTED SECTION 25

IMPROVEMENTS NOT LOCATED IN THIS AREA

MATCHLINE (SHEET 1 OF 2)
MATCHLINE (SHEET 2 OF 2)

LOT 4 "AMELIA PARK COASTAL DISTRICT – BLOCK 5" (PLAT BOOK 8, PAGE 62)
LOT 5 "AMELIA PARK COASTAL DISTRICT – BLOCK 5" (PLAT BOOK 8, PAGE 62)
TRACT A
LOT 4 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 5 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 6 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 7 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 8 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 9 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 10 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 11 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 12 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 14 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 15 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 16 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
TRACT "D" "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)

N07°24'25"E 401.72'
S07°29'22"W 1807.27'
FOUND 4"x4" CONCRETE MONUMENT "MANZIE LB 7039"
FOUND 3/4" IRON PIPE

P.I.N.=00-00-31-1029-0LOT-0000 (10' DRAINAGE EASEMENT)
P.I.N.=00-00-31-1029-0LOT-0000

LOT 14 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 13 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 12 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 11 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 10 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 9 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 8 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 7 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 6 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 5 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 4 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)

SECTION 25 / SECTION 29
S89°02'32"W 673.60'
AMELIA PARK, PHASE TWO UNIT EIGHT (PLAT BOOK 6, PAGE 391)

FOUND 4"x4" CONCRETE MONUMENT "RLS 1375"
211.29' S07°25'01"W
FOUND 1/2" IRON ROD & CAP "RLS 1375"
91.53'
328.79'
FOUND 4"x4" CONCRETE MONUMENT "RLS 1375"
25.97'
S79°46'06"E 10.00'
FOUND 4"x4" CONCRETE MONUMENT
SET 5/8" IRON ROD & CAP "MANZIE LB 7039"
47.33'
SET 5/8" IRON ROD & CAP "MANZIE LB 7039"
FOUND 1/2" IRON ROD & CAP "RLS 1375"
165.82'
FOUND 1/2" IRON ROD & CAP "RLS 1375"
155.14' S07°26'22"W
FOUND 4"x4" CONCRETE MONUMENT "RLS 1375"
78.25'
FOUND 1/2" IRON ROD & CAP "RLS 1375"
1781.37'

LOT 5 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 6 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 7 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 8 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 18 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 19 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 5 "OAK CREST SUBDIVISION UNIT 2" (PLAT BOOK 5, PAGE 204)
LOT 4 "OAK CREST SUBDIVISION UNIT 2" (PLAT BOOK 5, PAGE 204)
LOT 3 "OAK CREST SUBDIVISION UNIT 2" (PLAT BOOK 5, PAGE 204)
LOT 2 "OAK CREST SUBDIVISION UNIT 2" (PLAT BOOK 5, PAGE 204)
LOT 1 "OAK CREST SUBDIVISION UNIT 2" (PLAT BOOK 5, PAGE 204)

OUTLOT 208
OUTLOT 209
OUTLOT 207
OUTLOT 210
OUTLOT 206
OUTLOT 211

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.
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LEGEND

A/C = AIR CONDITIONER
C.A.T.V. = CABLE TELEVISION PEDESTAL
℄ = CENTERLINE
= CHAIN LINK OR WIRE FENCE
= CONCRETE FLATWORK
—OHU— = OVERHEAD UTILITY WIRES
E = ELECTRICITY METER
= FIRE HYDRANT
G = GAS METER
= LIGHT POLE
= COVERED AREA
N.A.V.D. = NORTH AMERICAN VERTICAL DATUM
B.R. = BEARING REFERENCE
F.D.C. = FIRE DEPARTMENT CONNECTION
BFP = BACK-FLOW PREVENTER
CMP = CORRUGATED METAL PIPE
RCP = REINFORCED CONCRETE PIPE
PVC = POLYVINYL CHLORIDE
HDPE = HIGH DENSITY POLYETHYLENE
S = SEWER CLEANOUT
= SEWER MANHOLE
= STORM MANHOLE
= GREASE MANHOLE
T = TELEPHONE PEDESTAL
W = WATER METER
= WOOD FENCE
= WOOD FLATWORK
= WOOD POWER POLE
= WELL
= MONITORING WELL
= SEWER VALVE
= WATER VALVE
= YARD DRAIN

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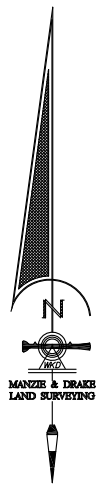
SCALE: 1"=50' JOB NO: 14681 DATE: 8/22/16 CADD: WKD
F.B. NO: X-292 PAGE NO: 20 FIELD CREW: GS/CB FILE NO: C-749

MANZIE & DRAKE LAND SURVEYING

EXHIBIT "D"

SHEET 1 OF 3

"SITE PLAN"

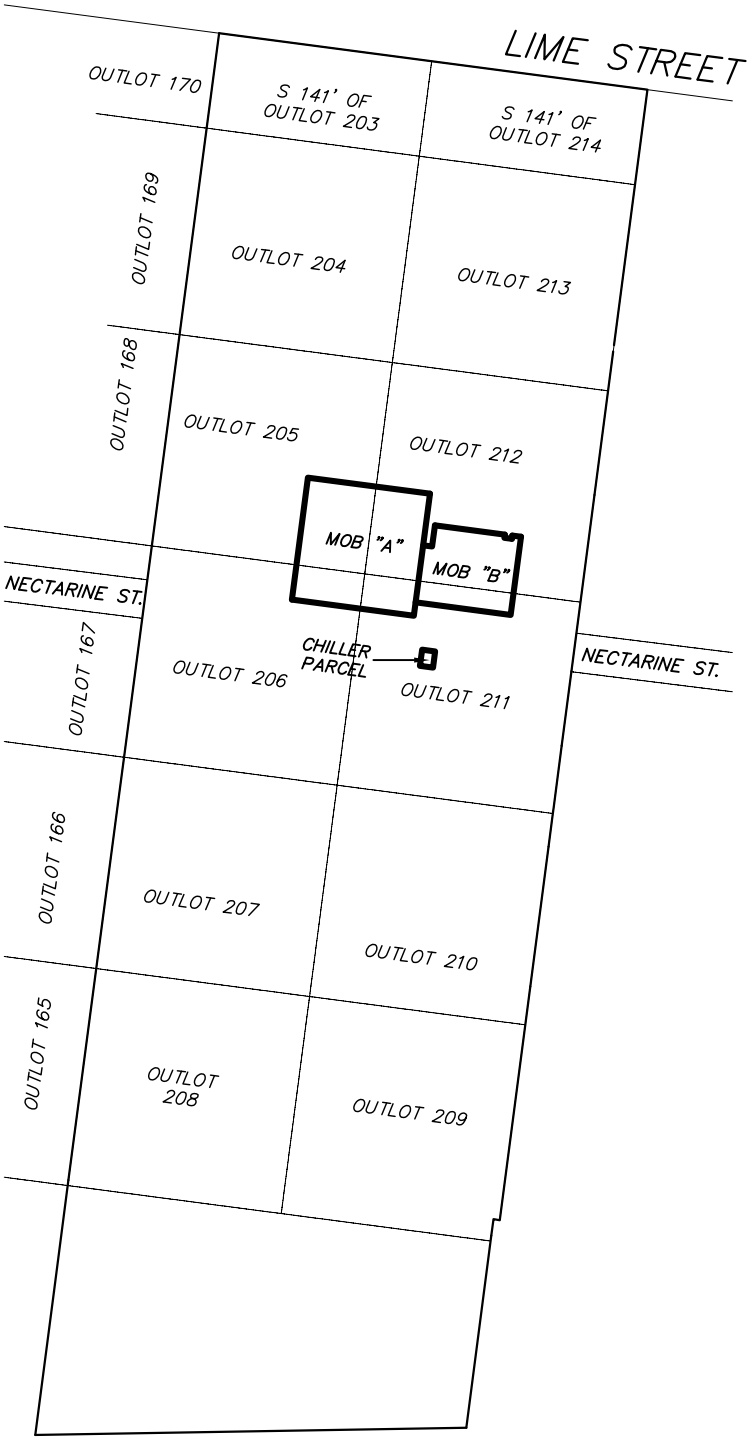


GRAPHIC SCALE

0 150 300

(IN FEET)

1 inch = 300 ft.



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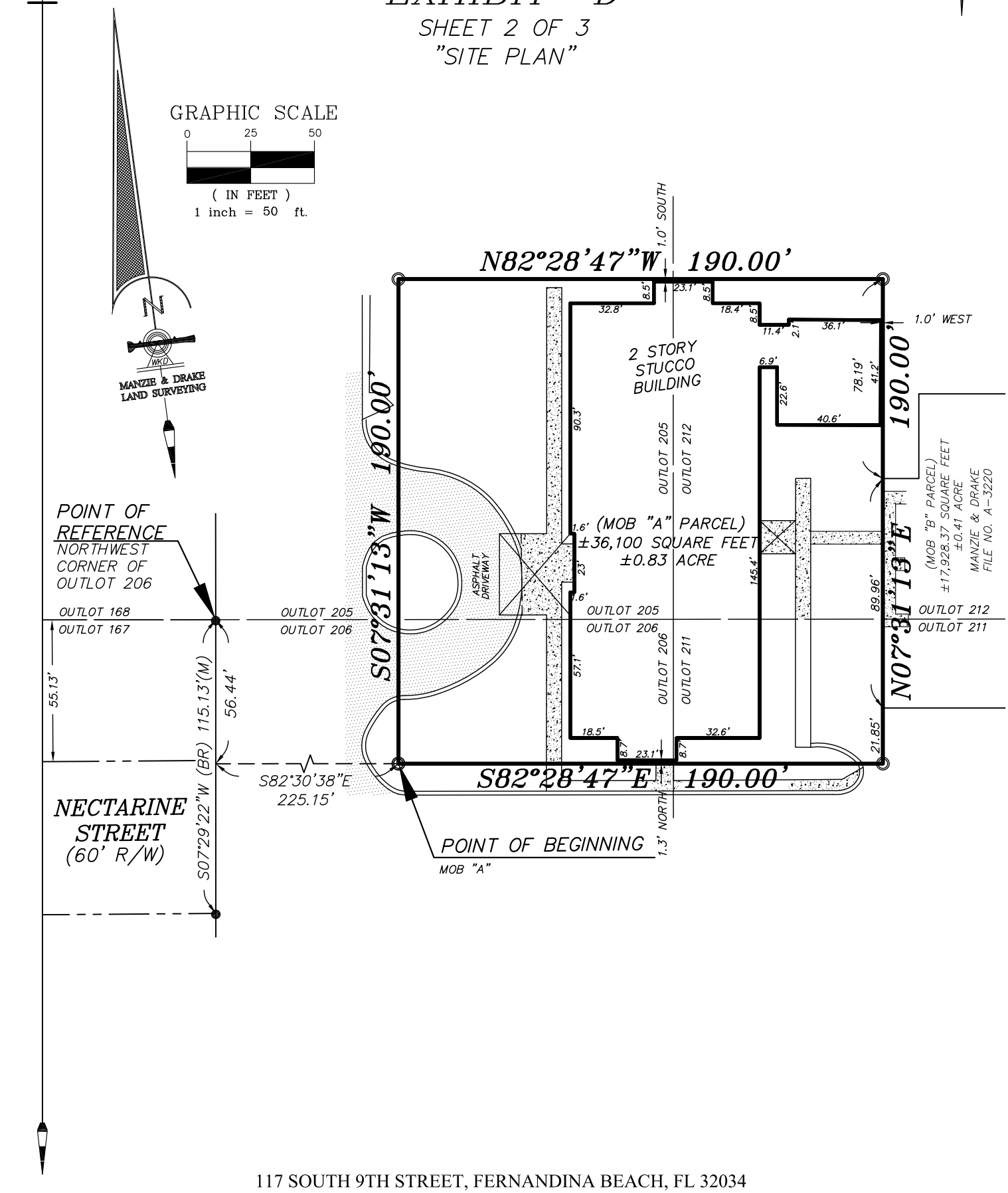
WWW.MANZIEANDDRAKE.COM

MANZIE & DRAKE LAND SURVEYING

EXHIBIT "D"

SHEET 2 OF 3

"SITE PLAN"



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MANZIE & DRAKE LAND SURVEYING

EXHIBIT "D"

SHEET 3 OF 3

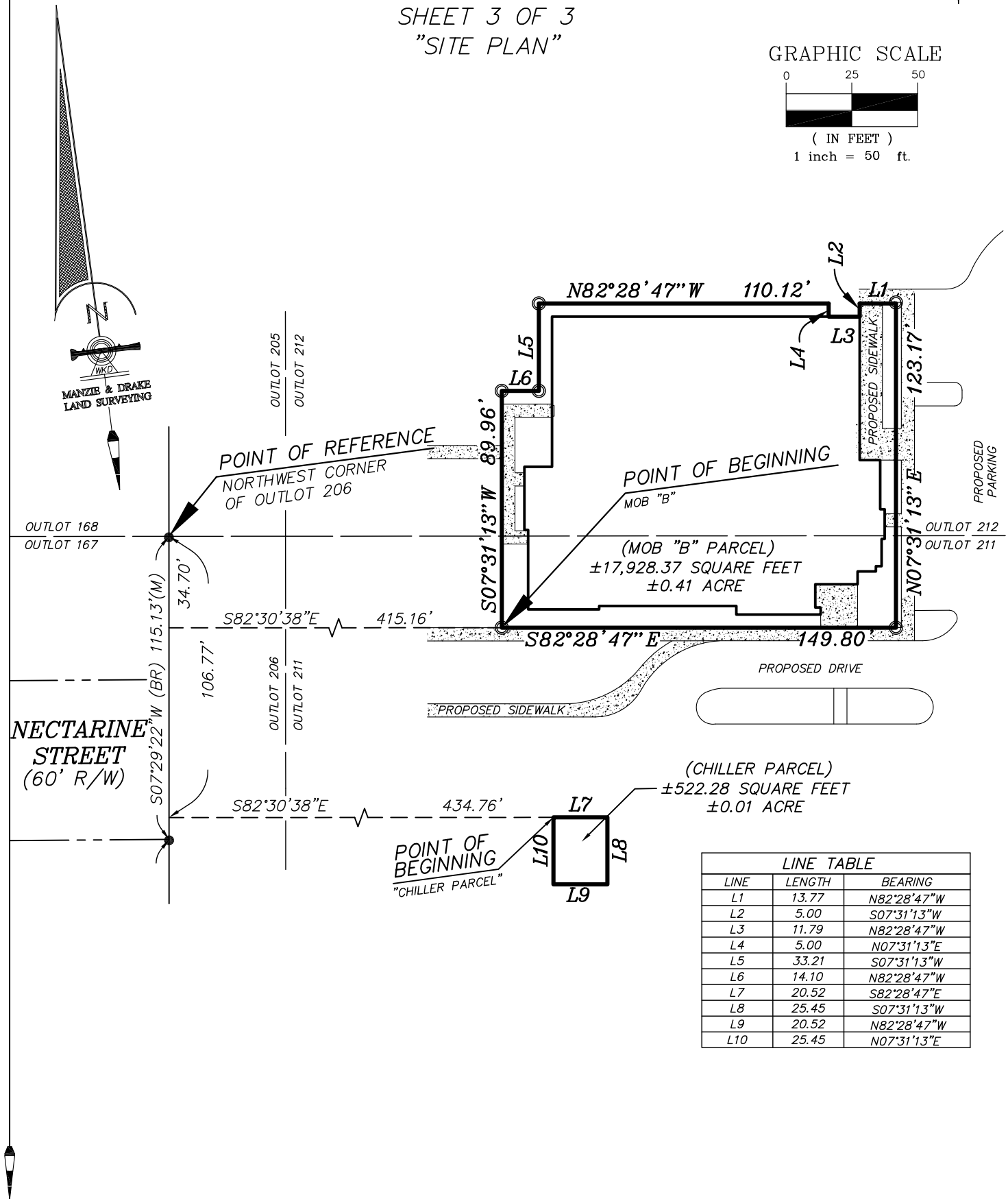
"SITE PLAN"

GRAPHIC SCALE

0 25 50

(IN FEET)

1 inch = 50 ft.



LINE TABLE		
LINE	LENGTH	BEARING
L1	13.77	N82°28'47"W
L2	5.00	S07°31'13"W
L3	11.79	N82°28'47"W
L4	5.00	N07°31'13"E
L5	33.21	S07°31'13"W
L6	14.10	N82°28'47"W
L7	20.52	S82°28'47"E
L8	25.45	S07°31'13"W
L9	20.52	N82°28'47"W
L10	25.45	N07°31'13"E

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MAP OF BOUNDARY SURVEY

PORTION OF NASSAU BAPTIST MEDICAL CENTER

LINE TABLE		
LINE	LENGTH	BEARING
L1	13.77	N82°28'47"W
L2	5.00	S07°31'13"W
L3	11.79	N82°28'47"W
L4	5.00	N07°31'13"E
L5	33.21	S07°31'13"W
L6	14.10	N82°28'47"W
L7	20.52	S82°28'47"E
L8	25.45	S07°31'13"W
L9	20.52	N82°28'47"W
L10	25.45	N07°31'13"E

MOB "B" PARCEL

A PORTION OF OUTLOTS 211 AND 212, CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA), NASSAU COUNTY, FLORIDA, AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901) BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE NORTHWEST CORNER OF OUTLOT 206, ACCORDING TO SAID PLAT OF FERNANDINA BEACH; THENCE SOUTH 07°29'22" WEST, ALONG THE WEST LINE OF SAID OUTLOT 206, A DISTANCE OF 34.70 FEET; THENCE SOUTH 82°30'38" EAST A DISTANCE OF 415.16 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 82°28'47" EAST A DISTANCE OF 149.80 FEET; THENCE NORTH 07°31'13" EAST A DISTANCE OF 123.17 FEET; THENCE NORTH 82°28'47" WEST A DISTANCE OF 13.77 FEET; THENCE SOUTH 07°31'13" WEST A DISTANCE OF 5.00 FEET; THENCE NORTH 82°28'47" WEST, A DISTANCE OF 11.79 FEET; THENCE NORTH 07°31'13" EAST, A DISTANCE OF 5.00 FEET; THENCE NORTH 82°28'47" WEST, A DISTANCE OF 110.12 FEET; THENCE SOUTH 07°31'13" WEST, A DISTANCE OF 33.21 FEET; THENCE NORTH 82°28'47" WEST, A DISTANCE OF 14.10 FEET; THENCE SOUTH 07°31'13" WEST, A DISTANCE OF 89.96 FEET TO THE POINT OF BEGINNING.

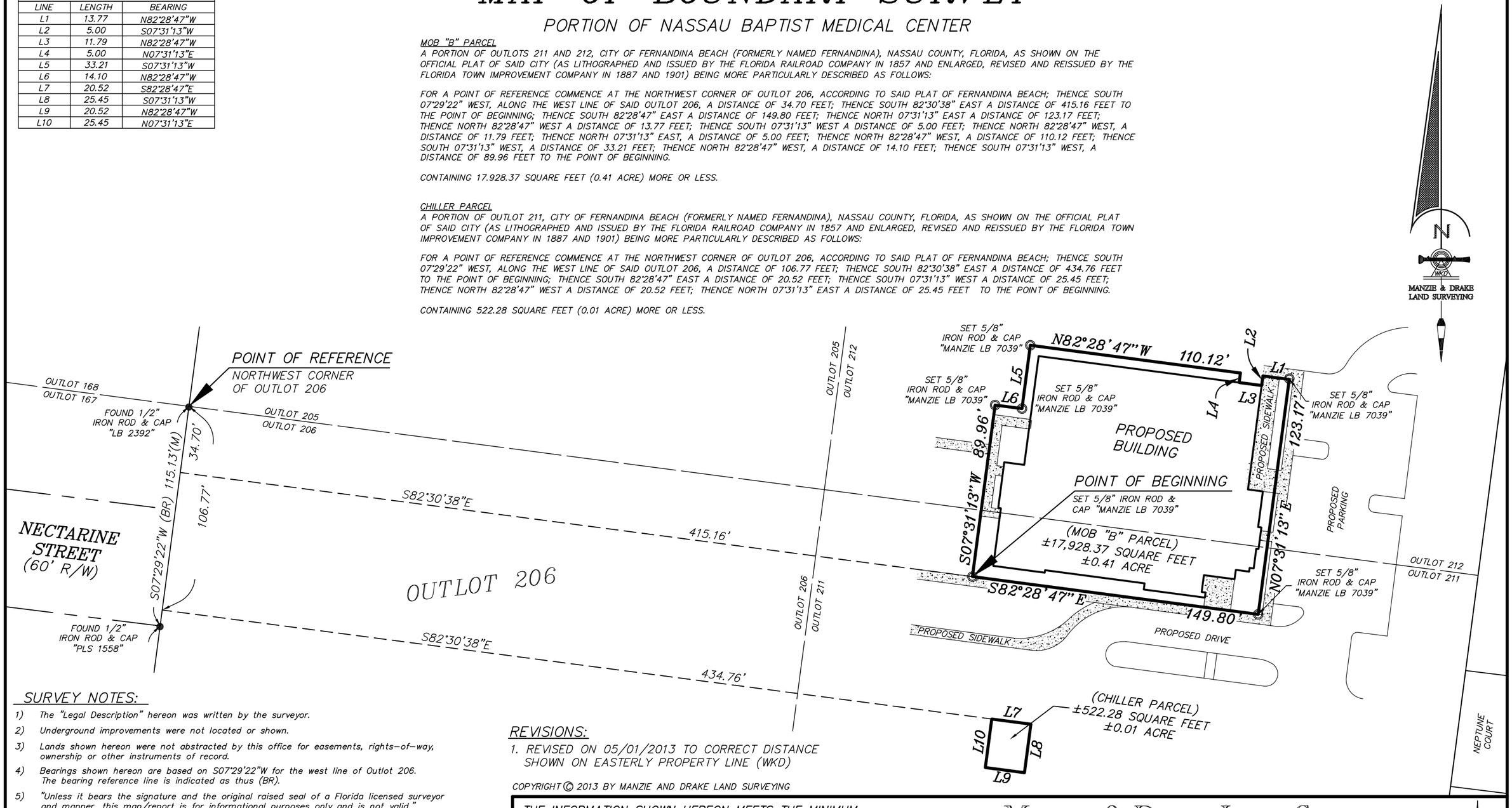
CONTAINING 17.928.37 SQUARE FEET (0.41 ACRE) MORE OR LESS.

CHILLER PARCEL

A PORTION OF OUTLOT 211, CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA), NASSAU COUNTY, FLORIDA, AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901) BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE NORTHWEST CORNER OF OUTLOT 206, ACCORDING TO SAID PLAT OF FERNANDINA BEACH; THENCE SOUTH 07°29'22" WEST, ALONG THE WEST LINE OF SAID OUTLOT 206, A DISTANCE OF 106.77 FEET; THENCE SOUTH 82°30'38" EAST A DISTANCE OF 434.76 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 82°28'47" EAST A DISTANCE OF 20.52 FEET; THENCE SOUTH 07°31'13" WEST A DISTANCE OF 25.45 FEET; THENCE NORTH 82°28'47" WEST A DISTANCE OF 20.52 FEET; THENCE NORTH 07°31'13" EAST A DISTANCE OF 25.45 FEET TO THE POINT OF BEGINNING.

CONTAINING 522.28 SQUARE FEET (0.01 ACRE) MORE OR LESS.



SURVEY NOTES:

1) The "Legal Description" hereon was written by the surveyor.
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 S07°29'22"W for the west line of Outlot 206. 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."
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REVISIONS:

1. REVISED ON 05/01/2013 TO CORRECT DISTANCE SHOWN ON EASTERLY PROPERTY LINE (WKD)

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SCALE: 1"=50' JOB NO: 14681 DATE: 3/29/13 CADD: WKD
F.B. NO: FILE PAGE NO: FILE FIELD CREW: N/A FILE NO: A-3220

MAP OF BOUNDARY SURVEY

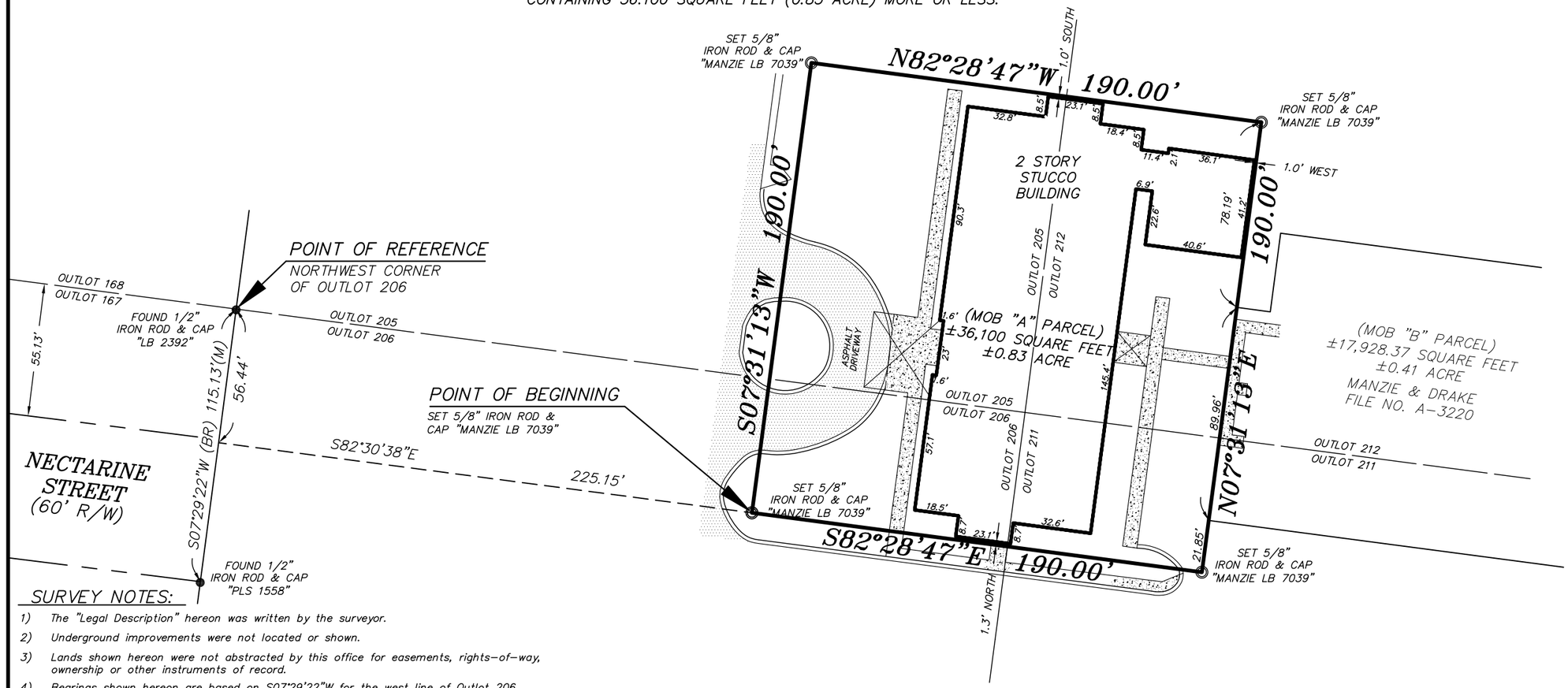
PORTION OF NASSAU BAPTIST MEDICAL CENTER

MOB "A" PARCEL

A PORTION OF OUTLOTS 205, 206, 211 AND 212, CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA), NASSAU COUNTY, FLORIDA, AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901) BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE NORTHWEST CORNER OF OUTLOT 206, ACCORDING TO SAID PLAT OF FERNANDINA BEACH; THENCE SOUTH 07°29'22" WEST, ALONG THE WEST LINE OF SAID OUTLOT 206, A DISTANCE OF 56.44 FEET; THENCE SOUTH 82°30'38" EAST A DISTANCE OF 225.15 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 82°28'47" EAST A DISTANCE OF 190.00 FEET; THENCE NORTH 07°31'13" EAST A DISTANCE OF 190.00 FEET; THENCE NORTH 82°28'47" WEST A DISTANCE OF 190.00 FEET; THENCE SOUTH 07°31'13" WEST A DISTANCE OF 190.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 36,100 SQUARE FEET (0.83 ACRE) MORE OR LESS.



N

WKD

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SCALE: 1"=50' JOB NO: 14681 DATE: 8/9/13 CADD: WKD
F.B. NO: FILE PAGE NO: FILE FIELD CREW: N/A FILE NO: A-3334

JUL 8 1994

BK0708PG1569
OFFICIAL RECORDS

Rec 15.00
ds .70

QUITCLAIM DEED

THIS QUITCLAIM DEED is made as of the 30th day of June, 1994, by **NASSAU GENERAL HOSPITAL BOARD OF TRUSTEES** (formerly Humphreys Memorial Hospital), a political subdivision of the State of Florida, organized and existing under Chapter 21228, Laws of Florida 1941 and subsequent additions and revisions thereof ("Grantor"), whose address is 1250 S. 18th Street, Fernandina Beach, Florida 32034, to **BAPTIST MEDICAL CENTER OF NASSAU, INC.**, a Florida not-for-profit corporation ("Grantee"), whose address is 800 Prudential Drive, Jacksonville, Florida 32207.

WITNESSETH, that the Grantor, for and in consideration of the sum of $10.00 and other valuable considerations, receipt whereof is hereby acknowledged, does hereby remise, release and quitclaim unto the Grantee forever, all the right, title, interest, claim and demand which the Grantor has in and to that certain land situate in Nassau County, Florida, more particularly described in Exhibit "A" attached hereto and by this reference made a part hereof.

TO HAVE AND TO HOLD the same together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of the Grantor, either in law or equity, to the only proper use, benefit and behoof of the Grantee.

THIS deed has been executed and delivered by Grantor pursuant to the authority set forth in 1994 Fla. Laws ch. 446.

IN WITNESS WHEREOF the Grantor has caused these presents to be executed in its name and its seal to be hereunto affixed by its proper officers thereunto duly authorized, the day and year first above written.

Signed, sealed and delivered in the presence of:

Ann Hernandez
Print Name: ANN Hernandez

Farid Ullah MD
Print Name: FARID ULLAH MD

NASSAU GENERAL HOSPITAL BOARD OF TRUSTEES

By Joni Branan
Joni Branan
Chairman of the Board

(SEAL)

THIS INSTRUMENT PREPARED BY:
G. PRESTON KEYES
1800 FIRST UNION NATIONAL BANK TOWER
225 WATER STREET
JACKSONVILLE, FLORIDA 32202

RECORD AND RETURN TO:
SMITH HULSEY & BUSEY
1800 FIRST UNION NATIONAL BANK TOWER
225 WATER STREET
JACKSONVILLE, FLORIDA 32202

NASSAU COUNTY
126531
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT OF REVENUE
JUL-8-94
00.70

15.00
.70
62163

STATE OF FLORIDA
COUNTY OF NASSAU

The foregoing instrument was acknowledged before me this 2, 5th day of June, 1994, by Joni Branan, as Chairman of Nassau General Hospital Board of Trustees (formerly Humphreys Memorial Hospital), a political subdivision of the State of Florida, organized and existing under Chapter 21228, Laws of Florida 1941 and subsequent additions and revisions thereof, on behalf of Nassau General Hospital Board of Trustees. She is personally known to me or has produced _____ as identification.

