



AGENDA
FERNANDINA BEACH CITY COMMISSION
REGULAR MEETING
JANUARY 18, 2022
6:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE / INVOCATION

Invocation by Pastor Gary Slaughter of Macedonia African Methodist Episcopal Church

4. PROCLAMATION / PRESENTATION

4.1 **BUDGET SUMMARY** - *Comptroller Pauline Testagrose will answer any questions regarding the budget summary for December 2021.*

4.2 **PROCLAMATION - FLORIDA ARBOR DAY** - *Proclaims Friday, January 21, 2022, "Florida Arbor Day". Planning and Conservation Department Arborist Dave Neville will be present to accept.*

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

6. CONSENT AGENDA

6.1 **APPROVAL OF MINUTES** - *City Commission Workshop - December 7, 2021; City Commission Regular Meeting - December 7, 2021; City Commission Workshop - December 21, 2021; and the City Commission Regular Meeting - December 21, 2021.*

6.2 **SCRIVENER'S ERROR CORRECTION - BUDGET AMENDMENT - AIRPORT AND COMMUNITY REDEVELOPMENT AREA** - RESOLUTION 2022-01 APPROVING AN AMENDMENT TO THE AIRPORT BUDGET AND THE COMMUNITY REDEVELOPMENT AREA BUDGET FOR FISCAL YEAR 2021/2022; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Corrects funds allotted to the Fire Station Improvements, account, 420 56300 for ~~\$869,000~~ 859,000 and the Loan Proceeds account, 420 38410 for ~~\$869,000~~ 859,000.*

6.3 **SCRIVENER'S ERROR CORRECTION - SOLE SOURCE PURCHASE APPROVAL - FOURNIER INDUSTRIES, INC.** - RESOLUTION 2022-13 APPROVING FOURNIER INDUSTRIES, INC., AS A SOLE SOURCE VENDOR IN FISCAL YEAR 2021/2022; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Corrects funding source account number: Utilities Capital Improvement account, ~~450 330~~ 56300.*

7. RESOLUTIONS

- 7.1 **SOLE SOURCE VENDOR APPROVAL - SAND HILL RECYCLING, LLC - RESOLUTION 2022-16** APPROVING SAND HILL RECYCLING, LLC AS A SOLE SOURCE VENDOR IN FISCAL YEAR 2021/2022; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves Sand Hill Recycling, LLC as a sole source vendor for Fiscal Year 2021/2022 for processing and disposal of yard waste grindings and construction and demolition material.*
- 7.2 **GRANT APPLICATION - DEPARTMENT OF HOMELAND SECURITY - STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE - RESOLUTION 2022-17** AUTHORIZING GRANT APPLICATION SUBMISSION TO THE U.S. DEPARTMENT OF HOMELAND SECURITY (DHS), STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) PROGRAM; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes the submittal of one DHS SAFER grant application for the purpose of funding three new Firefighter/EMT/Paramedic positions during their first three years of employment.*

8. ORDINANCE - FIRST READING

- 8.1 **HISTORIC DISTRICT BOUNDARY EXPANSION - ORDINANCE 2022-01** EXPANDING THE BOUNDARY OF THE HISTORIC DISTRICT TO INCLUDE PROPERTIES LOCATED ON S. 9TH STREET, BEECH STREET, AND N. 2ND STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Property owners of parcels located at 202 S. 9th Street (Macedonia AME Church), 801 Beech Street, 815 Beech Street, 121 S. 9th Street (Nassau Trust, LLC), and 101 N. 2nd Street (IP Holdings, LLC) have requested to be included in the local downtown historic district.*
- 8.2 **CODE AMENDMENT - CODE ENFORCEMENT - ORDINANCE 2022-02** AMENDING THE CODE OF ORDINANCES OF THE CITY OF FERNANDINA BEACH, FLORIDA, BY AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE VI, CODE ENFORCEMENT AND SPECIAL MAGISTRATE, BY REPEALING THE SECTIONS IN ARTICLE VI IN THEIR ENTIRETY, RETITLING THE ARTICLE "CODE ENFORCEMENT" AND NUMBERING WITH NEW SEQUENCE OF SECTION NUMBERS; AMENDING CHAPTER 2 BY CREATING SECTION 360, INTENT; CREATING SECTION 361, DEFINITIONS; CREATING SECTION 362, APPOINTMENT OF SPECIAL MAGISTRATE; CREATING SECTION 363, JURISDICTION OF SPECIAL MAGISTRATE; CREATING SECTION 364, POWERS AND DUTIES; CREATING SECTION 365, NOTICE OF VIOLATION/NOTICE OF HEARING; RESERVING SECTIONS 2-366-2-367; CREATING SECTION 368, CONDUCT OF HEARINGS; CREATING SECTION 369, PENALTIES FOR VIOLATION, LIENS; CREATING SECTION 370, APPEALS OF SPECIAL MAGISTRATE DECISIONS; RESERVING SECTIONS 371-410; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Abolishes the Code Enforcement and Appeals Board and adding Code Enforcement hearings to the duties of the special magistrate.*
- 8.3 **LAND DEVELOPMENT CODE AMENDMENTS - VARIOUS MINOR AMENDMENTS - ORDINANCE 2022-03** AMENDING THE LAND DEVELOPMENT CODE (LDC) WITH MINOR AMENDMENTS TO ADDRESS ERRORS, OMISSIONS AND CORRECTIONS BY AMENDING SECTION 1.03.05 CONSTRUCTION OR DEMOLITION OF STRUCTURES ON COMBINED LOTS TO ADDRESS PROCEDURAL REQUIREMENTS FOR SEEKING A VARIANCE; AMENDING SECTION 1.07.00 DEFINITION OF VARIANCE; AMENDING SECTION 2.03.02 ADDING CEMETERIES AS PERMISSIBLE WITHIN RECREATIONAL ZONING DISTRICTS, ADDING HEALTH CLUBS AND GYMS AS PERMISSIBLE IN C-1 ZONING DISTRICT, ADDING MUSIC, DANCING, PHOTOGRAPHY, OR ART STUDIOS AS PERMISSIBLE IN C-1 ZONING DISTRICT; AMENDING SECTION 4.05.12 TO INCLUDE REFERENCE FOR PORT BUFFER REQUIREMENTS CONSISTENT WITH THE COMPREHENSIVE PLAN; AMENDING SECTION 5.01.03 CLARIFYING ACCESSORY STRUCTURE SETBACKS TO INCLUDE FRONT YARD SETBACK MEASUREMENT; AMENDING SECTION 5.01.05 TO CLARIFY THE

MEASUREMENT OF FENCES AND WALLS; AMENDING SECTION 5.01.07 ALLOWING FOR VINYL DUMPSTER ENCLOSURES AND ADDING AN EXEMPTION FOR INDUSTRIAL USES ON I-2 ZONED PROPERTIES; AMENDING SECTION 6.02.04 CLARIFYING SUPPLEMENTAL STANDARDS FOR MOTORIZED VEHICLE SALES WITHIN THE MU-8 ZONING DISTRICT; AMENDING SECTION 7.01.04(A) FOOTNOTE 2 TO REFERENCE TO CRA PARKING STANDARDS; AMENDING SECTION 8.01.02(D) TO REFERENCE PREVIOUSLY CORRECTED PARKING STANDARDS WITHIN THE COMMUNITY REDEVELOPMENT AREA (CRA); AMENDING SECTION 11.02.01 TO PROVIDE ADDITIONAL NOTICE REQUIREMENTS FOR CERTAIN APPLICATIONS; AMENDING 11.02.03 EXPANDING MAILED NOTICE REQUIREMENTS TO 500 FEET; AMENDING 11.07.01 CLARIFYING APPEALS OF ADMINISTRATIVE DECISIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.. *Synopsis: Amend the Land Development Code for various minor amendments to address errors, omissions and corrections.*

- 8.4 **LAND DEVELOPMENT CODE AMENDMENTS - TREE PROTECTION AND LANDSCAPE REQUIREMENTS** - ORDINANCE 2022-04 AMENDING THE LAND DEVELOPMENT CODE (LDC) BY UPDATING TREE PROTECTION AND LANDSCAPE REQUIREMENTS BY AMENDING SECTION 4.05.03 LANDSCAPE REQUIREMENTS, AMENDING SECTION 4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT, AMENDING SECTION 4.05.10 STANDARDS FOR RETENTION AND DETENTION PONDS, CREATING SECTION 4.05.16 ESTABLISHING A TREE FUND; CREATING SECTION 10.03.01(C) ADMINISTRATIVE WAIVERS FOR TREE PROTECTION, AMENDING SECTION 11.05.03 INSTALLATION AND MAINTENANCE GUARANTEES FOR LANDSCAPING; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Adopts additional amendments to the City's tree protection and landscape ordinances.*
- 8.5 **LAND DEVELOPMENT CODE AMENDMENTS - MOBILE FOOD VENDING "FOOD TRUCKS"** - ORDINANCE 2022-05 AMENDING THE LAND DEVELOPMENT CODE (LDC) BY ADDING STANDARDS FOR MOBILE FOOD VENDING UNITS OR "FOOD TRUCKS" BY AMENDING LDC SECTION 1.07.00 DEFINITIONS, AMENDING SECTION 2.03.02 ADDING MOBILE FOOD TRUCK PARK AS A USE SUBJECT TO SUPPLEMENTAL STANDARDS; AMENDING SECTION 6.02.24 ADDING SUPPLEMENTAL STANDARDS FOR MOBILE FOOD VENDING PARKS AND RENUMBERING SECTIONS 6.02.25 THROUGH 6.02.33, INCLUDING TABLES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Provides standards for mobile food vending in the Land Development Code.*
- 8.6 **LAND DEVELOPMENT CODE AMENDMENTS - ENCROACHMENT** - ORDINANCE 2022-06 AMENDING THE LAND DEVELOPMENT CODE (LDC) BY AMENDING SECTION 1.07.00 ADDING DEFINITIONS FOR DECKS, BALCONIES, AND PORCHES; AMENDING SECTION 4.02.03 (A), ADDING A REAR YARD PORCH ENCROACHMENT ALLOWANCE AND CLARIFYING DECK SETBACKS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Adds definitions in Land Development Code Section 1.07.00 for decks, balconies, and porches and amends Section 4.02.03 (a) adding a porch encroachment allowance and clarifying deck setbacks.*
- 8.7 **LAND DEVELOPMENT CODE AMENDMENT - OLD TOWN DESIGN STANDARDS** - ORDINANCE 2022-07 AMENDING THE LAND DEVELOPMENT CODE (LDC) SECTION 8.01.01.02 TO CLARIFY SPECIFIC ALLOWANCES FOR DEVELOPMENT OF CONNECTING ELEMENTS WITHIN SIDE YARD CORRIDORS IN OLD TOWN; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Old Town Design Standards in Sections 8.01.01.02 (C)(3) and (J) to clarify specific allowances for the development of*

connecting elements in side yard corridors.

9. ORDINANCE - SECOND READING

- 9.1 **CODE AMENDMENT - CONSERVATION AND PRESERVATION OF LAND** - ORDINANCE 2021-37 AMENDING ARTICLE VIII, CONSERVATION AND PRESERVATION OF LAND UNDER CHAPTER 42, ENVIRONMENT; AMENDING SECTION 42-190 OBJECTIVES; AMENDING SECTION 42-192 DEFINITIONS; AMENDING SECTION 42-193 LAND CONSERVATION TRUST FUND; AMENDING SECTION 42-194 ADMINISTRATION; AMENDING SECTION 42-196 CRITERIA FOR EVALUATION OF LANDS; AMENDING SECTION 42-197 ACQUISITION LIST; AMENDING SECTION 42-198 NOMINATION OF ACQUISITION PROPOSALS; AMENDING SECTION 42-199 PROCEDURES FOR SELECTIONS AND PURCHASE PROCEDURES; AMENDING SECTION 42-200 MANAGEMENT AND USE OF ENVIRONMENTALLY SENSITIVE LANDS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amending Chapter 42, Article VIII, Conservation and Preservation of Land, by amending the process for identifying and acquiring suitable properties for conservation.*
- 9.2 **AMENDING THE MASTER FEE SCHEDULE** – ORDINANCE 2021-38 AMENDING FEES FOR THE GOLF COURSE, AND PLANNING AND CONSERVATION DEPARTMENT FOR FISCAL YEAR 2021/2022; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the amended fee schedule for the Golf Course, and correcting a Scrivener's error in the Planning fees, for Fiscal Year 2021/2022.*
- 9.3 **VOLUNTARY ANNEXATION - FLORIDA PUBLIC UTILITIES COMPANY PARCELS** - ORDINANCE 2021-39 ANNEXING THREE PARCELS TOTALING APPROXIMATELY 2.85 ACRES OF LAND LOCATED AT PARCEL NUMBER 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000, CONTIGUOUS TO THE CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Annexes three parcels: 00-00-31-1800-0186-0010; 00-00-31-1800-0308-0011, and 00-00-31-1800-0183-0000 into the City limits.*
- 9.4 **FUTURE LAND USE MAP ASSIGNMENT - FLORIDA PUBLIC UTILITIES COMPANY PARCELS** - ORDINANCE 2021-40 ASSIGNING A FUTURE LAND USE MAP CATEGORY OF PUBLIC & INSTITUTIONAL (PI) FOR 2.85 ACRES OF LAND LOCATED AT 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Assigns a Future Land Use Map (FLUM) of Public & Institutional for parcels: 00-00-31-1800-0186-0010; 00-00-31-1800-0308-0011, and 00-00-31-1800-0183-0000.*
- 9.5 **ZONING ASSIGNMENT - FLORIDA PUBLIC UTILITIES COMPANY PARCELS** - ORDINANCE 2021-41 ASSIGNING A ZONING CATEGORY OF PUBLIC & INSTITUTIONAL (PI-1) FOR 2.85 ACRES OF LAND LOCATED AT 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, 00-00-31-1800-0183-0000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Zoning map assignment of PI-1 for parcels 00-00-31-1800-0186-0010; 00-00-31-1800-0308-0011, and 00-00-31-1800-0183-0000.*

10. BOARD APPOINTMENTS

- 10.1 **AMELIA RIVER WATERFRONT COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD** - *seven appointments.*

11. CITY MANAGER REPORTS

12. CITY ATTORNEY REPORTS
13. CITY CLERK REPORTS
14. MAYOR/COMMISSIONER COMMENTS
15. ADJOURNMENT

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- A THREE (3) MINUTE TIME LIMIT MAY BE IMPOSED FOR ALL SPEAKERS (EXCEPT IN A QUASI-JUDICIAL HEARING). A “REQUEST TO SPEAK” FORM IS AVAILABLE ON THE COUNTER AT THE ENTRANCE TO THE COMMISSION CHAMBERS. THE FORM SHOULD BE GIVEN TO THE CITY CLERK UPON COMPLETION.
 - THE MAYOR WILL DETERMINE THE ORDER OF THE SPEAKERS AND MAY IMPOSE MORE RESTRICTIVE TIME LIMITS.
 - ONE PERSON WILL SPEAK AT A TIME AND ADDRESS COMMENTS TO THE MAYOR, NOT INDIVIDUAL CITY COMMISSION MEMBERS.
 - THE CITY COMMISSION MAY ASK QUESTIONS OF SPEAKERS WHO WILL HAVE ONE MINUTE TO RESPOND. ADDITIONAL TIME MAY BE GRANTED AT THE DISCRETION OF THE MAYOR OR BY A MOTION BY THE CITY COMMISSION.
 - SPEAKERS MAY FILE COPIES OF THEIR REMARKS WITH THE CITY CLERK WHO WILL MAKE THEM AVAILABLE TO THE COMMISSION.
 - 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.
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Persons with disabilities requiring accommodations in order to participate should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired).

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Presentation
Budget Summary

ITEM TYPE: Presentation

REQUESTED ACTION:

SYNOPSIS: Comptroller Pauline Testagrose will answer any questions regarding the budget summary for October 2021.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Pauline Testagrose, Comptroller 1/10/2022

Dale Martin, City Manager 1/10/2022

Date: October 13, 2021

Submitted By: Monica Benischeck, Administrative Services Manager

COMMISSION ACTION:

Monthly Budget Report

December 2021

Overall: This is the third report for the fiscal year 2021/2022 and December represents 25.0% or one quarter of the budgeted fiscal year. All revenue and various grant revenues have been accrued for the month of December. All recurring expenses have been recorded. Annual maintenance and service contracts have been paid. 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 62.7% of the annual budget. This is due to Property Taxes and Local Business Tax receipts. Year-to-date Property Tax receipts are \$10.4 million dollars or 88.8% of the budget. Local Business Taxes are paid annually and recorded in October. Specific revenue sources we are tracking are detailed below.

	21/22 Budget	Dec 21 YTD \$	Dec 21 YTD %	Dec 20 YTD \$	Dec 20 YTD %
Local Option Gas Tax	366,540	106,877	29.2%	95,803	30.2%
Small County Surtax	2,051,943	483,920	23.6%	406,585	28.4%
Half Cent Sales Tax	957,625	259,619	27.1%	215,415	31.5%
Franchise Fees	1,400,000	339,943	24.3%	348,367	24.2%
Total FY 21/22 Bud	4,776,108				
Total FY 20/21 Actual	4,968,287				
Total FY 20/21 Bud	3,872,348				

General Fund expenses are at 19.6% of the budget. Currently the departments over the 8.3% mark are: City Commission, City Clerk, Finance, Information Technology, City Attorney and Non-departmental. This is primarily due to the payments of annual maintenance and consulting contracts.

Special Revenue Funds: (100 - 190)

As was anticipated, Revenues plus Cash Balance Forward exceed Expenditures for all Special Revenue funds.

Capital Improvement Funds: (300 - 330)

The Capital Improvement Fund - 300, a debt service payment was made in October on the Fire Truck. Payments have been made for Beach Monitoring and Reporting and purchase orders have been issued for the Tyler Executime Payroll system, police equipment and a Skid Steer for Streets.

Golf Course: (410)

The Golf system report segregates Golf Operations, Top Tracer, Pro Shop and Food and Beverage. Separate skews were added along with associated costs to track the items sold for Top Tracer. The December revised budget represents staff's latest estimate of both revenues and expenses by cost center. Membership revenue is \$44,239 or 48.7% higher than last year.

Airport: (420)

Revenues exceeded expenses primarily due to rent and lease payments.

Sanitation: (440)

Revenues exceeded expenses for December. This is due to the timing of Sanitation Services expenses.

Wastewater: (450)

As anticipated in the budget, expenses exceed revenue for December. Wastewater Charges are higher this November versus last fiscal year by \$34,031 or 2.5%.

Water: (460)

Revenues exceed expenses for December. Water Charges revenue is higher this fiscal year versus last fiscal year by \$56,306 or 5.6%.

Stormwater: (470)

Expenses exceed revenue for December. This is due to contractual and operating expenses.

Marina: (480)

Revenues exceed expenses for December. The net contribution after eliminating the transfer from the General Fund is \$208,523. This is primarily due to Fuel Sales and Transient Slip rental.

Fleet: (510)

Revenues exceed expenses for December. 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 exceeds Expenditures in Utility Billing and Utility Administration.

**CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
REVENUES AND EXPENDITURES
FISCAL YEAR TO DATE THROUGH DECEMBER 31, 2021**

25.0%

GENERAL FUND (001)	Revised Budget	Actuals	VARIANCE Fav/(UnFav)	%
REVENUES:				
Property Taxes	\$ 15,360,898	\$ 13,642,368	\$ (1,718,530)	88.8%
Sales /Use/Fuel Taxes	2,643,483	590,797	(2,052,686)	22.3%
Franchise Fees	1,425,000	345,152	(1,079,848)	24.2%
Licenses/Permits	384,000	215,986	(168,014)	56.2%
Intergovernmental	1,563,256	403,373	(1,159,883)	25.8%
Charges for Services	1,748,373	347,242	(1,401,131)	19.9%
Fines and Forfeitures	26,250	5,854	(20,396)	22.3%
Other	209,626	43,774	(165,852)	20.9%
Subtotal	23,360,886	15,594,548	(7,766,338)	66.8%
Transfers/Reimbursements				
Utility Tax	2,000,000	499,997	(1,500,003)	25.0%
Wastewater	360,000	90,000	(270,000)	25.0%
Water	180,000	45,000	(135,000)	25.0%
Total Revenues (excluding cash balance)	25,900,886	16,229,545	(9,671,341)	62.7%
EXPENDITURES:				
City Commission	347,797	66,477	281,320	19.1%
City Clerk	539,222	178,707	360,515	33.1%
City Manager	476,830	99,097	377,733	20.8%
Finance	732,791	209,371	523,420	28.6%
Information and Technology	834,326	245,588	588,738	29.4%
Human Resources	361,086	97,867	263,219	27.1%
City Attorney	377,595	126,335	251,260	33.5%
Planning	815,440	166,256	649,184	20.4%
Facility Maintenance	789,533	166,337	623,196	21.1%
Police	6,370,760	1,376,862	4,993,898	21.6%
Police - Beach Rangers	86,796	11,864	74,932	13.7%
Fire	4,641,056	974,088	3,666,968	21.0%
Fire - Ocean Rescue	566,043	38,686	527,357	6.8%
Building / Permitting	27,120	354	26,766	1.3%
Code Enforcement	268,896	64,223	204,673	23.9%
Streets	1,607,187	269,824	1,337,363	16.8%
Downtown	116,030	9,305	106,725	8.0%
Public Assistance	130,000	16,250	113,750	12.5%
Library	39,591	8,232	31,359	20.8%
Recreation	1,352,979	237,519	1,115,460	17.6%
Parks	1,452,871	275,333	1,177,538	19.0%
Peck	344,866	57,702	287,164	16.7%
MLK Center	216,240	36,906	179,334	17.1%
Youth	328,692	57,714	270,978	17.6%
Aquatics	413,867	66,043	347,824	16.0%
Non-Departmental	249,079	73,681	175,398	29.6%
Contingency	368,990	0	368,990	0.0%
Transfers				
Capital Improvements	2,887,708	721,926	2,165,782	25.0%
Capital Expansion	52,736	13,184	39,552	25.0%
Golf	100,000	25,000	75,000	25.0%
Cemetery	96,300	24,075	72,225	25.0%
Airport	275,000	68,749	206,251	25.0%
Sanitation	60,000	15,000	45,000	25.0%
Marina	855,980	213,994	641,986	25.0%
Subtotal	28,183,407	6,012,551	22,170,856	21.3%
Encumbrances - All Departments		497,032	(497,032)	
Reserves	5,109,227	-	5,109,227	
Total Expenditures (including Encumbrances)	33,292,634	6,509,583	26,783,051	19.6%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(7,391,748)	9,719,962	17,111,710	
Fund Balance, October 1, 2021 (Cash Balance)				
Unrestricted	7,391,748	7,391,748	-	
Fund Balance, December 31, 2021	\$ -	\$ 17,111,710	\$ 17,111,710	

**CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
REVENUES AND EXPENDITURES
FISCAL YEAR TO DATE THROUGH DECEMBER 31, 2021**

25.0%

SPECIAL REVENUE FUNDS

FUND # NAME OF FUND	Revised Budget	Actuals	VARIANCE Fav/(UnFav)	% Used
REVENUES				
100 Law Enforcement Trust (LETf)	\$ 2,951	\$ 5	\$ (2,946)	0.2%
110 Federal Forfeiture	21,445	6,559	(14,886)	30.6%
125 Tree Trust	415,096	29,350	(385,746)	7.1%
126 Historic District (HDC)	78,471	2,681	(75,790)	3.4%
130 CDBG - Economic Development	7,233	152	(7,081)	2.1%
135 Land Conservation Trust	208,128	431	(207,697)	0.2%
140 Building Fees Fund	3,675,781	222,149	(3,453,632)	6.0%
145 Wastewater Impact Fees	1,879,874	64,855	(1,815,019)	3.4%
146 Water Impact Fees	342,362	27,340	(315,022)	8.0%
150 Utility Tax	2,489,528	475,773	(2,013,755)	19.1%
170 Cemetery	1,426,762	58,933	(1,367,829)	4.1%
180 Community Redevelopment Area	1,243,792	266	(1,243,526)	0.0%
190 Law Enforcement Recovery	187,713	69,202	(118,511)	36.9%
Total Revenues	\$ 11,979,136	\$ 957,696	\$ (11,021,440)	8.0%
EXPENDITURES:				
100 Law Enforcement Trust (LETf)	\$ 2,951	-	\$ 2,951	0.0%
110 Federal Forfeiture	21,445	6,763	14,682	31.5%
125 Tree Trust	415,096	27,370	387,726	6.6%
126 Historic District (HDC)	78,471	-	78,471	0.0%
130 CDBG - Economic Development	7,233	-	7,233	0.0%
135 Land Conservation Trust	208,128	-	208,128	0.0%
140 Building Fees Fund	3,675,781	243,359	3,432,422	6.6%
145 Wastewater Impact Fees	1,879,874	124,997	1,754,877	6.6%
146 Water Impact Fees	342,362	85,003	257,359	24.8%
150 Utility Tax	2,489,528	499,997	1,989,531	20.1%
170 Cemetery	1,426,762	36,453	1,390,309	2.6%
180 Community Redevelopment Area	1,243,792	-	1,243,792	0.0%
190 Law Enforcement Recovery	187,713	26,344	161,369	14.0%
Total Expenditures	\$ 11,979,136	\$ 1,050,286	\$ 10,928,850	8.8%

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 DECEMBER 31, 2021**

25.0%

CAPITAL PROJECTS FUNDS

FUND #	NAME OF FUND	Revised Budget	Actuals	VARIANCE Fav/(UnFav)	% Used
300	Capital Improvement				
	Revenues	\$ 4,043,023	\$ 778,610	\$ (3,264,413)	19.3%
	Expenses				
	General Government	\$ 548,522	83,102	465,420	15.2%
	Information Technology	100,000	-	100,000	0.0%
	Police	85,000	-	85,000	0.0%
	Fire	-	-	-	0.0%
	Streets	1,250,000	74,434	1,175,566	6.0%
	Recreation	440,501	51,300	389,201	11.6%
	Parks	-	-	-	0.0%
	Peck	1,625,000	268	1,624,732	0.0%
	MLK	-	-	-	0.0%
	Subtotal	4,064,023	209,104	3,854,919	5.1%
	Net Revenues(Expenses)	\$ (21,000)	\$ 569,506	\$ (590,506)	0.0%
310	Capital Expansion				
	Revenues				
	Grants/Interest/Loan	\$ 585,000	\$ 9,633	\$ (575,367)	1.6%
	Admin	1,298,345	21,290	(1,277,055)	1.6%
	Police	474,964	13,549	(461,415)	2.9%
	Fire	763,211	16,374	(746,837)	2.1%
	Sanitation	-	-	-	0.0%
	Recreation	2,877,197	148,550	(2,728,647)	5.2%
	Subtotal	5,998,717	209,396	(5,789,321)	3.5%
	Expenses				
	Admin	\$ 1,301,026	\$ -	\$ 1,301,026	0.0%
	Police	475,892	-	\$ 475,892	0.0%
	Fire	1,339,739	14,039	\$ 1,325,700	1.0%
	Recreation	2,882,060	-	\$ 2,882,060	0.0%
	Subtotal	5,998,717	14,039	5,984,678	0.2%
	Net Revenues(Expenses)	\$ -	\$ 195,357	\$ 195,357	0.0%
315	American Rescue Plan Act Capital Fund (ARPA)				
	Revenues				
	State Grant	\$ 500,000	\$ -	\$ (500,000)	0.0%
	Other Grant	425,331	-	(425,331)	0.0%
	Interest	-	6,144	6,144	0.0%
	Cash Balance Forward	2,766,953	-	(2,766,953)	0.0%
	Subtotal	3,692,284	6,144	(3,686,140)	0.2%
	Expenses				
	Admin	\$ -	\$ -	\$ -	0.0%
	Airport	-	-	-	0.0%
	Stormwater	1,256,700	69,724	1,186,976	0.0%
	Marina	-	-	-	0.0%
	Recreation	2,435,584	244,703	2,190,881	10.0%
	Subtotal	3,692,284	314,427	3,377,857	8.5%
	Net Revenues(Expenses)	\$ -	\$ (308,283)	\$ (308,283)	0.0%
330	Wastewater Improvement				
	Revenues	\$ 9,642,122	\$ 391,794	\$ (9,250,328)	4.1%
	Expenses	9,642,122	-	9,642,122	0.0%
	Net Revenues(Expenses)	\$ -	\$ 391,794	\$ 391,794	0.0%

CAPITAL EXPANSION FUND**PRELIMINARY Dec**

	FY20-21 BALANCE FORWARD	FY21-22 REVENUE	FY21-22 INTEREST	FY21-22 EXPENSES	FY21-22 BALANCE FORWARD
POLICE	429,185.05	13,548.64	814.88	-	443,548.57
FIRE	694,010.93	16,373.98	1,317.69	14,039.20	697,663.40
SANITATION	-	-	-	-	-
RECREATION/PARKS	2,701,707.50	148,550.15	5,129.61	-	2,855,387.26
ADMINISTRATION	1,248,511.66	21,289.95	2,370.50	-	1,272,172.11
	5,073,415.14	199,762.72	9,632.68	14,039.20	5,268,771.34

**CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
REVENUES AND EXPENDITURES
FISCAL YEAR TO DATE THROUGH DECEMBER 31, 2021**

25.0%

ENTERPRISE FUNDS	Revised Budget	Actuals	VARIANCE Fav/(UnFav)	% Used
Golf Course Fund 410				
Operating Revenues	\$ 1,481,616	\$ 468,973	\$ (1,012,643)	31.7%
Operating Expense*	1,526,616	371,721	1,154,895	24.3%
Operating Income (Loss)	(45,000)	97,252	142,252	-216.1%
Non Operating Income (Expense) & Transfers	135,000	25,247	(109,753)	18.7%
Change in Net Position	\$ 90,000	\$ 122,499	\$ 32,499	136.1%
Airport Fund 420				
Operating Revenues	\$ 891,599	\$ 224,521	\$ (667,078)	25.2%
Operating Expense*	706,261	136,244	570,017	19.3%
Operating Income (Loss)	185,338	88,277	(97,061)	47.6%
Non Operating Income (Expense) & Transfers	4,868,499	124,980	(4,743,519)	2.6%
Change in Net Position	\$ 5,053,837	\$ 213,257	\$ (4,840,580)	4.2%
Sanitation Fund 440				
Operating Revenues	\$ 2,927,444	\$ 791,701	\$ (2,135,743)	27.0%
Operating Expense*	2,983,246	569,852	2,413,394	19.1%
Operating Income (Loss)	(55,802)	221,848	277,650	-397.6%
Non Operating Income (Expense) & Transfers	140,000	19,241	(120,759)	13.7%
Change in Net Position	\$ 84,198	\$ 241,089	\$ 156,891	286.3%
Wastewater Fund 450				
Operating Revenues	\$ 5,576,250	\$ 1,457,135	\$ (4,119,115)	26.1%
Operating Expense*	2,947,532	546,071	2,401,461	18.5%
Operating Income (Loss)	2,628,718	911,065	(1,717,653)	34.7%
Non Operating Income (Expense) & Transfers	(2,787,048)	(709,316)	2,077,732	25.5%
Change in Net Position	\$ (158,330)	\$ 201,749	\$ 360,079	-127.4%
Water Fund 460				
Operating Revenues	\$ 4,471,262	\$ 1,108,564	\$ (3,362,698)	24.8%
Operating Expense*	2,881,544	464,963	2,416,581	16.1%
Operating Income (Loss)	1,589,718	643,601	(946,117)	40.5%
Non Operating Income (Expense) & Transfers	(956,423)	(221,060)	735,363	23.1%
Change in Net Position	\$ 633,295	\$ 422,541	\$ (210,754)	66.7%
Stormwater Fund 470				
Operating Revenues	\$ 875,000	\$ 225,209	\$ (649,791)	25.7%
Operating Expense*	917,822	197,972	719,850	21.6%
Operating Income (Loss)	(42,822)	27,237	70,059	-63.6%
Non Operating Income (Expense) & Transfers	1,092,426	140,000	(952,426)	12.8%
Change in Net Position	\$ 1,049,604	\$ 167,237	\$ (882,367)	15.9%
Marina Fund 480				
Operating Revenues	\$ 2,845,385	\$ 934,157	\$ (1,911,228)	32.8%
Operating Expense*	2,166,590	691,809	1,474,781	31.9%
Operating Income (Loss)	678,795	242,348	(436,447)	35.7%
Non Operating Income (Expense) & Transfers	621,952	215,672	(406,280)	34.7%
Change in Net Position	\$ 1,300,747	\$ 458,020	\$ (842,727)	35.2%
*Does not include Depreciation Expense and Encumbrances.				
Capital Outlay by Fund				
Golf Course Fund 410	\$ 90,000	\$ 1,619	\$ 88,381	1.8%
Airport Fund 420	5,724,441	55,682	\$ 5,668,759	1.0%
Sanitation Fund 440	12,000	-	12,000	0.0%
Wastewater Fund 450	663,500	223,152	440,348	33.6%
Water Fund 460	1,032,000	29,430	1,002,570	2.9%
Stormwater Fund 470	2,251,850	340,477	1,911,373	15.1%
Marina Fund 480	1,225,000	35,495	1,189,505	2.9%
Total Enterprise Funds	\$ 10,998,791	\$ 685,854	\$ 10,312,937	6.2%

**CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
ENTERPRISE FUNDS
FISCAL YEAR TO DATE THROUGH DECEMBER 31, 2021**

Fund	YTD Revenue Excluding Transfers*	YTD Cost Excluding Transfers**	Net	Transfers In	Transfers Out	Debt Service (including Interest)***	Total
Golf Course (410)	469,216.63	373,339.37	95,877.26	25,003.00		-	120,880.26
Airport (420)	280,753.89	191,925.83	88,828.06	68,747.00		-	157,575.06
Sanitation (440)	795,941.43	569,852.21	226,089.22	15,000.00			241,089.22
Wastewater (450)	1,467,081.31	769,222.63	697,858.68		(719,262.00)		(21,403.32)
Water (460)	1,156,801.64	494,393.18	662,408.46	150,000.00	(419,298.00)		393,110.46
Storm Water Management (470)	366,309.10	538,448.76	(172,139.66)			-	(172,139.66)
Marina (480)	941,049.19	727,303.54	213,745.65	213,992.00		5,212.50	422,525.15

*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

12/31/2021

Utility Billing - Current Accounts						
Number of Customers		Delinquency Days	\$		Avg Monthly Billing	
9,352	Active Customers				\$	1,108,069.87
585		30	60,386.33			
181		60	15,697.96	*	*payment terms	
53		90	3,090.76	*		
26		120+	1,968.32	*		
-						
585		Total	\$	81,143.37		
Utility Billings - Closed accounts (including accts not yet turned over to Collection Agency)						
		230 accts. w/delinquent balances	\$	43,085.20		
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 Charged Off	Effective 9/30/21	-	-	-		0.00%
2018 (thru Dec)	377	74,599.60	3,874.71	3,998.76		10.55%
2019 (thru Dec)	158	46,319.16	932.35	2,988.13		8.46%
2020 (thru Dec)	164	29,945.44	1,550.60	2,120.66		12.26%
2021 (thru March)	42	8,149.06	349.79	985.55		16.39%
		\$ 159,013.26	\$ 6,707.45	\$ 10,093.10	\$ 16,800.55	10.57%
Recovered to date		\$ (16,800.55)				
Balance currently at CCI		\$	142,212.71			

Airport						
Number of Customers		Delinquency Days	\$		Avg Mo'y Billing	
71	ALL Customers				\$61,082.78	
					(Amelia Island Aviation - acct closed)	
16		30	32,489.57	\$	-	
6		60	9,948.07	\$	-	
4		90	7,858.34	\$	-	
3		120+	13,792.95	\$	-	
				\$	8,758.77	
16		Sub Total	\$	64,088.93	\$	8,758.77
						\$ 72,847.70

Marina						
Number of Customers		Delinquency Days	\$		Avg Mo'y Billing	
440	ALL Customers				\$373,892	
36		30	24,377.59			
		60	478.42			
		90	92.46			
		120	-			
		150+	-			
			24,948.47			
	Customer paid in Advance		-	Deposit		
	Total A/R Balance		24,948.47			

Peck Center & Other City Leases						
Number of Customers		Delinquency Days	\$		Avg Mo'y Billing	
6	ALL Customers				2,416.29	
3		30	887.39			
0		60	-			
0		90	-			
0		120+	-			
3		Sub Total	\$	887.39		



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 GENERAL FUND							
001 31110		PROPERTY TAXES					
	-15,360,898.00	-15,360,898.00	-13,642,368.48	-10,464,672.82	0.00	-1,718,529.52	88.8%
001 31240		LOCAL OPTION GAS TAX					
	-366,540.00	-366,540.00	-106,877.16	-38,980.73	0.00	-259,662.84	29.2%
001 31251		STATE/FIRE INSURANCE TAX					
	-115,000.00	-115,000.00	0.00	0.00	0.00	-115,000.00	.0%
001 31252		STATE/POLICE INSURANCE TAX					
	-110,000.00	-110,000.00	0.00	0.00	0.00	-110,000.00	.0%
001 31260		SMALL COUNTY SURTAX					
	-2,051,943.00	-2,051,943.00	-483,920.20	-159,981.21	0.00	-1,568,022.80	23.6%
001 31610		LOCAL BUSINESS TAX					
	-160,000.00	-160,000.00	-140,445.65	-9,374.55	0.00	-19,554.35	87.8%
001 31620		LOCAL BUSINESS TAX - PENALTIES					
	-50.00	-50.00	-85.30	-81.70	0.00	35.30	170.6%
001 31630		LOCAL BUSINESS TAX-OTHER FEES					
	-3,000.00	-3,000.00	-2,336.25	-1,102.50	0.00	-663.75	77.9%
001 31640		LOCAL BUSINESS TAX-PAST DUE FE					
	-2,000.00	-2,000.00	-1,093.37	-785.68	0.00	-906.63	54.7%
001 32204		BUILDING PERMIT-DRIVEWAY					
	-6,000.00	-6,000.00	-455.00	-140.00	0.00	-5,545.00	7.6%
001 32218		CLEARING/EXCAVATE-PERMITS					
	-25,000.00	-25,000.00	-2,048.00	-508.00	0.00	-22,952.00	8.2%
001 32310		FRANCHISE FEES ELECTRIC					
	-1,400,000.00	-1,400,000.00	-339,943.28	-105,130.67	0.00	-1,060,056.72	24.3%
001 32340		FRANCHISE FEES GAS					
	-25,000.00	-25,000.00	-5,208.27	-2,689.07	0.00	-19,791.73	20.8%
001 32900		CODE ENFORCEMENT FEES & FINES					
	-25,000.00	-25,000.00	-6,691.12	-6,027.14	0.00	-18,308.88	26.8%
001 32901		ZONING PLAN REVIEW					
	-65,000.00	-65,000.00	-23,150.00	-6,975.00	0.00	-41,850.00	35.6%
001 32915		ANNEXATION APP FEE					
	-2,000.00	-2,000.00	-900.00	0.00	0.00	-1,100.00	45.0%
001 32916		BOA APP FEES-COMMERCIAL					
	-2,500.00	-2,500.00	0.00	0.00	0.00	-2,500.00	.0%
001 32917		BOA APP FEES-RESIDENTIAL					
	-8,500.00	-8,500.00	-2,500.00	-2,500.00	0.00	-6,000.00	29.4%
001 32918		ZONING CERTIFICATION FEE					
	-2,750.00	-2,750.00	-400.00	-200.00	0.00	-2,350.00	14.5%
001 32920		CDD COPIES MADE FEE					
	-50.00	-50.00	0.00	0.00	0.00	-50.00	.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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	-3,000.00	0.00	0.00	-850.00	77.9%
001 32928		REZONING APP FEE					
	-4,200.00	-4,200.00	0.00	0.00	0.00	-4,200.00	.0%
001 32929		SITE PLAN REVIEW APP FEE					
	-24,300.00	-24,300.00	-19,300.00	-13,900.00	0.00	-5,000.00	79.4%
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					
	-800.00	-800.00	0.00	0.00	0.00	-800.00	.0%
001 32936		CODE TEXT AMENDMENT					
	-850.00	-850.00	0.00	0.00	0.00	-850.00	.0%
001 32937		LOT LINE ADJUSTMENTS					
	-3,600.00	-3,600.00	-600.00	0.00	0.00	-3,000.00	16.7%
001 32980		OTHER MISC PERMITS					
	0.00	0.00	-400.00	0.00	0.00	400.00	100.0%
001 32981		SPECIAL EVENT PERMITS					
	-4,500.00	-4,500.00	-900.00	0.00	0.00	-3,600.00	20.0%
001 32982		SPECIAL BANNER PERMITS					
	-2,000.00	-2,000.00	-440.00	-165.00	0.00	-1,560.00	22.0%
001 32992		FIRE MARSHAL FEES					
	-35,000.00	-35,000.00	-10,431.80	-344.75	0.00	-24,568.20	29.8%
001 32995		ADDRESS ASSIGNMENT					
	-400.00	-400.00	-60.00	0.00	0.00	-340.00	15.0%
001 33125		JUSTICE ASSISTANCE GRANT (JAG)					
	0.00	0.00	-1,322.00	-1,322.00	0.00	1,322.00	100.0%
001 33350		HALF-CENT SALES TAX					
	-957,625.00	-957,625.00	-259,619.21	-92,057.59	0.00	-698,005.79	27.1%
001 33400		STATE GRANT					
	-50,000.00	-50,000.00	-12,500.00	-12,500.00	0.00	-37,500.00	25.0%
001 33512		STATE REVENUE SHARING PROCEED					
	-320,946.00	-320,946.00	-60,950.19	-20,316.73	0.00	-259,995.81	19.0%
001 33514		MOBILE HOME TAX					
	-800.00	-800.00	-513.50	-111.25	0.00	-286.50	64.2%
001 33515		ALCOHOLIC BEV LICENSE					
	-23,000.00	-23,000.00	-23,244.90	0.00	0.00	244.90	101.1%
001 33522		FIREFIGHTERS SUPPLEMENT					
	-10,000.00	-10,000.00	0.00	0.00	0.00	-10,000.00	.0%
001 33720		SCHOOL RESOURCE OFFICER					
	-137,760.00	-137,760.00	-45,223.61	-12,484.75	0.00	-92,536.39	32.8%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 33721		DEA REIMBURSEMENT					
	-13,125.00	-13,125.00	0.00	0.00	0.00	-13,125.00	.0%
001 33722		NASSAU COUNTY OCEAN RESCUE					
	-181,787.00	-181,787.00	-1,256.90	0.00	0.00	-180,530.10	.7%
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					
	-561,086.00	-561,086.00	-143,138.64	-46,391.74	0.00	-417,947.36	25.5%
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					
	-350,000.00	-350,000.00	-62,836.40	-20,898.10	0.00	-287,163.60	18.0%
001 34701		TRUST ACTIVITIES TAXABLE					
	-23,000.00	-23,000.00	-9,799.38	-4,124.82	0.00	-13,200.62	42.6%
001 34702		PARKS TRUST NON-TAXABLE					
	-10,000.00	-10,000.00	-4,088.00	-2,120.00	0.00	-5,912.00	40.9%
001 34703		PARKS TRUST TAXABLE					
	0.00	0.00	-1,433.50	-182.50	0.00	1,433.50	100.0%
001 34704		RENTALS NON-TAXABLE					
	-4,000.00	-4,000.00	-1,385.00	0.00	0.00	-2,615.00	34.6%
001 34705		SOFTBALL COMPLEX					
	-500.00	-500.00	0.00	0.00	0.00	-500.00	.0%
001 34720		RENTALS					
	-7,000.00	-7,000.00	-453.00	0.00	0.00	-6,547.00	6.5%
001 34721		PECK RENTS					
	-8,000.00	-8,000.00	-131.00	-131.00	0.00	-7,869.00	1.6%
001 34722		PECK RENTS NON-TAXABLE					
	-25,000.00	-25,000.00	-6,163.12	-2,073.04	0.00	-18,836.88	24.7%
001 34723		PECK TRUST TAXABLE					
	-8,000.00	-8,000.00	-2,024.24	-1,197.02	0.00	-5,975.76	25.3%
001 34724		PECK TRUST NON-TAXABLE					
	-32,000.00	-32,000.00	-1,316.00	-714.00	0.00	-30,684.00	4.1%
001 34725		MLK RENTS					
	-4,500.00	-4,500.00	-855.00	0.00	0.00	-3,645.00	19.0%
001 34726		MLK RENTS NON-TAXABLE					
	0.00	0.00	-19.00	0.00	0.00	19.00	100.0%
001 34728		MLK TRUST NON-TAXABLE					
	-20,000.00	-20,000.00	-3,630.00	-570.00	0.00	-16,370.00	18.2%
001 34730		YOUTH TRUST ACTIVITIES					
	-17,000.00	-17,000.00	0.00	0.00	0.00	-17,000.00	.0%
001 34731		YOUTH CAMPS					
	-310,000.00	-310,000.00	-57,683.80	-13,962.52	0.00	-252,316.20	18.6%
001 34740		AQUATICS TRUST TAXABLE					
	0.00	0.00	-9,000.00	0.00	0.00	9,000.00	100.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 34741		AQUATICS TRUST NON-TAXABLE					
	-116,000.00	-116,000.00	-23,100.00	-4,902.00	0.00	-92,900.00	19.9%
001 34742		SWIMMING POOLS					
	-54,000.00	-54,000.00	-18,019.34	-4,166.70	0.00	-35,980.66	33.4%
001 34743		SWIMMING POOLS NON-TAXABLE					
	-9,000.00	-9,000.00	-900.00	-900.00	0.00	-8,100.00	10.0%
001 34745		GREENWAY					
	-1,000.00	-1,000.00	-10.00	0.00	0.00	-990.00	1.0%
001 34799		P & R COMBO MEMBERSHIPS					
	-500.00	-500.00	0.00	0.00	0.00	-500.00	.0%
001 35100		COURT CASES GENERAL FUND					
	-8,000.00	-8,000.00	-1,872.97	-297.22	0.00	-6,127.03	23.4%
001 35115		PARKING TICKETS					
	-15,000.00	-15,000.00	-2,432.00	-932.00	0.00	-12,568.00	16.2%
001 35116		POLICE CITATIONS					
	0.00	0.00	0.00	138.40	0.00	0.00	.0%
001 35120		POLICE EDUCATION					
	-1,500.00	-1,500.00	-364.10	-80.13	0.00	-1,135.90	24.3%
001 35911		FINGERPRINT-ACCI-INC REPORT					
	-1,750.00	-1,750.00	-1,185.04	-792.57	0.00	-564.96	67.7%
001 36110		INTEREST					
	-75,000.00	-75,000.00	-16,502.84	-8,833.56	0.00	-58,497.16	22.0%
001 36210		RENTS					
	-3,500.00	-3,500.00	-3,110.16	0.00	0.00	-389.84	88.9%
001 36215		RENTS NON-TAXABLE					
	-23,800.00	-23,800.00	-5,951.25	-1,983.75	0.00	-17,848.75	25.0%
001 36990		OTHER REVENUE					
	-35,851.00	-35,851.00	-15,402.96	-7,728.63	0.00	-20,448.04	43.0%
001 36996		REVENUE-GARNISHMENT FEE					
	-100.00	-100.00	-56.00	-32.00	0.00	-44.00	56.0%
001 36998		STATE OF FLORIDA - FDOT					
	-64,375.00	-64,375.00	0.00	0.00	0.00	-64,375.00	.0%
001 38215		FROM UTILITY TAX					
	-2,000,000.00	-2,000,000.00	-499,997.00	-166,667.00	0.00	-1,500,003.00	25.0%
001 38245		FROM WASTEWATER OPERATIONS					
	-360,000.00	-360,000.00	-90,000.00	-30,000.00	0.00	-270,000.00	25.0%
001 38246		FROM WATER OPERATIONS					
	-180,000.00	-180,000.00	-45,000.00	-15,000.00	0.00	-135,000.00	25.0%
001 38910		CASH BALANCE FORWARD					
	-7,391,748.00	-7,391,748.00	0.00	0.00	0.00	-7,391,748.00	.0%
TOTAL GENERAL FUND							
	-33,285,634.00	-33,285,634.00	-16,226,793.93	-11,286,893.04	0.00	-17,058,840.07	48.8%
TOTAL REVENUES							
	-33,285,634.00	-33,285,634.00	-16,226,793.93	-11,286,893.04	0.00	-17,058,840.07	



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

0012200 FIRE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012200 FIRE							
0012200 36993							
	-7,000.00	DONATIONS/CONTRIBUTIONS -7,000.00	-2,751.22	-1,261.14	0.00	-4,248.78	39.3%
TOTAL FIRE	-7,000.00	-7,000.00	-2,751.22	-1,261.14	0.00	-4,248.78	39.3%
	TOTAL REVENUES -7,000.00	-7,000.00	-2,751.22	-1,261.14	0.00	-4,248.78	
	GRAND TOTAL -33,292,634.00	-33,292,634.00	-16,229,545.15	-11,288,154.18	0.00	-17,063,088.85	48.7%

** END OF REPORT - Generated by Michele Brown **

Revenue	Amount	% Used
Revised Budget	(\$33,292,634.00)	48.7%
Less: Cash Balance Forward		
38910	7,391,748.00	
38911	<u>.00</u>	
Revised Budget excluding Cash	(\$25,900,886.00)	
YTD Actual Revenue	(\$16,229,545.15)	62.7%

Revised Budget excluding Cash	(\$25,900,886.00)
Less: YTD Expenditures	<u>6,012,550.98</u>
Net (Revenues) Expenditures	(\$19,888,335.02)



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011100 CITY COMMISSION							
331,787.00		347,797.00	66,476.77	34,164.54	46,009.98	235,310.25	32.3%
0011200 CITY CLERK							
539,222.00		539,222.00	178,706.58	43,621.96	0.00	360,515.42	33.1%
0011210 CITY MANAGER							
476,830.00		476,830.00	99,097.17	45,665.58	0.00	377,732.83	20.8%
0011300 FINANCE							
732,791.00		732,791.00	209,370.81	73,882.90	0.00	523,420.19	28.6%
0011310 INFORMATION TECHNOLOGY							
834,326.00		834,326.00	245,588.47	115,882.31	17,719.61	571,017.92	31.6%
0011350 HUMAN RESOURCES							
361,086.00		361,086.00	97,867.38	39,672.50	0.00	263,218.62	27.1%
0011400 CITY ATTORNEY							
377,595.00		377,595.00	126,335.37	39,546.67	0.00	251,259.63	33.5%
0011500 PLANNING							
815,440.00		815,440.00	166,256.09	65,115.48	1,350.00	647,833.91	20.6%
0011910 NON DEPARTMENTAL							
249,079.00		249,079.00	73,681.34	18,912.82	0.00	175,397.66	29.6%
0011930 FACILITIES MAINTENANCE							
789,533.00		789,533.00	166,337.49	77,262.16	10,651.25	612,544.26	22.4%
0012100 POLICE							
6,370,760.00		6,370,760.00	1,376,862.25	684,424.59	161,271.06	4,832,626.69	24.1%
0012101 POLICE RANGERS							
86,796.00		86,796.00	11,863.86	4,092.69	0.00	74,932.14	13.7%
0012200 FIRE							
4,641,056.00		4,641,056.00	974,088.18	473,572.46	44,317.93	3,622,649.89	21.9%
0012201 FIRE OCEAN RESCUE							
566,043.00		566,043.00	38,686.12	13,380.12	32,538.96	494,817.92	12.6%
0012400 BUILDING / PERMITTING							
27,120.00		27,120.00	354.45	0.00	0.00	26,765.55	1.3%
0012420 CODE ENFORCEMENT							
253,896.00		268,896.00	64,223.23	26,814.19	0.00	204,672.77	23.9%
0014100 STREETS							
1,607,187.00		1,607,187.00	269,824.05	108,443.77	-6,110.00	1,343,472.95	16.4%
0015200 DOWNTOWN							
116,030.00		116,030.00	9,304.68	4,286.10	5,807.60	100,917.72	13.0%
0015640 PUBLIC ASSISTANCE							
130,000.00		130,000.00	16,250.00	16,250.00	0.00	113,750.00	12.5%
0017100 LIBRARY							
39,591.00		39,591.00	8,232.34	4,172.15	0.00	31,358.66	20.8%
0017200 RECREATION							
1,352,979.00		1,352,979.00	237,518.54	110,416.05	17,000.00	1,098,460.46	18.8%
0017210 PARKS							
1,452,871.00		1,452,871.00	275,333.35	135,250.36	166,476.00	1,011,061.65	30.4%



**City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT**

FOR 2022 03

0017220 PECK	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017220 PECK	344,866.00	344,866.00	57,701.58	17,217.28	0.00	287,164.42	16.7%
0017225 MLK CENTER	216,240.00	216,240.00	36,905.92	17,313.82	0.00	179,334.08	17.1%
0017230 YOUTH	328,692.00	328,692.00	57,713.75	27,363.75	0.00	270,978.25	17.6%
0017240 AQUATICS	413,867.00	413,867.00	66,043.21	30,673.94	0.00	347,823.79	16.0%
0018100 INTERFUND TRANSFERS OUT	4,327,724.00	4,327,724.00	1,081,928.00	360,644.00	0.00	3,245,796.00	25.0%
0018200 CONTINGENCIES	400,000.00	368,990.00	0.00	0.00	0.00	368,990.00	.0%
0018300 RESERVES	5,109,227.00	5,109,227.00	0.00	0.00	0.00	5,109,227.00	.0%
GRAND TOTAL							
	33,292,634.00	33,292,634.00	6,012,550.98	2,588,042.19	497,032.39	26,783,050.63	19.6%