Julia O. Burk
Print Name: Julia O. Burk
Notary Public, State of Florida
Commission No. _____
My Commission Expires:

JULIA O. BURK
My Commission CC266763
Expires Aug. 13, 1997
Bonded by ANB
(407) 652-5678

116778

EXHIBIT "A" BK0708PG1571

OFFICIAL RECORDS

All those certain pieces or parcels of land, situate, lying and being adjacent to and South of the City Limits of the City of Fernandina Beach, Florida, formerly named Fernandina, Nassau County, Florida, and known and described on the official plat of said City (as lithographed and issued by the Florida Railroad Company in 1857 and enlarged, revised and reissued by the Florida Town Improvement Company in 1887 and 1901) as all of Outlots Numbered Two Hundred Four (204) through Two Hundred Thirteen (213), inclusive and the Southerly One Hundred Forty-one (141) feet of Outlots Two Hundred Three (203) and Two Hundred Fourteen (214). ALSO that part of Section Twenty-five (25), Township Three (3) North, Range Twenty-eight (28) East, described as follows:

> Beginning at the Southwesterly corner of Outlot Number Two Hundred Eight (208) and go South Eighty-two (82) degrees, Twenty-eight (28) minutes East along the Southerly line of Outlot Two Hundred Eight (208) and Two Hundred Nine (209) for Six Hundred Sixty-six (666) feet, to the Southeast corner of Outlot Number Two Hundred Nine (209); thence go North Seven (7) degrees, Thirty-two (32) minutes East along the Easterly line of Outlot Number Two Hundred Nine (209), for Twenty-six (26) feet to the Southwesterly corner of Citrona Lot Number Sixty (60); thence go South Eighty-two (82) degrees, Twenty-eight (28) minutes East along the Southerly line of Citrona Lots Numbered Sixty (60) and Fifty-nine (59), for Six Hundred Eighty-one (681) feet, more or less, to the Southerly line of Section Twenty-five (25); thence go South Eighty-nine (89) degrees, Two (02) minutes West along the Southerly line of Section Twenty-five (25) for One Thousand Three Hundred Sixty-one and Ninety-five Hundredths (1361.95) feet; more or less, to a point on the extension of the West line of Outlot Number Two Hundred Eight (208) to the South; thence go North Seven (7) degrees, Thirty-two (32) minutes East, for One Hundred Seventy-five and Thirty-one Hundredths (175.31) feet to the point of beginning at the Southwest corner of Outlot Two Hundred Eight (208).

This parcel of land contains Two and Seventy-one Hundredths (2.71) acres, more or less. The Outlots described above contain Twenty-seven and Sixty-one Hundredths (27.61) acres. This makes a total of Thirty and Thirty-two Hundredths (30.32) acres, more or less.

FILED & RECORDED IN PUBLIC RECORDS OF NASSAU COUNTY, FL RECORD VERIFIED

118639

9411645

94 JUL -8 PM 3:44

CLERK OF COURTS
NASSAU COUNTY, FLORIDA

Print

Planning Advisory Board (PAB) - Submission #5889

Date Submitted: 9/2/2020

Planning Advisory Board (PAB) Application

USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).

Fees

Once application is submitted it will be reviewed for completeness. Once verified complete, an invoice will be emailed to the applicant.

- [ ] Zoning Map Amendment (â‰¤ 10 acres $1,000 / > 10acres $2,000)
- [ ] Land Use Map Amendment (â‰¤ 10 acres $1,000 / > 10acres $2,000)
- [ ] LDC Text Amendment ($1,000)
- [ ] Comp Plan Amendment ($1,700)
- [ ] Subdivision Plat â€“ Preliminary (â‰¤ 20 units $1,000 / > 20 units $1,600)
- [ ] Subdivision Plat â€“ Final ($850)
- [ ] Vacation of R.O.W. ($1,700)
- [x] Voluntary Annexation ($1,500)
- [ ] Revision to each PAB Application - To offset additional display ad fee ($400)

PAB 2020 - MEETING AND SUBMISSION DEADLINE CALENDAR

PAB 2020

IMPORTANT NOTES

Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, youâ€™ll need to meet with a City Planner prior to submitting your application. Completed applications are due 30 days prior to the Planning Advisory Board meeting date.

Please see the Land Development Code (LDC) for detailed information:

- ☐ LDC Text Amendment â€“ see LDC Section 11.01.08.
- ☐ Preliminary Subdivision Plat â€“ see LDC Section 11.01.05.
- ☐ Final Subdivision Plat â€“ LDC Section 11.01.05.
- ☐ Zoning Map Changes â€“ See LDC Section 11.01.07.

The LDC is available for review at

www.fbfl.us/LDC

Application Requirements

- ☐ A complete application filed at least thirty (30) days before the date of the Planning Advisory Boardâ€™s public hearing;
- ☐ Proof of Ownership (copy of deed or tax statement);
- ☐ A current survey of the property (no older than two years);
- ☐ If applying as an agent, Ownerâ€™s Authorization for Agent Representation form needs to be signed/ notarized and included in application;
- ☐ A detailed letter of intent stating the following:
- ☐ o The consistency of the proposed amendment(s) or action(s) with the Cityâ€™s Comprehensive Plan.
- ☐ o A justification for the proposed amendment(s) or action(s).

PROPERTY INFORMATION

Property information can be found at the Nassau County Property Appraiserâ€™s Website â†’ Map Search

Site Address*

S. 18th Street - Baptist Medical Center

City*

Fernandina Beachfl

State*

FL

Zip*

32034

Parcel ID #(s)*

00-00-31-1600-0203-0000; 00-00-31-1600-0205-001L; 00-00-31-1600-0205-002L; 00-00-31-0160-0000-0000

Lot*

various

Block*

various

Subdivision*

n/a

Zoning District*

C-1

Future Land Use Designation*

Public & Institutional

REVIEW TYPE*

- [ ] Zoning Map Amendment â‰¤ 10 acres
- [ ] Zoning Map Amendment > 10 acres
- [ ] LDC Text Amendment
- [ ] Comp Plan Amendment
- [ ] Subdivision Plat â€“ Preliminary â‰¤ 20 units
- [ ] Subdivision Plat â€“ Preliminary > 20 units
- [ ] Subdivision Plat â€“ Final
- [ ] Vacation of R.O.W.
- [x] Voluntary Annexation
- [ ] Revision to PAB Application

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

various

Last Name*

various

Company (if applicable)

n/a

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

FL

Zip*

32034

Telephone Number*

904-310-3480

Email Address*

kgibson@fbfl.city

OWNER'S AGENT

If other than owner. If an agent will be representing the owner, an Ownerâ€™s Authorization For Agent Representation form must be included

First Name

Kelly

Last Name

Gibson

Mailing Address

204 Ash Street

City

Fernandina Beach

State

FL

Zip

32034

Telephone Number

904-310-3480

E-mail Address

kgibson@fbfl.city

PROJECT INFORMATION

Previous Planning/Zoning Approvals

Summary of Request (more detailed information to be provided in required letter of intent)*

voluntary annexation of the following parcels: 00-00-31-1600-0203-0000; 00-00-31-1600-0205-001L; 00-00-31-1600-0205-002L; 00-00-31-0160-0000-0000

Certification*

☑ By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.

☑ I acknowledge that I understand and have complied with all of the submittal requirements and procedures.

Applicant First Name*

Kelly

Applicant Last Name*

Gibson

Today's Date*

9/2/2020

Upload Supporting Documentation*

Annexation_2020.xlsx

Upload 2

Choose File No file selecte

Upload 3

Choose File No file selecte

Upload 4

Choose File No file selecte

DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2020-40
Large Scale Future Land Use Map Assignment of Public and Institutional (PI)

ITEM TYPE: Ordinances (w/ fiscal impact)

REQUESTED ACTION: Approve Ordinance 2020-40 at first reading.

SYNOPSIS: The City of Fernandina Beach requests annexation of four parcels of land associated with the Baptist Medical Center of Nassau on South 18th Street. Resolution 2013-186 approved extension of water and sewer services outside of the corporate limits of the City and allowed for an expansion of the hospital campus. Assignment of the Public and Institutional (PI) Future Land Use Map (FLUM) category and Public and Institutional (PI-1) zoning district is requested for the subject properties. This requested FLUM designation and zoning district are the only land use and zoning categories that allow for hospitals. Following the 2013 petition for water and sewer services and voluntary annexation, the City adopted ordinance 2014-21 which amended the Supplemental Standards Chapter of the Land Development Code (LDC) to accommodate the 60 foot maximum building height and off-site signage requirements in anticipation of annexation. Those LDC amendments eliminated what would have made the hospital a nonconforming structure upon annexation.

CITY ATTORNEY COMMENTS: No additional comments.

Dale L. Martin, City Manager 10/5/2020
Tammi E. Bach, City Attorney 10/6/2020

Kelly N. Gibson, AICP

Date: September 22, 2020

Submitted By: Kelly Gibson, AICP, Planning Director

ORDINANCE 2020-40

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, CHANGING THE CITY'S FUTURE LAND USE MAP TO PUBLIC AND INSTITUTIONAL FOR APPROXIMATELY 31.39 ACRES OF LAND LOCATED AT 1250 S. 18TH STREET AND 1367 S. 18TH STREET AND VACANT LANDS FROM THE NASSAU COUNTY FUTURE LAND USE MAP DESIGNATION OF PUBLIC BUILDING GROUNDS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning Advisory Board (PAB) acting as the designated Local Planning Agency, has reviewed, and held a public hearing on September 9, 2020, and issued a recommendation of approval; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on August 26, 2020; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission intends to approve the Large Scale Future Land Use Map (FLUM) Amendments. The properties identified for this change of the Future Land Use Map are identified and located in the map attached hereto as Exhibit "A".

SECTION 2. TRANSMITTAL OF PROPOSED LARGE SCALE FLUM AMENDMENTS. The City Commission hereby endorses the proposed Future Land Use Map amendments for transmittal to the State Land Planning Agency for the purpose of an Expedited State Review in accordance with Section 163.3191, Florida Statutes.

SECTION 3. SEVERABILITY. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, the holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION 4. COMPLIANCE. The proposed plan amendments adopted by this Ordinance are not effective until a final order is issued by the State Land Planning Agency finding the amendments to be "in compliance" in accordance with Section 163.3184, Florida Statutes. If the Agency issues a final order finding the amendments not "in compliance," the amendments may nonetheless be made effective by adoption of a resolution at a public hearing affirming the effective status of the amendments. No development orders or development permits dependent upon these amendments may be issued, and no development dependent upon these amendments may be undertaken, before the amendments become effective.

SECTION 5. This Ordinance shall become effective immediately upon adoption.

ORDAINED this 22nd day of December, 2020.

CITY OF FERNANDINA BEACH

_____
JOHN A. MILLER
Mayor – Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

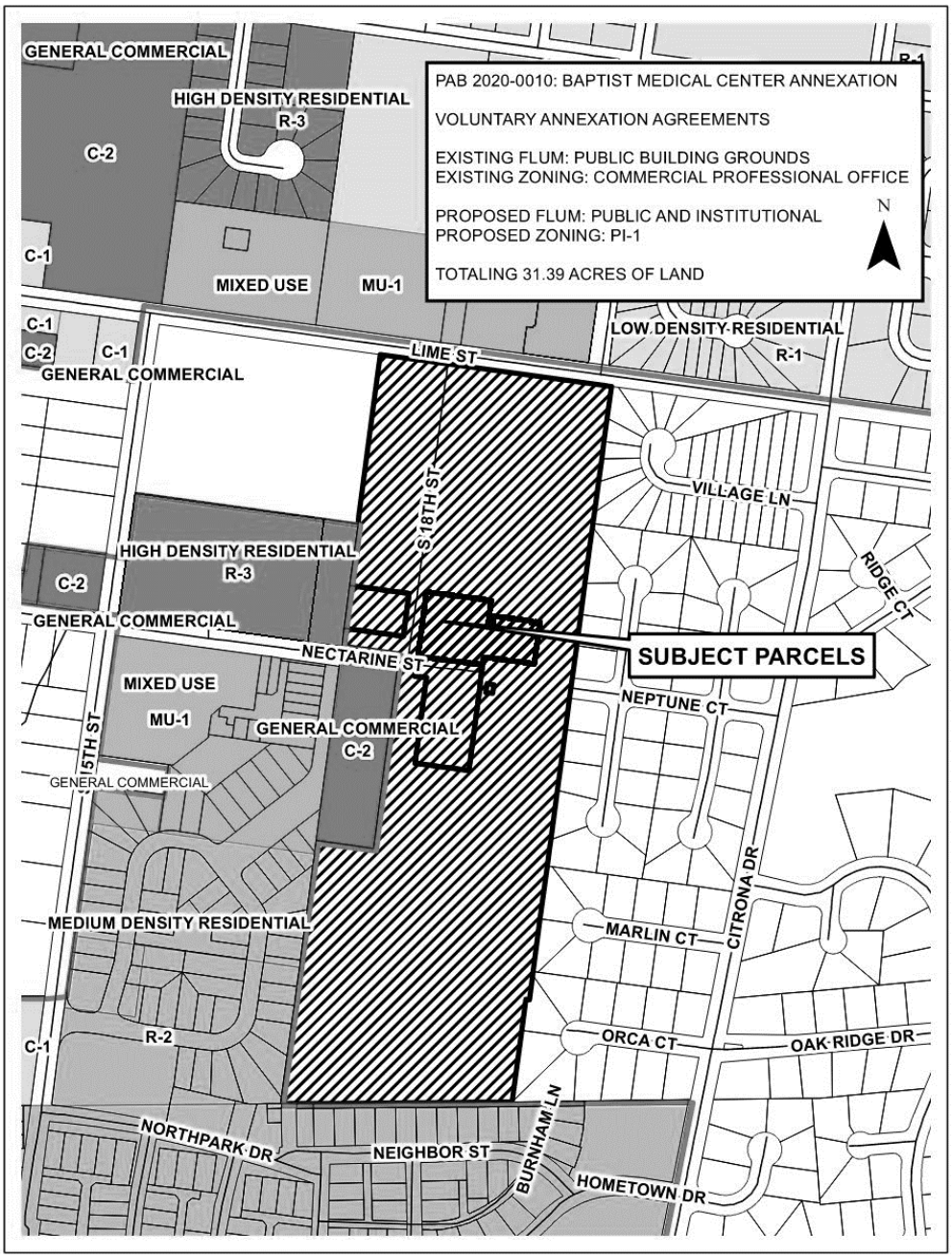
_____
CAROLINE BEST
City Clerk

_____
TAMMI E. BACH
City Attorney

Date of First Advertisement (PAB): August 26, 2020
Date of First Reading and Public Hearing: October 20, 2020
Date of transmitted as proposed FLUM amendments to State Land Planning Agency:
Date of Compliance Report Received from State Land Planning Agency:
Date of Second Reading Advertisement:
Date of Second Reading and Public Hearing: December 22, 2020
Date of transmitted as adopted amendments to State Land Planning Agency:

EXHIBIT A

VOLUNTARY ANNEXATION OF THE BAPTIST MEDICAL CENTER PROPERTIES LOCATED AT 1250 S. 18TH STREET, 1367 S. 18TH STREET, AND VACANT PARCELS WITH IDENTIFICAION NUMBERS OF 00-00-31-0160-000-000 AND 00-00-31-1600-0205-002L, ASSIGNMENT OF THE PUBLIC & INSTITUTIONAL (PI) FUTURE LAND USE MAP CATEGORY AND PUBLIC & INSTITUTIONAL (PI) ZONING DISTRICT FOR PROPERTIES TOTALING 31.39 ACRES OF LAND.



STAFF REPORT
PAB 2020-0010 (AX, LU, CZ)
Planning Advisory Board Hearing
September 9, 2020

Jacob M. Platt
Senior Planner

APPLICATION FOR VOLUNTARY ANNEXATION, LARGE-SCALE FUTURE LAND USE AND ZONING MAP

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	Baptist Medical Center of Nassau Inc.				
AGENT:	City of Fernandina Beach				
REQUESTED ACTION:	Voluntary Annexation, Assignment of a Future Land Use Map Category of Public and Institutional, and Zoning District of PI-1				
LOCATION:	1250 S. 18th Street				
CURRENT ZONING:	Nassau County Commercial Professional Office				
CURRENT LAND USE:	Nassau County Public Building Grounds				
EXISTING USES ON SITE:	Baptist Medical Center of Nassau Hospital Facilities				
PROPERTY SIZE:	Approximately 31.39 Acres of Land				
ADJACENT PROPERTIES:	**Direction**	**Existing Use(s)**	**Year Built**	**Zoning**	**FLUM**
	North	Commercial Condo	2013	MU-1	MU
	South	SF Residential	Early 2000's	R-2 PUD	MDR
	East	SF Residential	N/A	NC RG-1	MD
	West	MF & SF Residential	N/A	R-3, MU-1, R-2 NC RG-1	HDR MU MDR NC Industrial

*** 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 Planning and Conservation Department office. ***

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The City of Fernandina Beach requests annexation of four parcels of land associated with the Baptist Medical Center of Nassau on South 18th Street. Resolution 2013-186 approved extension of water and sewer services outside of the corporate limits of the City and allowed for an expansion of the hospital campus. Assignment of the Public and Institutional (PI) Future Land Use Map (FLUM) category and Public and Institutional (PI-1) zoning district is requested for the subject properties. This requested FLUM designation and zoning district are the only land use and zoning categories that allow for hospitals. Following the 2013 petition for water and sewer services and voluntary annexation, the City adopted ordinance 2014-21 which amended the Supplemental Standards Chapter of the Land Development Code (LDC) to accommodate the 60 foot maximum building height and off-site signage requirements in anticipation of annexation. Those LDC amendments eliminated what would have made the hospital a nonconforming structure upon annexation.

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 subject parcels make up the Baptist Medical Center of Nassau Campus, any development or redevelopment can achieve full compliance with the City's Land Development Code and Comprehensive Plan. The City can serve this property and meet or exceed all levels of service required by the Comprehensive Plan.

Applicable Policy Reference	***Determination of Consistency***
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	√

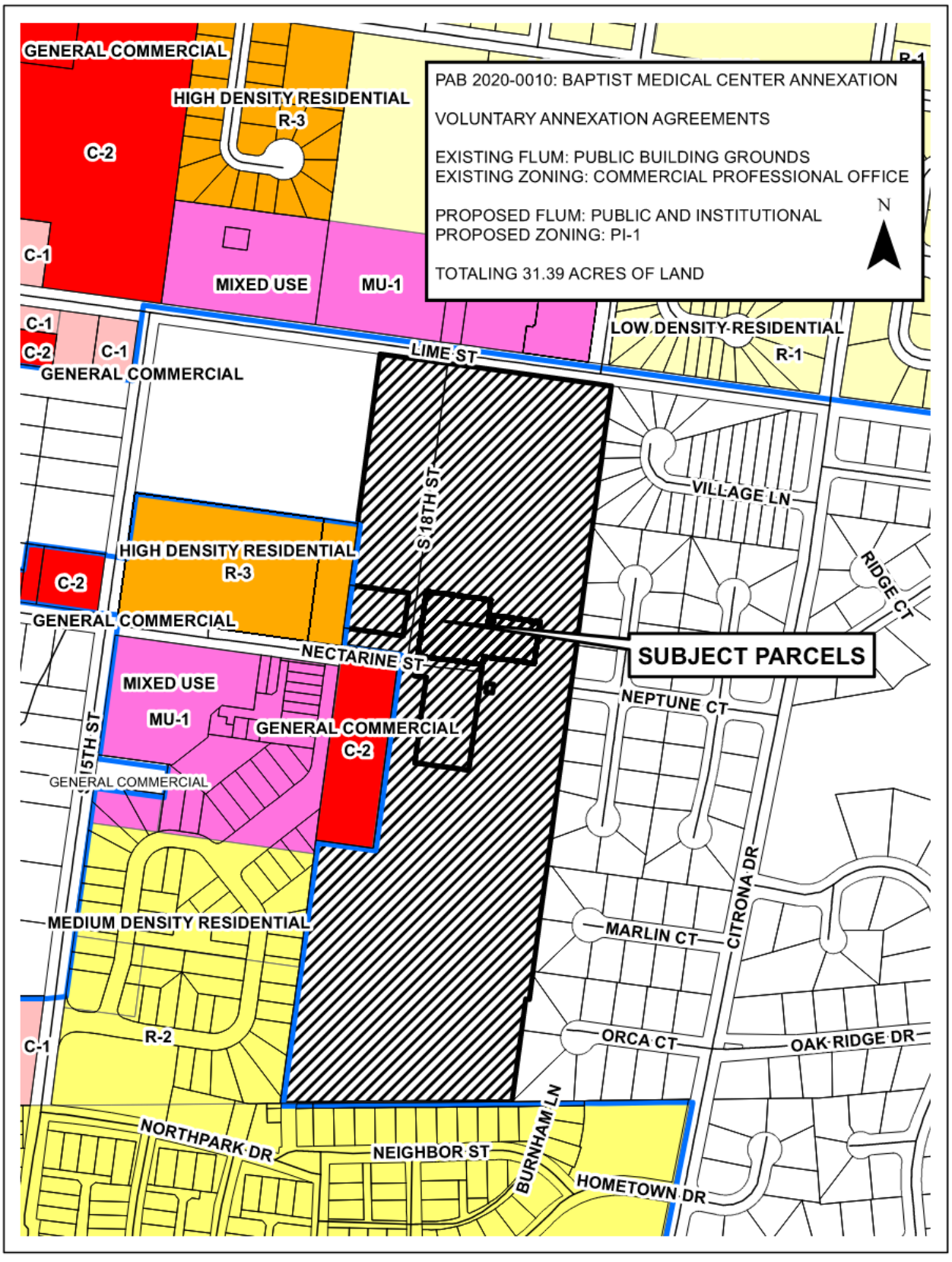
CONCLUSION AND STAFF RECOMMENDATIONS:

The requested action is consistent with the City's Comprehensive Plan and Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the Public and Institutional (PI) Future Land Use Map (FLUM) category and Public and Institutional (PI-1) 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 October 20th, 2020.

MOTION TO CONSIDER:

I move to recommend **(approval or denial)** of PAB case number 2020-0010 to the City Commission requesting that a voluntary annexation, assignment of the Public and Institutional (PI) Future Land Use Map (FLUM) category and Public and Institutional (PI-1) zoning district be **(approved or denied)** and that PAB case 2020-0010, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statues to be approved at this time.

LIME ST
Fernandina Beach
S 19TH
NATURES WALK CT
S 18TH ST
Baptist Medical Center-Nassau
VILLAGE LN
PALMS
NECTARINE ST
COASTAL COTTAGE LN
NORTH PIKE LN
NORTH SNAPPER LN
NEPTUNE CT
SOUTH PIKE LN
SOUTH SNAPPER LN
CITRONA DR
COASTAL OAKS DR
COASTAL OAKS CIR WEST
COASTAL OAKS CIR EAST
COASTAL OAKS CIR
MARLIN CT
ORCA CT
OAK


PAB 2020-0010: BAPTIST MEDICAL CENTER ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: PUBLIC BUILDING GROUNDS
EXISTING ZONING: COMMERCIAL PROFESSIONAL OFFICE
PROPOSED FLUM: PUBLIC AND INSTITUTIONAL
PROPOSED ZONING: PI-1
TOTALING 31.39 ACRES OF LAND
N
SUBJECT PARCELS
GENERAL COMMERCIAL
HIGH DENSITY RESIDENTIAL
R-3
C-2
C-1
MIXED USE
MU-1
LOW DENSITY RESIDENTIAL
R-1
LIME ST
S 18TH ST
VILLAGE LN
RIDGE CT
NECTARINE ST
NEPTUNE CT
15TH ST
MEDIUM DENSITY RESIDENTIAL
MARLIN CT
CITRONA DR
R-2
ORCA CT
OAK RIDGE DR
NORTHPARK DR
NEIGHBOR ST
BURNHAM LN
HOMETOWN DR

RESOLUTION 2013-186

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE EXTENSION OF WATER AND SANITARY SEWER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR SIX (6) PARCELS TOTALING 31.13 ACRES LOCATED ON SOUTH 18th STREET; PROVIDING FOR EXECUTION; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Baptist Medical Center of Nassau, Inc. and Baptist Health Properties, Inc. have completed the City of Fernandina Beach Voluntary Annexation Petition / Water/Sewer Annexation Agreement Application pursuant to Chapter 171.044, Florida Statutes, for six (6) parcels containing approximately 31.13 acres located on South 18th Street (Parcel ID Numbers: 00-00-31-1600-0203-0000, 00-00-31-1600-0205-002L, 00-00-31-1600-0211-0010, 00-00-31-1600-0211-0020, 00-00-31-1600-0205-0030 and 00-00-31-1600-0205-001L); 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 sanitary sewer services to the subject property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, at its meeting duly called and assembled that:

SECTION 1. The City Commission hereby authorizes the extension of water and sanitary sewer services to the property owners identified, whose property is located outside the corporate limits of the City along S. 18th Street and noted as Parcels 00-00-31-1600-0203-0000, 00-00-31-1600-0205-002L, 00-00-31-1600-0211-0010, 00-00-31-1600-0211-0020, 00-00-31-1600-0205-0030 and 00-00-31-1600-0205-001L, and approves the Voluntary Annexation Petition.

SECTION 2. The City Commission authorizes the City Manager and the City Clerk Pro Tem to execute all documents necessary to proceed with extension of water and sewer services and voluntary annexation on behalf of the City of Fernandina Beach.

SECTION 3. The City Clerk Pro Tem is hereby directed to record this 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 17th day of December, 2013.

CITY OF FERNANDINA BEACH

Edward E. Boner
Mayor - Commissioner

ATTEST:

Kimberly Elliott Briley
City Clerk Pro Tem

APPROVED AS TO FORM & LEGALITY:

Tammi E. Bach
City Attorney

When Recorded Return To:
City Clerk's Office
204 Ash Street
Fernandina Beach, Fla. 32034

Res. 2013-186
Exhibit "A"

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 17th day of December, 2013 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and BAPTIST MEDICAL CENTER OF NASSAU, INC. AND BAPTIST HEALTH PROPERTIES, INC. (hereinafter collectively referred to as the "Applicant").

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 parcels of land known and described as follows, comprising the property which is the subject of this Agreement (the "Property"):

PARCEL ID#s: 00-00-31-1600-0203-0000,
00-00-31-1600-0205-002L,
00-00-31-1600-0211-0010,
00-00-31-1600-0211-0020,
00-00-31-1600-0205-0030,
00-00-31-1600-0205-001L.

GENERALLY DESCRIBED AS: THE CAMPUS OF BAPTIST MEDICAL CENTER, NASSAU

ADDRESSED AS: 1250 SOUTH 18TH STREET, 1340 SOUTH 18TH STREET, and 1367 SOUTH 18TH STREET

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

INSTR # 201400657, Book 1897, Page 772
Pages 10
Doc Type UNK, Recorded 01/08/2014 at 09:47 AM,
John A Crawford, Nassau County Clerk of Circuit Court
Rec. Fee $86.50
#1

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. Sanitary Sewer: The Applicants shall be permitted to tap into the City's 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 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.

9. 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

JOE GERRITY
City Manager

ATTEST:

KIMBERLY ELLIOT BRILEY
Deputy City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

APPLICANT(S)

BAPTIST HEALTH PROPERTIES, INC.

By:
Its: President John F. Wilbanks

BAPTIST MEDICAL CENTER OF NASSAU, INC.

By: Stephen P. Lee
Its: HOSPITAL PRESIDENT
Stephen P. Lee

STATE OF FLORIDA
COUNTY OF Nassau
As to John Wilbanks and Stephen Lee
Sworn and subscribed before me this 24 day of December, 2013.

Wanda J Henderson
Signature of Notary
My Commission Expires:
Type of Identification Produced personal knowledge

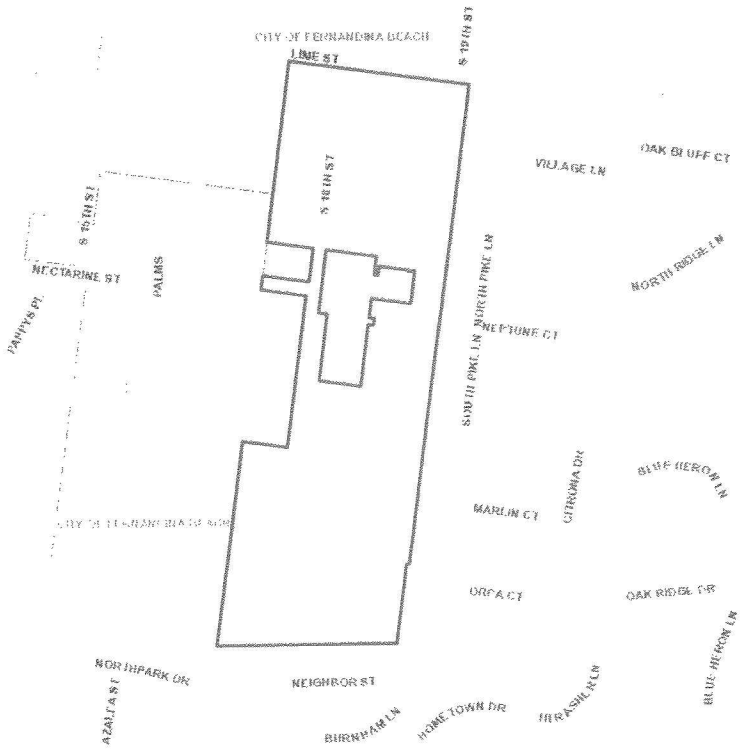
Notary Public State of Florida
Wanda J Henderson
My Commission EE150274
Expires 01/17/2016

EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORTS

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser



Full Parcel Report

Parcel ID:	00-00-31-1600-0203-0000
Calculated Acreage:	28.25
Deed Acreage:	32.11
Property Use	HOSPITALS

Ownership Information

Name	BAPTIST MEDICAL CENTER OF
Mailing Address	NASSAU INC 3563 PHILLIPS HWY SUITE 106 JACKSONVILLE, FL 32207
Situs/Physical Address	1250 S 18TH ST

Values

Land Value	$1,301,200.00
Ag Land Value	$0.00
Building Value	$10,888,933.00
Misc Value	$589,579.00
Just Value	$12,779,712.00
Assessed Value	$12,779,712.00

Last 2 Sales

Date	Price	Vacant?	Qual
19940708	$580,000.00	N	U

A. Michael Hickox
Nassau County Property Appraiser

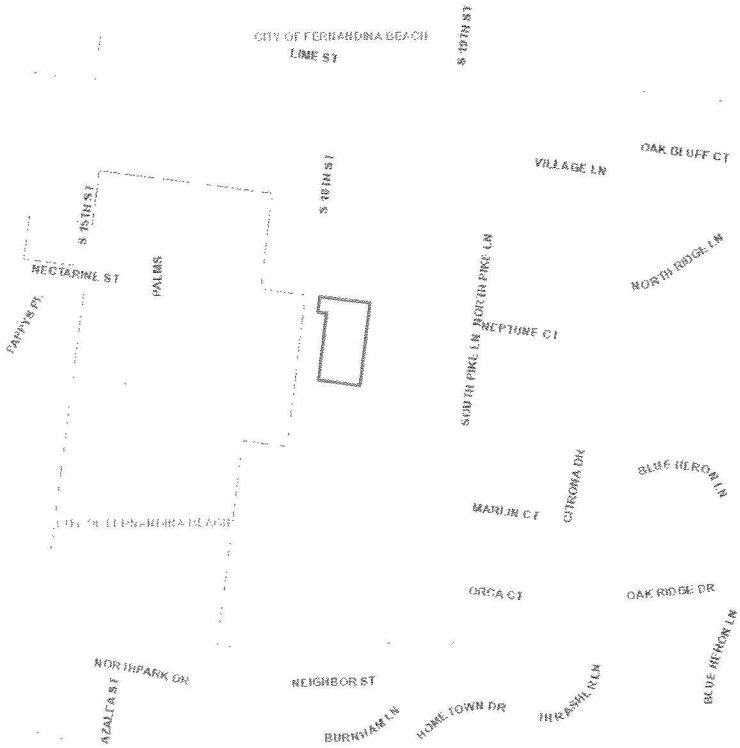
THIS MAP HAS BEEN COMPILED FROM THE MOST AUTHENTIC INFORMATION AVAILABLE. NEITHER NASSAU COUNTY, ITS MUNICIPALITIES, NOR THE NASSAU COUNTY PROPERTY APPRAISER'S OFFICE ASSUMES RESPONSIBILITY FOR ERRORS OR OMISSIONS CONTAINED HERON. THIS IS NOT A SURVEY.