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City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
100 LAW ENFORCEMENT TRUST							
100 35110		FINES/FORFEITURES					
	-140.00	-140.00	0.00	0.00	0.00	-140.00	.0%
100 36110		INTEREST					
	-26.00	-26.00	-5.68	-2.05	0.00	-20.32	21.8%
100 38910		CASH BALANCE FORWARD					
	-2,785.00	-2,785.00	0.00	0.00	0.00	-2,785.00	.0%
100 59990		RESERVE					
	2,951.00	2,951.00	0.00	0.00	0.00	2,951.00	.0%
TOTAL LAW ENFORCEMENT TRUST	0.00	0.00	-5.68	-2.05	0.00	5.68	100.0%
	TOTAL REVENUES						
	-2,951.00	-2,951.00	-5.68	-2.05	0.00	-2,945.32	
	TOTAL EXPENSES						
	2,951.00	2,951.00	0.00	0.00	0.00	2,951.00	
	GRAND TOTAL						
	0.00	0.00	-5.68	-2.05	0.00	5.68	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
110 FEDERAL FORFEITURE							
110 35121		SEIZED CONTRABAND					
	-2,500.00	-2,500.00	0.00	0.00	0.00	-2,500.00	.0%
110 36110		INTEREST					
	-500.00	-500.00	-57.73	-20.03	0.00	-442.27	11.5%
110 36992		GAIN ON SALE OF ASSET					
	0.00	0.00	-6,501.00	-6,501.00	0.00	6,501.00	100.0%
110 38910		CASH BALANCE FORWARD					
	-18,445.00	-18,445.00	0.00	0.00	0.00	-18,445.00	.0%
110 55200		OPERATING SUPPLIES					
	10,000.00	10,000.00	6,763.15	4,464.65	0.00	3,236.85	67.6%
110 59990		RESERVE					
	11,445.00	11,445.00	0.00	0.00	0.00	11,445.00	.0%
TOTAL FEDERAL FORFEITURE	0.00	0.00	204.42	-2,056.38	0.00	-204.42	100.0%
TOTAL REVENUES	-21,445.00	-21,445.00	-6,558.73	-6,521.03	0.00	-14,886.27	
TOTAL EXPENSES	21,445.00	21,445.00	6,763.15	4,464.65	0.00	14,681.85	
GRAND TOTAL	0.00	0.00	204.42	-2,056.38	0.00	-204.42	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
125 TREE TRUST SPECIAL REV FUND							
125 32219		TREE TRUST FUND RESERVE					
	-130,000.00	-130,000.00	-28,550.00	-12,150.00	0.00	-101,450.00	22.0%
125 36110		INTEREST					
	-1,400.00	-1,400.00	-799.61	-287.20	0.00	-600.39	57.1%
125 38910		CASH BALANCE FORWARD					
	-283,696.00	-283,696.00	0.00	0.00	0.00	-283,696.00	.0%
125 51200		SALARIES					
	15,675.00	15,675.00	3,887.71	1,899.30	0.00	11,787.29	24.8%
125 52100		FICA					
	1,288.00	1,288.00	269.37	134.39	0.00	1,018.63	20.9%
125 52200		RETIREMENT					
	3,541.00	3,541.00	817.96	399.60	0.00	2,723.04	23.1%
125 52300		HEALTH INSUR					
	6,321.00	6,321.00	1,072.96	357.66	0.00	5,248.04	17.0%
125 52301		LIFE INSUR					
	96.00	96.00	22.97	7.76	0.00	73.03	23.9%
125 52400		WORKERS' COMP					
	290.00	290.00	74.00	24.00	0.00	216.00	25.5%
125 53100		PROFESSIONAL SERVICES					
	53,500.00	53,500.00	0.00	0.00	0.00	53,500.00	.0%
125 54970		PROGRAM COSTS					
	132,200.00	132,200.00	18,688.34	2,685.00	0.00	113,511.66	14.1%
125 55200		OPERATING SUPPLIES					
	63,750.00	63,750.00	2,536.49	2,501.62	0.00	61,213.51	4.0%
125 56400		EQUIPMENT					
	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	.0%
125 59990		RESERVE					
	123,435.00	123,435.00	0.00	0.00	0.00	123,435.00	.0%
TOTAL TREE TRUST SPECIAL REV FUND							
	0.00	0.00	-1,979.81	-4,427.87	0.00	1,979.81	100.0%
TOTAL REVENUES							
	-415,096.00	-415,096.00	-29,349.61	-12,437.20	0.00	-385,746.39	
TOTAL EXPENSES							
	415,096.00	415,096.00	27,369.80	8,009.33	0.00	387,726.20	
GRAND TOTAL							
	0.00	0.00	-1,979.81	-4,427.87	0.00	1,979.81	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
126 HDC SPECIAL REVENUE FUND							
126 32924		HDC APPLICATION FEE					
	-12,000.00	-12,000.00	-2,525.00	-450.00	0.00	-9,475.00	21.0%
126 32931		HDC VARIANCE					
	-1,700.00	-1,700.00	0.00	0.00	0.00	-1,700.00	.0%
126 36110		INTEREST					
	0.00	0.00	-156.18	-56.99	0.00	156.18	100.0%
126 38910		CASH BALANCE FORWARD					
	-64,771.00	-64,771.00	0.00	0.00	0.00	-64,771.00	.0%
126 53100		PROFESSIONAL SERVICES					
	36,500.00	36,500.00	0.00	0.00	0.00	36,500.00	.0%
126 54970		PROGRAM COSTS					
	7,100.00	7,100.00	0.00	0.00	0.00	7,100.00	.0%
126 59990		RESERVE					
	34,871.00	34,871.00	0.00	0.00	0.00	34,871.00	.0%
TOTAL HDC SPECIAL REVENUE FUND	0.00	0.00	-2,681.18	-506.99	0.00	2,681.18	100.0%
	TOTAL REVENUES						
	-78,471.00	-78,471.00	-2,681.18	-506.99	0.00	-75,789.82	
	TOTAL EXPENSES						
	78,471.00	78,471.00	0.00	0.00	0.00	78,471.00	
	GRAND TOTAL						
	0.00	0.00	-2,681.18	-506.99	0.00	2,681.18	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
130 CDBG ECON DEV							
130 36110		INTEREST					
	-500.00	-500.00	-152.00	-77.62	0.00	-348.00	30.4%
130 38910		CASH BALANCE FORWARD					
	-6,733.00	-6,733.00	0.00	0.00	0.00	-6,733.00	.0%
130 56300		IMPROVEMENTS					
	7,233.00	7,233.00	0.00	0.00	0.00	7,233.00	.0%
TOTAL CDBG ECON DEV	0.00	0.00	-152.00	-77.62	0.00	152.00	100.0%
	TOTAL REVENUES						
	-7,233.00	-7,233.00	-152.00	-77.62	0.00	-7,081.00	
	TOTAL EXPENSES						
	7,233.00	7,233.00	0.00	0.00	0.00	7,233.00	
	GRAND TOTAL						
	0.00	0.00	-152.00	-77.62	0.00	152.00	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
135 LAND CONSERVATION TRUST							
135 36110	INTEREST						
	0.00	0.00	-422.56	-152.61	0.00	422.56	100.0%
135 36990	OTHER REVENUE						
	0.00	0.00	-8.50	-8.50	0.00	8.50	100.0%
135 38910	CASH BALANCE FORWARD						
	-208,128.00	-208,128.00	0.00	0.00	0.00	-208,128.00	.0%
135 56100	LAND						
	208,128.00	208,128.00	0.00	0.00	0.00	208,128.00	.0%
TOTAL LAND CONSERVATION TRUST							
	0.00	0.00	-431.06	-161.11	0.00	431.06	100.0%
TOTAL REVENUES							
	-208,128.00	-208,128.00	-431.06	-161.11	0.00	-207,696.94	
TOTAL EXPENSES							
	208,128.00	208,128.00	0.00	0.00	0.00	208,128.00	
GRAND TOTAL							
	0.00	0.00	-431.06	-161.11	0.00	431.06	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 BUILDING FEES FUND							
140 32200		BUILDING PERMITS					
	-577,610.00	-577,610.00	-141,987.00	-33,351.00	0.00	-435,623.00	24.6%
140 32202		BUILDING PERMIT-CONSTRUCTION					
	-229,048.00	-229,048.00	-41,597.00	-3,109.50	0.00	-187,451.00	18.2%
140 32203		BUILDING PERMIT-DEMOLITION					
	-5,500.00	-5,500.00	-969.00	0.00	0.00	-4,531.00	17.6%
140 32206		BUILDING PERMIT-AFTER THE FACT					
	-5,862.00	-5,862.00	-600.00	0.00	0.00	-5,262.00	10.2%
140 32207		BUILDING PERMIT-REINSPECTION					
	-3,500.00	-3,500.00	-1,275.00	-585.00	0.00	-2,225.00	36.4%
140 32208		BUILDING PERMIT-2ND REINSPECT					
	-100.00	-100.00	0.00	0.00	0.00	-100.00	.0%
140 32209		BUILDING PERMIT-3RD REINSPECT					
	0.00	0.00	-140.00	0.00	0.00	140.00	100.0%
140 32211		BUILDING PERMIT-FENCING					
	-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	.0%
140 32903		SIGN PERMITS					
	-1,809.00	-1,809.00	-906.00	-143.00	0.00	-903.00	50.1%
140 32905		ELECTRICAL PERMITS-GENERAL					
	-60,000.00	-60,000.00	-2,520.00	-195.00	0.00	-57,480.00	4.2%
140 32906		ELECTRICAL PERMITS-TEMPORARY P					
	-8,500.00	-8,500.00	-450.00	-225.00	0.00	-8,050.00	5.3%
140 32908		GAS PERMITS-GENERAL					
	-14,000.00	-14,000.00	-2,720.00	-880.00	0.00	-11,280.00	19.4%
140 32909		GAS PERMITS-LP INSTALLATION					
	-6,000.00	-6,000.00	-525.00	-450.00	0.00	-5,475.00	8.8%
140 32911		MECHANICAL					
	-38,285.00	-38,285.00	0.00	0.00	0.00	-38,285.00	.0%
140 32912		PLUMBING PERMITS					
	-31,945.00	-31,945.00	-1,145.00	-450.00	0.00	-30,800.00	3.6%
140 32913		PLUMBING-FIXTURE FEES					
	-25,000.00	-25,000.00	-63.00	0.00	0.00	-24,937.00	.3%
140 32920		CDD COPIES MADE FEE					
	0.00	0.00	-0.75	0.00	0.00	0.75	100.0%
140 32960		ADMINISTRATION COST BLDING SU					
	-4,413.00	-4,413.00	-715.67	0.00	0.00	-3,697.33	16.2%
140 32980		OTHER MISC PERMITS					
	-1,000.00	-1,000.00	-18,553.00	-6,095.00	0.00	17,553.00	1855.3%
140 36110		INTEREST					
	0.00	0.00	-7,012.56	-2,514.39	0.00	7,012.56	100.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 36990		OTHER REVENUE					
	0.00	0.00	-970.47	0.00	0.00	970.47	100.0%
140 38910		CASH BALANCE FORWARD					
	-2,662,209.00	-2,662,209.00	0.00	0.00	0.00	-2,662,209.00	.0%
140 51200		SALARIES					
	694,648.00	694,648.00	127,202.50	64,596.17	0.00	567,445.50	18.3%
140 51400		OVERTIME					
	10,000.00	10,000.00	1,291.56	724.04	0.00	8,708.44	12.9%
140 52100		FICA					
	52,486.00	52,486.00	9,532.77	4,896.03	0.00	42,953.23	18.2%
140 52200		RETIREMENT					
	142,252.00	142,252.00	21,954.32	10,620.00	0.00	120,297.68	15.4%
140 52300		HEALTH INSUR					
	145,722.00	145,722.00	20,793.36	7,461.39	0.00	124,928.64	14.3%
140 52301		LIFE INSUR					
	3,840.00	3,840.00	666.93	265.20	0.00	3,173.07	17.4%
140 52400		WORKERS' COMP					
	7,572.00	7,572.00	1,893.00	631.00	0.00	5,679.00	25.0%
140 53100		PROFESSIONAL SERVICES					
	377,000.00	377,000.00	13,088.21	13,830.25	-457.96	364,369.75	3.4%
140 53400		CONTRACTUAL					
	302,347.00	302,347.00	36,492.91	242.20	0.00	265,854.09	12.1%
140 54000		TRAINING/TRAVEL					
	50,810.00	50,810.00	1,409.00	126.00	0.00	49,401.00	2.8%
140 54100		COMM - PHONE/FAX/ALARM					
	876.00	876.00	46.64	23.34	0.00	829.36	5.3%
140 54101		COMMUNICATIONS-CELLULAR					
	8,000.00	8,000.00	2,066.32	1,326.43	0.00	5,933.68	25.8%
140 54103		COMMUNICATIONS-INTERNET					
	5,500.00	5,500.00	0.00	0.00	0.00	5,500.00	.0%
140 54500		INSURANCE					
	5,492.00	5,492.00	1,370.00	458.00	0.00	4,122.00	24.9%
140 54611		R/M FACILITIES					
	39,000.00	39,000.00	0.00	0.00	0.00	39,000.00	.0%
140 54620		R/M EQUIPMENT					
	685.00	685.00	0.00	0.00	0.00	685.00	.0%
140 54630		R/M VEHICLES-LABOR					
	2,000.00	2,000.00	536.25	491.25	0.00	1,463.75	26.8%
140 54640		R/M VEHICLES-PARTS					
	2,500.00	2,500.00	229.79	205.32	0.00	2,270.21	9.2%
140 54700		PRINTING					
	8,000.00	8,000.00	80.80	30.80	0.00	7,919.20	1.0%
140 54934		LEGAL/CONTRACTUAL					
	20,825.00	20,825.00	0.00	0.00	0.00	20,825.00	.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 55100		OFFICE SUPPLIES					
	7,500.00	7,500.00	84.77	50.29	0.00	7,415.23	1.1%
140 55200		OPERATING SUPPLIES					
	12,895.00	12,895.00	140.18	60.61	0.00	12,754.82	1.1%
140 55210		UNIFORMS					
	5,425.00	5,425.00	0.00	0.00	0.00	5,425.00	.0%
140 55230		GAS/OIL					
	7,500.00	7,500.00	1,303.86	459.66	0.00	6,196.14	17.4%
140 55400		BOOKS/SUBS/DUES					
	21,000.00	21,000.00	3,176.00	826.00	0.00	17,824.00	15.1%
140 56400		EQUIPMENT					
	70,000.00	70,000.00	0.00	0.00	0.00	70,000.00	.0%
140 59990		RESERVE					
	1,671,906.00	1,671,906.00	0.00	0.00	0.00	1,671,906.00	.0%
TOTAL BUILDING FEES FUND							
	0.00	0.00	21,209.72	59,326.09	-457.96	-20,751.76	100.0%
TOTAL REVENUES							
	-3,675,781.00	-3,675,781.00	-222,149.45	-47,997.89	0.00	-3,453,631.55	
TOTAL EXPENSES							
	3,675,781.00	3,675,781.00	243,359.17	107,323.98	-457.96	3,432,879.79	
GRAND TOTAL	0.00	0.00	21,209.72	59,326.09	-457.96	-20,751.76	100.0%

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City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
145 WASTEWATER IMPACT							
145 36110		INTEREST					
	-10,800.00	-10,800.00	-2,873.53	-1,020.44	0.00	-7,926.47	26.6%
145 36310		IMPACT FEES- INCORPORATED AREA					
	-464,200.00	-464,200.00	-52,361.76	-13,926.00	0.00	-411,838.24	11.3%
145 36311		IMPACT FEES- UNINCORPORATED					
	-72,531.00	-72,531.00	-9,620.07	-6,107.94	0.00	-62,910.93	13.3%
145 38910		CASH BALANCE FORWARD					
	-1,332,343.00	-1,332,343.00	0.00	0.00	0.00	-1,332,343.00	.0%
145 59230		TRANSFER TO UTIL ACQ DS					
	500,000.00	500,000.00	124,997.00	41,667.00	0.00	375,003.00	25.0%
145 59990		RESERVE					
	1,379,874.00	1,379,874.00	0.00	0.00	0.00	1,379,874.00	.0%
TOTAL WASTEWATER IMPACT	0.00	0.00	60,141.64	20,612.62	0.00	-60,141.64	100.0%
	TOTAL REVENUES						
	-1,879,874.00	-1,879,874.00	-64,855.36	-21,054.38	0.00	-1,815,018.64	
	TOTAL EXPENSES						
	1,879,874.00	1,879,874.00	124,997.00	41,667.00	0.00	1,754,877.00	
	GRAND TOTAL						
	0.00	0.00	60,141.64	20,612.62	0.00	-60,141.64	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
146 WATER IMPACT							
146 36110		INTEREST					
	-1,500.00	-1,500.00	-249.43	-75.02	0.00	-1,250.57	16.6%
146 36310		IMPACT FEES- INCORPORATED AREA					
	-191,800.00	-191,800.00	-19,573.19	-4,795.00	0.00	-172,226.81	10.2%
146 36311		IMPACT FEES- UNINCORPORATED					
	-59,937.00	-59,937.00	-7,517.04	-2,505.68	0.00	-52,419.96	12.5%
146 38910		CASH BALANCE FORWARD					
	-89,125.00	-89,125.00	0.00	0.00	0.00	-89,125.00	.0%
146 59230		TRANSFER TO UTIL ACQ DS					
	340,000.00	340,000.00	85,003.00	28,333.00	0.00	254,997.00	25.0%
146 59990		RESERVE					
	2,362.00	2,362.00	0.00	0.00	0.00	2,362.00	.0%
TOTAL WATER IMPACT							
	0.00	0.00	57,663.34	20,957.30	0.00	-57,663.34	100.0%
TOTAL REVENUES							
	-342,362.00	-342,362.00	-27,339.66	-7,375.70	0.00	-315,022.34	
TOTAL EXPENSES							
	342,362.00	342,362.00	85,003.00	28,333.00	0.00	257,359.00	
GRAND TOTAL							
	0.00	0.00	57,663.34	20,957.30	0.00	-57,663.34	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
150 UTILITY TAX							
150 31410		ELECTRIC MUNICIPAL TAX					
	-700,376.00	-700,376.00	-266,238.35	-77,434.85	0.00	-434,137.65	38.0%
150 31420		TELEPHONE MUNICIPAL TAX					
	-730,372.00	-730,372.00	-153,879.52	-20,298.65	0.00	-576,492.48	21.1%
150 31440		GAS MUNICIPAL TAX					
	-110,000.00	-110,000.00	-53,274.08	-19,941.59	0.00	-56,725.92	48.4%
150 36110		INTEREST					
	-1,000.00	-1,000.00	-2,380.70	-842.97	0.00	1,380.70	238.1%
150 38910		CASH BALANCE FORWARD					
	-947,780.00	-947,780.00	0.00	0.00	0.00	-947,780.00	.0%
150 59100		TRANSFER TO GENERAL FUND					
	2,000,000.00	2,000,000.00	499,997.00	166,667.00	0.00	1,500,003.00	25.0%
150 59990		RESERVE					
	489,528.00	489,528.00	0.00	0.00	0.00	489,528.00	.0%
TOTAL UTILITY TAX	0.00	0.00	24,224.35	48,148.94	0.00	-24,224.35	100.0%
		TOTAL REVENUES					
	-2,489,528.00	-2,489,528.00	-475,772.65	-118,518.06	0.00	-2,013,755.35	
		TOTAL EXPENSES					
	2,489,528.00	2,489,528.00	499,997.00	166,667.00	0.00	1,989,531.00	
		GRAND TOTAL					
	0.00	0.00	24,224.35	48,148.94	0.00	-24,224.35	100.0%

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City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
170 CEMETERY							
170 32970		BURIAL PERMITS					
	-3,000.00	-3,000.00	-1,400.00	-280.00	0.00	-1,600.00	46.7%
170 34560		MARKER SETTING FEES					
	-2,200.00	-2,200.00	-800.00	-80.00	0.00	-1,400.00	36.4%
170 34570		PERPETUAL CARE					
	-40,000.00	-40,000.00	-15,232.15	-3,581.82	0.00	-24,767.85	38.1%
170 34580		SALE OF LOTS					
	-75,000.00	-75,000.00	-18,052.75	-6,666.87	0.00	-56,947.25	24.1%
170 36110		INTEREST					
	-13,000.00	-13,000.00	-1,362.38	-352.51	0.00	-11,637.62	10.5%
170 36120		UNREALIZED GAIN					
	0.00	0.00	1,989.40	0.00	0.00	-1,989.40	100.0%
170 38101		FROM GENERAL FUND					
	-96,300.00	-96,300.00	-24,075.00	-8,025.00	0.00	-72,225.00	25.0%
170 38910		CASH BALANCE FORWARD					
	-30,886.00	-30,886.00	0.00	0.00	0.00	-30,886.00	.0%
170 38913		CASH BAL FOR RESTD CEMET					
	-1,166,376.00	-1,166,376.00	0.00	0.00	0.00	-1,166,376.00	.0%
170 51200		SALARIES					
	80,554.00	80,554.00	19,272.35	9,415.21	0.00	61,281.65	23.9%
170 51400		OVERTIME					
	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	.0%
170 52100		FICA					
	6,162.00	6,162.00	1,373.57	683.22	0.00	4,788.43	22.3%
170 52200		RETIREMENT					
	16,949.00	16,949.00	4,054.91	1,980.97	0.00	12,894.09	23.9%
170 52300		HEALTH INSUR					
	25,652.00	25,652.00	6,316.80	2,105.60	0.00	19,335.20	24.6%
170 52301		LIFE INSUR					
	456.00	456.00	115.15	39.01	0.00	340.85	25.3%
170 52400		WORKERS' COMP					
	2,975.00	2,975.00	743.00	248.00	0.00	2,232.00	25.0%
170 53200		AUDITING					
	2,457.00	2,457.00	612.00	205.00	0.00	1,845.00	24.9%
170 53400		CONTRACTUAL					
	10,227.00	10,227.00	248.77	38.95	0.00	9,978.23	2.4%
170 54101		COMMUNICATIONS-CELLULAR					
	200.00	200.00	0.00	0.00	0.00	200.00	.0%
170 54300		UTILITIES ELECTRIC					
	3,800.00	3,800.00	176.34	102.70	0.00	3,623.66	4.6%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
170 54310		UTILITIES-WATER & WASTEWATER					
	1,000.00	1,000.00	25.66	13.07	0.00	974.34	2.6%
170 54500		INSURANCE					
	1,171.00	1,171.00	289.00	98.00	0.00	882.00	24.7%
170 54610		R/M BLDG & GROUNDS					
	48,000.00	48,000.00	387.00	304.04	0.00	47,613.00	.8%
170 54611		R/M FACILITIES					
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
170 54620		R/M EQUIPMENT					
	2,000.00	2,000.00	257.91	47.99	0.00	1,742.09	12.9%
170 54630		R/M VEHICLES-LABOR					
	2,500.00	2,500.00	570.00	292.50	0.00	1,930.00	22.8%
170 54640		R/M VEHICLES-PARTS					
	2,000.00	2,000.00	709.02	572.91	0.00	1,290.98	35.5%
170 55200		OPERATING SUPPLIES					
	1,500.00	1,500.00	64.72	0.00	0.00	1,435.28	4.3%
170 55210		UNIFORMS					
	1,200.00	1,200.00	505.72	0.00	0.00	694.28	42.1%
170 55230		GAS/OIL					
	3,000.00	3,000.00	731.29	242.67	0.00	2,268.71	24.4%
170 59990		RESERVE					
	5,833.00	5,833.00	0.00	0.00	0.00	5,833.00	.0%
170 59997		RESERVE REST'D FOR CEMETERY					
	1,206,626.00	1,206,626.00	0.00	0.00	0.00	1,206,626.00	.0%
TOTAL CEMETERY	0.00	0.00	-22,479.67	-2,596.36	0.00	22,479.67	100.0%
TOTAL REVENUES	-1,426,762.00	-1,426,762.00	-58,932.88	-18,986.20	0.00	-1,367,829.12	
TOTAL EXPENSES	1,426,762.00	1,426,762.00	36,453.21	16,389.84	0.00	1,390,308.79	
GRAND TOTAL	0.00	0.00	-22,479.67	-2,596.36	0.00	22,479.67	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
180 COMM DEVELOP AREA							
180 31110		PROPERTY TAXES					
	-48,762.00	-48,762.00	0.00	0.00	0.00	-48,762.00	.0%
180 31117		PROPERTY TAXES-COUNTY					
	-67,915.00	-67,915.00	0.00	0.00	0.00	-67,915.00	.0%
180 36110		INTEREST					
	-500.00	-500.00	-265.65	-95.94	0.00	-234.35	53.1%
180 38410		LOAN PROCEEDS					
	-1,000,000.00	-1,000,000.00	0.00	0.00	0.00	-1,000,000.00	.0%
180 38910		CASH BALANCE FORWARD					
	-126,615.00	-126,615.00	0.00	0.00	0.00	-126,615.00	.0%
180 56300		IMPROVEMENTS					
	1,000,000.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00	.0%
180 57100		PRINCIPAL					
	52,000.00	52,000.00	0.00	0.00	0.00	52,000.00	.0%
180 57200		INTEREST					
	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	.0%
180 57300		FINANCING COSTS					
	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	.0%
180 59990		RESERVE					
	106,792.00	106,792.00	0.00	0.00	0.00	106,792.00	.0%
TOTAL COMM DEVELOP AREA	0.00	0.00	-265.65	-95.94	0.00	265.65	100.0%
TOTAL REVENUES	-1,243,792.00	-1,243,792.00	-265.65	-95.94	0.00	-1,243,526.35	
TOTAL EXPENSES	1,243,792.00	1,243,792.00	0.00	0.00	0.00	1,243,792.00	
GRAND TOTAL	0.00	0.00	-265.65	-95.94	0.00	265.65	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
190 LAW ENFORCE RECOVERY							
190 34210		FEDERAL LAW ENFORCEMENT SUPP					
	-150,000.00	-150,000.00	-69,093.00	-23,031.00	0.00	-80,907.00	46.1%
190 36110		INTEREST					
	0.00	0.00	-109.32	-47.72	0.00	109.32	100.0%
190 38910		CASH BALANCE FORWARD					
	-37,713.00	-37,713.00	0.00	0.00	0.00	-37,713.00	.0%
190 53400		CONTRACTUAL					
	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	.0%
190 54000		TRAINING/TRAVEL					
	8,200.00	8,200.00	0.00	0.00	0.00	8,200.00	.0%
190 54921		UNDERCOVER					
	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	.0%
190 55200		OPERATING SUPPLIES					
	1,000.00	1,000.00	888.21	437.12	0.00	111.79	88.8%
190 56400		MACH/EQUIP					
	158,500.00	158,500.00	25,456.06	25,456.06	89,159.62	43,884.32	72.3%
190 56401		EQUIP-NON CAPITAL					
	500.00	500.00	0.00	0.00	0.00	500.00	.0%
190 59990		RESERVE					
	13,013.00	13,013.00	0.00	0.00	0.00	13,013.00	.0%
TOTAL LAW ENFORCE RECOVERY	0.00	0.00	-42,858.05	2,814.46	89,159.62	-46,301.57	100.0%
TOTAL REVENUES	-187,713.00	-187,713.00	-69,202.32	-23,078.72	0.00	-118,510.68	
TOTAL EXPENSES	187,713.00	187,713.00	26,344.27	25,893.18	89,159.62	72,209.11	
GRAND TOTAL	0.00	0.00	-42,858.05	2,814.46	89,159.62	-46,301.57	100.0%

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City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
220 BOND DEBT SERVICE							
220 38910							
	-6,420.00	CASH BALANCE FORWARD -6,420.00	0.00	0.00	0.00	-6,420.00	.0%
220 59990							
	6,420.00	RESERVE 6,420.00	0.00	0.00	0.00	6,420.00	.0%
TOTAL BOND DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL REVENUES	-6,420.00	-6,420.00	0.00	0.00	0.00	-6,420.00	
TOTAL EXPENSES	6,420.00	6,420.00	0.00	0.00	0.00	6,420.00	
GRAND TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
230 UTILITY DEBT SERVICE							
230 36110		INTEREST					
	-5,800.00	-5,800.00	-1,187.91	-640.06	0.00	-4,612.09	20.5%
230 38140		FROM WW IMPACT FEES					
	-500,000.00	-500,000.00	-124,997.00	-41,667.00	0.00	-375,003.00	25.0%
230 38141		FROM WATER IMPACT FEES					
	-340,000.00	-340,000.00	-85,003.00	-28,333.00	0.00	-254,997.00	25.0%
230 38145		FROM WASTEWATER					
	-417,048.00	-417,048.00	-104,262.00	-34,754.00	0.00	-312,786.00	25.0%
230 38146		FROM WATER					
	-1,497,210.00	-1,497,210.00	-374,298.00	-124,768.00	0.00	-1,122,912.00	25.0%
230 38910		CASH BALANCE FORWARD					
	-292,230.00	-292,230.00	0.00	0.00	0.00	-292,230.00	.0%
230 57100		PRINCIPAL					
	1,724,000.00	1,724,000.00	0.00	0.00	0.00	1,724,000.00	.0%
230 57200		INTEREST					
	1,030,258.00	1,030,258.00	0.00	0.00	0.00	1,030,258.00	.0%
230 59990		RESERVE					
	298,030.00	298,030.00	0.00	0.00	0.00	298,030.00	.0%
TOTAL UTILITY DEBT SERVICE	0.00	0.00	-689,747.91	-230,162.06	0.00	689,747.91	100.0%
TOTAL REVENUES	-3,052,288.00	-3,052,288.00	-689,747.91	-230,162.06	0.00	-2,362,540.09	
TOTAL EXPENSES	3,052,288.00	3,052,288.00	0.00	0.00	0.00	3,052,288.00	
GRAND TOTAL	0.00	0.00	-689,747.91	-230,162.06	0.00	689,747.91	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
300 CAPITAL IMPROVEMENT							
300 33400		STATE GRANT					
	-536,300.00	-536,300.00	0.00	0.00	0.00	-536,300.00	.0%
300 33544		8TH CENT GAS TAX					
	-82,252.00	-82,252.00	-31,398.57	-10,466.19	0.00	-50,853.43	38.2%
300 33710		COUNTY GRANT					
	-108,574.00	-129,574.00	-20,900.00	-20,900.00	0.00	-108,674.00	16.1%
300 36110		INTEREST					
	-8,000.00	-8,000.00	-1,780.93	-782.94	0.00	-6,219.07	22.3%
300 36990		OTHER REVENUE					
	-134,625.00	-134,625.00	0.00	0.00	0.00	-134,625.00	.0%
300 38101		FROM GENERAL FUND					
	-2,887,708.00	-2,887,708.00	-721,930.00	-240,642.00	0.00	-2,165,778.00	25.0%
300 38152		FROM UB					
	0.00	0.00	-2,600.01	-866.67	0.00	2,600.01	100.0%
300 38910		CASH BALANCE FORWARD					
	-285,564.00	-285,564.00	0.00	0.00	0.00	-285,564.00	.0%
TOTAL CAPITAL IMPROVEMENT							
	-4,043,023.00	-4,064,023.00	-778,609.51	-273,657.80	0.00	-3,285,413.49	19.2%
TOTAL REVENUES							
	-4,043,023.00	-4,064,023.00	-778,609.51	-273,657.80	0.00	-3,285,413.49	
GRAND TOTAL							
	-4,043,023.00	-4,064,023.00	-778,609.51	-273,657.80	0.00	-3,285,413.49	19.2%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3001000 GENERAL GOVERNMENT							
3001000 56200	BUILDING						
	125,000.00	125,000.00	0.00	0.00	6,184.73	118,815.27	4.9%
3001000 56410	SOFTWARE						
	320,000.00	320,000.00	0.00	0.00	320,000.00	0.00	100.0%
3001000 57100	PRINCIPAL						
	128,743.00	128,743.00	68,123.34	0.00	0.00	60,619.66	52.9%
3001000 57200	INTEREST						
	20,373.00	20,373.00	14,978.88	0.00	0.00	5,394.12	73.5%
3001000 59990	RESERVE						
	-45,594.00	-45,594.00	0.00	0.00	0.00	-45,594.00	.0%
TOTAL GENERAL GOVERNMENT	548,522.00	548,522.00	83,102.22	0.00	326,184.73	139,235.05	74.6%
TOTAL EXPENSES	548,522.00	548,522.00	83,102.22	0.00	326,184.73	139,235.05	
3001310 CAP IMP IT							
3001310 56400	EQUIPMENT						
	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	.0%
TOTAL CAP IMP IT	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	.0%
TOTAL EXPENSES	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	
3002100 CAP IMP POLICE							
3002100 56300	IMPROVEMENTS						
	85,000.00	85,000.00	0.00	0.00	76,973.00	8,027.00	90.6%
TOTAL CAP IMP POLICE	85,000.00	85,000.00	0.00	0.00	76,973.00	8,027.00	90.6%
TOTAL EXPENSES	85,000.00	85,000.00	0.00	0.00	76,973.00	8,027.00	
3004100 CAP IMP STREETS							
3004100 56311	SIDEWALKS-GENL/MISC						



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

3004100	CAP IMP STREETS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
		110,000.00	110,000.00	0.00	0.00	0.00	110,000.00	.0%
3004100 56312	STREET STRIPING	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	.0%
3004100 56320	STREET PAVNG/RESURFACING-CAPIT	625,000.00	625,000.00	0.00	0.00	0.00	625,000.00	.0%
3004100 56400	MACH/EQUIP	210,000.00	210,000.00	74,434.00	74,434.00	0.00	135,566.00	35.4%
3004100 56500	INFRASTRUCTURE	255,000.00	255,000.00	0.00	0.00	0.00	255,000.00	.0%
	TOTAL CAP IMP STREETS	1,250,000.00	1,250,000.00	74,434.00	74,434.00	0.00	1,175,566.00	6.0%
	TOTAL EXPENSES	1,250,000.00	1,250,000.00	74,434.00	74,434.00	0.00	1,175,566.00	
3007200 CAP IMP REC								
3007200 56300	IMPROVEMENTS	140,000.00	140,000.00	0.00	0.00	0.00	140,000.00	.0%
3007200 56327	BEACH MONITORING/REPORTING	55,000.00	55,000.00	30,400.00	0.00	0.00	24,600.00	55.3%
3007200 56331	BEACH RENOUR / ENGINEERING	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00	.0%
3007200 56332	BEACH RENOURISHMENT	0.00	21,000.00	20,900.00	20,900.00	0.00	100.00	99.5%
3007200 56333	HABITAT CONSERVATION PLAN	179,501.00	179,501.00	0.00	0.00	0.00	179,501.00	.0%
	TOTAL CAP IMP REC	419,501.00	440,501.00	51,300.00	20,900.00	0.00	389,201.00	11.6%
	TOTAL EXPENSES	419,501.00	440,501.00	51,300.00	20,900.00	0.00	389,201.00	
3007220 CAP IMP PECK								
3007220 56300	IMPROVEMENTS	1,625,000.00	1,625,000.00	267.88	0.00	0.00	1,624,732.12	.0%
	TOTAL CAP IMP PECK	1,625,000.00	1,625,000.00	267.88	0.00	0.00	1,624,732.12	.0%
	TOTAL EXPENSES	1,625,000.00	1,625,000.00	267.88	0.00	0.00	1,624,732.12	



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

3007400 CAP IMP AQUATICS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3007400 CAP IMP AQUATICS							
3007400 56300	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	.0%
TOTAL CAP IMP AQUATICS	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	.0%
TOTAL EXPENSES	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	
GRAND TOTAL	4,043,023.00	4,064,023.00	209,104.10	95,334.00	403,157.73	3,451,761.17	15.1%

** END OF REPORT - Generated by Michele Brown **

Revenues	(\$ 778,610)
Expenses	\$ 209,104
Net	(\$ 569,506)



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
310 CAPITAL EXPANSION							
310 33323		FDOT GRANT					
	-575,000.00	-575,000.00	0.00	0.00	0.00	-575,000.00	.0%
310 36110		INTEREST					
	-10,000.00	-10,000.00	-9,632.68	-3,519.73	0.00	-367.32	96.3%
TOTAL CAPITAL EXPANSION	-585,000.00	-585,000.00	-9,632.68	-3,519.73	0.00	-575,367.32	1.6%
TOTAL REVENUES	-585,000.00	-585,000.00	-9,632.68	-3,519.73	0.00	-575,367.32	
3101000 CAP EXP ADMIN							
3101000 32410		IMPACT FEES ADMIN					
	-100,000.00	-100,000.00	-21,289.95	-3,719.25	0.00	-78,710.05	21.3%
3101000 38910		CASH BALANCE FORWARD					
	-1,198,345.00	-1,198,345.00	0.00	0.00	0.00	-1,198,345.00	.0%
TOTAL CAP EXP ADMIN	-1,298,345.00	-1,298,345.00	-21,289.95	-3,719.25	0.00	-1,277,055.05	1.6%
TOTAL REVENUES	-1,298,345.00	-1,298,345.00	-21,289.95	-3,719.25	0.00	-1,277,055.05	
3102100 CAP EXP POLICE							
3102100 32421		IMPACT FEES POLICE					
	-60,000.00	-60,000.00	-13,548.64	-2,708.60	0.00	-46,451.36	22.6%
3102100 38910		CASH BALANCE FORWARD					
	-414,964.00	-414,964.00	0.00	0.00	0.00	-414,964.00	.0%
TOTAL CAP EXP POLICE	-474,964.00	-474,964.00	-13,548.64	-2,708.60	0.00	-461,415.36	2.9%
TOTAL REVENUES	-474,964.00	-474,964.00	-13,548.64	-2,708.60	0.00	-461,415.36	
3102200 CAP EXP FIRE							
3102200 32422		IMPACT FEES FIRE					
	-80,000.00	-80,000.00	-16,373.98	-2,464.33	0.00	-63,626.02	20.5%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

3102200 CAP EXP FIRE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3102200 38910	CASH BALANCE FORWARD						
	-683,211.00	-683,211.00	0.00	0.00	0.00	-683,211.00	.0%
TOTAL CAP EXP FIRE	-763,211.00	-763,211.00	-16,373.98	-2,464.33	0.00	-746,837.02	2.1%
TOTAL REVENUES	-763,211.00	-763,211.00	-16,373.98	-2,464.33	0.00	-746,837.02	
3107200 CAP EXP RECREATION							
3107200 32470	IMPACT FEES RECREATION						
	-650,000.00	-650,000.00	-135,369.15	-23,878.31	0.00	-514,630.85	20.8%
3107200 38101	FROM GENERAL FUND						
	-52,736.00	-52,736.00	-13,181.00	-4,395.00	0.00	-39,555.00	25.0%
3107200 38910	CASH BALANCE FORWARD						
	-2,174,461.00	-2,174,461.00	0.00	0.00	0.00	-2,174,461.00	.0%
TOTAL CAP EXP RECREATION	-2,877,197.00	-2,877,197.00	-148,550.15	-28,273.31	0.00	-2,728,646.85	5.2%
TOTAL REVENUES	-2,877,197.00	-2,877,197.00	-148,550.15	-28,273.31	0.00	-2,728,646.85	
GRAND TOTAL	-5,998,717.00	-5,998,717.00	-209,395.40	-40,685.22	0.00	-5,789,321.60	3.5%
** END OF REPORT - Generated by Michele Brown **							



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3101000 CAP EXP ADMIN						
3101000 56500	INFRASTRUCTURE					
25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	.0%
3101000 59990	RESERVE					
1,276,026.00	1,276,026.00	0.00	0.00	0.00	1,276,026.00	.0%
TOTAL CAP EXP ADMIN						
1,301,026.00	1,301,026.00	0.00	0.00	0.00	1,301,026.00	.0%
TOTAL EXPENSES						
1,301,026.00	1,301,026.00	0.00	0.00	0.00	1,301,026.00	
3102100 CAP EXP POLICE						
3102100 56400	MACH/EQUIP					
107,000.00	107,000.00	0.00	0.00	73,671.69	33,328.31	68.9%
3102100 59990	RESERVE					
368,892.00	368,892.00	0.00	0.00	0.00	368,892.00	.0%
TOTAL CAP EXP POLICE						
475,892.00	475,892.00	0.00	0.00	73,671.69	402,220.31	15.5%
TOTAL EXPENSES						
475,892.00	475,892.00	0.00	0.00	73,671.69	402,220.31	
3102200 CAP EXP FIRE						
3102200 56200	BUILDING					
1,075,000.00	1,075,000.00	0.00	0.00	0.00	1,075,000.00	.0%
3102200 56400	MACH/EQUIP					
12,000.00	14,040.00	14,039.20	0.00	0.00	0.80	100.0%
3102200 59990	RESERVE					
252,739.00	250,699.00	0.00	0.00	0.00	250,699.00	.0%
TOTAL CAP EXP FIRE						
1,339,739.00	1,339,739.00	14,039.20	0.00	0.00	1,325,699.80	1.0%
TOTAL EXPENSES						
1,339,739.00	1,339,739.00	14,039.20	0.00	0.00	1,325,699.80	
3107200 CAP EXP RECREATION						
3107200 56300	IMPROVEMENTS					



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

3107200 CAP EXP RECREATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3107200 59990	420,000.00	420,000.00	0.00	0.00	0.00	420,000.00	.0%
	RESERVE						
	2,462,060.00	2,462,060.00	0.00	0.00	0.00	2,462,060.00	.0%
TOTAL CAP EXP RECREATION	2,882,060.00	2,882,060.00	0.00	0.00	0.00	2,882,060.00	.0%
	TOTAL EXPENSES						
	2,882,060.00	2,882,060.00	0.00	0.00	0.00	2,882,060.00	
	GRAND TOTAL						
	5,998,717.00	5,998,717.00	14,039.20	0.00	73,671.69	5,911,006.11	1.5%

** END OF REPORT - Generated by Michele Brown **

See next schedule for balances by Function. The total is based on actual expenses and not budgeted projects.

CAPITAL EXPANSION FUND**PRELIMINARY Dec**

	FY20-21 BALANCE FORWARD	FY21-22 REVENUE	FY21-22 INTEREST	FY21-22 EXPENSES	FY21-22 BALANCE FORWARD
POLICE	429,185.05	13,548.64	814.88	-	443,548.57
FIRE	694,010.93	16,373.98	1,317.69	14,039.20	697,663.40
SANITATION	-	-	-	-	-
RECREATION/PARKS	2,701,707.50	148,550.15	5,129.61	-	2,855,387.26
ADMINISTRATION	1,248,511.66	21,289.95	2,370.50	-	1,272,172.11
	5,073,415.14	199,762.72	9,632.68	14,039.20	5,268,771.34



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
315 AMERICAN RESCUE PLAN ACT							
315 33400		STATE GRANT					
	-500,000.00	-500,000.00	0.00	0.00	0.00	-500,000.00	.0%
315 33440		OTHER GRANT					
	-425,331.00	-425,331.00	0.00	0.00	0.00	-425,331.00	.0%
315 36110		INTEREST					
	0.00	0.00	-6,144.10	-2,097.33	0.00	6,144.10	100.0%
315 38910		CASH BALANCE FORWARD					
	-2,766,953.00	-2,766,953.00	0.00	0.00	0.00	-2,766,953.00	.0%
TOTAL AMERICAN RESCUE PLAN ACT							
	-3,692,284.00	-3,692,284.00	-6,144.10	-2,097.33	0.00	-3,686,139.90	.2%
TOTAL REVENUES							
	-3,692,284.00	-3,692,284.00	-6,144.10	-2,097.33	0.00	-3,686,139.90	
3154700 ARPA STORMWATER							
3154700 56300		IMPROVEMENTS					
	1,256,700.00	1,256,700.00	69,723.98	0.00	-69,723.98	1,256,700.00	.0%
TOTAL ARPA STORMWATER							
	1,256,700.00	1,256,700.00	69,723.98	0.00	-69,723.98	1,256,700.00	.0%
TOTAL EXPENSES							
	1,256,700.00	1,256,700.00	69,723.98	0.00	-69,723.98	1,256,700.00	
3157200 ARPA - RECREATION							
3157200 56300		IMPROVEMENTS					
	2,435,584.00	2,435,584.00	244,702.64	60,000.00	-184,702.64	2,375,584.00	2.5%
TOTAL ARPA - RECREATION							
	2,435,584.00	2,435,584.00	244,702.64	60,000.00	-184,702.64	2,375,584.00	2.5%
TOTAL EXPENSES							
	2,435,584.00	2,435,584.00	244,702.64	60,000.00	-184,702.64	2,375,584.00	
GRAND TOTAL							
	0.00	0.00	308,282.52	57,902.67	-254,426.62	-53,855.90	100.0%

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City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
330 WASTEWATER IMPROVEMENT							
330 36110		INTEREST					
	-44,200.00	-44,200.00	-16,790.59	-6,150.66	0.00	-27,409.41	38.0%
330 36120		UNREALIZED GAIN					
	0.00	0.00	-3.24	0.00	0.00	3.24	100.0%
330 38145		FROM WASTEWATER					
	-1,500,000.00	-1,500,000.00	-375,000.00	-125,000.00	0.00	-1,125,000.00	25.0%
330 38910		CASH BALANCE FORWARD					
	-8,097,922.00	-8,097,922.00	0.00	0.00	0.00	-8,097,922.00	.0%
330 56300		IMPROVEMENTS					
	750,000.00	750,000.00	0.00	0.00	0.00	750,000.00	.0%
330 59990		RESERVE					
	8,892,122.00	8,892,122.00	0.00	0.00	0.00	8,892,122.00	.0%
TOTAL WASTEWATER IMPROVEMENT	0.00	0.00	-391,793.83	-131,150.66	0.00	391,793.83	100.0%
	TOTAL REVENUES						
	-9,642,122.00	-9,642,122.00	-391,793.83	-131,150.66	0.00	-9,250,328.17	
	TOTAL EXPENSES						
	9,642,122.00	9,642,122.00	0.00	0.00	0.00	9,642,122.00	
	GRAND TOTAL						
	0.00	0.00	-391,793.83	-131,150.66	0.00	391,793.83	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 GOLF							
410 34710		GREEN FEES					
	-400,000.00	-400,000.00	-131,892.15	-43,272.19	0.00	-268,107.85	33.0%
410 34713		GOLF CARTS					
	-430,000.00	-430,000.00	-72,463.69	-25,512.04	0.00	-357,536.31	16.9%
410 34714		RANGE FEES					
	-25,000.00	-41,000.00	-11,705.00	-4,224.50	0.00	-29,295.00	28.5%
410 34718		FACILITY RENTAL					
	-42,000.00	-42,000.00	LY \$90,901.14	0.00	0.00	-42,000.00	.0%
410 34733		MEMBERSHIPS					
	-110,000.00	-110,000.00	-135,140.00	-8,640.00	0.00	25,140.00	122.9%
410 36990		OTHER REVENUE					
	-24,260.00	-35,000.00	-191.65	-91.27	0.00	-34,808.35	.5%
410 36992		GAIN ON SALE OF ASSET					
	0.00	0.00	-52.00	-52.00	0.00	52.00	100.0%
410 38101		FROM GENERAL FUND					
	-100,000.00	-100,000.00	-25,003.00	-8,333.00	0.00	-74,997.00	25.0%
410 38910		CASH BALANCE FORWARD					
	1,581,844.00	1,581,844.00	0.00	0.00	0.00	1,581,844.00	.0%
410 51200		SALARIES					
	278,800.00	278,800.00	72,325.22	37,703.60	0.00	206,474.78	25.9%
410 51350		PART-TIME					
	187,552.00	187,552.00	42,396.57	19,835.55	0.00	145,155.43	22.6%
410 51400		OVERTIME					
	5,000.00	5,000.00	5,527.46	4,326.75	0.00	-527.46	110.5%
410 52100		FICA					
	36,059.00	36,059.00	9,145.09	4,715.61	0.00	26,913.91	25.4%
410 52200		RETIREMENT					
	63,171.00	63,171.00	16,393.97	8,260.63	0.00	46,777.03	26.0%
410 52300		HEALTH INSUR					
	41,095.00	41,095.00	7,265.28	3,439.32	0.00	33,829.72	17.7%
410 52301		LIFE INSUR					
	150.00	150.00	383.29	157.45	0.00	-233.29	255.5%
410 52350		OPEB COSTS					
	794.00	794.00	200.00	66.00	0.00	594.00	25.2%
410 52400		WORKERS' COMP					
	5,360.00	5,360.00	1,337.00	447.00	0.00	4,023.00	24.9%
410 53100		PROFESSIONAL SERVICES					
	7,525.00	7,525.00	0.00	0.00	0.00	7,525.00	.0%
410 53200		AUDITING					
	7,371.00	7,371.00	1,845.00	614.00	0.00	5,526.00	25.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 53400		CONTRACTUAL					
	11,080.00	8,440.00	5,133.45	898.97	0.00	3,306.55	60.8%
410 54000		TRAINING/TRAVEL					
	0.00	675.00	97.59	46.23	0.00	577.41	14.5%
410 54100		COMM - PHONE/FAX/ALARM					
	2,040.00	2,040.00	139.92	70.02	0.00	1,900.08	6.9%
410 54101		COMMUNICATIONS-CELLULAR					
	2,340.00	2,340.00	0.00	0.00	0.00	2,340.00	.0%
410 54103		COMMUNICATIONS-INTERNET					
	5,665.00	3,365.00	1,163.03	301.62	0.00	2,201.97	34.6%
410 54200		POSTAGE					
	100.00	100.00	0.00	0.00	0.00	100.00	.0%
410 54300		UTILITIES ELECTRIC					
	65,000.00	72,000.00	8,315.61	3,126.31	0.00	63,684.39	11.5%
410 54310		UTILITIES-WATER & WASTEWATER					
	10,200.00	10,200.00	2,362.57	1,594.78	0.00	7,837.43	23.2%
410 54500		INSURANCE					
	23,671.00	23,671.00	5,923.00	1,972.00	0.00	17,748.00	25.0%
410 54610		R/M BLDG & GROUNDS					
	4,000.00	4,000.00	600.00	0.00	0.00	3,400.00	15.0%
410 54611		R/M FACILITIES					
	34,500.00	34,500.00	11,259.74	9,444.11	8,711.04	14,529.22	57.9%
410 54620		R/M EQUIPMENT					
	29,650.00	29,650.00	5,470.54	299.54	0.00	24,179.46	18.5%
410 54630		R/M VEHICLES-LABOR					
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
410 54640		R/M VEHICLES-PARTS					
	500.00	500.00	0.00	0.00	0.00	500.00	.0%
410 54800		PROMOTIONAL					
	28,400.00	23,300.00	5,552.34	612.34	0.00	17,747.66	23.8%
410 55100		OFFICE SUPPLIES					
	1,000.00	1,000.00	320.45	238.14	0.00	679.55	32.0%
410 55200		OPERATING SUPPLIES					
	176,892.00	178,676.00	37,500.53	18,094.70	0.00	141,175.47	21.0%
410 55210		UNIFORMS					
	6,050.00	6,050.00	1,081.85	0.00	0.00	4,968.15	17.9%
410 55230		GAS/OIL					
	37,000.00	30,000.00	5,380.26	1,625.25	0.00	24,619.74	17.9%
410 55400		BOOKS/SUBS/DUES					
	7,459.00	5,000.00	254.00	0.00	0.00	4,746.00	5.1%
410 56300		IMPROVEMENTS					
	15,000.00	15,000.00	1,618.75	47.09	0.00	13,381.25	10.8%
410 56400		MACH/EQUIP					
	75,000.00	75,000.00	0.00	0.00	0.00	75,000.00	.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 59990	RESERVE						
	-1,581,844.00	-1,581,844.00	0.00	0.00	0.00	-1,581,844.00	.0%
	TOTAL GOLF						
	38,164.00	1,384.00	-127,454.98	27,812.01	8,711.04	120,127.94	-8579.8%
	TOTAL REVENUES						
	450,584.00	423,844.00	-376,447.49	-90,125.00	0.00	800,291.49	
	TOTAL EXPENSES						
	-412,420.00	-422,460.00	248,992.51	117,937.01	8,711.04	-680,163.55	
4107260 GOLF TOPTRACER	Operations Net Rev (\$127,455)						
4107260 34716	TT FOOD & BEVERAGE						
	-45,000.00	-6,000.00	-1,150.36	-523.78	0.00	-4,849.64	19.2%
4107260 34717	BAY RENTALS						
	-60,000.00	-24,000.00	-7,961.00	-3,820.00	0.00	-16,039.00	33.2%
4107260 34790	TOPTRACER BAY SPONSORSHIP						
	-11,004.00	-11,004.00	-2,749.89	-916.63	0.00	-8,254.11	25.0%
4107260 51200	SALARIES						
	0.00	0.00	60.00	0.00	0.00	-60.00	100.0%
4107260 51350	PART TIME SALARIES						
	37,500.00	37,500.00	9,728.66	4,536.00	0.00	27,771.34	25.9%
4107260 51400	OVERTIME						
	0.00	0.00	681.75	504.00	0.00	-681.75	100.0%
4107260 52100	FICA						
	3,500.00	3,500.00	774.96	385.56	0.00	2,725.04	22.1%
4107260 52400	WORKERS' COMP						
	1,200.00	1,200.00	300.00	100.00	0.00	900.00	25.0%
4107260 54103	COMMUNICATIONS-INTERNET						
	0.00	2,300.00	432.02	244.01	0.00	1,867.98	18.8%
4107260 54400	RENTALS/LEASES						
	24,000.00	24,000.00	8,000.00	2,000.00	0.00	16,000.00	33.3%
4107260 54800	PROMOTIONAL						
	0.00	5,100.00	832.50	412.25	0.00	4,267.50	16.3%
4107260 55200	OPERATING SUPPLIES						
	0.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
4107260 55550	F&B COST OF SALES						
	0.00	2,400.00	252.17	131.88	0.00	2,147.83	10.5%
	TOTAL GOLF TOPTRACER						
	-49,804.00	44,996.00	9,200.81	3,053.29	0.00	35,795.19	20.4%
	TOTAL REVENUES						
	-116,004.00	-41,004.00	-11,861.25	-5,260.41	0.00	-29,142.75	
	TOTAL EXPENSES						
	66,200.00	86,000.00	21,062.06	8,313.70	0.00	64,937.94	

Toptracer Net Exp \$9,201



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

4107261 GOLF PRO SHOP							
	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107261 GOLF PRO SHOP							
4107261 34715	PRO SHOP SALES						
-60,000.00	-80,000.00		-20,432.01	-7,073.12	0.00	-59,567.99	25.5%
4107261 34719	GOLF INSTRUCTION						
-2,400.00	-2,400.00		0.00	0.00	0.00	-2,400.00	.0%
4107261 51200	SALARIES						
40,000.00	40,000.00		6,046.42	1,538.50	0.00	33,953.58	15.1%
4107261 51350	PART TIME SALARIES						
33,540.00	33,540.00		7,766.59	3,433.50	0.00	25,773.41	23.2%
4107261 51400	OVERTIME						
0.00	0.00		695.89	558.00	0.00	-695.89	100.0%
4107261 52100	FICA						
5,626.00	5,626.00		1,126.18	423.05	0.00	4,499.82	20.0%
4107261 52200	RETIREMENT						
0.00	0.00		1,025.43	323.70	0.00	-1,025.43	100.0%
4107261 52300	HEALTH INSUR						
0.00	0.00		1,526.34	0.00	0.00	-1,526.34	100.0%
4107261 52301	LIFE INSUR						
0.00	0.00		24.44	0.00	0.00	-24.44	100.0%
4107261 55545	PRO SHOP COST OF SALES						
40,000.00	30,000.00		11,206.06	5,963.82	0.00	18,793.94	37.4%
TOTAL GOLF PRO SHOP							
56,766.00	26,766.00		8,985.34	5,167.45	0.00	17,780.66	33.6%
TOTAL REVENUES							
-62,400.00	-82,400.00		-20,432.01	-7,073.12	0.00	-61,967.99	
TOTAL EXPENSES							
119,166.00	109,166.00		29,417.35	12,240.57	0.00	79,748.65	
4107262 GOLF FOOD & BEVERAGE							
Pro Shop Net Exp \$8,985							
4107262 34716	FOOD AND BEVERAGE						
-306,952.00	-335,212.00		-85,478.88	-31,193.73	0.00	-249,733.12	25.5%
4107262 51200	SALARIES						
50,000.00	50,000.00		19,100.36	9,525.60	0.00	30,899.64	38.2%
4107262 51350	PART TIME SALARIES						
30,000.00	30,000.00		10,561.75	4,614.00	0.00	19,438.25	35.2%
4107262 51400	OVERTIME						
0.00	0.00		1,761.52	1,305.00	0.00	-1,761.52	100.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

4107262	GOLF FOOD & BEVERAGE	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107262 52100	FICA	8,420.00	8,420.00	2,342.57	1,145.82	0.00	6,077.43	27.8%
4107262 52200	RETIREMENT	10,520.00	10,520.00	3,914.44	2,176.98	0.00	6,605.56	37.2%
4107262 52300	HEALTH INSUR	14,784.00	14,784.00	4,777.48	1,846.88	0.00	10,006.52	32.3%
4107262 52301	LIFE INSUR	0.00	0.00	103.40	39.95	0.00	-103.40	100.0%
4107262 53400	CONTRACTUAL	0.00	0.00	1,272.00	848.00	0.00	-1,272.00	100.0%
4107262 54400	RENTALS/LEASES	0.00	2,640.00	660.00	660.00	0.00	1,980.00	25.0%
4107262 55200	OPERATING SUPPLIES	0.00	0.00	223.95	223.95	0.00	-223.95	100.0%
4107262 55550	F&B COST OF SALES	148,102.00	145,702.00	29,149.98	11,386.88	0.00	116,552.02	20.0%
TOTAL GOLF FOOD & BEVERAGE		-45,126.00	-73,146.00	-11,611.43	2,579.33	0.00	-61,534.57	15.9%
TOTAL REVENUES		-306,952.00	-335,212.00	-85,478.88	-31,193.73	0.00	-249,733.12	
TOTAL EXPENSES		261,826.00	262,066.00	73,867.45	33,773.06	0.00	188,198.55	
GRAND TOTAL		0.00	0.00	-120,880.26	38,612.08	8,711.04	112,169.22	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 AIRPORT							
420 33220		FAA GRANT					
	-365,125.00	-365,125.00	-44,200.00	-28,730.00	0.00	-320,925.00	12.1%
420 33323		FDOT GRANT					
	-627,326.00	-627,326.00	-10,444.14	-3,022.15	0.00	-616,881.86	1.7%
420 34704		RENTALS NON-TAXABLE					
	0.00	0.00	-16.00	0.00	0.00	16.00	100.0%
420 34720		RENTALS					
	0.00	0.00	-550.00	-90.00	0.00	550.00	100.0%
420 34970		FUEL FLOW FEES					
	-24,800.00	-24,800.00	-8,976.80	-3,838.40	0.00	-15,823.20	36.2%
420 34971		LEASE PAYMENTS-LAND LEASE					
	-52,372.00	-52,372.00	-19,354.81	-6,618.27	0.00	-33,017.19	37.0%
420 34972		BUILDING LEASE					
	0.00	0.00	-1,655.60	-454.36	0.00	1,655.60	100.0%
420 34973		LAND LEASE- AMELIA RIVER					
	-205,960.00	-205,960.00	-51,036.36	-17,802.05	0.00	-154,923.64	24.8%
420 34974		LAND LEASE PAYMENTS-NON TAXABL					
	-66,571.00	-66,571.00	-17,550.48	-5,850.16	0.00	-49,020.52	26.4%
420 34975		RENT/LEASE PAYMENTS					
	-350,000.00	-350,000.00	-86,455.36	-28,651.71	0.00	-263,544.64	24.7%
420 34976		8 FLAGS RENT (TAXABLE)					
	-64,080.00	-64,080.00	-30,557.91	-8,767.23	0.00	-33,522.09	47.7%
420 34978		8 FLAGS RENT NON-TAXABLE					
	-56,712.00	-56,712.00	-1,652.64	-367.00	0.00	-55,059.36	2.9%
420 34979		TRANSIENT REVENUE					
	0.00	0.00	-1,453.41	-763.41	0.00	1,453.41	100.0%
420 36110		INTEREST					
	0.00	0.00	-1,588.58	-614.54	0.00	1,588.58	100.0%
420 36990		OTHER REVENUE					
	-69,100.00	-69,100.00	-3,130.13	-125.00	0.00	-65,969.87	4.5%
420 36991		AIRCRAFT PARKING REVENUE					
	-2,004.00	-2,004.00	-399.04	0.00	0.00	-1,604.96	19.9%
420 36995		LATE FEES					
	0.00	0.00	-1,732.63	-629.72	0.00	1,732.63	100.0%
420 38101		FROM GENERAL FUND					
	-275,000.00	-275,000.00	-68,747.00	-22,917.00	0.00	-206,253.00	25.0%
420 38410		LOAN PROCEEDS					
	-3,991,000.00	-3,991,000.00	0.00	0.00	0.00	-3,991,000.00	.0%
420 38910		CASH BALANCE FORWARD					
	-693,302.00	-693,302.00	0.00	0.00	0.00	-693,302.00	.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 51200		SALARIES					
	139,064.00	139,064.00	33,330.69	16,278.30	0.00	105,733.31	24.0%
420 51350		PART-TIME					
	15,080.00	15,080.00	3,639.68	1,672.50	0.00	11,440.32	24.1%
420 52100		FICA					
	11,792.00	11,792.00	2,668.70	1,331.32	0.00	9,123.30	22.6%
420 52200		RETIREMENT					
	29,259.00	29,259.00	7,012.79	3,424.95	0.00	22,246.21	24.0%
420 52300		HEALTH INSUR					
	28,573.00	28,573.00	7,036.47	2,345.49	0.00	21,536.53	24.6%
420 52301		LIFE INSUR					
	768.00	768.00	197.40	66.74	0.00	570.60	25.7%
420 52350		OPEB COSTS					
	1,756.00	1,756.00	452.65	146.00	0.00	1,303.35	25.8%
420 52400		WORKERS' COMP					
	1,521.00	1,521.00	378.00	127.00	0.00	1,143.00	24.9%
420 53100		PROFESSIONAL SERVICES					
	25,000.00	25,000.00	13,488.58	8,643.58	-8,643.58	20,155.00	19.4%
420 53200		AUDITING					
	7,371.00	7,371.00	1,845.00	614.00	0.00	5,526.00	25.0%
420 53400		CONTRACTUAL					
	56,618.00	56,618.00	10,800.94	1,891.61	0.00	45,817.06	19.1%
420 54000		TRAINING/TRAVEL					
	3,210.00	3,210.00	0.00	0.00	0.00	3,210.00	.0%
420 54100		COMM - PHONE/FAX/ALARM					
	2,988.00	2,988.00	419.76	210.06	0.00	2,568.24	14.0%
420 54101		COMMUNICATIONS-CELLULAR					
	2,000.00	2,000.00	305.76	203.84	0.00	1,694.24	15.3%
420 54103		COMMUNICATIONS-INTERNET					
	5,922.00	5,922.00	556.50	185.50	0.00	5,365.50	9.4%
420 54200		POSTAGE					
	100.00	100.00	7.38	7.38	0.00	92.62	7.4%
420 54300		UTILITIES ELECTRIC					
	34,500.00	34,500.00	2,925.78	1,521.30	0.00	31,574.22	8.5%
420 54310		UTILITIES-WATER & WASTEWATER					
	12,200.00	12,200.00	1,301.95	651.02	0.00	10,898.05	10.7%
420 54500		INSURANCE					
	66,499.00	66,499.00	16,612.00	5,543.00	0.00	49,887.00	25.0%
420 54610		R/M BLDG & GROUNDS					
	192,000.00	192,000.00	27,293.14	18,128.76	5,267.56	159,439.30	17.0%
420 54611		R/M FACILITIES					
	30,500.00	30,500.00	909.58	163.26	0.00	29,590.42	3.0%
420 54620		R/M EQUIPMENT					
	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 54630		R/M VEHICLES-LABOR					
	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	.0%
420 54640		R/M VEHICLES-PARTS					
	8,000.00	8,000.00	5.00	0.00	0.00	7,995.00	.1%
420 54700		PRINTING					
	650.00	650.00	0.00	0.00	0.00	650.00	.0%
420 54800		PROMOTIONAL					
	750.00	750.00	119.09	24.12	0.00	630.91	15.9%
420 54910		BILLING COSTS					
	7,300.00	7,300.00	1,828.00	608.00	0.00	5,472.00	25.0%
420 55100		OFFICE SUPPLIES					
	2,300.00	2,300.00	-159.30	-169.30	0.00	2,459.30	-6.9%
420 55200		OPERATING SUPPLIES					
	1,115.00	1,115.00	483.64	252.38	0.00	631.36	43.4%
420 55210		UNIFORMS					
	400.00	400.00	124.00	0.00	0.00	276.00	31.0%
420 55230		GAS/OIL					
	11,000.00	11,000.00	2,331.14	396.49	0.00	8,668.86	21.2%
420 55400		BOOKS/SUBS/DUES					
	525.00	525.00	330.00	0.00	0.00	195.00	62.9%
420 56300		IMPROVEMENTS					
	5,723,441.00	5,723,441.00	55,681.51	31,894.41	-32,058.91	5,699,818.40	.4%
420 56401		EQUIP-NON CAPITAL					
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
420 57100		PRINCIPAL					
	204,000.00	204,000.00	0.00	0.00	0.00	204,000.00	.0%
420 57200		INTEREST					
	135,952.00	135,952.00	0.00	0.00	0.00	135,952.00	.0%
420 57300		FINANCING COSTS					
	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	.0%
420 59990		RESERVE					
	22,698.00	22,698.00	0.00	0.00	0.00	22,698.00	.0%
TOTAL AIRPORT	0.00	0.00	-157,575.06	-33,079.29	-35,434.93	193,009.99	100.0%
TOTAL REVENUES	-6,843,352.00	-6,843,352.00	-349,500.89	-129,241.00	0.00	-6,493,851.11	
TOTAL EXPENSES	6,843,352.00	6,843,352.00	191,925.83	96,161.71	-35,434.93	6,686,861.10	
GRAND TOTAL	0.00	0.00	-157,575.06	-33,079.29	-35,434.93	193,009.99	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
440 SANITATION							
440 32370		FRANCHISE FEES - SOLD WASTE					
	-24,000.00	-24,000.00	0.00	0.00	0.00	-24,000.00	.0%
440 34340		GARBAGE FEES					
	-2,502,644.00	-2,502,644.00	-685,344.43	-228,701.88	0.00	-1,817,299.57	27.4%
440 34341		GARBAGE FEES - CITY OF FB					
	-400,800.00	-400,800.00	-106,356.11	-35,593.07	0.00	-294,443.89	26.5%
440 36110		INTEREST					
	0.00	0.00	-27.67	-11.10	0.00	27.67	100.0%
440 36990		OTHER REVENUE					
	-80,000.00	-80,000.00	-4,213.22	-2,151.45	0.00	-75,786.78	5.3%
440 38101		FROM GENERAL FUND					
	-60,000.00	-60,000.00	-15,000.00	-5,000.00	0.00	-45,000.00	25.0%
440 38910		CASH BALANCE FORWARD					
	20,162.00	20,162.00	0.00	0.00	0.00	20,162.00	.0%
440 51200		SALARIES					
	93,099.00	93,099.00	13,968.25	9,069.65	0.00	79,130.75	15.0%
440 51400		OVERTIME					
	10,000.00	10,000.00	1,570.83	1,136.62	0.00	8,429.17	15.7%
440 52100		FICA					
	5,754.00	5,754.00	1,183.77	780.90	0.00	4,570.23	20.6%
440 52200		RETIREMENT					
	23,191.00	23,191.00	3,269.42	2,147.41	0.00	19,921.58	14.1%
440 52300		HEALTH INSUR					
	50,023.00	50,023.00	3,543.13	1,526.34	0.00	46,479.87	7.1%
440 52301		LIFE INSUR					
	733.00	733.00	77.97	34.78	0.00	655.03	10.6%
440 52400		WORKERS' COMP					
	2,000.00	2,000.00	497.00	167.00	0.00	1,503.00	24.9%
440 53200		AUDITING					
	7,371.00	7,371.00	1,845.00	614.00	0.00	5,526.00	25.0%
440 53400		CONTRACTUAL					
	293,722.00	293,722.00	78,481.59	25,879.22	7,391.19	207,849.22	29.2%
440 53440		SANITATION SERVICES EXPENSE					
	2,274,903.00	2,274,903.00	421,396.78	215,144.91	0.00	1,853,506.22	18.5%
440 53444		RECYCLING SERVICES					
	20,000.00	20,000.00	4,997.00	1,667.00	0.00	15,003.00	25.0%
440 54000		TRAINING/TRAVEL					
	250.00	250.00	0.00	0.00	0.00	250.00	.0%
440 54400		RENTALS/LEASES					
	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
440 54440		LAND RENT					
	35,000.00	35,000.00	7,875.00	2,625.00	0.00	27,125.00	22.5%
440 54610		R/M BLDG & GROUNDS					
	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
440 54630		R/M VEHICLES-LABOR					
	10,000.00	10,000.00	1,515.00	270.00	0.00	8,485.00	15.2%
440 54640		R/M VEHICLES-PARTS					
	15,000.00	15,000.00	2,227.31	137.56	0.00	12,772.69	14.8%
440 54910		BILLING COSTS					
	92,000.00	92,000.00	22,997.00	7,667.00	0.00	69,003.00	25.0%
440 55100		OFFICE SUPPLIES					
	500.00	500.00	0.00	0.00	0.00	500.00	.0%
440 55200		OPERATING SUPPLIES					
	500.00	500.00	0.00	0.00	0.00	500.00	.0%
440 55210		UNIFORMS					
	1,200.00	1,200.00	140.24	0.00	0.00	1,059.76	11.7%
440 55230		GAS/OIL					
	18,000.00	18,000.00	4,266.92	1,200.54	0.00	13,733.08	23.7%
440 55644		NON PROFIT KNB					
	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
440 56401		NON CAP EQUIP					
	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	.0%
440 59990		RESERVE					
	52,036.00	52,036.00	0.00	0.00	0.00	52,036.00	.0%
TOTAL SANITATION	0.00	0.00	-241,089.22	-1,389.57	7,391.19	233,698.03	100.0%
TOTAL REVENUES	-3,047,282.00	-3,047,282.00	-810,941.43	-271,457.50	0.00	-2,236,340.57	
TOTAL EXPENSES	3,047,282.00	3,047,282.00	569,852.21	270,067.93	7,391.19	2,470,038.60	
GRAND TOTAL	0.00	0.00	-241,089.22	-1,389.57	7,391.19	233,698.03	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 WASTEWATER							
			LY \$1,368,065.62				
450 34345		WASTEWATER CHARGES					
	-5,490,000.00	-5,490,000.00	-1,402,097.26	-462,368.82	0.00	-4,087,902.74	25.5%
450 34530		SEPTIC DUMPING					
	-50,000.00	-50,000.00	-13,248.00	-4,636.80	0.00	-36,752.00	26.5%
450 34535		WASTEWATER TAP FEES					
	-31,250.00	-31,250.00	-14,000.00	-5,000.00	0.00	-17,250.00	44.8%
450 34910		WASTEWATER MISCELLANEOUS FEES					
	-5,000.00	-5,000.00	-27,790.00	-8,190.00	0.00	22,790.00	555.8%
450 36110		INTEREST					
	-90,000.00	-90,000.00	-9,942.81	-3,456.48	0.00	-80,057.19	11.0%
450 36120		UNREALIZED GAIN					
	0.00	0.00	-3.24	0.00	0.00	3.24	100.0%
450 38910		CASH BALANCE FORWARD					
	-5,462,894.00	-5,462,894.00	0.00	0.00	0.00	-5,462,894.00	.0%
450 51200		SALARIES					
	623,740.00	623,740.00	139,185.80	69,701.37	0.00	484,554.20	22.3%
450 51350		PART-TIME					
	33,515.00	33,515.00	7,494.05	3,857.00	0.00	26,020.95	22.4%
450 51400		OVERTIME					
	119,200.00	119,200.00	21,286.75	11,878.85	0.00	97,913.25	17.9%
450 52100		FICA					
	61,997.00	61,997.00	12,286.05	6,403.04	0.00	49,710.95	19.8%
450 52200		RETIREMENT					
	131,235.00	131,235.00	32,413.20	16,335.18	0.00	98,821.80	24.7%
450 52300		HEALTH INSUR					
	185,626.00	185,626.00	34,901.30	12,384.81	0.00	150,724.70	18.8%
450 52301		LIFE INSUR					
	3,505.00	3,505.00	790.34	285.76	0.00	2,714.66	22.5%
450 52350		OPEB COSTS					
	15,361.00	15,361.00	3,841.00	1,280.00	0.00	11,520.00	25.0%
450 52400		WORKERS' COMP					
	12,098.00	12,098.00	3,026.00	1,008.00	0.00	9,072.00	25.0%
450 53100		PROFESSIONAL SERVICES					
	175,000.00	175,000.00	0.00	0.00	0.00	175,000.00	.0%
450 53200		AUDITING					
	15,561.00	15,561.00	3,888.00	1,297.00	0.00	11,673.00	25.0%
450 53400		CONTRACTUAL					
	186,146.00	186,146.00	38,998.49	27,210.88	0.00	147,147.51	21.0%
450 54000		TRAINING/TRAVEL					
	28,075.00	28,075.00	0.00	0.00	0.00	28,075.00	.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 54100		COMM - PHONE/FAX/ALARM					
	3,612.00	3,612.00	186.56	93.36	0.00	3,425.44	5.2%
450 54101		COMMUNICATIONS-CELLULAR					
	5,000.00	5,000.00	588.38	269.55	0.00	4,411.62	11.8%
450 54103		COMMUNICATIONS-INTERNET					
	3,635.00	3,635.00	778.43	344.16	0.00	2,856.57	21.4%
450 54200		POSTAGE					
	3,000.00	3,000.00	19.37	0.00	0.00	2,980.63	.6%
450 54300		UTILITIES ELECTRIC					
	189,000.00	189,000.00	37,628.03	13,478.83	0.00	151,371.97	19.9%
450 54310		UTILITIES-WATER & WASTEWATER					
	35,000.00	35,000.00	2,311.33	1,710.48	0.00	32,688.67	6.6%
450 54320		UTILITIES-PROPANE/OTHER					
	7,800.00	7,800.00	0.00	0.00	0.00	7,800.00	.0%
450 54500		INSURANCE					
	24,246.00	24,246.00	6,057.00	2,021.00	0.00	18,189.00	25.0%
450 54610		R/M BLDG & GROUNDS					
	38,700.00	38,700.00	0.00	0.00	26,600.00	12,100.00	68.7%
450 54611		R/M FACILITIES					
	49,500.00	49,500.00	5,523.46	5,523.46	3,724.00	40,252.54	18.7%
450 54620		R/M EQUIPMENT					
	119,000.00	119,000.00	17,025.53	5,580.85	496.44	101,478.03	14.7%
450 54630		R/M VEHICLES-LABOR					
	24,000.00	24,000.00	4,166.25	2,606.25	0.00	19,833.75	17.4%
450 54640		R/M VEHICLES-PARTS					
	35,000.00	35,000.00	10,677.78	3,268.83	0.00	24,322.22	30.5%
450 54910		BILLING COSTS					
	200,000.00	200,000.00	49,997.00	16,667.00	0.00	150,003.00	25.0%
450 54920		UTILITY ADMIN COSTS					
	225,000.00	225,000.00	56,250.00	18,750.00	0.00	168,750.00	25.0%
450 55100		OFFICE SUPPLIES					
	1,100.00	1,100.00	20.00	20.00	0.00	1,080.00	1.8%
450 55200		OPERATING SUPPLIES					
	271,955.00	271,955.00	32,086.65	4,967.33	0.00	239,868.35	11.8%
450 55210		UNIFORMS					
	10,525.00	10,525.00	2,924.77	0.00	0.00	7,600.23	27.8%
450 55220		JANITORIAL SUPPLIES					
	2,500.00	2,500.00	272.49	0.00	0.00	2,227.51	10.9%
450 55230		GAS/OIL					
	28,000.00	28,000.00	5,711.05	1,720.16	0.00	22,288.95	20.4%
450 55240		CHEMICALS					
	70,000.00	70,000.00	14,924.22	3,017.00	0.00	55,075.78	21.3%
450 55300		ROAD MATERIALS					
	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 55400		BOOKS/SUBS/DUES					
	1,900.00	1,900.00	811.25	730.00	0.00	1,088.75	42.7%
450 56300		IMPROVEMENTS					
	540,000.00	540,000.00	219,279.10	196,849.60	-146,656.10	467,377.00	13.4%
450 56400		MACH/EQUIP					
	100,000.00	100,000.00	0.00	0.00	77,103.00	22,897.00	77.1%
450 56401		EQUIP-NON CAPITAL					
	23,500.00	23,500.00	3,873.00	0.00	0.00	19,627.00	16.5%
450 59100		TRANSFER TO GENERAL FUND					
	360,000.00	360,000.00	90,000.00	30,000.00	0.00	270,000.00	25.0%
450 59230		TRANSFER TO UTIL ACQ DS					
	417,048.00	417,048.00	104,262.00	34,754.00	0.00	312,786.00	25.0%
450 59330		TRANSFER TO WW CAPITAL					
	1,500,000.00	1,500,000.00	375,000.00	125,000.00	0.00	1,125,000.00	25.0%
450 59460		TRANSFER TO WATER FUND					
	600,000.00	600,000.00	150,000.00	50,000.00	0.00	450,000.00	25.0%
450 59990		RESERVE					
	4,641,064.00	4,641,064.00	0.00	0.00	0.00	4,641,064.00	.0%
TOTAL WASTEWATER	0.00	0.00	21,403.32	185,361.65	-38,732.66	17,329.34	100.0%
TOTAL REVENUES	-11,129,144.00	-11,129,144.00	-1,467,081.31	-483,652.10	0.00	-9,662,062.69	
TOTAL EXPENSES	11,129,144.00	11,129,144.00	1,488,484.63	669,013.75	-38,732.66	9,679,392.03	
GRAND TOTAL	0.00	0.00	21,403.32	185,361.65	-38,732.66	17,329.34	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 WATER							
			LY \$1,014,681.40				
460 34346		WATER CHARGES					
	-4,339,189.00	-4,339,189.00	-1,070,986.62	-346,900.96	0.00	-3,268,202.38	24.7%
460 34610		WATER TAP CHARGES					
	-53,560.00	-53,560.00	-18,065.00	-7,065.00	0.00	-35,495.00	33.7%
460 34620		WATER METER INSTALLATION FEES					
	-37,801.00	-37,801.00	-5,390.26	-2,338.99	0.00	-32,410.74	14.3%
460 34621		WATER NONPAY RECONNECT FEE					
	-30,000.00	-30,000.00	-9,798.75	-4,111.25	0.00	-20,201.25	32.7%
460 34910		MISCELLANEOUS FEES					
	-10,712.00	-10,712.00	-4,323.00	-4,223.00	0.00	-6,389.00	40.4%
460 36110		INTEREST					
	-79,745.00	-79,745.00	-11,402.37	-4,222.79	0.00	-68,342.63	14.3%
460 36120		UNREALIZED GAIN					
	0.00	0.00	-3.32	0.00	0.00	3.32	100.0%
460 36323		EXTENSION CHARGES					
	-24,720.00	-24,720.00	-24,160.00	-4,660.00	0.00	-560.00	97.7%
460 36990		OTHER REVENUE					
	0.00	0.00	-7,533.03	0.00	0.00	7,533.03	100.0%
460 36995		LATE FEES					
	-16,322.00	-16,322.00	-5,139.29	-1,942.24	0.00	-11,182.71	31.5%
460 38145		FROM WASTEWATER					
	-600,000.00	-600,000.00	-150,000.00	-50,000.00	0.00	-450,000.00	25.0%
460 38910		CASH BALANCE FORWARD					
	-5,763,500.00	-5,763,500.00	0.00	0.00	0.00	-5,763,500.00	.0%
460 38912		RESERVE - R & R FUND					
	-200,000.00	-200,000.00	0.00	0.00	0.00	-200,000.00	.0%
460 51200		SALARIES					
	561,703.00	561,703.00	120,268.85	61,310.05	0.00	441,434.15	21.4%
460 51400		OVERTIME					
	125,000.00	125,000.00	21,231.74	10,129.70	0.00	103,768.26	17.0%
460 52100		FICA					
	54,922.00	54,922.00	10,486.51	5,392.40	0.00	44,435.49	19.1%
460 52200		RETIREMENT					
	118,185.00	118,185.00	26,355.05	13,169.92	0.00	91,829.95	22.3%
460 52300		HEALTH INSUR					
	168,645.00	168,645.00	29,240.97	8,983.81	0.00	139,404.03	17.3%
460 52301		LIFE INSUR					
	3,325.00	3,325.00	674.45	217.14	0.00	2,650.55	20.3%
460 52350		OPEB COSTS					
	14,483.00	14,483.00	3,620.00	1,207.00	0.00	10,863.00	25.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 52400		WORKERS' COMP					
	12,740.00	12,740.00	3,182.00	1,062.00	0.00	9,558.00	25.0%
460 53100		PROFESSIONAL SERVICES					
	143,000.00	143,000.00	0.00	0.00	0.00	143,000.00	.0%
460 53200		AUDITING					
	10,647.00	10,647.00	2,664.00	887.00	0.00	7,983.00	25.0%
460 53400		CONTRACTUAL					
	103,714.00	103,714.00	29,062.43	17,256.26	-8,990.00	83,641.57	19.4%
460 54000		TRAINING/TRAVEL					
	27,458.00	27,458.00	3,192.00	1,912.99	0.00	24,266.00	11.6%
460 54100		COMM - PHONE/FAX/ALARM					
	2,116.00	2,116.00	240.70	120.45	0.00	1,875.30	11.4%
460 54101		COMMUNICATIONS-CELLULAR					
	10,000.00	10,000.00	1,411.20	942.43	0.00	8,588.80	14.1%
460 54103		COMMUNICATIONS-INTERNET					
	5,250.00	5,250.00	1,372.26	519.51	0.00	3,877.74	26.1%
460 54200		POSTAGE					
	1,825.00	1,825.00	252.87	0.00	0.00	1,572.13	13.9%
460 54300		UTILITIES ELECTRIC					
	297,000.00	297,000.00	29,891.80	14,418.76	0.00	267,108.20	10.1%
460 54310		UTILITIES-WATER & WASTEWATER					
	1,000.00	1,000.00	223.63	98.87	0.00	776.37	22.4%
460 54320		UTILITIES-PROPANE/OTHER					
	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	.0%
460 54440		LAND RENT					
	25,000.00	25,000.00	4,741.26	1,580.42	0.00	20,258.74	19.0%
460 54500		INSURANCE					
	16,036.00	16,036.00	4,003.00	1,337.00	0.00	12,033.00	25.0%
460 54610		R/M BLDG & GROUNDS					
	84,000.00	84,000.00	3,310.00	150.00	0.00	80,690.00	3.9%
460 54611		R/M FACILITIES					
	24,500.00	24,500.00	2,383.97	1,993.04	6,150.00	15,966.03	34.8%
460 54620		R/M EQUIPMENT					
	239,000.00	239,000.00	1,735.07	240.48	14,325.00	222,939.93	6.7%
460 54630		R/M VEHICLES-LABOR					
	15,000.00	15,000.00	1,440.00	675.00	0.00	13,560.00	9.6%
460 54640		R/M VEHICLES-PARTS					
	20,000.00	20,000.00	2,525.63	323.81	0.00	17,474.37	12.6%
460 54800		PROMOTIONAL					
	10,000.00	10,000.00	500.00	0.00	0.00	9,500.00	5.0%
460 54910		BILLING COSTS					
	200,000.00	200,000.00	49,997.00	16,667.00	0.00	150,003.00	25.0%
460 54920		UTILITY ADMIN COSTS					
	225,000.00	225,000.00	56,250.00	18,750.00	0.00	168,750.00	25.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 55100		OFFICE SUPPLIES					
	2,500.00	2,500.00	68.81	38.83	0.00	2,431.19	2.8%
460 55200		OPERATING SUPPLIES					
	264,255.00	264,255.00	35,293.65	8,820.46	10,780.00	218,181.35	17.4%
460 55210		UNIFORMS					
	11,100.00	11,100.00	2,472.12	0.00	0.00	8,627.88	22.3%
460 55220		JANITORIAL SUPPLIES					
	3,000.00	3,000.00	707.93	0.00	0.00	2,292.07	23.6%
460 55230		GAS/OIL					
	36,000.00	36,000.00	9,966.30	3,446.86	0.00	26,033.70	27.7%
460 55240		CHEMICALS					
	25,000.00	25,000.00	5,559.00	0.00	0.00	19,441.00	22.2%
460 55300		ROAD MATERIALS					
	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	.0%
460 55400		BOOKS/SUBS/DUES					
	6,140.00	6,140.00	638.75	280.00	0.00	5,501.25	10.4%
460 56300		IMPROVEMENTS					
	670,000.00	670,000.00	2,642.23	0.00	19,847.50	647,510.27	3.4%
460 56400		MACH/EQUIP					
	327,500.00	327,500.00	26,788.00	10,060.00	206,578.73	94,133.27	71.3%
460 56401		EQUIP-NON CAPITAL					
	34,500.00	34,500.00	0.00	0.00	0.00	34,500.00	.0%
460 59100		TRANSFER TO GENERAL FUND					
	180,000.00	180,000.00	45,000.00	15,000.00	0.00	135,000.00	25.0%
460 59230		TRANSFER TO UTIL ACQ DS					
	1,497,210.00	1,497,210.00	374,298.00	124,768.00	0.00	1,122,912.00	25.0%
460 59910		CONTINGENCY R & R					
	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	.0%
460 59990		RESERVE					
	5,364,795.00	5,364,795.00	0.00	0.00	0.00	5,364,795.00	.0%
TOTAL WATER	0.00	0.00	-393,110.46	-83,705.04	248,691.23	144,419.23	100.0%
TOTAL REVENUES	-11,155,549.00	-11,155,549.00	-1,306,801.64	-425,464.23	0.00	-9,848,747.36	
TOTAL EXPENSES	11,155,549.00	11,155,549.00	913,691.18	341,759.19	248,691.23	9,993,166.59	
GRAND TOTAL	0.00	0.00	-393,110.46	-83,705.04	248,691.23	144,419.23	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 STORMWATER							
470 33400		STATE GRANT					
	-475,000.00	-475,000.00	0.00	0.00	0.00	-475,000.00	.0%
470 33420		FEMA STATE					
	-734,000.00	-734,000.00	0.00	0.00	0.00	-734,000.00	.0%
470 34347		WATER DRAINAGE FEES					
	-875,000.00	-875,000.00	-225,209.10	-75,229.60	0.00	-649,790.90	25.7%
470 34536		STORMWATER TAP FEES					
	0.00	0.00	-1,100.00	-1,100.00	0.00	1,100.00	100.0%
470 36990		OTHER REVENUE					
	0.00	0.00	-140,000.00	-140,000.00	0.00	140,000.00	100.0%
470 38910		CASH BALANCE FORWARD					
	-489,389.00	-489,389.00	0.00	0.00	0.00	-489,389.00	.0%
470 51200		SALARIES					
	278,375.00	278,375.00	48,642.90	23,831.33	0.00	229,732.10	17.5%
470 51400		OVERTIME					
	20,000.00	20,000.00	2,640.68	767.40	0.00	17,359.32	13.2%
470 52100		FICA					
	25,802.00	25,802.00	3,880.72	1,894.56	0.00	21,921.28	15.0%
470 52200		RETIREMENT					
	54,619.00	54,619.00	10,790.96	5,175.58	0.00	43,828.04	19.8%
470 52300		HEALTH INSUR					
	91,056.00	91,056.00	12,403.27	4,146.56	0.00	78,652.73	13.6%
470 52301		LIFE INSUR					
	1,417.00	1,417.00	281.26	97.29	0.00	1,135.74	19.8%
470 52350		OPEB COSTS					
	2,194.00	2,194.00	547.00	183.00	0.00	1,647.00	24.9%
470 52400		WORKERS' COMP					
	5,757.00	5,757.00	1,437.00	480.00	0.00	4,320.00	25.0%
470 53100		PROFESSIONAL SERVICES					
	115,000.00	115,000.00	20,021.50	5,912.50	-5,300.00	100,278.50	12.8%
470 53200		AUDITING					
	6,552.00	6,552.00	1,638.00	546.00	0.00	4,914.00	25.0%
470 53400		CONTRACTUAL					
	75,918.00	75,918.00	32,829.98	7,947.87	0.00	43,088.02	43.2%
470 54000		TRAINING/TRAVEL					
	5,358.00	5,358.00	0.00	0.00	0.00	5,358.00	.0%
470 54100		COMM - PHONE/FAX/ALARM					
	216.00	216.00	0.00	0.00	0.00	216.00	.0%
470 54101		COMMUNICATIONS-CELLULAR					
	2,500.00	2,500.00	617.59	203.70	0.00	1,882.41	24.7%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 54103		COMMUNICATIONS-INTERNET					
	1,684.00	1,684.00	233.85	77.95	0.00	1,450.15	13.9%
470 54200		POSTAGE					
	50.00	50.00	0.00	0.00	0.00	50.00	.0%
470 54300		UTILITIES ELECTRIC					
	3,600.00	3,600.00	732.45	319.08	0.00	2,867.55	20.3%
470 54310		UTILITIES-WATER & WASTEWATER					
	1,000.00	1,000.00	194.06	64.94	0.00	805.94	19.4%
470 54400		RENTALS/LEASES					
	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	.0%
470 54500		INSURANCE					
	5,049.00	5,049.00	1,260.00	421.00	0.00	3,789.00	25.0%
470 54610		R/M BLDG & GROUNDS					
	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	.0%
470 54611		R/M FACILITIES					
	4,100.00	4,100.00	0.00	0.00	3,535.00	565.00	86.2%
470 54620		R/M EQUIPMENT					
	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
470 54630		R/M VEHICLES-LABOR					
	8,500.00	8,500.00	112.50	112.50	0.00	8,387.50	1.3%
470 54640		R/M VEHICLES-PARTS					
	10,000.00	10,000.00	1,047.60	1,008.48	0.00	8,952.40	10.5%
470 54700		PRINTING					
	500.00	500.00	0.00	0.00	0.00	500.00	.0%
470 54800		PROMOTIONAL					
	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	.0%
470 54910		BILLING COSTS					
	35,000.00	35,000.00	8,747.00	2,917.00	0.00	26,253.00	25.0%
470 55100		OFFICE SUPPLIES					
	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	.0%
470 55200		OPERATING SUPPLIES					
	128,265.00	128,265.00	45,335.21	610.14	5,782.00	77,147.79	39.9%
470 55210		UNIFORMS					
	3,900.00	3,900.00	1,231.19	0.00	0.00	2,668.81	31.6%
470 55230		GAS/OIL					
	12,000.00	12,000.00	2,847.48	825.33	0.00	9,152.52	23.7%
470 55400		BOOKS/SUBS/DUES					
	910.00	910.00	500.00	0.00	0.00	410.00	54.9%
470 56300		IMPROVEMENTS					
	2,161,850.00	2,161,850.00	306,226.56	243,498.90	-300,283.27	2,155,906.71	.3%
470 56400		MACH/EQUIP					
	90,000.00	90,000.00	34,250.00	34,250.00	54,533.00	1,217.00	98.6%
470 57100		PRINCIPAL					
	101,486.00	101,486.00	0.00	0.00	0.00	101,486.00	.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 57200							
	15,088.00	INTEREST 15,088.00	0.00	0.00	0.00	15,088.00	.0%
470 59990							
	-712,857.00	RESERVE -712,857.00	0.00	0.00	0.00	-712,857.00	.0%
TOTAL STORMWATER	0.00	0.00	172,139.66	118,961.51	-241,733.27	69,593.61	100.0%
TOTAL REVENUES	-2,573,389.00	-2,573,389.00	-366,309.10	-216,329.60	0.00	-2,207,079.90	
TOTAL EXPENSES	2,573,389.00	2,573,389.00	538,448.76	335,291.11	-241,733.27	2,276,673.51	
GRAND TOTAL	0.00	0.00	172,139.66	118,961.51	-241,733.27	69,593.61	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 MARINA							
480 33400		STATE GRANT					
	-625,000.00	-625,000.00	-4,771.01	-4,771.01	0.00	-620,228.99	.8%
480 34750		SLIP RENTALS - PERMANENT					
	-323,400.00	-323,400.00	-80,445.75	-27,989.50	0.00	-242,954.25	24.9%
480 34755		SLIP RENTALS - TRANSIENT					
	-830,925.00	-830,925.00	-287,096.28	-87,661.25	0.00	-543,828.72	34.6%
480 34757		SLIP RENTALS - NON-TAXABLE					
	-12,000.00	-12,000.00	-6,349.95	-1,778.40	0.00	-5,650.05	52.9%
480 34759		DOCK STORE RENT					
	0.00	0.00	-577.24	-95.44	0.00	577.24	100.0%
480 34760		BUSINESS RENTALS					
	-26,320.00	-26,320.00	-5,448.74	-2,150.89	0.00	-20,871.26	20.7%
480 34762		MOORINGS-TAXABLE					
	-34,375.00	-34,375.00	-12,883.16	-5,705.09	0.00	-21,491.84	37.5%
480 34763		MOORINGS - NON TAXABLE					
	0.00	0.00	-50.00	0.00	0.00	50.00	100.0%
480 34767		SERVICES-TAXABLE					
	-5,850.00	-5,850.00	-241.80	-85.75	0.00	-5,608.20	4.1%
480 34770		FUEL-DIESEL					
	-1,150,733.00	-1,150,733.00	-446,097.88	-93,529.19	0.00	-704,635.12	38.8%
480 34771		FUEL-GAS					
	-450,306.00	-450,306.00	-98,943.99	-36,348.66	0.00	-351,362.01	22.0%
480 34773		FUEL-DIESEL NON-TAXABLE					
	-4,000.00	-4,000.00	0.00	0.00	0.00	-4,000.00	.0%
480 34775		FUEL-DISCOUNTS DIESEL					
	0.00	0.00	6,256.22	1,269.14	0.00	-6,256.22	100.0%
480 34776		FUEL-DISCOUNTS GAS					
	0.00	0.00	1,100.11	421.01	0.00	-1,100.11	100.0%
480 36215		NON-TAXABLE RENT					
	-7,476.00	-7,476.00	-3,378.70	-681.71	0.00	-4,097.30	45.2%
480 36990		OTHER REVENUE					
	-3,100.00	-3,100.00	-2,121.02	-1,339.27	0.00	-978.98	68.4%
480 38101		FROM GENERAL FUND					
	-855,980.00	-855,980.00	-213,992.00	-71,332.00	0.00	-641,988.00	25.0%
480 38910		CASH BALANCE FORWARD					
	2,682,968.00	2,682,968.00	0.00	0.00	0.00	2,682,968.00	.0%
480 53100		PROFESSIONAL SERVICES					
	7,440.00	7,440.00	0.00	0.00	0.00	7,440.00	.0%
480 53200		AUDITING					
	7,371.00	7,371.00	1,845.00	614.00	0.00	5,526.00	25.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 53400		CONTRACTUAL					
	407,859.00	407,859.00	132,033.46	38,836.23	0.00	275,825.54	32.4%
480 54000		TRAINING/TRAVEL					
	200.00	200.00	559.11	549.11	0.00	-359.11	279.6%
480 54100		COMM - PHONE/FAX/ALARM					
	7,860.00	7,860.00	878.25	485.38	0.00	6,981.75	11.2%
480 54103		COMMUNICATIONS-INTERNET					
	11,753.00	11,753.00	1,049.46	349.82	0.00	10,703.54	8.9%
480 54300		UTILITIES ELECTRIC					
	16,200.00	16,200.00	3,348.82	1,227.96	0.00	12,851.18	20.7%
480 54310		UTILITIES-WATER & WASTEWATER					
	16,800.00	16,800.00	4,193.36	1,930.01	0.00	12,606.64	25.0%
480 54500		INSURANCE					
	427,010.00	427,010.00	104,123.58	33,309.75	0.00	322,886.42	24.4%
480 54610		R/M BLDG & GROUNDS					
	18,000.00	18,000.00	15,563.05	60.90	0.00	2,436.95	86.5%
480 54611		R/M FACILITIES					
	15,000.00	15,000.00	581.75	42.01	0.00	14,418.25	3.9%
480 54620		R/M EQUIPMENT					
	3,000.00	3,000.00	2,234.29	444.06	0.00	765.71	74.5%
480 54630		R/M VEHICLES-LABOR					
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
480 54640		R/M VEHICLES-PARTS					
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
480 54675		R/M MOORING FIELD					
	5,950.00	5,950.00	0.00	0.00	0.00	5,950.00	.0%
480 54800		PROMOTIONAL					
	25,500.00	25,500.00	10,380.62	6,219.82	0.00	15,119.38	40.7%
480 55100		OFFICE SUPPLIES					
	4,800.00	4,800.00	728.66	73.98	0.00	4,071.34	15.2%
480 55200		OPERATING SUPPLIES					
	85,022.00	85,022.00	33,857.21	9,133.07	0.00	51,164.79	39.8%
480 55210		UNIFORMS					
	3,000.00	3,000.00	507.38	507.38	0.00	2,492.62	16.9%
480 55220		JANITORIAL SUPPLIES					
	6,000.00	6,000.00	521.68	195.45	0.00	5,478.32	8.7%
480 55510		FUEL FOR RESALE					
	1,095,825.00	1,095,825.00	379,403.16	84,581.19	0.00	716,421.84	34.6%
480 56300		IMPROVEMENTS					
	1,225,000.00	1,225,000.00	35,494.70	0.00	-35,494.70	1,225,000.00	.0%
480 57100		PRINCIPAL					
	525,236.00	525,236.00	0.00	0.00	0.00	525,236.00	.0%
480 57200		INTEREST					
	336,892.00	336,892.00	5,212.50	1,737.50	0.00	331,679.50	1.5%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 59990							
	-2,607,221.00	RESERVE -2,607,221.00	0.00	0.00	0.00	-2,607,221.00	.0%
TOTAL MARINA	0.00	0.00	-422,525.15	-151,480.39	-35,494.70	458,019.85	100.0%
	TOTAL REVENUES						
	-1,646,497.00	-1,646,497.00	-1,155,041.19	-331,778.01	0.00	-491,455.81	
	TOTAL EXPENSES						
	1,646,497.00	1,646,497.00	732,516.04	180,297.62	-35,494.70	949,475.66	
	GRAND TOTAL						
	0.00	0.00	-422,525.15	-151,480.39	-35,494.70	458,019.85	100.0%

** END OF REPORT - Generated by Michele Brown **

Total Net (Revenue) / Expense	(\$ 422,525.15)
Less: Transfer from GF	<u>213,992.00</u>
Net Operating (Revenue) / Expense	(\$ 208,523.15)



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
510 FLEET							
510 36110	INTEREST						
	0.00	0.00	-261.08	-124.61	0.00	261.08	100.0%
510 36990	OTHER REVENUE						
	-3,000.00	-3,000.00	-1,213.08	-770.00	0.00	-1,786.92	40.4%
510 36992	GAIN ON SALE OF ASSET						
	-60,000.00	-60,000.00	-71,149.64	-49,700.00	0.00	11,149.64	118.6%
510 36994	LOANER VEHICLE REVENUE						
	-1,000.00	-1,000.00	-169.18	0.00	0.00	-830.82	16.9%
510 38040	PARTS						
	0.00	0.00	-340.78	-320.30	0.00	340.78	100.0%
510 38045	LABOR						
	0.00	0.00	-270.00	0.00	0.00	270.00	100.0%
510 38053	GAS/OIL						
	-382,000.00	-382,000.00	-92,881.01	-30,346.86	0.00	-289,118.99	24.3%
510 38144	FROM SANITATION						
	-20,000.00	-20,000.00	-4,997.00	-1,667.00	0.00	-15,003.00	25.0%
510 38910	CASH BALANCE FORWARD						
	-113,663.00	-113,663.00	0.00	0.00	0.00	-113,663.00	.0%
TOTAL FLEET							
	-579,663.00	-579,663.00	-171,281.77	-82,928.77	0.00	-408,381.23	29.5%
TOTAL REVENUES							
	-579,663.00	-579,663.00	-171,281.77	-82,928.77	0.00	-408,381.23	
5101000 GENERAL FUND							
5101000 38040	PARTS						
	-270,000.00	-270,000.00	-39,563.93	-9,505.10	0.00	-230,436.07	14.7%
5101000 38045	LABOR						
	-180,000.00	-180,000.00	-45,000.00	-15,000.00	0.00	-135,000.00	25.0%
TOTAL GENERAL FUND							
	-450,000.00	-450,000.00	-84,563.93	-24,505.10	0.00	-365,436.07	18.8%
TOTAL REVENUES							
	-450,000.00	-450,000.00	-84,563.93	-24,505.10	0.00	-365,436.07	
5102400 FLEET BUILDING/PERMITTING							
5102400 38040	PARTS						
	0.00	0.00	-229.79	-205.32	0.00	229.79	100.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

5102400 FLEET BUILDING/PERMITTING	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL FLEET BUILDING/PERMITTING	0.00	0.00	-229.79	-205.32	0.00	229.79	100.0%
TOTAL REVENUES	0.00	0.00	-229.79	-205.32	0.00	229.79	
5102401 FLEET BUILDING/PERMITTING							
5102401 38040 PARTS	-2,500.00	-2,500.00	0.00	0.00	0.00	-2,500.00	.0%
5102401 38045 LABOR	-2,000.00	-2,000.00	-536.25	-491.25	0.00	-1,463.75	26.8%
TOTAL FLEET BUILDING/PERMITTING	-4,500.00	-4,500.00	-536.25	-491.25	0.00	-3,963.75	11.9%
TOTAL REVENUES	-4,500.00	-4,500.00	-536.25	-491.25	0.00	-3,963.75	
5103900 CEMETERY							
5103900 38040 PARTS	-2,500.00	-2,500.00	-709.02	-572.91	0.00	-1,790.98	28.4%
5103900 38045 LABOR	-2,000.00	-2,000.00	-570.00	-292.50	0.00	-1,430.00	28.5%
TOTAL CEMETERY	-4,500.00	-4,500.00	-1,279.02	-865.41	0.00	-3,220.98	28.4%
TOTAL REVENUES	-4,500.00	-4,500.00	-1,279.02	-865.41	0.00	-3,220.98	
5104100 GOLF COURSE							
5104100 38040 PARTS	-500.00	-500.00	0.00	0.00	0.00	-500.00	.0%
5104100 38045 LABOR	-500.00	-500.00	0.00	0.00	0.00	-500.00	.0%
TOTAL GOLF COURSE	-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	.0%
TOTAL REVENUES	-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

5104200 AIRPORT	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5104200 AIRPORT							
5104200 38040	PARTS						
	-8,000.00	-8,000.00	-5.00	0.00	0.00	-7,995.00	.1%
5104200 38045	LABOR						
	-6,000.00	-6,000.00	0.00	0.00	0.00	-6,000.00	.0%
TOTAL AIRPORT							
	-14,000.00	-14,000.00	-5.00	0.00	0.00	-13,995.00	.0%
TOTAL REVENUES							
	-14,000.00	-14,000.00	-5.00	0.00	0.00	-13,995.00	
5104400 SANITATION							
5104400 38040	PARTS						
	0.00	0.00	-2,227.31	-137.56	0.00	2,227.31	100.0%
5104400 38045	LABOR						
	0.00	0.00	-1,515.00	-270.00	0.00	1,515.00	100.0%
TOTAL SANITATION							
	0.00	0.00	-3,742.31	-407.56	0.00	3,742.31	100.0%
TOTAL REVENUES							
	0.00	0.00	-3,742.31	-407.56	0.00	3,742.31	
5104500 WASTEWATER							
5104500 38040	PARTS						
	-35,000.00	-35,000.00	-10,677.78	-3,268.83	0.00	-24,322.22	30.5%
5104500 38045	LABOR						
	-24,000.00	-24,000.00	-4,166.25	-2,606.25	0.00	-19,833.75	17.4%
TOTAL WASTEWATER							
	-59,000.00	-59,000.00	-14,844.03	-5,875.08	0.00	-44,155.97	25.2%
TOTAL REVENUES							
	-59,000.00	-59,000.00	-14,844.03	-5,875.08	0.00	-44,155.97	
5104600 WATER							
5104600 38040	PARTS						
	-20,000.00	-20,000.00	-2,525.63	-323.81	0.00	-17,474.37	12.6%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

5104600 WATER	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5104600 38045	LABOR						
	-16,000.00	-16,000.00	-1,440.00	-675.00	0.00	-14,560.00	9.0%
TOTAL WATER	-36,000.00	-36,000.00	-3,965.63	-998.81	0.00	-32,034.37	11.0%
TOTAL REVENUES	-36,000.00	-36,000.00	-3,965.63	-998.81	0.00	-32,034.37	
5104700 STORMWATER							
5104700 38040	PARTS						
	-10,000.00	-10,000.00	-1,047.60	-1,008.48	0.00	-8,952.40	10.5%
5104700 38045	LABOR						
	-8,500.00	-8,500.00	-112.50	-112.50	0.00	-8,387.50	1.3%
TOTAL STORMWATER	-18,500.00	-18,500.00	-1,160.10	-1,120.98	0.00	-17,339.90	6.3%
TOTAL REVENUES	-18,500.00	-18,500.00	-1,160.10	-1,120.98	0.00	-17,339.90	
5104800 MARINA							
5104800 38040	PARTS						
	-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	.0%
5104800 38045	LABOR						
	-1,500.00	-1,500.00	0.00	0.00	0.00	-1,500.00	.0%
TOTAL MARINA	-2,500.00	-2,500.00	0.00	0.00	0.00	-2,500.00	.0%
TOTAL REVENUES	-2,500.00	-2,500.00	0.00	0.00	0.00	-2,500.00	
GRAND TOTAL	-1,169,663.00	-1,169,663.00	-281,607.83	-117,398.28	0.00	-888,055.17	24.1%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
510 FLEET							
510 51200		SALARIES					
	175,962.00	175,962.00	31,756.63	14,946.05	0.00	144,205.37	18.0%
510 51350		PART-TIME					
	0.00	0.00	4,007.09	1,720.32	0.00	-4,007.09	100.0%
510 51400		OVERTIME					
	7,000.00	7,000.00	3,532.09	1,090.06	0.00	3,467.91	50.5%
510 52100		FICA					
	15,371.00	15,371.00	2,865.08	1,354.45	0.00	12,505.92	18.6%
510 52200		RETIREMENT					
	37,021.00	37,021.00	7,214.92	3,164.17	0.00	29,806.08	19.5%
510 52300		HEALTH INSUR					
	44,973.00	44,973.00	5,815.42	381.58	0.00	39,157.58	12.9%
510 52301		LIFE INSUR					
	1,069.00	1,069.00	174.13	47.23	0.00	894.87	16.3%
510 52400		WORKERS' COMP					
	3,705.00	3,705.00	924.00	309.00	0.00	2,781.00	24.9%
510 53200		AUDITING					
	2,457.00	2,457.00	612.00	205.00	0.00	1,845.00	24.9%
510 53400		CONTRACTUAL					
	25,570.00	25,570.00	10,024.72	868.76	0.00	15,545.28	39.2%
510 54000		TRAINING/TRAVEL					
	4,350.00	4,350.00	2,850.58	0.00	0.00	1,499.42	65.5%
510 54100		COMM - PHONE/FAX/ALARM					
	288.00	288.00	0.00	0.00	0.00	288.00	.0%
510 54101		COMMUNICATIONS-CELLULAR					
	650.00	650.00	75.00	25.00	0.00	575.00	11.5%
510 54103		COMMUNICATIONS-INTERNET					
	1,684.00	1,684.00	336.24	112.08	0.00	1,347.76	20.0%
510 54300		UTILITIES ELECTRIC					
	4,225.00	4,225.00	591.55	262.78	0.00	3,633.45	14.0%
510 54310		UTILITIES-WATER & WASTEWATER					
	2,100.00	2,100.00	450.19	147.64	0.00	1,649.81	21.4%
510 54500		INSURANCE					
	13,150.00	13,150.00	3,295.00	1,095.00	0.00	9,855.00	25.1%
510 54610		R/M BLDG & GROUNDS					
	500.00	500.00	0.00	0.00	0.00	500.00	.0%
510 54611		R/M FACILITIES					
	24,500.00	23,811.00	73.68	0.00	0.00	23,737.32	.3%
510 54620		R/M EQUIPMENT					
	7,500.00	7,500.00	598.14	15.29	0.00	6,901.86	8.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
510 54630		R/M VEHICLES-LABOR					
	2,500.00	2,500.00	270.00	0.00	0.00	2,230.00	10.8%
510 54640		R/M VEHICLES-PARTS					
	3,000.00	3,000.00	362.13	0.00	0.00	2,637.87	12.1%
510 55100		OFFICE SUPPLIES					
	200.00	200.00	0.00	0.00	0.00	200.00	.0%
510 55200		OPERATING SUPPLIES					
	9,065.00	9,065.00	1,606.81	609.77	0.00	7,458.19	17.7%
510 55210		UNIFORMS					
	1,700.00	1,700.00	549.99	0.00	0.00	1,150.01	32.4%
510 55230		GAS/OIL					
	5,000.00	5,000.00	786.08	207.17	0.00	4,213.92	15.7%
510 55240		CHEMICALS					
	500.00	500.00	0.00	0.00	0.00	500.00	.0%
510 55400		BOOKS/SUBS/DUES					
	200.00	200.00	0.00	0.00	0.00	200.00	.0%
510 56300		IMPROVEMENTS					
	35,000.00	35,689.00	0.00	0.00	35,688.57	0.43	100.0%
510 56400		MACH/EQUIP					
	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
510 58600		GAS/OIL COSTS					
	305,000.00	305,000.00	76,679.20	23,736.91	0.00	228,320.80	25.1%
510 58700		VEHICLE PARTS/SRVS COSTS					
	315,000.00	315,000.00	47,157.94	10,510.79	0.00	267,842.06	15.0%
510 59990		RESERVE					
	110,423.00	110,423.00	0.00	0.00	0.00	110,423.00	.0%
TOTAL FLEET							
	1,169,663.00	1,169,663.00	202,608.61	60,809.05	35,688.57	931,365.82	20.4%
TOTAL EXPENSES							
	1,169,663.00	1,169,663.00	202,608.61	60,809.05	35,688.57	931,365.82	
GRAND TOTAL							
	1,169,663.00	1,169,663.00	202,608.61	60,809.05	35,688.57	931,365.82	20.4%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
520 UTILITY BILLING							
520 34300		UB ADMIN FEES					
	-32,000.00	-32,000.00	-6,040.00	-2,000.00	0.00	-25,960.00	18.9%
520 36110		INTEREST					
	0.00	0.00	-557.31	-204.31	0.00	557.31	100.0%
520 38910		CASH BALANCE FORWARD					
	-240,228.00	-240,228.00	0.00	0.00	0.00	-240,228.00	.0%
TOTAL UTILITY BILLING	-272,228.00	-272,228.00	-6,597.31	-2,204.31	0.00	-265,630.69	2.4%
TOTAL REVENUES	-272,228.00	-272,228.00	-6,597.31	-2,204.31	0.00	-265,630.69	
5204200 AIRPORT							
5204200 38052		CHARGES FOR UB SERVICES					
	-7,300.00	-7,300.00	-1,828.00	-608.00	0.00	-5,472.00	25.0%
TOTAL AIRPORT	-7,300.00	-7,300.00	-1,828.00	-608.00	0.00	-5,472.00	25.0%
TOTAL REVENUES	-7,300.00	-7,300.00	-1,828.00	-608.00	0.00	-5,472.00	
5204400 SANITATION							
5204400 38052		CHARGES FOR UB SERVICES					
	-92,000.00	-92,000.00	-22,997.00	-7,667.00	0.00	-69,003.00	25.0%
TOTAL SANITATION	-92,000.00	-92,000.00	-22,997.00	-7,667.00	0.00	-69,003.00	25.0%
TOTAL REVENUES	-92,000.00	-92,000.00	-22,997.00	-7,667.00	0.00	-69,003.00	
5204500 WASTE WATER							
5204500 38052		CHARGES FOR UB SERVICES					
	-200,000.00	-200,000.00	-49,997.00	-16,667.00	0.00	-150,003.00	25.0%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

5204500 WASTE WATER	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL WASTE WATER							
-200,000.00		-200,000.00	-49,997.00	-16,667.00	0.00	-150,003.00	25.0%
TOTAL REVENUES							
-200,000.00		-200,000.00	-49,997.00	-16,667.00	0.00	-150,003.00	
5204600 WATER							
5204600 38052	CHARGES FOR UB SERVICES						
-200,000.00	-200,000.00		-49,997.00	-16,667.00	0.00	-150,003.00	25.0%
TOTAL WATER							
-200,000.00		-200,000.00	-49,997.00	-16,667.00	0.00	-150,003.00	25.0%
TOTAL REVENUES							
-200,000.00		-200,000.00	-49,997.00	-16,667.00	0.00	-150,003.00	
5204700 STORMWATER							
5204700 38052	CHARGES FOR UB SERVICES						
-35,000.00	-35,000.00		-8,747.00	-2,917.00	0.00	-26,253.00	25.0%
TOTAL STORMWATER							
-35,000.00		-35,000.00	-8,747.00	-2,917.00	0.00	-26,253.00	25.0%
TOTAL REVENUES							
-35,000.00		-35,000.00	-8,747.00	-2,917.00	0.00	-26,253.00	
GRAND TOTAL							
-806,528.00		-806,528.00	-140,163.31	-46,730.31	0.00	-666,364.69	17.4%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
520 UTILITY BILLING							
520 51200		SALARIES					
	259,121.00	259,121.00	63,332.17	31,021.58	0.00	195,788.83	24.4%
520 51400		OVERTIME					
	2,000.00	2,000.00	841.66	334.36	0.00	1,158.34	42.1%
520 52100		FICA					
	19,823.00	19,823.00	4,810.24	2,358.02	0.00	15,012.76	24.3%
520 52200		RETIREMENT					
	54,519.00	54,519.00	13,502.13	6,597.28	0.00	41,016.87	24.8%
520 52300		HEALTH INSUR					
	50,844.00	50,844.00	12,520.59	4,173.53	0.00	38,323.41	24.6%
520 52301		LIFE INSUR					
	1,488.00	1,488.00	377.41	128.78	0.00	1,110.59	25.4%
520 52400		WORKERS' COMP					
	396.00	396.00	99.00	33.00	0.00	297.00	25.0%
520 53400		CONTRACTUAL					
	35,327.00	35,327.00	18,096.85	562.09	0.00	17,230.15	51.2%
520 54000		TRAINING/TRAVEL					
	3,575.00	3,575.00	2,149.40	76.07	0.00	1,425.60	60.1%
520 54100		COMM - PHONE/FAX/ALARM					
	1,032.00	1,032.00	93.28	46.68	0.00	938.72	9.0%
520 54103		COMMUNICATIONS-INTERNET					
	1,684.00	1,684.00	336.24	112.08	0.00	1,347.76	20.0%
520 54200		POSTAGE					
	45,000.00	45,000.00	16,261.00	3,999.00	0.00	28,739.00	36.1%
520 54300		UTILITIES ELECTRIC					
	3,675.00	3,675.00	561.48	306.42	0.00	3,113.52	15.3%
520 54310		UTILITIES-WATER & WASTEWATER					
	1,100.00	1,100.00	110.05	54.74	0.00	989.95	10.0%
520 54610		R/M BLDG & GROUNDS					
	750.00	750.00	0.00	0.00	0.00	750.00	.0%
520 54611		R/M FACILITIES					
	11,500.00	11,500.00	44.86	0.00	0.00	11,455.14	.4%
520 54620		R/M EQUIPMENT					
	700.00	700.00	0.00	0.00	0.00	700.00	.0%
520 54700		PRINTING					
	7,287.00	7,287.00	2,347.33	582.25	0.00	4,939.67	32.2%
520 54902		BAD DEBT EXPENSE					
	2,000.00	2,000.00	1,029.93	0.00	0.00	970.07	51.5%
520 55100		OFFICE SUPPLIES					
	3,994.00	3,994.00	384.60	0.00	0.00	3,609.40	9.6%



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
520 55200		OPERATING SUPPLIES					
	57,345.00	57,345.00	917.94	873.63	0.00	56,427.06	1.6%
520 55210		UNIFORMS					
	700.00	700.00	0.00	0.00	0.00	700.00	.0%
520 55220		JANITORIAL SUPPLIES					
	685.00	685.00	127.50	127.50	0.00	557.50	18.6%
520 56400		MACH/EQUIP					
	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	.0%
520 59300		TRANSFER TO CAP IMP					
	0.00	0.00	2,600.01	866.67	0.00	-2,600.01	100.0%
520 59990		RESERVE					
	216,983.00	216,983.00	0.00	0.00	0.00	216,983.00	.0%
TOTAL UTILITY BILLING							
	806,528.00	806,528.00	140,543.67	52,253.68	0.00	665,984.33	17.4%
TOTAL EXPENSES							
	806,528.00	806,528.00	140,543.67	52,253.68	0.00	665,984.33	
GRAND TOTAL							
	806,528.00	806,528.00	140,543.67	52,253.68	0.00	665,984.33	17.4%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
530 UTILITY ADMIN							
530 36110	INTEREST	0.00	-330.64	-116.74	0.00	330.64	100.0%
530 38910	CASH BALANCE FORWARD	-193,068.00	0.00	0.00	0.00	-193,068.00	.0%
	TOTAL UTILITY ADMIN	-193,068.00	-330.64	-116.74	0.00	-192,737.36	.2%
	TOTAL REVENUES	-193,068.00	-330.64	-116.74	0.00	-192,737.36	
5304500 WASTE WATER							
5304500 38054	CHARGES FOR UTIL ADM	-225,000.00	-56,250.00	-18,750.00	0.00	-168,750.00	25.0%
	TOTAL WASTE WATER	-225,000.00	-56,250.00	-18,750.00	0.00	-168,750.00	25.0%
	TOTAL REVENUES	-225,000.00	-56,250.00	-18,750.00	0.00	-168,750.00	
5304600 WATER							
5304600 38054	CHARGES FOR UTIL ADM	-225,000.00	-56,250.00	-18,750.00	0.00	-168,750.00	25.0%
	TOTAL WATER	-225,000.00	-56,250.00	-18,750.00	0.00	-168,750.00	25.0%
	TOTAL REVENUES	-225,000.00	-56,250.00	-18,750.00	0.00	-168,750.00	
	GRAND TOTAL	-643,068.00	-112,830.64	-37,616.74	0.00	-530,237.36	17.5%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
530 UTILITY ADMIN							
530 36110		INTEREST					
	0.00	0.00	-330.64	-116.74	0.00	330.64	100.0%
530 38910		CASH BALANCE FORWARD					
	-193,068.00	-193,068.00	0.00	0.00	0.00	-193,068.00	.0%
TOTAL UTILITY ADMIN	-193,068.00	-193,068.00	-330.64	-116.74	0.00	-192,737.36	.2%
TOTAL REVENUES	-193,068.00	-193,068.00	-330.64	-116.74	0.00	-192,737.36	
5304500 WASTE WATER							
5304500 38054		CHARGES FOR UTIL ADM					
	-225,000.00	-225,000.00	-56,250.00	-18,750.00	0.00	-168,750.00	25.0%
TOTAL WASTE WATER	-225,000.00	-225,000.00	-56,250.00	-18,750.00	0.00	-168,750.00	25.0%
TOTAL REVENUES	-225,000.00	-225,000.00	-56,250.00	-18,750.00	0.00	-168,750.00	
5304600 WATER							
5304600 38054		CHARGES FOR UTIL ADM					
	-225,000.00	-225,000.00	-56,250.00	-18,750.00	0.00	-168,750.00	25.0%
TOTAL WATER	-225,000.00	-225,000.00	-56,250.00	-18,750.00	0.00	-168,750.00	25.0%
TOTAL REVENUES	-225,000.00	-225,000.00	-56,250.00	-18,750.00	0.00	-168,750.00	
GRAND TOTAL	-643,068.00	-643,068.00	-112,830.64	-37,616.74	0.00	-530,237.36	17.5%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
610 PENSION - GENERAL							
610 36110		INTEREST					
	-375,000.00	-375,000.00	-32,459.89	-19,285.27	0.00	-342,540.11	8.7%
610 36120		UNREALIZED GAIN					
	-55,000.00	-55,000.00	0.00	0.00	0.00	-55,000.00	.0%
610 36130		INCOME/LOSS/REALIZED G/L					
	-60,000.00	-60,000.00	0.00	0.00	0.00	-60,000.00	.0%
610 36700		GAIN/LOSS ON INVESTMENT					
	-500,000.00	-500,000.00	-53,602.48	-16,960.71	0.00	-446,397.52	10.7%
610 36840		CONTRIBUTIONS FROM CITY					
	-1,474,111.00	-1,474,111.00	-404,523.36	-18,280.49	0.00	-1,069,587.64	27.4%
610 36850		CONTRIBUTIONS FROM EMPLOYEES					
	-462,412.00	-462,412.00	-128,602.48	-71,164.88	0.00	-333,809.52	27.8%
610 36990		OTHER REVENUE					
	0.00	0.00	3,337.01	1,831.91	0.00	-3,337.01	100.0%
610 38910		CASH BALANCE FORWARD					
	-24,165,166.00	-24,165,166.00	0.00	0.00	0.00	-24,165,166.00	.0%
610 53400		CONTRACTUAL					
	117,435.00	117,435.00	16,486.53	5,820.00	0.00	100,948.47	14.0%
610 53401		CONTRACTUAL AMERICAN CORE REA					
	26,400.00	26,400.00	0.00	0.00	0.00	26,400.00	.0%
610 53404		INVESTMENT EXPENSE					
	35,765.00	35,765.00	9,502.07	3,058.21	0.00	26,262.93	26.6%
610 53600		RETIREE BENEFITS					
	1,790,000.00	1,790,000.00	557,095.15	143,879.64	0.00	1,232,904.85	31.1%
610 59990		RESERVE					
	25,122,089.00	25,122,089.00	0.00	0.00	0.00	25,122,089.00	.0%
TOTAL PENSION - GENERAL	0.00	0.00	-32,767.45	28,898.41	0.00	32,767.45	100.0%
		TOTAL REVENUES					
	-27,091,689.00	-27,091,689.00	-615,851.20	-123,859.44	0.00	-26,475,837.80	
		TOTAL EXPENSES					
	27,091,689.00	27,091,689.00	583,083.75	152,757.85	0.00	26,508,605.25	
		GRAND TOTAL					
	0.00	0.00	-32,767.45	28,898.41	0.00	32,767.45	100.0%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
620 PENSION - POLICE/FIRE							
620 31251		STATE/FIRE INSURANCE TAX					
	-115,000.00	-115,000.00	0.00	0.00	0.00	-115,000.00	.0%
620 31252		STATE/POLICE INSURANCE TAX					
	-110,000.00	-110,000.00	0.00	0.00	0.00	-110,000.00	.0%
620 36110		INTEREST					
	-450,000.00	-450,000.00	-47,590.45	-25,001.21	0.00	-402,409.55	10.6%
620 36120		UNREALIZED GAIN					
	-55,000.00	-55,000.00	0.00	0.00	0.00	-55,000.00	.0%
620 36130		INCOME/LOSS/REALIZED G/L					
	-70,000.00	-70,000.00	0.00	0.00	0.00	-70,000.00	.0%
620 36700		GAIN/LOSS ON INVESTMENT					
	-500,000.00	-500,000.00	-52,447.45	-21,113.49	0.00	-447,552.55	10.5%
620 36850		CONTRIBUTIONS FROM EMPLOYEES					
	-383,810.00	-383,810.00	-89,768.81	-51,165.11	0.00	-294,041.19	23.4%
620 36990		OTHER REVENUE					
	0.00	0.00	4,457.63	2,333.49	0.00	-4,457.63	100.0%
620 38910		CASH BALANCE FORWARD					
	-28,306,470.00	-28,306,470.00	0.00	0.00	0.00	-28,306,470.00	.0%
TOTAL PENSION - POLICE/FIRE							
	-29,990,280.00	-29,990,280.00	-185,349.08	-94,946.32	0.00	-29,804,930.92	.6%
TOTAL REVENUES							
	-29,990,280.00	-29,990,280.00	-185,349.08	-94,946.32	0.00	-29,804,930.92	
6202100 POLICE							
6202100 36840		CONTRIBUTIONS FROM CITY					
	-685,374.00	-685,374.00	-171,085.34	0.00	0.00	-514,288.66	25.0%
TOTAL POLICE							
	-685,374.00	-685,374.00	-171,085.34	0.00	0.00	-514,288.66	25.0%
TOTAL REVENUES							
	-685,374.00	-685,374.00	-171,085.34	0.00	0.00	-514,288.66	
6202200 FIRE							
6202200 36840		CONTRIBUTIONS FROM CITY					
	-595,653.00	-595,653.00	-134,424.20	0.00	0.00	-461,228.80	22.6%



**City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT**

FOR 2022 03

6202200 FIRE	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL FIRE	-595,653.00	-595,653.00	-134,424.20	0.00	0.00	-461,228.80	22.6%
TOTAL REVENUES	-595,653.00	-595,653.00	-134,424.20	0.00	0.00	-461,228.80	
GRAND TOTAL	-31,271,307.00	-31,271,307.00	-490,858.62	-94,946.32	0.00	-30,780,448.38	1.6%

** END OF REPORT - Generated by Michele Brown **



City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
620 PENSION - POLICE/FIRE							
620 53400		CONTRACTUAL					
	120,700.00	120,700.00	35,506.23	24,712.69	0.00	85,193.77	29.4%
620 53401		CONTRACTUAL-AMERICAN CORE REA					
	21,630.00	21,630.00	0.00	0.00	0.00	21,630.00	.0%
620 53404		INVESTMENT EXPENSE					
	53,000.00	53,000.00	15,142.10	4,010.83	0.00	37,857.90	28.6%
620 53600		RETIREE BENEFITS					
	1,868,000.00	1,868,000.00	273,837.38	138,224.82	0.00	1,594,162.62	14.7%
620 59990		RESERVE					
	29,207,977.00	29,207,977.00	0.00	0.00	0.00	29,207,977.00	.0%
TOTAL PENSION - POLICE/FIRE							
	31,271,307.00	31,271,307.00	324,485.71	166,948.34	0.00	30,946,821.29	1.0%
TOTAL EXPENSES							
	31,271,307.00	31,271,307.00	324,485.71	166,948.34	0.00	30,946,821.29	
GRAND TOTAL							
	31,271,307.00	31,271,307.00	324,485.71	166,948.34	0.00	30,946,821.29	1.0%

** END OF REPORT - Generated by Michele Brown **

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Proclamation
Florida Arbor Day

ITEM TYPE: Proclamations

REQUESTED ACTION: N/A

SYNOPSIS: The attached Proclamation proclaims Friday, January 21, 2022, "Florida Arbor Day". Planning and Conservation Department Arborist Dave Neville will be present to accept.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Kelly Gibson, Planning Director	12/30/2021
Monica Benischeck, Administrative Services Manager	12/30/2021
Dale Martin, City Manager	1/10/2022


Date: November 08, 2021

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, trees provide indescribable beauty, increase property values, enhance economic vitality, produce oxygen and clean the air, reduce temperatures and cooling costs, help capture stormwater above and below ground, provide exceptional wildlife habitat, protect life, property, and natural resources from storms; and

WHEREAS, the City of Fernandina Beach and its citizens recognize the significance of planting, maintaining, and preserving individual trees to sustain and renew our the health of our environment and maritime forest; and

WHEREAS, trees are a renewable resource utilized locally for producing cellulose (paper), lumber, and chemicals that are used in thousands of products all over the world; and

WHEREAS, 2022 marks the City of Fernandina Beach celebrating its 20th year as a designated Tree City USA community and in 2021, the City received its first Arbor Day Foundation “Growth Award”; and

WHEREAS, Florida recognizes *Florida Arbor Day* on the 3rd Friday in January to take advantage of favorable planting conditions before *National Arbor Day* occurs on the last Friday of April; and

NOW, THEREFORE, I, Michael A. Lednovich, by virtue of the authority vested in me as Mayor of the City of Fernandina Beach, Florida, do hereby proclaim Friday, January 21, 2022, as:

“FLORIDA ARBOR DAY”

and I urge citizens to participate in today’s celebration and to be thankful for trees.