N W E S

Printed: Friday, December 13, 2013

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser



Full Parcel Report

Parcel ID:	00-00-31-1600-0205-002L
Calculated Acreage:	1.17
Deed Acreage:	1.30
Property Use	PROFESSION

Ownership Information

Name	BAPTIST MEDICAL CENTER OF
Mailing Address	NASSAU INC 3563 PHILIPS HWY STE 106 JACKSONVILLE, FL 32207
Situs/Physical Address	1340 S 18TH ST

Values

Land Value	$534,675.00
Ag Land Value	$0.00
Building Value	$1,767,425.00
Misc Value	$119,465.00
Just Value	$2,421,565.00
Assessed Value	$2,421,565.00

Last 2 Sales

Date	Price	Vacant?	Qual

A. Michael Hickox
Nassau County Property Appraiser

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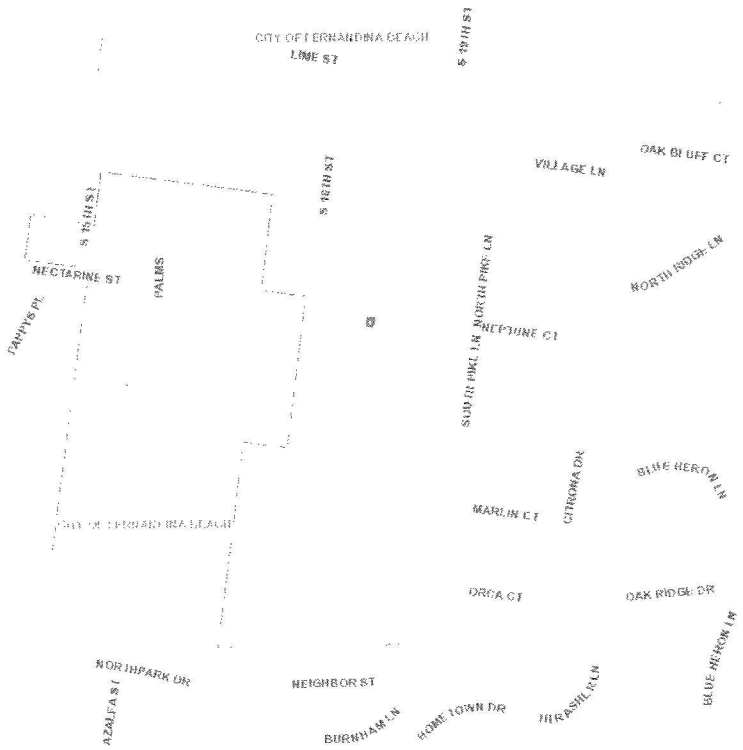
A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser



Full Parcel Report

Parcel ID:	00-00-31-1600-0211-0010
Calculated Acreage:	0.01
Deed Acreage:	0.01
Property Use	HOSPITALS

Ownership Information

Name	BAPTIST HEALTH PROPERTIES INC
Mailing Address	3563 PHILLIPS HWY BLDG F #608
	JACKSONVILLE, FL 32207
Situs/Physical Address	OFF NECTARINE ST

Values

Land Value	$0.00
Ag Land Value	$0.00
Building Value	$0.00
Misc Value	$0.00
Just Value	$0.00
Assessed Value	$0.00

Last 2 Sales

Date	Price	Vacant?	Qual

A. Michael Hickox
Nassau County Property Appraiser

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N W E S

Printed: Friday, December 13, 2013

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser

Full Parcel Report

Parcel ID:	00-00-31-1600-0211-0020
Calculated Acreage:	0.41
Deed Acreage:	0.41
Property Use	HOSPITALS

Ownership Information

Name	BAPTIST HEALTH PROPERTIES INC
Mailing Address	3563 PHILLIPS HWY BLDG F #608
	JACKSONVILLE, FL 32207
Situs/Physical Address	OFF NECTARINE ST

Values

Land Value	$0.00
Ag Land Value	$0.00
Building Value	$0.00
Misc Value	$0.00
Just Value	$0.00
Assessed Value	$0.00

Last 2 Sales

Date	Price	Vacant?	Qual

A. Michael Hickox
Nassau County Property Appraiser

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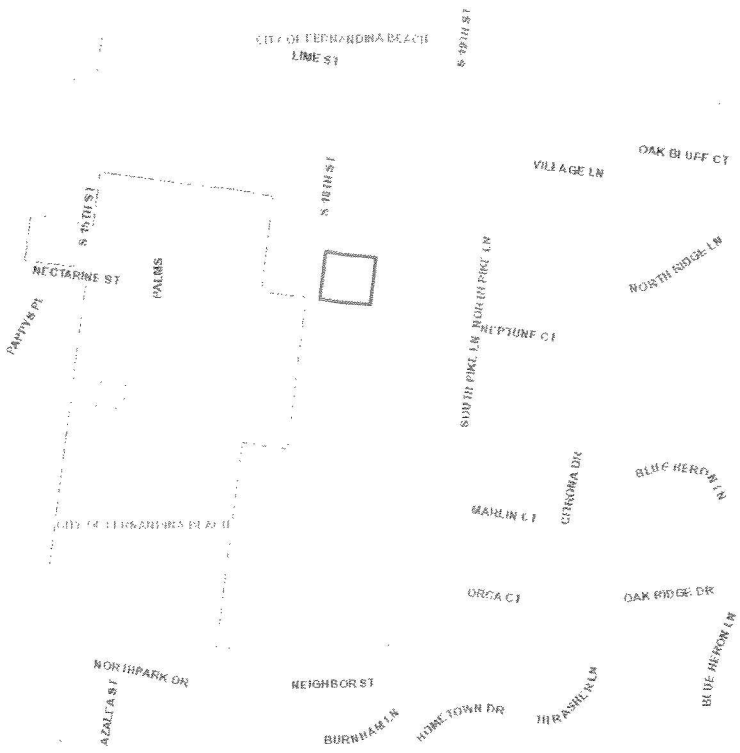
N W E S

Printed: Friday, December 13, 2013

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser



Full Parcel Report

Parcel ID:	00-00-31-1600-0205-0030
Calculated Acreage:	0.78
Deed Acreage:	0.82
Property Use	PROFESSION

Ownership Information

Name	BAPTIST HEALTH PROPERTIES INC
Mailing Address	LAND PHILIPS HWY BLDG F #608
	JACKSONVILLE, FL 32207
Situs/Physical Address	S 18TH ST

Values

Land Value	$0.00
Ag Land Value	$0.00
Building Value	$0.00
Misc Value	$0.00
Just Value	$0.00
Assessed Value	$0.00

Last 2 Sales

Date	Price	Vacant?	Qual

A. Michael Hickox
Nassau County Property Appraiser

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N W E S

Printed: Friday, December 13, 2013

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser

Full Parcel Report

Parcel ID:	00-00-31-1600-0205-001L
Calculated Acreage:	0.51
Deed Acreage:	0.00
Property Use	HOSPITALS

Ownership Information

Name	BAPTIST MEDICAL CENTER OF
Mailing Address	NASSAU INC 3563 PHILLIPS HWY SUITE 106 JACKSONVILLE, FL 32207
Situs/Physical Address	1367 S 18TH ST

Values

Land Value	$159,862.00
Ag Land Value	$0.00
Building Value	$244,610.00
Misc Value	$9,773.00
Just Value	$414,245.00
Assessed Value	$414,245.00

Last 2 Sales

Date	Price	Vacant?	Qual

A. Michael Hickox
Nassau County Property Appraiser

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N W E S

Printed: Friday, December 13, 2013

C: Marshall
Adrienne
John
Melissa

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Resolution 2013-186
Water/Sewer Services Request and Voluntary Annexation Agreement

DEPARTMENT: Community Development Department

ATTACHMENTS: ___ Ordinance _X_ Resolution
___ Support Documents ___ Other

RECOMMENDED ACTION: Approve Resolution 2013-186 - authorizing the extension of water and sewer services and execute the voluntary annexation agreement for Baptist Medical Center Nassau.

SUMMARY: Baptist Medical Center Nassau has submitted an application for water/sewer services outside the municipal limits. In accordance with Municipal Code Sections 82-44 and 82-403, this application is also accompanied by a petition for voluntary annexation. The application covers the entire Baptist Medical Center Nassau campus, including leaseholds and fee simple parcels as held by Baptist Health Properties, Inc.

Action on this application will not immediately annex the campus; future action to annex and assign a land use and zoning classification will be required to finalize inclusion within the municipal limits. This Resolution will authorize extension of water/sewer utilities to serve the property and will approve the voluntary annexation petition.

These properties are contiguous to the municipal boundary and can be annexed when the City and Baptist Medical Center Nassau are ready. The annexation process will take several months as it involves a large-scale Future Land Use Map amendment which requires State review. Commission approval of the water/sewer agreement is needed in the meantime to accommodate new construction on the campus. Additionally, City staff needs time to work with representatives of the hospital to review land use/zoning assignments and associated code requirements. Staff expects to be able to begin the annexation process within three (3) months.

FISCAL IMPACT: 25% Surcharge on utilities to be paid based on usage monthly to the City Utilities Department until such time that the property is annexed into the municipal limits.

CITY ATTORNEY COMMENTS: No additional comments.

DEPARTMENT HEAD	Submitted by: Marshall McCrary, Deputy CM Requested Agenda	Date: 12/16/13 Date: 12/17/13
FINANCE DEPARTMENT	Approved as to Budget Requirements PTC	Date: 12/16/13
CITY ATTORNEY	Approved as to Form & Legality TEB	Date: 12/16/13
CITY MANAGER	Approved Agenda Item for 12/17/13	Date: 12/16/13

COMMISSION ACTION:
✓ Approved As Recommended ___ Disapproved
___ Approved With Modification ___ Postponed to Time Certain
___ Other ___ Tabled

Approved at the City Commission Regular Meeting
Held on 12/17/13
Voted: 5-0 Initial: VB

ORDINANCE 2014-21

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AMENDING THE LAND DEVELOPMENT CODE, REVISING CHAPTER 6 SECTION 6.02.11 FOR HOSPITAL SUPPLEMENTAL STANDARDS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted a unified Land Development Code on September 5, 2006 which became effective on October 1, 2006; and

WHEREAS, the City's adopted 2030 Comprehensive Plan directs changes to the Land Development Code for consistency with State Laws and current planning methods for growth and economic development; and

WHEREAS, anticipating a future annexation, Staff has proposed the amendments which are consistent with the approved development plans for the existing hospital campus and addresses technical requirements for the function of the site; and

WHEREAS, the proposed amendments seek to increase the maximum building height limit to sixty (60) feet and provide for an allowance of specific off-site signage; and

WHEREAS, the City's planning staff have reviewed the proposed changes for consistency with the City's Comprehensive Plan and Land Development Code and finds the request sufficiently compliant to be approved at this time; and

WHEREAS, the proposed amendments will specifically modify the Land Development Code the supplemental standards specific for "Hospitals" as contained in Chapter 6, Section 6.02.11; and

WHEREAS, the Planning Advisory Board has reviewed the suggested amendments in a public hearing on May 14, 2014 and has issued a recommendation of approval; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on April 28, 2014.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. The City Commission hereby approves and adopts modifications to the Land Development Code of the City of Fernandina Beach, attached hereto as Exhibit "A".

SECTION 2. 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 3. This Ordinance shall become effective immediately upon adoption.

ADOPTED this 15th day of July, 2014.

CITY OF FERNANDINA BEACH

EDWARD E. BONER
Mayor - Commissioner

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

ORDINANCE 2014-21
EXHIBIT "A"

6.02.11 Hospitals

A. Hospitals are allowable in the PI-1 zoning district, subject to the standards of the zoning district and the supplemental standards set forth in this section.

B. The site design standards for hospitals are set forth in Table 6.02.11(B).

Table 6.02.11(B). Standards for Hospitals

Development Feature	Standard
Lots Minimum area Minimum street frontage	 5 acres 100 feet
Height	Maximum 60 feet
Setback	At least 500 feet from the property line of residentially zoned lots
Access	Collector or arterial street
Buffer	As set forth in Section 4.05.05, but not less than buffer "C"
Exterior lighting	Directed and shielded to avoid direct illumination of a lot zoned or used for residential uses
Parking lots	Designed to avoid glare from vehicle lights onto property that is zoned or used for residential uses
Signage	Off-site signage is permissible

C. Up to two (2) off-site signs are permissible, subject to the dimensional standards for free-standing signage. Such signage shall be limited to locations on arterial or collector streets at intersections which provide direct access to the hospital site. Signs may be located within the public right-of-way or on non-residentially zoned property with authorization from the property owner.

OFFICE USE ONLY

REC'D: 04/23/14 BY: BW

PAYMENT: $ — TYPE: —

APPLICATION #: 2014-0000471

CASE #: 2014-09

BOARD MEETING DATE: May 14

PLANNING ADVISORY BOARD APPLICATION

- ☐ ZONING MAP AMENDMENT (≤ 10 acres $850 / > 10acres $1,600)
- ☐ LAND USE MAP AMENDMENT (≤ 10 acres $850 / > 10acres $1,600)
- ☒ LDC TEXT AMENDMENT ($850)
- ☐ COMP PLAN AMENDMENT ($850)
- ☐ SUBDIVISION PLAT – PRELIM ($750)
- ☐ SUBDIVISION PLAT – FINAL ($850)
- ☐ VACATION OF R.O.W. ($850)
- ☐ VOLUNTARY ANNEXATION ($1050)

APPLICANT INFORMATION

Owner Name: Joe Gerrity - City of Fernandina Beach

Mailing Address: 204 Ash Street

Telephone: 904.310.3100 Fax: _____

Email: jgerrity@fbfl.org

Agent Name: Marshall McCrary - City of Fernandina Beach

Mailing Address: 204 Ash Street

Telephone: 904.310.3102 Fax: _____

Email: dmccrary@fbfl.org

PROPERTY INFORMATION

Street Address: n/a

Parcel Identification Number(s): _____

Lot Number: _____ Block Number: _____ Subdivision: _____

Section: _____ Township: _____ Range: _____

PROJECT INFORMATION

Total Number of Lots/Parcels: n/a

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

Existing Zoning Classification: n/a

Existing Future Land Use Classification: n/a

Previous Planning/Zoning Approvals: n/a

Description of Request:

Text Amendment to Section 6.02.11 of the Land Development Code to provide for development standards specific to Hospitals. Amendment proposes allowing a maximum building height of sixty (60) feet / allowing for off-premise signage.

SIGNATURE/NOTARY

The undersigned states the above information is true and correct as (s)he is informed and believes.

4/14/14 _____
Date

_____
Signature of Applicant

STATE OF FLORIDA
SS
COUNTY OF NASSAU

Notary Public State of Florida
Bretta J Walker
My Commission FF 033745
Expires 07/07/2017

Subscribed and sworn to before me this 23 day of April, 2014.

_____
Notary Public: Signature

Bretta J. Walker
Printed Name

7/7/17
My Commission Expires

Personally Known ✓ OR Produced Identification _____ ID Produced: _____

OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION

I /WE Joe Gerrity – City of Fernandina Beach
(print name of property owner(s))

hereby authorize: Marshall McCrary – City of Fernandina Beach
(print name of agent)

to represent me/us in processing an application for: LDC Text Amendment to Section 6.02.11
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

(Signature of owner) (Signature of owner)

(Print name of owner) JOE GERRITY
(Print name of owner)

Notary Public State of Florida
Bretta J Walker
My Commission FF 033745
Expires 07/07/2017

STATE OF FLORIDA }
SS }
COUNTY OF NASSAU }

Subscribed and sworn to before me this 23rd day of April, 2014.

Notary Public: Signature — Printed Name — My Commission Expires 7/7/17

Personally Known ✓ OR Produced Identification _____ ID Produced: _____

NOTICE OF PUBLIC HEARING
PLANNING ADVISORY BOARD
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Wednesday, May 14, 2014 at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following applications:

LAND DEVELOPMENT CODE TEXT AMENDMENTS

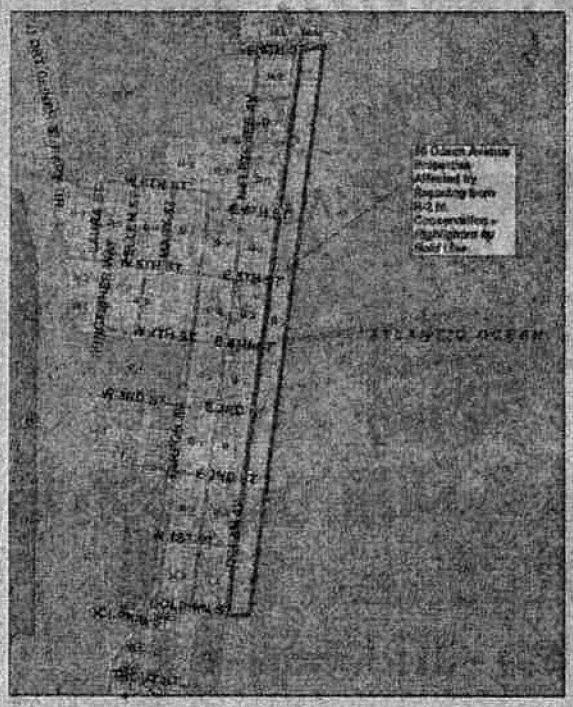
MARLIN & BARREL DISTILLERY, (PAB 2014-08) LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS PROVIDING FOR A NEW USE OF CRAFT DISTILLERY AND SMALL-SCALE WINERY OR BREWERY WITH LIMITED DISTRIBUTION AND ASSOCIATED DEFINITIONS PROPOSED AMENDMENTS AFFECT CHAPTER 1 SECTION 1.07.00 DEFINITIONS, CHAPTER 2 SECTION 2.03.02 TABLE OF LAND USES, AND CHAPTER 6 SUPPLEMENTAL STANDARDS SECTION 6.02.00.

LAND DEVELOPMENT CODE TEXT AMENDMENTS

CITY OF FERNANDINA BEACH, (PAB 2014-09) LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS FOR HOSPITAL SUPPLEMENTAL STANDARDS PROVIDED IN CHAPTER 6 SECTION 6.02.11 TO ALLOW A MAXIMUM BUILDING HEIGH OF SIXTY (60) FEET AND ALLOW FOR OFF-PREMISE SIGNAGE.

ZONING MAP CHANGE

CITY OF FERNANDINA BEACH, (PAB 2014- 10) REZONING OF 66 OCEAN AVENUE PROPERTIES FROM R-2 (MEDIUM DENISTY RESIDENTIAL) TO CON (CONSERVATION) ZONING TO MATCH EXISTING FUTURE LAND USE OF CONSERVATION AND CORRECTING A SCRIVENER'S MAPPING ERROR.

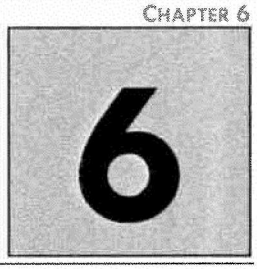


Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3100, TTY 711, (TTY number for all City offices) or through the Florida Relay Service at 711 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 may be inspected in the office of the Community Development Department, City Hall, 204 Ash Street, between the hours of 8:00 AM – [illegible] PM Monday through Friday. For information on the application, please con-

tact



CHAPTER 6

SUPPLEMENTAL STANDARDS AND SPECIAL SITUATIONS

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6.02.00 SUPPLEMENTAL STANDARDS FOR SPECIFIC USES

6.02.01 Generally

Specific uses permissible in each zoning district are identified in Table 2.03.02. Uses permissible subject to supplemental standards are identified by the letter "S." These uses are permissible only in compliance with the standards applicable to the zoning district and any applicable overlay district, as set forth in Chapter 4, and the additional standards set forth in Section 6.02.00.

...

6.02.11 Hospitals

A. Hospitals are allowable in the PI-1 zoning district, subject to the standards of the zoning district and the supplemental standards set forth in this section.

B. The site design standards for hospitals are set forth in Table 6.02.11(B).

Table 6.02.11(B). Standards for Hospitals

Development Feature	Standard
Lots **Minimum area** **Minimum street frontage**	 **5 acres** **100 feet**
Height	Maximum 60 feet
Setback	**At least 500 feet from the property line of residentially zoned lots**
Access	**Collector or arterial street**
Buffer	**As set forth in Section 4.05.05, but not less than buffer "C"**
Exterior lighting	**Directed and shielded to avoid direct illumination of a lot zoned or used for residential uses**
Parking lots	**Designed to avoid glare from vehicle lights onto property that is zoned or used for residential uses**
Signage	Off-site signage is permissible

C. Up to two (2) off-site signs are permissible, subject to the dimensional standards for free-standing signage. Such signage shall be limited to locations on arterial or collector streets at intersections which provide direct access to the hospital site. Signs may be located within the public right-of-way or on non-residentially zoned property with authorization from the property owner.

STAFF REPORT
PAB 2014-09
Planning Advisory Board Hearing
May 14, 2014

APPLICATION FOR TEXT AMENDMENT TO CHANGE THE LAND DEVELOPMENT CODE

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	City of Fernandina Beach
AGENT:	Self
REQUESTED ACTION:	Land Development Code Text Amendment specifically amending LDC Section 6.02.11 Hospital Supplemental Standards

*** 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. ***

SUMMARY OF REQUEST:

The City is requesting a modification of its supplemental standards for LDC Section 6.02.11 to allow for a maximum building height of hospitals of 60 feet tall and to allow for off-site signage. In order to address an anticipated annexation of the Nassau County Baptist Hospital, the City is modifying its LDC to accommodate the existing approved development of the hospital. The requested changes are the same as the development requirements for this use in Nassau County. The height allowance is similar to prior City actions to allow for a height exemption for mill sites (Table 4.02.03(E) footnote 5). The City has agreed to these modifications in consultation with hospital administration.

MOTION(S) TO CONSIDER:

I move to recommend (approval or denial) of PAB case number 2014-09 to the City Commission requesting an amendment to LDC Section 6.02.11, as described and that PAB case 2014-09, as presented, (is or is not) sufficiently compliant with applicable Comprehensive Plan and Land Development Code to be approved at this time.

Submitted by:

Kelly N. Gibson
Senior Planner

July 2, 2014
News Leader Edition

SCANNED KB

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, July 15, 2014, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2014-21

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AMENDING THE LAND DEVELOPMENT CODE, REVISING CHAPTER 6 SECTION 6.02.11 FOR HOSPITAL SUPPLEMENTAL STANDARDS; 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.

For information, please contact the Staff of the City Clerk's Office, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday, (904) 310-3115, Monday through Friday.

Ltd: Adrienne

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Ordinance 2014-21
LDC Text Amendments - Hospitals

DEPARTMENT: Community Development Department

ATTACHMENTS: _X_ Ordinance ___ Resolution
___ Support Documents ___ Other

RECOMMENDED ACTION: Approve Ordinance 2014-21 at 2nd Reading.

SUMMARY: The City is requesting a modification of its supplemental standards in the Land Development Code (LDC) Section 6.02.11 to allow for a maximum building height of hospitals of 60 feet tall and to allow for off-site signage. In order to address an anticipated annexation of the Nassau County Baptist Hospital, the City is modifying its LDC to accommodate the existing approved development of the hospital. The requested changes are the same as the development requirements for this use in Nassau County. The height allowance is similar to prior City actions to allow for a height exemption for mill sites (Table 4.02.03(E) footnote 5). The City has agreed to these modifications in consultation with hospital administration.

Staff recommends approval of the requested change. The Planning Advisory Board issued a recommendation for approval of the proposed changes at its Regular Meeting on May 14, 2014. This Ordinance was approved at 1st reading by the City Commission at their June 17, 2014 meeting.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS: No additional comments.

DEPARTMENT HEAD	Submitted by: Adrienne Burke, CDD Director AB Requested Agenda	Date: 7/2/14 Date: 7/15/14
FINANCE DEPARTMENT	Approved as to Budget Requirements	Date:
CITY ATTORNEY	Approved as to Form & Legality TEB	Date: 7/3/14
CITY MANAGER	Approved Agenda Item for 7/15/14	Date: 7/2/14

COMMISSION ACTION:
___ Approved As Recommended ___ Disapproved
___ Approved With Modification ___ Postponed to Time Certain
___ Other ___ Tabled

Approved at the City Commission Meeting held on 7/15/14
Voted: 5-0 Initial: AB

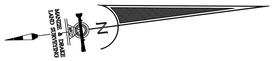
MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

ALL OF OUTLOTS 204, 205, 206, 207, 208, 209, 210, 211, 212, 213 AND THE SOUTHERLY 141.0 FEET OF OUTLOTS 203 AND 214; ALSO THE WESTERLY 10.0 FEET OF CITRONA LOTS 60, 61, 62 AND 63 TOGETHER WITH THE WESTERLY 10.0 FEET OF MAGNOLIA, NECTARINE AND OLIVE STREETS THAT LIES BETWEEN SAID CITRONA LOTS, FERNANDINA, NASSAU COUNTY, FLORIDA.

AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857, AND ENLARGED, REVISED AND RE-ISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901).

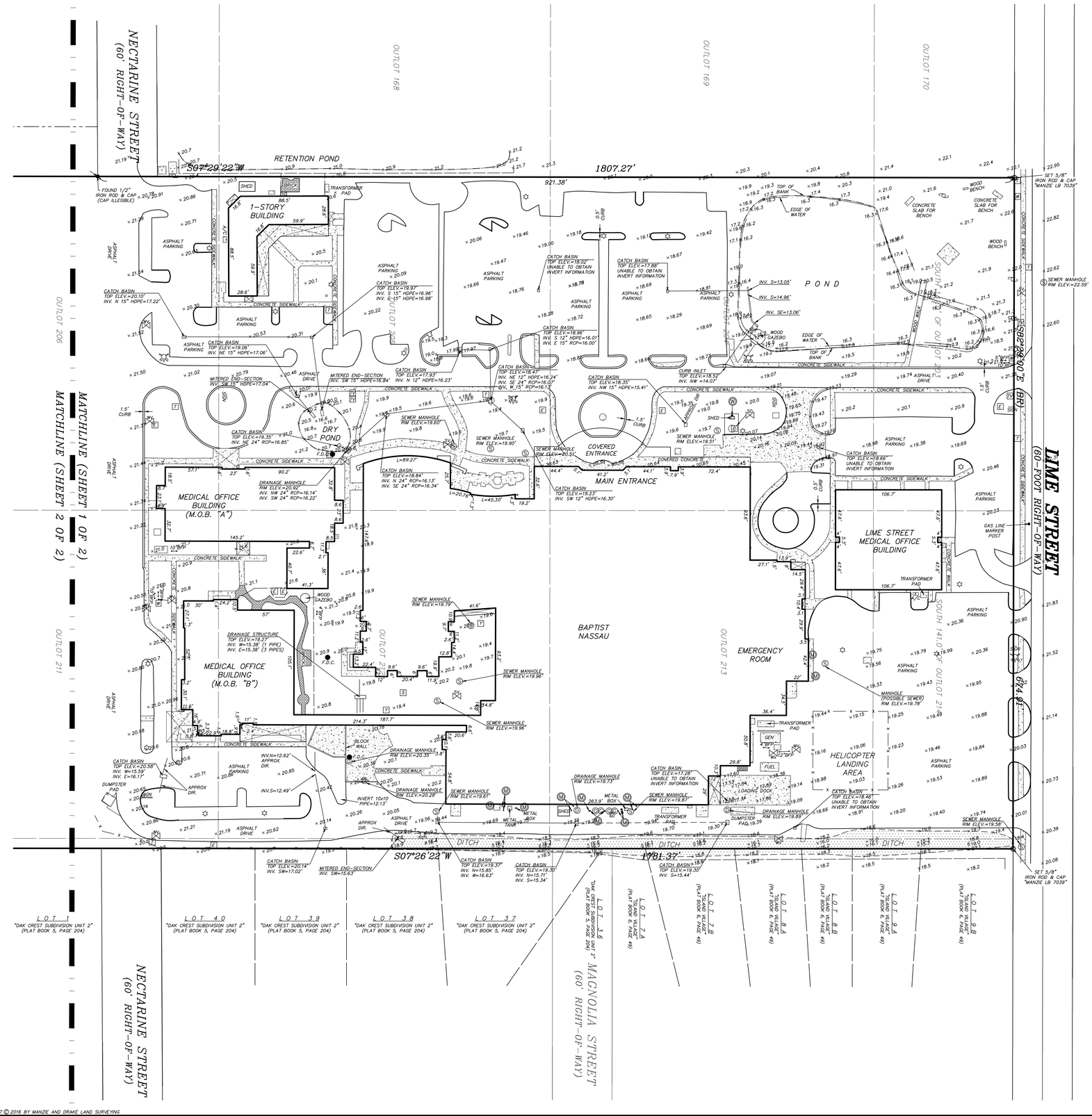
ALSO, ALL OF THAT PORTION OF SECTION 25, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA, THAT LIES SOUTHERLY AND ADJOINS OUTLOTS 208 AND 209 AFOREMENTIONED.

PREPARED FOR:
BAPTIST HEALTH



GRAPHIC SCALE

(IN FEET)
1 inch = 50 ft.



LEGEND

A/C = AIR CONDITIONER	PVC = POLYVINYL CHLORIDE
CATV = CABLE TELEVISION PEDESTAL	HDPE = HIGH DENSITY POLYETHYLENE
℄ = CENTERLINE	= SEWER CLEANOUT
-x-x-x- = CHAIN LINK OR WIRE FENCE	= SEWER MANHOLE
= CONCRETE FLATWORK	= STORM MANHOLE
-OHU- = OVERHEAD UTILITY WIRES	= GREASE MANHOLE
= ELECTRICITY METER	= TELEPHONE PEDESTAL
= FIRE HYDRANT	= WATER METER
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= LIGHT POLE	= WOOD FLATWORK
= COVERED AREA	= WOOD POWER POLE
N.A.V.D. = NORTH AMERICAN VERTICAL DATUM	= WELL
B.R. = BEARING REFERENCE	= MONITORING WELL
F.D.C. = FIRE DEPARTMENT CONNECTION	= SEWER VALVE
BFP = BACK-FLOW PREVENTER	= WATER VALVE
CMP = CORRUGATED METAL PIPE	= YARD DRAIN
RCP = REINFORCED CONCRETE PIPE	

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 S82°29'00"E for the southerly right-of-way line of Lime Street. 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 F, Dated 12/17/2010. 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) Site Benchmark is as shown hereon.
8) Elevations shown hereon refer to North American Vertical Datum of 1988. (N.A.V.D. '88)
9) The Reference Benchmark is a nail & disk (LB 7039) in 12" oak tree on the westerly right-of-way of Coastal Oaks Drive, 65' south of Nectarine Street. (Manzie & Drake Job No. 17006) (Field Book X-275, Page 74) (Elevation = 23.05' NAVD 1988).
10) 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
☐ WILLIAM D. PINKSTON, P.S.M. 6793

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"=50' JOB NO: 14681 DATE: 8/22/16 CADD: WKD
F.B. NO: X-292 PAGE NO: 20 FIELD CREW: GS/CB FILE NO: C-749

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MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

ALL OF OUTLOTS 204, 205, 206, 207, 208, 209, 210, 211, 212, 213 AND THE SOUTHERLY 141.0 FEET OF OUTLOTS 203 AND 214; ALSO THE WESTERLY 10.0 FEET OF CITRONA LOTS 60, 61, 62 AND 63 TOGETHER WITH THE WESTERLY 10.0 FEET OF MAGNOLIA, NECTARINE AND OLIVE STREETS THAT LIES BETWEEN SAID CITRONA LOTS, FERNANDINA, NASSAU COUNTY, FLORIDA.