IN WITNESS WHEREOF, I, Michael A. Lednovich, hereunto set my hand and cause the Official Seal of the City of Fernandina Beach, Florida, to be affixed this 18th day of January 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Mayor - Commissioner

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Approval of Minutes

ITEM TYPE: Approval of Minutes

REQUESTED ACTION: Approve Minutes

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

City Commission Workshop	December 7,
	2021
City Commission Regular Meeting	December 7,
	2021
City Commission Workshop	December 21,
	2021
City Commission Regular Meeting	December 21,
	2021

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Dale Martin, City Manager 1/10/2022

Date: December 29, 2021

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Approve

The City Commission of the City of Fernandina Beach, Florida, met in a Workshop on Tuesday, December 16, 2021, at 5:00 PM in the City Hall Commission Chambers. Present were Mayor Michael A. Lednovich presiding, Vice Mayor Kreger. and Commissioners Bradley Bean, Chip Ross, and David Sturges. Also, present were City Clerk Caroline Best, City Attorney Tammi Bach, and City Manager Dale L. Martin. The meeting was broadcast live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

Mayor Lednovich called the meeting to order.

3.1 CEREMONIAL DOCUMENTS: POLICY, GUIDELINES, AND APPLICATION: This item was placed on the agenda by Mayor Lednovich who distributed a handout regarding the policy, guidelines, and applications for City ceremonial documents. Mayor Lednovich complimented City Clerk Best for a job well done in providing the information and drafting the documents. Proclamations will be limited to three per City Commission meeting. City Clerk Best clarified this item will be on a future City Commission Regular Meeting agenda for formal adoption.

3.2 AFFORDABLE HOUSING: This item was placed on the agenda at the request of Vice Mayor Kreger who stated that due to the continued nationwide crisis and lack of local affordable housing, requested Commission consensus to have staff initiate research for compliance and consider selling City owned properties for affordable housing. Discussion ensued regarding subsidized housing, costs, and subsidies. Mayor Lednovich queried how to get traction. if it is a viable issue to pursue, and economical sustainability. ***The consensus of the Commission was to place this topic as an agenda item on the January 2022 City Commission Visioning Workshop.***

3.3 ENTERPRISE FUND KEY PERFORMANCE SCOREBOARD: This item was placed on the agenda at the request of Mayor Lednovich continuing the discussion to implement Key Performance Indicators (KPI) for enterprise fund departments. Discussion ensued regarding charts, metrics, data, and comparisons. Mayor Lednovich requested the City Manager implement key performance indicators to track goals.

3.4 LAND DEVELOPMENT CODE REQUIREMENTS ON CONSTRUCTION SITES: City Manager Martin reported City Engineer Charles George is working directly with staff to determine roles and responsibilities for the Land Development Code (LDC). Discussion ensued regarding reviewing LDC requirements including but not limited to inspections, dune protection, and other criteria. ***The consensus was to place this item on the December 21 City Commission Regular Meeting agenda.*** Commissioner Bean shared concern regarding vandalism at Bosque Bello Cemetery and suggested increasing police presence. Commissioner Ross shared his concern that vandalism is City wide and suggested overnight staffing to what could be an expensive solution. Commissioner Sturges supports installing security cameras in an effort to help identify vandals.

4. ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 5:30 PM.

ATTEST:

Caroline Best
City Clerk

Michael A. Lednovich
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Regular Meeting on Tuesday, December 7, 2021, at 6:00 PM in City Commission Chambers. Present were Mayor Michael A. Lednovich presiding, Vice Mayor Len Kreger, Commissioners Bradley A. Bean, Chip Ross, and David Sturges. Also in attendance were City Clerk Caroline Best, City Attorney Tammi Bach, and City Manager Dale Martin. The meeting was broadcast live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

Mayor Lednovich called the meeting to order, and Vice Mayor Kreger led the Pledge of Allegiance to the Flag.

The invocation was given by Samantha Rogic of the Florida Humanist Association.

4.1 PRESENTATION - NASSAU HUMANE SOCIETY: Nassau Humane Society representative Dionna Sowers presented Marsha, the "City Commission Dog of the Month."

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA OR ITEMS ON THE CONSENT AGENDA: The following individuals spoke to this item:

OCEAN HIGHWAY AND PORT AUTHORITY (OHPA) MEETING: Ocean Highway and Port Authority District 2 Commissioner Danny Fullwood gave a list of agreements included on the Wednesday December 8 OHPA meeting agenda including the two interlocal agreements: channel realignment and the Charter agreement. Mr. Fullwood thanked City Manager Martin and City Attorney Bach for their dedicated efforts and commitment to resolving issues and is optimistic going forward for a better partnership and requested a joint meeting be scheduled.

6.1 EXTENSION OF STATE OF EMERGENCY - RESOLUTION 2021-189 EXTENDING THE LOCAL STATE OF EMERGENCY IN RESPONSE TO NOVEL CORONA VIRUS 2019 COVID-19 PANDEMIC: According to the agenda support documents, Resolution 2021-189 extends the local state of emergency effective until January 5, 2022. **This item was removed from consideration due to the state of Florida expiration.**

7.1 RESOLUTION 2021-190 APPROVING THE EXTENSION OF WATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE PARCEL CONTAINING APPROXIMATELY 1.04 ACRES OF LAND LOCATED AT 1995 CLINCH DRIVE: According to the agenda support documents, Resolution 2021-190 authorizes the extension of water services to the property owners identified whose property is located at 1995 Clinch Drive: Parcel Number: 00-00-30-0800-0043-0040 and approves the Voluntary Annexation Petition. **A motion was made by Commissioner Bean, seconded by Commissioner Sturges, to approve Resolution 2021-190. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.2 RESOLUTION 2021-191 APPROVING THE 2022 CITY CO-SPONSORSHIP OF NINE EVENTS/PARADES SELECTED BY THE SPECIAL EVENTS COMMITTEE AND FIVE EVENTS SELECTED BY FERNANDINA BEACH MAIN STREET: According to the agenda support documents, Resolution 2021-191 approves the 2022 City co-sponsorship of Sounds on Centre, Nassau Sports Association Fishing Rodeo, Petanque Amelia Island Open, Hometown Fourth of July, and Shrimp Drop. Approves waiving City fees for the Martin Luther King Jr. Day Parade, Memorial Day Ceremony, Veterans Parade, and the Lighted Christmas Parade. Also approves the Fernandina Beach Main Street co-sponsorship of Dickens on Centre, Amelia Island Concours d'Elegance Road Tour, 8 Flags Car Show, Black Friday Pajama Party, and one additional event to be determined in 2022. **A motion was made by Commissioner Bean, seconded by Commissioner Sturges, to approve Resolution 2021-191. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.3 RESOLUTION 2021-192 AUTHORIZING THE CITY ATTORNEY TO DEFEND THE CITY IN CERTAIN LITIGATION: According to the agenda support documents, Resolution 2021-192 authorizes the City Attorney to work with the city claims administrator to defend the City of Fernandina Beach in the matter of Center Street Restaurant Group, Inc, et al, v. City of Fernandina Beach, Case No: 21-CA-317, in the Fourth Judicial Circuit Court for the State of Florida. City Attorney Bach stated Brett's/Centre Street Restaurant Group is the lessee, the

City had an appeal hearing after the City Engineer found the structure to be unsafe in July. The Board of Adjustment (BOA) denied the appeal meaning the restaurant would have had to close. Brett's since filed an appeal to the court of the BOA decision and a motion to stay the City's decision to have them vacate the restaurant. The judge approved the motion to stay, allowing Brett's to continue occupying the restaurant until the court gets to the matter of the hearing itself, which will be sometime next year. The City's next actions, after Centre Street Restaurant Group tested one of the pile caps, or beams, that run underneath the restaurant itself, which is Centre Street Restaurant Groups responsibility, they found that some of rebar was corroded away and are working to repair. The City has a lot more beams to test and are working to get it scheduled which comes at a cost of approximately \$40,000 and is necessary to move forward in good faith because Brett's has four years left on their lease. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Sturges, to approve Resolution 2021-192.** Discussion ensued amongst the Commission regarding safety, engineering reports and suggested directing staff to secure City owned areas to ensure public safety during upcoming holiday events. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.4 RESOLUTION 2021-193 AWARDING RFP 21-03 TO LTAS TECHNOLOGIES INC. D/B/A HARMARI TO PROVIDE UNLICENSED SHORT TERM RENTAL IDENTIFICATION SERVICES/SOLUTIONS IN FISCAL YEAR 2021/2022: APPROVING AN AMENDMENT TO THE CODE ENFORCEMENT BUDGET FOR 2021/2022: According to the agenda support documents, Resolution 2021-193 awards RFP 21-03 to Harmari to provide unlicensed short term rental identification services/solutions in amount not to exceed \$15,000, in Fiscal Year 2021/2022. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Sturges, to approve Resolution 2021-193. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.5 RESOLUTION 2021-194 AWARDING ITB 21-08 TO HAYWARD CONSTRUCTION GROUP, LLC TO REMOVE AND REPLACE THE EGANS CREEK GREENWAY/SEASIDE AT AMELIA SUBDIVISION WALKWAY HANDRAILS: According to the agenda support documents, Resolution 201-194 awards ITB 21-08 to Hayward Construction Group, LLC to remove and replace the Egans Creek Greenway/Seaside at Amelia Subdivision walkway handrails. **A motion was made by Commissioner Bean, seconded by Vice Mayor Kreger, to approve Resolution 2021-194. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.6 RESOLUTION 2021-195 AWARDING RFP 21-11 TO WESTERN SPECIALTY CONTRACTORS OF AMERICA FOR PECK CENTER BRICK RESTORATION: According to the agenda support documents, Resolution 2021-195 awards RFP 21-11 to Western Specialty Contractors of America in the amount of \$500,000, provided through a state appropriation, for Peck Center brick restoration. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Sturges, to approve Resolution 2021-195.** City Manager Martin clarified additional state funding is being solicited however the entire project is included in this fiscal year's budget for completion. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.7 RESOLUTION 2021-196 AWARDING ITB 22-01 TO VETERANS FUEL MANAGEMENT TO REPLACE FUEL TANKS AT THE CITY PUBLIC WORKS COMPLEX: According to the agenda support documents, Resolution 2021-196 awards ITB 22-01 to Veterans Fuel Management for the replacement of the fuel tanks at the City Public Works Complex. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Sturges, to approve Resolution 2021-196.** Public Works Operations Director Jeremiah Glisson acknowledged the fuel tanks need to be removed to determine the footprint and although the number is known cost has not been divulged but is anticipated. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.8 RESOLUTION 2021-197 ADOPTING CONCEPT "E" OF THE MARQUIS LATIMER + HALBACK, INC., AMELIA RIVER WATERFRONT PARK FINAL MASTERPLAN: According to the agenda support documents, Resolution 2021-197 adopts Concept "E" of the Marquis Latimer + Halback, Inc., Amelia River Waterfront Park Final Masterplan. **A motion was made by Commissioner Bean, seconded by Commissioner Ross, to approve Resolution 2021-197.**

OPPOSED: Michael Sharpe, 130 N. 9th Street, suggested taxes not be raised by creating another park and urged the Commission to revisit, redesign and reconsider options.

OPPOSED: Genece Minshew, 2428 Los Robles, has concerns with the many moving parts, expense, and use of taxpayer money and although a beautiful plan it is not the right plan for the city.

OPPOSED: Mac Morris, 821 Parkview, shared his opinion regarding the boardwalk structure and offered suggestions for the working waterfront and implored the focus be on saving taxpayers money.

OPPOSED: Marian Phillips, 724 S. 6th Street, is concerned about maintaining one of the last working waterfronts and is opposed to the amphitheater and Petanque court's locations and suggested moving them to Central Park.

Vice Mayor Kreger is not in support of Resolution 2021-97 and gave a brief presentation outlining his concerns. Commissioner Sturges concurred and is not in favor, there are too many variables and insignificant citizen participation. Commissioner Bean is in favor of the plan, lamenting the 20+ years of previous failed plans and highlighted the various enhancements to the working waterfront that have positive aspects contained therein. Commissioner Ross listed beneficial aspects for downtown and the waterfront and suggested adopting a set of principles instead of a plan to assist city staff with moving forward. Further discussion ensued amongst the Commission. City Manager Martin suggested placing this item on the 2022 City Commission Visioning Session.

SURVEY: Amy Deane, 112 North 14th Street, noted the survey options were focused on design and lacked choices for ideas and possible other structures.

Mayor Lednovich is not in support and surmised previous plans have been rejected possibly because residents want to leave the waterfront alone however refreshment of the area would be beneficial.

Vote upon passage of the motion was taken by ayes and nays and was as follows:

Commissioner Bean:	Aye
Commissioner Ross:	Nay
Vice Mayor Kreger:	Nay
Commissioner Sturges:	Nay
Mayor Lednovich:	Aye

2-3 Motion failed.

The consensus of the Commission was to move this item to the 2022 City Commission Visioning Session.

7.9 RESOLUTION 2021-198 APPROVING FUNDING TO DEPARTMENT OF ARMY CORPS OF ENGINEERS; APPROVING AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2021/2022: According to the agenda support documents, Resolution 2021-198 provides funding to the Department of Army Corps of Engineers in the amount not to exceed \$21,000 to develop the budget for the Nassau County Shore Protection Project and approving an amendment to the budget for the Municipal Service Taxing Unit. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Bean, to approve Resolution 2021-198. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.10 RESOLUTION 2021-199 APPROVING A BUDGET AMENDMENT TO TRANSFER FUNDS WITHIN THE GOLF DEPARTMENT ACCOUNTS FOR FISCAL YEAR 2021/2022: According to the agenda support documents, Resolution 2021-199 reallocates the Golf Department budget by cost centers for reporting purposes. **A motion was made by Commissioner Bean, seconded by Vice Mayor Kreger, to approve Resolution 2021-199. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

8.1 FIRST READING OF ORDINANCE 2021-28: City Attorney Bach read Ordinance 2021-28 by title only,

which was as follows: “AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY REPLACING GOAL 9 WITH “PRIVATE PROPERTY RIGHTS ELEMENT” AS REQUIRED BY FLORIDA STATUTE 163.3177(6)(I); PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.” According to the agenda support documents, Ordinance 2021-28 amends the Comprehensive Plan to include a "Private Property Rights Element" as required by the State.

The public hearing was opened at this time and there being no comments from the floor, the public hearing was closed. **A motion was made by Commissioner Bean, seconded by Vice Mayor Kreger, to approve Ordinance 2021-28. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

8.2 FIRST READING OF ORDINANCE 2021-29: City Attorney Bach read Ordinance 2021-29 by title only, which was as follows: “AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY INCORPORATING GOAL 9: “PORT FACILITIES ELEMENT” INTO GOAL 5: “CONSERVATION & COASTAL MANAGEMENT” AS A SUB-ELEMENT, AS REQUIRED BY FLORIDA STATUTE 163.3178(2)(K); PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.” According to the agenda support documents, Ordinance 2021-29 amends the Comprehensive Plan to include a "Port Facilities Element" as required by the State.

The public hearing was opened at this time and there being no comments from the floor, the public hearing was closed. **A motion was made by Commissioner Ross, seconded by Vice Mayor Kreger, to approve Ordinance 2021-29 as amended to eliminate “from time to time” in policy 5.01.02 and replace with “as of December 7, 2021.” Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

8.3 FIRST READING OF ORDINANCE 2021-30: City Attorney Bach read Ordinance 2021-30 by title only, which was as follows: “AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ANNEXING APPROXIMATELY 4.85 ACRES OF LAND LOCATED AT 2754 & 2766 BAILEY ROAD CONTIGUOUS TO THE CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.” According to the agenda support documents, Ordinance 2021-30 approves voluntary annexation of properties located at 2754 & 2766 Bailey Road totaling 4.85 acres of land.

The public hearing was opened at this time and there being no comments from the floor, the public hearing was closed. **A motion was made by, seconded by, to approve Ordinance 2021-30.**

Commissioner Bean:	Aye
Commissioner Ross:	Nay
Vice Mayor Kreger:	Aye
Commissioner Sturges:	Aye
Mayor Lednovich:	Nay

3-2 Motion carried.

8.4 FIRST READING OF ORDINANCE 2021-31: City Attorney Bach read Ordinance 2021-31 by title only which was as follows: “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 4.85 ACRES OF LAND LOCATED AT 2754 & 2766 BAILEY ROAD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.” According to the agenda support documents, Ordinance 2021-31 assigns the Future Land Use Map category of Low Density Residential (LDR) for property located at 2754 & 2766 Bailey Road, totaling 4.85 acres of land.

The public hearing was opened at this time and there being no comments from the floor, the public hearing was closed. **A motion was made by Commissioner Bean, seconded by Vice Mayor Kreger, to approve Ordinance 2021-31. Vote upon passage of the motion was taken by ayes and nays and was as follows:**

Commissioner Bean:	Aye
Commissioner Ross:	Nay
Vice Mayor Kreger:	Aye
Commissioner Sturges:	Aye
Mayor Lednovich:	Nay

3-2 Motion carried.

8.5 FIRST READING OF ORDINANCE 2021-32 City Attorney Bach read Ordinance 2021-32 by title only, which was as follows: “AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A ZONING CATEGORY OF LOW DENSITY RESIDENTIAL (R-1) FOR 4.85 ACRES OF LAND LOCATED AT 2754 & 2766 BAILEY ROAD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.” According to the agenda support documents, Ordinance 2021-32 requests Zoning Map change for property located at 2754 & 2766 Bailey Road, assigning the Low Density residential (R-1) zoning district for properties totaling 4.85 acres of land.

The public hearing was opened at this time and there being no comments from the floor the public hearing was closed. **A motion was made by Commissioner Bean, seconded by Vice Mayor Kreger, to approve Ordinance 2021-32. Vote upon passage of the motion was taken by ayes and nays and was as follows:**

Commissioner Bean:	Aye
Commissioner Ross:	Nay
Vice Mayor Kreger:	Aye
Commissioner Sturges:	Aye
Mayor Lednovich:	Nay

3-2 Motion carried.

9. BOARD APPOINTMENTS: Commission discussion ensued regarding the recently applied ranking procedure to select board applicants. Commissioner Bean is not in favor of procedure and proposed each Commissioner state their choice candidate for each board vacancy. Mayor Lednovich concurred and suggested voting for first and second choices. Commissioner Ross stated his support of the current system, Commissioner Ross and Vice Mayor Kreger concurred. ***The consensus of the Commission was to revisit the board appointment procedure at the 2022 City Commission Visioning Workshop.***

9.1 AIRPORT ADVISORY COMMISSION -: According to the agenda support documents, there were two appointments for the Airport Advisory Commission. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Sturges, to approve the reappointment of Thomas Piscitello. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

A motion was made by Commissioner Ross, seconded by Vice Mayor Kreger, to approve the reappointment of Prudence Hostetter. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

9.2 BOARD OF ADJUSTMENT: According to the agenda support documents, there were five appointments for the Board of Adjustment. **A motion was made by Commissioner Ross, seconded by Vice Mayor Kreger, to approve the reappointments of Geoffrey Grant, Barry Hertslet, Matthew Miller, Anthony “Chuck” Oliva, and Steve Papke. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

9.3 BOARD OF TRUSTEES OF THE FIREFIGHTERS' AND POLICE OFFICERS' PENSION PLAN: According to the agenda support documents, there was one appointment for the Board of Trustees of the Firefighters' and Police Officers' pension Plan. **A motion was made by Commissioner Bean, seconded by Commissioner Sturges, to approve the reappointment of Karl Ashley. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

9.4 HISTORIC DISTRICT COUNCIL: According to the agenda support documents, there were three appointments for the Historic District Council. **A motion was made by Commissioner Bean, seconded by Vice Mayor Kreger, to approve the reappointments Michael Harrison and James Pozzetta and the appointment of Michael O'Donnell. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

9.5 PARKS AND RECREATION ADVISORY COMMITTEE: According to the agenda support documents, there were two appointments for the Parks and Recreation Advisory Committee. **A motion was made by Commissioner Bean, seconded by Vice Mayor Kreger, to approve the reappointment of Phillip Chapman. Vote upon passage of the motion was taken by ayes and nays and was as follows:**

Commissioner Bean:	Aye
Commissioner Ross:	Nay
Vice Mayor Kreger:	Aye
Commissioner Sturges:	Aye
Mayor Lednovich:	Aye

4-1 Motion carried.

A motion was made by Commissioner Bean, seconded by Vice Mayor Kreger, to approve the appointment of Thomas Camera. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

9.6 PLANNING ADVISORY BOARD: According to the agenda support documents, there were two appointments for the Planning Advisory Board. **A motion was made by Commissioner Ross, seconded by Vice Mayor Kreger, to approve the appointments of Barbara Gingher and Victoria Robas. Vote upon passage of the motion was taken by ayes and nays and was as follows:**

Commissioner Bean:	Nay
Commissioner Ross:	Aye
Vice Mayor Kreger:	Aye
Commissioner Sturges:	Aye
Mayor Lednovich:	Aye

4-1 Motion carried.

9.7 GOLF COURSE ADVISORY BOARD: According to the agenda support documents, there were two appointments for the Golf Course Advisory Board. **A motion was made by Commissioner Bean, seconded by Vice Mayor Kreger, to approve the reappointments of Lee Murray and Sue Simpson. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

9.8 MARINA ADVISORY BOARD: According to the agenda support documents, there were two four appointments for the Marina Advisory Board. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Sturges, to approve the reappointment of Barb Kent and appoint Andrew Burr and Marian Phillips. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

CITY MANAGER REPORTS:

COMMEMORATION: City Manager Martin commemorated the veterans on the 80th anniversary of Pearl Harbor Day.

CONFERENCE: City Manager Martin will attend the Florida Resiliency and Energy conference Thursday December 9th.

EVENTS: City Manager Martin reminded all about the Dickens on Centre event this weekend Friday December 10-

Sunday December 12, Shop with Cops Weds. December 15, City Employee Service Recognition Breakfast Friday December 17. City offices will be closed in observance of Christmas on Thursday December 23 and Friday December 24.

MARINA: City Manager Martin announced the Federal Emergency Management Agency (FEMA) reimbursement will be refunded entirely, approximately \$8.5 million dollars. Discussions are ongoing with the Atlantic Seafood leaseholder, Ms. Anne Coonrod.

STAFFING: City Manager Martin reported the minimum wage increase has been implemented for all entry level staffing positions due to the challenging current national labor shortage. Staffing will be an agenda item on the 2022 City Commission Visioning session.

CITY ATTORNEY REPORTS:

OCEAN HIGHWAY AND PORT AUTHORITY: City Attorney Bach reiterated OPHA will meet Wednesday December 8 and will vote on two interlocal agreements, if approved as written, Commission consensus will be to direct Senator Cord Byrd to cancel the Special Meeting scheduled for Monday December 13.

CITY CLERK REPORTS: City Clerk Best had no reports at this time.

MAYOR/COMMISSIONER COMMENTS:

EVENTS: Vice Mayor Kreger attended the Keep Nassau Beautiful 30th anniversary celebration, the annual City Firefighters Recognition dinner and participated in the downtown Lighted Christmas Parade.

RECOGNITION: Commissioner Bean recognized his 24th meeting serving on the City Commission and honored the 80th anniversary of the invasion of Pearl Harbor.

EVENT: Commissioner Sturges participated in the Lighted Christmas parade and shared regret for missing the annual City Firefighters Recognition dinner.

THANK YOU: Commissioner Sturges thanked City Attorney Bach, City Manager Martin, and staff for their dedicated efforts with FEMA in securing reimbursement for the city.

VISION 2045: Mayor Lednovich welcomed all to participate in the Vision 2045 Plan Presentation on Wednesday December 8th at 5pm in Chambers or via Zoom, that is the official kick-off of the 4-week public comment period from December 8, 2021 - January 5, 2022.

RECOGNITION: Mayor Lednovich recognized Officer Hank Lee and congratulated his 23-year anniversary serving in the City of Fernandina Beach Police department.

EVENTS: Mayor Lednovich announced the second annual Illuminated Procession followed by fireworks and food trucks on Thursday December 9th and the annual Dickens on Centre will take place Friday December 10th - Sunday December 12th.

14. ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 8:46PM.

ATTEST:

Caroline Best
City Clerk

Michael A. Lednovich
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Workshop on Tuesday, December 21, 2021, at 5:00 PM in the City Hall Commission Chambers. Present were Mayor Michael A. Lednovich presiding, Vice Mayor Kreger. and Commissioners Bradley Bean, Chip Ross, and David Sturges. Also, present were City Clerk Caroline Best, City Attorney Tammi Bach, and City Manager Dale L. Martin. The meeting was broadcast live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

Mayor Lednovich called the meeting to order.

3.1 AMELIA RIVER COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD (CRAAB): This item is placed on the agenda at the request of City staff. Mayor Lednovich questioned whether CRAAB should remain under the auspices of the City Commission or Fernandina Beach Main Street. Discussion ensued amongst the Commissioners about direction and clarity regarding CRAAB. ***The consensus of the Commission was to place CRAAB on the January 18, 2022, Community Redevelopment Agency meeting agenda.*** If approved, CRAAB applicant's members will be appointed at the following, 6:00 PM Regular Meeting.

3.2 ADVISORY BOARD/COMMITTEE APPOINTMENT RANKING: This item is placed on the agenda at the request of the City Commission. Following discussion, ***consensus was achieved that future board appointments would be made by each Commissioner placing an "x" next to their first and second selections.***

3.3 LAND DEVELOPMENT CODE REQUIREMENTS ON CONSTRUCTION SITES: This item is placed on the agenda at the request of the City Commission. Vice Mayor Kreger provided photographs illustrating construction activities in violation of dune protection requirements.

City Engineer Charlie George stated he is working on internal policies to ensure that future Land Development Code requirements are adhered to on construction sites.

3.4 VISION 2045: This item is placed on the agenda at the request of staff. City manager Martin explained staff is seeking Commission direction related to the Vision 2045 statement. Following discussion, ***consensus was achieved to extend the Vision 2045 public comment period an additional thirty days, place "Vision 2045 Statement" on the January 4, 2022, City Commission Workshop agenda, and move forward without WGI consultant services.***

4. ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 5:49 PM.

ATTEST:

Caroline Best
City Clerk

Michael A. Lednovich
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Regular Meeting on Tuesday, December 21, 2021, at 6:00 PM in City Commission Chambers. Present were Mayor Michael A. Lednovich presiding, Vice Mayor Len Kreger, Commissioners Bradley A. Bean, Chip Ross, and David Sturges. Also in attendance were City Clerk Caroline Best, City Attorney Tammi Bach, and City Manager Dale Martin. The meeting was broadcast live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

Mayor Lednovich called the meeting to order, and Vice Mayor Kreger led the Pledge of Allegiance to the Flag.

The invocation was given by Reverend Stanley Palmer of the O'Neal Memorial Baptist Church.

4.1 BUDGET SUMMARY: Comptroller Pauline Testagrose was available to answer any questions regarding the budget summary for November 2021. Key Performance Indicators will be presented at the January 4 City Commission Regular Meeting.

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA OR ITEMS ON THE CONSENT AGENDA: No individuals spoke to this item.

6.1 RESOLUTION 2021-200 APPROVING THE CEREMONIAL DOCUMENTS POLICY, GUIDELINES, AND APPLICATION: According to the agenda support documents, Resolution 2021-200 formally adopts the Ceremonial Documents Policy, Guidelines, and Application. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Ross, to approve Resolution 2021-200. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.2 RESOLUTION 2021-201 APPROVING THE EXTENSION OF WATER AND WASTEWATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE PARCEL CONTAINING APPROXIMATELY 0.36 ACRES OF LAND LOCATED AT 1627 CLINCH DRIVE: According to the agenda support documents, Resolution 2021-201 authorizes the extension of water and wastewater services to the property owners identified, whose property is located at 1627 Clinch Drive: Parcel Number: 00-00-30-0800-0001-0020 and approves the Voluntary Annexation Petition. **A motion was made by Commissioner Bean, seconded by Commissioner Sturges, to approve Resolution 2021-201.** Commissioner Sturges is encouraged to see more annexations on Clinch Drive that allows homeowners to eliminate septic tanks. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.3 RESOLUTION 2021-202 APPROVING WEATHERPROOFING TECHNOLOGIES, INC (A SUBSIDIARY OF TREMCO INC.) TO PERFORM ROOF REPAIRS AND RESTORATION TO THE POLICE STATION IN AN AMOUNT NOT TO EXCEED \$76,973: According to the agenda support documents, Resolution 2021-202 approves the proposal from Weatherproofing Technologies, Inc. for the repairs and restoration of the Police Station roof in an amount not to exceed \$76,973. **A motion was made by Commissioner Bean, seconded by Commissioner Sturges, to approve Resolution 2021-202.** City Manager Martin confirmed that appropriations for plumbing will be tabled to ensure funds are available to complete the necessary roof repairs. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.4 RESOLUTION 2021-203 APPROVING A MEMORANDUM OF UNDERSTANDING AMENDMENT WITH NORTH FLORIDA LAND TRUST FOR IDENTIFICATION AND ACQUISITION OF LANDS FOR CONSERVATION: According to the agenda support documents, Resolution 2021-203 approves an Amendment to the Memorandum of Understanding between the City of Fernandina Beach and North Florida Land Trust (NFLT) for identification and acquisition of lands for conservation. **A motion was made by Commissioner Bean, seconded by Commissioner Sturges, to approve Resolution 2021-203.** City Manager Martin stated the current conservation fund has approximately \$200,000. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.5 RESOLUTION 2021-204 APPROVING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN

THE CITY OF FERNANDINA BEACH AND THE NORTHEAST FLORIDA PUBLIC EMPLOYEES, LOCAL 630, LABORERS' INTERNATIONAL UNION OF NORTH AMERICA, AFL-CIO-CLC FOR THE PERIOD OF OCTOBER 1, 2021, TO SEPTEMBER 30, 2024: According to the agenda support documents, Resolution 2021-204 approves the labor agreement with the Northeast Florida Public Employees, Local 630, Laborers' International Union of North America, AFL-CIO-CLC, for the period of October 1, 2021, through September 30, 2024, which shall be retroactive to October 1, 2021. **A motion was made by Commissioner Ross, seconded by Commissioner Bean, to approve Resolution 2021-204.**

THANK YOU: Laborers' International Union of North America Local 630 Business Manager Ronnie Burris, 3640 Newcomb Road, Jacksonville, thanked all involved with the successful negotiations to ratify the contract. Mayor Lednovich also thanked all involved in the negotiations. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.6 RESOLUTION 2021-205 AWARDING ITB 21-13 TO CGC, INC. TO CONSTRUCT ROADWAY IMPROVEMENTS FOR THE RAILROAD CROSSINGS AT ASH, CENTRE, AND ALACHUA STREETS AT FRONT STREET: According to the agenda support documents, Resolution 2021-205 awards ITB 21-13 to CGC, INC. to construct roadwork improvements at the railroad crossings for Ash, Centre, and Alachua Streets in an amount not to exceed \$400,000. **A motion was made by Commissioner Ross, seconded by Commissioner Bean, to approve Resolution 2021-205. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.7 RESOLUTION 2021-206 AWARDING ITB 22-02 TO SEA BANDIT CONSTRUCTION TO PROVIDE PUBLIC OUTDOOR RESTROOM CLEANING SERVICES IN FISCAL YEAR 2021/2022. According to the agenda support documents, Resolution 2021-206 awards ITB 22-02 to Sea Bandit Construction to provide outdoor public restroom cleaning services in amount not to exceed \$53,000.00, in Fiscal Year 2021/2022. **A motion was made by Commissioner Bean, seconded by Commissioner Sturges, to approve Resolution 2021-206. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.1 FIRST READING OF ORDINANCE 2021-37: City Attorney Bach read Ordinance 2021-37 by title only, which was as follows: "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING ARTICLE VIII, CONSERVATION AND PRESERVATION OF LAND UNDER CHAPTER 42, ENVIRONMENT; AMENDING SECTION 42-190 OBJECTIVES; AMENDING SECTION 42-192 DEFINITIONS; AMENDING SECTION 42-193 LAND CONSERVATION TRUST FUND; AMENDING SECTION 42-194 ADMINISTRATION; AMENDING SECTION 42-196 CRITERIA FOR EVALUATION OF LANDS; AMENDING SECTION 42-197 ACQUISITION LIST; AMENDING SECTION 42-198 NOMINATION OF ACQUISITION PROPOSALS; AMENDING SECTION 42-199 PROCEDURES FOR SELECTIONS AND PURCHASE PROCEDURES; AMENDING SECTION 42-200 MANAGEMENT AND USE OF ENVIRONMENTALLY SENSITIVE LANDS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE." According to the agenda support documents, Ordinance 2021-37 amending Chapter 42, Article VIII, Conservation and Preservation of Land, by amending the process for identifying and acquiring suitable properties for conservation. **A motion was made by Commissioner Ross, seconded by Commissioner Bean, to approve Ordinance 2021-37. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.2 FIRST READING OF ORDINANCE 2021-38: City Attorney Bach read Ordinance 2021-38 by title only, which was as follows: "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING FEES FOR THE GOLF COURSE, AND PLANNING AND CONSERVATION DEPARTMENT FOR FISCAL YEAR 2021/2022; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE." According to the agenda support documents, Ordinance 2021-38 amending the fees for the golf course and planning and conservation department, for Fiscal Year 2021/2022. **A motion was made by Commissioner Ross, seconded by Vice Mayor Kreger, to approve Ordinance 2021-38. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.3 (Quasi-Judicial) FIRST READING OF ORDINANCE 2021-39: City Attorney Bach read Ordinance 2021-39

by title only, which was as follows: “AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ANNEXING THREE PARCELS TOTALING APPROXIMATELY 2.85 ACRES OF LAND LOCATED AT PARCEL NUMBER 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000, CONTIGUOUS TO THE CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.” According to the agenda support documents, Ordinance 2021-39 annexes three parcels: 00-00-31-1800-0186-0010; 00-00-31-1800-0308-0011, and 00-00-31-1800-0183-0000 into the City limits.

The public hearing was opened at this time and there being no comments from the floor, the public hearing was closed.

7.4 (Legislative) FIRST READING OF ORDINANCE 2021-40: City Attorney Bach read Ordinance 2021-40 by title only, which was as follows: “AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A FUTURE LAND USE MAP CATEGORY OF PUBLIC & INSTITUTIONAL (PI) FOR 2.85 ACRES OF LAND LOCATED AT 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.” According to the agenda support documents, Ordinance 2021-40 assigns a Future Land Use Map (FLUM) of Public & Institutional for parcels: 00-00-31-1800-0186-0010; 00-00-31-1800-0308-0011, and 00-00-31-1800-0183-0000. **A motion was made by Commissioner Bean, seconded by Commissioner Sturges, to approve Ordinance 2021-40. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.5 (Quasi-Judicial) FIRST READING OF ORDINANCE 2021-41 City Attorney Bach read Ordinance 2021-41 by title only, which was as follows: “AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A ZONING CATEGORY OF PUBLIC & INSTITUTIONAL (PI-1) FOR 2.85 ACRES OF LAND LOCATED AT 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, 00-00-31-1800-0183-0000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.” According to the agenda support documents, Ordinance 2021-41 assigns a zoning map assignment of PI-1 for parcels 00-00-31-1800-0186-0010; 00-00-31-1800-0308-0011, and 00-00-31-1800-0183-0000.

The public hearing was opened at this time.

MAP: Michael McMonagle, 112 N. 14th Street, requested a map of the proposed parcels. City Attorney Bach gave a brief presentation of the map outlining the parcels in the zoning area.

TAX REVENUE: Amy Dean, 112 North 14th Street, inquired whether the City receives federal tax credits for rezoning parcels. City Attorney Bach replied no.

The public hearing was closed at this time.

8.1 ARTS AND CULTURE NASSAU: According to the agenda support documents, there were two appointments for Arts and Culture Nassau. **A motion was made by Commissioner Bean, seconded by Vice Mayor Kreger, to approve the reappointments of Marsha Joyner and Penelope Reid. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

8.2 CODE ENFORCEMENT AND APPEALS BOARD: According to the agenda support documents, there was one appointment for the Code Enforcement and Appeals Board. **A motion was made by Commissioner Bean, seconded by Commissioner Sturges, to approve the appointment of Barb Kent. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

CITY MANAGER REPORTS:

MONTHLY REPORTS: City Manager Martin provided copies of the Monthly Staff Reports for review.

HOLIDAYS: City Manager Martin wished all a safe and Merry Christmas.

MARINA: City Manager Martin reported a cost estimate has been received for the pilons, City Engineer Charles George confirmed the work will be scheduled in January 2022 and completed as soon as possible.

CITY ATTORNEY REPORTS:

HOLIDAYS: City Attorney Bach wished all a safe and happy holiday season.

CITY CLERK REPORTS: City Clerk Best had no reports at this time.

MAYOR/COMMISSIONER COMMENTS

THANK YOU: Commissioner Ross shared a constituent note of thanks and photo presentation regarding a recently revamped beach walkover and commended Parks and Recreation Interim Director Scott Mikelson and City Engineer Charles George for the improvement.

EMPLOYEE SERVICE RECOGNITION AWARDS: City Commissioner Ross attended the Employee Service Recognition Awards and gave a shout out to all staff who contribute to our great city. Commissioner Sturges echoed the sentiments and wished all happy holidays.

HAPPY HOLIDAYS: Commissioner Bean wished all happy holidays.

SHOP WITH COPS: Vice Mayor Kreger attended the recent Shop with Cops event celebrating with community children and wished all a Merry Christmas and Happy New Year.

CONGRATULATIONS: Mayor Lednovich congratulated the Commission on the successful December 21 agenda approving all items unanimously.

RECOGNITION: Mayor Lednovich attended the recent Employee Service Recognition Awards ceremony and recognized all staff including Employee of the Year Digital Communications Specialist Mary Hamburg and Director of the Year Comptroller Pauline Testagrose. Mayor Lednovich congratulated 25-year service employees; Fire Captain Bill Baughn, Police Officer Hank Lee, Facilities Maintenance Tech Craig Williams, and Facilities Maintenance Superintendent Randy Maxwell; 20-year service award employees Deputy City Clerk Kim Elliott-Briley, Parks and Recreation Interim Director Scott Mikelson, Police Officers Jon Hepler, Freddie Peake, Steve Minahan, Chad Lee and Heavy Equipment Operator Curtiss Lee.

EVENTS: Mayor Lednovich announced the New Year's Eve Shrimp Drop followed by fireworks will take place Friday December 31 beginning @ 5pm.

COMMENDATION: Mayor Lednovich gave a special commendation to City Clerk Caroline Best and thanked her for all her efforts, attention to detail and commitment to exemplary, dedicated work on behalf of the city.

HOLIDAYS: Mayor Lednovich wished all a Merry Christmas, safe travels, and a joyous Happy New Year.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 6:43PM.

ATTEST:

Caroline Best
City Clerk

Michael A. Lednovich
Mayor-Commissioner

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Resolution 2022-01
Scrivener's Error Correction - Budget Amendment - Airport and Community
Redevelopment Area

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2022-01.

SYNOPSIS: The City Commission approved Resolution 2022-01 at their January 4, 2022, Regular Meeting. Staff has since identified an oversight regarding funds allotted to the Fire Station Improvements, account, 420 56300 for ~~\$869,000~~ 859,000 and the Loan Proceeds, account, 420 38410 for ~~\$869,000~~ 859,000.

FISCAL IMPACT: This scrivener's error correction does not change the previously approved total City budget; \$170,148,864.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission amend Resolution 2022-01.

Nathan Coyle, Airport Director	1/5/2022
Monica Benischeck, Administrative Services Manager	1/6/2022
Dale Martin, City Manager	1/10/2022
Pauline Testagrose, Comptroller	1/10/2022
Tammi E. Bach, City Attorney	1/10/2022

A handwritten signature in blue ink that reads "Caroline Best".

Date: January 05, 2022

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Adopt

SCRIVENER'S CORRECTION
RESOLUTION 2022-01

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
FERNANDINA BEACH, FLORIDA, APPROVING AN AMENDMENT TO
THE AIRPORT BUDGET AND THE COMMUNITY REDEVELOPMENT
AREA BUDGET FOR FISCAL YEAR 2021/2022; AND PROVIDING FOR
AN EFFECTIVE DATE.

WHEREAS, in accordance with Code of Ordinances Section 2-412 and Charter Section 74, the City Commission must approve budget transfers over \$7,500; and

WHEREAS, when the Fiscal Year 2021/2022 budget was prepared, construction costs for Fire Station No. 2, located at the Municipal Airport, was budgeted at \$3,991,000, and Community Redevelopment Area (CRA) improvements were budgeted at \$1,000,000; and

WHEREAS, the bid for the Fire Station No. 2 construction came in at \$4,850,000, and the CRA improvements are estimated at \$1,150,000. This is an increase in both projects totaling \$1,009,000, above the approved budgeted amounts; and

WHEREAS, staff recommends increasing the total City budget by \$1,009,000, by increasing the cost of the Fire Station Improvements account, 420 56300 in the amount of ~~\$869,000~~ \$859,000, the Loan Proceeds account 420 38410 in the amount of ~~\$869,000~~ \$859,000, the CRA Improvements account 180 56300 in the amount of \$150,000, and the CRA Loan Proceeds account, 180 38410 in the amount of \$150,000; and

WHEREAS, this budget amendment increases the total City budget by \$1,009,000 from \$169,139,864 to \$170,148,864.

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 amendment by increasing the cost of the Fire Station Improvements account, 420 56300 in the amount of ~~\$869,000~~ \$859,000, the Loan Proceeds account, 420 38410 in the amount of ~~\$869,000~~ \$859,000, the CRA Improvements account, 180 56300 in the amount of \$150,000, and the CRA Loan Proceeds account, 180 38410 in the amount of \$150,000.

SECTION 2. The City Commission hereby approves increasing the total City Budget by \$1,009,000, from \$169,139,864, to \$170,148,864.

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

ADOPTED this 4th day of January 2022.

ATTEST:

CITY OF FERNANDINA BEACH

CAROLINE BEST
City Clerk

MICHAEL A. LEDNOVICH
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:

A handwritten signature in blue ink, appearing to read 'TEB', is positioned above a horizontal line.

TAMMI E. BACH
City Attorney

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Resolution 2022-13
Sole Source Purchase Approval - Fournier Industries, Inc.

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Amend Resolution 2022-13.

SYNOPSIS: The City Commission, at their January 4, 2022, Regular Meeting, approved Resolution 2022-13. Staff has since identified a scrivener's correction is needed to the funding source account number: Utilities Capital Improvement account, ~~450~~ 330 56300.

FISCAL IMPACT: Funds are budgeted and available in the Utilities Capital Improvement account, ~~450~~ 330 56300 (Project #22012), for FY 2021/22.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission amend proposed Resolution 2022-13.

Andre Desilet, Stormwater Manager	1/7/2022
Monica Benischeck, Administrative Services Manager	1/7/2022
Dale Martin, City Manager	1/10/2022
Pauline Testagrose, Comptroller	1/10/2022
Tammi E. Bach, City Attorney	1/10/2022



Date: January 07, 2022

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Adopt

SCRIVENER'S CORRECTION
RESOLUTION 2022-13

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
FERNANDINA BEACH, FLORIDA, APPROVING FOURNIER
INDUSTRIES INC., AS A SOLE SOURCE VENDOR IN FISCAL
YEAR 2021/2022; AUTHORIZING EXECUTION; AND
PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Purchasing Policy requires accumulated purchases from a sole source vendor may not exceed \$20,000 per year and purchases which exceed \$20,000, require City Commission approval; and

WHEREAS, the Wastewater Treatment Plant has dewatering/sludge press equipment used to remove water from sludge to produce a biosolid material that can be transported offsite for recycling, which has reached the end of its service life; and

WHEREAS, staff recommends Fournier Industries Inc., as the sole source vendor for replacement and installation of the dewatering equipment to return the Wastewater Treatment Plant to full operating capacity, in an amount not to exceed \$500,000, attached hereto as Exhibit A; and

WHEREAS, funds are available in the Wastewater Department Capital Improvements account, ~~450~~ 330 56300 (Project #22012), in Fiscal Year 2021/2022.

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

SECTION 1. The City Commission hereby approves Fournier Industries, Inc., as a sole source vendor in Fiscal Year 2021/2022, in an amount not to exceed \$500,000, attached hereto as Exhibit A.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute all documentation related to this purchase, upon review and approval by the City Attorney.

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

ADOPTED this 4th day of January, 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:



CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

SOLE/SINGLE SOURCE JUSTIFICATION FORM

(Nov, 2020)

Date: 12/16/2021

Department: UTILITIES

Director: ANDRE DESILET

Sole/Single Source Vendor: FOURNIER

Est. Cost: \$500,000.00

Account Number: 330 56300

Account Name: IMPROVEMENTS

NOTE: It is a felony to knowingly circumvent a competitive process for commodities or services by fraudulently specifying "sole source" FS 838.22(2).

Service/Commodity Description:

REPLACEMENT OF FOURNIER SLUDGE PRESS EQUIPMENT AT WASTEWATER TREATMENT PLANT.

Please check the category appropriate for this purchase (attach supporting documentation)

- ☒ **Continuity of product/services-** vendor providing a product/service after a previous purchase.
- ☒ **Manufacturer/distributor-** only known item/source to meet specialized needs of department or perform intended function.
- ☒ **No substitute/compatibility-** component or replacement part has no substitute and can be obtained from only one vendor.
- ☐ **Timeliness-** acquisition of an alternative source would require considerable time and expense to evaluate.
- ☐ **Emergency-** urgent need for the item/service does not allow for soliciting competitive bids (restricted to public health, safety, welfare).
- ☐ **Monopoly-** a monopoly exists as in the case of the U.S. Post Office, Florida Public Utilities, etc.
- ☐ **One-of-a-kind-** only area distributor of the original manufacturer.

Based on the foregoing, I recommend that competitive procurement be waived and that the service or material on the attached be purchased as a sole/single source commodity. I certify that the information contained in this justification is accurate and complete.

Andre Desilet

Digitally signed by Andre Desilet
Date: 2022.01.11 09:34:13
-05'00'

Department Director Signature

City Manager Signature

☐

Approved

☐

Disapproved

Date:

CITY COMMISSION AGENDA ITEM

City of Fernandina Beach



SUBJECT: Resolution 2022-16
Sole Source Vendor Approval - Sand Hill Recycling, LLC

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2022-16.

SYNOPSIS: The Purchasing Policy requires that accumulated purchases from a sole source vendor may not exceed \$20,000 per year and purchases that exceed \$20,000 require Commission approval.

Sand Hill Recycling, LLC is the sole provider of landfill services to properly dispose of construction and demolition materials as well as yard waste grindings in Nassau County. Staff requests approving Sand Hill Recycling, LLC as the sole source vendor for the processing and disposal of yard waste grindings, and construction and demolition material for Fiscal Year 2021/2022.

FISCAL IMPACT: Funds are available in various departmental contractual service accounts, 53400 in Fiscal Year 2021/2022.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2022-16.

Jeremiah Glisson, Fleet & Facilities Maintenance Director	12/29/2021
Monica Benischeck, Administrative Services Manager	12/29/2021
Katie Newton, Legal Assistant	12/30/2021
Dale Martin, City Manager	1/10/2022
Pauline Testagrose, Comptroller	1/10/2022
Tammi E. Bach, City Attorney	1/10/2022

Date: December 28, 2021

Submitted By: Catherine Sabattini, Administrative Coordinator

COMMISSION ACTION: Adopt

RESOLUTION 2022-16

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING SAND HILL RECYCLING, LLC AS A SOLE SOURCE VENDOR IN FISCAL YEAR 2021/2022; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Purchasing Policy requires that accumulated purchases from a single source vendor may not exceed \$20,000 per year and purchases that exceed \$20,000 require City Commission approval; and

WHEREAS, Sand Hill Recycling, LLC is the sole provider of landfill services to properly dispose of construction and demolition materials as well as yard waste grindings in Nassau County; and

WHEREAS, staff hereby requests Sand Hill Recycling, LLC as the sole source vendor for the processing and disposal of yard waste grindings and construction and demolition materials; and

WHEREAS, funds are available in various contractual services accounts, 53400, in Fiscal Year 2021/2022.

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

SECTION 1. The City Commission hereby approves Sand Hill Recycling, LLC as a sole source vendor for Fiscal Year 2021/2022.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute all documentation related to this purchase, upon review and approval by the City Attorney.

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

ADOPTED this 18th day of January 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:



CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

SOLE/SINGLE SOURCE JUSTIFICATION FORM

(Nov, 2020)

Date: 12/2/2021

Department: Sanitation

Director: Jeremiah Glisson

Sole/Single Source Vendor: Sandhill Recycling, LLC

Est. Cost: TBD

Account Number: 53400

Account Name: Various Contractual Accts

NOTE: It is a felony to knowingly circumvent a competitive process for commodities or services by fraudulently specifying "sole source" FS 838.22(2).

Service/Commodity Description:

Hauling and disposal of yard waste grindings and construction/demolition materials. Sandhill Recycling is the only C&D landfill in Nassau County.

Please check the category appropriate for this purchase (attach supporting documentation)



Continuity of product/services- vendor providing a product/service after a previous purchase.



Manufacturer/distributor- only known item/source to meet specialized needs of department or perform intended function.



No substitute/compatibility- component or replacement part has no substitute and can be obtained from only one vendor.



Timeliness- acquisition of an alternative source would require considerable time and expense to evaluate.



Emergency- urgent need for the item/service does not allow for soliciting competitive bids (restricted to public health, safety, welfare).



Monopoly- a monopoly exists as in the case of the U.S. Post Office, Florida Public Utilities, etc.



One-of-a-kind- only area distributor of the original manufacturer.

Based on the foregoing, I recommend that competitive procurement be waived and that the service or material on the attached be purchased as a sole/single source commodity. I certify that the information contained in this justification is accurate and complete.

Jeremiah Glisson

Digitally signed by Jeremiah
Glisson
Date: 2021.12.28 15:32:06 -05'00'

Department Director Signature

City Manager Signature



Approved



Disapproved

Date: _____

CITY COMMISSION AGENDA ITEM

City of Fernandina Beach



SUBJECT: Resolution 2022-17
Grant Application - U.S Department of Homeland Security, Staffing for Adequate Fire and Emergency Response

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2022-17.

SYNOPSIS: Authorizes the submittal of one Department of Homeland Security (DHS) Staffing for Adequate Fire and Emergency Response (SAFER) grant application for the purpose of funding three new Firefighter/EMT/Paramedic positions during their first three years of employment.

FISCAL IMPACT: This grant application requires no match from the City. If awarded, three Firefighter/EMT/Paramedic positions will be funded beginning Fiscal Year 2022/2023.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2022-17.