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PREPARED FOR:
BAPTIST HEALTH

GRAPHIC SCALE

50 0 25 50 100 200
(IN FEET)
1 inch = 50 ft.

COASTAL OAKS CIRCLE EAST
(RIGHT-OF-WAY VARIES)

COASTAL OAKS DRIVE
(RIGHT-OF-WAY VARIES)

GARDENIA STREET
(44-FOOT RIGHT-OF-WAY)

NEIGHBOR STREET

OLIVE STREET
(60' RIGHT-OF-WAY)

UNPLATTED SECTION 25

IMPROVEMENTS NOT LOCATED IN THIS AREA

MATCHLINE (SHEET 1 OF 2)
MATCHLINE (SHEET 2 OF 2)

LOT 4 "AMELIA PARK COASTAL DISTRICT – BLOCK 5" (PLAT BOOK 8, PAGE 62)
LOT 5 "AMELIA PARK COASTAL DISTRICT – BLOCK 5" (PLAT BOOK 8, PAGE 62)
TRACT A
LOT 4 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 5 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 6 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 7 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 8 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 9 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 10 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 11 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 12 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 14 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 15 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 16 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
TRACT "D" "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)

N07°24'25"E 401.72'
S07°29'22"W 1807.27'
FOUND 4"x4" CONCRETE MONUMENT "MANZIE LB 7039"
FOUND 3/4" IRON PIPE

P.I.N.=00-00-31-1029-0LOT-0000 (10' DRAINAGE EASEMENT)
P.I.N.=00-00-31-1029-0LOT-0000

LOT 14 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 13 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 12 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 11 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 10 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 9 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
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LOT 6 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 5 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 4 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)

SECTION 25 / SECTION 29
S89°02'32"W 673.60'
AMELIA PARK, PHASE TWO UNIT EIGHT (PLAT BOOK 6, PAGE 391)

FOUND 4"x4" CONCRETE MONUMENT "RLS 1375"
211.29' S07°25'01"W
FOUND 1/2" IRON ROD & CAP "RLS 1375"
91.53'
328.79'
FOUND 4"x4" CONCRETE MONUMENT "RLS 1375"
25.97'
S79°46'06"E 10.00'
FOUND 4"x4" CONCRETE MONUMENT
SET 5/8" IRON ROD & CAP "MANZIE LB 7039"
47.33'
SET 5/8" IRON ROD & CAP "MANZIE LB 7039"
FOUND 1/2" IRON ROD & CAP "RLS 1375"
165.82'
FOUND 1/2" IRON ROD & CAP "RLS 1375"
155.14' S07°26'22"W
FOUND 4"x4" CONCRETE MONUMENT "RLS 1375"
78.25'
FOUND 1/2" IRON ROD & CAP "RLS 1375"
1781.37'

LOT 5 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 6 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 7 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 8 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 18 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 19 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 5 "OAK CREST SUBDIVISION UNIT 2" (PLAT BOOK 5, PAGE 204)
LOT 4 "OAK CREST SUBDIVISION UNIT 2" (PLAT BOOK 5, PAGE 204)
LOT 3 "OAK CREST SUBDIVISION UNIT 2" (PLAT BOOK 5, PAGE 204)
LOT 2 "OAK CREST SUBDIVISION UNIT 2" (PLAT BOOK 5, PAGE 204)
LOT 1 "OAK CREST SUBDIVISION UNIT 2" (PLAT BOOK 5, PAGE 204)

OUTLOT 208
OUTLOT 209
OUTLOT 207
OUTLOT 210
OUTLOT 206
OUTLOT 211

SURVEY NOTES:

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= SEWER MANHOLE
= STORM MANHOLE
= GREASE MANHOLE
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W = WATER METER
= WOOD FENCE
= WOOD FLATWORK
= WOOD POWER POLE
= WELL
= MONITORING WELL
= SEWER VALVE
= WATER VALVE
= YARD DRAIN

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
☐ WILLIAM D. PINKSTON, P.S.M. 6793

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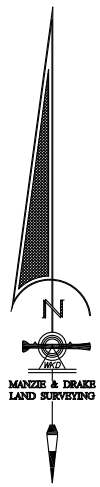
SCALE: 1"=50' JOB NO: 14681 DATE: 8/22/16 CADD: WKD
F.B. NO: X-292 PAGE NO: 20 FIELD CREW: GS/CB FILE NO: C-749

MANZIE & DRAKE LAND SURVEYING

EXHIBIT "D"

SHEET 1 OF 3

"SITE PLAN"

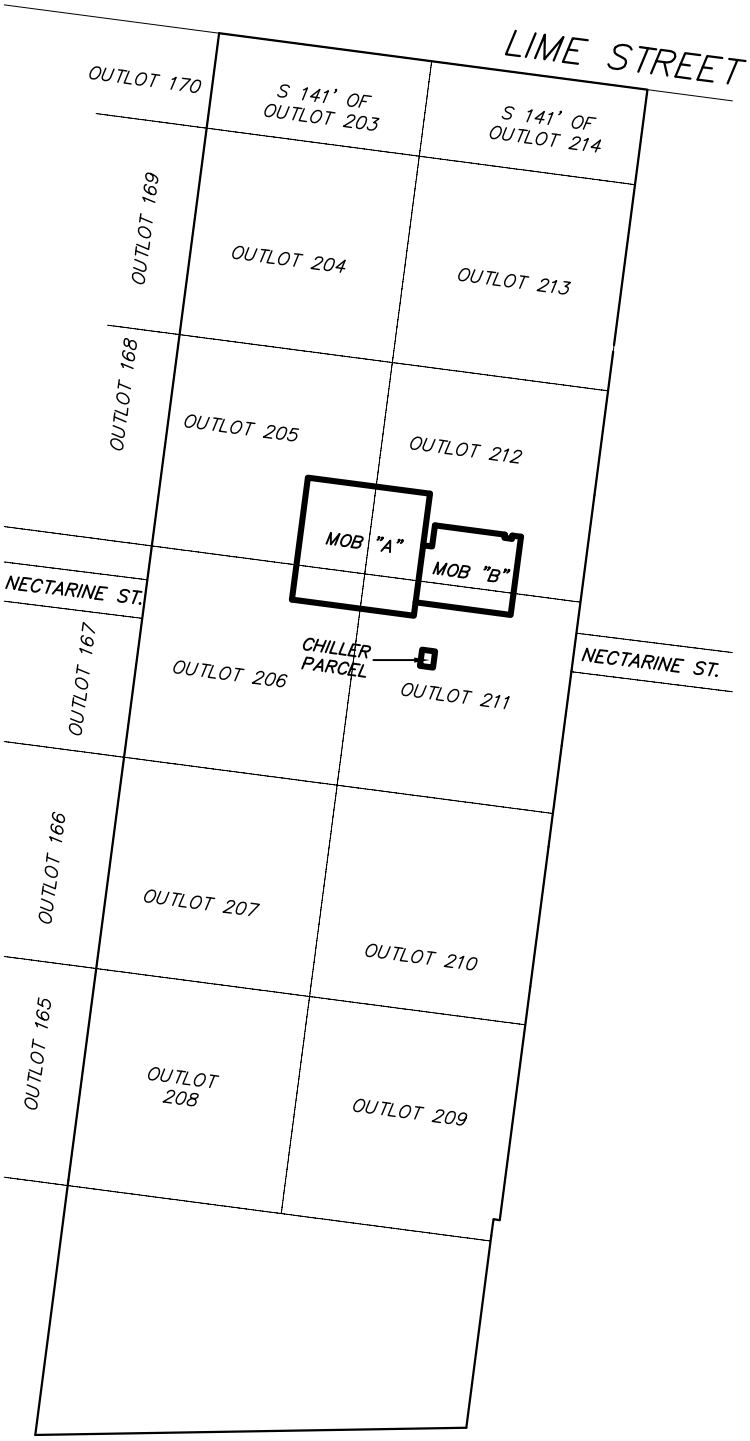


GRAPHIC SCALE

0 150 300

(IN FEET)

1 inch = 300 ft.



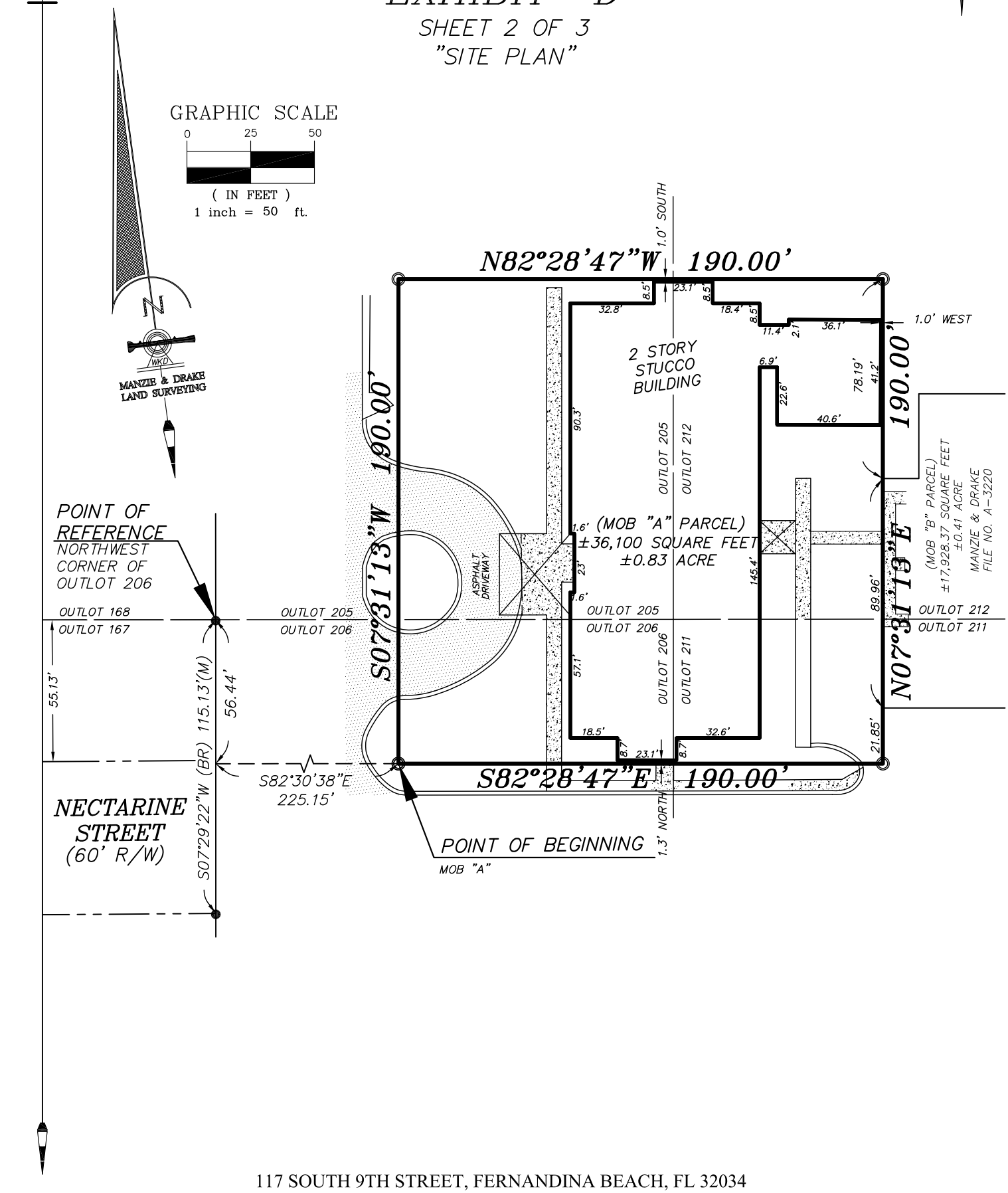
117 SOUTH 9TH STREET, FERNANDINA BEACH, FL 32034
OFFICE (904)491-5700 * FAX (904)491-5777
WWW.MANZIEANDDRAKE.COM

MANZIE & DRAKE LAND SURVEYING

EXHIBIT "D"

SHEET 2 OF 3

"SITE PLAN"



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WWW.MANZIEANDDRAKE.COM

MANZIE & DRAKE LAND SURVEYING

EXHIBIT "D"

SHEET 3 OF 3

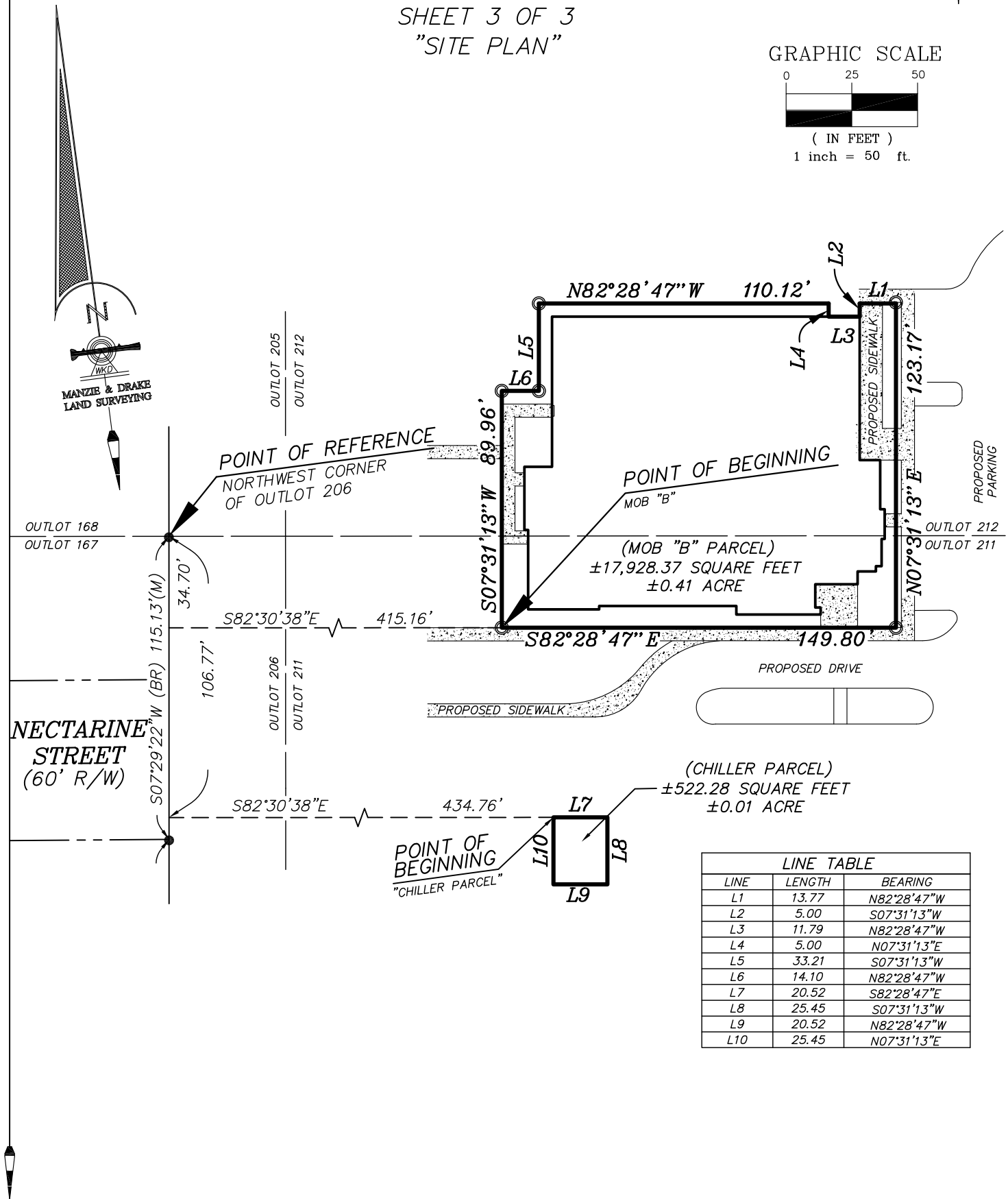
"SITE PLAN"

GRAPHIC SCALE

0 25 50

(IN FEET)

1 inch = 50 ft.



LINE TABLE		
LINE	LENGTH	BEARING
L1	13.77	N82°28'47"W
L2	5.00	S07°31'13"W
L3	11.79	N82°28'47"W
L4	5.00	N07°31'13"E
L5	33.21	S07°31'13"W
L6	14.10	N82°28'47"W
L7	20.52	S82°28'47"E
L8	25.45	S07°31'13"W
L9	20.52	N82°28'47"W
L10	25.45	N07°31'13"E

117 SOUTH 9TH STREET, FERNANDINA BEACH, FL 32034

OFFICE (904)491-5700 * FAX (904)491-5777

WWW.MANZIEANDDRAKE.COM

MAP OF BOUNDARY SURVEY

PORTION OF NASSAU BAPTIST MEDICAL CENTER

LINE TABLE		
LINE	LENGTH	BEARING
L1	13.77	N82°28'47"W
L2	5.00	S07°31'13"W
L3	11.79	N82°28'47"W
L4	5.00	N07°31'13"E
L5	33.21	S07°31'13"W
L6	14.10	N82°28'47"W
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L8	25.45	S07°31'13"W
L9	20.52	N82°28'47"W
L10	25.45	N07°31'13"E

MOB "B" PARCEL

A PORTION OF OUTLOTS 211 AND 212, CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA), NASSAU COUNTY, FLORIDA, AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901) BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE NORTHWEST CORNER OF OUTLOT 206, ACCORDING TO SAID PLAT OF FERNANDINA BEACH; THENCE SOUTH 07°29'22" WEST, ALONG THE WEST LINE OF SAID OUTLOT 206, A DISTANCE OF 34.70 FEET; THENCE SOUTH 82°30'38" EAST A DISTANCE OF 415.16 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 82°28'47" EAST A DISTANCE OF 149.80 FEET; THENCE NORTH 07°31'13" EAST A DISTANCE OF 123.17 FEET; THENCE NORTH 82°28'47" WEST A DISTANCE OF 13.77 FEET; THENCE SOUTH 07°31'13" WEST A DISTANCE OF 5.00 FEET; THENCE NORTH 82°28'47" WEST, A DISTANCE OF 11.79 FEET; THENCE NORTH 07°31'13" EAST, A DISTANCE OF 5.00 FEET; THENCE NORTH 82°28'47" WEST, A DISTANCE OF 110.12 FEET; THENCE SOUTH 07°31'13" WEST, A DISTANCE OF 33.21 FEET; THENCE NORTH 82°28'47" WEST, A DISTANCE OF 14.10 FEET; THENCE SOUTH 07°31'13" WEST, A DISTANCE OF 89.96 FEET TO THE POINT OF BEGINNING.

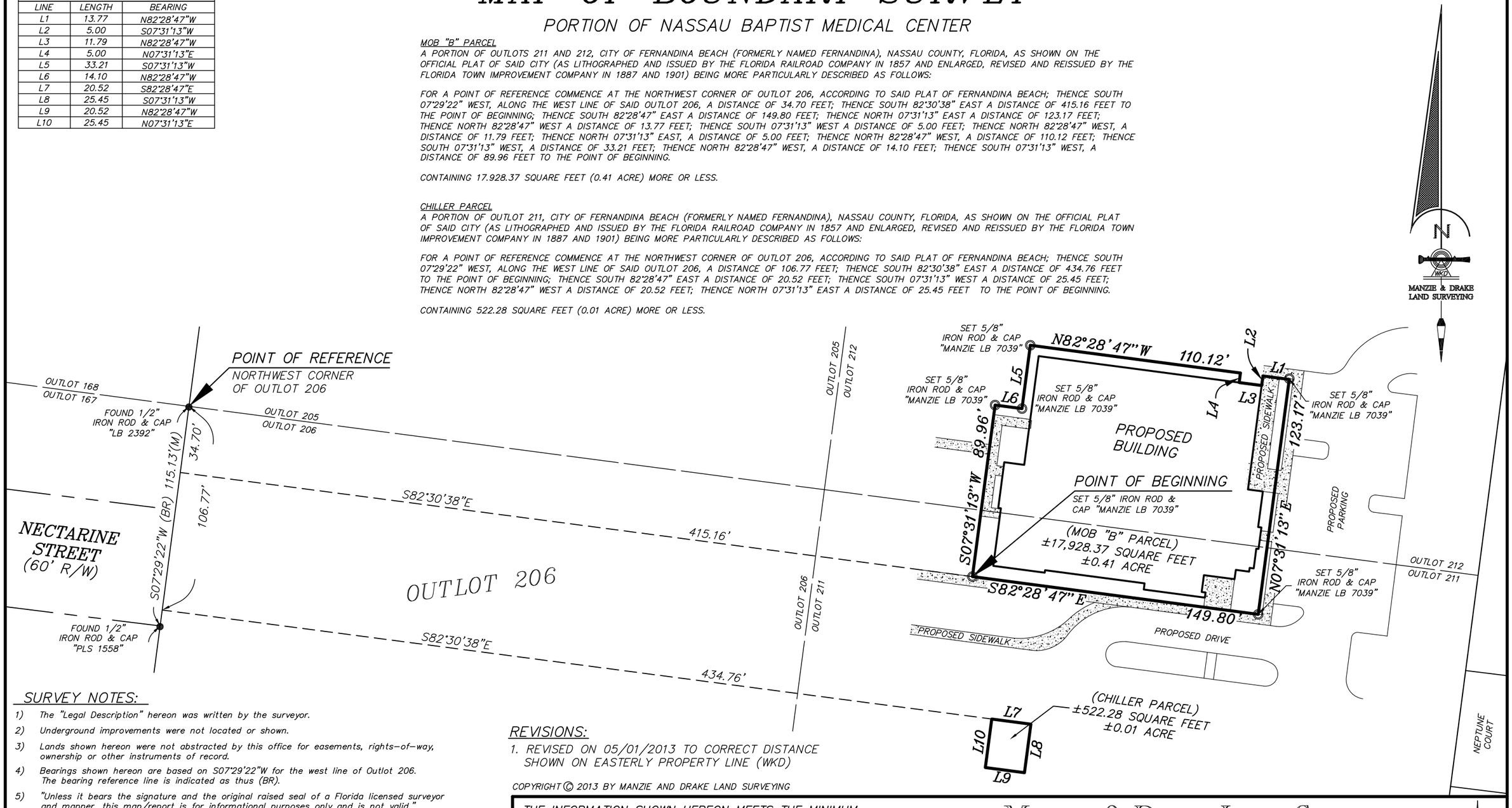
CONTAINING 17.928.37 SQUARE FEET (0.41 ACRE) MORE OR LESS.

CHILLER PARCEL

A PORTION OF OUTLOT 211, CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA), NASSAU COUNTY, FLORIDA, AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901) BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE NORTHWEST CORNER OF OUTLOT 206, ACCORDING TO SAID PLAT OF FERNANDINA BEACH; THENCE SOUTH 07°29'22" WEST, ALONG THE WEST LINE OF SAID OUTLOT 206, A DISTANCE OF 106.77 FEET; THENCE SOUTH 82°30'38" EAST A DISTANCE OF 434.76 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 82°28'47" EAST A DISTANCE OF 20.52 FEET; THENCE SOUTH 07°31'13" WEST A DISTANCE OF 25.45 FEET; THENCE NORTH 82°28'47" WEST A DISTANCE OF 20.52 FEET; THENCE NORTH 07°31'13" EAST A DISTANCE OF 25.45 FEET TO THE POINT OF BEGINNING.

CONTAINING 522.28 SQUARE FEET (0.01 ACRE) MORE OR LESS.



SURVEY NOTES:

1) The "Legal Description" hereon was written by the surveyor.
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 S07°29'22"W for the west line of Outlot 206. 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 F, Dated 12/17/2010. 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) Fence ownership, if applicable, has not been determined by this office.
8) **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.**

REVISIONS:

1. REVISED ON 05/01/2013 TO CORRECT DISTANCE SHOWN ON EASTERLY PROPERTY LINE (WKD)

COPYRIGHT © 2013 BY MANZIE AND DRAKE LAND SURVEYING

THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS 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

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"=50' JOB NO: 14681 DATE: 3/29/13 CADD: WKD
F.B. NO: FILE PAGE NO: FILE FIELD CREW: N/A FILE NO: A-3220

MAP OF BOUNDARY SURVEY

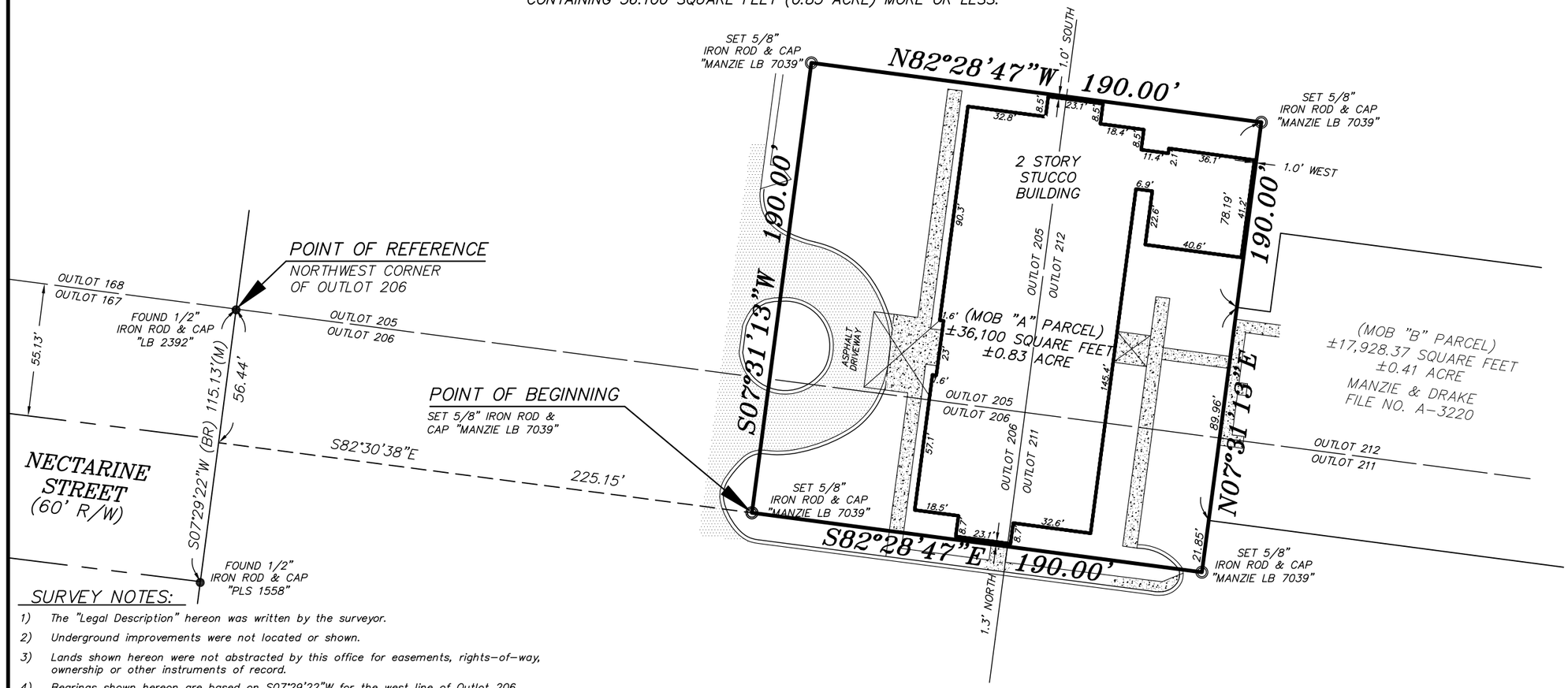
PORTION OF NASSAU BAPTIST MEDICAL CENTER

MOB "A" PARCEL

A PORTION OF OUTLOTS 205, 206, 211 AND 212, CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA), NASSAU COUNTY, FLORIDA, AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901) BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE NORTHWEST CORNER OF OUTLOT 206, ACCORDING TO SAID PLAT OF FERNANDINA BEACH; THENCE SOUTH 07°29'22" WEST, ALONG THE WEST LINE OF SAID OUTLOT 206, A DISTANCE OF 56.44 FEET; THENCE SOUTH 82°30'38" EAST A DISTANCE OF 225.15 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 82°28'47" EAST A DISTANCE OF 190.00 FEET; THENCE NORTH 07°31'13" EAST A DISTANCE OF 190.00 FEET; THENCE NORTH 82°28'47" WEST A DISTANCE OF 190.00 FEET; THENCE SOUTH 07°31'13" WEST A DISTANCE OF 190.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 36,100 SQUARE FEET (0.83 ACRE) MORE OR LESS.



N

WKD

MANZIE & DRAKE LAND SURVEYING

SURVEY NOTES:

1) The "Legal Description" hereon was written by the surveyor.
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 S07°29'22"W for the west line of Outlot 206. 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 F, Dated 12/17/2010. 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.
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8) **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.**

COPYRIGHT © 2013 BY MANZIE AND DRAKE LAND SURVEYING

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SCALE: 1"=50' JOB NO: 14681 DATE: 8/9/13 CADD: WKD
F.B. NO: FILE PAGE NO: FILE FIELD CREW: N/A FILE NO: A-3334

JUL 8 1994

BK0708PG1569
OFFICIAL RECORDS

Rec 15.00
ds .70

QUITCLAIM DEED

THIS QUITCLAIM DEED is made as of the 30th day of June, 1994, by **NASSAU GENERAL HOSPITAL BOARD OF TRUSTEES** (formerly Humphreys Memorial Hospital), a political subdivision of the State of Florida, organized and existing under Chapter 21228, Laws of Florida 1941 and subsequent additions and revisions thereof ("Grantor"), whose address is 1250 S. 18th Street, Fernandina Beach, Florida 32034, to **BAPTIST MEDICAL CENTER OF NASSAU, INC.**, a Florida not-for-profit corporation ("Grantee"), whose address is 800 Prudential Drive, Jacksonville, Florida 32207.

WITNESSETH, that the Grantor, for and in consideration of the sum of $10.00 and other valuable considerations, receipt whereof is hereby acknowledged, does hereby remise, release and quitclaim unto the Grantee forever, all the right, title, interest, claim and demand which the Grantor has in and to that certain land situate in Nassau County, Florida, more particularly described in Exhibit "A" attached hereto and by this reference made a part hereof.

TO HAVE AND TO HOLD the same together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of the Grantor, either in law or equity, to the only proper use, benefit and behoof of the Grantee.

THIS deed has been executed and delivered by Grantor pursuant to the authority set forth in 1994 Fla. Laws ch. 446.

IN WITNESS WHEREOF the Grantor has caused these presents to be executed in its name and its seal to be hereunto affixed by its proper officers thereunto duly authorized, the day and year first above written.

Signed, sealed and delivered in the presence of:

Ann Hernandez
Print Name: ANN Hernandez

Farid Ullah MD
Print Name: FARID ULLAH MD

NASSAU GENERAL HOSPITAL BOARD OF TRUSTEES

By Joni Branan
Joni Branan
Chairman of the Board

(SEAL)

THIS INSTRUMENT PREPARED BY:
G. PRESTON KEYES
1800 FIRST UNION NATIONAL BANK TOWER
225 WATER STREET
JACKSONVILLE, FLORIDA 32202

RECORD AND RETURN TO:
SMITH HULSEY & BUSEY
1800 FIRST UNION NATIONAL BANK TOWER
225 WATER STREET
JACKSONVILLE, FLORIDA 32202

NASSAU COUNTY
126531
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT OF REVENUE
JUL-8-94
00.70

15.00
.70
62163

STATE OF FLORIDA
COUNTY OF NASSAU

The foregoing instrument was acknowledged before me this 2, 5th day of June, 1994, by Joni Branan, as Chairman of Nassau General Hospital Board of Trustees (formerly Humphreys Memorial Hospital), a political subdivision of the State of Florida, organized and existing under Chapter 21228, Laws of Florida 1941 and subsequent additions and revisions thereof, on behalf of Nassau General Hospital Board of Trustees. She is personally known to me or has produced _____ as identification.

Julia O. Burk
Print Name: Julia O. Burk
Notary Public, State of Florida
Commission No. _____
My Commission Expires:

JULIA O. BURK
My Commission CC266763
Expires Aug. 13, 1997
Bonded by ANB
(407) 652-5678

116778

EXHIBIT "A" BK0708PG1571

OFFICIAL RECORDS

All those certain pieces or parcels of land, situate, lying and being adjacent to and South of the City Limits of the City of Fernandina Beach, Florida, formerly named Fernandina, Nassau County, Florida, and known and described on the official plat of said City (as lithographed and issued by the Florida Railroad Company in 1857 and enlarged, revised and reissued by the Florida Town Improvement Company in 1887 and 1901) as all of Outlots Numbered Two Hundred Four (204) through Two Hundred Thirteen (213), inclusive and the Southerly One Hundred Forty-one (141) feet of Outlots Two Hundred Three (203) and Two Hundred Fourteen (214). ALSO that part of Section Twenty-five (25), Township Three (3) North, Range Twenty-eight (28) East, described as follows:

> Beginning at the Southwesterly corner of Outlot Number Two Hundred Eight (208) and go South Eighty-two (82) degrees, Twenty-eight (28) minutes East along the Southerly line of Outlot Two Hundred Eight (208) and Two Hundred Nine (209) for Six Hundred Sixty-six (666) feet, to the Southeast corner of Outlot Number Two Hundred Nine (209); thence go North Seven (7) degrees, Thirty-two (32) minutes East along the Easterly line of Outlot Number Two Hundred Nine (209), for Twenty-six (26) feet to the Southwesterly corner of Citrona Lot Number Sixty (60); thence go South Eighty-two (82) degrees, Twenty-eight (28) minutes East along the Southerly line of Citrona Lots Numbered Sixty (60) and Fifty-nine (59), for Six Hundred Eighty-one (681) feet, more or less, to the Southerly line of Section Twenty-five (25); thence go South Eighty-nine (89) degrees, Two (02) minutes West along the Southerly line of Section Twenty-five (25) for One Thousand Three Hundred Sixty-one and Ninety-five Hundredths (1361.95) feet; more or less, to a point on the extension of the West line of Outlot Number Two Hundred Eight (208) to the South; thence go North Seven (7) degrees, Thirty-two (32) minutes East, for One Hundred Seventy-five and Thirty-one Hundredths (175.31) feet to the point of beginning at the Southwest corner of Outlot Two Hundred Eight (208).

This parcel of land contains Two and Seventy-one Hundredths (2.71) acres, more or less. The Outlots described above contain Twenty-seven and Sixty-one Hundredths (27.61) acres. This makes a total of Thirty and Thirty-two Hundredths (30.32) acres, more or less.

FILED & RECORDED IN PUBLIC RECORDS OF NASSAU COUNTY, FL RECORD VERIFIED

118639

9411645

94 JUL -8 PM 3:44

CLERK OF COURTS
NASSAU COUNTY, FLORIDA

Print

Planning Advisory Board (PAB) - Submission #5889

Date Submitted: 9/2/2020

Planning Advisory Board (PAB) Application

USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).

Fees

Once application is submitted it will be reviewed for completeness. Once verified complete, an invoice will be emailed to the applicant.

- [ ] Zoning Map Amendment (â‰¤ 10 acres $1,000 / > 10acres $2,000)
- [ ] Land Use Map Amendment (â‰¤ 10 acres $1,000 / > 10acres $2,000)
- [ ] LDC Text Amendment ($1,000)
- [ ] Comp Plan Amendment ($1,700)
- [ ] Subdivision Plat â€“ Preliminary (â‰¤ 20 units $1,000 / > 20 units $1,600)
- [ ] Subdivision Plat â€“ Final ($850)
- [ ] Vacation of R.O.W. ($1,700)
- [x] Voluntary Annexation ($1,500)
- [ ] Revision to each PAB Application - To offset additional display ad fee ($400)

PAB 2020 - MEETING AND SUBMISSION DEADLINE CALENDAR

PAB 2020

IMPORTANT NOTES

Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, youâ€™ll need to meet with a City Planner prior to submitting your application. Completed applications are due 30 days prior to the Planning Advisory Board meeting date.

Please see the Land Development Code (LDC) for detailed information:

- ☐ LDC Text Amendment â€“ see LDC Section 11.01.08.
- ☐ Preliminary Subdivision Plat â€“ see LDC Section 11.01.05.
- ☐ Final Subdivision Plat â€“ LDC Section 11.01.05.
- ☐ Zoning Map Changes â€“ See LDC Section 11.01.07.

The LDC is available for review at

www.fbfl.us/LDC

Application Requirements

- ☐ A complete application filed at least thirty (30) days before the date of the Planning Advisory Boardâ€™s public hearing;
- ☐ Proof of Ownership (copy of deed or tax statement);
- ☐ A current survey of the property (no older than two years);
- ☐ If applying as an agent, Ownerâ€™s Authorization for Agent Representation form needs to be signed/ notarized and included in application;
- ☐ A detailed letter of intent stating the following:
- ☐ o The consistency of the proposed amendment(s) or action(s) with the Cityâ€™s Comprehensive Plan.
- ☐ o A justification for the proposed amendment(s) or action(s).

PROPERTY INFORMATION

Property information can be found at the Nassau County Property Appraiserâ€™s Website â†’ Map Search

Site Address*

S. 18th Street - Baptist Medical Center

City*

Fernandina Beachfl

State*

FL

Zip*

32034

Parcel ID #(s)*

00-00-31-1600-0203-0000; 00-00-31-1600-0205-001L; 00-00-31-1600-0205-002L; 00-00-31-0160-0000-0000

Lot*

various

Block*

various

Subdivision*

n/a

Zoning District*

C-1

Future Land Use Designation*

Public & Institutional

REVIEW TYPE*

- [ ] Zoning Map Amendment â‰¤ 10 acres
- [ ] Zoning Map Amendment > 10 acres
- [ ] LDC Text Amendment
- [ ] Comp Plan Amendment
- [ ] Subdivision Plat â€“ Preliminary â‰¤ 20 units
- [ ] Subdivision Plat â€“ Preliminary > 20 units
- [ ] Subdivision Plat â€“ Final
- [ ] Vacation of R.O.W.
- [x] Voluntary Annexation
- [ ] Revision to PAB Application

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

various

Last Name*

various

Company (if applicable)

n/a

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

FL

Zip*

32034

Telephone Number*

904-310-3480

Email Address*

kgibson@fbfl.city

OWNER'S AGENT

If other than owner. If an agent will be representing the owner, an Ownerâ€™s Authorization For Agent Representation form must be included

First Name

Kelly

Last Name

Gibson

Mailing Address

204 Ash Street

City

Fernandina Beach

State

FL

Zip

32034

Telephone Number

904-310-3480

E-mail Address

kgibson@fbfl.city

PROJECT INFORMATION

Previous Planning/Zoning Approvals

Summary of Request (more detailed information to be provided in required letter of intent)*

voluntary annexation of the following parcels: 00-00-31-1600-0203-0000; 00-00-31-1600-0205-001L; 00-00-31-1600-0205-002L; 00-00-31-0160-0000-0000

Certification*

☑ By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.

☑ I acknowledge that I understand and have complied with all of the submittal requirements and procedures.

Applicant First Name*

Kelly

Applicant Last Name*

Gibson

Today's Date*

9/2/2020

Upload Supporting Documentation*

Annexation_2020.xlsx

Upload 2

Choose File No file selecte

Upload 3

Choose File No file selecte

Upload 4

Choose File No file selecte

DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2020-41
Zoning Map assignment of Public and Institutional (PI-1)

ITEM TYPE: Ordinance (w/o fiscal impact)

REQUESTED ACTION: Approve Ordinance 2020-41 at first reading.

SYNOPSIS: The City of Fernandina Beach requests annexation of four parcels of land associated with the Baptist Medical Center of Nassau on South 18th Street. Resolution 2013-186 approved extension of water and sewer services outside of the corporate limits of the City and allowed for an expansion of the hospital campus. Assignment of the Public and Institutional (PI) Future Land Use Map (FLUM) category and Public and Institutional (PI-1) zoning district is requested for the subject properties. This requested FLUM designation and zoning district are the only land use and zoning categories that allow for hospitals. Following the 2013 petition for water and sewer services and voluntary annexation, the City adopted ordinance 2014-21 which amended the Supplemental Standards Chapter of the Land Development Code (LDC) to accommodate the 60 foot maximum building height and off-site signage requirements in anticipation of annexation. Those LDC amendments eliminated what would have made the hospital a nonconforming structure upon annexation.

CITY ATTORNEY COMMENTS: No additional comments.

Dale L. Martin, City Manager 10/5/2020
Tammi E. Bach, City Attorney 10/6/2020

Kelly N. Gibson, AICP

Date: September 22, 2020

Submitted By: Kelly Gibson, AICP, Planning Director

ORDINANCE 2020-41

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A LARGE SCALE ZONING CATEGORY OF PUBLIC AND INSTITUTIONAL (PI-1) FOR 31.39 ACRES OF LAND LOCATED AT 1250 S. 18TH STREET, 1367 S. 18TH STREET, AND VACANT LANDS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning Advisory Board (PAB) acting as the designated Local Planning Agency, has reviewed and held a public hearing on September 9, 2020, and issued a recommendation of approval; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on August 26, 2020.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PROPERTIES INVOLVED. The City Commission intends to approve the zoning map changes. The properties identified for this change of the Zoning Map to City of Fernandina Beach Public and Institutional (PI-1) for properties located and identified in map exhibit attached hereto as Exhibit "A".

SECTION 2. ZONING MAP CHANGE. For the property in question, the City's Zoning Map is hereby changed as follows and attached hereto as Exhibit "A":

- From Nassau County Commercial and Professional Office to City of Fernandina Beach Public and Institutional (PI-1).

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.

ADOPTED this 22nd day of December, 2020.

CITY OF FERNANDINA BEACH

_____
JOHN A. MILLER
Mayor - Commissioner

ATTEST:

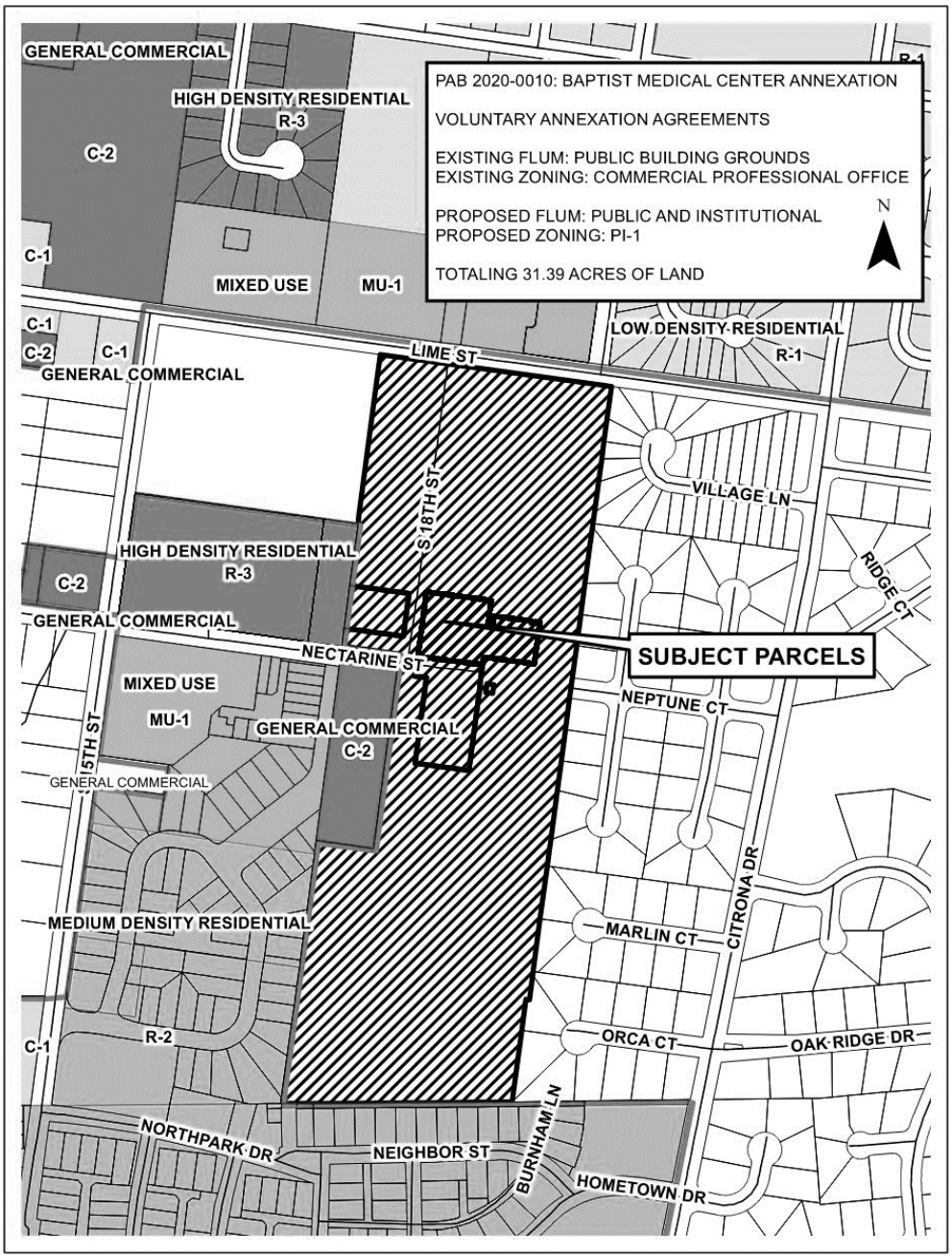
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TAMMI E. BACH
City Attorney

EXHIBIT A

VOLUNTARY ANNEXATION OF THE BAPTIST MEDICAL CENTER PROPERTIES LOCATED AT 1250 S. 18TH STREET, 1367 S. 18TH STREET, AND VACANT PARCELS WITH IDENTIFICAION NUMBERS OF 00-00-31-0160-000-000 AND 00-00-31-1600-0205-002L, ASSIGNMENT OF THE PUBLIC & INSTITUTIONAL (PI) FUTURE LAND USE MAP CATEGORY AND PUBLIC & INSTITUTIONAL (PI) ZONING DISTRICT FOR PROPERTIES TOTALING 31.39 ACRES OF LAND.



STAFF REPORT
PAB 2020-0010 (AX, LU, CZ)
Planning Advisory Board Hearing
September 9, 2020

Jacob M. Platt
Senior Planner

APPLICATION FOR VOLUNTARY ANNEXATION, LARGE-SCALE FUTURE LAND USE AND ZONING MAP

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	Baptist Medical Center of Nassau Inc.				
AGENT:	City of Fernandina Beach				
REQUESTED ACTION:	Voluntary Annexation, Assignment of a Future Land Use Map Category of Public and Institutional, and Zoning District of PI-1				
LOCATION:	1250 S. 18th Street				
CURRENT ZONING:	Nassau County Commercial Professional Office				
CURRENT LAND USE:	Nassau County Public Building Grounds				
EXISTING USES ON SITE:	Baptist Medical Center of Nassau Hospital Facilities				
PROPERTY SIZE:	Approximately 31.39 Acres of Land				
ADJACENT PROPERTIES:	**Direction**	**Existing Use(s)**	**Year Built**	**Zoning**	**FLUM**
	North	Commercial Condo	2013	MU-1	MU
	South	SF Residential	Early 2000's	R-2 PUD	MDR
	East	SF Residential	N/A	NC RG-1	MD
	West	MF & SF Residential	N/A	R-3, MU-1, R-2 NC RG-1	HDR MU MDR NC Industrial

*** 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 Planning and Conservation Department office. ***

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The City of Fernandina Beach requests annexation of four parcels of land associated with the Baptist Medical Center of Nassau on South 18th Street. Resolution 2013-186 approved extension of water and sewer services outside of the corporate limits of the City and allowed for an expansion of the hospital campus. Assignment of the Public and Institutional (PI) Future Land Use Map (FLUM) category and Public and Institutional (PI-1) zoning district is requested for the subject properties. This requested FLUM designation and zoning district are the only land use and zoning categories that allow for hospitals. Following the 2013 petition for water and sewer services and voluntary annexation, the City adopted ordinance 2014-21 which amended the Supplemental Standards Chapter of the Land Development Code (LDC) to accommodate the 60 foot maximum building height and off-site signage requirements in anticipation of annexation. Those LDC amendments eliminated what would have made the hospital a nonconforming structure upon annexation.

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 subject parcels make up the Baptist Medical Center of Nassau Campus, any development or redevelopment can achieve full compliance with the City's Land Development Code and Comprehensive Plan. The City can serve this property and meet or exceed all levels of service required by the Comprehensive Plan.

Applicable Policy Reference	***Determination of Consistency***
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	√

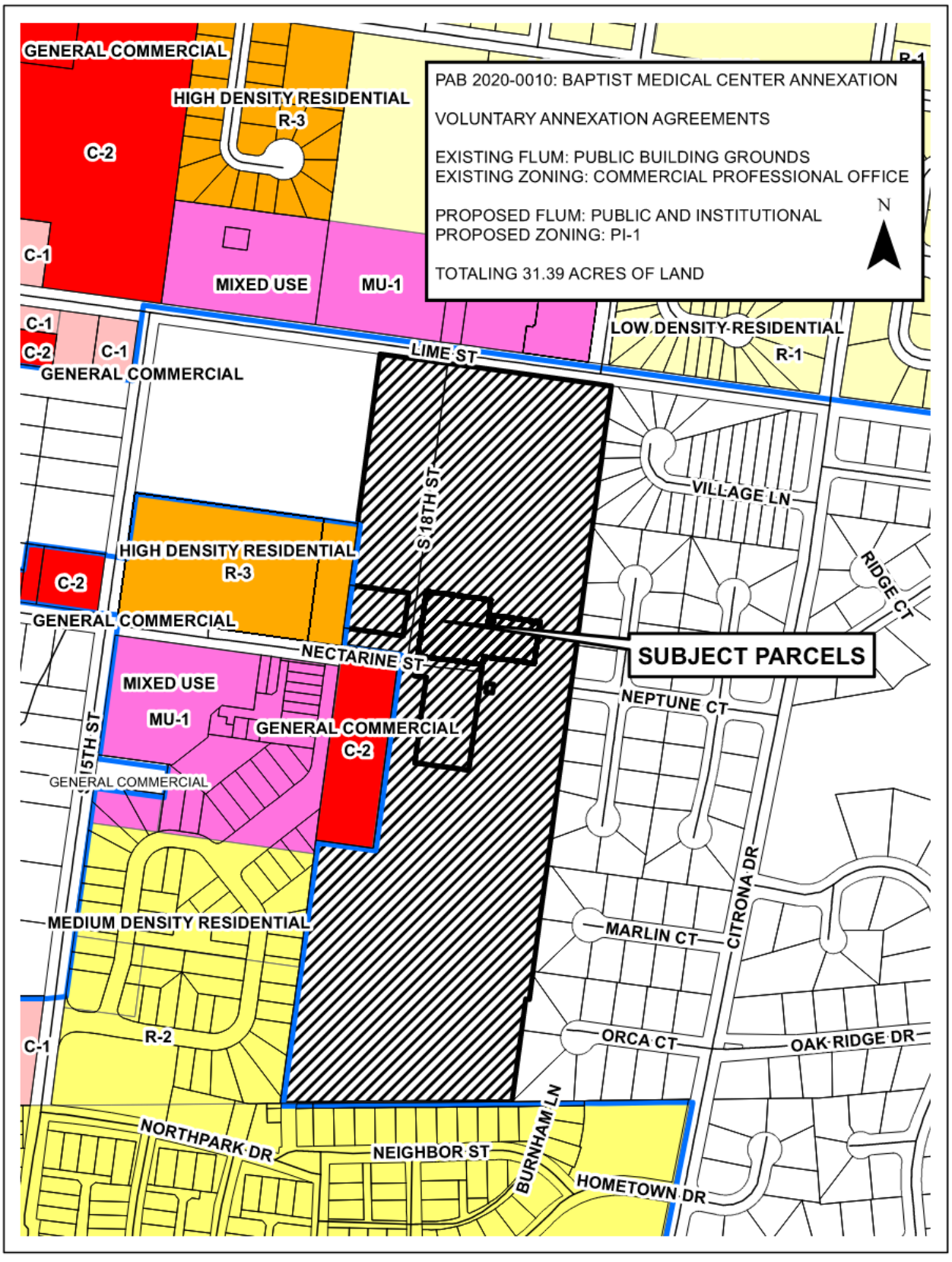
CONCLUSION AND STAFF RECOMMENDATIONS:

The requested action is consistent with the City's Comprehensive Plan and Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the Public and Institutional (PI) Future Land Use Map (FLUM) category and Public and Institutional (PI-1) 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 October 20th, 2020.

MOTION TO CONSIDER:

I move to recommend **(approval or denial)** of PAB case number 2020-0010 to the City Commission requesting that a voluntary annexation, assignment of the Public and Institutional (PI) Future Land Use Map (FLUM) category and Public and Institutional (PI-1) zoning district be **(approved or denied)** and that PAB case 2020-0010, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statues to be approved at this time.

LIME ST
Fernandina Beach
S 19TH
NATURES WALK CT
S 18TH ST
Baptist Medical Center-Nassau
VILLAGE LN
PALMS
NECTARINE ST
COASTAL COTTAGE LN
NORTH PIKE LN
NORTH SNAPPER LN
NEPTUNE CT
SOUTH PIKE LN
SOUTH SNAPPER LN
CITRONA DR
COASTAL OAKS DR
COASTAL OAKS CIR WEST
COASTAL OAKS CIR EAST
COASTAL OAKS CIR
MARLIN CT
ORCA CT
OAK


PAB 2020-0010: BAPTIST MEDICAL CENTER ANNEXATION
VOLUNTARY ANNEXATION AGREEMENTS
EXISTING FLUM: PUBLIC BUILDING GROUNDS
EXISTING ZONING: COMMERCIAL PROFESSIONAL OFFICE
PROPOSED FLUM: PUBLIC AND INSTITUTIONAL
PROPOSED ZONING: PI-1
TOTALING 31.39 ACRES OF LAND
N
SUBJECT PARCELS
GENERAL COMMERCIAL
HIGH DENSITY RESIDENTIAL
R-3
C-2
C-1
MIXED USE
MU-1
LOW DENSITY RESIDENTIAL
R-1
LIME ST
S 18TH ST
VILLAGE LN
RIDGE CT
NECTARINE ST
NEPTUNE CT
15TH ST
MEDIUM DENSITY RESIDENTIAL
MARLIN CT
CITRONA DR
R-2
ORCA CT
OAK RIDGE DR
NORTHPARK DR
NEIGHBOR ST
BURNHAM LN
HOMETOWN DR

RESOLUTION 2013-186

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE EXTENSION OF WATER AND SANITARY SEWER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR SIX (6) PARCELS TOTALING 31.13 ACRES LOCATED ON SOUTH 18th STREET; PROVIDING FOR EXECUTION; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Baptist Medical Center of Nassau, Inc. and Baptist Health Properties, Inc. have completed the City of Fernandina Beach Voluntary Annexation Petition / Water/Sewer Annexation Agreement Application pursuant to Chapter 171.044, Florida Statutes, for six (6) parcels containing approximately 31.13 acres located on South 18th Street (Parcel ID Numbers: 00-00-31-1600-0203-0000, 00-00-31-1600-0205-002L, 00-00-31-1600-0211-0010, 00-00-31-1600-0211-0020, 00-00-31-1600-0205-0030 and 00-00-31-1600-0205-001L); 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 sanitary sewer services to the subject property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, at its meeting duly called and assembled that:

SECTION 1. The City Commission hereby authorizes the extension of water and sanitary sewer services to the property owners identified, whose property is located outside the corporate limits of the City along S. 18th Street and noted as Parcels 00-00-31-1600-0203-0000, 00-00-31-1600-0205-002L, 00-00-31-1600-0211-0010, 00-00-31-1600-0211-0020, 00-00-31-1600-0205-0030 and 00-00-31-1600-0205-001L, and approves the Voluntary Annexation Petition.

SECTION 2. The City Commission authorizes the City Manager and the City Clerk Pro Tem to execute all documents necessary to proceed with extension of water and sewer services and voluntary annexation on behalf of the City of Fernandina Beach.

SECTION 3. The City Clerk Pro Tem is hereby directed to record this 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 17th day of December, 2013.

CITY OF FERNANDINA BEACH

Edward E. Boner
Mayor - Commissioner

ATTEST:

Kimberly Elliott Briley
City Clerk Pro Tem

APPROVED AS TO FORM & LEGALITY:

Tammi E. Bach
City Attorney

When Recorded Return To:
City Clerk's Office
204 Ash Street
Fernandina Beach, Fla. 32034

Res. 2013-186
Exhibit "A"

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 17th day of December, 2013 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and BAPTIST MEDICAL CENTER OF NASSAU, INC. AND BAPTIST HEALTH PROPERTIES, INC. (hereinafter collectively referred to as the "Applicant").

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 parcels of land known and described as follows, comprising the property which is the subject of this Agreement (the "Property"):

PARCEL ID#s: 00-00-31-1600-0203-0000,
00-00-31-1600-0205-002L,
00-00-31-1600-0211-0010,
00-00-31-1600-0211-0020,
00-00-31-1600-0205-0030,
00-00-31-1600-0205-001L.

GENERALLY DESCRIBED AS: THE CAMPUS OF BAPTIST MEDICAL CENTER, NASSAU

ADDRESSED AS: 1250 SOUTH 18TH STREET, 1340 SOUTH 18TH STREET, and 1367 SOUTH 18TH STREET

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

INSTR # 201400657, Book 1897, Page 772
Pages 10
Doc Type UNK, Recorded 01/08/2014 at 09:47 AM,
John A Crawford, Nassau County Clerk of Circuit Court
Rec. Fee $86.50
#1

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. Sanitary Sewer: The Applicants shall be permitted to tap into the City's 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 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.

9. 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

JOE GERRITY
City Manager

ATTEST:

KIMBERLY ELLIOT BRILEY
Deputy City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

APPLICANT(S)

BAPTIST HEALTH PROPERTIES, INC.

By:
Its: President John F. Wilbanks

BAPTIST MEDICAL CENTER OF NASSAU, INC.

By: Stephen P. Lee
Its: HOSPITAL PRESIDENT
Stephen P. Lee

STATE OF FLORIDA
COUNTY OF Nassau
As to John Wilbanks and Stephen Lee
Sworn and subscribed before me this 24 day of December, 2013.

Wanda J Henderson
Signature of Notary
My Commission Expires:
Type of Identification Produced personal knowledge

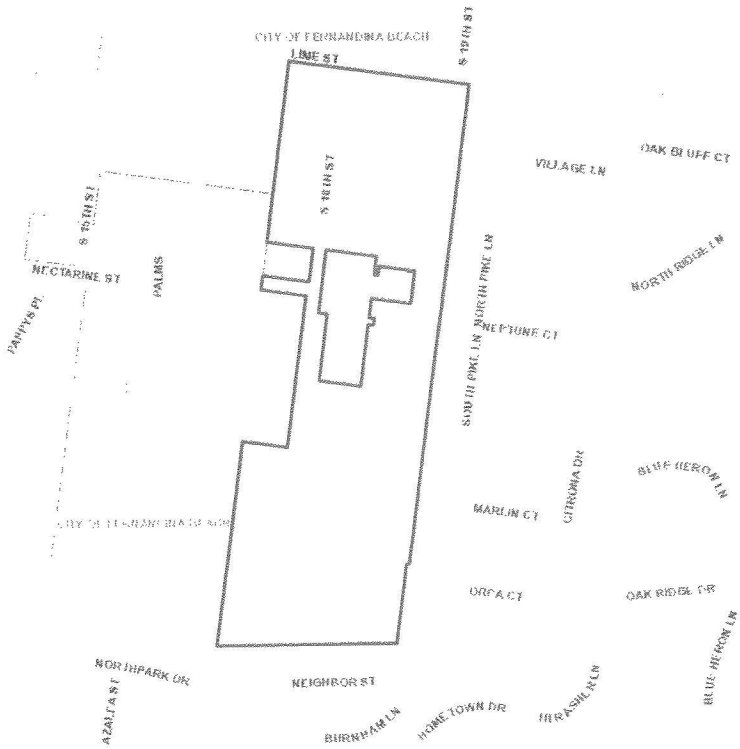
Notary Public State of Florida
Wanda J Henderson
My Commission EE150274
Expires 01/17/2016

EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORTS

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser



Full Parcel Report

Parcel ID:	00-00-31-1600-0203-0000
Calculated Acreage:	28.25
Deed Acreage:	32.11
Property Use	HOSPITALS

Ownership Information

Name	BAPTIST MEDICAL CENTER OF
Mailing Address	NASSAU INC 3563 PHILLIPS HWY SUITE 106 JACKSONVILLE, FL 32207
Situs/Physical Address	1250 S 18TH ST

Values

Land Value	$1,301,200.00
Ag Land Value	$0.00
Building Value	$10,888,933.00
Misc Value	$589,579.00
Just Value	$12,779,712.00
Assessed Value	$12,779,712.00

Last 2 Sales

Date	Price	Vacant?	Qual
19940708	$580,000.00	N	U

A. Michael Hickox
Nassau County Property Appraiser

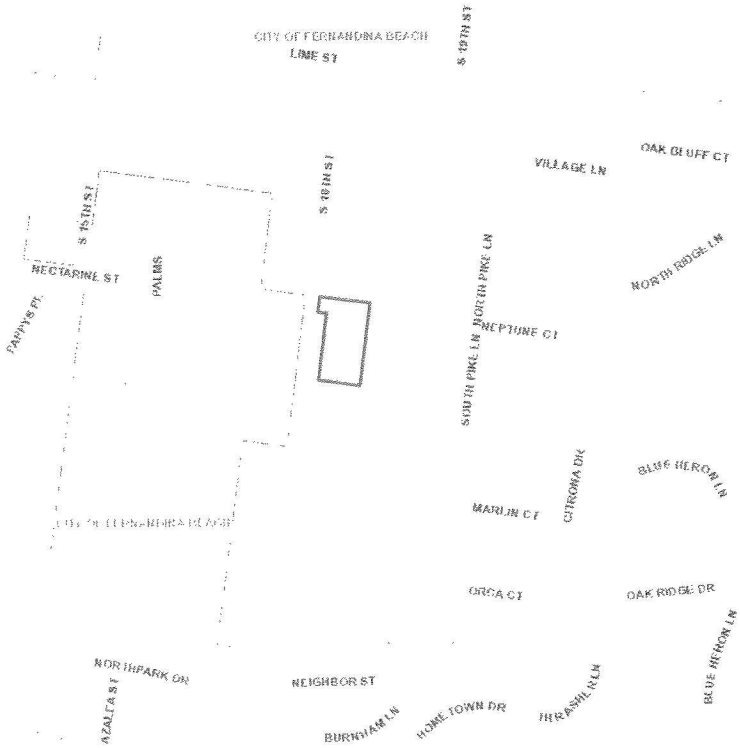
THIS MAP HAS BEEN COMPILED FROM THE MOST AUTHENTIC INFORMATION AVAILABLE. NEITHER NASSAU COUNTY, ITS MUNICIPALITIES, NOR THE NASSAU COUNTY PROPERTY APPRAISER'S OFFICE ASSUMES RESPONSIBILITY FOR ERRORS OR OMISSIONS CONTAINED HERON. THIS IS NOT A SURVEY.