Monica Benischeck, Administrative Services Manager	12/30/2021
Ty Silcox, Fire Chief	1/3/2022
Dale Martin, City Manager	1/10/2022
Pauline Testagrose, Comptroller	1/10/2022
Tammi E. Bach, City Attorney	1/10/2022

A handwritten signature in blue ink that reads "Lorelei Jacobs".

Date: December 29, 2021

Submitted By: Lorelei Jacobs, Grants Administrator

COMMISSION ACTION: Adopt

RESOLUTION 2022-17

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING GRANT APPLICATION SUBMISSION TO THE U.S. DEPARTMENT OF HOMELAND SECURITY (DHS), STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) PROGRAM; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the objectives of the U.S. Department of Homeland Security, Staffing for Adequate Fire and Emergency Response (SAFER) Program is to assist local fire departments with staffing and deployment capabilities to respond to emergencies and assure that communities have adequate protection from fire and fire-related hazards; and

WHEREAS, to meet increasing fire and medical calls for service and other responsibilities, the City Fire Department is requesting three additional Firefighter/EMT/Paramedic positions to be fully funded for three years through the SAFER grant; and

WHEREAS, the City Commission wishes to authorize the City Grants Administrator to submit a 2021 SAFER Grant Program application for the above-stated purpose; and

WHEREAS, funds for the three grant positions will be budgeted in the Fire Department Personnel accounts for the associated salaries and benefits beginning with the Fiscal Year 2022/2023 budget.

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 submission of one grant application to the U.S. Department of Homeland Security for the Fiscal Year 2020/2021 Staffing for Adequate Fire and Emergency Response Grant Program to provide three additional Firefighter/EMT/Paramedic positions.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute documents relating to the SAFER grant application, upon review and approval of the City Attorney.

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

ADOPTED this 18th day of January, 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Mayor – Commissioner

ATTEST:

APPROVED AS TO FORM & LEGALITY:



CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

FY 2021 Staffing for Adequate Fire and Emergency Response Program Frequently Asked Questions

This document addresses Frequently Asked Questions related to the Fiscal Year (FY) 2021 Staffing for Adequate Fire and Emergency Response (SAFER) Program. Applicants should refer to the FY 2021 SAFER Program Notice of Funding Opportunity (NOFO) for full details and application requirements.

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FEMA

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What is the purpose of the SAFER Program?

The purpose of the SAFER Program is to provide funding directly to fire departments and volunteer firefighter interest organizations to assist with increasing the number of firefighters to help communities meet industry minimum standards, to attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. The SAFER Program is separated into two activities: Hiring of Firefighters (Hiring) Activity and Recruitment and Retention (R&R) Activity. Using a competitive process that is informed by fire service subject-matter experts, grants in both activities are awarded to applicants whose requests best address the priorities of the FY 2021 SAFER Program.

What changes were made to the SAFER Program since last year?

The FY 2021 SAFER Program NOFO contains changes to definitions, descriptions, and priority categories, including:

- Under Applicant Eligibility Criteria (page 6)
 - Added information on application submittal and Authorized Organization Representatives
- Under Narrative Evaluation Criteria (page 20)
 - Added information on the Federal Emergency Management Agency's (FEMA's) review of Narrative Statements
- Under Programmatic Performance Reporting Requirements (page 28)
 - Changed the reporting frequency of Performance Progress Report from every three months to every six months
- Under Grant Writer/Preparation Fees (page 68)
 - Added information on allowability of grant writer fees

What are some important reminders for FY 2021?

The online FY 2021 SAFER Program application is only available in the FEMA GO (FEMA Grants Outcomes) application portal at <https://go.fema.gov>.

Applicants must complete the following to start, complete, and submit a SAFER Program application:

- The applicant organization must be currently registered and active in the System for Award Management (SAM) to apply. Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable Dun & Bradstreet Data Universal Numbering System (DUNS)/Unique Entity Identifier (UEI) and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. SAM is available from Grants.gov at <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.
- By April 4, 2022, the federal government will stop using the DUNS to uniquely identify entities registered in SAM. At that point, entities doing business with the federal government will use a UEI created in SAM.gov.

Organizations currently registered in SAM.gov have already been assigned a new UEI, and it is viewable in their SAM.gov entity registration record. FEMA GO has also been updated to use the UEI as the Primary Entity Identifier for registered organizations. The DUNS number will still appear until the federal government stops using the DUNS in early April 2022.

New registrations in both SAM and FEMA GO will require the use of the UEI.

For more information about the transition, go to [GSAFSD Service Portal Landing - GSA Federal Service Desk Service Portal](#) and select the green “Help” on UEI Transition button.

Additional information about UEI and FEMA GO is provided in the FEMA GO Startup Guide located at: <https://www.fema.gov/media-library/assets/documents/181607>.

What do I need to know about Environmental Planning and Historic Preservation (EHP)?

SAFER Program projects that involve the installation of supplies/equipment not specifically excluded from a FEMA EHP Review, per the Grant Programs Directorate Programmatic Environmental Assessment, such as ground-disturbing activities, or modification/renovation of existing buildings or structures, will require an EHP review. Some equipment activities will require an EHP review, as well. Such activities include but are not limited to:

- Building renovations, such as removal of wall or installation of electrical or waterlines
- Training/exercises in natural settings, such as rope or swift water
- Installation of LED signs
- Any scope of work that involves ground disturbances

Please see FEMA's EHP Screening form and instructions at [EHP Screening Form](#). EHP policy guidance can be found at [Preparedness Grants EHP Compliance webpage](#). Recipients will be notified of their EHP responsibilities in the grant award package.

It is FEMA policy that actions initiated and/or completed without fulfilling the specific EHP requirements will not be considered for funding.

How can I help FEMA prevent fraud, waste and abuse?

If you have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, you should contact the Department of Homeland Security Office of Inspector General Hotline at 1-800-323-8603; by fax at 202-254-4297; or online at <https://www.oig.dhs.gov/hotline>.

Who is eligible to apply under the SAFER Program?

Eligible applicants for the SAFER Program include fire departments; any federally recognized Indian tribe or tribal organization; and national, regional, state, local, tribal, and nonprofit interest organizations representing the interests of volunteer firefighters.

How do I determine whether I represent a volunteer, combination, or career fire department or a national, regional, state, local, tribal, and nonprofit volunteer firefighter interest organization?

- A **volunteer fire department**, as defined in 15 U.S.C. § 2229, has an all-volunteer force of firefighting personnel. For a fire department to have an all-volunteer force, no member may receive financial compensation (in the form of salary or wages) for their services other than life and health insurance, workers' compensation insurance, and/or a nominal stipend per call. For the purposes of this SAFER Program, a department whose membership is comprised of all volunteer firefighters, including any paid-on-call firefighters who receive only a nominal stipend, will be considered a volunteer fire department.
- A **career department**, as defined in 15 U.S.C. § 2229, has an all-paid force of firefighting personnel other than paid-on-call firefighters. Fire departments that provide reimbursement on a paid-on-call basis are considered a combination fire department for the purposes of this program.
- A **combination department**, as defined in 15 U.S.C. § 2229, has paid firefighting personnel and volunteer firefighting personnel. At a minimum, a combination fire department must have at least one active firefighter who receives financial compensation for services (including paid-on-call) and at least one active firefighter who does not receive financial compensation for services other than life, health, and workers' compensation insurance.

For the purposes of this SAFER Program, a department whose membership is composed of any paid-on-call firefighters who receive more than a nominal stipend will be considered a combination fire department.

FEMA considers a department to be **combination majority volunteer** if more than 50 percent of its membership is made up of personnel who do not receive financial compensation for services. Departments are considered **combination majority career** if more than 50% of the active firefighting membership is salaried staff.

- A **national, regional, state, local, tribal, and nonprofit volunteer firefighter interest organization** is defined as an organization that supports or represents the interests of firefighters in front of legislative bodies at the local, state, tribal, and federal level. Such organizations include but are not limited to state or local firefighter and/or fire chiefs' associations, volunteer firefighter relief organizations, and associations. FEMA shall make the final determination as to whether an applicant is an appropriate volunteer firefighter interest group. Fire departments applying for a regional grant on behalf of itself and other participating fire departments are not considered an interest organization.

What activities may I apply for under the SAFER Program?

The SAFER Program is separated into two activities:

- **Hiring Activity:** Provides federal financial assistance to help fire departments hire new, additional firefighters (or change the status of part-time or paid-on-call firefighters to full-time firefighters) and to rehire laid off firefighters or retain firefighters facing imminent layoff. National, regional, state, local, tribal, and nonprofit interest organizations are not eligible to apply for funding under the Hiring Activity.

- **R&R Activity:** Assists volunteer and combination fire departments and national, regional, state, local, federally recognized tribal, and nonprofit interest organizations with the recruitment and/or retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. Career fire departments are not eligible to apply for funding under the R&R Activity.

How many applications may I submit?

Eligible applicants may submit only one application for each eligible activity under the SAFER Program (one under the Hiring Activity and/or one under the R&R Activity). Applicants interested in applying under both the Hiring Activity and the R&R Activity must submit two separate applications, one for each activity. All submissions of duplicate applications may be disqualified.

Applications differ based on the applicant type. For example, the Hiring Activity application will be different from the fire department application for the R&R Activity; the R&R Activity application will be different for a fire department than an interest organization. Be sure to select the appropriate applicant type when applying. Applications submitted under the wrong type (e.g., regional fire department R&R Activity application applied through the interest organization application) will be deemed ineligible.

I have an open SAFER Program award(s). May I still apply under the FY 2021 SAFER Program?

Yes. However, because the possibility exists that the period of performance on the open grant award(s) and the FY 2021 grant period of performance will overlap, you need to ensure that the start of your FY 2021 grant does not depend on the completion of your open grant(s), or that receipt of a FY 2021 SAFER Program award will not impact your ability to continue with and/or complete your open grant award(s). The grant activities requested in the FY 2021 SAFER Program must supplement the current award(s) and cannot be for the same activities, expenditures, or personnel funded under the open grant award(s). Applicants with an active SAFER Program award who wish to apply under the FY 2021 SAFER Program are subject to the guidelines and requirements outlined in the FY 2021 SAFER Program NOFO.

How much funding is available under the FY 2021 SAFER Program?

There is a total \$560 million available under the FY 2021 SAFER Program, which includes \$360 million appropriated as part of the FY 2021 Department of Homeland Security (DHS) Appropriations Act (Pub. L. No. 116-260), and an additional \$200 million appropriated by the American Rescue Plan Act of 2021 (Pub. L. No. 117-2). However, the following specific funding parameters are either required by law or are the outcome of recommendations from the Assistance to Firefighters Grant Program Criteria Development Panel:

- 10% of the funding is set aside for grants awarded to all volunteer or majority volunteer departments for hiring of firefighters.
 - If FEMA awards less than 10% of the funds available for the hiring of firefighters to volunteer and majority volunteer fire departments, it must transfer the remaining funds to provide grants for the recruitment and retention of volunteer firefighters.

- 10% of the funding is set aside for the recruitment and retention of volunteer firefighters.
 - No more than 33% of the total amount allocated for the recruitment and retention of volunteer firefighters can be awarded to national, regional, state, local, territorial or federally recognized tribal organizations that represent the interests of volunteer firefighters.

What is the maximum amount of funding a recipient may be awarded?

There is no maximum award amount for FY 2021 SAFER Program awards. However, it is important to note that all awarded SAFER Program costs and activities must be incurred, received, and completed within the period of performance; therefore, applicants should carefully consider what costs and activities they can reasonably accomplish within the period of performance.

Is there a cost share for all applicants?

There is no cost share or match or position cost limit for the FY 2021 SAFER Program.

How do I apply for a SAFER Program grant?

The online FY 2021 SAFER Program application is available through the FEMA GO application portal at <https://go.fema.gov>. The application will also be linked with the U.S. Fire Administration's website <https://www.usfa.fema.gov/grants> and the Grants.gov website <https://www.grants.gov>.

Which internet browsers are compatible with FEMA GO?

FEMA GO is compatible with the most recent major release of Google Chrome, Internet Explorer, Mozilla Firefox, Apple Safari, and Microsoft Edge. Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

When can I apply?

Applications will only be accepted between 8 a.m. Eastern Time (ET) on Monday, January 3, 2022 and 5 p.m. ET on Friday, February 4, 2022. FEMA GO automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization Representative role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission on the date and time that FEMA GO received the application.

Applications not received by the application submission deadline will not be accepted. Applicants using unreliable internet connections, such as dial-up connections, should be aware that submission can take some time before FEMA GO receives your application.

Applicants who experience system-related issues will be addressed until 3 p.m. ET on Friday, February 4, 2022. No new system-related issues will be addressed after this deadline.

Do I need to register with the System for Award Management (SAM)?

Yes. Per 2 C.F.R. § 25.205, SAM registration is required to both begin and submit a SAFER Program application in the FEMA GO system. Organizational SAM.gov registrations are only active for one year and must be renewed annually. Therefore, applicants must ensure the applicant entity has a valid and active registration in SAM.gov before starting an application.

Step-by-step instructions for registering with SAM can be found at <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. Applicants should contact SAM.gov with questions or concerns about their SAM registration.

DHS may not make a federal award to an applicant until the applicant has complied with all applicable DUNS/UEI and SAM requirements. An applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. If an applicant has not fully complied with the requirements by the time DHS is ready to make a federal award, DHS may determine that the applicant is not qualified to receive a federal award and may make a federal award to another applicant.

The submission of payment requests and amendments are also contingent on the information provided in the entity's SAM.gov registration. It is imperative that all information in the application is correct, current, and matches the information in the SAM.gov registration. Please ensure that your organization's name, address, DUNS number, and Employer Identification Number (EIN) are up to date in SAM.gov and that the DUNS number used in SAM.gov is the same number used to apply for all other FEMA grant program awards.

More information on SAM.gov may be located in the FY 2021 SAFER Program NOFO and on the [Assistance to Firefighters Grant Programs Website](#). If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at <https://www.fsd.gov/> or call (866) 606-8220, Monday – Friday between the hours of 8 a.m. and 8 p.m. ET.

May I change or edit my application after it has been submitted?

You will be able to review or edit the entire application prior to submission. However, if you would like to edit or change your application after submission, you will need to withdraw the application from consideration of award. The application must then be resubmitted to FEMA prior to the application submission deadline of 5 p.m. ET on Friday, February 4, 2022 to be considered for an award.

How can I obtain help with the application?

The SAFER Program Help Desk at 866-274-0960 will be available to provide technical assistance with completing your SAFER Program application(s).

During the application period, the Help Desk will be staffed between the hours of 8 a.m. and 4:30 p.m. ET, Monday through Friday; and until 5 p.m. ET on the last day of the application period. However, these hours may change as the application period progresses. The toll-free number also accepts voicemail messages after hours or if the line is busy. Questions may also be e-mailed to FireGrants@fema.dhs.gov.

Where can I find SAFER Program documents and other information?

You can find SAFER Program documents and additional information on the [Staffing for Adequate Fire and Emergency Response Program webpage](#).

When will the awards be announced?

Award announcements will be made at the beginning of summer 2022 and on a continuous basis thereafter until all available funds have been awarded, but no later than September 30, 2022.

Recipients are notified via email and through the FEMA GO system of the award offer and must accept their awards no later than 30 calendar days from the award date. The recipient must notify FEMA of its intent to accept and proceed with work under the award through the FEMA GO system. Funds will remain on hold until the recipient accepts the award through the FEMA GO system and all other conditions of the award have been satisfied, or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds. Recipients may request additional time to accept the award if needed.

When a SAFER Program award is accepted, when does the period of performance start?

The period of performance under the Hiring Activity is 36 months for all grants awarded. A default 180-day recruitment period, which allows grant recipients to begin hiring SAFER Program-funded firefighters, begins when FEMA approves the application for an award under this activity. The 36-month period of performance automatically starts after the 180-day recruitment period, regardless of whether the recipient has successfully hired the requested firefighters.

The period of performance under the R&R Activity is 12, 24, 36 or 48 months for all grants awarded. A default 90-day recruitment period, which allows recipients time to gather resources, initiate processes, and finalize contracts needed to implement SAFER Program grant activities, begins when FEMA approves the application for award. The period of performance automatically starts after the 90-day recruitment period ends, regardless of whether the recipient is ready to begin implementing its grant award.

How do I sign-up for e-mail notifications about the SAFER Program?

To register for automatic e-mail notices of NOFO availability and other important program information go to: https://public.govdelivery.com/accounts/USDHSFEMA/subscriber/new?topic_id=USDHSFEMA_409.

What is program income?

Although not common, recipients may generate income while carrying out grant-supported activities during the period of performance under the SAFER Program award. This is referred to as program income. This income can be used to defray program costs, where appropriate, consistent with 2 CFR § 200.307. The Budget Summary section of the grant application contains a field for program income. The response should be \$0 unless the recipient anticipates generating program income during the period of performance. If the recipient plans to generate program income, it should be explained in the narrative. The FEMA GO application will not include program income estimates

in the total budget. FEMA will review the program income submitted and adjust the budget as appropriate, prior to award. Any program income must be used and managed in accordance with 2 C.F.R. § 200.307.

What is Management and Administration (M&A)?

M&A costs are administrative expenses that are incurred during the administration of a SAFER Program award. Applicants may apply for M&A costs if the costs are directly related to the implementation of the program for which they are applying. M&A costs are identifiable costs directly associated with the implementation and management of the grant and cannot exceed 3% of the federal share of SAFER Program funds awarded. If you are requesting M&A expenses, you must list the costs under the "Other" category in the budget and explain the purpose for the administrative costs in your Project Narrative. All M&A costs must be in accordance with 2 C.F.R. Part 225, Cost Principles for state, local and Indian Tribal Governments (OMB Circular A-87) or 2 C.F.R. Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122), as applicable and should be based on actual expenses only, not a percentage of the overall grant.

M&A costs are not eligible under the Hiring Activity.

Where do I submit the federally approved Indirect Cost Rate Agreement?

Applicants required to have a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Copies of the indirect cost rate agreements or proposals, along with the SAFER Program application number, must be submitted electronically to FireGrants@fema.dhs.gov. Please ensure that the request details budget portion of your application includes information pertaining to your indirect cost rate agreement or proposal. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable.

Indirect costs are not allowable under the Hiring Activity.

What standards does the SAFER Program focus on?

The SAFER Program focuses on the Deployment or Staffing and Deployment compliance standards of the National Fire Protection Association (NFPA):

- NFPA 1710 Assembly Requirements – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Department (Section 5.2.4.1 – Single-Family Dwelling Initial Full Alarm Assignment Capability): This standard applies primarily to career fire departments and combination departments if the combination department chooses it.
- NFPA 1720 Assembly Requirements – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments (Section 4.3 – Staffing and Deployment): This standard applies primarily to all-volunteer fire departments, but it

may also apply to combination departments if the combination department does not choose to comply with the NFPA 1710 standard.

FEMA prioritizes bringing non-compliant (NFPA 1710 or 1720) departments into compliance in the most cost-effective manner.

Do applicants have to report to the National Fire Incident Reporting System?

No. FEMA does not require FY 2021 SAFER Program applicants to report to the National Fire Incident Reporting System.

Do applicants have to comply with the National Incident Management System?

SAFER Program applicants are not required to comply with the National Incident Management System (NIMS) to apply for federal assistance under the SAFER Program. However, any applicant who receives a FY 2021 SAFER Program award must achieve the level of NIMS compliance required by the Authority Having Jurisdiction over the applicant's emergency service operations (e.g., a local government), prior to the end of the grant's period of performance. Information about NIMS can be found at <https://www.fema.gov/national-incident-management-system>.

What type of firefighter positions will be funded under the Hiring Activity?

Grants awarded under the Hiring Activity enable all volunteer, combination, and career fire departments to restore staffing levels to attain a more effective level of response and a safer incident scene. FEMA awards Hiring Activity grants directly to volunteer, combination, and career fire departments to help fire departments increase their cadre of frontline firefighters by providing financial assistance in three categories:

- Rehire: Rehiring firefighters who were laid off within the two years prior to the start of the application period
- Retention: Retaining firefighters facing imminent layoff – within 120 days of the close of the application period
- New Hire: Hire new, additional firefighters

What are the requirements if applying under the Rehire or Retention categories?

Eligible positions for funding under the Rehire category must have been laid off in the two years prior to the start of the application period on January 3, 2022. Copies of the official, signed, and issued layoff notices will be required at the time of application.

Firefighters who have been issued a formal layoff notice, which includes a specific date for the layoff action, prior to the start of the application period, and those who face imminent layoff – within 120 days of the close of the application period – are eligible for SAFER Program funding under the Retention category. As the application period closes on February 4, 2022, the layoffs must become effective on or before June 4, 2022. Copies of the official, signed, and issued layoff notices will be required at the time of application.

Eligible positions under the Retention category must be employees of the department at the time the application is submitted. Note: if a retention position becomes vacant after the application is submitted, departments must fill the vacancy with a new hire in order to maintain the operational staffing level.

A layoff notice that is not executed within the specified terms will be considered void unless an additional notice is provided within 14 days of the original action date will not qualify for funding in the Rehire or Retention categories. Applicants who do not meet these parameters must apply under the New Hire category.

Any layoff action not executed in accordance with the terms of the official layoff notice, or which does not meet the above requirements, will not qualify for funding in the Rehire or Retention categories. Applicants who do not meet these parameters must apply under the New Hire category.

What are the eligible expenses under the Hiring Activity?

The only eligible expenses are the salary and associated benefits (actual payroll expenses) for the positions funded under the SAFER Program grant. Costs are reimbursable if they are included as part of the standard package, available to all operational firefighter positions, contractually obligated, and reimbursed via payroll. Compensation for a firefighter's normal, contracted work schedule is reimbursable, but overtime costs are not eligible for reimbursement by the SAFER Program grant award (including overtime for holdovers, extra shifts, to attend training, etc.). Only costs for overtime that the fire department routinely pays as a part of the base salary or a firefighter's regularly scheduled and contracted shift hours, in order to comply with the Fair Labor Standards Act, are eligible.

What are the eligible expenses under the R&R Activity?

Applicants must correlate the activities for which funding is being requested with the identified recruitment and/or retention problems/issues being addressed. SAFER Program grant funds may only be used for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response. FEMA will not provide funding for a budgeted line item if an applicant does not provide enough information detailing how the item and/or activity will enhance the recruitment and retention of volunteer firefighters. Allowable costs may be limited to reasonable amounts, as determined by FEMA.

All grant-related purchases and activities must be incurred, received, and completed within the period of performance. Additionally, all funded activities under the R&R Activity must be governed by formally adopted Standard Operating Procedures (SOPs). Minimally, these SOPs should specify who qualifies for each of the incentives, specific requirements for earning the incentives, and the disposition of the awarded incentives if an individual fails to fulfill the stipulations. FEMA may ask for copies of SOPs prior to, or after a grant is awarded.

Examples of eligible expenses include but are not limited to the following:

- Marketing Program (e.g., media and print advertising) to recruit new volunteer firefighters
- New recruit basic training
- Leadership/career development training

- Personal Protective Equipment for new recruits

For the full list of eligible and ineligible costs, please refer to Appendix B – Programmatic Information and Priorities, in the FY 2021 SAFER Program NOFO.

How is “new recruit” defined according to the SAFER Program?

The SAFER Program defines a “new recruit” as a volunteer that joins the department with the intent to serve as a firefighter after the recipient is notified of the grant award (e.g., the date of the award notification email in FEMA GO).

Does the SAFER Program allow regional applications?

Yes. Eligible applicants may apply for a regional R&R Activity grant if the request will have a direct regional or local benefit beyond the immediate boundaries of the applicant’s first-due response area. Direct regional or local benefit means that other eligible organizations will receive a portion of the grant awarded funds, or the department will receive items purchased with the grant funds.

An eligible applicant will serve as the “host applicant” and can apply for funding on behalf of itself and any number of other participating R&R Activity eligible organizations. The application must include a list of all the participating organizations, including the point of contact information and EIN for each organization benefitting from a proposed regional project.

If awarded, the host applicant must agree to be responsible for all aspects of the grant. This includes but is not limited to accountability for all assets and all reporting requirements. Regional host applicants and participating partner agencies must execute a Memorandum of Understanding or equivalent document, signed by all parties participating in the award, before applying under the Regional Program activities.

The Hiring Activity is not eligible as a regional project.

How are the applications reviewed and selected for funding?

SAFER Program applications are reviewed through a multi-phase process. All applications are electronically pre-scored and ranked based on how well they align with the funding priorities outlined in the FY 2021 SAFER Program NOFO. Applications are then scored competitively by no less than three members of a Peer Review Panel.

Applications with the highest score rankings per activity will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, costs/quantities, and anticipated effectiveness of the proposed project(s).

How important is it to address all Narrative Statements in the application?

The Narrative Statements of the application must provide unique and specific details about the activity for which applicants seek funding, including budget details. Peer Review Panelists will evaluate and score each activity based

on the narrative elements within each activity. The weighted evaluation criteria used by the peer reviewers in determining the grant award, as described in the NOFO, make up the elements of the Narrative Statements' score.

Under the Hiring Activity, the peer review panel score is 50% of the total application score. Under the R&R Activity applications, the peer review panel score is 70% of the total application score.

Note: FEMA conducts reviews of a random sampling of applications to compare them for duplication including the narrative statements and statistical data. Therefore, all elements of the narrative statements must be specific and unique to the applying entity, and all statistical data must be accurate.

Applications with narrative statements that have substantial duplication of statements, sentences, or paragraphs to other submitted applications, and/or inaccurate data that may mislead reviewers may be disqualified. Discovery of falsification, fabrication, or plagiarism of other grant proposals will disqualify the application(s).

What are the character limitations for text boxes in FEMA GO?

The Narrative Statements blocks do not allow for formatting. Do not type the Narrative Statements using only capital letters. Additionally, do not include tables, special characters or fonts (e.g., quotation marks, bullets), or graphs. Space for the Narrative Statements is limited. Although each element must have a minimum of 200 characters, the maximum number of total characters is 3,000 per each narrative element, except Financial Need, which is 4,000 characters.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Ordinance 2022-01
Local Historic District Expansion

ITEM TYPE: Ordinance (w/o fiscal impact)

REQUESTED ACTION: Consider Ordinance 2022-01 at First Reading.

SYNOPSIS: Willing property owners have requested to be included in the City's locally adopted downtown historic district boundary. After following all applicable review and notice criteria provided in LDC Section 8.03.02, the Historic District Council (reference HDC 2021-0033) completed its review and issued a recommendation of approval at its regular meeting on October 21, 2021. The Planning Advisory Board issued a recommendation of approval on December 8, 2021. Staff continues to support the district's expansion for the properties identified..

FISCAL IMPACT: Per Ordinance 2006-99, inclusion of these properties as contributing structures to the local historic district would provide for the allowance of an ad valorem tax exemption of fifty percent (50%) of the assessed value.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2022-01.

Kelly Gibson, Planning Director	12/30/2021
Monica Benischeck, Administrative Services Manager	12/30/2021
Dale Martin, City Manager	1/10/2022
Pauline Testagrose, Comptroller	1/10/2022
Tammi E. Bach, City Attorney	1/10/2022

Date: December 29, 2021

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Approve

ORDINANCE 2022-01

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, EXPANDING THE BOUNDARY OF THE HISTORIC DISTRICT TO INCLUDE PROPERTIES LOCATED ON S. 9TH STREET, BEECH STREET, AND N. 2ND STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Policy 11.01.01 of the City of Fernandina Beach Comprehensive Plan states "The City shall encourage the protection, preservation and conservation of districts, sites, landmarks and/or structures within the City that are included on the National Register of Historic Places, or in a locally designated historic district, to ensure their protection from demolition, deterioration, reconstruction or alteration;" and

WHEREAS, Policy 11.01.03 of the City of Fernandina Beach Comprehensive Plan states "The City shall implement a process for local historic district designation and evaluate areas potentially eligible for future local historic district designation;" and

WHEREAS, the property owners of parcels located at 202 S. 9th Street (Macedonia AME Church), 801 Beech Street, 815 Beech Street, 121 S. 9th Street, (Nassau Trust, LLC) and 101 N. 2nd Street (IP Holdings, LLC) have signed ballots requesting to be included into the City of Fernandina Beach local historic district; and

WHEREAS, on October 21, 2021, the Historic District Council of the City of Fernandina Beach recommended the City Commission take action to include the three tracts (identified below as tracts G, H, and I) into the local historic district to ensure their protection; and

WHEREAS, on December 8, 2021, the Planning Advisory Board of the City of Fernandina Beach recommended approval of the expansion of the local historic district boundary to include the three tracts (identified below as tracts G, H, and I) for their future protection and preservation.

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

SECTION 1. That the Historic District, as previously established by Ordinance No. 526, and expanded by Ordinance Nos. 749, 846, 95-12, 97-24, 201-24, and 2020-09 is hereby restated and amended to read as follows:

DISTRICT BOUNDARIES:

A) There is established a Historical District area in the city comprising all of the area within the city limits contained in the following boundaries: begin at the northeast corner of Front and Centre streets; then cross Centre Street and run south along the east curb line of Front Street to a point parallel with the south elevation of 102 Centre Street; then run east along the south property lines of the buildings fronting on the south side of Centre Street and South 2nd Street along the rear property lines of the buildings fronting on the south side of the 200 block of Centre Street to the point said line intersects the west property lines of the buildings

fronting on the west side of South 3rd Street; then run south along said lines to the north curb of Ash Street; then crossing Ash Street to the south curb of Ash Street; then run west along the south curb of Ash Street to the east curb of Second Street; then run south to the south property line of 204 Ash Street; then run east along the south property line of 204 Ash Street; then run east along the south property line of 218 Ash Street; then run east along said line, crossing South 3rd Street and continue along the south property line of 302 Ash Street to the southeast corner of the property; then run north along the east property line of 302 Ash Street, continuing to the north curb of Ash Street; then run east along the north curb of Ash Street to the northeast corner of Ash and South 4th Streets; then run south along the east curb of South 4th Street, crossing Ash and Beech streets, to a point parallel with the south property line of 402 Beech Street; then run east along the south property lines of the structures fronting on the south side of Beech Street, continuing to the east curb of South 5th Street; then run south along the east curb of South 5th Street to the northeast corner of South 5th and Cedar streets; then run east along the north curb of Cedar Street to a point parallel with the west property line of 301 South 6th Street; then crossing Cedar Street, run along the west property lines of the buildings fronting on the west side of the 300 block of South 6th Street to the north curb of Date Street; then continuing across Date Street, run along the west property line of 401 South 6th Street to the southwest corner of the property; then run east along the south property line of 401 South 6th Street and continue to the east curb of South 6th Street; then run south along the east curb of 6th Street to a point parallel with the south property line of 602 Date Street; then run east along the south property line of 602 Date Street and continue east along the south property line of 606 Date Street to the southeast corner of said property; then run north along the east property line of 606 Date Street, continuing across Date Street to its north curb; then run north along the north curb of Date Street to the northeast corner of Date and South 7th streets; then run south along the east curb of South 7th Street to the northeast corner of South 7th and Elm Streets; then run east along the north curb of Elm Street to a point parallel with the east property line of 430 South 7th Street; then run north along the east property lines of the buildings fronting on the west side of the 400 block of South 7th Street to the south curb of Date Street; then continue north, crossing Date Street, along the east property lines of the buildings fronting on the east side of the 300 block of South 7th Street to the point said line intersects the southwest corner of the property line of 303 South 8th Street; then run east along the south property line of 303 South 8th Street to the west curb of South 8th Street; then run

north along the west curb of South 8th to the northwest corner of South 8th and Beech streets; then run east along the north curb of Beech Street to the southeast corner of the property line of 801 Beech Street; then run north along the east property line of 801 Beech Street and continue to a point parallel with the south property line of 115 South 9th Street; then run east along the south property line of 115 South 9th Street to the west curb of South 9th Street; then run north along the west curb of South 9th Street to a point parallel with the northeast corner of the property line of 115 South 9th Street; then run east, crossing South 9th Street and continuing along a line south of 112 South 9th Street; then continue across South 10th Street to the southwest corner of the property line of 116 South 10th Street; then run east along the south property line of 116 South 10th Street to the southeast corner of the said property; then run north along the east property lines of the buildings fronting on the east side of the 100 block of South 10th Street and continue north, crossing Ash Street and along the east property lines of the buildings fronting on the east side of the first block of South 10th Street to the south curb of Centre Street (Atlantic Avenue); then run west along the south curb of Atlantic Avenue to a point parallel with the east property line of 909 Atlantic Avenue; then run north, crossing Atlantic Avenue, along the east property line of 909 Atlantic Avenue to the northeast corner of the property; then run west along the north property line of 909 and 901 Atlantic Avenue and continue west across North 9th Street along the north property line of 801 Atlantic Avenue to the east curb of North 8th Street; then run south along the east curb of North 8th Street to the southeast corner of 8th Street and Atlantic Avenue; then run west, crossing 8th Street to the beginning of Centre Street and run west along the south curb of Centre Street to the southwest corner of Centre and 7th Streets; then run north along the west curb of North 7th Street to the southwest corner of North 7th and Alachua streets; then run west along the south curb of Alachua Street to a point parallel with the northeast corner of the property line of 30 North 6th Street; then run north, crossing Alachua Street along the east property lines of the buildings fronting on the east side of the 100 block of North 6th Street to the south curb of Broome Street; then run west along the south curb of Broome Street to the southwest corner of Broome and North 6th streets; then run north along the west curb of North 6th Street to a point parallel with the north property line of 515 Broome Street; then run west along said property line and continue west along the north property line of 511 Broome Street to its northwest corner; then run north along the east property line of 506 Calhoun Street to the south curb of Calhoun Street; then run west along the south curb of Calhoun Street to a point parallel with the northwest corner of the property line of 506 Calhoun Street; then run north, crossing Calhoun Street and continuing along the east property lines of the buildings fronting on the east side of the 300 block North of 5th Street to the northeast corner of the property line of 320 North 5th Street; then run west along the north property line of 320 North 5th Street to the east curb of North 5th street; then run south along the east curb of North 5th Street to a point parallel with the north property line of 307 North 5th street; then run west, crossing North 5th Street, along the north property line of 307 North 5th Street to the northwest

comer of the property; then run south along the west line of said property to the southwest comer of said property; then run west along the north property line of 304 Calhoun Street and continue to the west curb of North 4th street; then run north along the west curb of North 4th Street to the southwest comer of North 4th and Dade streets; then run west along the south curb of Dade Street to a point parallel with the east property line of 412 North 3rd Street; then run north, crossing Dade Street and continue along the east property lines of the buildings fronting on the east side of North 3rd Street to the southwest comer of the property line of 310 Escambia Street; then run east along the south line of said property; then run north along the east line of said property to the south curb of Escambia Street; then run west along the south curb of Escambia Street to the west curb of North 3rd Street; then run north along the west curb of North 3rd Street to a point parallel with the north property line of 501 North 3rd Street; then run west along said line to the northwest comer of the property; then run south along the west property lines of the buildings fronting on the west side of North 3rd Street to the northeast comer of the property line of 209 Dade Street; then run west along the north line of said property to its northwest comer; then run south along the west property line of 209 Dade Street to the north curb of Dade Street; then run east along the north curb of Dade Street to the northeast comer of Dade and North 3rd Streets; then run south along the east curb of North 3rd Street to a point parallel with the north property line of 227 North 3rd Street; then run west along said line to its northwest comer; then run south along the west property lines of the buildings fronting on the west side of the 200 block of North 3rd Street to the point where said line intersects the northeast comer of the property line of 211 Broome Street, then run west along the north property line of 211 Broome Street and continue along the north property line of 209 Broome Street to the northwest comer of said property; then run south along the west property line of 209 Broome Street to the north curb of Broome Street; then run east along the north curb of Broome Street to a point parallel with the southeast comer of the property line of 211 Broome Street; then run south, crossing Broome Street and continue along the west property lines of 121 and 117 North 3rd Street to the southwest comer of the property line of 117 3rd Street; then run east along the south property line of 117 North 3rd Street to the east curb of North 3rd Street; then run south along the east curb of North 3rd Street to the southeast comer of North 3rd and Alachua streets; then run west along the south curb of Alachua Street to the southeast comer of Alachua and Front streets; then run south along the east curb of Front Street to the northeast comer of Front and Centre streets, the point of the beginning.

(B) (1) The area of the Historic District, as established by division (A) above, is hereby restated and expanded to include the following tracts, parcels or areas of land:

- (a) Tract A: A portion of that certain property known as "Old Town",

more particularly described as follows: All of San Carlos Plaza and all of blocks 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 23, 24, 25, 30, 35, 37, and 222, and those portions of blocks 14, 22, and 31 lying west of North 14th Street; and that portion of water lots, 1, 2, 3, 4, 5, 6, 7, 14, 15, 16, 17 and 18 extending westerly to the mean high water mark; all according to the official plat or plats of the City of Fernandina Beach, Nassau County, Florida.

(b) Tract B: Lot 1, block 244, in the City of Fernandina Beach, Florida.

(c) Tract C: Beginning at the southeast corner of lot 64 of Forrest Hill Subdivision and running west along the southerly property lines of lots 64 and 65 of Forrest Hill Subdivision to the northeast corner of lot 8 of Lighthouse Lane Subdivision; thence south along the easterly property lines of lots 8, 9, 10, and 11 of Lighthouse Lane subdivision to the northerly property line of lot 9 of Lighthouse Circle Subdivision; thence east along the northerly property lines of lots 9, 8, 7 and 6 of Lighthouse Circle Subdivision to the northeast corner of lot 6; thence north along the westerly shoreline of Egan's Creek to the point of beginning. All subdivisions listed are recorded in the Plat Books of Nassau County, Florida.

(d) Tract D: That certain property including the central portion of the downtown waterfront and part of the surrounding neighborhood including lots 2-14 of block 269, lots 6-28 of block 268, water lots 1 and 2, and water lots 25-29 in the City of Fernandina Beach, Florida.

(e) Tract E: That certain City property known as "The Peck Center", consisting of lots 1 through 8 of block 144 and lots 1 through 8 of block 145, inclusive of the intervening public right-of-way associated with Fir Street, in the City of Fernandina Beach, Florida.

(f) Tract F: That certain property known as the "Old Nassau County Jail", consisting of lots 15 through 21 of block 273 in the City of Fernandina Beach, Florida.

(g) Tract G: Block 2, lots 29-33, in the City of Fernandina Beach, Florida.

(h) Tract H: Block 46, Lots 5 & pt. of lot 6 in OR 1892/1458 being parcels "1", "3" & "5", in the City of Fernandina Beach, Florida.

(i) Tract I: Block 49 pt. of lots 4 & 5 in OR 1892/1458 being parcels "2" & "4" and block 48 lot 1 & N 40 FT of lot 2

(B) (2) The above expanded Historic District and additional parcels, tracts or areas of land shall henceforth be subject to all the provisions and regulations established and set forth in

the City of Fernandina Beach Land Development Code.

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. EFFECTIVE DATE. This Ordinance shall be deemed effective after its passage and approval upon second and final reading.

ENACTED this 15th day of February, 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Commissioner - Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



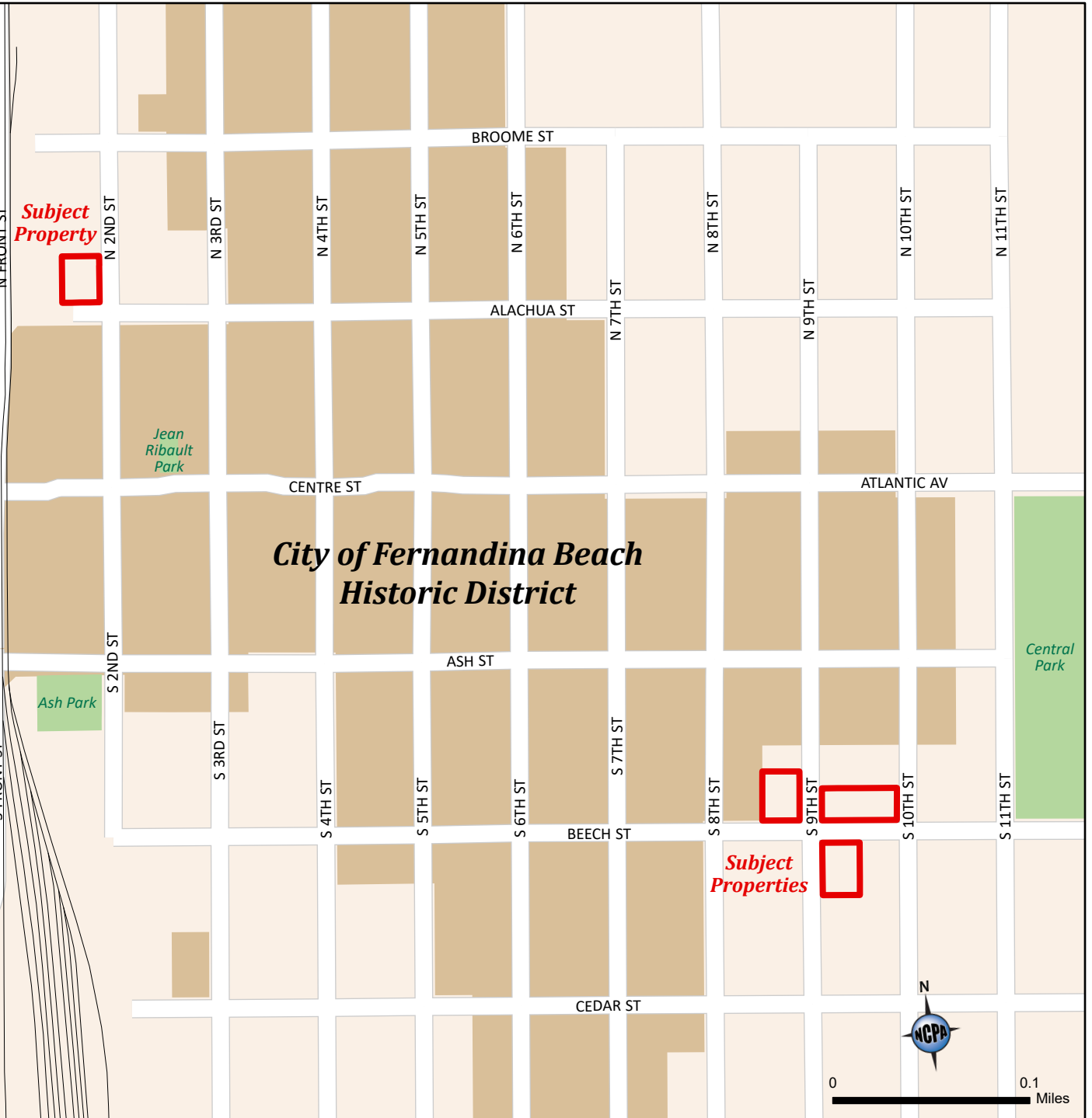
CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

Date of First Reading: January 18, 2022
Date of Second Reading/Final Hearing: _____
Date of Publication:



Historic District Boundary Expansion





2021 Downtown Historic District Boundary Expansion

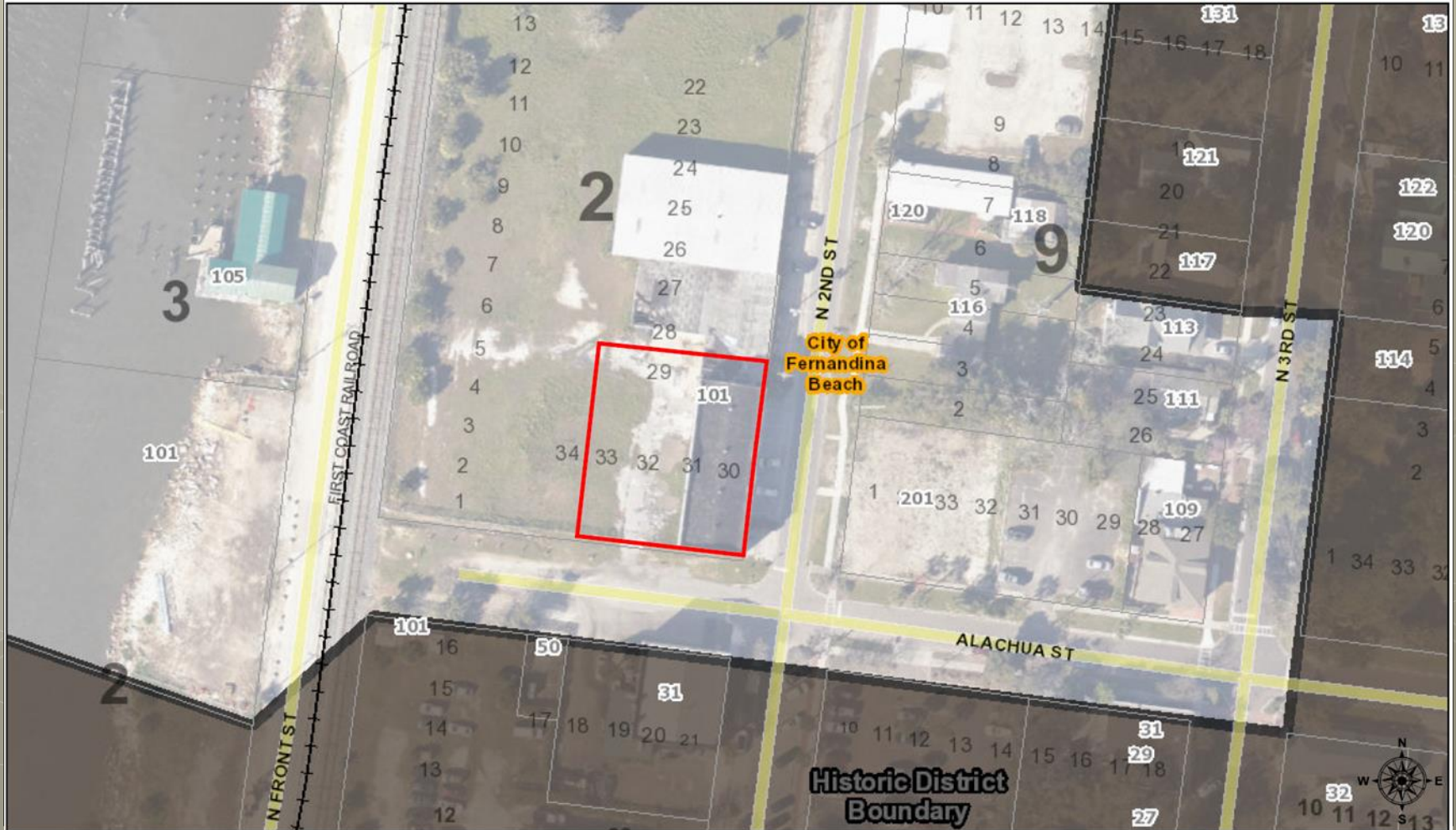
October 21, 2021
4:00 PM

City Hall Commission Chambers
204 Ash Street



BLOCK 2, LOTS 29-33

101 N. 2nd Street

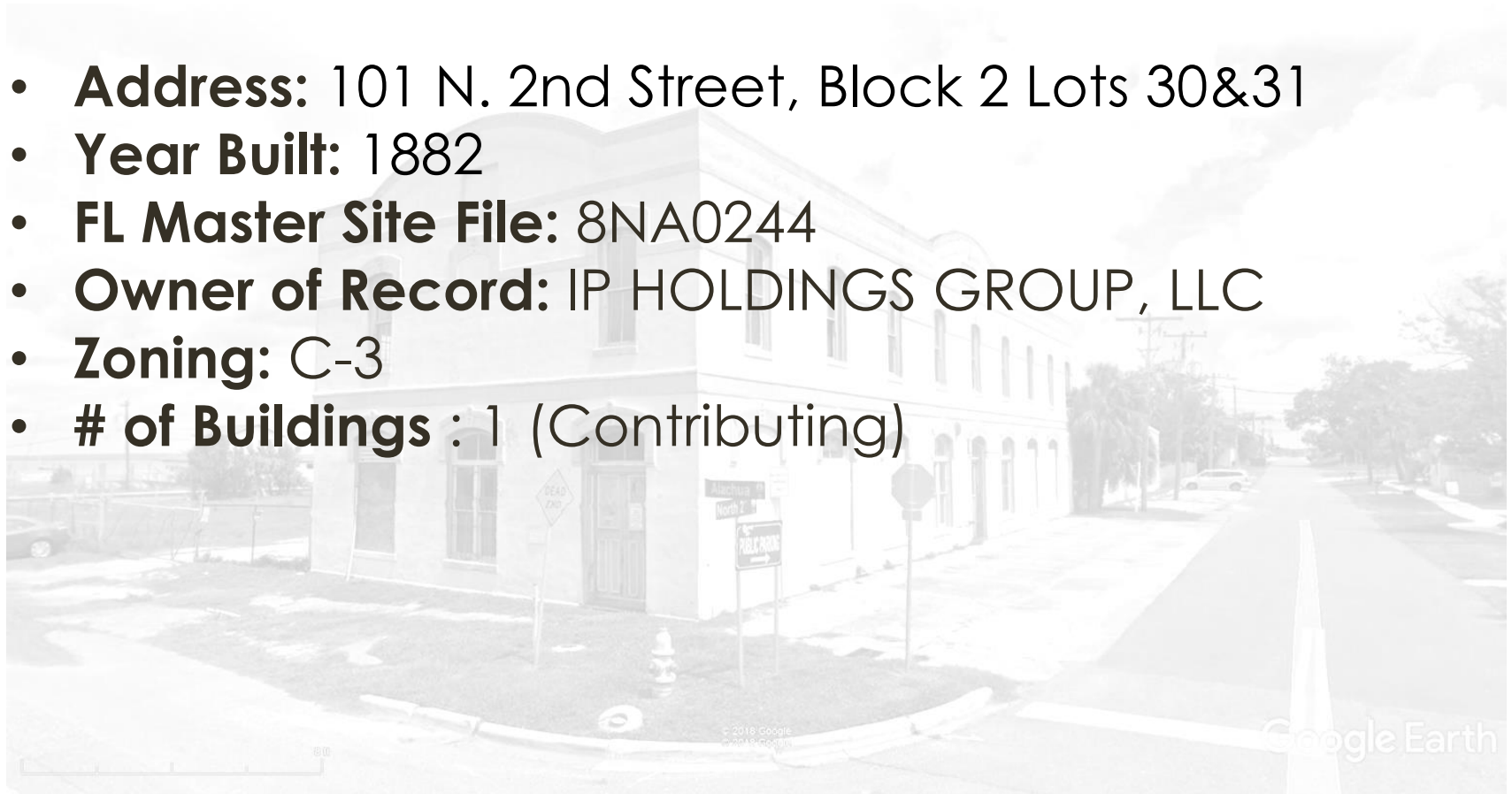


C.H. Huot 1882 Building



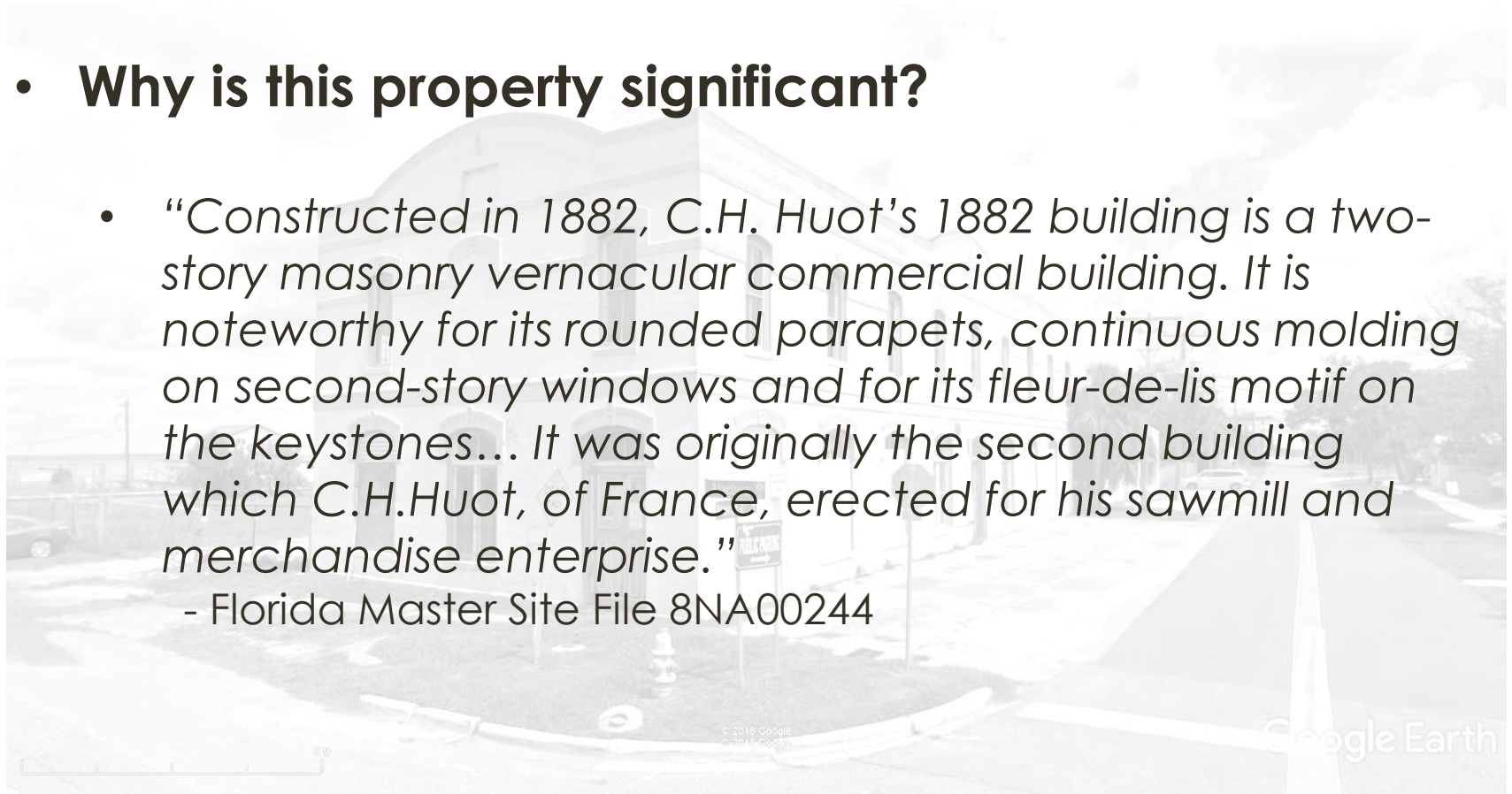
C.H. Huot 1882 Building

- **Address:** 101 N. 2nd Street, Block 2 Lots 30&31
- **Year Built:** 1882
- **FL Master Site File:** 8NA0244
- **Owner of Record:** IP HOLDINGS GROUP, LLC
- **Zoning:** C-3
- **# of Buildings :** 1 (Contributing)

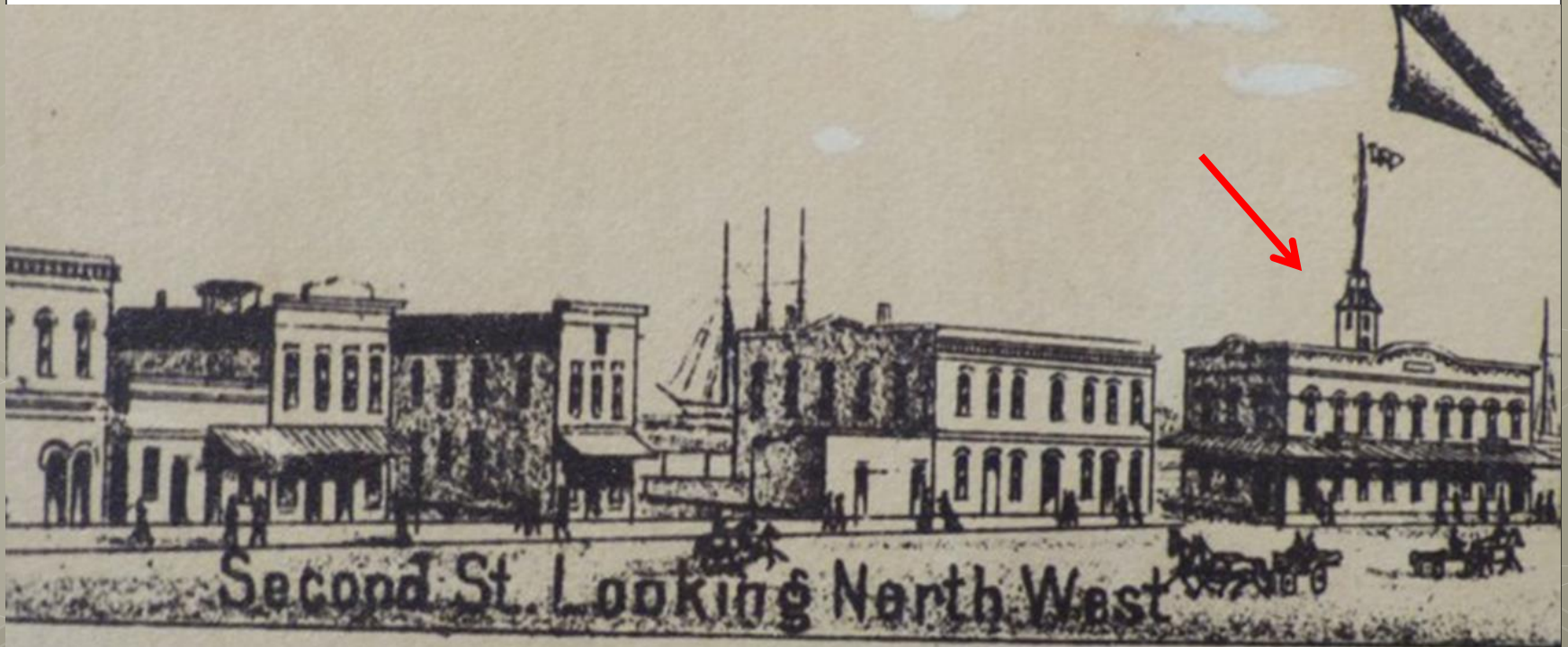


C.H. Huot 1882 Building

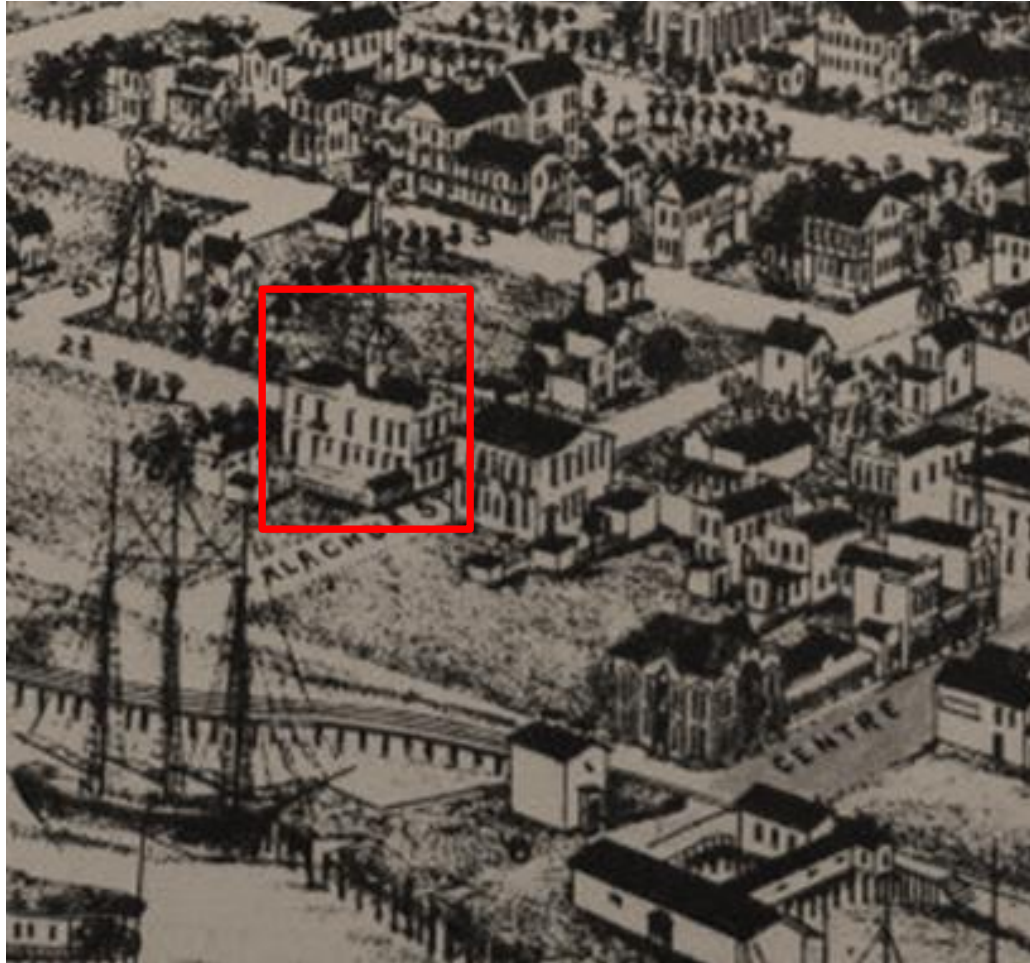
- **Why is this property significant?**
 - *“Constructed in 1882, C.H. Huot’s 1882 building is a two-story masonry vernacular commercial building. It is noteworthy for its rounded parapets, continuous molding on second-story windows and for its fleur-de-lis motif on the keystones... It was originally the second building which C.H.Huot, of France, erected for his sawmill and merchandise enterprise.”*
 - Florida Master Site File 8NA00244



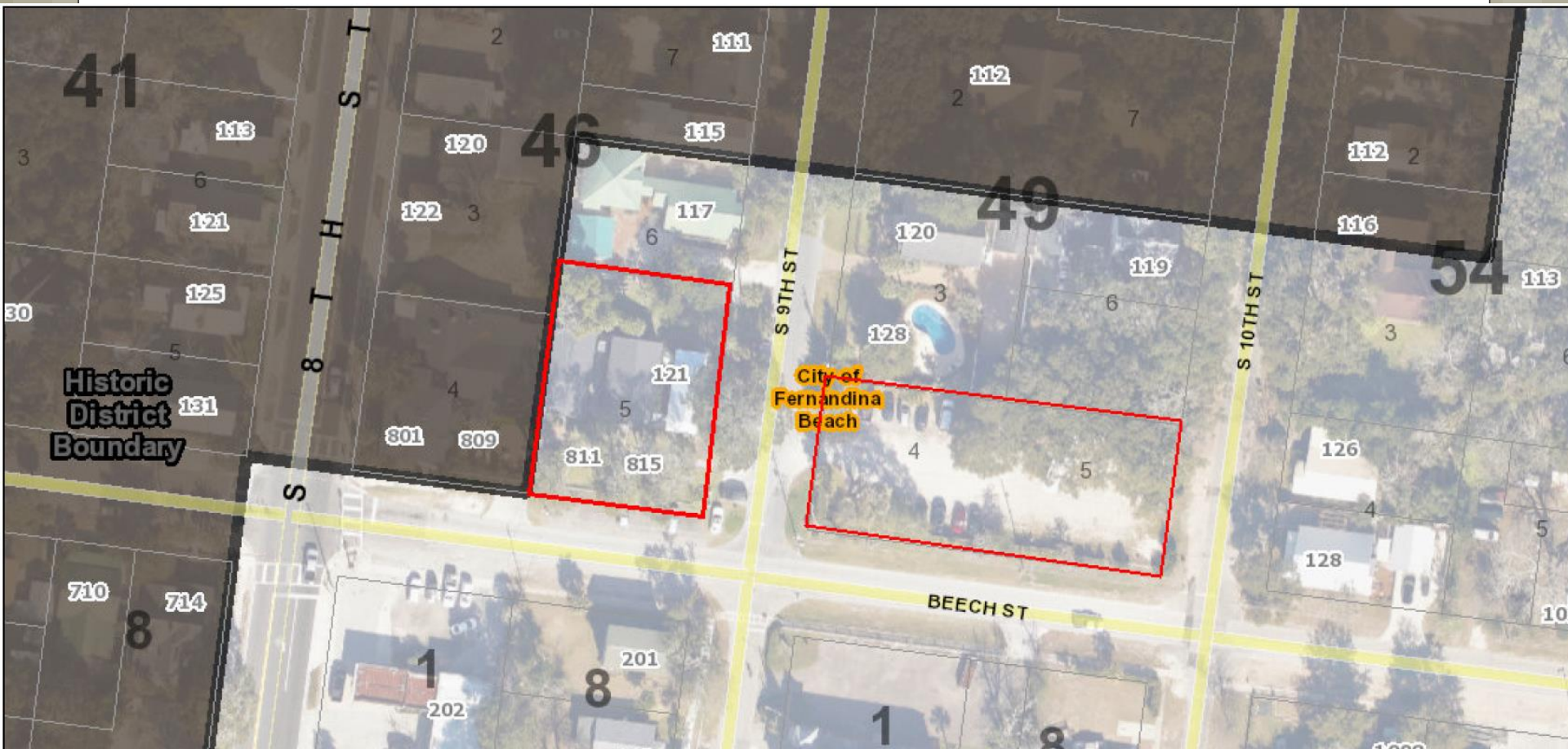
C.H. Huot 1882 Building



C.H. Huot 1882 Building



BLOCK 46, LOTS 5 & PT OF LOT 6 & BLOCK 49 PT OF LOTS 4 & 5



Shops on Beech

- **Address:** 811/815 Beech St & 121 S 9th St BLOCK 46, LOTS 5 & PT OF LOT 6 & BLOCK 49 PT OF LOTS 4 & 5
- **Year Built:** Various
- **FL Master Site File:** 8NA0110, 8NA00504 & 8NA00546
- **Owner of Record:** Nassau Trust LLC
- **Zoning:** MU-8
- **# of Buildings :** 3 (Contributing)
 - 121 S. 9th Street (relocated from 14 S. 10th St.
 - 815 Beech St. (relocated from 215 S. 8th St.
 - 811 Beech St.