N W E S

Printed: Friday, December 13, 2013

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser



Full Parcel Report

Parcel ID:	00-00-31-1600-0205-002L
Calculated Acreage:	1.17
Deed Acreage:	1.30
Property Use	PROFESSION

Ownership Information

Name	BAPTIST MEDICAL CENTER OF
Mailing Address	NASSAU INC 3563 PHILIPS HWY STE 106 JACKSONVILLE, FL 32207
Situs/Physical Address	1340 S 18TH ST

Values

Land Value	$534,675.00
Ag Land Value	$0.00
Building Value	$1,767,425.00
Misc Value	$119,465.00
Just Value	$2,421,565.00
Assessed Value	$2,421,565.00

Last 2 Sales

Date	Price	Vacant?	Qual

A. Michael Hickox
Nassau County Property Appraiser

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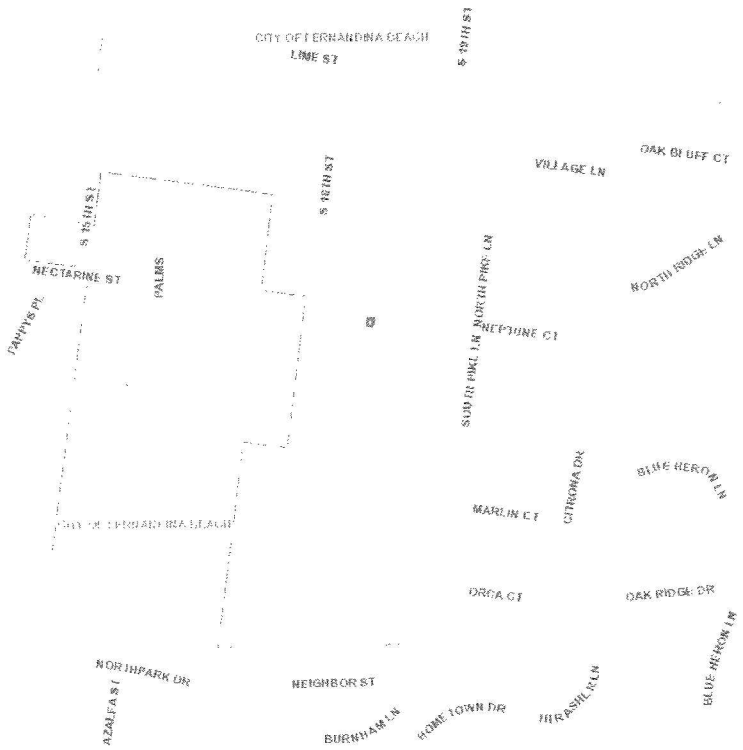

Full Parcel Report

Parcel ID:	00-00-31-1600-0211-0010
Calculated Acreage:	0.01
Deed Acreage:	0.01
Property Use	HOSPITALS

Ownership Information

Name	BAPTIST HEALTH PROPERTIES INC
Mailing Address	3563 PHILLIPS HWY BLDG F #608
	JACKSONVILLE, FL 32207
Situs/Physical Address	OFF NECTARINE ST

Values

Land Value	$0.00
Ag Land Value	$0.00
Building Value	$0.00
Misc Value	$0.00
Just Value	$0.00
Assessed Value	$0.00

Last 2 Sales

Date	Price	Vacant?	Qual

A. Michael Hickox
Nassau County Property Appraiser

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N W E S

Printed: Friday, December 13, 2013

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser

Full Parcel Report

Parcel ID:	00-00-31-1600-0211-0020
Calculated Acreage:	0.41
Deed Acreage:	0.41
Property Use	HOSPITALS

Ownership Information

Name	BAPTIST HEALTH PROPERTIES INC
Mailing Address	3563 PHILLIPS HWY BLDG F #608
	JACKSONVILLE, FL 32207
Situs/Physical Address	OFF NECTARINE ST

Values

Land Value	$0.00
Ag Land Value	$0.00
Building Value	$0.00
Misc Value	$0.00
Just Value	$0.00
Assessed Value	$0.00

Last 2 Sales

Date	Price	Vacant?	Qual

A. Michael Hickox
Nassau County Property Appraiser

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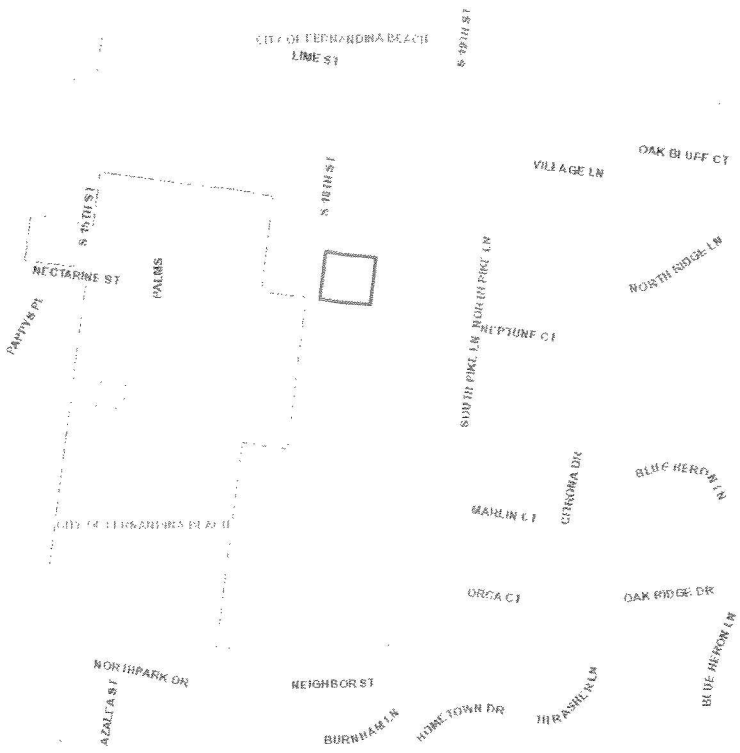
N W E S

Printed: Friday, December 13, 2013

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser



Full Parcel Report

Parcel ID:	00-00-31-1600-0205-0030
Calculated Acreage:	0.78
Deed Acreage:	0.82
Property Use	PROFESSION

Ownership Information

Name	BAPTIST HEALTH PROPERTIES INC
Mailing Address	LAND PHILIPS HWY BLDG F #608
	JACKSONVILLE, FL 32207
Situs/Physical Address	S 18TH ST

Values

Land Value	$0.00
Ag Land Value	$0.00
Building Value	$0.00
Misc Value	$0.00
Just Value	$0.00
Assessed Value	$0.00

Last 2 Sales

Date	Price	Vacant?	Qual

A. Michael Hickox
Nassau County Property Appraiser

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N W E S

Printed: Friday, December 13, 2013

Nassau County Property Appraiser's Office

A. Michael Hickox, Cert.Res.RD1941 - Property Appraiser

Full Parcel Report

Parcel ID:	00-00-31-1600-0205-001L
Calculated Acreage:	0.51
Deed Acreage:	0.00
Property Use	HOSPITALS

Ownership Information

Name	BAPTIST MEDICAL CENTER OF
Mailing Address	NASSAU INC 3563 PHILLIPS HWY SUITE 106 JACKSONVILLE, FL 32207
Situs/Physical Address	1367 S 18TH ST

Values

Land Value	$159,862.00
Ag Land Value	$0.00
Building Value	$244,610.00
Misc Value	$9,773.00
Just Value	$414,245.00
Assessed Value	$414,245.00

Last 2 Sales

Date	Price	Vacant?	Qual

A. Michael Hickox
Nassau County Property Appraiser

THIS MAP HAS BEEN COMPILED FROM THE MOST AUTHENTIC INFORMATION AVAILABLE. NEITHER NASSAU COUNTY, ITS MUNICIPALITIES, NOR THE NASSAU COUNTY PROPERTY APPRAISER'S OFFICE ASSUMES RESPONSIBILITY FOR ERRORS OR OMISSIONS CONTAINED HERON. THIS IS NOT A SURVEY.

N W E S

Printed: Friday, December 13, 2013

C: Marshall
Adrienne
John
Melissa

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Resolution 2013-186
Water/Sewer Services Request and Voluntary Annexation Agreement

DEPARTMENT: Community Development Department

ATTACHMENTS: ___ Ordinance _X_ Resolution
___ Support Documents ___ Other

RECOMMENDED ACTION: Approve Resolution 2013-186 - authorizing the extension of water and sewer services and execute the voluntary annexation agreement for Baptist Medical Center Nassau.

SUMMARY: Baptist Medical Center Nassau has submitted an application for water/sewer services outside the municipal limits. In accordance with Municipal Code Sections 82-44 and 82-403, this application is also accompanied by a petition for voluntary annexation. The application covers the entire Baptist Medical Center Nassau campus, including leaseholds and fee simple parcels as held by Baptist Health Properties, Inc.

Action on this application will not immediately annex the campus; future action to annex and assign a land use and zoning classification will be required to finalize inclusion within the municipal limits. This Resolution will authorize extension of water/sewer utilities to serve the property and will approve the voluntary annexation petition.

These properties are contiguous to the municipal boundary and can be annexed when the City and Baptist Medical Center Nassau are ready. The annexation process will take several months as it involves a large-scale Future Land Use Map amendment which requires State review. Commission approval of the water/sewer agreement is needed in the meantime to accommodate new construction on the campus. Additionally, City staff needs time to work with representatives of the hospital to review land use/zoning assignments and associated code requirements. Staff expects to be able to begin the annexation process within three (3) months.

FISCAL IMPACT: 25% Surcharge on utilities to be paid based on usage monthly to the City Utilities Department until such time that the property is annexed into the municipal limits.

CITY ATTORNEY COMMENTS: No additional comments.

DEPARTMENT HEAD	Submitted by: Marshall McCrary, Deputy CM Requested Agenda	Date: 12/16/13 Date: 12/17/13
FINANCE DEPARTMENT	Approved as to Budget Requirements PTC	Date: 12/16/13
CITY ATTORNEY	Approved as to Form & Legality TEB	Date: 12/16/13
CITY MANAGER	Approved Agenda Item for 12/17/13	Date: 12/16/13

COMMISSION ACTION:
✓ Approved As Recommended ___ Disapproved
___ Approved With Modification ___ Postponed to Time Certain
___ Other ___ Tabled

Approved at the City Commission Regular Meeting
Held on 12/17/13
Voted: 5-0 Initial: VB

ORDINANCE 2014-21

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AMENDING THE LAND DEVELOPMENT CODE, REVISING CHAPTER 6 SECTION 6.02.11 FOR HOSPITAL SUPPLEMENTAL STANDARDS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted a unified Land Development Code on September 5, 2006 which became effective on October 1, 2006; and

WHEREAS, the City's adopted 2030 Comprehensive Plan directs changes to the Land Development Code for consistency with State Laws and current planning methods for growth and economic development; and

WHEREAS, anticipating a future annexation, Staff has proposed the amendments which are consistent with the approved development plans for the existing hospital campus and addresses technical requirements for the function of the site; and

WHEREAS, the proposed amendments seek to increase the maximum building height limit to sixty (60) feet and provide for an allowance of specific off-site signage; and

WHEREAS, the City's planning staff have reviewed the proposed changes for consistency with the City's Comprehensive Plan and Land Development Code and finds the request sufficiently compliant to be approved at this time; and

WHEREAS, the proposed amendments will specifically modify the Land Development Code the supplemental standards specific for "Hospitals" as contained in Chapter 6, Section 6.02.11; and

WHEREAS, the Planning Advisory Board has reviewed the suggested amendments in a public hearing on May 14, 2014 and has issued a recommendation of approval; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on April 28, 2014.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. The City Commission hereby approves and adopts modifications to the Land Development Code of the City of Fernandina Beach, attached hereto as Exhibit "A".

SECTION 2. 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 3. This Ordinance shall become effective immediately upon adoption.

ADOPTED this 15th day of July, 2014.

CITY OF FERNANDINA BEACH

EDWARD E. BONER
Mayor - Commissioner

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

ORDINANCE 2014-21
EXHIBIT "A"

6.02.11 Hospitals

A. Hospitals are allowable in the PI-1 zoning district, subject to the standards of the zoning district and the supplemental standards set forth in this section.

B. The site design standards for hospitals are set forth in Table 6.02.11(B).

Table 6.02.11(B). Standards for Hospitals

Development Feature	Standard
Lots Minimum area Minimum street frontage	 5 acres 100 feet
Height	Maximum 60 feet
Setback	At least 500 feet from the property line of residentially zoned lots
Access	Collector or arterial street
Buffer	As set forth in Section 4.05.05, but not less than buffer "C"
Exterior lighting	Directed and shielded to avoid direct illumination of a lot zoned or used for residential uses
Parking lots	Designed to avoid glare from vehicle lights onto property that is zoned or used for residential uses
Signage	Off-site signage is permissible

C. Up to two (2) off-site signs are permissible, subject to the dimensional standards for free-standing signage. Such signage shall be limited to locations on arterial or collector streets at intersections which provide direct access to the hospital site. Signs may be located within the public right-of-way or on non-residentially zoned property with authorization from the property owner.

OFFICE USE ONLY

REC'D: 04/23/14 BY: BW

PAYMENT: $ — TYPE: —

APPLICATION #: 2014-0000471

CASE #: 2014-09

BOARD MEETING DATE: May 14

PLANNING ADVISORY BOARD APPLICATION

- ☐ ZONING MAP AMENDMENT (≤ 10 acres $850 / > 10acres $1,600)
- ☐ LAND USE MAP AMENDMENT (≤ 10 acres $850 / > 10acres $1,600)
- ☒ LDC TEXT AMENDMENT ($850)
- ☐ COMP PLAN AMENDMENT ($850)
- ☐ SUBDIVISION PLAT – PRELIM ($750)
- ☐ SUBDIVISION PLAT – FINAL ($850)
- ☐ VACATION OF R.O.W. ($850)
- ☐ VOLUNTARY ANNEXATION ($1050)

APPLICANT INFORMATION

Owner Name: Joe Gerrity - City of Fernandina Beach

Mailing Address: 204 Ash Street

Telephone: 904.310.3100 Fax: _____

Email: jgerrity@fbfl.org

Agent Name: Marshall McCrary - City of Fernandina Beach

Mailing Address: 204 Ash Street

Telephone: 904.310.3102 Fax: _____

Email: dmccrary@fbfl.org

PROPERTY INFORMATION

Street Address: n/a

Parcel Identification Number(s): _____

Lot Number: _____ Block Number: _____ Subdivision: _____

Section: _____ Township: _____ Range: _____

PROJECT INFORMATION

Total Number of Lots/Parcels: n/a

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

Existing Zoning Classification: n/a

Existing Future Land Use Classification: n/a

Previous Planning/Zoning Approvals: n/a

Description of Request:

Text Amendment to Section 6.02.11 of the Land Development Code to provide for development standards specific to Hospitals. Amendment proposes allowing a maximum building height of sixty (60) feet / allowing for off-premise signage.

SIGNATURE/NOTARY

The undersigned states the above information is true and correct as (s)he is informed and believes.

4/14/14 _____
Date

_____
Signature of Applicant

STATE OF FLORIDA
SS
COUNTY OF NASSAU

Notary Public State of Florida
Bretta J Walker
My Commission FF 033745
Expires 07/07/2017

Subscribed and sworn to before me this 23 day of April, 2014.

_____
Notary Public: Signature

Bretta J. Walker
Printed Name

7/7/17
My Commission Expires

Personally Known ✓ OR Produced Identification _____ ID Produced: _____

OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION

I /WE Joe Gerrity – City of Fernandina Beach
(print name of property owner(s))

hereby authorize: Marshall McCrary – City of Fernandina Beach
(print name of agent)

to represent me/us in processing an application for: LDC Text Amendment to Section 6.02.11
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

(Signature of owner) (Signature of owner)

(Print name of owner) JOE GERRITY
(Print name of owner)

Notary Public State of Florida
Bretta J Walker
My Commission FF 033745
Expires 07/07/2017

STATE OF FLORIDA }
SS }
COUNTY OF NASSAU }

Subscribed and sworn to before me this 23rd day of April, 2014.

Notary Public: Signature — Printed Name — My Commission Expires 7/7/17

Personally Known ✓ OR Produced Identification _____ ID Produced: _____

NOTICE OF PUBLIC HEARING
PLANNING ADVISORY BOARD
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Wednesday, May 14, 2014 at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following applications:

LAND DEVELOPMENT CODE TEXT AMENDMENTS

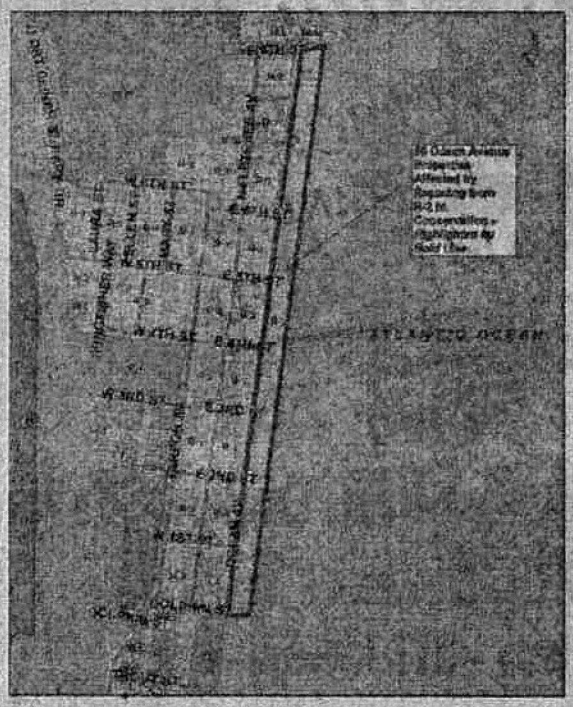
MARLIN & BARREL DISTILLERY, (PAB 2014-08) LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS PROVIDING FOR A NEW USE OF CRAFT DISTILLERY AND SMALL-SCALE WINERY OR BREWERY WITH LIMITED DISTRIBUTION AND ASSOCIATED DEFINITIONS PROPOSED AMENDMENTS AFFECT CHAPTER 1 SECTION 1.07.00 DEFINITIONS, CHAPTER 2 SECTION 2.03.02 TABLE OF LAND USES, AND CHAPTER 6 SUPPLEMENTAL STANDARDS SECTION 6.02.00.

LAND DEVELOPMENT CODE TEXT AMENDMENTS

CITY OF FERNANDINA BEACH, (PAB 2014-09) LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS FOR HOSPITAL SUPPLEMENTAL STANDARDS PROVIDED IN CHAPTER 6 SECTION 6.02.11 TO ALLOW A MAXIMUM BUILDING HEIGH OF SIXTY (60) FEET AND ALLOW FOR OFF-PREMISE SIGNAGE.

ZONING MAP CHANGE

CITY OF FERNANDINA BEACH, (PAB 2014- 10) REZONING OF 66 OCEAN AVENUE PROPERTIES FROM R-2 (MEDIUM DENISTY RESIDENTIAL) TO CON (CONSERVATION) ZONING TO MATCH EXISTING FUTURE LAND USE OF CONSERVATION AND CORRECTING A SCRIVENER'S MAPPING ERROR.

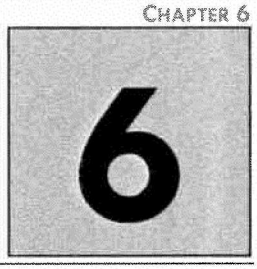


Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3100, TTY 711, (TTY number for all City offices) or through the Florida Relay Service at 711 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 may be inspected in the office of the Community Development Department, City Hall, 204 Ash Street, between the hours of 8:00 AM – [illegible] PM Monday through Friday. For information on the application, please con-

tact



CHAPTER 6

SUPPLEMENTAL STANDARDS AND SPECIAL SITUATIONS

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6.02.00 SUPPLEMENTAL STANDARDS FOR SPECIFIC USES

6.02.01 Generally

Specific uses permissible in each zoning district are identified in Table 2.03.02. Uses permissible subject to supplemental standards are identified by the letter "S." These uses are permissible only in compliance with the standards applicable to the zoning district and any applicable overlay district, as set forth in Chapter 4, and the additional standards set forth in Section 6.02.00.

...

6.02.11 Hospitals

A. Hospitals are allowable in the PI-1 zoning district, subject to the standards of the zoning district and the supplemental standards set forth in this section.

B. The site design standards for hospitals are set forth in Table 6.02.11(B).

Table 6.02.11(B). Standards for Hospitals

Development Feature	Standard
Lots **Minimum area** **Minimum street frontage**	 **5 acres** **100 feet**
Height	Maximum 60 feet
Setback	**At least 500 feet from the property line of residentially zoned lots**
Access	**Collector or arterial street**
Buffer	**As set forth in Section 4.05.05, but not less than buffer "C"**
Exterior lighting	**Directed and shielded to avoid direct illumination of a lot zoned or used for residential uses**
Parking lots	**Designed to avoid glare from vehicle lights onto property that is zoned or used for residential uses**
Signage	Off-site signage is permissible

C. Up to two (2) off-site signs are permissible, subject to the dimensional standards for free-standing signage. Such signage shall be limited to locations on arterial or collector streets at intersections which provide direct access to the hospital site. Signs may be located within the public right-of-way or on non-residentially zoned property with authorization from the property owner.

STAFF REPORT
PAB 2014-09
Planning Advisory Board Hearing
May 14, 2014

APPLICATION FOR TEXT AMENDMENT TO CHANGE THE LAND DEVELOPMENT CODE

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	City of Fernandina Beach
AGENT:	Self
REQUESTED ACTION:	Land Development Code Text Amendment specifically amending LDC Section 6.02.11 Hospital Supplemental Standards

*** 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. ***

SUMMARY OF REQUEST:

The City is requesting a modification of its supplemental standards for LDC Section 6.02.11 to allow for a maximum building height of hospitals of 60 feet tall and to allow for off-site signage. In order to address an anticipated annexation of the Nassau County Baptist Hospital, the City is modifying its LDC to accommodate the existing approved development of the hospital. The requested changes are the same as the development requirements for this use in Nassau County. The height allowance is similar to prior City actions to allow for a height exemption for mill sites (Table 4.02.03(E) footnote 5). The City has agreed to these modifications in consultation with hospital administration.

MOTION(S) TO CONSIDER:

I move to recommend (approval or denial) of PAB case number 2014-09 to the City Commission requesting an amendment to LDC Section 6.02.11, as described and that PAB case 2014-09, as presented, (is or is not) sufficiently compliant with applicable Comprehensive Plan and Land Development Code to be approved at this time.

Submitted by:

Kelly N. Gibson
Senior Planner

July 2, 2014
News Leader Edition

SCANNED KB

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, July 15, 2014, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2014-21

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AMENDING THE LAND DEVELOPMENT CODE, REVISING CHAPTER 6 SECTION 6.02.11 FOR HOSPITAL SUPPLEMENTAL STANDARDS; 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.

For information, please contact the Staff of the City Clerk's Office, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday, (904) 310-3115, Monday through Friday.

Ltd: Adrienne

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Ordinance 2014-21
LDC Text Amendments - Hospitals

DEPARTMENT: Community Development Department

ATTACHMENTS: _X_ Ordinance ___ Resolution
___ Support Documents ___ Other

RECOMMENDED ACTION: Approve Ordinance 2014-21 at 2nd Reading.

SUMMARY: The City is requesting a modification of its supplemental standards in the Land Development Code (LDC) Section 6.02.11 to allow for a maximum building height of hospitals of 60 feet tall and to allow for off-site signage. In order to address an anticipated annexation of the Nassau County Baptist Hospital, the City is modifying its LDC to accommodate the existing approved development of the hospital. The requested changes are the same as the development requirements for this use in Nassau County. The height allowance is similar to prior City actions to allow for a height exemption for mill sites (Table 4.02.03(E) footnote 5). The City has agreed to these modifications in consultation with hospital administration.

Staff recommends approval of the requested change. The Planning Advisory Board issued a recommendation for approval of the proposed changes at its Regular Meeting on May 14, 2014. This Ordinance was approved at 1st reading by the City Commission at their June 17, 2014 meeting.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS: No additional comments.

DEPARTMENT HEAD	Submitted by: Adrienne Burke, CDD Director AB Requested Agenda	Date: 7/2/14 Date: 7/15/14
FINANCE DEPARTMENT	Approved as to Budget Requirements	Date:
CITY ATTORNEY	Approved as to Form & Legality TEB	Date: 7/3/14
CITY MANAGER	Approved Agenda Item for 7/15/14	Date: 7/2/14

COMMISSION ACTION:
___ Approved As Recommended ___ Disapproved
___ Approved With Modification ___ Postponed to Time Certain
___ Other ___ Tabled

Approved at the City Commission Meeting held on 7/15/14
Voted: 5-0 Initial: AB

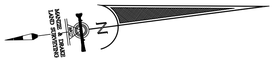
MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

ALL OF OUTLOTS 204, 205, 206, 207, 208, 209, 210, 211, 212, 213 AND THE SOUTHERLY 141.0 FEET OF OUTLOTS 203 AND 214; ALSO THE WESTERLY 10.0 FEET OF CITRONA LOTS 60, 61, 62 AND 63 TOGETHER WITH THE WESTERLY 10.0 FEET OF MAGNOLIA, NECTARINE AND OLIVE STREETS THAT LIES BETWEEN SAID CITRONA LOTS, FERNANDINA, NASSAU COUNTY, FLORIDA.

AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857, AND ENLARGED, REVISED AND RE-ISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901).

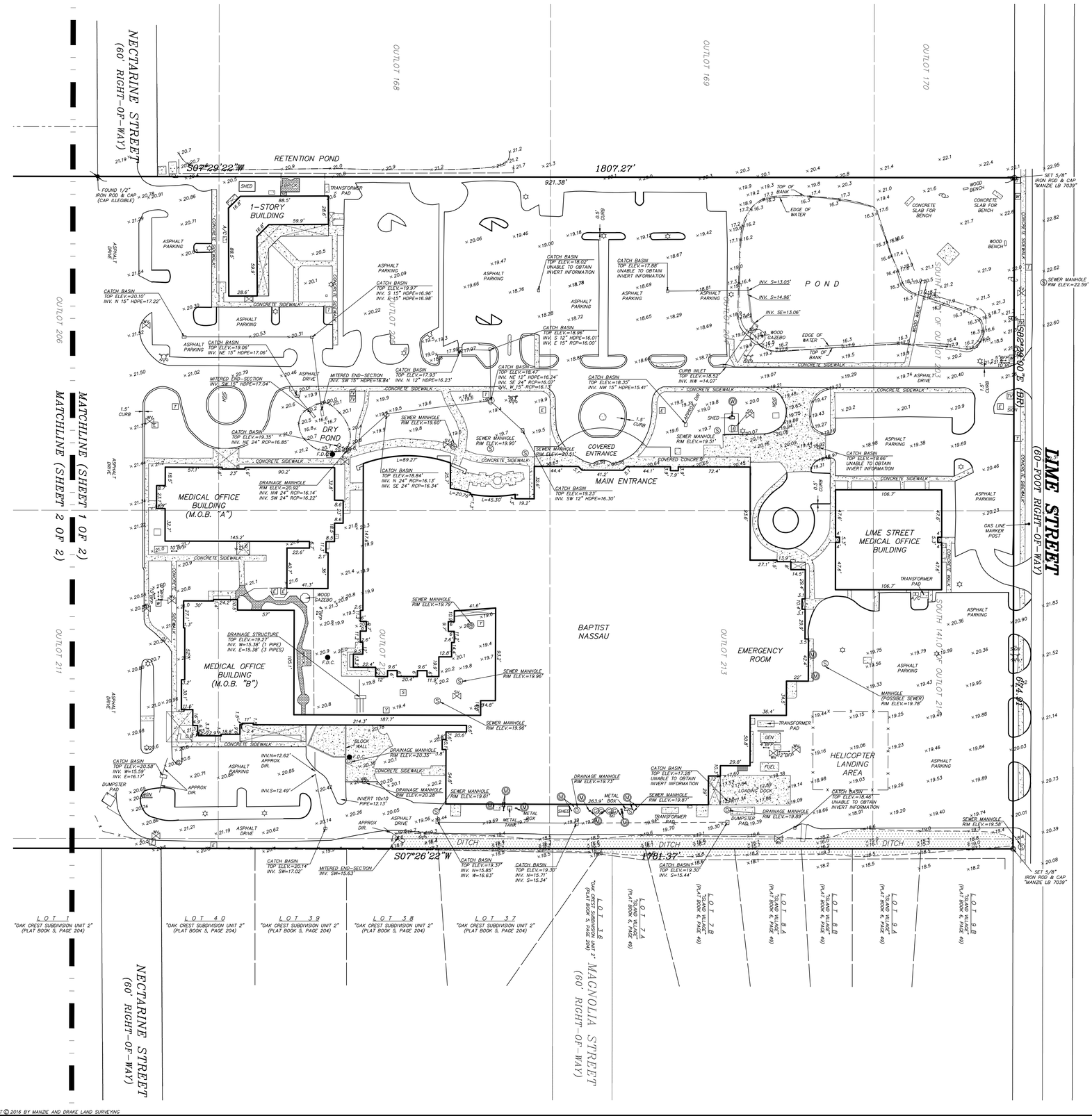
ALSO, ALL OF THAT PORTION OF SECTION 25, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA, THAT LIES SOUTHERLY AND ADJOINS OUTLOTS 208 AND 209 AFOREMENTIONED.

PREPARED FOR:
BAPTIST HEALTH



GRAPHIC SCALE

(IN FEET)
1 inch = 50 ft.



LEGEND

A/C = AIR CONDITIONER	PVC = POLYVINYL CHLORIDE
CATV = CABLE TELEVISION PEDESTAL	HDPE = HIGH DENSITY POLYETHYLENE
℄ = CENTERLINE	= SEWER CLEANOUT
-x-x-x- = CHAIN LINK OR WIRE FENCE	= SEWER MANHOLE
= CONCRETE FLATWORK	= STORM MANHOLE
-OHU- = OVERHEAD UTILITY WIRES	= GREASE MANHOLE
= ELECTRICITY METER	= TELEPHONE PEDESTAL
= FIRE HYDRANT	= WATER METER
= GAS METER	= WOOD FENCE
= LIGHT POLE	= WOOD FLATWORK
= COVERED AREA	= WOOD POWER POLE
N.A.V.D. = NORTH AMERICAN VERTICAL DATUM	= WELL
B.R. = BEARING REFERENCE	= MONITORING WELL
F.D.C. = FIRE DEPARTMENT CONNECTION	= SEWER VALVE
BFP = BACK-FLOW PREVENTER	= WATER VALVE
CMP = CORRUGATED METAL PIPE	= YARD DRAIN
RCP = REINFORCED CONCRETE PIPE	

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 S82°29'00"E for the southerly right-of-way line of Lime Street. 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 F, Dated 12/17/2010. 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) Site Benchmark is as shown hereon.
8) Elevations shown hereon refer to North American Vertical Datum of 1988. (N.A.V.D. '88)
9) The Reference Benchmark is a nail & disk (LB 7039) in 12" oak tree on the westerly right-of-way of Coastal Oaks Drive, 65' south of Nectarine Street. (Manzie & Drake Job No. 17006) (Field Book X-275, Page 74) (Elevation = 23.05' NAVD 1988).
10) 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
☐ WILLIAM D. PINKSTON, P.S.M. 6793

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"=50' JOB NO: 14681 DATE: 8/22/16 CADD: WKD
F.B. NO: X-292 PAGE NO: 20 FIELD CREW: GS/CB FILE NO: C-749

COPYRIGHT © 2016 BY MANZIE AND DRAKE LAND SURVEYING

MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

ALL OF OUTLOTS 204, 205, 206, 207, 208, 209, 210, 211, 212, 213 AND THE SOUTHERLY 141.0 FEET OF OUTLOTS 203 AND 214; ALSO THE WESTERLY 10.0 FEET OF CITRONA LOTS 60, 61, 62 AND 63 TOGETHER WITH THE WESTERLY 10.0 FEET OF MAGNOLIA, NECTARINE AND OLIVE STREETS THAT LIES BETWEEN SAID CITRONA LOTS, FERNANDINA, NASSAU COUNTY, FLORIDA.

AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857, AND ENLARGED, REVISED AND RE-ISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901).

ALSO, ALL OF THAT PORTION OF SECTION 25, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA, THAT LIES SOUTHERLY AND ADJOINS OUTLOTS 208 AND 209 AFOREMENTIONED.

PREPARED FOR:
BAPTIST HEALTH

GRAPHIC SCALE

50 0 25 50 100 200
(IN FEET)
1 inch = 50 ft.

COASTAL OAKS CIRCLE EAST
(RIGHT-OF-WAY VARIES)

COASTAL OAKS DRIVE
(RIGHT-OF-WAY VARIES)

GARDENIA STREET
(44-FOOT RIGHT-OF-WAY)

NEIGHBOR STREET

OLIVE STREET
(60' RIGHT-OF-WAY)

UNPLATTED SECTION 25

IMPROVEMENTS NOT LOCATED IN THIS AREA

MATCHLINE (SHEET 1 OF 2)
MATCHLINE (SHEET 2 OF 2)

LOT 4 "AMELIA PARK COASTAL DISTRICT – BLOCK 5" (PLAT BOOK 8, PAGE 62)
LOT 5 "AMELIA PARK COASTAL DISTRICT – BLOCK 5" (PLAT BOOK 8, PAGE 62)
TRACT A
LOT 4 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 5 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 6 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 7 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 8 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 9 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 10 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 11 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 12 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 14 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 15 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
LOT 16 "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)
TRACT "D" "COASTAL OAKS" (PLAT BOOK 8, PAGE 109)

N07°24'25"E 401.72'
S07°29'22"W 1807.27'
FOUND 4"x4" CONCRETE MONUMENT "MANZIE LB 7039"
FOUND 3/4" IRON PIPE

P.I.N.=00-00-31-1029-0LOT-0000 (10' DRAINAGE EASEMENT)
P.I.N.=00-00-31-1029-0LOT-0000

LOT 14 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 13 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 12 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 11 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 10 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 9 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 8 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 7 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 6 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 5 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)
LOT 4 "AMELIA PARK, PHASE TWO UNIT EIGHT" (PLAT BOOK 6, PAGE 391)

SECTION 25 / SECTION 29
S89°02'32"W 673.60'
AMELIA PARK, PHASE TWO UNIT EIGHT (PLAT BOOK 6, PAGE 391)

FOUND 4"x4" CONCRETE MONUMENT "RLS 1375"
211.29' S07°25'01"W
FOUND 1/2" IRON ROD & CAP "RLS 1375"
91.53'
328.79'
FOUND 4"x4" CONCRETE MONUMENT "RLS 1375"
25.97'
S79°46'06"E 10.00'
FOUND 4"x4" CONCRETE MONUMENT
SET 5/8" IRON ROD & CAP "MANZIE LB 7039"
47.33'
SET 5/8" IRON ROD & CAP "MANZIE LB 7039"
FOUND 1/2" IRON ROD & CAP "RLS 1375"
165.82'
FOUND 1/2" IRON ROD & CAP "RLS 1375"
155.14' S07°26'22"W
FOUND 4"x4" CONCRETE MONUMENT "RLS 1375"
78.25'
FOUND 1/2" IRON ROD & CAP "RLS 1375"
1781.37'

LOT 5 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 6 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 7 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 8 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 18 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 19 "OAK CREST SUBDIVISION" (PLAT BOOK 5, PAGE 135)
LOT 5 "OAK CREST SUBDIVISION UNIT 2" (PLAT BOOK 5, PAGE 204)
LOT 4 "OAK CREST SUBDIVISION UNIT 2" (PLAT BOOK 5, PAGE 204)
LOT 3 "OAK CREST SUBDIVISION UNIT 2" (PLAT BOOK 5, PAGE 204)
LOT 2 "OAK CREST SUBDIVISION UNIT 2" (PLAT BOOK 5, PAGE 204)
LOT 1 "OAK CREST SUBDIVISION UNIT 2" (PLAT BOOK 5, PAGE 204)

OUTLOT 208
OUTLOT 209
OUTLOT 207
OUTLOT 210
OUTLOT 206
OUTLOT 211

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 S82°29'00"E for the southerly right-of-way line of Lime Street. 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 F, Dated 12/17/2010. 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) Site Benchmark is as shown hereon.
8) Elevations shown hereon refer to North American Vertical Datum of 1988. (N.A.V.D. '88)
9) The Reference Benchmark is a nail & disk (LB 7039) in 12" oak tree on the westerly right-of-way of Coastal Oaks Drive, 65' south of Nectarine Street. (Manzie & Drake Job No. 17006) (Field Book X-275, Page 74) (Elevation = 23.05' NAVD 1988).
10) 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.

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LEGEND

A/C = AIR CONDITIONER
C.A.T.V. = CABLE TELEVISION PEDESTAL
℄ = CENTERLINE
= CHAIN LINK OR WIRE FENCE
= CONCRETE FLATWORK
—OHU— = OVERHEAD UTILITY WIRES
E = ELECTRICITY METER
= FIRE HYDRANT
G = GAS METER
= LIGHT POLE
= COVERED AREA
N.A.V.D. = NORTH AMERICAN VERTICAL DATUM
B.R. = BEARING REFERENCE
F.D.C. = FIRE DEPARTMENT CONNECTION
BFP = BACK-FLOW PREVENTER
CMP = CORRUGATED METAL PIPE
RCP = REINFORCED CONCRETE PIPE
PVC = POLYVINYL CHLORIDE
HDPE = HIGH DENSITY POLYETHYLENE
S = SEWER CLEANOUT
= SEWER MANHOLE
= STORM MANHOLE
= GREASE MANHOLE
T = TELEPHONE PEDESTAL
W = WATER METER
= WOOD FENCE
= WOOD FLATWORK
= WOOD POWER POLE
= WELL
= MONITORING WELL
= SEWER VALVE
= WATER VALVE
= YARD DRAIN

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
☐ WILLIAM D. PINKSTON, P.S.M. 6793

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."

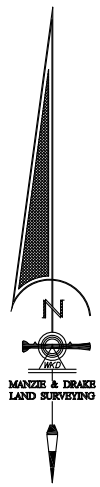
SCALE: 1"=50' JOB NO: 14681 DATE: 8/22/16 CADD: WKD
F.B. NO: X-292 PAGE NO: 20 FIELD CREW: GS/CB FILE NO: C-749

MANZIE & DRAKE LAND SURVEYING

EXHIBIT "D"

SHEET 1 OF 3

"SITE PLAN"

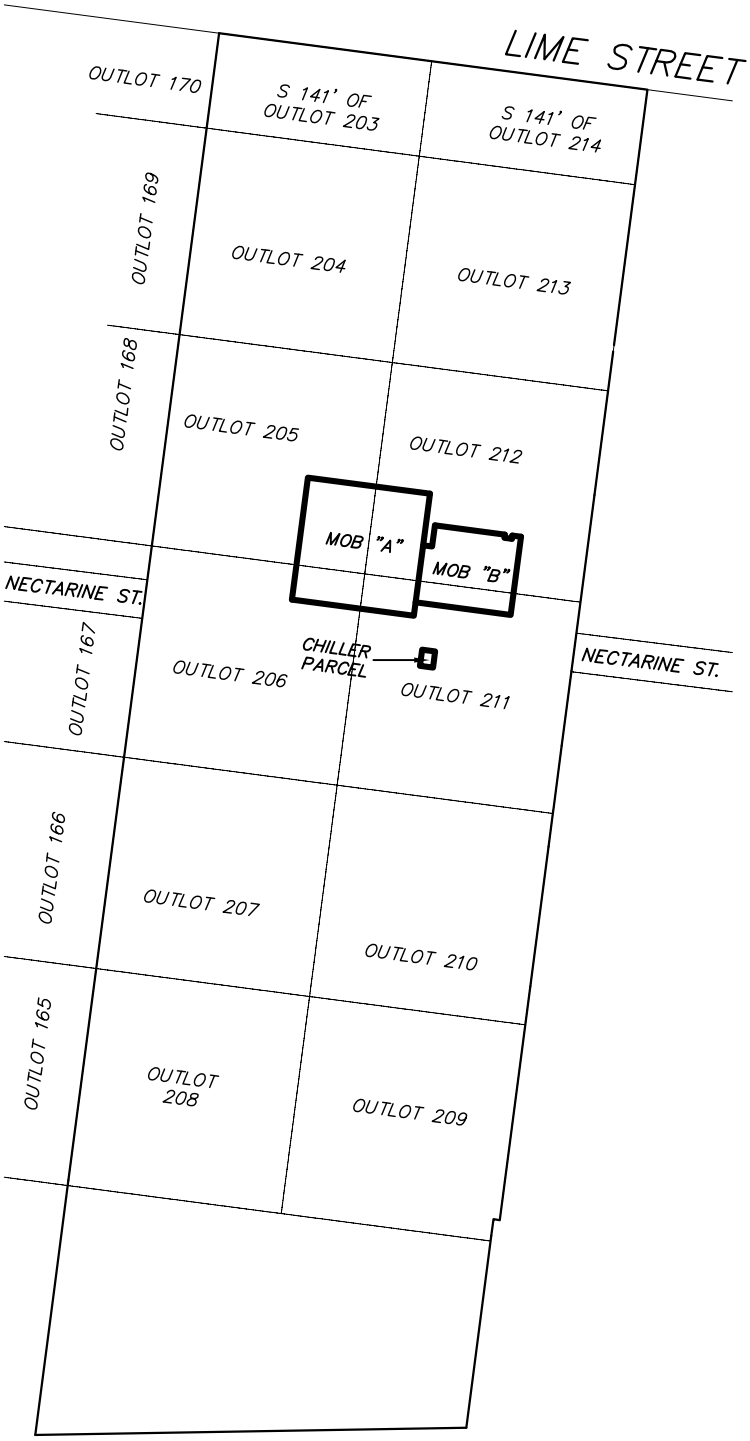


GRAPHIC SCALE

0 150 300

(IN FEET)

1 inch = 300 ft.



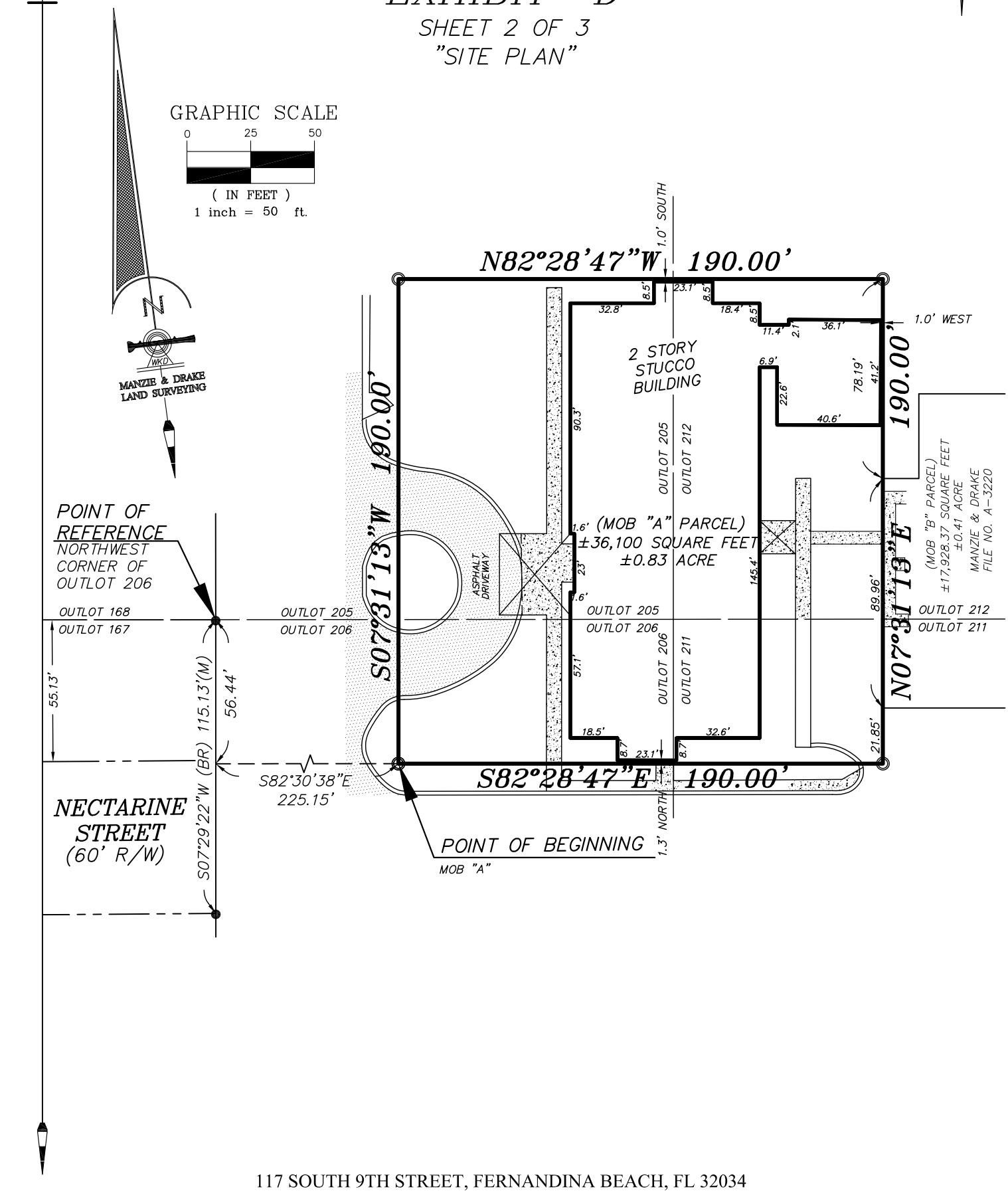
117 SOUTH 9TH STREET, FERNANDINA BEACH, FL 32034
OFFICE (904)491-5700 * FAX (904)491-5777
WWW.MANZIEANDDRAKE.COM

MANZIE & DRAKE LAND SURVEYING

EXHIBIT "D"

SHEET 2 OF 3

"SITE PLAN"



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WWW.MANZIEANDDRAKE.COM

MANZIE & DRAKE LAND SURVEYING

EXHIBIT "D"

SHEET 3 OF 3

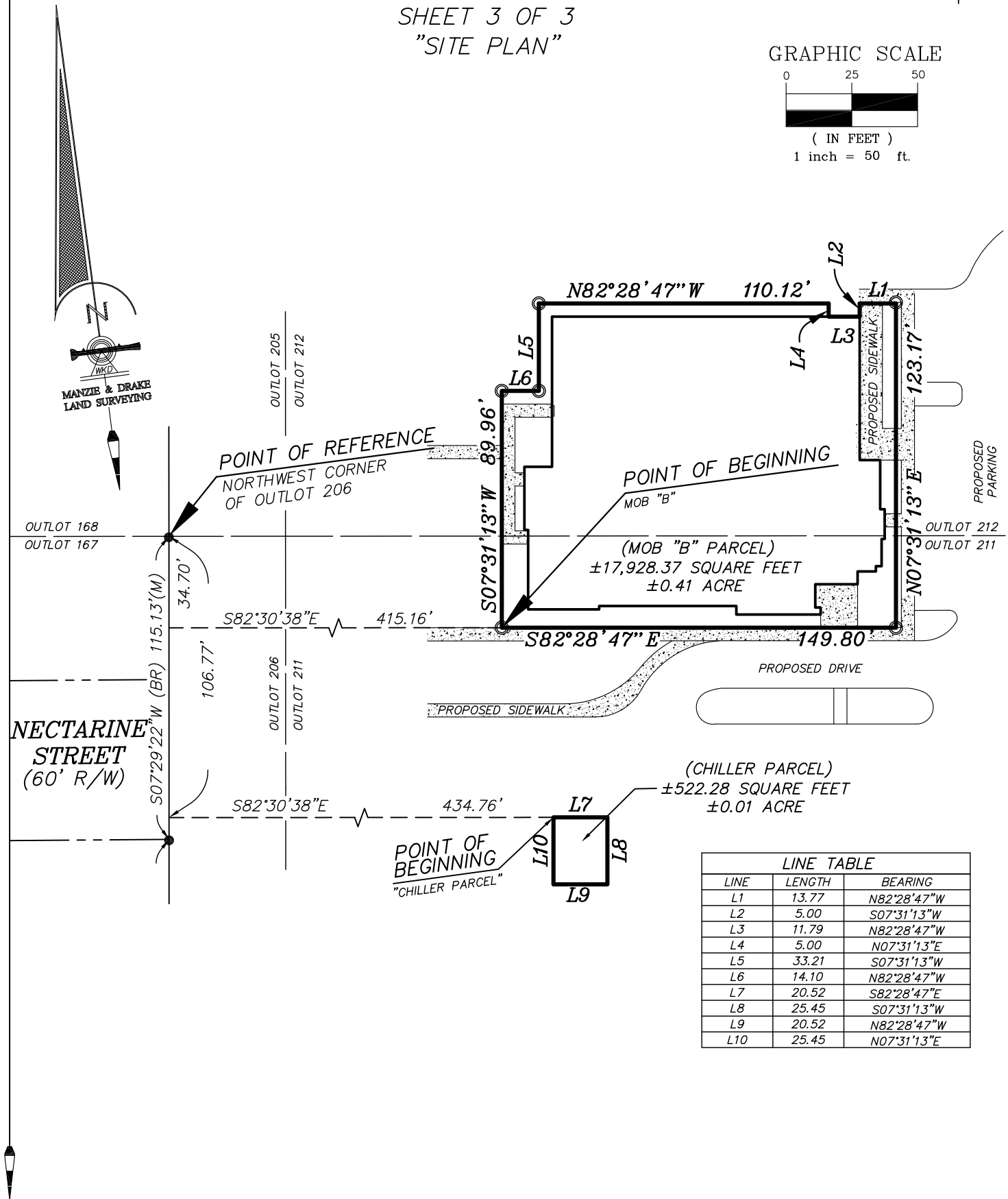
"SITE PLAN"

GRAPHIC SCALE

0 25 50

(IN FEET)

1 inch = 50 ft.



LINE TABLE		
LINE	LENGTH	BEARING
L1	13.77	N82°28'47"W
L2	5.00	S07°31'13"W
L3	11.79	N82°28'47"W
L4	5.00	N07°31'13"E
L5	33.21	S07°31'13"W
L6	14.10	N82°28'47"W
L7	20.52	S82°28'47"E
L8	25.45	S07°31'13"W
L9	20.52	N82°28'47"W
L10	25.45	N07°31'13"E

117 SOUTH 9TH STREET, FERNANDINA BEACH, FL 32034

OFFICE (904)491-5700 * FAX (904)491-5777

WWW.MANZIEANDDRAKE.COM

MAP OF BOUNDARY SURVEY

PORTION OF NASSAU BAPTIST MEDICAL CENTER

LINE TABLE		
LINE	LENGTH	BEARING
L1	13.77	N82°28'47"W
L2	5.00	S07°31'13"W
L3	11.79	N82°28'47"W
L4	5.00	N07°31'13"E
L5	33.21	S07°31'13"W
L6	14.10	N82°28'47"W
L7	20.52	S82°28'47"E
L8	25.45	S07°31'13"W
L9	20.52	N82°28'47"W
L10	25.45	N07°31'13"E

MOB "B" PARCEL

A PORTION OF OUTLOTS 211 AND 212, CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA), NASSAU COUNTY, FLORIDA, AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901) BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE NORTHWEST CORNER OF OUTLOT 206, ACCORDING TO SAID PLAT OF FERNANDINA BEACH; THENCE SOUTH 07°29'22" WEST, ALONG THE WEST LINE OF SAID OUTLOT 206, A DISTANCE OF 34.70 FEET; THENCE SOUTH 82°30'38" EAST A DISTANCE OF 415.16 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 82°28'47" EAST A DISTANCE OF 149.80 FEET; THENCE NORTH 07°31'13" EAST A DISTANCE OF 123.17 FEET; THENCE NORTH 82°28'47" WEST A DISTANCE OF 13.77 FEET; THENCE SOUTH 07°31'13" WEST A DISTANCE OF 5.00 FEET; THENCE NORTH 82°28'47" WEST, A DISTANCE OF 11.79 FEET; THENCE NORTH 07°31'13" EAST, A DISTANCE OF 5.00 FEET; THENCE NORTH 82°28'47" WEST, A DISTANCE OF 110.12 FEET; THENCE SOUTH 07°31'13" WEST, A DISTANCE OF 33.21 FEET; THENCE NORTH 82°28'47" WEST, A DISTANCE OF 14.10 FEET; THENCE SOUTH 07°31'13" WEST, A DISTANCE OF 89.96 FEET TO THE POINT OF BEGINNING.

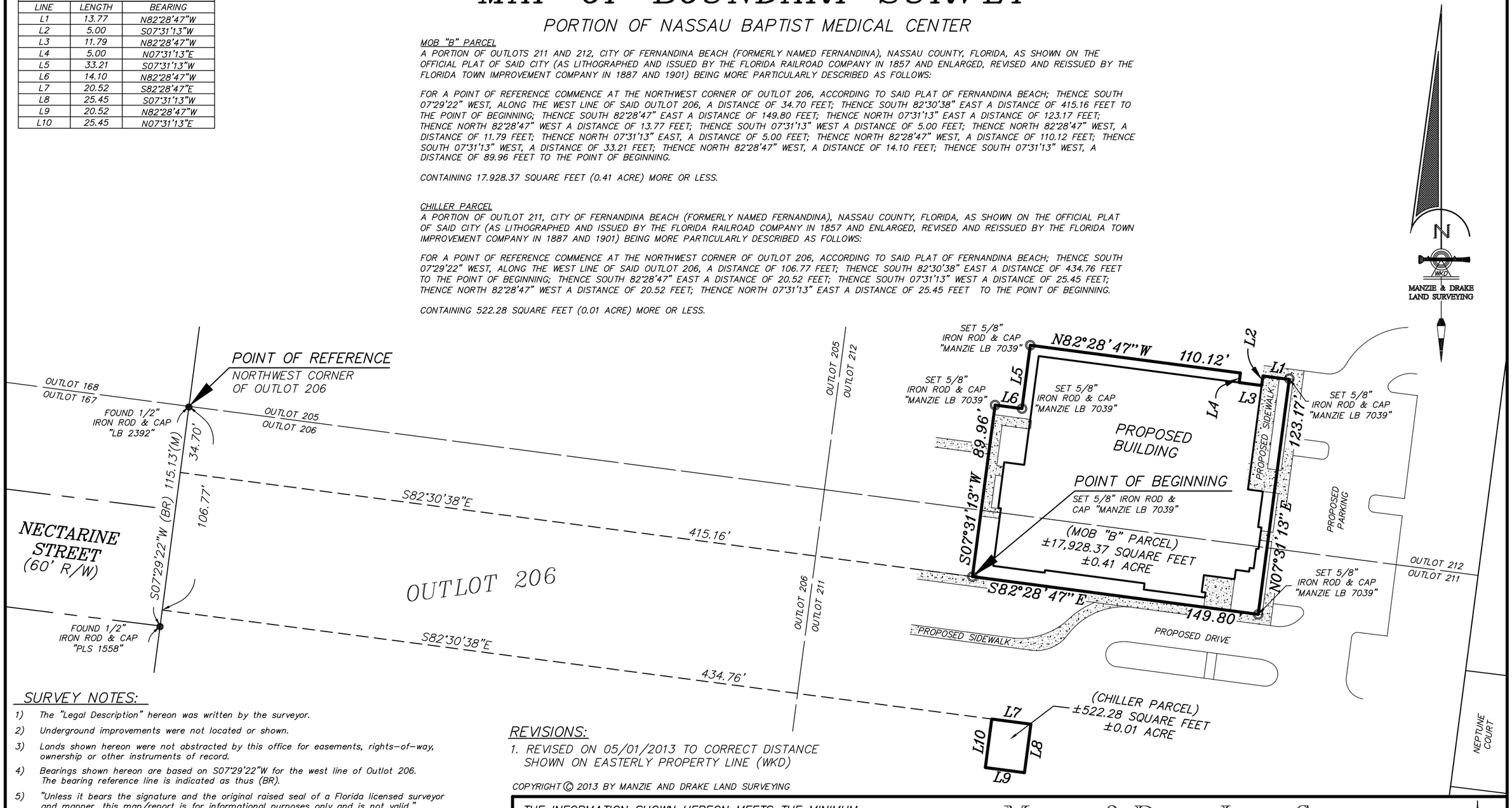
CONTAINING 17.928.37 SQUARE FEET (0.41 ACRE) MORE OR LESS.

CHILLER PARCEL

A PORTION OF OUTLOT 211, CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA), NASSAU COUNTY, FLORIDA, AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901) BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE NORTHWEST CORNER OF OUTLOT 206, ACCORDING TO SAID PLAT OF FERNANDINA BEACH; THENCE SOUTH 07°29'22" WEST, ALONG THE WEST LINE OF SAID OUTLOT 206, A DISTANCE OF 106.77 FEET; THENCE SOUTH 82°30'38" EAST A DISTANCE OF 434.76 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 82°28'47" EAST A DISTANCE OF 20.52 FEET; THENCE SOUTH 07°31'13" WEST A DISTANCE OF 25.45 FEET; THENCE NORTH 82°28'47" WEST A DISTANCE OF 20.52 FEET; THENCE NORTH 07°31'13" EAST A DISTANCE OF 25.45 FEET TO THE POINT OF BEGINNING.

CONTAINING 522.28 SQUARE FEET (0.01 ACRE) MORE OR LESS.



SURVEY NOTES:

1) The "Legal Description" hereon was written by the surveyor.
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 S07°29'22"W for the west line of Outlot 206. 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 F, Dated 12/17/2010. 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) Fence ownership, if applicable, has not been determined by this office.
8) **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.**

REVISIONS:

1. REVISED ON 05/01/2013 TO CORRECT DISTANCE SHOWN ON EASTERLY PROPERTY LINE (WKD)

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THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS 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

MANZIE & DRAKE LAND SURVEYING
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Certificate of Authorization Number "LB 7039"

"OUR ***SIGHTS*** ARE ON THE FUTURE,
SET YOUR ***SITES*** ON US."

SCALE: 1"=50' JOB NO: 14681 DATE: 3/29/13 CADD: WKD
F.B. NO: FILE PAGE NO: FILE FIELD CREW: N/A FILE NO: A-3220

MAP OF BOUNDARY SURVEY

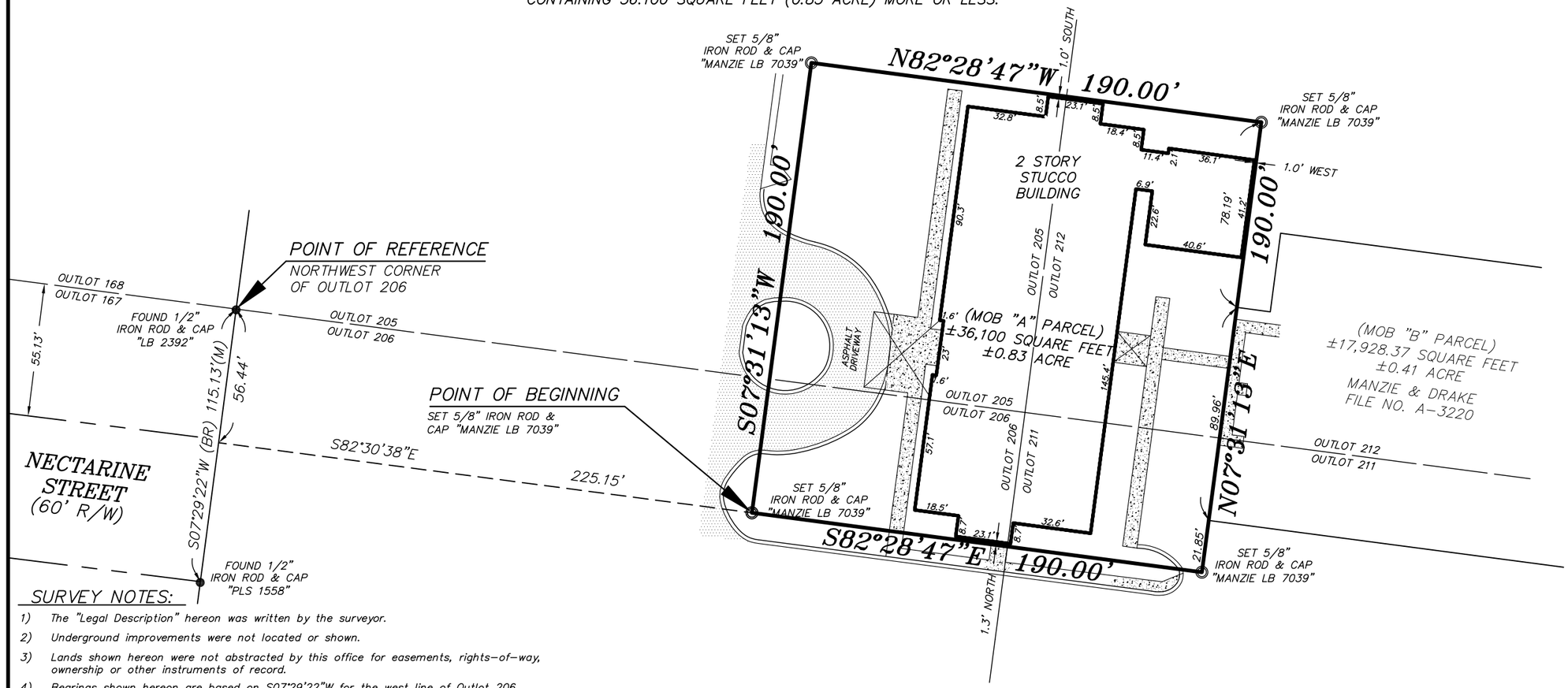
PORTION OF NASSAU BAPTIST MEDICAL CENTER

MOB "A" PARCEL

A PORTION OF OUTLOTS 205, 206, 211 AND 212, CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA), NASSAU COUNTY, FLORIDA, AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901) BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE NORTHWEST CORNER OF OUTLOT 206, ACCORDING TO SAID PLAT OF FERNANDINA BEACH; THENCE SOUTH 07°29'22" WEST, ALONG THE WEST LINE OF SAID OUTLOT 206, A DISTANCE OF 56.44 FEET; THENCE SOUTH 82°30'38" EAST A DISTANCE OF 225.15 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 82°28'47" EAST A DISTANCE OF 190.00 FEET; THENCE NORTH 07°31'13" EAST A DISTANCE OF 190.00 FEET; THENCE NORTH 82°28'47" WEST A DISTANCE OF 190.00 FEET; THENCE SOUTH 07°31'13" WEST A DISTANCE OF 190.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 36,100 SQUARE FEET (0.83 ACRE) MORE OR LESS.