Shops on Beech



Shops on Beech



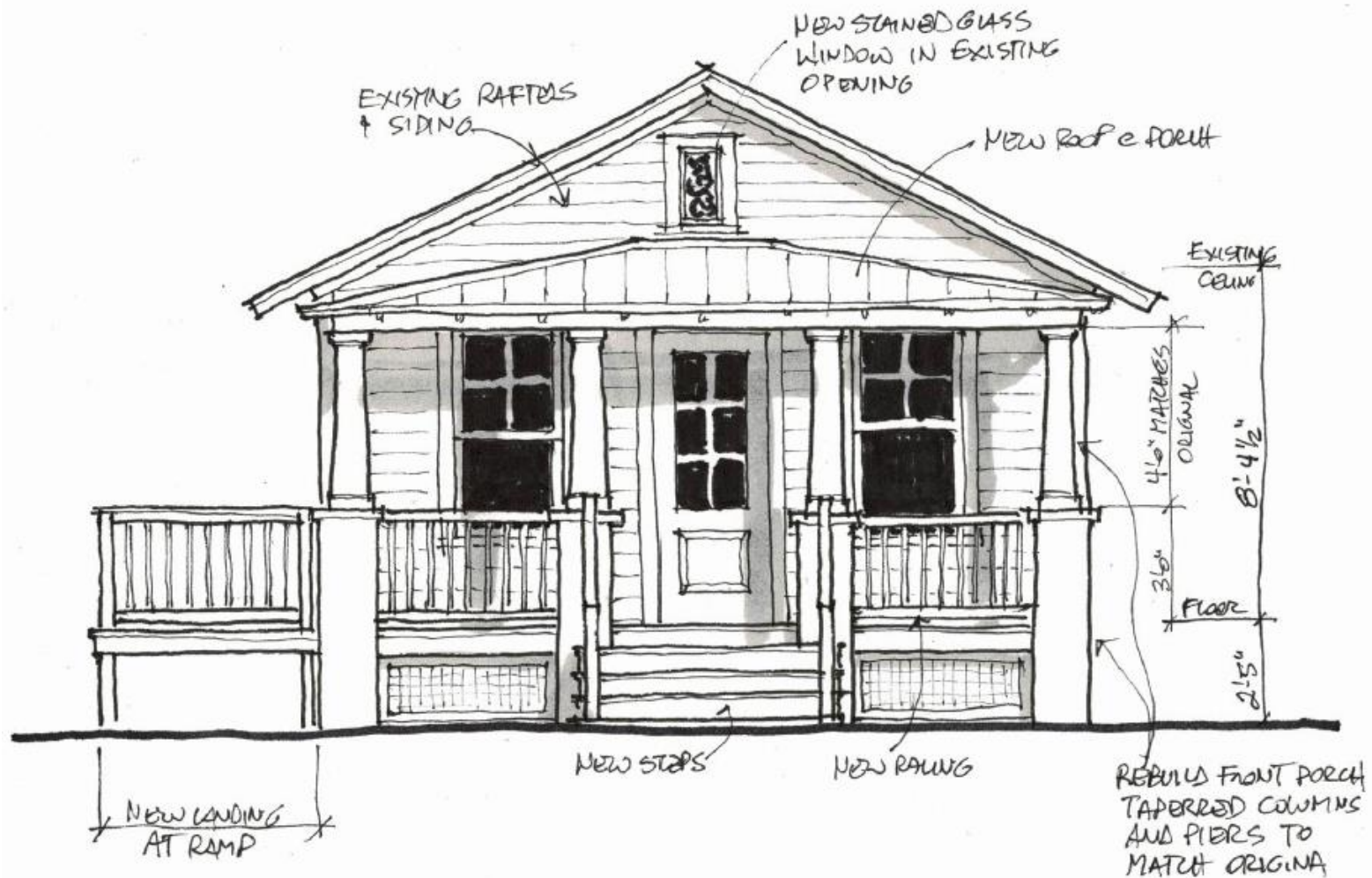
Shops on Beech



Shops on Beech



Shops on Beech



Shops on Beech



Shops on Beech



BLOCK 48 LOT 1 & N 40 FT OF LOT 2



Macedonia A.M.E. Church



Macedonia A.M.E. Church

- **Address:** 202 S. 9th Street
- **Year Built:** 1899
- **FL Master Site File:** 8NA00521
- **Owner of Record:** MACEDONIA AME CHURCH
- **Zoning:** MU-8
- **# of Buildings :** 1 (Contributing)
 - 202 S. 9th Street (built after original 1872 church, church was destroyed by fire in 1897)

Basis for Inclusion

- All structures in the proposed district expansion meet several of the criteria for designation as contributing structures to the National Register of Historic Places Fernandina Historic District, as outlined in Land Development Code section 8.03.02(I).

Basis for Inclusion

- Have value as a significant reminder of the cultural, historical or architectural heritage of the City.
- Have value as a building recognized for the quality of its architecture and retains sufficient elements showing their architectural significance.
- Have distinguishing characteristics of an architectural style valuable for the study of a period, method of construction, or use of indigenous materials.
- Their character is a geographically definable area or neighborhood possessing a significant concentration, or continuity of sites, buildings, objects or structures united in past events, or united in culture, architectural style, or aesthetically by plan or physical development.
- They are suitable for preservation or restoration

Guidelines

As part of the Fernandina Beach Historic District, properties would be held to the regulations of the Downtown Historic District Guidelines which can be found on the City website

www.fbfl.us/historicdistricts

CITY OF FERNANDINA BEACH



DOWNTOWN HISTORIC DISTRICT DESIGN GUIDELINES

THOMASON AND ASSOCIATES
PRESERVATION PLANNERS
NASHVILLE, TENNESSEE
2013



COAs

- A Certificate of Approval (COA) is required before a permit is issued for work on a historic landmark or site, or any property in a historic district
- Improvements to properties are subject to either staff or HDC approval as set forth in Table 8.03.03(B), the **Certificate of Approval Matrix**

Certificate of Approval Matrix		CONTRIBUTING		NON-CONTRIBUTING	
ACTION		STAFF	HDC	STAFF	HDC
ACCESSORY DWELLINGS			X		X
ADDITIONS			X	X	
1. Not visible from the street AND 20% or less of the existing building's square footage			X	X	
2. All other additions			X		X
AUTOMATED TELLER MACHINES (ATMs)			X		X
CANVAS AWNINGS		X		X	
CARPORTS (ADDITION OR ENCLOSURE)			X	X	
CHANGES TO BOARD-APPROVED PLANS			X		X
DECK, PATIOS, PERGOLAS			X		X
1. With a structure			X	X	
2. Without a structure			X	X	
3. Not visible from right-of-way (with or without structure)		X		X	
DEMOLITIONS			X	X	
1. 10% or less of non-historic addition		X		X	
2. All other demolitions			X		X
DOORS + GARAGE DOORS			X	X	
1. Same materials, style, or size		X		X	
2. Change in materials or style		X		X	
3. Change in openings on main façade			X		X
4. Change in openings on a secondary façade			X	X	
DRIVEWAYS + SIDEWALKS		X		X	
GARAGES (ATTACHED OR DETACHED)			X		X
EXTENSION OF CERTIFICATE OF APPROVAL		X		X	
EXTERIOR WALL FINISH			X		
1. Removal of non-historic vinyl/aluminum/ asbestos siding (If original surface is salvagable or if replacement material matches structure's original exterior finish)		X		X	
2. All other finishes (including painting of originally unpainted surface)			X	X	
EXISTING DOCKS (WITH OR WITHOUT A STRUCTURE)		X		X	
FENCES + WALLS		X		X	
MECHANICAL SYSTEMS (WITH VISUAL IMPACT)		X		X	
PAINTING		X		X	
POOLS, POOL ENCLOSURES, IN-GROUND HOT TUBS			X		X
PORCHES			X	X	
1. Open an enclosed porch			X	X	
2. Enclose a porch on the main façade			X	X	X
3. Enclose a porch on a secondary façade			X	X	
PUBLIC (GOVERNMENT AGENCY) PROJECTS			X		X
RELOCATION			X	X	X
REPAIRS + MAINTENANCE (MATCH EXISTING)		X		X	
ROOF			X	X	
1. Same material and shape		X		X	
2. Change in material		X		X	
3. Change in shape and/or height			X	X	X
SCREEN DOORS			X	X	
1. Primary Entrance		X		X	
2. Secondary Entrance		X		X	
SIGNAGE		X		X	
SHEDS (up to 150 square feet)			X	X	
1. Custom-designed		X		X	
2. Pre-fabricated			X	X	
SHUTTERS (including temporary storm shutters/awnings)		X		X	
SKYLIGHTS			X	X	
SOLAR COLLECTORS			X		X
STORM WINDOWS AND DOORS		X		X	X
VARIANCES			X		X
WIND GENERATORS			X		X
WINDOWS			X	X	
1. Same materials, style, or size		X		X	
2. Change in materials or style		X		X	
3. Change in openings on main façade			X		X
4. Change in openings on a secondary façade		X		X	
		STAFF		BOARD	
NEW CONSTRUCTION					X
LANDSCAPING (NEW CONSTRUCTION ONLY)		X			
LIGHTING (NEW CONSTRUCTION ONLY)		X			
PARKING MATERIALS (NEW CONSTRUCTION ONLY)		X			

Adopted September 5, 2006. Updated July 2020 through LDC Table 8.03.03(B) Certificate of Approval Matrix

Ballot

- LDC 8.03.02(K) Each owner of real property in the proposed historic district had been sent ballots to vote on the proposed district and the ballots must be signed, witnessed and delivered to the Historic District Council within 21 days after the hearing.



Historic District Boundary Expansion Vote

INCLUSION OF BLOCK 48 LOT 1 & N 40 FT OF LOT 2 INTO THE FERNANDINA BEACH DOWNTOWN HISTORIC DISTRICT

Owner of Record: MACEDONIA A.M.E. Church

Owners Address: PO Box 6216 Fernandina Beach, FL 32035

Parcel: 00-00-31-1800-0048-0010

- The addition of these properties to the Downtown Historic District will impose design review on certain permitted activities.
- The ordinance adding these properties to the Downtown Historic District will contain requirements which must be met in order to alter, renovate or demolish these properties. These requirements are identified in Chapter 8 of the City of Fernandina Beach Land Development Code and the City of Fernandina Beach Downtown Historic District Design Guidelines.
- The owners of this property will have the right to vote as to whether they wish to have these properties included in the historic district.
- At the hearing, the proposed historic district design guidelines for reviewing certain permitted activities will be discussed and voted on by the Historic District Council.
- If these properties are included in the Historic District, owners shall be required to obtain a Certificate of Approval before certain work is done on the property.
- Per section 11.04.01 all testimony presented by the applicant, any affected party; any witness for a party, or the staff (other than legal advice given by the City attorney) shall be given under oath.
- A copy of the application may be inspected in the office of the Department of Planning & Conservation, City Hall, 204 Ash Street, between the hours of 8:00AM – 5:00PM, Monday through Friday. The application will be considered in a quasi-judicial proceeding. Copies of the quasi-judicial procedures are available at the Office of the City Clerk and Department of Planning & Conservation and will be available at the meeting. For information on the application, please contact the Department of Planning & Conservation at 310-3480.

As owner of the subject property(s) I vote to:

- ☐ **INCLUDE** this property in the Fernandina Beach Downtown Historic District, OR
☐ **NOT INCLUDE** this property in the Fernandina Beach Downtown Historic District

Owner's Name Signed _____

Owner's Name Printed _____

Date _____

STATE OF FLORIDA
COUNTY OF NASSAU

} ss

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 2021, by _____

Notary Public _____

Printed Name _____

My Commission Expires _____

_____ Personally Known _____ OR Produced Identification _____ ID Produced: _____

204 Ash Street • Fernandina Beach, FL 32034 • (904) 310-3135 • TDD/TTY 711

www.fbi.us

Equal Opportunity Employer

Next Steps

- Ballots to be counted and vote taken by HDC on **October 21, 2021**.

Meeting Schedule for Historic District Boundary Expansion

Meeting Type	Date	Time	Location
HDC Workshop	Thursday September 16, 2021	4PM	Commission Chambers, City Hall (204 Ash St)
Historic District Council (HDC) Regular Meeting	Thursday October 21, 2021	5PM	Commission Chambers, City Hall (204 Ash St)
Planning Advisory Board (PAB) Regular Meeting	Wednesday December 8, 2021	5PM	Commission Chambers, City Hall (204 Ash St)
City Commission Regular Meeting	Tuesday December 28, 2021	6PM	Commission Chambers, City Hall (204 Ash St)

Thank You



FLORIDA MASTER SITE FILE
Site inventory Form

SITE NO. *8 NA 546*

SURVEY DATE: 09/30/85

SITE NAME: 14 S. 10th St.
ADDRESS OF SITE: 14 S. 10th St.
INSTRUCTION FOR LOCATING: N/A

LOCATION: City of Fernandina Beach 53 2
Subdivision Name Block No. Lot No.

COUNTY: Nassau

DISTRICT NAME IF APPLICABLE: Fernandina Beach Historic

OWNER OF SITE: NAME: Dove, Ona Lee

ADDRESS: 14 S. 10th St.

ADDRESS: Fernandina Beach, FL 32034

TYPE OF OWNERSHIP: private

RECORDING DATE: / /

RECORDER: NAME & TITLE: Historic Property Associates, Inc.

ADDRESS: P. O. Box 1002

St. Augustine, FL 32084

CONDITION OF SITE: INTEGRITY OF SITE:
Check One Check one or more

EXCELLENT x ALTERED
GOOD UNALTERED
x FAIR x ORIGINAL SITE
DETERIORATED RESTORED: / /
MOVED: / /

ORIGINAL USE pvt.residence
PRESENT USE pvt.residence
DATES c.+ 1903
CULTURE/PHASE American
PERIOD: 20th Century

NR CLASSIFICATION CATEGORY: building

DATE LISTED ON NR: / /

THREATS TO SITE: Check one or more

ZONING

TRANSPORTATION

DEVELOPMENT

FILL

DETERIORATION

DREDGE

BORROWING

OTHER (See Remarks Below)

AREAS OF SIGNIFICANCE: architecture

SIGNIFICANCE

**SEE SITE FILE STAFF FOR
ORIGINAL PHOTO(S) OR MAP(S)**
See Continuation Sheet

RECORD NUMBER 245

ARCHITECT:

BUILDER:

STYLE AND/OR PERIOD: bungalow

PLAN TYPE: rectangular

EXTERIOR FABRIC(S): wood: drop siding, with cornerboards

STRUCTURAL SYSTEM(S): wood frame: balloon

PORCHES: W/1-story end, 3-bay, access W, 2nd bay; shed roof;
truncated columns on concrete piers

ORIENTATION: W

FOUNDATION: piers: brick

ROOF TYPE: gable

SECONDARY ROOF STRUCTURE(S):

CHIMNEY LOCATION: N: offset: lateral slope

WINDOW TYPE: DHS, 6/6, wood

CHIMNEY: brick

ROOF SURFACING: metal, sheet: 5-Vcrimp

ORNAMENT EXTERIOR: wood

NO. OF CHIMNEYS 1

NO. OF STORIES 1

NO. OF DORMERS: 0

OUTBUILDINGS:

SURROUNDINGS:

SITE SIZE (approx. acreage) LT1

TOWNSHIP	RANGE	SECTION
3N	28E	22

UTM ZONE	UTM EASTING	UTM NORTHING
----------	-------------	--------------

PHOTOGRAPHIC RECORDS NUMBERS:

CONTINUATION SHEET:

14 S. 10th St. is located within a subdivision known as the City of Fernandina. The subdivision was laid-out on a series of Spanish land grants acquired by Domingo Fernandez, a ships captain and planter, and his family during the early nineteenth century. Following the acquisition of Florida by the United States in 1821, the heirs of Domingo Fernandez sold the land grants which contained the Eliza or Louisa and Yellow Bluff Plantations to David Levy Yulee, President of the Florida Railroad Company and the first United States Senator from Florida. The Florida Railroad Company recorded the plat of the City of Fernandina in 1857 and the Florida Town Improvement Company revised it in 1887 and 1901.

Constructed c. 1903, it is a one-story frame Bungalow residential building. It is noteworthy for its truncated columns on concrete piers.

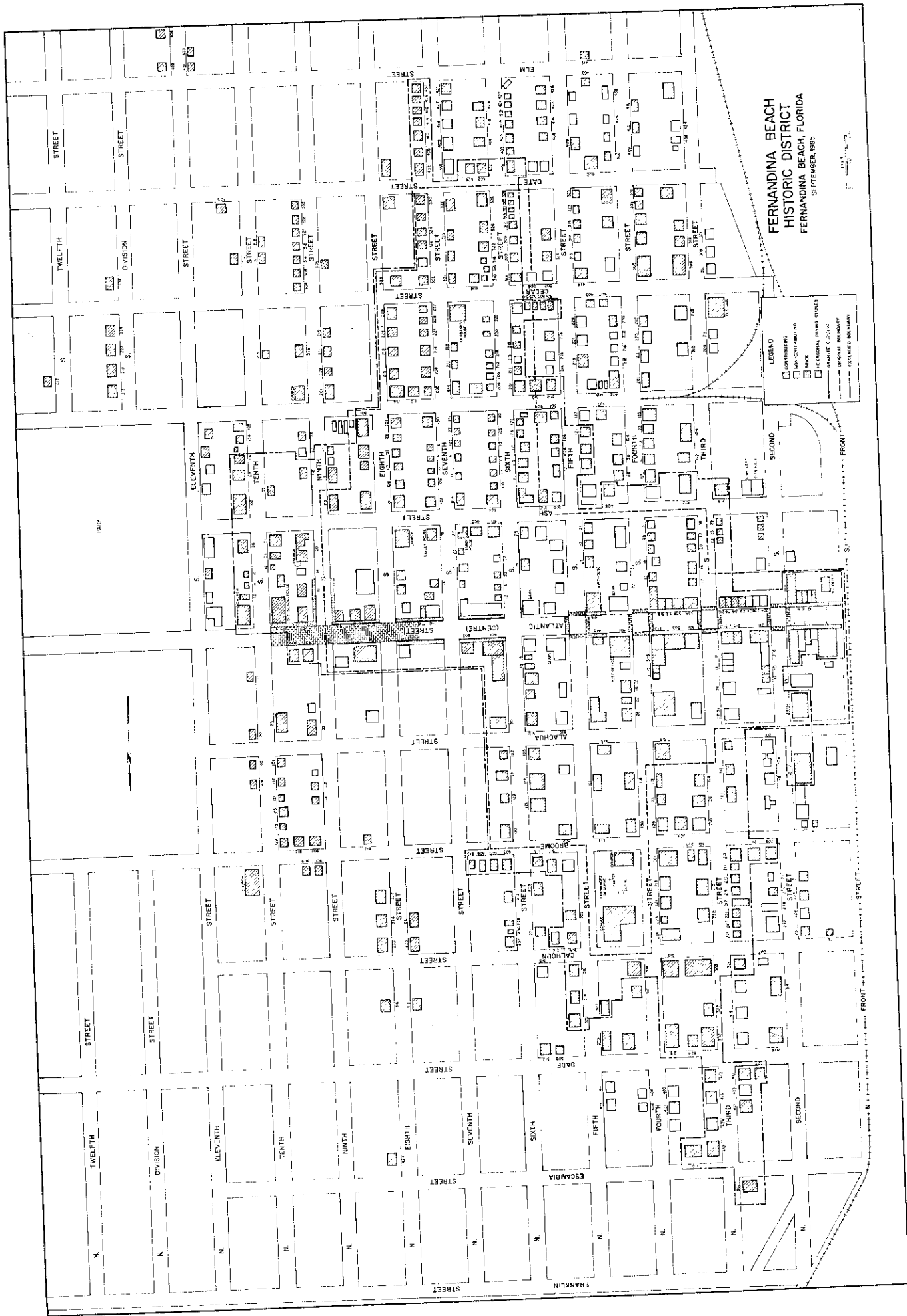


Figure 24



HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 NA00546
Recorder # 173
Field Date 3/20/2007
Form Date 3/30/2007
FormNo 200703
FormNo = Field Date (YYYYMM)

First Site Form Recorded for this Site? NO

GENERAL INFORMATION

Site Name (address if none) 14 South 10th St Multiple Listing (DHR only)
Other Names >>
Survey or Project Name Survey#
National Register Category Building(s)

LOCATION & IDENTIFICATION

Address
Street No. Direction Street Name Street Type Direction Suffix
14 South 10th Street

Cross Streets (nearest/ between)
City / Town (within 3 miles) Fernandina Beach In Current City Limits? YES
County Nassau Tax Parcel #(s)
Subdivision Name Block Lot
Ownership
Name of Public Tract (e.g., park)
Route to (especially if no street address)

MAPPING

USGS 7.5' Map Name Publication Date >> FERNANDINA BEACH; 2003
Township: Range: Section: 1/4 section: >> 3N ; 28E ; 22 ; UNSP
Irregular Section Name:
Landgrant
UTM: Zone Easting Northing
Plat or Other Map (map's name, location)

DESCRIPTION

Style Frame Vernacular Other Style
Exterior Plan Irregular Other Exterior Plan
Number of Stories 1
Structural System(s) >> Wood frame
Other Structural System(s)
Foundation Type(s) >> Piers
Other Foundation Types
Foundation Material(s) >> Brick
Other Foundation Material(s)
Exterior Fabric(s) >> Drop siding
Other Exterior Fabric(s)
Roof Type(s) >> Gable
Other Roof Type(s)
Roof Material(s) >> Sheet metal: 3V crimp
Other Roof Material(s)
Roof Secondary Structure(s) (dormers etc) >>
Other Roof Secondary Structure(s)
Number of Chimneys
Chimney Material
Other Chimney Material(s)
Chimney Location(s)

HISTORICAL STRUCTURE FORM

8NA00546

DESCRIPTION (continued)

Window Descriptions metal sash

Main Entrance Description (stylistic details) _____

Porches: #open _____ #closed 1 #incised _____ Location(s) west

Porch Roof Types(s) hip

Exterior Ornament _____

Interior Plan _____

Other Interior Plan _____

Condition Deteriorated

Structure Surroundings

Commercial: _____ Residential: MOSTly this category

Institutional: _____ Undeveloped: _____

Ancillary Features (Number / type of outbuildings, major landscape features) _____

Archaeological Remains (describe): none

If archaeological remains are present, was an Archaeological Site Form completed? _____

Narrative Description (optional) _____

HISTORY

Construction year _____

Architect (last name first): _____

Builder (last name first): _____

Changes in Locations or Conditions

Type of Change	Year of Change	Date Change Noted	Description of Changes
>>			

>>

Structure Use History

Use _____ Year Use Started _____ Year Use Ended _____ >> Private residence;;

Other Structure Uses no date available w/prop appr

Ownership History (especially original owner, dates, profession, etc.) _____

RESEARCH METHODS

Research Methods _____

>> FL Master Site File-Cultural Resources

Other research methods _____

SURVEYOR'S EVALUATION OF SITE

Potentially Eligible for a Local Register? _____

Name of Local Register if Eligible _____

Individually Eligible for National Register? NO

Potential Contributor to NR District? YES

Area(s) of historical significance _____

>> Community planning & development

Other Historical Associations _____

Explanation of Evaluation (required) The resource contributes to the Fernandina Beach Historic District, which was listed in the NRHP in 1973 with a district boundary expansion in 1987.

HISTORICAL STRUCTURE FORM

8NA00546

DOCUMENTATION (Photos, Plans, etc.)

Photographic Negatives or Other Collections Not Filed with FMSF including Field Notes, Plans, other Important Documents:

Document type: _____

Maintaining Organization: _____

File or Accession #: _____

Descriptive Information: _____

>> _____

RECORDER INFORMATION

Recorder Name (Last, First) Bland, MylesRecorder Address / Phone 7035 Phillips HWY Ste. 5-129 Jacksonville, Fl 904-448-4429Recorder Affiliation Bland & Associates, Inc Other Affiliation _____Is a Text-Only Supplement File Attached (Surveyor Only)? NO

***** MASTER SITE FILE USE ONLY *****

Cultural Resource Type: SSElectronic Form Used: S110Form Type Code: NORMForm Quality Ranking: NEWForm Status Code: SCATSupplement Information Status: NO SUPPLEMENTSupplement File Status: NO SUPPLEMENT FILE

FMSF Staffer: _____

Computer Entry Date: 5/20/2007

SHPO's Evaluation of Resource

Date _____

Form Comments: _____

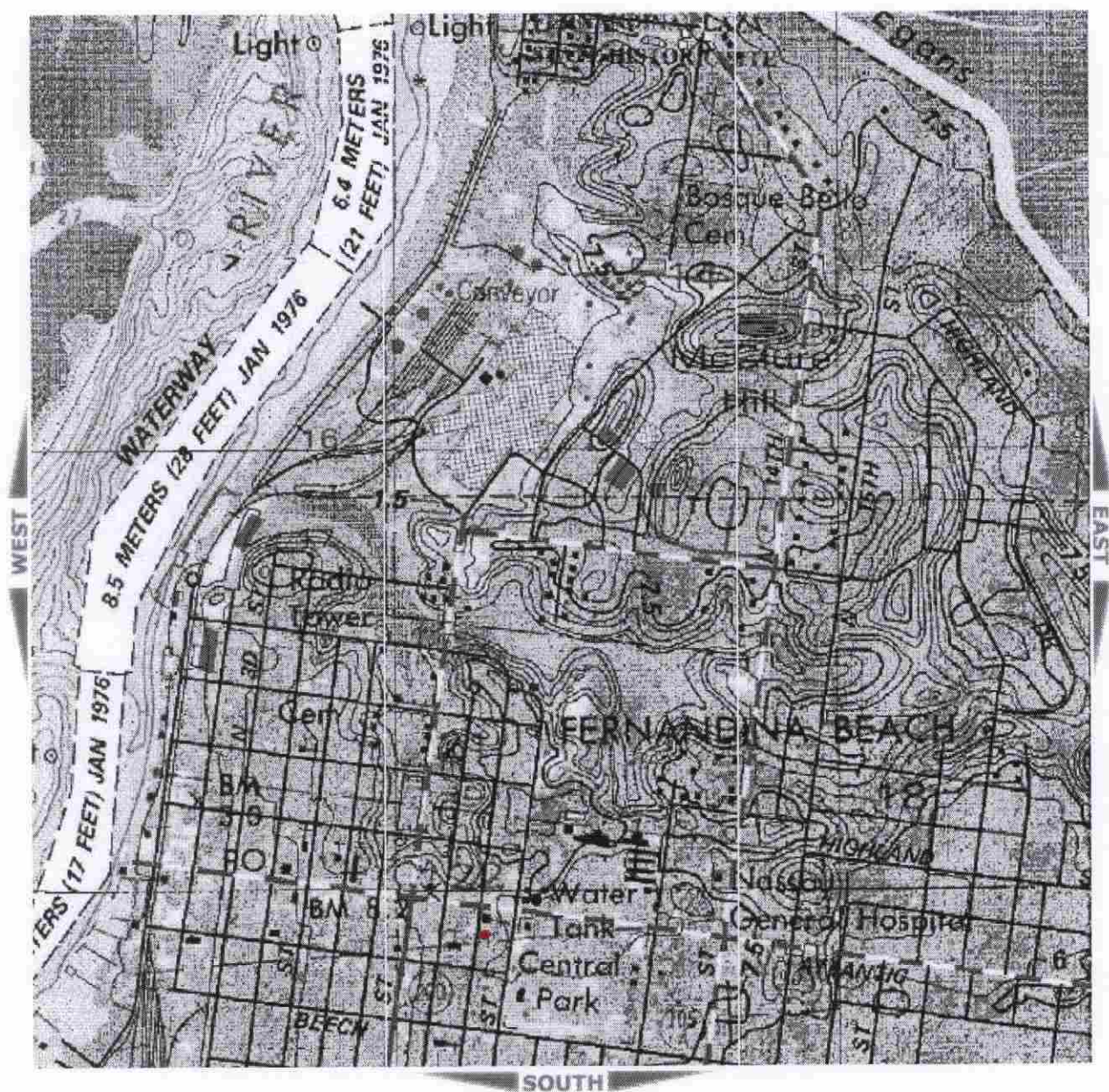
REQUIRED PAPER ATTACHMENTS

- (1) USGS 7.5" MAP WITH STRUCTURE PINPOINTED IN RED
- (2) LARGE SCALE STREET OR PLAT MAP
- (3) PHOTO OF MAIN FACADE, B&W, AT LEAST 3"X5"

NA00546-200703

Supplementary Printout

- > **USGS map name/year of publication or revision:**
FERNANDINA BEACH;2003
- > **Township/Range/Section/Qtr:**
3N ;28E ;22;UNSP
- > **Structural system(s):**
Wood frame
- > **Foundation types:**
Piers
- > **Foundation materials:**
Brick
- > **Exterior fabrics:**
Drop siding
- > **Roof types:**
Gable
- > **Roof materials:**
Sheet metal:3V crimp
- > **Roof secondary structures (dormers etc):**
- > **Change status/year changed/date noted/nature:**
- > **Original, intermediate, present uses/year started/year ended:**
Private residence;;
- > **Research methods:**
FL Master Site File-Cultural Resources
Examine local property records
Pedestrian
- > **Area(s) of historical significance:**
Community planning & development
- > **Repositories: Collection/Housed/Accession#/Describe**
- > **[Other name(s)]:**



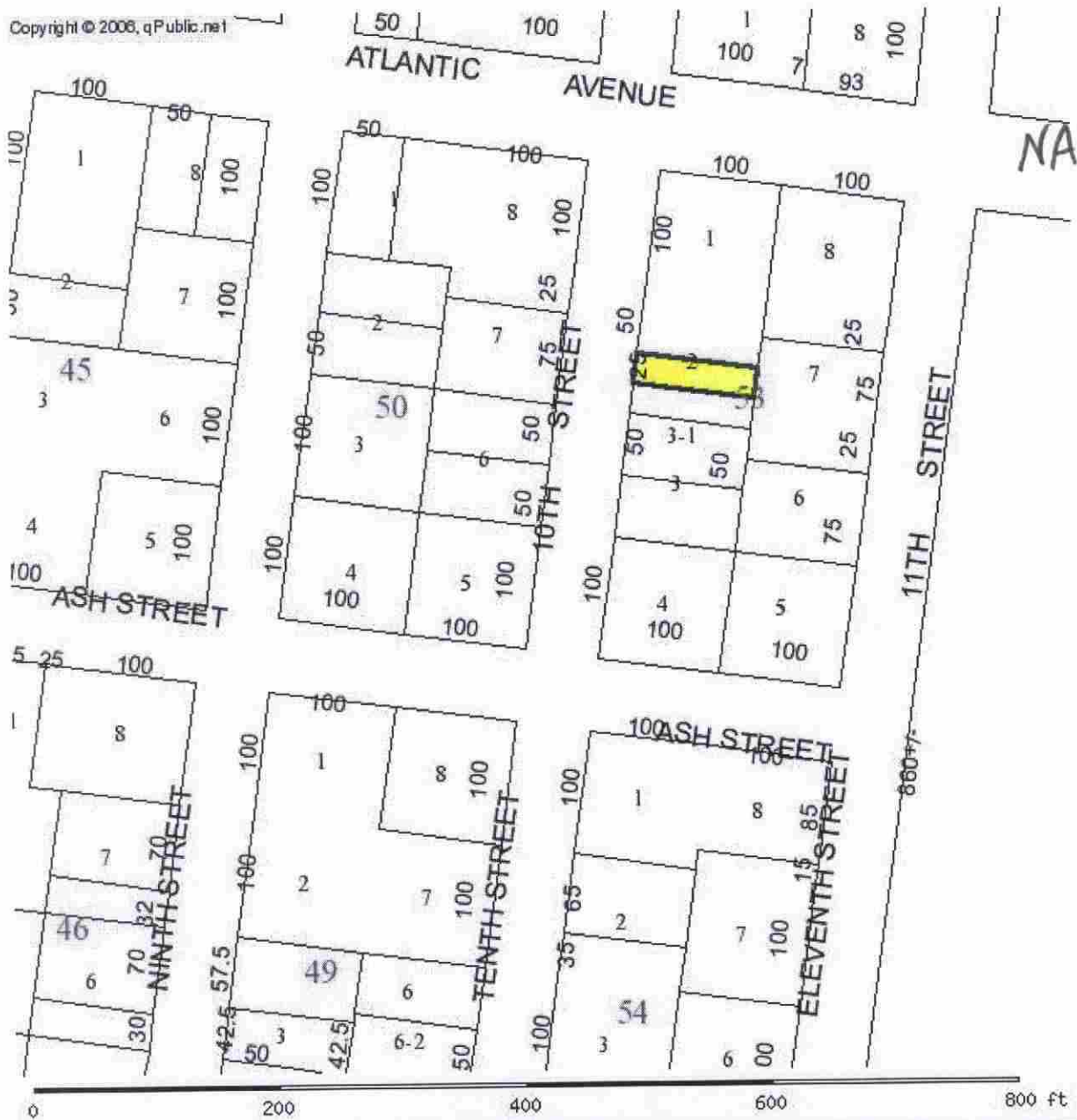
NA546

173

Copyright © 2006, qPublic.net

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NA 546



PARCEL INFORMATION TABLE	
Selected Parcel	00-00-31-1800-0053-0022
	0
Property Use	
Land Use	
OWNERSHIP INFORMATION	
Name	
Mailing Address	
Situs/Physical Address	
2006 PROPOSED VALUES	
Land Value	
Ag Land Value	
Building Value	

☐ Original
☒ Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 4.0 1/07

Site #8 **NA00546**
 Field Date 2-15-2018
 Form Date 2-15-2018
 Recorder # _____

Shaded Fields represent the minimum acceptable level of documentation.
 Consult the *Guide to Historical Structure Forms* for detailed instructions.

Site Name(s) (address if none) 14 S. 10th St. Multiple Listing (DHR only) _____
 Survey Project Name Fernandina Beach Historic Resource Survey Update Survey # (DHR only) _____
 National Register Category (please check one) ☒ building ☐ structure ☐ district ☐ site ☐ object
 Ownership: ☐ private-profit ☐ private-nonprofit ☒ private-individual ☐ private-nonspecific ☐ city ☐ county ☐ state ☐ federal ☐ Native American ☐ foreign ☐ unknown

LOCATION & MAPPING

Street Number 14 Direction S Street Name 10th Street Type Street Suffix Direction _____
 Address: _____
 Cross Streets (nearest / between) _____
 USGS 7.5 Map Name FERNANDINA BEACH USGS Date _____ Plat or Other Map _____
 City / Town (within 3 miles) Fernandina Beach In City Limits? ☒ yes ☐ no ☐ unknown County Nassau
 Township 3N Range 28E Section 22 1/4 section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name: _____
 Tax Parcel # 00-00-31-1800-0053-0022 Landgrant _____
 Subdivision Name _____ Block _____ Lot _____
 UTM Coordinates: Zone ☐ 16 ☐ 17 Easting ☐ ☐ ☐ ☐ ☐ ☐ Northing ☐ ☐ ☐ ☐ ☐ ☐
 Other Coordinates: X: _____ Y: _____ Coordinate System & Datum _____
 Name of Public Tract (e.g., park) _____

HISTORY

Construction Year: 1920 ☒ approximately ☐ year listed or earlier ☐ year listed or later
 Original Use Private Residence (House/Cottage/Cabin) From (year): _____ To (year): _____
 Current Use Abandoned/Vacant From (year): _____ To (year): _____
 Other Use _____ From (year): _____ To (year): _____
 Moves: ☐ yes ☒ no ☐ unknown Date: _____ Original address _____
 Alterations: ☒ yes ☐ no ☐ unknown Date: _____ Nature Porch; windows
 Additions: ☒ yes ☐ no ☐ unknown Date: _____ Nature Rear gable extension
 Architect (last name first): _____ Builder (last name first): _____
 Ownership History (especially original owner, dates, profession, etc.) _____

Is the Resource Affected by a Local Preservation Ordinance? ☒ yes ☐ no ☐ unknown Describe Downtown historic district

DESCRIPTION

Style Frame Vernacular Exterior Plan Rectangular Number of Stories 1
 Exterior Fabric(s) 1. Drop siding 2. _____ 3. _____
 Roof Type(s) 1. Gable 2. _____ 3. _____
 Roof Material(s) 1. Sheet metal: 5V crimp 2. _____ 3. _____
 Roof secondary strucs. (dormers etc.) 1. _____ 2. _____
 Windows (types, materials, etc.) Modern replacement; some boarded

Distinguishing Architectural Features (exterior or interior ornaments) Bungalow form; exposed rafters

Ancillary Features / Outbuildings (record outbuildings, major landscape features; use continuation sheet if needed.) _____

DHR USE ONLY

OFFICIAL EVALUATION

DHR USE ONLY

NR List Date _____ ☐ Owner Objection	SHPO - Appears to meet criteria for NR listing: ☐ yes ☐ no ☐ insufficient info Date _____ Init. _____ KEEPER - Determined eligible: ☐ yes ☐ no Date _____ NR Criteria for Evaluation: ☐ a ☐ b ☐ c ☐ d (see <i>National Register Bulletin</i> 15, p. 2)
--	---

DESCRIPTION (continued)

Chimney: No. 0 Chimney Material(s): 1. _____ 2. _____
 Structural System(s): 1. Wood frame 2. _____ 3. _____
 Foundation Type(s): 1. Piers 2. _____
 Foundation Material(s): 1. Brick 2. Concrete Block
 Main Entrance (stylistic details) Boarded up

Porch Descriptions (types, locations, roof types, etc.) Entry/W, enclosed/screened, boarded up, shed

Condition (overall resource condition): ☐ excellent ☐ good ☒ fair ☐ deteriorated ☐ ruinous

Narrative Description of Resource _____

Archaeological Remains _____ ☐ Check if Archaeological Form Completed

RESEARCH METHODS (check all that apply)

☒ FMSF record search (sites/surveys) ☒ library research ☐ building permits ☒ Sanborn maps
☐ FL State Archives/photo collection ☐ city directory ☐ occupant/owner interview ☒ plat maps
☐ property appraiser / tax records ☒ newspaper files ☐ neighbor interview ☐ Public Lands Survey (DEP)
☒ cultural resource survey (CRAS) ☒ historic photos ☐ interior inspection ☒ HABS/HAER record search
☐ other methods (describe) _____

Bibliographic References (give FMSF manuscript # if relevant, use continuation sheet if needed) _____

OPINION OF RESOURCE SIGNIFICANCE

Appears to meet the criteria for National Register listing individually? ☐ yes ☒ no ☐ insufficient information

Appears to meet the criteria for National Register listing as part of a district? ☒ yes ☐ no ☐ insufficient information

Explanation of Evaluation (required, whether significant or not; use separate sheet if needed) This is an update-the building has been deemed a contributing resource to the Fernandina Beach Historic District, which was listed in the NRHP in 1973 with a district boundary expansion in 1987.

Area(s) of Historical Significance (see *National Register Bulletin 15*, p. 8 for categories: e.g. "architecture", "ethnic heritage", "community planning & development", etc.)

1. Community planning & development 3. _____ 5. _____
 2. _____ 4. _____ 6. _____

DOCUMENTATION

Accessible Documentation Not Filed with the Site File - including field notes, analysis notes, photos, plans and other important documents

1) Document type _____ Maintaining organization _____
 Document description _____ File or accession #'s _____
 2) Document type _____ Maintaining organization _____
 Document description _____ File or accession #'s _____

RECORDER INFORMATION

Recorder Name Sheldon Owens Affiliation Brockington and Assoc. Inc.

Recorder Contact Information 498 Wando Park Blvd. Suite 700, Mt. Pleasant SC 29464; 843-881-3128
 (address / phone / fax / e-mail)

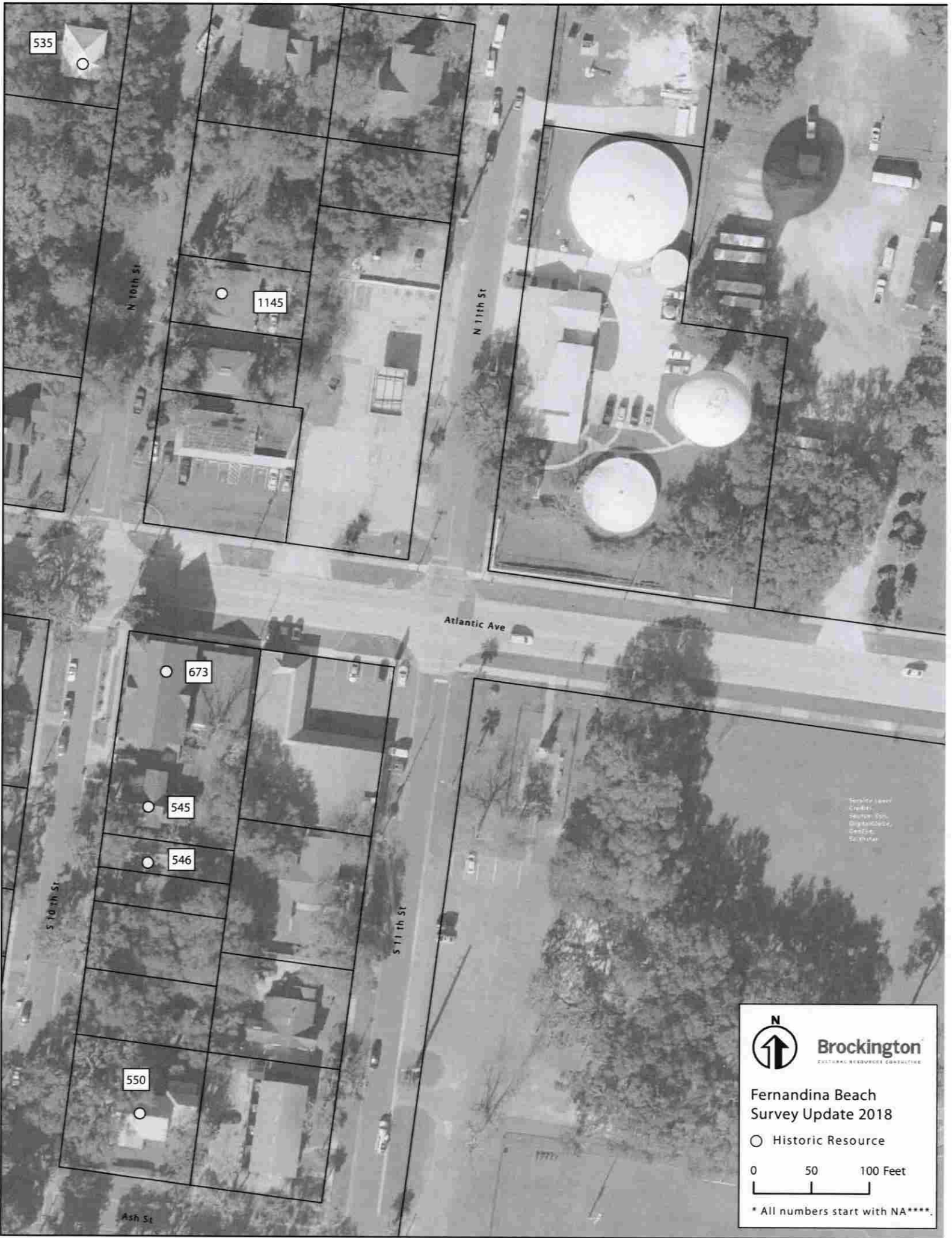
Required Attachments

● **USGS 7.5' MAP WITH STRUCTURE LOCATION PINPOINTED IN RED**

● **LARGE SCALE STREET, PLAT OR PARCEL MAP** (available from most property appraiser web sites)

● **PHOTO OF MAIN FACADE, ARCHIVAL B&W PRINT OR DIGITAL IMAGE FILE**

If submitting an image file, it must be included on disk or CD **AND** in hard copy format (plain paper is acceptable).
 Digital image must be at least 1600 x 1200 pixels, 24-bit color, jpeg or tiff.



Graphic based on
Aerial Photo
Source: Esri
Digitized by
Esri
Scholar



Brockington
CULTURAL RESOURCE CONSULTING

**Fernandina Beach
Survey Update 2018**

○ Historic Resource



* All numbers start with NA****.



FLORIDA MASTER SITE FILE
Site inventory Form

SITE NO. *8 NA 521*

SITE NAME: AME Church
ADDRESS OF SITE: 202 S. 9th St.
INSTRUCTION FOR LOCATING:

SURVEY DATE: 09/30/85

LOCATION: City of Fernandina Beach
Subdivision Name Block No. Lot No.

COUNTY:

DISTRICT NAME IF APPLICABLE: Fernandina Beach Historic

OWNER OF SITE: NAME:

ADDRESS:

ADDRESS:

TYPE OF OWNERSHIP: institutional

RECORDING DATE: / /

RECORDER: NAME & TITLE: Historic Property Associates, Inc.

ADDRESS: P. O. Box 1002

St. Augustine, FL 32084

CONDITION OF SITE:

INTEGRITY OF SITE:

Check One

Check one or more

x EXCELLENT

x

ALTERED

ORIGINAL USE religious

x GOOD

UNALTERED

PRESENT USE religious

FAIR

x

ORIGINAL SITE

DATES c.+ 1899

DETERIORATED

RESTORED: / /

CULTURE/PHASE American

MOVED: / /

PERIOD: 19th Century

NR CLASSIFICATION CATEGORY: building

DATE LISTED ON NR: / /

THREATS TO SITE: Check one or more

ZONING

TRANSPORTATION

DEVELOPMENT

FILL

DETERIORATION

DREDGE

BORROWING

OTHER (See Remarks Below)

AREAS OF SIGNIFICANCE: architecture

SIGNIFICANCE

**SEE SITE FILE STAFF FOR
ORIGINAL PHOTO(S) OR MAP(S)**

See Continuation Sheet

RECORD NUMBER 469

ARCHITECT:

BUILDER:

STYLE AND/OR PERIOD: frame vernacular

PLAN TYPE: rectangular

EXTERIOR FABRIC(S): asbestos: shingles

STRUCTURAL SYSTEM(S): wood frame: balloon

PORCHES: W/1-story entrance, 1-bay, access W; gable roof;
not original porch

ORIENTATION: W

FOUNDATION: piers: brick

ROOF TYPE: gable #
bell-cast hip

SECONDARY ROOF STRUCTURE(S): cross gable #
tower: pavilion

CHIMNEY LOCATION:

WINDOW TYPE: DHS, 1/1, wood #
arched vents in groups of 3 # ocular

CHIMNEY:

ROOF SURFACING: composition shingles: butt

ORNAMENT EXTERIOR: wood

NO. OF CHIMNEYS 0

NO. OF STORIES 1.5

NO. OF DORMERS: 0

OUTBUILDINGS:

SURROUNDINGS:

SITE SIZE (approx. acreage) LT1

TOWNSHIP	RANGE	SECTION
3N	28E	22

UTM ZONE	UTM EASTING	UTM NORTHING
----------	-------------	--------------

PHOTOGRAPHIC RECORDS NUMBERS:

CONTINUATION SHEET:

202 S. 9th St., the A. M. E. Church, is located within a subdivision known as the City of Fernandina. The subdivision was laid-out on a series of Spanish land grants acquired by Domingo Fernandez, a ships captain and planter, and his family during the early nineteenth century. Following the acquisition of Florida by the United States in 1821, the heirs of Domingo Fernandez sold the land grants which contained the Eliza or Louisa and Yellow Bluff Plantations to David Levy Yulee, President of the Florida Railroad Company and the first United States Senator from Florida. The Florida Railroad Company recorded the plat of the City of Fernandina in 1857 and the Florida Town Improvement Company revised it in 1887 and 1901.

Constructed c. 1899, it is a one-and-a-half-story frame vernacular religious building. It is noteworthy for its flanking towers, pilasters, dentils, and cornice on windows. It has been altered by a frame shed addition to the south side.

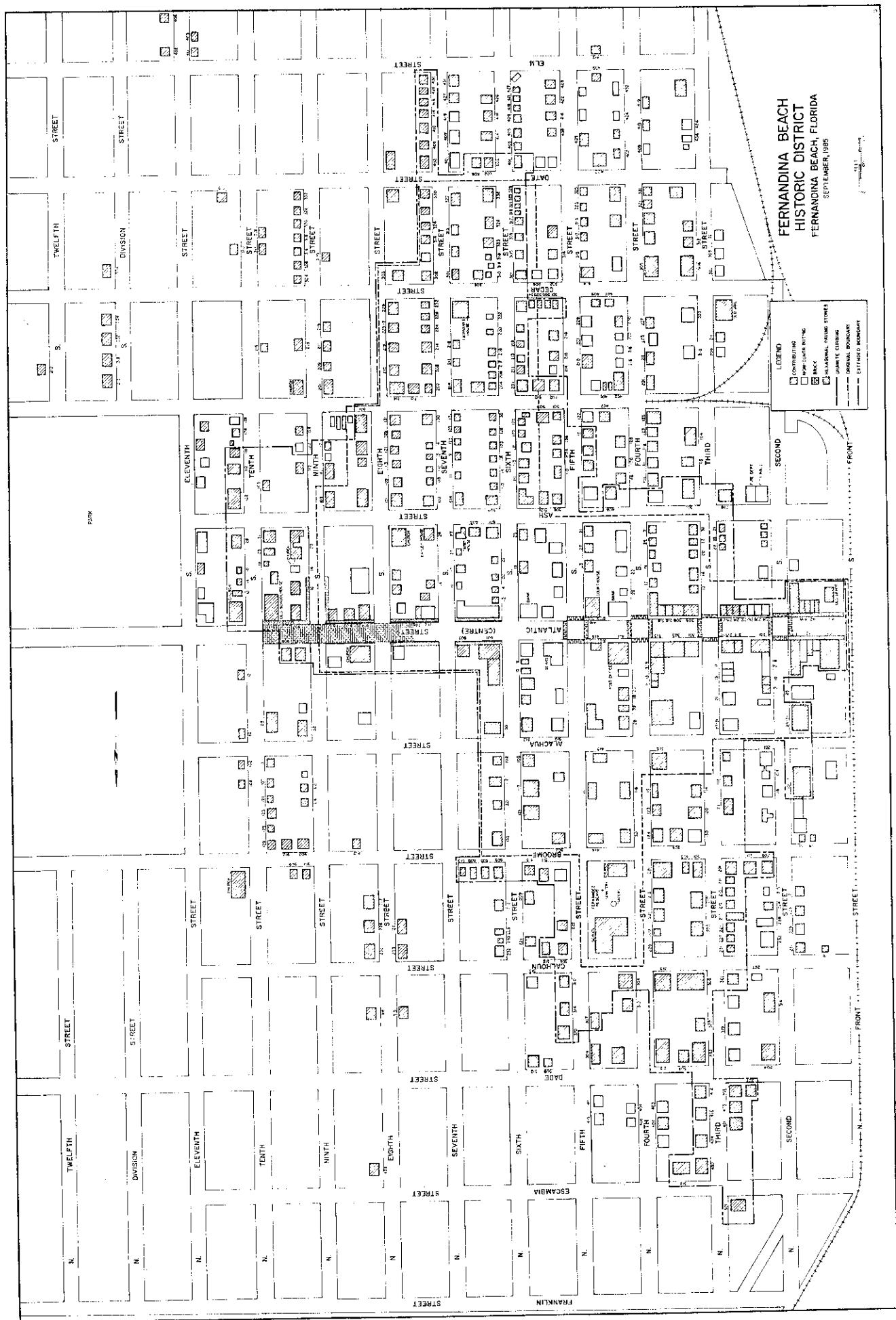


Figure 24



HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 NA00521

Recorder # 254

Field Date 3/20/2007

Form Date 3/30/2007

FormNo 200703

FormNo = Field Date (YYYYMM)

First Site Form Recorded for this Site? NO

GENERAL INFORMATION

Site Name (address if none) Macedonia A.M.E Church Multiple Listing (DHR only) _____
Other Names _____ >> _____
Survey or Project Name _____ Survey# _____
National Register Category Building(s)

LOCATION & IDENTIFICATION

Address

Street No.	Direction	Street Name	Street Type	Direction Suffix
202	South	9th	Street	

Cross Streets (nearest/ between) _____
City / Town (within 3 miles) Fernandina Beach In Current City Limits? YES
County Nassau Tax Parcel #(s) _____
Subdivision Name _____ Block _____ Lot _____
Ownership _____
Name of Public Tract (e.g., park) _____
Route to (especially if no street address) _____

MAPPING

USGS 7.5' Map Name _____ Publication Date _____ >> FERNANDINA BEACH; 2003
Township: _____ Range: _____ Section: _____ 1/4 section: _____ >> 3N ; 28E ; 23; UNSP
Irregular Section Name: _____
Landgrant _____
UTM: Zone _____ Easting _____ Northing _____
Plat or Other Map (map's name, location) _____

DESCRIPTION

Style Gothic Revival Other Style _____
Exterior Plan Irregular Other Exterior Plan _____
Number of Stories 1
Structural System(s) _____ >> Wood frame
Other Structural System(s) _____
Foundation Type(s) _____ >> Piers
Other Foundation Types _____
Foundation Material(s) _____ >> Brick
Other Foundation Material(s) _____
Exterior Fabric(s) _____ >> Drop siding
Other Exterior Fabric(s) _____
Roof Type(s) _____ >> Gable
Other Roof Type(s) _____
Roof Material(s) _____ >> Sheet metal: 3V crimp
Other Roof Material(s) _____
Roof Secondary Structure(s) (dormers etc) _____ >> Shed extension
Other Roof Secondary Structure(s) _____
Number of Chimneys _____
Chimney Material _____
Other Chimney Material(s) _____
Chimney Location(s) _____

HISTORICAL STRUCTURE FORM

8NA00521

DESCRIPTION (continued)

Window Descriptions stained glass

Main Entrance Description (stylistic details)

Porches: #open 1 #closed #incised Location(s) westPorch Roof Type(s) gable

Exterior Ornament

Interior Plan

Other Interior Plan

Condition Good

Structure Surroundings

Commercial:

Residential: MOSTly this categoryInstitutional: SOME of this category

Undeveloped:

Ancillary Features (Number / type of outbuildings, major landscape features)

Archaeological Remains (describe): none

If archaeological remains are present, was an Archaeological Site Form completed?

Narrative Description (optional)

HISTORY

Construction year 1899

Architect (last name first):

Builder (last name first):

Changes in Locations or Conditions

Type of Change

Year of Change

Date Change Noted

Description of Changes

>>

Structure Use History

Use

Year Use Started

Year Use Ended

>>

Church; 1899;

Other Structure Uses

Ownership History (especially original owner, dates, profession, etc.)

RESEARCH METHODS

Research Methods

>> FL Master Site File-Cultural Resources

Other research methods

SURVEYOR'S EVALUATION OF SITE

Potentially Eligible for a Local Register? YES

Name of Local Register if Eligible

Individually Eligible for National Register? YESPotential Contributor to NR District? YES

Area(s) of historical significance

>> Community planning & development

Other Historical Associations

Explanation of Evaluation (required) The property appears to be potentially eligible at the local level under Criteria A and C in the areas of significance of architecture, ethnic heritage, and religion.

HISTORICAL STRUCTURE FORM

8NA00521

DOCUMENTATION (Photos, Plans, etc.)

Photographic Negatives or Other Collections Not Filed with FMSF Including Field Notes, Plans, other Important Documents

Document type: _____

Maintaining Organization: _____

File or Accession #: _____

Descriptive Information: _____

>> _____

RECORDER INFORMATION

Recorder Name (Last, First) Bland, MylesRecorder Address / Phone 7035 Phillips HWY Ste. 5-129 Jacksonville, FL 904-448-4429Recorder Affiliation Bland & Associates, Inc Other Affiliation _____Is a Text-Only Supplement File Attached (Surveyor Only)? NO

***** MASTER SITE FILE USE ONLY *****

Cultural Resource Type: SSElectronic Form Used: S110Form Type Code: NORMForm Quality Ranking: NEWForm Status Code: SCATSupplement Information Status: NO SUPPLEMENTSupplement File Status: NO SUPPLEMENT FILE

FMSF Staffer: _____

Computer Entry Date: 6/18/2007

SHPO's Evaluation of Resource

Date _____

Form Comments: _____

REQUIRED PAPER ATTACHMENTS

- (1) USGS 7.5" MAP WITH STRUCTURE PINPOINTED IN RED
- (2) LARGE SCALE STREET OR PLAT MAP
- (3) PHOTO OF MAIN FACADE, B&W, AT LEAST 3"X5"

NA00521-200703

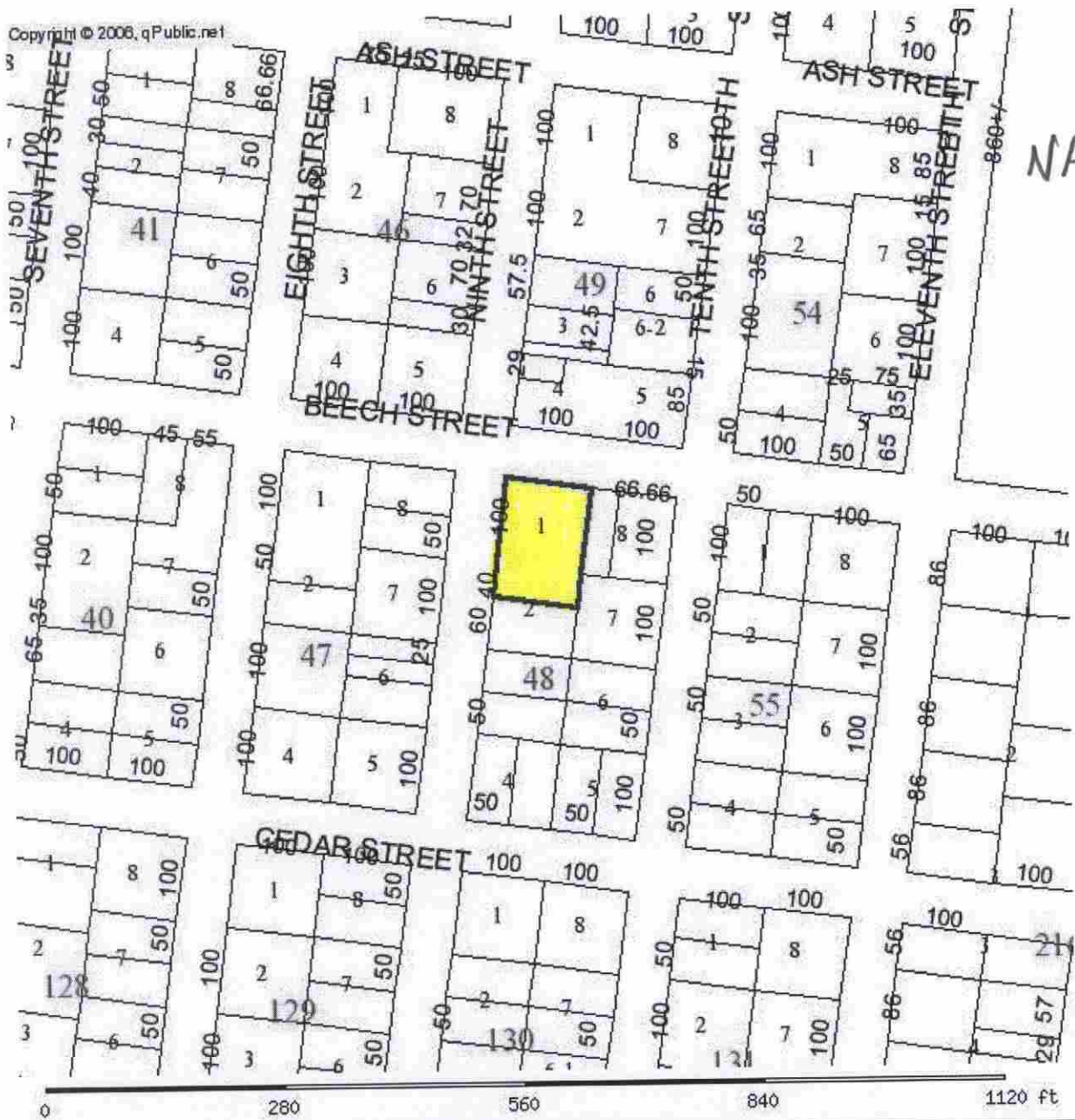
Supplementary Printout

- > **USGS map name/year of publication or revision:**
FERNANDINA BEACH;2003
- > **Township/Range/Section/Qtr:**
3N ;28E ;23;UNSP
- > **Structural system(s):**
Wood frame
- > **Foundation types:**
Piers
- > **Foundation materials:**
Brick
- > **Exterior fabrics:**
Drop siding
Wood shingles
- > **Roof types:**
Gable
- > **Roof materials:**
Sheet metal:3V crimp
- > **Roof secondary structures (dormers etc):**
Shed extension
Cone tower
- > **Change status/year changed/date noted/nature:**
- > **Original, intermediate, present uses/year started/year ended:**
Church;1899;
- > **Research methods:**
FL Master Site File-Cultural Resources
Examine local property records
Pedestrian
- > **Area(s) of historical significance:**
Community planning & development
- > **Repositories: Collection/Housed/Accession#/Describe**
- > **[Other name(s)]:**



NA521

254



PARCEL INFORMATION TABLE	
Selected Parcel	00-00-31-1800-0048-0010
GIS CALCULATED ACREAGE	0.32
Property Use	CHURCHES
Land Use	CHURCH
OWNERSHIP INFORMATION	
Name	MACEDONIA A M E CHURCH
Mailing Address	P O BOX 6216 FERNANDINA BEACH, FL 320356216
Situs/Physical Address	202 SOUTH 9TH ST
2006 PROPOSED VALUES	
Land Value	91,000
Ag Land Value	0





FLORIDA MASTER
SITE FILE

FDAHRM 802==

**SEE SITE FILE STAFF FOR
ORIGINAL PHOTO(S) OR MAP(S)**

Site No.	<u>8Na110</u>	1009==
Site Name	<u>The Bell House</u>	830==
Other Name(s) for Site		930==
Other Nos. for Site		906==
Type of Site		838==
County	<u>Na, Fl</u>	808==
Instructions for locating site (or address)	<u>801 Beech St, Fernandina Beach, Fl</u>	
		813==
Owner of Site: Name	<u>Coker, Jack</u>	902==
Address		903==
Occupant, Tenant, or Manager:		
Name		904==
Address		905==
Reporter (or local contact):		
Name		816==
Address		817==
Recorder:	<u>Greer, Diane D. Historic Sites Specialist and</u>	
Name & Title	<u>William N. Thurston Chief Preservation Planner</u>	818==
Address	<u>FDAHRM</u>	819==
Survey Date	<u>7207</u>	820==
Type Ownership	<u>Commercial</u>	848==
Inventory Status		914==
Previous Survey(s), Excavation(s) or Collection(s): (enter title of survey; date; whether federal, state, county or local; location of survey report(s); and material collected).		
		839==
Photographic Record Numbers		
		860==

Location of Site (Specific):

Map Reference (incl. scale & date) USGS Ferdinandina Beach 7.5min 809==

1958 (PR 1970)

Township	Range	Section	¼ Sec.	¼ ¼ Sec.	¼ ¼ ¼ Sec.	
<u>T 3N</u>	<u>R 28E</u>	<u>S 23</u>				812==

LATITUDE AND LONGITUDE COORDINATES DEFINING A POLYGON LOCATING THE PROPERTY							
LATITUDE				LONGITUDE			
Point	Degrees °	Minutes '	Seconds "	Degrees °	Minutes '	Seconds "	
	°	'	"	°	'	"	
	°	'	"	°	'	"	
	°	'	"	°	'	"	
	°	'	"	°	'	"	

OR

LATITUDE AND LONGITUDE COORDINATES DEFINING THE CENTER POINT OF A PROPERTY OF LESS THAN TEN ACRES							
Degrees °	Minutes '	Seconds "	Degrees °	Minutes '	Seconds "		
°	'	"	°	'	"		==

Global Reference Code 884==

Description of Site:

Type Classification building ==

Site Size (approx. acreage of property) 833==

Present Condition of Site:		
Check one	Check one	Check one if appropriate
☐ <u>Altered</u> 863==	☐ <u>Excellent</u> 863==	☐ <u>Moved</u> 863==
☐ <u>Unaltered</u> 863==	☐ <u>Good</u> 863==	☐ <u>Original Site</u> 863==
☐ <u>Destroyed</u> 863==	☐ <u>Fair</u> 863==	☐ <u>Deteriorated</u> 863==
	☐ <u>Unexposed</u> 863==	

Present & Original Physical Appearance (use continuation sheet if necessary)

2-stories & of frame construction, has a central projecting bay on the main facade & an off-center entrance; porches on the S & W sides of the house are defined by intricately turned posts & balustrade influenced by the Chinese Chippendale

862==

HISTORIC SITE DATA SUPPLEMENT

Site Name _____

Present Use (check one or more as appropriate)

- | | | | |
|--|---|--|---|
| ☐ Agricultural 850== | ☐ Government 850== | ☐ Park 850== | ☐ Transportation 850== |
| ☒ Commercial 850== | ☐ Industrial 850== | ☐ Private Residence 850== | Other (Specify): |
| ☐ Educational 850== | ☐ Military 850== | ☐ Religious 850== | ☐ 850== |
| ☐ Entertainment 850== | ☐ Museum 850== | ☐ Scientific 850== | ☐ 850== |

Period (check one or more as appropriate)

- | | | | |
|--|---|--|--|
| ☐ Pre-Columbian 842== | ☐ 16th Century 842== | ☐ 18th Century 842== | ☒ 20th Century 842== |
| ☐ 15th Century 842== | ☐ 17th Century 842== | ☒ 19th Century 842== | |

Specific Dates: Beginning _____ 844== Ending _____ 846==

Areas of Significance (check one or more as appropriate)

- | | | | |
|--|--|---|---|
| ☐ Aboriginal
Prehistoric 910== | ☐ Education 910== | ☐ Political 910== | ☐ Urban Planning 910== |
| ☐ Aboriginal
Historic 910== | ☐ Engineering 910== | ☐ Religion/Phi
losophy 910== | Other (Specify): |
| ☐ Agriculture 910== | ☐ Industry 910== | ☐ Science 910== | ☐ 910== |
| ☒ Architecture 910== | ☐ Invention 910== | ☐ Sculpture 910== | ☐ 910== |
| ☐ Art 910== | ☐ Landscape
Architecture 910== | ☐ Social/Human-
itarian 910== | ☐ 910== |
| ☐ Commerce 910== | ☐ Literature 910== | ☐ Theater 910== | ☐ 910== |
| ☐ Communications 910== | ☐ Military 910== | ☐ Transportation 910== | |
| ☐ Conservation 910== | ☐ Music 910== | | |

Thematic Classification:

- | | | |
|---|---|--------------------------------|
| ☐ Aboriginal 912== | ☐ Military 912== | Other (Specify): |
| ☒ Architectural 912== | ☐ Political 912== | ☐ 912== |
| ☐ The Arts 912== | ☐ Society 912== | ☐ 912== |
| ☐ Exploration & Settlement 912== | ☐ Science & Technology 912== | ☐ 912== |

Statement of Significance (use continuation sheet if necessary)

built by Captain Bill Bell in 1889

Remarks & Recommendations:

835==

Major Bibliographic References:

920==

FLORIDA MASTER
SITE FILE

FDAHRM 802==

Site No. 8Na110 1009==
Site Name Bell House 830==

Other Name(s) for Site _____ 930==

Other Nos. for Site _____ 906==

Type of Site building 832==

Location of Site:

County Nassau 808==

Instructions for locating site (or address) _____

801 Beech St.
Fernandina Beach, Fla. 813==

Ownership:

Owner of Site: Name Mr. Jack Coker 902==

Address 801 Beech St. 903==

Occupant, Tenant or Manager:

Name "C" House, Gifts 904==

Address 801 Beech St. 905==

Form Prepared By:

Reporter (or local contact):

Name _____ 816==

Address _____ 817==

Recorder:

Name & Title Diane D. Greer 818==

Address _____ 819==

Date of Site Survey July, 1972 820==

Previous Survey(s), Excavation(s) or Collection(s) (Enter title of survey, date, whether Federal, State,
County or Local, Location of Survey Report(s) and Material's Collected).
none

839==

Photographic Record Numbers 72-N-07-80-82
72-N-07-88-90 and 72-N-07-72-79

860==

Location of Site (Specific):

Map Reference (incl. scale & date)

Fer. Bch. Quad. 1958 1:24000

812==

(USGS)

Township	Range	Section	1/4 Sec.	1/4 1/4 Sec.	1/4 1/4 1/4 Sec.
3N	28E	21			
812==					

LATITUDE AND LONGITUDE COORDINATES DEFINING A POLYGON LOCATING THE PROPERTY						LATITUDE AND LONGITUDE COORDINATES DEFINING THE CENTER POINT OF A PROPERTY OF LESS THAN TEN ACRES							
CORNER	LATITUDE			LONGITUDE				LATITUDE			LONGITUDE		
	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds		Degrees	Minutes	Seconds	Degrees	Minutes	Seconds
	°	'	"	°	'	"		°	'	"	°	'	"
	°	'	"	°	'	"		N30	40	09	W81	27	29
	°	'	"	°	'	"							
	°	'	"	°	'	"							
	°	'	"	°	'	"							
	°	'	"	°	'	"							

812==

Global Reference Code

884==

Description of Site:

Site Size (approx. acreage of property)

less than an acre

833==

Present Condition of Site

Check one		Check one		Check one if appropriate	
☐ Excellent	863==	☐ Deteriorated	863==	☒ Altered	863==
☐ Good	863==	☐ Ruins	863==	☐ Unaltered	863==
☒ Fair	863==	☐ Unexposed	863==	☒ Original Site	863==

Present & Original Physical Appearance (use continuation sheet if necessary)

Two stories and of frame construction, this house would seem relatively non-descript were it not for the rather elaborate "Chinese Chippendale" pattern in the balustrade. This balustrade, in effect, dominates the entire main facade of the building. A large central bay projects from the main facade of the building (south) and is broken at both upper and lower level by four single light sash windows. All windows have exterior louvered shutters. The roof is a low pitch oriented east and west with a low cross gable creating a front pediment. Front porch posts are elaborately turned and even the lattice infill between piers is of the same ornate Chippendale pattern. The main entrance to the house is located on the extreme left of the main facade and consists of double panelled wood doors with transom and screen doors in front. An identical doorway is located immediately overhead at the second level. There is a later addition on the east rear of the house giving the building an overall L-shape. The building is in the process of being restored and is in fairly good condition.

HISTORIC SITE DATA SUPPLEMENT

Site No. _____
Site Name Bell House

Present Use (check one or more as appropriate)

- | | | | |
|--|---|---|---|
| ☐ Agricultural 838== | ☐ Government 838== | ☐ Park 838== | ☐ Transportation 838== |
| ☐ Commercial 838== | ☐ Industrial 838== | ☒ Private Residence 838== | Other (Specify): _____ |
| ☐ Educational 838== | ☐ Military 838== | ☐ Religious 838== | ☐ _____ 838== |
| ☐ Entertainment 838== | ☐ Museum 838== | ☐ Scientific 838== | ☐ _____ 838== |

Period (check one or more as appropriate)

- | | | | |
|--|---|--|---|
| ☐ Pre-Columbian 842== | ☐ 16th Century 842== | ☐ 18th Century 842== | ☐ 20th Century 842== |
| ☐ 15th Century 842== | ☐ 17th Century 842== | ☒ 19th Century 842== | |

Specific Dates: Beginning 1889 (May) 844== Ending 846==

Areas of Significance (check one or more as appropriate)

- | | | | |
|--|--|---|---|
| ☐ Aboriginal
Prehistoric 910== | ☐ Education 910== | ☐ Political 910== | ☐ Urban Planning 910== |
| ☐ Aboriginal
Historic 910== | ☐ Engineering 910== | ☐ Religion/Phi
losophy 910== | Other (Specify): _____ |
| ☐ Agriculture 910== | ☐ Industry 910== | ☐ Science 910== | ☐ _____ 910== |
| ☒ Architecture 910== | ☐ Invention 910== | ☐ Sculpture 910== | ☐ _____ 910== |
| ☐ Art 910== | ☐ Landscape
Architecture 910== | ☐ Social/Human-
itarian 910== | ☐ _____ 910== |
| ☐ Commerce 910== | ☐ Literature 910== | ☐ Theater 910== | |
| ☐ Communications 910== | ☐ Military 910== | ☐ Transportation 910== | |
| ☐ Conservation 910== | ☐ Music 910== | | |

Thematic Classification:

- | | | |
|---|---|--------------------------------------|
| ☐ Aboriginal 912== | ☐ Military 912== | Other (Specify): _____ |
| ☒ Architectural 912== | ☐ Political 912== | ☐ _____ 912== |
| ☐ The Arts 912== | ☐ Society 912== | ☐ _____ 912== |
| ☐ Exploration & Settlement 912== | ☐ Science & Technology 912== | ☐ _____ 912== |

Statement of Significance (use continuation sheet if necessary)

This house was build by Capt. Bill Bell, the same man who built the Lassere House several blocks to the west. This, however, was the house in which he chose to reside. The building is most unique in that the choice of exterior decoration is this elaborate "Chinese Chippendale" pattern which does not occur elsewhere in the city. The building is in hte process of being restored for use as a commercial structure.

Remarks & Recommendations:

835==

Major Bibliographic References:

Nassau County REcords, Nassau County Courthouse, Fernandina Beach, Florida. Office of the Clerk of the Circuit Court.

Personal Interview with Helen Litrico, local historian, conducted by Diane D. Greer. Fernandna Beach, Florida. July, 1972.

920==

nd

Creek
Light

Submerged
Pile

Submerged
Pile

Light

Little

Tiger

St Joseph

RIVER

Island

Creek

Creek

Fowell

AMELIA

Light

Project Depth 28 Feet

RIVER

WATERWAY

Project Depth 23 Feet

$W-81^{\circ}27'29''$
 $N-30^{\circ}40'09''$

$W-81^{\circ}27'29''$
 $N-30^{\circ}40'09''$

FERNANDINA BEACH

McClure Hill

Old Fernandina

STATE PARK
CLINCH

R 28 E
R 29 E

ISLAND

Amelia Island

11

12

Flat

Beck

NA 110



HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 NA00110
Recorder # 294
Field Date 3/20/2007
Form Date 3/30/2007
FormNo 200703
FormNo = Field Date (YYYYMM)

First Site Form Recorded for this Site? NO

GENERAL INFORMATION

Site Name (address if none) Beach Street Grill Multiple Listing (DHR only) _____
Other Names _____ >> Bell House
Survey or Project Name _____ Survey# _____
National Register Category Building(s)

LOCATION & IDENTIFICATION

Address _____
Street No. Direction Street Name Street Type Direction Suffix
801 _____ Beech Street

Cross Streets (nearest/ between) _____
City / Town (within 3 miles) Fernandina Beach In Current City Limits? YES
County Nassau Tax Parcel #(s) _____
Subdivision Name _____ Block _____ Lot _____
Ownership _____
Name of Public Tract (e.g., park) _____
Route to (especially if no street address) _____

MAPPING

USGS 7.5' Map Name _____ Publication Date _____ >> FERNANDINA BEACH; 2003
Township: _____ Range: _____ Section: _____ 1/4 section: _____ >> 3N ; 28E ; 23; UNSP
Irregular Section Name: _____
Landgrant _____
UTM: Zone _____ Easting _____ Northing _____
Plat or Other Map (map's name, location) _____

DESCRIPTION

Style Frame Vernacular Other Style _____
Exterior Plan Irregular Other Exterior Plan _____
Number of Stories 2
Structural System(s) _____ >> Wood frame
Other Structural System(s) _____
Foundation Type(s) _____ >> Piers
Other Foundation Types _____
Foundation Material(s) _____ >> Brick
Other Foundation Material(s) _____
Exterior Fabric(s) _____ >> Drop siding
Other Exterior Fabric(s) _____
Roof Type(s) _____ >> Hip
Other Roof Type(s) _____
Roof Material(s) _____ >> Composition shingles
Other Roof Material(s) _____
Roof Secondary Structure(s) (dormers etc) _____ >> Cross gable
Other Roof Secondary Structure(s) _____
Number of Chimneys 1
Chimney Material Brick
Other Chimney Material(s) _____
Chimney Location(s) central ridge

HISTORICAL STRUCTURE FORM

8NA00110

DESCRIPTION (continued)

Window Descriptions 2/2, 1/1

Main Entrance Description (stylistic details) _____

Porches: #open 2 #closed _____ #incised _____ Location(s) west, southPorch Roof Types(s) hip

Exterior Ornament _____

Interior Plan _____

Other Interior Plan _____

Condition Good

Structure Surroundings

Commercial: SOME of this categoryResidential: SOME of this category

Institutional: _____

Undeveloped: _____

Ancillary Features (Number / type of outbuildings, major landscape features) cottageArchaeological Remains (describe): none

If archaeological remains are present, was an Archaeological Site Form completed? _____

Narrative Description (optional) _____

HISTORY

Construction year 1889

Architect (last name first): _____

Builder (last name first): _____

Changes in Locations or Conditions

Type of Change	Year of Change	Date Change Noted	Description of Changes
>>			

Structure Use History

Use _____

Year Use Started _____

Year Use Ended _____

>>

Private residence; 1889;

Other Structure Uses _____

Ownership History (especially original owner, dates, profession, etc.) _____

RESEARCH METHODS

Research Methods _____

>>

FL Master Site File-Cultural Resources

Other research methods _____

SURVEYOR'S EVALUATION OF SITE

Potentially Eligible for a Local Register? _____

Name of Local Register if Eligible _____

Individually Eligible for National Register? NOPotential Contributor to NR District? YES

Area(s) of historical significance _____

>>

Community planning & development

Other Historical Associations _____

Explanation of Evaluation (required) The resource contributes to the Fernandina Beach Historic District, which was listed in the NRHP in 1973 with a district boundary expansion in 1987.

HISTORICAL STRUCTURE FORM

8NA00110

DOCUMENTATION (Photos, Plans, etc.)

Photographic Negatives or Other Collections Not Filed with FMSF (including Field Notes, Plans, other Important Documents)

Document type: _____

Maintaining Organization: _____

File or Accession #: _____

Descriptive Information: _____

>> _____

RECORDER INFORMATION

Recorder Name (Last, First) Bland, MylesRecorder Address / Phone 7035 Phillips HWY Ste. 5-129 Jacksonville, Fl 904-448-4429Recorder Affiliation Bland & Associates, Inc Other Affiliation _____Is a Text-Only Supplement File Attached (Surveyor Only)? NO

***** MASTER SITE FILE USE ONLY *****

Cultural Resource Type:

Electronic Form Used:

Form Type Code:

Form Quality Ranking:

Form Status Code:

Supplement Information Status:

Supplement File Status:

SHPO's Evaluation of Resource

Date

FMSF Staffer:

Computer Entry Date:

Form Comments: _____

REQUIRED PAPER ATTACHMENTS

- (1) USGS 7.5" MAP WITH STRUCTURE PINPOINTED IN RED
- (2) LARGE SCALE STREET OR PLAT MAP
- (3) PHOTO OF MAIN FACADE, B&W, AT LEAST 3"X5"

NA00110-

Supplementary Printout

- > **USGS map name/year of publication or revision:**
FERNANDINA BEACH;2003
- > **Township/Range/Section/Qtr:**
3N ;28E ;23;UNSP
- > **Structural system(s):**
Wood frame
- > **Foundation types:**
Piers
- > **Foundation materials:**
Brick
- > **Exterior fabrics:**
Drop siding
- > **Roof types:**
Hip
- > **Roof materials:**
Composition shingles
- > **Roof secondary structures (dormers etc):**
Cross gable
Gable extension
- > **Change status/year changed/date noted/nature:**
- > **Original, intermediate, present uses/year started/year ended:**
Private residence;1889;
- > **Research methods:**
FL Master Site File-Cultural Resources
Examine local property records
Pedestrian
- > **Area(s) of historical significance:**
Community planning & development
- > **Repositories: Collection/Housed/Accession#/Describe**
- > **[Other name(s)]:**
Bell House



NA110

294

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294

NA110

PARCEL INFORMATION TABLE	
Selected Parcel	00-00-31-1800-0046-0040
GIS CALCULATED ACREAGE	0.23
Property Use	RESTAURANT
Land Use	RESTAURANT
OWNERSHIP INFORMATION	
Name	RIDISON-SOUTH INC
Mailing Address	801 BEECH ST FERNANDINA BEACH, FL 32034
Situs/Physical Address	801 BEECH ST
2006 PROPOSED VALUES	
Land Value	165,000
Ag Land Value	0

**SEE SITE FILE STAFF FOR
ORIGINAL PHOTO(S) OR MAP(S)**

FLORIDA MASTER SITE FILE
Site inventory Form

SITE NO. ¹¹⁰ 8 NA ~~602~~

SITE NAME: Bell House
ADDRESS OF SITE: 801 Beech St.
INSTRUCTION FOR LOCATING: N/A

SURVEY DATE: 09/30/85

LOCATION: City of Fernandina Beach 46 4
Subdivision Name Block No. Lot No.

COUNTY: Nassau

DISTRICT NAME IF APPLICABLE: Fernandina Beach Historic

OWNER OF SITE: NAME: Coker, Jack D., Jr., & Susan S.

ADDRESS: 2121 Florida Ave.

ADDRESS: Fernandina Beach, FL 32034

TYPE OF OWNERSHIP: private

RECORDING DATE: / /

RECORDER: NAME & TITLE: Historic Property Associates, Inc.

ADDRESS: P. O. Box 1002

St. Augustine, FL 32084

CONDITION OF SITE:

INTEGRITY OF SITE:

Check One

Check one or more

x EXCELLENT

x

ALTERED

GOOD

UNALTERED

FAIR

x

ORIGINAL SITE

DETERIORATED

RESTORED: / /

MOVED: / /

ORIGINAL USE pvt.residence

PRESENT USE commercial

DATES + 1889

CULTURE/PHASE American

PERIOD: 19th Century

NR CLASSIFICATION CATEGORY: building

DATE LISTED ON NR: / /

THREATS TO SITE: Check one or more

ZONING

TRANSPORTATION

x DEVELOPMENT

FILL

DETERIORATION

DREDGE

BORROWING

OTHER (See Remarks Below)

AREAS OF SIGNIFICANCE: architecture

SIGNIFICANCE

See Continuation Sheet

RECORD NUMBER 277

ARCHITECT:

BUILDER: Bell Brothers

STYLE AND/OR PERIOD: East Lake

PLAN TYPE: rectangular

EXTERIOR FABRIC(S): wood: drop siding, with cornerboards

STRUCTURAL SYSTEM(S): wood frame: balloon

PORCHES: S&W/2-story gallery, 5-bay, access S, 1st bay;
turned posts; "stick" baulstrade and frieze

ORIENTATION: S

FOUNDATION: piers: brick, lattice

ROOF TYPE: hip, low-pitch

SECONDARY ROOF STRUCTURE(S): cross gable

CHIMNEY LOCATION: W: offset: lateral slope

WINDOW TYPE:

DHS, 1/1, wood; bay, 2-story, octagonal
CHIMNEY: brick

ROOF SURFACING:

ORNAMENT EXTERIOR: wood

NO. OF CHIMNEYS 1

NO. OF STORIES 2

NO. OF DORMERS: 0

OUTBUILDINGS:

SURROUNDINGS:

SITE SIZE (approx. acreage) LT1

TOWNSHIP	RANGE	SECTION
3N	28E	22

UTM ZONE	UTM EASTING	UTM NORTHING
----------	-------------	--------------

PHOTOGRAPHIC RECORDS NUMBERS:

CONTINUATION SHEET:

801 Beech St., the Bell House, and now C-House Gifts, is located within a subdivision known as the City of Fernandina. The subdivision was laid-out on a series of Spanish land grants acquired by Domingo Fernandez, a ships captain and planter, and his family during the early nineteenth century. Following the acquisition of Florida by the United States in 1821, the heirs of Domingo Fernandez sold the land grants which contained the Eliza or Louisa and Yellow Bluff Plantations to David Levy Yulee, President of the Florida Railroad Company and the first United States Senator from Florida. The Florida Railroad Company recorded the plat of the City of Fernandina in 1857 and the Florida Town Improvement Company revised it in 1887 and 1901.

Constructed in 1889, it is a two-story Eastlake frame residential building. It is noteworthy for its bay windows, two-story ornamented veranda. It has been significantly altered by use as a commercial building. It was originally the residence of Captain Bill Bell. The house was passed down through the family until 1972 when sold to Mr. and Mrs. Jack Coker to become a gift shop. Additions were made on the rear and right side when it was converted into an apartment house during the depression.

Captain James Bell was a harbor pilot. Like most harbor pilots, James Bell and his twin brother, William, had sideline businesses. The Bells were master builders, purchasing real estate and building some of city's finest homes for themselves and others. James Bell constructed the Captain's House at 212 Estrada Street in Old Town which was later purchased by Captain Robert Downes, another harbor pilot. At about the same time he built for W. A. Mahoney a residence at 303 S. 8th Street. In 1888 William Bell purchased a lot at the northeast corner of Beech and S. 8th Street and in 1889 completed his own home, now known as the C-House. In 1900 William purchased lots at the northwest corner of S. 8th and Beech Streets and constructed 131 S. 8th by 1903 and 125 S. 8th by 1904. In 1902 James purchased the lot at 121 N. 3rd St. and built a Queen Anne cottage as his home. In 1904 William Bell completed another fine residence at 130 S. 7th Street. Around 1907, William constructed the last of the Bell houses, a residence for his son, Howard, at 714 Beech Street. James Bell died in 1903, and his brother William in 1915. The twin brothers are buried in the Episcopal Cemetery, their graves symbolically marked by identical tombstones.

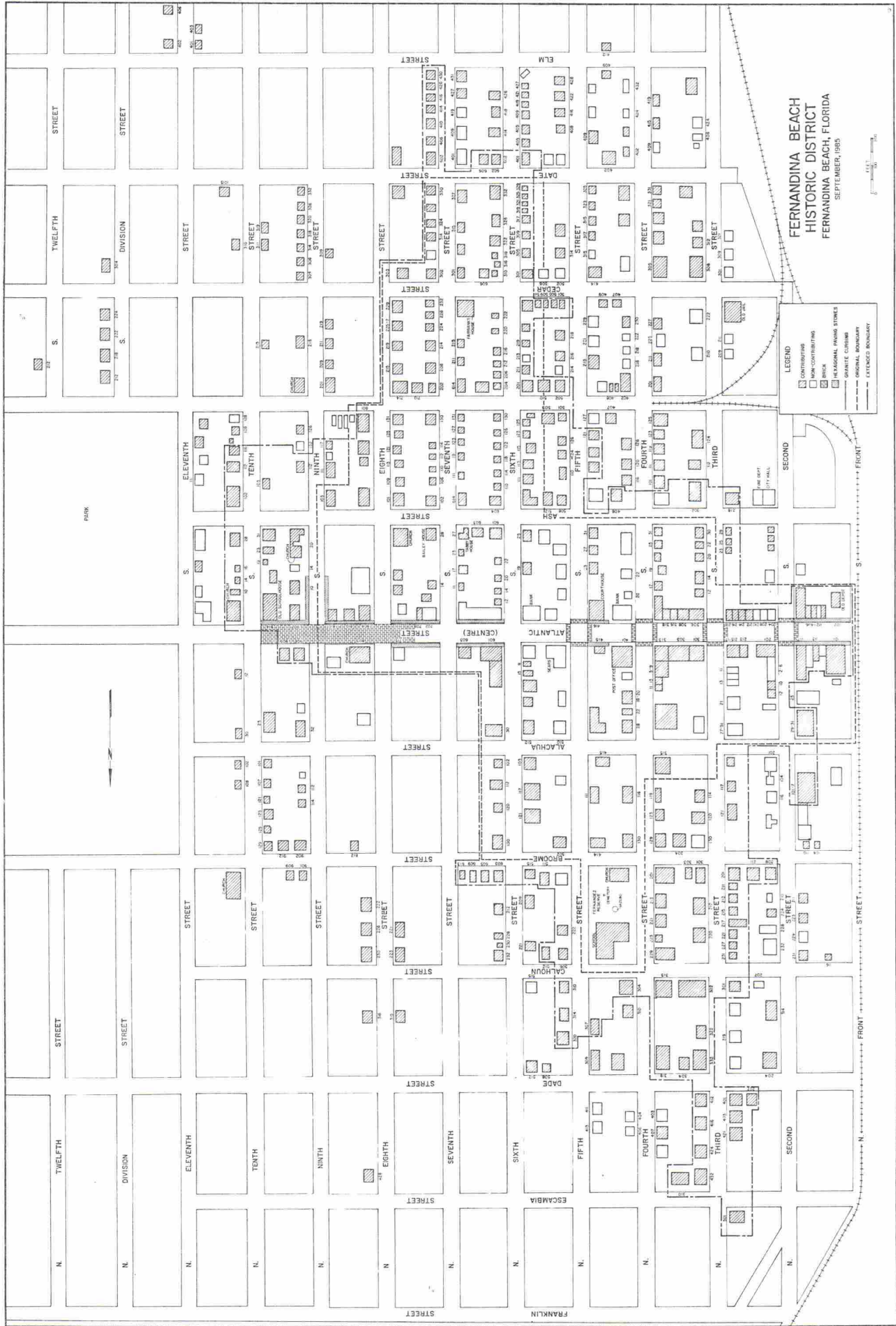
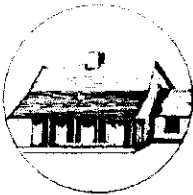


Figure 24

☐ Original
☒ Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 4.0 1/07

Site # NA00110
 Field Date 2-15-2018
 Form Date 2-15-2018
 Recorder # _____

Shaded Fields represent the minimum acceptable level of documentation.
 Consult the *Guide to Historical Structure Forms* for detailed instructions.

Site Name(s) (address if none) The Bell House (801 Kitchen & Bar) Multiple Listing (DHR only) _____
 Survey Project Name Fernandina Beach Historic Resource Survey Update Survey # (DHR only) _____
 National Register Category (please check one) ☒ building ☐ structure ☐ district ☐ site ☐ object
 Ownership: ☒ private-profit ☐ private-nonprofit ☐ private-individual ☐ private-nonspecific ☐ city ☐ county ☐ state ☐ federal ☐ Native American ☐ foreign ☐ unknown

LOCATION & MAPPING

Address: 801 Beech Street Street Suffix Direction
 Cross Streets (nearest / between) _____
 USGS 7.5 Map Name FERNANDINA BEACH USGS Date _____ Plat or Other Map _____
 City / Town (within 3 miles) Fernandina Beach In City Limits? ☒ yes ☐ no ☐ unknown County Nassau
 Township 3N Range 28E Section 23 ¼ section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name: _____
 Tax Parcel # 00-00-31-1800-0046-0040 Landgrant _____
 Subdivision Name _____ Block _____ Lot _____
 UTM Coordinates: Zone ☐ 16 ☐ 17 Easting ☐ ☐ ☐ ☐ ☐ ☐ Northing ☐ ☐ ☐ ☐ ☐ ☐
 Other Coordinates: X: _____ Y: _____ Coordinate System & Datum _____
 Name of Public Tract (e.g., park) _____

HISTORY

Construction Year: 1889 ☐ approximately ☐ year listed or earlier ☐ year listed or later
 Original Use Private Residence (House/Cottage/Cabin) From (year): 1889 To (year): _____
 Current Use Cafeteria/Restaurant/Diner From (year): _____ To (year): _____
 Other Use _____ From (year): _____ To (year): _____
 Moves: ☐ yes ☒ no ☐ unknown Date: _____ Original address _____
 Alterations: ☒ yes ☐ no ☐ unknown Date: _____ Nature Exterior stairs added
 Additions: ☒ yes ☐ no ☐ unknown Date: _____ Nature N multiple gable extensions
 Architect (last name first): _____ Builder (last name first): Bell, William
 Ownership History (especially original owner, dates, profession, etc.) _____

Is the Resource Affected by a Local Preservation Ordinance? ☒ yes ☐ no ☐ unknown Describe Downtown historic district

DESCRIPTION

Style Other Exterior Plan Rectangular Number of Stories 2
 Exterior Fabric(s) 1. Drop siding 2. _____ 3. _____
 Roof Type(s) 1. Hip 2. _____ 3. _____
 Roof Material(s) 1. Composition shingles 2. _____ 3. _____
 Roof secondary strucs. (dormers etc.) 1. Gable dormer 2. _____
 Windows (types, materials, etc.) 1/1 DHS, wood; bay, 2-story, octagonal; operable shutters

Distinguishing Architectural Features (exterior or interior ornaments) Eastlake style details; Chinese Chippendale railing; jig-sawn decoration; intricate turned posts

Auxiliary Features / Outbuildings (record outbuildings, major landscape features; use continuation sheet if needed.) Low form poured concrete landscaping walls around lot; several smaller historic vernacular building joined to the E as part of a shopping complex

DHR USE ONLY

OFFICIAL EVALUATION

DHR USE ONLY

NR List Date _____	SHPO - Appears to meet criteria for NR listing: ☐ yes ☐ no ☐ insufficient info Date _____ Init. _____
☐ Owner Objection	KEEPER - Determined eligible: ☐ yes ☐ no Date _____
	NR Criteria for Evaluation: ☐ a ☐ b ☐ c ☐ d (see <i>National Register Bulletin 15</i> , p. 2)

DESCRIPTION (continued)

Chimney: No. 1 Chimney Material(s): 1. Brick 2. _____
 Structural System(s): 1. Balloon wood frame 2. _____ 3. _____
 Foundation Type(s): 1. Piers 2. _____
 Foundation Material(s): 1. Brick 2. _____
 Main Entrance (stylistic details) Double half-light doors with round arched lights; transom

Porch Descriptions (types, locations, roof types, etc.) S & W/ entry, open, gallery, 2-story, incised

Condition (overall resource condition): ☐ excellent ☒ good ☐ fair ☐ deteriorated ☐ ruinous

Narrative Description of Resource _____

Archaeological Remains _____ ☐ Check if Archaeological Form Completed

RESEARCH METHODS (check all that apply)

☒ FMSF record search (sites/surveys) ☒ library research ☐ building permits ☒ Sanborn maps
☐ FL State Archives/photo collection ☐ city directory ☐ occupant/owner interview ☒ plat maps
☐ property appraiser / tax records ☒ newspaper files ☐ neighbor interview ☐ Public Lands Survey (DEP)
☒ cultural resource survey (CRAS) ☒ historic photos ☐ interior inspection ☒ HABS/HAER record search
☐ other methods (describe) _____

Bibliographic References (give FMSF manuscript # if relevant, use continuation sheet if needed) _____

OPINION OF RESOURCE SIGNIFICANCE

Appears to meet the criteria for National Register listing individually? ☐ yes ☒ no ☐ insufficient information

Appears to meet the criteria for National Register listing as part of a district? ☒ yes ☐ no ☐ insufficient information

Explanation of Evaluation (required, whether significant or not, use separate sheet if needed) This is an update-the building has been deemed a contributing resource to the Fernandina Beach Historic District, which was listed in the NRHP in 1973 with a district boundary expansion in 1987.

Area(s) of Historical Significance (see *National Register Bulletin 15*, p. 8 for categories: e.g. "architecture", "ethnic heritage", "community planning & development", etc.)

1. Community planning & development 3. _____ 5. _____
 2. Architecture 4. _____ 6. _____

DOCUMENTATION

Accessible Documentation Not Filed with the Site File - including field notes, analysis notes, photos, plans and other important documents

1) Document type _____ Maintaining organization _____
 Document description _____ File or accession #'s _____
 2) Document type _____ Maintaining organization _____
 Document description _____ File or accession #'s _____

RECORDER INFORMATION

Recorder Name Sheldon Owens Affiliation Brockington and Assoc. Inc.
 Recorder Contact Information 498 Wando Park Blvd. Suite 700, Mt. Pleasant SC 29464; 843-881-3128
 (address / phone / fax / e-mail)

Required Attachments

- USGS 7.5' MAP WITH STRUCTURE LOCATION PINPOINTED IN RED
- LARGE SCALE STREET, PLAT OR PARCEL MAP (available from most property appraiser web sites)
- PHOTO OF MAIN FACADE, ARCHIVAL B&W PRINT OR DIGITAL IMAGE FILE
 If submitting an image file, it must be included on disk or CD AND in hard copy format (plain paper is acceptable).
 Digital image must be at least 1600 x 1200 pixels, 24-bit color, jpeg or tiff.



Brockington
CULTURAL RESOURCE CONSULTING

**Fernandina Beach
Survey Update 2018**

○ Historic Resource

0 50 100 Feet

* All numbers start with NA****.



NA110



KODAK SAFETY FILM

KODAK TRI X PAN FILM



→ 15

→ 15A

→ 16

→ 16A

→ 17

→ 17A

→ 18

→ 18A

→ 19

AK TRI X PAN FILM

KODAK SAFETY FILM



→ 4A

→ 5

→ 5A



→ 6

→ 6A



→ 7

→ 7A

→ 8



KODAK TRI-X 35mm FILM



B ——— 13 A ———> 19 ———> 19A ———> 20 ———> 20A









HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 **NA00504**

Recorder # **273**

Field Date **3/20/2007**

Form Date **3/30/2007**

FormNo **200703**

FormNo = Field Date (YYYYMM)

First Site Form Recorded for this Site? **NO**

GENERAL INFORMATION

Site Name (address if none) **215 South 8th St**

Multiple Listing (DHR only)

Other Names

>>

Survey or Project Name

Survey#

National Register Category **Building(s)**

LOCATION & IDENTIFICATION

Address

Street No.	Direction	Street Name	Street Type	Direction Suffix
215	South	8th	Street	

Cross Streets (nearest/ between)

City / Town (within 3 miles) **Fernandina Beach**

In Current City Limits? **YES**

County **Nassau**

Tax Parcel #(s)

Subdivision Name

Block

Lot

Ownership

Name of Public Tract (e.g., park)

Route to (especially if no street address)

MAPPING

USGS 7.5' Map Name

Publication Date

>> **FERNANDINA BEACH; 2003**

Township: Range: Section: 1/4 section:

>> **3N ; 28E ; 22; UNSP**

Irregular Section Name:

Landgrant

UTM: Zone Easting Northing

Plat or Other Map (map's name, location)

DESCRIPTION

Style **Stick**

Other Style

Exterior Plan **Rectangular**

Other Exterior Plan

Number of Stories **1**

Structural System(s)

>>

Wood frame

Other Structural System(s)

Foundation Type(s)

>>

Piers

Other Foundation Types

Foundation Material(s)

>>

Brick

Other Foundation Material(s)

Exterior Fabric(s)

>>

Drop siding

Other Exterior Fabric(s)

Roof Type(s)

>>

Gable

Other Roof Type(s)

Roof Material(s)

>>

Sheet metal: 3V crimp

Other Roof Material(s)

Roof Secondary Structure(s) (dormers etc)

>>

Shed extension

Other Roof Secondary Structure(s)

Number of Chimneys **1**

Chimney Material **Brick**

Other Chimney Material(s)

Chimney Location(s) **South slope**

HISTORICAL STRUCTURE FORM

8NA00504

DESCRIPTION (continued)

Window Descriptions 6/6

Main Entrance Description (stylistic details)

Porches: #open 1 #closed _____ #incised _____ Location(s) east

Porch Roof Types(s) gable

Exterior Ornament _____

Interior Plan _____

Other Interior Plan _____

Condition Deteriorated

Structure Surroundings

Commercial: SOME of this category Residential: SOME of this category

Institutional: _____ Undeveloped: _____

Ancillary Features (Number / type of outbuildings, major landscape features)

Archaeological Remains (describe): none

If archaeological remains are present, was an Archaeological Site Form completed? _____

Narrative Description (optional)

HISTORY

Construction year 1900

Architect (last name first): _____

Builder (last name first): _____

Changes in Locations or Conditions

Type of Change	Year of Change	Date Change Noted	Description of Changes
>>			

>>

Structure Use History

Use _____ Year Use Started _____ Year Use Ended _____ >> Private residence; 1900;

Other Structure Uses _____

Ownership History (especially original owner, dates, profession, etc.)

RESEARCH METHODS

Research Methods _____

>> FL Master Site File-Cultural Resources

Other research methods _____

SURVEYOR'S EVALUATION OF SITE

Potentially Eligible for a Local Register? _____

Name of Local Register if Eligible _____

Individually Eligible for National Register? NO

Potential Contributor to NR District? YES

Area(s) of historical significance _____

>> Community planning & development

Other Historical Associations _____

Explanation of Evaluation (required) The resource contributes to the Fernandina Beach Historic District, which was listed in the NRHP in 1973 with a district boundary expansion in 1987.

HISTORICAL STRUCTURE FORM

8NA00504

DOCUMENTATION (Photos, Plans, etc.)

Photographic Negatives or Other Collections Not Filed with FMSF. Including Field Notes, Plans, other Important Documents.

Document type: _____

Maintaining Organization: _____

File or Accession #: _____

Descriptive Information: _____

>> _____

RECORDER INFORMATION

Recorder Name (Last, First) Bland, Myles

Recorder Address / Phone 7035 Phillips HWY Ste. 5-129 Jacksonville, FL 904-448-4429

Recorder Affiliation Bland & Associates, Inc

Other Affiliation _____

Is a Text-Only Supplement File Attached (Surveyor Only)? NO

***** MASTER SITE FILE USE ONLY *****

Cultural Resource Type: SS

Electronic Form Used: S110

Form Type Code: NORM

Form Quality Ranking: NEW

Form Status Code: SCAT

Supplement Information Status: NO SUPPLEMENT

Supplement File Status: NO SUPPLEMENT FILE

FMSF Staffer: _____

Computer Entry Date: 5/28/2007

Form Comments: _____

SHPO's Evaluation of Resource

Date _____

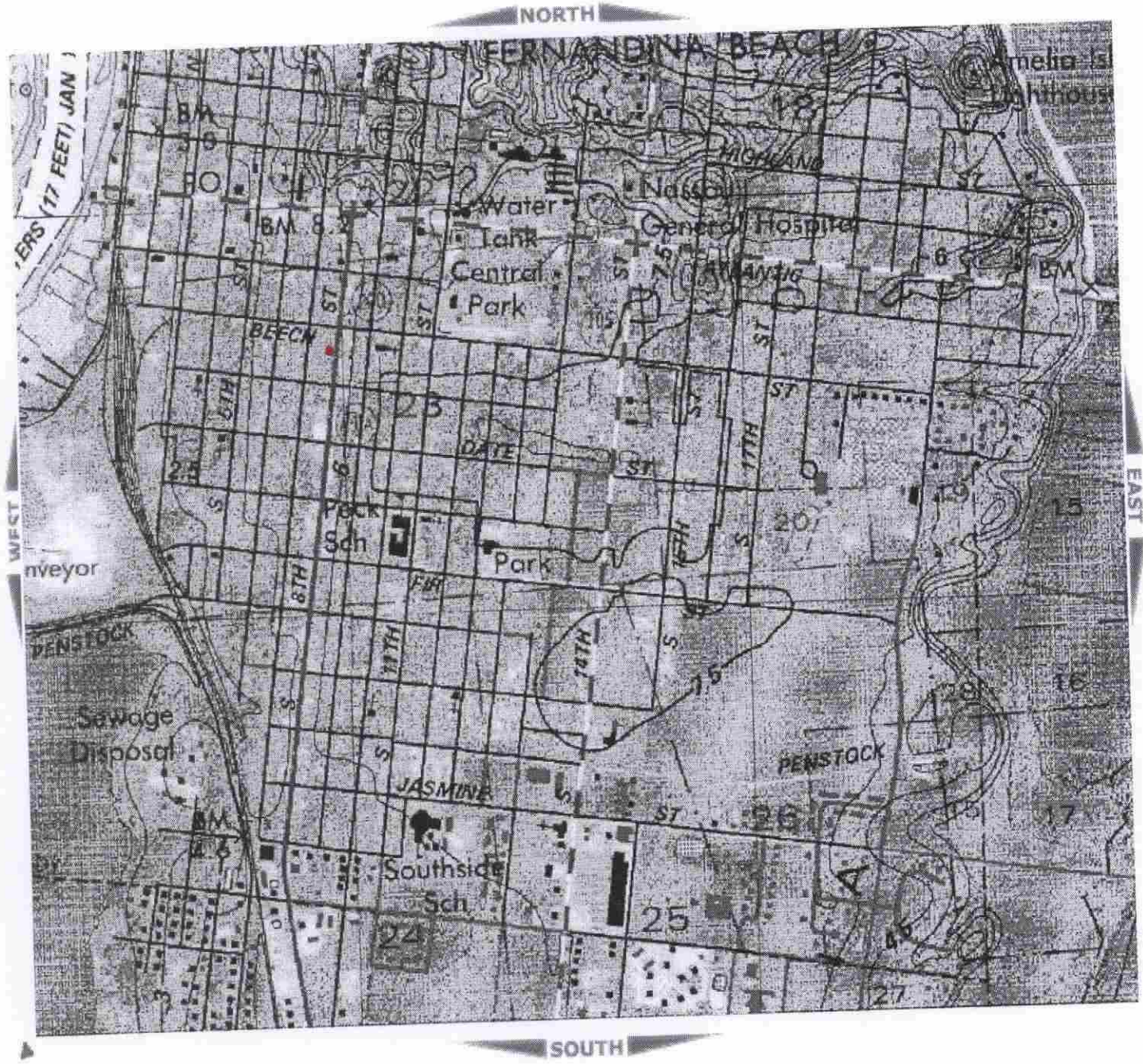
REQUIRED PAPER ATTACHMENTS

- (1) USGS 7.5" MAP WITH STRUCTURE PINPOINTED IN RED
- (2) LARGE SCALE STREET OR PLAT MAP
- (3) PHOTO OF MAIN FACADE, B&W, AT LEAST 3"X5"

NA00504-200703

Supplementary Printout

- > **USGS map name/year of publication or revision:**
FERNANDINA BEACH;2003
- > **Township/Range/Section/Qtr:**
3N ;28E ;22;UNSP
- > **Structural system(s):**
Wood frame
- > **Foundation types:**
Piers
- > **Foundation materials:**
Brick
- > **Exterior fabrics:**
Drop siding
- > **Roof types:**
Gable
- > **Roof materials:**
Sheet metal:3V crimp
- > **Roof secondary structures (dormers etc):**
Shed extension
- > **Change status/year changed/date noted/nature:**
- > **Original, intermediate, present uses/year started/year ended:**
Private residence;1900;
- > **Research methods:**
FL Master Site File-Cultural Resources
Examine local property records
Pedestrian
- > **Area(s) of historical significance:**
Community planning & development
- > **Repositories: Collection/Housed/Accession#/Describe**
- > **[Other name(s)]:**

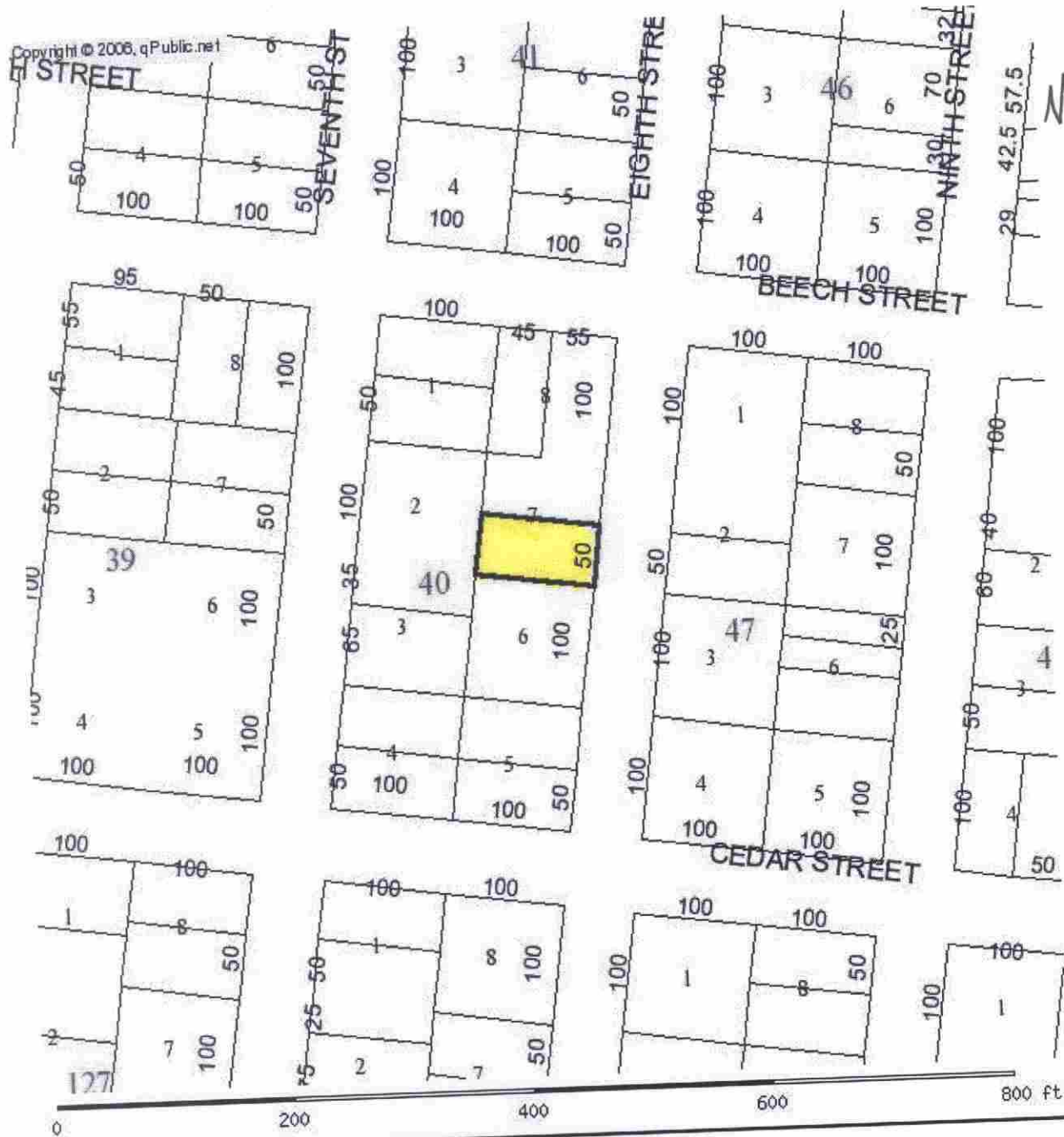


NA504

273

273

NA 504



PARCEL INFORMATION TABLE	
Selected Parcel	00-00-31-1800-0040-0072
GIS CALCULATED ACREAGE	0.12
Property Use	SINGLE FAM
Land Use	COMMERCIAL
OWNERSHIP INFORMATION	
Name	VICTORIAN VENTURES INC
Mailing Address	DIANA METTS 116 BONNIEVIEW ROAD; FERNANDINA BEACH, FL 32034
Situs/Physical Address	217 SOUTH 8TH ST
2006 PROPOSED VALUES	
Land Value	75,000

SEE SITE FILE STAFF FOR
ORIGINAL PHOTO(S) OR MAP(S)

FLORIDA MASTER SITE FILE
Site inventory Form

SITE NO. 8 NA 504

SITE NAME: 215 S. 8th St.
ADDRESS OF SITE: 215 S. 8th St.
INSTRUCTION FOR LOCATING: N/A

SURVEY DATE: 09/30/85

LOCATION: City of Fernandina Beach 40 8
Subdivision Name Block No. Lot No.