N

WKD

MANZIE & DRAKE LAND SURVEYING

SURVEY NOTES:

1) The "Legal Description" hereon was written by the surveyor.
2) Underground improvements were not located or shown.
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4) Bearings shown hereon are based on S07°29'22"W for the west line of Outlot 206. 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 F, Dated 12/17/2010. 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.
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SCALE: 1"=50' JOB NO: 14681 DATE: 8/9/13 CADD: WKD
F.B. NO: FILE PAGE NO: FILE FIELD CREW: N/A FILE NO: A-3334

JUL 8 1994

BK0708PG1569
OFFICIAL RECORDS

Rec 15.00
ds .70

QUITCLAIM DEED

THIS QUITCLAIM DEED is made as of the 30th day of June, 1994, by **NASSAU GENERAL HOSPITAL BOARD OF TRUSTEES** (formerly Humphreys Memorial Hospital), a political subdivision of the State of Florida, organized and existing under Chapter 21228, Laws of Florida 1941 and subsequent additions and revisions thereof ("Grantor"), whose address is 1250 S. 18th Street, Fernandina Beach, Florida 32034, to **BAPTIST MEDICAL CENTER OF NASSAU, INC.**, a Florida not-for-profit corporation ("Grantee"), whose address is 800 Prudential Drive, Jacksonville, Florida 32207.

WITNESSETH, that the Grantor, for and in consideration of the sum of $10.00 and other valuable considerations, receipt whereof is hereby acknowledged, does hereby remise, release and quitclaim unto the Grantee forever, all the right, title, interest, claim and demand which the Grantor has in and to that certain land situate in Nassau County, Florida, more particularly described in Exhibit "A" attached hereto and by this reference made a part hereof.

TO HAVE AND TO HOLD the same together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of the Grantor, either in law or equity, to the only proper use, benefit and behoof of the Grantee.

THIS deed has been executed and delivered by Grantor pursuant to the authority set forth in 1994 Fla. Laws ch. 446.

IN WITNESS WHEREOF the Grantor has caused these presents to be executed in its name and its seal to be hereunto affixed by its proper officers thereunto duly authorized, the day and year first above written.

Signed, sealed and delivered in the presence of:

Ann Hernandez
Print Name: ANN Hernandez

Farid Ullah MD
Print Name: FARID ULLAH MD

NASSAU GENERAL HOSPITAL BOARD OF TRUSTEES

By Joni Branan
Joni Branan
Chairman of the Board

(SEAL)

THIS INSTRUMENT PREPARED BY:
G. PRESTON KEYES
1800 FIRST UNION NATIONAL BANK TOWER
225 WATER STREET
JACKSONVILLE, FLORIDA 32202

RECORD AND RETURN TO:
SMITH HULSEY & BUSEY
1800 FIRST UNION NATIONAL BANK TOWER
225 WATER STREET
JACKSONVILLE, FLORIDA 32202

NASSAU COUNTY
126531
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT OF REVENUE
JUL-8-94
00.70

15.00
.70
62163

STATE OF FLORIDA
COUNTY OF NASSAU

The foregoing instrument was acknowledged before me this 2, 5th day of June, 1994, by Joni Branan, as Chairman of Nassau General Hospital Board of Trustees (formerly Humphreys Memorial Hospital), a political subdivision of the State of Florida, organized and existing under Chapter 21228, Laws of Florida 1941 and subsequent additions and revisions thereof, on behalf of Nassau General Hospital Board of Trustees. She is personally known to me or has produced _____ as identification.

Julia O. Burk
Print Name: Julia O. Burk
Notary Public, State of Florida
Commission No. _____
My Commission Expires:

JULIA O. BURK
My Commission CC266763
Expires Aug. 13, 1997
Bonded by ANB
(407) 652-5678

116778

EXHIBIT "A" BK0708PG1571

OFFICIAL RECORDS

All those certain pieces or parcels of land, situate, lying and being adjacent to and South of the City Limits of the City of Fernandina Beach, Florida, formerly named Fernandina, Nassau County, Florida, and known and described on the official plat of said City (as lithographed and issued by the Florida Railroad Company in 1857 and enlarged, revised and reissued by the Florida Town Improvement Company in 1887 and 1901) as all of Outlots Numbered Two Hundred Four (204) through Two Hundred Thirteen (213), inclusive and the Southerly One Hundred Forty-one (141) feet of Outlots Two Hundred Three (203) and Two Hundred Fourteen (214). ALSO that part of Section Twenty-five (25), Township Three (3) North, Range Twenty-eight (28) East, described as follows:

> Beginning at the Southwesterly corner of Outlot Number Two Hundred Eight (208) and go South Eighty-two (82) degrees, Twenty-eight (28) minutes East along the Southerly line of Outlot Two Hundred Eight (208) and Two Hundred Nine (209) for Six Hundred Sixty-six (666) feet, to the Southeast corner of Outlot Number Two Hundred Nine (209); thence go North Seven (7) degrees, Thirty-two (32) minutes East along the Easterly line of Outlot Number Two Hundred Nine (209), for Twenty-six (26) feet to the Southwesterly corner of Citrona Lot Number Sixty (60); thence go South Eighty-two (82) degrees, Twenty-eight (28) minutes East along the Southerly line of Citrona Lots Numbered Sixty (60) and Fifty-nine (59), for Six Hundred Eighty-one (681) feet, more or less, to the Southerly line of Section Twenty-five (25); thence go South Eighty-nine (89) degrees, Two (02) minutes West along the Southerly line of Section Twenty-five (25) for One Thousand Three Hundred Sixty-one and Ninety-five Hundredths (1361.95) feet; more or less, to a point on the extension of the West line of Outlot Number Two Hundred Eight (208) to the South; thence go North Seven (7) degrees, Thirty-two (32) minutes East, for One Hundred Seventy-five and Thirty-one Hundredths (175.31) feet to the point of beginning at the Southwest corner of Outlot Two Hundred Eight (208).

This parcel of land contains Two and Seventy-one Hundredths (2.71) acres, more or less. The Outlots described above contain Twenty-seven and Sixty-one Hundredths (27.61) acres. This makes a total of Thirty and Thirty-two Hundredths (30.32) acres, more or less.

FILED & RECORDED IN PUBLIC RECORDS OF NASSAU COUNTY, FL RECORD VERIFIED

118639

9411645

94 JUL -8 PM 3:44

CLERK OF COURTS
NASSAU COUNTY, FLORIDA

Print

Planning Advisory Board (PAB) - Submission #5889

Date Submitted: 9/2/2020

Planning Advisory Board (PAB) Application

USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).

Fees

Once application is submitted it will be reviewed for completeness. Once verified complete, an invoice will be emailed to the applicant.

- [ ] Zoning Map Amendment (â‰¤ 10 acres $1,000 / > 10acres $2,000)
- [ ] Land Use Map Amendment (â‰¤ 10 acres $1,000 / > 10acres $2,000)
- [ ] LDC Text Amendment ($1,000)
- [ ] Comp Plan Amendment ($1,700)
- [ ] Subdivision Plat â€“ Preliminary (â‰¤ 20 units $1,000 / > 20 units $1,600)
- [ ] Subdivision Plat â€“ Final ($850)
- [ ] Vacation of R.O.W. ($1,700)
- [x] Voluntary Annexation ($1,500)
- [ ] Revision to each PAB Application - To offset additional display ad fee ($400)

PAB 2020 - MEETING AND SUBMISSION DEADLINE CALENDAR

PAB 2020

IMPORTANT NOTES

Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, youâ€™ll need to meet with a City Planner prior to submitting your application. Completed applications are due 30 days prior to the Planning Advisory Board meeting date.

Please see the Land Development Code (LDC) for detailed information:

- ☐ LDC Text Amendment â€“ see LDC Section 11.01.08.
- ☐ Preliminary Subdivision Plat â€“ see LDC Section 11.01.05.
- ☐ Final Subdivision Plat â€“ LDC Section 11.01.05.
- ☐ Zoning Map Changes â€“ See LDC Section 11.01.07.

The LDC is available for review at

www.fbfl.us/LDC

Application Requirements

- ☐ A complete application filed at least thirty (30) days before the date of the Planning Advisory Boardâ€™s public hearing;
- ☐ Proof of Ownership (copy of deed or tax statement);
- ☐ A current survey of the property (no older than two years);
- ☐ If applying as an agent, Ownerâ€™s Authorization for Agent Representation form needs to be signed/ notarized and included in application;
- ☐ A detailed letter of intent stating the following:
- ☐ o The consistency of the proposed amendment(s) or action(s) with the Cityâ€™s Comprehensive Plan.
- ☐ o A justification for the proposed amendment(s) or action(s).

PROPERTY INFORMATION

Property information can be found at the Nassau County Property Appraiserâ€™s Website â†’ Map Search

Site Address*

S. 18th Street - Baptist Medical Center

City*

Fernandina Beachfl

State*

FL

Zip*

32034

Parcel ID #(s)*

00-00-31-1600-0203-0000; 00-00-31-1600-0205-001L; 00-00-31-1600-0205-002L; 00-00-31-0160-0000-0000

Lot*

various

Block*

various

Subdivision*

n/a

Zoning District*

C-1

Future Land Use Designation*

Public & Institutional

REVIEW TYPE*

- [ ] Zoning Map Amendment â‰¤ 10 acres
- [ ] Zoning Map Amendment > 10 acres
- [ ] LDC Text Amendment
- [ ] Comp Plan Amendment
- [ ] Subdivision Plat â€“ Preliminary â‰¤ 20 units
- [ ] Subdivision Plat â€“ Preliminary > 20 units
- [ ] Subdivision Plat â€“ Final
- [ ] Vacation of R.O.W.
- [x] Voluntary Annexation
- [ ] Revision to PAB Application

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

various

Last Name*

various

Company (if applicable)

n/a

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

FL

Zip*

32034

Telephone Number*

904-310-3480

Email Address*

kgibson@fbfl.city

OWNER'S AGENT

If other than owner. If an agent will be representing the owner, an Ownerâ€™s Authorization For Agent Representation form must be included

First Name

Kelly

Last Name

Gibson

Mailing Address

204 Ash Street

City

Fernandina Beach

State

FL

Zip

32034

Telephone Number

904-310-3480

E-mail Address

kgibson@fbfl.city

PROJECT INFORMATION

Previous Planning/Zoning Approvals

Summary of Request (more detailed information to be provided in required letter of intent)*

voluntary annexation of the following parcels: 00-00-31-1600-0203-0000; 00-00-31-1600-0205-001L; 00-00-31-1600-0205-002L; 00-00-31-0160-0000-0000

Certification*

☑ By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.

☑ I acknowledge that I understand and have complied with all of the submittal requirements and procedures.

Applicant First Name*

Kelly

Applicant Last Name*

Gibson

Today's Date*

9/2/2020

Upload Supporting Documentation*

Annexation_2020.xlsx

Upload 2

Choose File No file selecte

Upload 3

Choose File No file selecte

Upload 4

Choose File No file selecte

DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Board Appointment
Board of Trustees of the Firefighters' and Police Officers' Pension Plan

ITEM TYPE: Board Appointment

REQUESTED ACTION: Approve appointment.

SYNOPSIS: In accordance with the City of Fernandina Beach Firefighters' and Police Officers' Pension Plan (PFPP) Operating Rules and Procedures Section 1.7(b): the Resident Trustee shall be a legal resident of the municipality and vacancies among the Resident Trustee seat shall be filled by the City Commission.

The PFPP Resident Trustee seat is vacant. City Clerk's Office is in receipt of three Advisory Board/Committee applications for the City Commissions' consideration: Ms. Jerry Hester, Mr. David Samson and Mr. James Rauschenberger. The selected appointee would serve a two-year term ending November 2022.

The applicants are City residents as required by City Code Section 62-73.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission appoint _____ to a two-year term to expire November 2022.

Caroline Best, City Clerk	10/2/2020
Nicole Bednar, Administrative Services Manager	10/5/2020
Dale L. Martin, City Manager	10/5/2020

Kimberly Elliott Briley

Date: October 02, 2020

Submitted By: Kim Briley, Deputy City Clerk

COMMISSION ACTION: Approve

Kim Briley

From: Teresa Bryan
Sent: Friday, October 2, 2020 10:27 AM
To: kcashley@bellsouth.net; Walter Sturges; Rusty Burke; rustylburke@gmail.com; walter.sturges@aol.com
Cc: Kim Briley; Denise Matson; pherrera@sugarmansusskind.com; Jessica De la Torre Vila
Subject: Applications for vacant PFPP board seat
Attachments: James Rauschenberger PFPP Board Application 100120.pdf; Samson PFPP Board Application.docx

Good morning,

Recently I received the two attached applications for the vacant City Commission appointed seat on the Police and Fire pension board. These applications will be forwarded to the City Clerk's office to be placed on an upcoming City Commission agenda for their consideration and possible approval and are being sent to you for your information only.

Please feel free to contact me if you have questions.

If you choose to respond via email please DO NOT reply to all.

Teresa Bryan
Senior HR Generalist
City of Fernandina Beach
204 Ash St.
Fernandina Beach, FL 32034
(904) 310-3127 | tbryan@fbfl.org
www.fbfl.us

If this email is related to the Board, Committee or Commission that you serve on, please DO NOT REPLY TO ALL.

Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempted by the Public Records Law. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Caroline Best

From: noreply@civicplus.com
Sent: Wednesday, October 7, 2020 4:13 PM
To: Caroline Best; Kim Briley
Subject: Online Form Submittal: Advisory Board/Committee Application

Advisory Board/Committee Application

This application is intended to provide information that will enable the City Commission to select the most qualified Board/Committee members. Please complete all applicable sections and return the form along with your current résumé to the City Clerk's Office.

City of Fernandina Beach
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3115

Name	Jerry Hester
Home Mailing Street Address	2323 Yard Arm Way
City	Fernandina Beach
Zip Code	32034
Primary Phone	954-632-0920
Secondary Phone	*Field not completed.*

Please note that board materials are distributed electronically.

Email to receive board materials	jerry.hester32@gmail.com
Employer	Retired
Position Title	FBI Special Agent
Business Address	*Field not completed.*
City	*Field not completed.*
Zip	*Field not completed.*

Select the advisory board/committee you are applying for:	Board of Adjustment
Additional board that you are applying for:	Board of Trustees of the Fire & Police Pension Plan
Why are you interested in serving on this Board? Please explain.	I have been fortunate enough to retire from public service, and wish to still serve the community.

Eligibility

Are you a resident of the City?	Yes
Length of time:	August 2020
Do you hold a public office?	No
Office name:	*Field not completed.*
Are you employed by the City?	No
Position:	*Field not completed.*
Are you currently serving on a Board?	No
Board Name:	*Field not completed.*

Potential Conflict of Interest:

Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach?	No
If yes, please provide details:	*Field not completed.*

Major Affiliations:

List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any):	N/a
Qualifications:	
Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:	I served as a Special Agent with the FBI for 21 years. Prior to the FBI, I was a local government auditor and also served in the U.S. Air Force.
Organization or Commissioner sponsoring nomination (if applicable):	*Field not completed.*
Educational Background: (Check all that apply)	BS/A
Other:	*Field not completed.*
Major areas of study:	Accounting

Florida's Public Records Law, Chapter 119, Florida Statutes, states:

"It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Commission when vacancies occur and are effective for two years from date of completion.

Do you understand the duties and responsibilities of the Board/Committee that you are applying for?	Yes

By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Date	10/7/2020
Applicant's Signature	Jerry Hester

Email not displaying correctly? View it in your browser.

City of Fernandina Beach
Advisory Board/Committee Application

This application is intended to provide information that will enable the City Commission to select the most qualified Board/Committee members. Please complete all applicable sections and return the form along with your current résumé to the City Clerk's Office.

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3115 or cbest@fbfl.org

Nominee Information: (Please type or print) Name James T Rauschenberger

Home Mailing Street Address 2738 Sea Grove

City Fernandina Beach Zip 32034

Primary Phone 404-729-5708 Secondary Phone _____

Please note that board materials are distributed electronically.

Email to receive board materials manabout town310@gmail.com

Employer n/a - retired - formerly Position Title Partner - Small Golden Gregory

Business Street Address 177 17th Street

City Atlanta GA Zip _____

Select the board(s) you are applying for:

Airport Advisory Commission	Arts and Culture Nassau
Board of Adjustment	Code Enforcement and Appeals Board
Community Development Block Grant Citizen Advisory Taskforce	General Employee Pension Board
Greens and Oversight Committee	Historic District Council
Housing Authority	Parks and Recreation Advisory
Peck Center Committee	CRA Advisory Board
Planning Advisory Board	Police/Fire Pension Board
Waterfront Florida Partnership	

Other _____

Why are you interested in serving on this Board? Please explain. to volunteer and use my unique skills to help the city

Eligibility

Are you a resident of the City? ☒ Yes ☐ No Length of time: 3 1/2 yrs

Do you hold a public office? ☐ Yes ☒ No Office name: _____

Are you employed by the City? ☐ Yes ☒ No Position: _____

Are you currently serving on a Board? ☐ Yes ☒ No Board Name: _____

Potential Conflict of Interest:

Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach? ☐ Yes ☒ No

If yes, please provide details: _____

Major Affiliations:

List community, professional, or other applicable policy-making Boards on which you have served.
Note the length of service and office held (if any): _____

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended: Retired attorney; worked for 15+ yrs doing qualified retirement plan work; served for over 20 years as a fiduciary of a 700+ participant law firm retirement plan, including approx 10 years as chairman of the law firms benefits committee, which was plan fiduciary.

Organization or Commissioner sponsoring nomination (if applicable): _____

Educational Background: (Check all that apply)

☒ High School ☐ AA ☒ BS/A ☐ MS/A ☐ Ph.D. ☒ J.D.

Other _____

Major areas of study: undergrad business / accounting - law school - general

Other experience or skills that may be valuable to the Board: extensive financial - investment analysis / professional experience in modeling and projecting for various real estate developments. Also did quite a bit of legal work with various government agencies, including housing authorities, economic and development authorities

Florida's Public Records Law, Chapter 119, Florida Statutes, states:

"It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

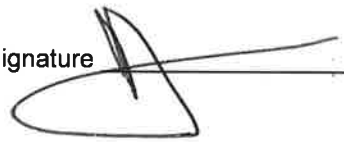
I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Commission when vacancies occur and are effective for two years from date of completion.

Do you understand the duties and responsibilities of the Board/Committee that you are applying for?

☒ Yes ☐ No

By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Applicant's Signature  Date 10-1-2020

Advisory Board/Committee Application

This application is intended to provide information that will enable the City Commission to select the most qualified Board/Committee members. Please complete all applicable sections and return the form along with your current résumé to the City Clerk's Office.

City of Fernandina Beach
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3115

Name	David Samson
Home Mailing Street Address	DHSAMSO@YAHOO.COM
City	Fernandina Beach
Zip Code	32034
Primary Phone	9044107271
Secondary Phone	9042063254

Please note that board materials are distributed electronically.

Email to receive board materials	dhsamso@yahoo.com
Employer	retired
Position Title	retired
Business Address	1866 1ST AVE
City	FERNANDINA BEACH
Zip	32034-4525
Select the advisory board/committee you are applying for:	Board of Trustees of the Fire & Police Pension Plan

Additional board that you are applying for:	None
Why are you interested in serving on this Board? Please explain.	I have long experience helping manage pension plans and wish to use my expertise to help the city.

Eligibility

Are you a resident of the City?	Yes
Length of time:	10 years
Do you hold a public office?	No
Office name:	*Field not completed.*
Are you employed by the City?	No
Position:	*Field not completed.*
Are you currently serving on a Board?	No
Board Name:	*Field not completed.*

Potential Conflict of Interest:

Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach?	No
If yes, please provide details:	*Field not completed.*

Major Affiliations:

List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any):	I was a board member and Treasurer of Starting point Behavioral from 2013 to 2019.

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:	From 1971 to 2009 I worked for ExxonMobil in various capacities in the Accounting/Finance area most recently as Manager of Benefits Finance at the Dallas Headquarters. In this role I was responsible for the worldwide investments in the Company's 401k plans and assisted in the management of the defined benefit plan assets. Before this assignment I held numerous positions primarily in Auditing, Financial Reporting, and Accounting Policy. I had a lead role in SEC reporting and accounting compliance. After retiring, I have kept active as Treasurer and Board member of Starting Point Behavioral Healthcare (Nassau county's sole mental health provider) and by volunteering for VITA (Volunteer Income Tax Assistance), which helps low income and elderly taxpayers file their returns. I am a licensed CPA in Florida.
Organization or Commissioner sponsoring nomination (if applicable):	*Field not completed.*
Educational Background: (Check all that apply)	MS/A
Other:	I have an MBA from theTuck Business School at Dartmouth and am an licensed CPA in Florida.
Major areas of study:	Accounting and Finance

Florida’s Public Records Law, Chapter 119, Florida Statutes, states:

“It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person.” Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are

required to file a financial disclosure form (Form1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Commission when vacancies occur and are effective for two years from date of completion.

Do you understand the duties and responsibilities of the Board/Committee that you are applying for?	Yes

By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Date	June 20, 2020
Applicant's Signature	David H Samson

Board of Trustees of the Fire and Police Pension Plan

Position	Term	Name & Address	Phone
1	02-01-2017	Karl Ashley 1630 Park AVenue, Fernandina Beach, FL 32034 kcashley@bellsouth.net	(904) 206-4367
2	01-01-2016	Rusty Burke 204 Ash Street, Fernandina Beach, FL 32034 rburke@fbfl.org	(904) 277-7331
3	12-01-2012	Jim Norman 204 Ash Street, Fernandina Beach, FL 32034 jjnorman@fbfl.org	(904) 277-7342
4	02-01-2013	Walter Sturges 204 Ash Street, Fernandina Beach, FL 32034 wsturges@fbfl.org	(904) 277-7342

Board of Trustees of the Fire and Police Pension Plan

Term Length: 24 Months

Max Terms: No Limit

Number of Members: 5

Meeting Schedule: Third Thursday of the 2nd month following the end of each quarter

Meeting Time: 1:00 PM

Meeting Location:

Meeting Address:

Type: Advisory Board

Description:

Council Liaison:

Staff Liaison:
Teresa Bryan

tbryan@fbfl.org

Position Number	Name	Appt Date	No. of Terms Served	Term Expiration Date
1	Karl Ashley	02/01/2017	1	12/01/2021
2	Rusty Burke	01/01/2016	1	12/01/2022
3	Jim Norman	12/01/2012	1	12/01/2020
4	Walter Sturges	02/01/2013	1	12/01/2020

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Board Appointment
Golf Course Advisory Board

ITEM TYPE: Board Appointment

REQUESTED ACTION: Approve appointments.

SYNOPSIS: In accordance with Resolution 2017-82: the Golf Course Advisory Board (GCAB) is to consist of five members with the terms of office to be for a period of three years, for three of the members, and one year for the Men' s and Ladies' Golf Association appointees who shall be eligible for re-election by their Association and re-appointment by the City Commission.

Ms. Jayne Paige submitted an application expressing interest in serving on the GCAB.

Additionally, the Fernandina Beach Women's Golf Association (FBWGA) President Ms. Denise Buse submitted an email stating Ms. Sue Simpson is to serve as the FBWGA appointee on the GCAB. If appointed, Ms. Simpson will serve a one-year term which will expire December 2021.

Mr. Simpson and Ms. Paige reside within the jurisdictional boundaries of the City of Fernandina Beach as required by Charter Section 69.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission appoint Ms. Sue Simpson as the FBWGA Appointee to the Golf Course Advisory Board for a one-year term ending December 2021.

I further recommend that the City Commission appoint Ms. Jayne Paige to the GCAB for a two year term ending December 2023.

Caroline Best, City Clerk	10/1/2020
Nicole Bednar, Administrative Services Manager	10/5/2020
Dale L. Martin, City Manager	10/5/2020

Caroline Best

Submitted By: Caroline Best, City Clerk Date: September 30, 2020

COMMISSION ACTION: Approve

Caroline Best

From: denise buse <deno929@gmail.com>
Sent: Wednesday, September 30, 2020 12:33 PM
To: Caroline Best
Cc: Sue Simpson; Lynn Sikorski
Subject: Fernandina Beach Women's Golf League Representative

Hi Caroline
Please be advised that Sue Simpson is the designated representative for the Fernandina Beach Women's Golf Association. She will represent the association at the Golf Advisory Board meetings.
Please let me know if you have questions.

Thanks

Sincerely,
Denise Buse
FBWGA President

Sent from my iPhone

Caroline Best

From: Jayne Paige <jayne_paige@yahoo.com>
Sent: Thursday, October 8, 2020 12:21 PM
To: Caroline Best
Subject: RE: Online Form Submittal: Advisory Board/Committee Application

Hi Caroline, my home address is: 1709 Crescent Rd, FB

Sent from Yahoo Mail on Android

On Thu, Oct 8, 2020 at 12:14 PM, Caroline Best <cbest@fbfl.org> wrote:

Hi Ms. Paige,

Would you mind sharing your address?

Caroline Best, CMC
City Clerk
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3119 | cbest@fbfl.org
www.fbfl.us

If this email is related to the Board, Committee or Commission that you serve on, please DO NOT REPLY TO ALL.

Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempted by the Public Records Law. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Thursday, October 8, 2020 11:37 AM
To: Caroline Best <cbest@fbfl.org>; Kim Briley <kelliott@fbfl.org>
Subject: Online Form Submittal: Advisory Board/Committee Application

Advisory Board/Committee Application

This application is intended to provide information that will enable the City Commission to select the most qualified Board/Committee members. Please

complete all applicable sections and return the form along with your current résumé to the City Clerk's Office.

City of Fernandina Beach
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3115

Name	Jane Paige
Home Mailing Street Address	jayne_paige@yahoo.com
City	Fernandina Beach
Zip Code	32034
Primary Phone	9044152001
Secondary Phone	*Field not completed.*

Please note that board materials are distributed electronically.

Email to receive board materials	jayne_paige@yahoo.com
Employer	Retired
Position Title	n/a
Business Address	n/a
City	n/a
Zip	32034
Select the advisory board/committee you are applying for:	Golf Course Advisory Board
Additional board that you are applying for:	None
Why are you interested in serving on this Board? Please explain.	I have played golf at Fernandina Beach Golf Club since 1995. I worked PT at the golf course in the Administration office from 1995-2010. I think it is important to obtain information on the operations of the course plus as least have some input or suggestions to make the course better, therefore hopefully get

	more desirable to play especially with the competition from Amelia River and North Hampton. I have been a member of the Womens' league (FBWGA) since 1994 and also have represented FBWGA on the Golf Advisory Board for over 7 years. Just a note: I also belong to the Women's Golf Associations at North Hampton and Amelia River so I have some knowledge of their course.

Eligibility

Are you a resident of the City?	Yes
Length of time:	26 years
Do you hold a public office?	No
Office name:	*Field not completed.*
Are you employed by the City?	No
Position:	*Field not completed.*
Are you currently serving on a Board?	No
Board Name:	*Field not completed.*

Potential Conflict of Interest:

Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach?	No
If yes, please provide details:	*Field not completed.*

Major Affiliations:

List community, professional, or other applicable policy-making	Previous on The Golf Advisory Board, representing FBWGA for over 7 years.

Boards on which you have served. Note the length of service and office held (if any):	

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:	Worked PT in the Administration Office for over 16 years.
Organization or Commissioner sponsoring nomination (if applicable):	*Field not completed.*
Educational Background: (Check all that apply)	BS/A
Other:	*Field not completed.*
Major areas of study:	Biology

Florida's Public Records Law, Chapter 119, Florida Statutes, states:

"It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Commission when vacancies occur and are effective for two years from date of completion.

Do you understand the duties and responsibilities of the Board/Committee that you are applying for?	Yes

By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Date	October 8th, 2020
Applicant's Signature	Jane B. Paige

Email not displaying correctly? View it in your browser.

Caroline Best

From: noreply@civicplus.com
Sent: Wednesday, September 30, 2020 6:59 PM
To: Caroline Best; Kim Briley
Subject: Online Form Submittal: Advisory Board/Committee Application

Advisory Board/Committee Application

This application is intended to provide information that will enable the City Commission to select the most qualified Board/Committee members. Please complete all applicable sections and return the form along with your current résumé to the City Clerk's Office.

City of Fernandina Beach
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3115

Name	Sue Simpson
Home Mailing Street Address	suesimpsonfla@gmail.com
City	Fernandina Beach
Zip Code	32034
Primary Phone	904.491.0185
Secondary Phone	404.626.8280

Please note that board materials are distributed electronically.

Email to receive board materials	suesimpsonfla@gmail.com
Employer	retired
Position Title	*Field not completed.*
Business Address	2428 Los Robles Dr
City	Fernandina Beach
Zip	32034

Select the advisory board/committee you are applying for:	Golf Course Advisory Board
Additional board that you are applying for:	Golf Course Advisory Board
Why are you interested in serving on this Board? Please explain.	I play on the city course and I live on the city course.

Eligibility

Are you a resident of the City?	Yes
Length of time:	12 years
Do you hold a public office?	No
Office name:	*Field not completed.*
Are you employed by the City?	No
Position:	*Field not completed.*
Are you currently serving on a Board?	No
Board Name:	*Field not completed.*

Potential Conflict of Interest:

Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach?	No
If yes, please provide details:	*Field not completed.*

Major Affiliations:

	Field not completed.
List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any):	

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:	golfer
Organization or Commissioner sponsoring nomination (if applicable):	Fernandina Beach Women's Golf Assc.
Educational Background: (Check all that apply)	BS/A
Other:	*Field not completed.*
Major areas of study:	English Literature with a Secondary Education teaching certificate

Florida’s Public Records Law, Chapter 119, Florida Statutes, states:

“It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person.” Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes

I understand that if I am appointed to one of the City’s boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Commission when vacancies occur and are effective for two years from date of completion.

Do you understand the duties and responsibilities of the Board/Committee that you are applying for?	*Field not completed.*

By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Date	September 30, 2020
Applicant's Signature	Sue Simpson

Email not displaying correctly? View it in your browser.

Golf Course Advisory Board

Position	Term	Name & Address	Phone
1	10-06-2020	Ricky Robbins Jr 6 Vintage Way Apt 626, Fernandina Beach, FL 32034 ricky@ameliaislandcoffee.com	(904) 206-3391

Golf Course Advisory Board

Term Length: 3 Months **Max Terms:** 1 Term(s)

Number of Members: 5 **Meeting Schedule:** Second Wednesday of each month

Meeting Time: 9:00 AM

Meeting Location: Golf Course Clubhouse

Meeting Address: 2800 Bill Melton Road

Type: Advisory Board

Description:

Council Liaison:
Philip A. Chapman, III
(904) 624-5590
pchapman@fbfl.org

Staff Liaison:
Steve Murphy

smurphy@fernandinabeachgolfclub.com

Position Number	Name	Appt Date	No. of Terms Served	Term Expiration Date
1	Ricky Robbins Jr	10/06/2020	1	12/31/2023