COUNTY: Nassau

DISTRICT NAME IF APPLICABLE: Fernandina Beach Historic

OWNER OF SITE: NAME:

ADDRESS:

ADDRESS:

TYPE OF OWNERSHIP: private

RECORDING DATE: / /

RECORDER: NAME & TITLE: Historic Property Associates, Inc.

ADDRESS: P. O. Box 1002

St. Augustine, FL 32084

CONDITION OF SITE: INTEGRITY OF SITE:

Check One

Check one or more

x EXCELLENT

x ALTERED

ORIGINAL USE pvt.residence

x GOOD

UNALTERED

PRESENT USE pvt.residence

FAIR

x ORIGINAL SITE

DATES c.+ 1926

DETERIORATED

RESTORED: / /

CULTURE/PHASE American

MOVED: / /

PERIOD: 20th Century

NR CLASSIFICATION CATEGORY: building

DATE LISTED ON NR: / /

THREATS TO SITE: Check one or more

x ZONING

x TRANSPORTATION

x DEVELOPMENT

FILL

DETERIORATION

DREDGE

BORROWING

OTHER (See Remarks Below)

AREAS OF SIGNIFICANCE: architecture

SIGNIFICANCE

See Continuation Sheet

RECORD NUMBER 218

ARCHITECT:

BUILDER:

STYLE AND/OR PERIOD: frame vernacular

PLAN TYPE: rectangular

EXTERIOR FABRIC(S): wood: weatherboard, with cornerboards

STRUCTURAL SYSTEM(S): wood frame: balloon

PORCHES: E/1-story end, 2-bay, access E, 1st bay; hip roof;
chamfered posts

ORIENTATION: E

FOUNDATION: piers: brick

ROOF TYPE: gable

SECONDARY ROOF STRUCTURE(S):

CHIMNEY LOCATION: S: offset: lateral slope

WINDOW TYPE: DHS, 6/6, wood

CHIMNEY: brick

ROOF SURFACING: metal, sheet: 5-Vcrimp

ORNAMENT EXTERIOR: wood

NO. OF CHIMNEYS 1

NO. OF STORIES 1

NO. OF DORMERS: 0

OUTBUILDINGS:

SURROUNDINGS:

SITE SIZE (approx. acreage) LT1

TOWNSHIP	RANGE	SECTION
3N	28E	22

UTM ZONE	UTM EASTING	UTM NORTHING
----------	-------------	--------------

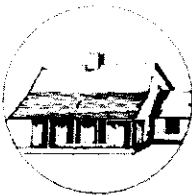
PHOTOGRAPHIC RECORDS NUMBERS:

CONTINUATION SHEET:

215 S. 8th St. is located within a subdivision known as the City of Fernandina. The subdivision was laid-out on a series of Spanish land grants acquired by Domingo Fernandez, a ships captain and planter, and his family during the early nineteenth century. Following the acquisition of Florida by the United States in 1821, the heirs of Domingo Fernandez sold the land grants which contained the Eliza or Louisa and Yellow Bluff Plantations to David Levy Yulee, President of the Florida Railroad Company and the first United States Senator from Florida. The Florida Railroad Company recorded the plat of the City of Fernandina in 1857 and the Florida Town Improvement Company revised it in 1887 and 1901.

Constructed c. 1926, it is a one-story frame vernacular residential building.

☐ Original
☒ Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 4.0 1/07

Site # **NA00504**
 Field Date 2-15-2018
 Form Date 2-15-2018
 Recorder # _____

Shaded Fields represent the minimum acceptable level of documentation.
 Consult the *Guide to Historical Structure Forms* for detailed instructions.

Site Name(s) (address if none) The Bearded Lady Multiple Listing (DHR only) _____
 Survey Project Name Fernandina Beach Historic Resource Survey Update Survey # (DHR only) _____
 National Register Category (please check one) ☒ building ☐ structure ☐ district ☐ site ☐ object
 Ownership: ☒ private-profit ☐ private-nonprofit ☐ private-individual ☐ private-nonspecific ☐ city ☐ county ☐ state ☐ federal ☐ Native American ☐ foreign ☐ unknown

LOCATION & MAPPING

Address: 815 Beech Street
 Street Number Direction Street Name Street Type Suffix Direction
 Cross Streets (nearest / between) _____
 USGS 7.5 Map Name FERNANDINA BEACH USGS Date _____ Plat or Other Map _____
 City / Town (within 3 miles) Fernandina Beach In City Limits? ☒ yes ☐ no ☐ unknown County Nassau
 Township 3N Range 28E Section 23 ¼ section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name: _____
 Tax Parcel # 00-00-31-1800-0046-0040 Landgrant _____
 Subdivision Name _____ Block _____ Lot _____
 UTM Coordinates: Zone ☐ 16 ☐ 17 Easting Northing
 Other Coordinates: X: _____ Y: _____ Coordinate System & Datum _____
 Name of Public Tract (e.g., park) _____

HISTORY

Construction Year: 1900 ☒ approximately ☐ year listed or earlier ☐ year listed or later
 Original Use Private Residence (House/Cottage/Cabin) From (year): _____ To (year): _____
 Current Use Commercial From (year): _____ To (year): _____
 Other Use _____ From (year): _____ To (year): _____
 Moves: ☒ yes ☐ no ☐ unknown Date: _____ Original address 215 S 8th St
 Alterations: ☒ yes ☐ no ☐ unknown Date: _____ Nature Porch; deck
 Additions: ☒ yes ☐ no ☐ unknown Date: _____ Nature Rear gable extension
 Architect (last name first): _____ Builder (last name first): _____
 Ownership History (especially original owner, dates, profession, etc.) _____

Is the Resource Affected by a Local Preservation Ordinance? ☐ yes ☒ no ☐ unknown Describe _____

DESCRIPTION

Style Frame Vernacular Exterior Plan Rectangular Number of Stories 1
 Exterior Fabric(s) 1. Weatherboard 2. _____ 3. _____
 Roof Type(s) 1. Gable 2. _____ 3. _____
 Roof Material(s) 1. Sheet metal: 5V crimp 2. _____ 3. _____
 Roof secondary strucs. (dormers etc.) 1. _____ 2. _____
 Windows (types, materials, etc.) 6/6 dhs

Distinguishing Architectural Features (exterior or interior ornaments) Exposed rafters; folk form

Ancillary Features / Outbuildings (record outbuildings, major landscape features; use continuation sheet if needed.) _____

DHR USE ONLY

OFFICIAL EVALUATION

DHR USE ONLY

NR List Date _____	SHPO - Appears to meet criteria for NR listing: ☐ yes ☐ no ☐ insufficient info	Date _____	Init. _____
☐ Owner Objection	KEEPER - Determined eligible: ☐ yes ☐ no	Date _____	
	NR Criteria for Evaluation: ☐ a ☐ b ☐ c ☐ d (see <i>National Register Bulletin</i> 15, p. 2)		

DESCRIPTION (continued)

Chimney: No. 1 Chimney Material(s): 1. Brick 2. _____
 Structural System(s): 1. Wood frame 2. _____ 3. _____
 Foundation Type(s): 1. Piers 2. _____
 Foundation Material(s): 1. Brick 2. _____
 Main Entrance (stylistic details) Half light

Porch Descriptions (types, locations, roof types, etc.) Entry/S, square wood supports & stick detail railing, open, hip

Condition (overall resource condition): ☐ excellent ☒ good ☐ fair ☐ deteriorated ☐ ruinous

Narrative Description of Resource Moved to present location as part of a larger commercial complex connected via raised decking

Archaeological Remains _____ ☐ Check if Archaeological Form Completed

RESEARCH METHODS (check all that apply)

☒ FMSF record search (sites/surveys) ☒ library research ☐ building permits ☒ Sanborn maps
☐ FL State Archives/photo collection ☐ city directory ☐ occupant/owner interview ☒ plat maps
☐ property appraiser / tax records ☒ newspaper files ☐ neighbor interview ☐ Public Lands Survey (DEP)
☒ cultural resource survey (CRAS) ☒ historic photos ☐ interior inspection ☒ HABS/HAER record search
☐ other methods (describe) _____

Bibliographic References (give FMSF manuscript # if relevant, use continuation sheet if needed) _____

OPINION OF RESOURCE SIGNIFICANCE

Appears to meet the criteria for National Register listing individually? ☐ yes ☒ no ☐ insufficient information

Appears to meet the criteria for National Register listing as part of a district? ☐ yes ☒ no ☐ insufficient information

Explanation of Evaluation (required, whether significant or not; use separate sheet if needed) This is an update-the building was last deemed a contributing resource to the Fernandina Beach Historic District. The building has been moved out of the district to its current location, so is recommended non-contributing to the district.

Area(s) of Historical Significance (see *National Register Bulletin 15*, p. 8 for categories: e.g. "architecture", "ethnic heritage", "community planning & development", etc.)

1. _____ 3. _____ 5. _____
 2. _____ 4. _____ 6. _____

DOCUMENTATION

Accessible Documentation Not Filed with the Site File - including field notes, analysis notes, photos, plans and other important documents

1) Document type _____ Maintaining organization _____
 Document description _____ File or accession #'s _____
 2) Document type _____ Maintaining organization _____
 Document description _____ File or accession #'s _____

RECORDER INFORMATION

Recorder Name Sheldon Owens Affiliation Brockington and Assoc. Inc.
 Recorder Contact Information 498 Wando Park Blvd. Suite 700, Mt. Pleasant SC 29464; 843-881-3128
 (address / phone / fax / e-mail)

Required Attachments

● **USGS 7.5' MAP WITH STRUCTURE LOCATION PINPOINTED IN RED**

● **LARGE SCALE STREET, PLAT OR PARCEL MAP** (available from most property appraiser web sites)

● **PHOTO OF MAIN FACADE, ARCHIVAL B&W PRINT OR DIGITAL IMAGE FILE**

If submitting an image file, it must be included on disk or CD **AND** in hard copy format (plain paper is acceptable).
 Digital image must be at least 1600 x 1200 pixels, 24-bit color, jpeg or tiff.



Brockington
CULTURAL RESOURCES CONSULTING

**Fernandina Beach
Survey Update 2018**

○ Historic Resource

0 50 100 Feet



* All numbers start with NA****







**SEE SITE FILE STAFF FOR
ORIGINAL PHOTO(S) OR MAP(S)**

FLORIDA MASTER SITE FILE
Site inventory Form

SITE NO. *B NA 244*

SITE NAME: C. H. Huot Bldg.
ADDRESS OF SITE: 101-07 N. 2nd St.
INSTRUCTION FOR LOCATING: N/A

SURVEY DATE: 09/30/85

LOCATION: City of Fernandina Beach 2 30, 31
Subdivision Name Block No. Lot No.

COUNTY: Nassau

DISTRICT NAME IF APPLICABLE: Fernandina Beach Historic

OWNER OF SITE: NAME:

ADDRESS:

ADDRESS:

TYPE OF OWNERSHIP: corporate

RECORDING DATE: / /

RECORDER: NAME & TITLE: Historic Property Associates, Inc.

ADDRESS: P. O. Box 1002

St. Augustine, FL 32084

CONDITION OF SITE:

INTEGRITY OF SITE:

Check One

Check one or more

EXCELLENT
x GOOD
FAIR
DETERIORATED

x ALTERED
UNALTERED
x ORIGINAL SITE
RESTORED: / /
MOVED: / /

ORIGINAL USE commercial
PRESENT USE commercial
DATES +1882
CULTURE/PHASE American
PERIOD: 19th Century

NR CLASSIFICATION CATEGORY: building

DATE LISTED ON NR: / /

THREATS TO SITE: Check one or more

ZONING

TRANSPORTATION

DEVELOPMENT

FILL

DETERIORATION

DREDGE

BORROWING

OTHER (See Remarks Below)

AREAS OF SIGNIFICANCE: architecture

SIGNIFICANCE

See Continuation Sheet

RECORD NUMBER 5

ARCHITECT:

BUILDER:

STYLE AND/OR PERIOD: masonry vernacular

PLAN TYPE: rectangular

EXTERIOR FABRIC(S): stucco: textured

STRUCTURAL SYSTEM(S): masonry: brick

PORCHES:

ORIENTATION: E

FOUNDATION: continuous: brick

ROOF TYPE: flat, built-up parapet

SECONDARY ROOF STRUCTURE(S):

CHIMNEY LOCATION:

WINDOW TYPE: DHS, 2/2, wood #
DHS, 6/6, wood # DHS, 1/1, wood
CHIMNEY:

ROOF SURFACING: built-up

ORNAMENT EXTERIOR: brick, stuccoed

NO. OF CHIMNEYS 0

NO. OF STORIES 2

NO. OF DORMERS: 0

OUTBUILDINGS:

SURROUNDINGS:

SITE SIZE (approx. acreage) LT1

TOWNSHIP	RANGE	SECTION
3N	28E	22

UTM ZONE	UTM EASTING	UTM NORTHING
----------	-------------	--------------

PHOTOGRAPHIC RECORDS NUMBERS:

CONTINUATION SHEET:

101-107 N. 2nd St. is located within a subdivision known as the City of Fernandina. The subdivision was laid-out on a series of Spanish land grants acquired by Domingo Fernandez, a ship's captain and planter, and his family during the early nineteenth century. Following the acquisition of Florida by the United States in 1821, the heirs of Domingo Fernandez sold the land grants which contained the Eliza or Louisa and Yellow Bluff Plantations to David Levy Yulee, President of the Florida Railroad Company and the first United States Senator from Florida. The Florida Railroad Company recorded the plat of the City of Fernandina in 1857 and the Florida Town Improvement Company revised it in 1887 and 1901.

Constructed in 1882, C. H. 'Huot's 1882 building' is a two-story masonry vernacular commercial building. It is noteworthy for its rounded parapets, continuous molding on second-story windows and for its fleur-de-lis motif on the window keystones. It has been significantly altered by stuccoing. It was originally the second building which C. H. Huot, of France, erected for his sawmill and merchandise enterprises.

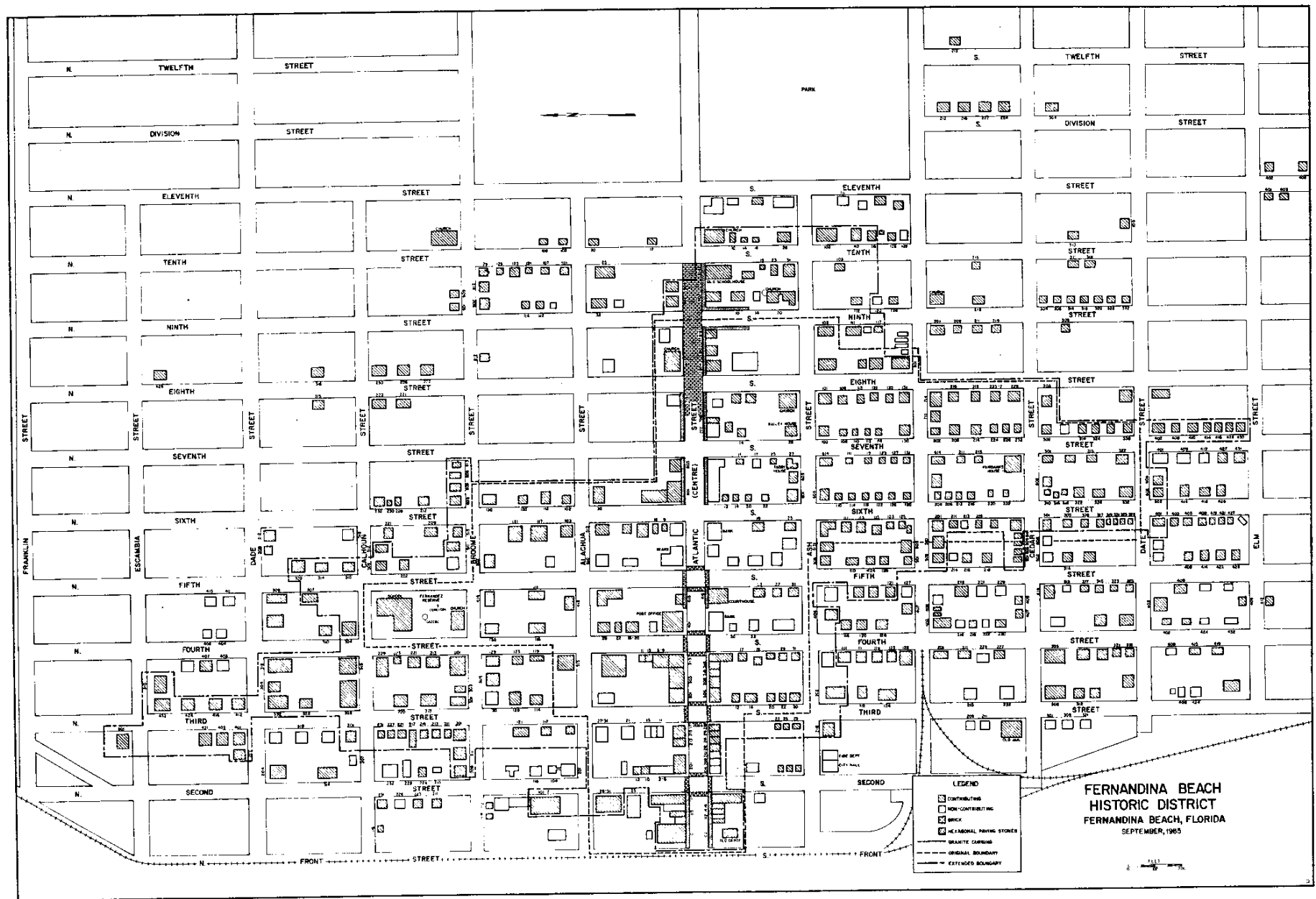


Figure 24





CITY OF FERNANDINA BEACH

Department of Planning & Conservation

August 16, 2021

NOTICE OF PUBLIC HEARING HISTORIC DISTRICT COUNCIL – WORKSHOP CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that the Historic District Council of the City of Fernandina Beach, Florida, will hold a workshop on **Thursday, September 16, 2021 at 4:00 PM** in the City Commission Chambers, 204 Ash Street, Fernandina Beach, Florida to consider:

CITY OF FERNANDINA BEACH, AGENT FOR IP HOLDINGS GROUP, LLC, NASSAU TRUST LLC, AND MACEDONIA AME CHURCH (HDC 2021-0033): EXPANSION OF LOCAL DOWNTOWN HISTORIC DISTRICT BOUNDARY TO INCLUDE:

BLOCK 2, LOTS 29-33 &

BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1", "3" & "5" &

BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4" &

BLOCK 48 LOT 1 & N 40 FT OF LOT 2 (**See Maps Attached**)

- The addition of these properties to the Downtown Historic District will impose design review on certain permitted activities.
- The ordinance adding these properties to the Downtown Historic District will contain requirements which must be met in order to alter, renovate or demolish the building. These requirements are identified in Chapter 8 of the City of Fernandina Beach Land Development Code and the City of Fernandina Beach Downtown Historic District Design Guidelines.
- The ordinance adding these properties to the Downtown Historic District will contain designations of all properties as either contributing or non-contributing to the district.
- The owners of these properties will have the right to vote as to whether they wish to have this building included in the historic district.
- At the hearing, the proposed historic district design guidelines for reviewing certain permitted activities will be discussed and voted on by the Historic District Council.
- If these properties are included in the Historic District, owners shall be required to obtain a Certificate of Approval before certain work is done on the property.
- Per section 11.04.01 all testimony presented by the applicant, any affected party; any witness for a party, or the staff (other than legal advice given by the City attorney) shall be given under oath.



CITY OF FERNANDINA BEACH

Department of Planning & Conservation

- A copy of the application may be inspected in the office of the Department of Planning & Conservation, City Hall, 204 Ash Street, between the hours of 8:00AM – 5:00PM, Monday through Friday. The application will be considered in a quasi-judicial proceeding. Copies of the quasi-judicial procedures are available at the Office of the City Clerk and Department of Planning & Conservation and will be available at the meeting. For information on the application, please contact the Department of Planning & Conservation at 310-3480.
- 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 310-3480, TTY 711 (TTY number for all City offices) or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.
- If any person decides to appeal any decision made by the Board 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.

Respectfully,

City of Fernandina Beach Department of Planning & Conservation

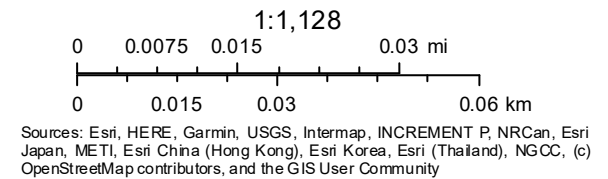
Meeting Schedule for Historic District Boundary Expansion			
Meeting Type	Date	Time	Location
HDC Workshop	Thursday September 16, 2021	4PM	Commission Chambers, City Hall (204 Ash St)
Historic District Council (HDC) Regular Meeting	Thursday October 21, 2021	5PM	Commission Chambers, City Hall (204 Ash St)
Planning Advisory Board (PAB) Regular Meeting	Wednesday December 8, 2021	5PM	Commission Chambers, City Hall (204 Ash St)
City Commission Regular Meeting	Tuesday December 28, 2021	6PM	Commission Chambers, City Hall (204 Ash St)

Block 2 Lots 29 thru 33



August 10, 2021

911 Address Labels

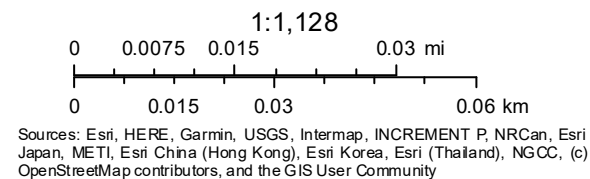


BLOCK 46, LOTS 5 & PT OF LOT 6 and BLOCK 49 PT OF LOTS 4 & 5



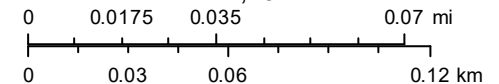
August 13, 2021

911 Address Labels



911 Address Labels

1:2,257



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



Historic District Boundary Expansion Vote

Inclusion of (Block 2, Lots 29-33) into the Fernandina Beach Downtown Historic District

Owner of Record: IP Holdings Group, LLC

Owners Address: 101 N 2nd Street

Parcels: 00-00-31-1800-0002-0290

- The addition of this building as a contributing structure to the Downtown Historic District will impose design review on certain permitted activities.
- The ordinance adding this building to the Downtown Historic District will contain requirements which must be met in order to alter, renovate or demolish the building. These requirements are identified in Chapter 8 of the City of Fernandina Beach Land Development Code and the City of Fernandina Beach Downtown Historic District Design Guidelines.
- The owners of this property will have the right to vote as to whether they wish to have this building included in the historic district.
- At the hearing, the proposed historic district design guidelines for reviewing certain permitted activities will be discussed and voted on by the Historic District Council.
- If the building is included in the Historic District, owners shall be required to obtain a Certificate of Approval before certain work is done on the property.
- Per section 11.04.01 all testimony presented by the applicant, any affected party; any witness for a party, or the staff (other than legal advice given by the City attorney) shall be given under oath.
- A copy of the application may be inspected in the office of the Department of Planning & Conservation, City Hall, 204 Ash Street, between the hours of 8:00AM – 5:00PM, Monday through Friday. The application will be considered in a quasi-judicial proceeding. Copies of the quasi-judicial procedures are available at the Office of the City Clerk and Department of Planning & Conservation and will be available at the meeting. For information on the application, please contact the Department of Planning & Conservation at 310-3480.

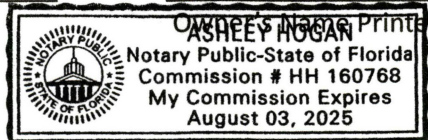
As owner of the subject property I vote to:

- ☒ **INCLUDE** this property in the Fernandina Beach Downtown Historic District, OR
☐ **NOT INCLUDE** this property in the Fernandina Beach Downtown Historic District

Owner's Name Signed

STATE OF FLORIDA
COUNTY OF NASSAU

} ss



James Schaffer

8-23-2021
Date

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this 23 day of August 2021, by James Schaffer

Ashley Hogan
Notary Public

Ashley Hogan
Printed Name

August 3, 2025
My Commission Expires



Personally Known _____ OR Produced Identification _____ ID Produced: _____



Historic District Boundary Expansion Vote

INCLUSION OF BLOCK 48 LOT 1 & N 40 FT OF LOT 2 INTO THE FERNANDINA BEACH DOWNTOWN HISTORIC DISTRICT

Owner of Record: MACEDONIA A.M.E. Church

Owners Address: PO Box 6216 Fernandina Beach, FL 32035

Parcel: 00-00-31-1800-0048-0010

- The addition of these properties to the Downtown Historic District will impose design review on certain permitted activities.
- The ordinance adding these properties to the Downtown Historic District will contain requirements which must be met in order to alter, renovate or demolish these properties. These requirements are identified in Chapter 8 of the City of Fernandina Beach Land Development Code and the City of Fernandina Beach Downtown Historic District Design Guidelines.
- The owners of this property will have the right to vote as to whether they wish to have these properties included in the historic district.
- At the hearing, the proposed historic district design guidelines for reviewing certain permitted activities will be discussed and voted on by the Historic District Council.
- If these properties are included in the Historic District, owners shall be required to obtain a Certificate of Approval before certain work is done on the property.
- Per section 11.04.01 all testimony presented by the applicant, any affected party; any witness for a party, or the staff (other than legal advice given by the City attorney) shall be given under oath.
- A copy of the application may be inspected in the office of the Department of Planning & Conservation, City Hall, 204 Ash Street, between the hours of 8:00AM – 5:00PM, Monday through Friday. The application will be considered in a quasi-judicial proceeding. Copies of the quasi-judicial procedures are available at the Office of the City Clerk and Department of Planning & Conservation and will be available at the meeting. For information on the application, please contact the Department of Planning & Conservation at 310-3480.

As owner of the subject property(s) I vote to:

- ☒ **INCLUDE** this property in the Fernandina Beach Downtown Historic District, OR
☐ **NOT INCLUDE** this property in the Fernandina Beach Downtown Historic District

Anthony C. Daniel Owner's Name Signed ANTHONY C. DANIEL Owner's Name Printed Oct 4, 2021 Date

STATE OF FLORIDA
COUNTY OF NASSAU

} ss

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 4th day of October, 2021, by Anthony C. Daniel

Notary Public

Printed Name

My Commission Expires

Personally Known ☒ OR Produced Identification ☒ ID Produced: Florida Driver License

204 Ash Street • Fernandina Beach, FL 32034 • (904) 310-3135 • TDD/TTY 711

www.fbfl.us

Equal Opportunity Employer

Victoria Khalil
Notary Public
State of Florida
My Commission Expires 10/16/2021
Commission No. GG 151895





Historic District Boundary Expansion Vote

INCLUSION OF (BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1", "3" & "5" AND BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4") INTO THE FERNANDINA BEACH DOWNTOWN HISTORIC DISTRICT

Owner of Record: NASSAU TRUST LLC

Owners Address: 1993 LARGO RD JACKSONVILLE, FL 32207

Parcels: 00-00-31-1800-0046-0040 & 00-00-31-1800-0049-0041

- The addition of these properties to the Downtown Historic District will impose design review on certain permitted activities.
- The ordinance adding these properties to the Downtown Historic District will contain requirements which must be met in order to alter, renovate or demolish these properties. These requirements are identified in Chapter 8 of the City of Fernandina Beach Land Development Code and the City of Fernandina Beach Downtown Historic District Design Guidelines.
- The owners of this property will have the right to vote as to whether they wish to have these properties included in the historic district.
- At the hearing, the proposed historic district design guidelines for reviewing certain permitted activities will be discussed and voted on by the Historic District Council.
- If these properties are included in the Historic District, owners shall be required to obtain a Certificate of Approval before certain work is done on the property.
- Per section 11.04.01 all testimony presented by the applicant, any affected party; any witness for a party, or the staff (other than legal advice given by the City attorney) shall be given under oath.
- A copy of the application may be inspected in the office of the Department of Planning & Conservation, City Hall, 204 Ash Street, between the hours of 8:00AM – 5:00PM, Monday through Friday. The application will be considered in a quasi-judicial proceeding. Copies of the quasi-judicial procedures are available at the Office of the City Clerk and Department of Planning & Conservation and will be available at the meeting. For information on the application, please contact the Department of Planning & Conservation at 310-3480.

As owner of the subject property(s) I vote to:

- ☒ **INCLUDE** this property in the Fernandina Beach Downtown Historic District, OR
☐ **NOT INCLUDE** this property in the Fernandina Beach Downtown Historic District

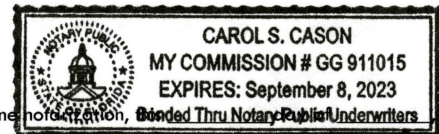
Owner's Name Signed

Owner's Name Printed

Date

STATE OF FLORIDA
COUNTY OF NASSAU

} ss



Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notary commission, **Bonded Thru Notary Public Underwriters** 2021, by _____

Carol S. Cason
Notary Public

Carol S. Cason
Printed Name

My Commission Expires

☒ Personally Known _____ OR Produced Identification _____ ID Produced: _____

204 Ash Street • Fernandina Beach, FL 32034 • (904) 310-3135 • TDD/TTY 711

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Equal Opportunity Employer

APPROVED



**MINUTES
HISTORIC DISTRICT COUNCIL
WORKSHOP
SEPTEMBER 16, 2021**

1. CALL TO ORDER 4:00

2. ROLL CALL

MEMBERS PRESENT

James Pozzetta

Tammi Kosack

Froilan Esclusa (Alt 2)

Michael Spino

Michael Harrison (Chair)

MEMBERS ABSENT:

Teresa Duncan (Alt 1)

Benjamin Morrison (Vice-Chair)

OTHERS PRESENT:

Sal Cumella, Historic Preservation Planner

Taylor Hartmann, Recording Secretary

3. PLEDGE OF ALLEGIANCE

4. BOARD BUSINESS

4.1 Expansion of Local Downtown Historic District Boundary to include:

BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1", "3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4"

Mr. Cumella presented a slideshow reviewing each of the 3 properties requesting inclusion within the boundaries of the Downtown Historic District. All proposed properties qualify as contributing structures due to the quality of architecture and cultural heritage, among other traits. All 3 properties would be contiguous to the current Historic District boundaries. He specified that ballots have been mailed to each applicant and those votes will be counted at the October 21, 2021, Historic District Council Regular Meeting.

Member Kosack inquired about a parking lot being included. Mr. Cumella clarified that this specific lot is tied to the Shops on Beech property requesting inclusion.

Public Hearing was opened.

Jenny Schaffer, owner of the Standard Marine Building, inquired about potential conflicts for a property located in both the CRA and Historic District. Mr. Cumella confirmed that in such a circumstance, the HDC overrides CRA guidelines.

Lowell Hall, Macedonia Church, inquired about any future potential change of use of the structure and if there is a process for property owners wishing to be removed from the Historic District boundaries.

Zen Carver, Macedonia Church, inquired about the ballot deadline.

Mike Kepler, Macedonia Church, spoke about his research and experience with cultural history tourism and how the City of Fernandina Beach is rich in African American history.

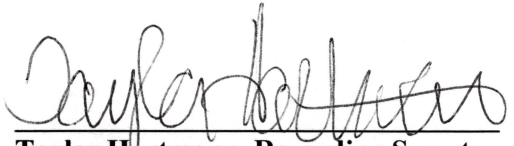
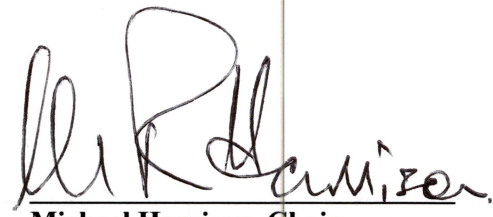
Brian Olyphant, 509 Cedar Street, stated that because his house is no longer a contributing structure, he will be filing to leave the Historic District.

Public Hearing was closed.

5. PUBLIC COMMENT

No parties wished to speak.

6. ADJOURNMENT 4:34


Taylor Hartmann, Recording Secretary
Michael Harrison, Chair

APPROVED



**MINUTES - AMENDED
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
OCTOBER 21, 2021**

1. CALL TO ORDER 5:00

2. ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT

James Pozzetta

Michael Spino

Michael Harrison (Chair)

Teresa Duncan (Alt 1)

Benjamin Morrison (Vice-Chair)

Froilan Esclusa (Alt 2)

MEMBERS ABSENT:

Tammi Kosack

OTHERS PRESENT:

Tammi Bach, City Attorney

Sal Cumella, Historic Preservation Planner

Taylor Hartmann, Recording Secretary

3. PLEDGE OF ALLEGIANCE

Chair Harrison seated Member Duncan as a voting member for all cases. He also seated Member Froilan for cases HDC 2021-0012 and HDC 2021-0013 since member Morrison recused himself from these 2 cases.

Member Spino disclosed one ex parte communication with applicant Adam Kaufman via a site visit. No other members disclosed ex parte communications.

City Attorney Tammi Bach explained the Quasi-Judicial Hearing procedures along with the approval and denial processes regarding variances.

Ms. Hartmann administered the oath for all parties that would be giving testimony.

4. APPROVAL OF MEETING MINUTES

4.1 Approval of Minutes for the Special Workshop of September 16, 2021.

4.2 Approval of Minutes for the Regular Meeting of September 16, 2021.

Member Pozzetta clarified his comment on item 4.2 being that the use of screen creates an opaque element.

ACTION TAKEN: A motion was made by Member Pozzetta, seconded by Member Morrison to approve all minutes with the noted amendment.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5. OLD BUSINESS

5.1 **HDC 2021-0012 - COTNER ASSOCIATES, INC., AGENT FOR ARTISAN HOMES, LLC., BLOCK 11, LOTS 11 & 12 SOMERUELUS STREET**

Certificate of Approval (COA) to construct a 2 story home of approximately 2000 sq. ft.
(*Quasi- Judicial*)

Mr. Cumella presented the case and recommended approval.

Benjamin Morrison, 2107 Whitfield Drive, agent for the applicant, stated that the only significant change from the conceptual approval was to open up and clearly define the mid-lot corridor.

Public Hearing was opened and closed with no parties wishing to speak.

Members all felt that the proposed plans are of appropriate mass and scale for the location.

ACTION TAKEN: A motion was made by Member Pozzetta, seconded by Member Esclusa to approve HDC case 2021-0012 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0012, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Old Town Fernandina Preservation Design Guidelines to warrant approval at this time.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5.2 **HDC 2021-0013 - COTNER ASSOCIATES, INC., AGENT FOR ARTISAN HOMES, LLC., BLOCK 11, LOT 8 SOMERUELUS STREET**

Certificate of Approval (COA) to construct a 2-story home of approximately 2000 sq. ft.
(*Quasi- Judicial*)

Mr. Cumella presented the case and recommended approval.

Benjamin Morrison, 2107 Whitfield Drive, agent for the applicant, stated that no significant changes have been made to the proposed plans since approval at the conceptual level.

Public Hearing was opened and closed with no parties wishing to speak.

Members all felt that the proposed plans are of appropriate mass and scale for the location.

ACTION TAKEN: A motion was made by Member Duncan, seconded by Member Pozzetta to approve HDC case 2021-0013 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0013, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Old Town Fernandina Preservation Design Guidelines to warrant approval at this time.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5.3 **HDC 2020-0012: JOSE MIRANDA, ARCHITECT, AGENT FOR ADAM KAUFMAN & LINDA TORRE, 116 S. 10TH STREET**

AMENDMENT to a previously approved Certificate of Approval (COA) to remove all aluminum siding on the North and West faces of the primary structure and replace with Hardie plank. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended denial due to a lack of evidence supporting the removal of original materials.

Member Pozzetta asked Staff what information would be necessary to recommend approval.

Member Esclusa asked about the extent of investigation into the current siding

Jose Miranda, 309 ½ Centre Street, agent for the applicant, provided the Board with a brief overview of the condition of the existing siding materials on each elevation and the events that have resulted in the need to replace the current aluminum siding.

Member Morrison inquired about a previous site visit made by Mr. Cumella where the condition of the original wood siding on 2 elevations was so poor that cementitious siding was approved.

Public Hearing was opened and closed with no parties wishing to speak.

ACTION TAKEN: A motion was made by Member Morrison, seconded by Member Pozzetta to approve HDC case 2020-0012 with the condition that staff evaluates the condition of the original siding and determines whether it is beyond reasonable repair and/or replacement; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2020-0012, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant approval with the noted condition at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes, carried.

6. NEW BUSINESS

6.1 HDC 2021-0036 - MARK ROSS, 205 N. 3RD STREET

Certificate of Approval (COA) to construct a 1,375 sq. ft. primary structure, 2 accessory structures, and a swim spa. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Member Esclusa inquired about the absence of setback measurements being called out on the proposed site plan.

Mark Ross, 201 N. 3rd Street, applicant, stated that the intent was to keep this property as a family home.

Public Hearing was opened and closed with no parties wishing to speak.

Member Morrison noted that there are very few Jeldwen window types that would be appropriate in the Historic District.

ACTION TAKEN: A motion was made by Member Morrison, seconded by Member Pozzetta to approve HDC case 2021-0036 with the condition that if Jeldwen brand windows are used, they be approved by staff prior to installation; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0036, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant approval with the noted condition at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes, carried.

6.2 HDC 2021-0033 - CITY OF FERNANDINA BEACH, AGENT FOR IP HOLDINGS GROUP, LLC, NASSAU TRUST LLC, AND MACEDONIA AME CHURCH.

Expansion of Local Downtown Historic District Boundary to include:
BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1", "3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4".

Mr. Cumella presented an overview of the 3 properties and recommended approval.

Public hearing was opened and closed with no parties wishing to speak.

ACTION TAKEN: A motion was made by Member Morrison, seconded by Member Spino to recommend all 3 properties to the Planning Advisory Board for inclusion in the Historic District.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7. BOARD BUSINESS

Member Spino spoke about the responsibilities of the CRA, and asked that Staff distribute a referenced weblinks to all board members. He stated that he felt sidewalks and street crossings on N. 2nd Street are a top priority and asked for members support to send a letter to the City Commission.

Member Morrison inquired about right-of-way improvements, including sidewalks, and whether they would always be the responsibility of the property owner or if this might be included in the goals of the CRA.

Commissioner Chip Ross, audience member, stated that currently, the money in the CRA Fund is dedicated to the opening of Alachua Street.

Jenny Schaffer, audience member, spoke about discussions that have taken place regarding the types of sidewalks that could be installed in the Downtown Historic District.

Chair Harrison stated that he supports the CRA but questions the HDC's authority to recommend code changes.

All members agreed to send a letter to the City Commission.

Vice-Chair Morrison stated that this is his last HDC meeting as his family will be moving out of state. Board members presented Vice-Chair Morrison with a certificate of appreciation and thanked him for his time and dedication to the Historic District Council.

Mr. Cumella stated that there are currently 4 HDC applications.

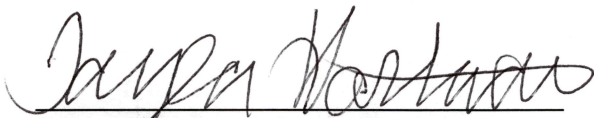
8. STAFF REPORT

8.1 Staff Certificate of Approval - September 2021

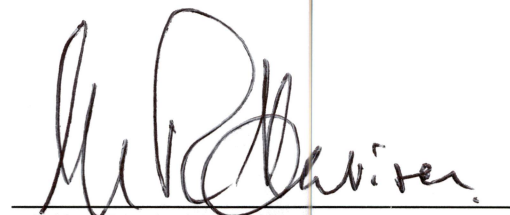
9. PUBLIC COMMENT

Chip Ross, stated that the City is "losing their soul" and the "funky character" of the area is being lost. He also stated that the City needs more advocates.

10. ADJOURNMENT 6:28



Taylor Hartmann, Recording Secretary



Michael Harrison, Chair



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
DECEMBER 8, 2021**

1. CALL TO ORDER 5:00

2. ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan

MEMBERS ABSENT:

Brandy Carvalho

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary
Andrew Crozier, WGI (Virtual)

3. PLEDGE OF ALLEGIANCE

Chair Minshew reviewed a few housekeeping guidelines and congratulated Member Robas and Member Gingher on their reappointments to the PAB.

4. APPROVAL OF MEETING MINUTES

4.1 Approval of Minutes for the PAB Regular Meeting of November 10, 2021.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as presented.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5. OLD BUSINESS

5.1 Vision 2045 Plan Presentation by WGI with Board and Public Discussion

(All draft documents will be uploaded to the Vision 2045 website by December 8, 2021.)

Official kick-off of the 4-week public comment period from December 8, 2021 - January 5, 2022

Ms. Gibson provided the Board a brief overview of the history of the Vision 2045 Plan and introduced WGI Consultant, Andrew Crozier.

Mr. Crozier presented a PowerPoint slideshow of the Vision 2045 Plan format and content. This included a timeline of what activities have taken place since the start of this process in May 2021, a mission statement of the Vision, main themes, implementation methods, and appendices for additional supporting documentation.

Ms. Gibson stated that PDF and text forms of this presentation, as well as a comment box, are available on the City website.

Chair Minshew opened the public comment forum.

Eric Schmidt, virtual, spoke of the opportunity to meet with the consultants and felt that it was a very productive way to provide input.

With no other parties wishing to speak, Chair Minshew closed the public comment forum.

Commissioner Kreger, stated that he had anticipated seeing more individuals and inquired whether there would be an additional opportunity for public outreach.

Members commended staff and WGI on the incredible amount of time and effort that has been put into the Vision Plan.

Julie Ferriera, 501 Date Street, inquired about seeing more of the document and possibly pushing back the public comment and/or workshop until after the holiday.

Betsey Huben, inquired about possibly distributing copies of the document to locations such as the Chamber of Commerce and public library.

Richard Timm, Phone, 2126 Shell Cove Circle, offered the suggestion of providing a brief video that summarizes the document.

Members all agreed that more face-to-face time with the public is necessary.

6. NEW BUSINESS

- 6.1 PAB 2021-0009 - Final Plat: Crane Island - Phase 2E, Scott Borowski, Clary & Associates, Agent for The Range at Crane Island, LLC.

Member Robas inquired about the total number of platted lots on Crane Island.

Mr. Platt confirmed that the Crane Island subdivision will only have 113 platted parcels versus the original proposed 169 platted parcels.

Julie Ferriera, 501 Date St., inquired about whether the property owners are considering the large mature tree canopy and its protection during construction.

Mr. Platt explained that staff works with the contractors and homeowners regularly to ensure maximum tree preservation.

Ted Griffin, 2427 High Rigger Rd., inquired whether there will always be public access. Mr. Platt confirmed that yes, there will always be a 5-acre public park available to all.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0009 to the City Commission; AND that PAB case 2021-0009 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 6.2 PAB 2021-0010 - Final Plat: Crane Island - Phase 2C, Scott Borowski, Clary & Associates, Agent for The Range at Crane Island, LLC.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0010 to the City Commission; AND that PAB case 2021-0010 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

6.3 CITY OF FERNANDINA BEACH, AGENT FOR IP HOLDINGS GROUP, LLC, NASSAU TRUST LLC, AND MACEDONIA AME CHURCH.

Expansion of Local Downtown Historic District Boundary to include:

BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1","3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4".

Willing property owners have requested to be included in the City's locally adopted downtown historic district boundary. LDC Section 8.03.02 (M) requires that the Planning Advisory Board make recommendations for the consideration of the Historic District Expansion before proceeding to the City Commission for final decision making through an ordinance. After following all applicable review and notice criteria provided in LDC Section 8.03.02, the Historic District Council (reference HDC 2021-0033) completed its review and issued a recommendation of approval at its regular meeting on October 21, 2021. Staff continues to support the district's expansion.

Sal Cumella, City of Fernandina Beach Preservation Planner, provided the Board with a slideshow presentation of all properties requesting the historic district designation. This included the criteria they each meet in order to qualify as a contributing historic structure.

Public comment was opened

Mike Kegler, 325 St., provided a brief explanation of the corner stone that was recently unearthed at the Macedonia church .

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of the Expansion of Local Downtown Historic District Boundary to include: BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1","3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4" to the City Commission; AND that this recommendation as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

6.4 LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB CASES 2021-12, 2021-13, 2021- 14, 2021-15, 2021-16)

The following Land Development Code Text Amendments have been reviewed and discussed over the past several months in noticed public meetings by the Planning Advisory Board. The hearing to be conducted on this agenda is for final recommendations by the PAB before moving the items to the City Commission for decision making through several ordinances. The City Commission will consider items at two public hearings anticipated for January 18, 2022 and February 15, 2022. Draft and final minutes of all prior public meetings conducted in these cases may be obtained by contacting the Department of Planning and Conservation.

Prior meeting dates include: 9/8/21, 9/22/21, 10/13/21, 10/27/21, and 11/10/21.

6.4.1 CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-12): MINOR AMENDMENTS TO ADDRESS ERRORS, OMISSIONS AND CORRECTIONS INCLUDING SECTION 1.03.05 CONSTRUCTION OR DEMOLITION OF STRUCTURES ON COMBINED LOTS TO ADDRESS PROCEDURAL REQUIREMENTS FOR SEEKING A VARIANCE; AND AMENDING SECTION 1.07.00 DEFINITION OF VARIANCE; AND SECTION 2.03.02 ADDING CEMETERIES AS PERMISSIBLE WITHIN REC ZONING DISTRICT, ADDING HEALTH CLUBS AND GYMS AS PERMISSIBLE IN C-1 ZONING DISTRICT, ADDING MUSIC,

DANCING, PHOTOGRAPHY, OR ART STUDIOS AS PERMISSIBLE IN C-1 ZONING DISTRICT; AND SECTION 4.05.12 TO INCLUDE REFERENCE FOR PORT BUFFER REQUIREMENTS CONSISTENT WITH THE COMPREHENSIVE PLAN; AND SECTION 5.01.03 CLARIFYING ACCESSORY STRUCTURE SETBACKS TO INCLUDE FRONT YARD SETBACK MEASUREMENT; AND SECTION 5.01.05 TO CLARIFY THE MEASUREMENT OF FENCES AND WALLS; AND SECTION 5.01.06 ALLOWING FOR VINYL DUMPSTER ENCLOSURES AND ADDING AN EXEMPTION FOR INDUSTRIAL USES ON I-2 ZONED PROPERTIES; AND SECTION 6.02.04 CLARIFYING SUPPLEMENTAL STANDARDS FOR MOTORIZED VEHICLE SALES WITHIN THE MU-8 ZONING DISTRICT; AND SECTION 8.01.02(D) TO REFERENCE PREVIOUSLY CORRECTED PARKING STANDARDS WITHIN THE COMMUNITY REDEVELOPMENT AREA (CRA); and SECTION 7.01.04(a) FOOTNOTE 2 TO REFERENCE TO CRA PARKING STANDARDS; AND AMENDING SECTION 11.02.01 TO PROVIDE ADDITIONAL NOTICE REQUIREMENTS FOR CERTAIN APPLICATIONS; AND AMENDING 11.02.03 EXPANDING MAILED NOTICE REQUIREMENTS TO 500 FEET; AND AMENDING 11.07.01 CLARIFYING APPEALS OF ADMINISTRATIVE DECISIONS

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0012 to the City Commission; AND that PAB case 2021-0012 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

642 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-13):** CITY COMMISSION DIRECTED TREE ORDINANCE UPDATES INCLUDING AMENDING SECTION 4.05.03 LANDSCAPE REQUIREMENTS, SECTION 4.05.04 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT, SECTION 4.05.10 STANDARDS FOR RETENTION AND DETENTION PONDS, ADDING SECTION 10.03.01 (c) ADMINISTRATIVE WAIVERS FOR TREE PROTECTION, 11.05.03 INSTALLATION AND MAINTENANCE GUARANTEES FOR LANDSCAPING

Mr. Platt provided a review of the history of the proposed changes.

Member Robas inquired about the potential expansion of a wetland buffer. Mr. Platt confirmed that staff is currently working on updating and expanding the wetland layer in GIS and will use that data to conduct a thorough analysis of this proposed amendment, to be presented at a later date.

Members discussed an email that was submitted by the Amelia Tree Conservancy recommending using the classification of “native shade tree”. Concerns were raised about locations such as Fletcher Avenue and the ability for native shade trees to thrive in high salt environments.

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0013 to the City Commission; AND that PAB case 2021-0013 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

643 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-14):** FLORIDA STATUTE DIRECTED MOBILE FOOD DISPENSING “FOOD TRUCKS” ADDING DEFINITIONS IN LDC SECTION 1.00.07, ADDING MOBILE FOOD TRUCK PARK AS A

USE SUBJECT TO SUPPLEMENTAL STANDARDS IN LDC SECTION 2.03.02 AND PROVIDING SUPPLEMENTAL STANDARDS IN LDC SECTION 6.02.15.

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Stevenson to recommend approval of PAB case 2021-0014 to the City Commission; AND that PAB case 2021-0014 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 644 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-15): ENCROACHMENTS TO ADD DEFINITIONS IN LDC SECTION 1.07.00 FOR DECKS, BALCONIES, AND PORCHES AND AMENDING SECTION 4.02.03 (a) ADDING A PORCH ENCROACHMENT ALLOWANCE AND CLARIFYING DECK SETBACKS**

Mr. Platt reviewed discussions held over previous PAB regular meetings and workshops and the Board agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0015 to the City Commission; AND that PAB case 2021-0015 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 645 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-16): OLD TOWN DESIGN STANDARDS IN SECTIONS 8.01.01.02 (c)(3) AND (J) TO CLARIFY SPECIFIC ALLOWANCES FOR THE DEVELOPMENT OF CONNECTING ELEMENTS BETWEEN SIDE YARD AND FRONTAGE CORRIDORS**

Mr. Platt provided the Board with a brief overview of the history of Old Town's platted lots of record and why the visibility corridors are such a key design element.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Robas to recommend approval of PAB case 2021-0016 to the City Commission; AND that PAB case 2021-0016 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

7. BOARD BUSINESS

- 7.1 Elect Vice-Chair

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Gingher to elect Member Robas as Vice-Chair.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

Chair Minshew stated that she felt this has been a highly productive year and thanked everyone for their dedication and energy.

8. STAFF REPORT

9. PUBLIC COMMENT

No parties wished to speak.

10. ADJOURNMENT 7:22

Taylor Hartmann. Recording Secretary

Genece Minshew, Chair

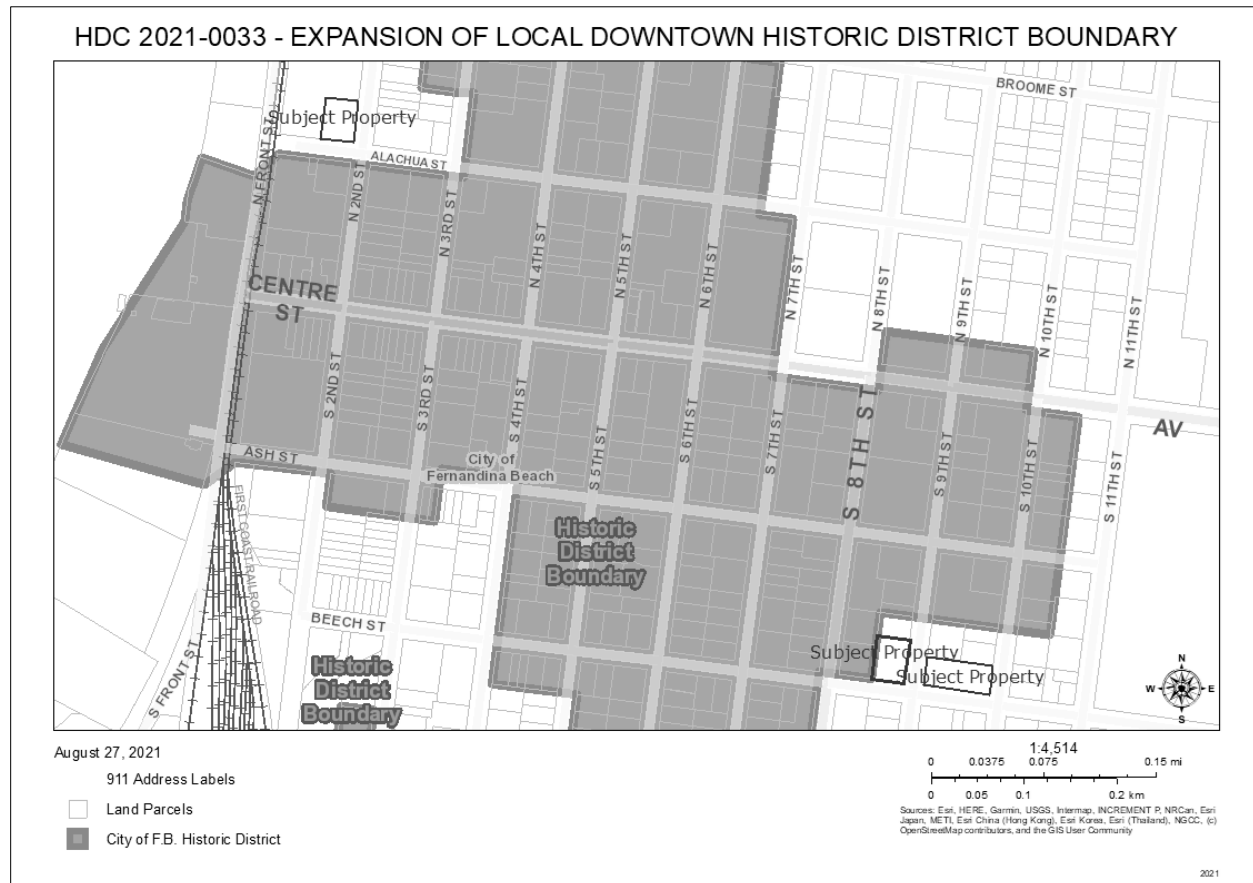


**NOTICE OF PUBLIC HEARING
HISTORIC DISTRICT COUNCIL WORKSHOP
CITY OF FERNANDINA BEACH**

NOTICE IS HEREBY GIVEN that the Historic District Council of the City of Fernandina Beach, Florida, will hold a workshop on **Thursday, September 16, 2021 at 4:00 PM** in the City Commission Chambers, 204 Ash Street, Fernandina Beach, Florida to consider:

CITY OF FERNANDINA BEACH, AGENT FOR IP HOLDINGS GROUP, LLC AND NASSAU TRUST LLC (HDC 2021-0033): EXPANSION OF LOCAL DOWNTOWN HISTORIC DISTRICT BOUNDARY TO INCLUDE:

BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1","3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4". (*Quasi-Judicial*)



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.

Copies of the applications may be inspected in the office of the Department of Planning & Conservation, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. To make an appointment with a planner, please call 904-310-3480.

Thank you so much.

Note to News Leader:

**** This ad cannot be included in the legal or the classified section of the newspaper. ****
Please run as a DISPLAY ad in the Wednesday, September 1, 2021 issue.

ORDINANCE 2022-02

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF FERNANDINA BEACH, FLORIDA, BY AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE VI, CODE ENFORCEMENT AND SPECIAL MAGISTRATE, BY REPEALING THE SECTIONS IN ARTICLE VI IN THEIR ENTIRETY, RETITLING THE ARTICLE "CODE ENFORCEMENT" AND NUMBERING WITH NEW SEQUENCE OF SECTION NUMBERS; AMENDING CHAPTER 2 BY CREATING SECTION 360, INTENT; CREATING SECTION 361, DEFINITIONS; CREATING SECTION 362, APPOINTMENT OF SPECIAL MAGISTRATE; CREATING SECTION 363, JURISDICTION OF SPECIAL MAGISTRATE; CREATING SECTION 364, POWERS AND DUTIES; CREATING SECTION 365, NOTICE OF VIOLATION/NOTICE OF HEARING; RESERVING SECTIONS 2-366-2-367; CREATING SECTION 368, CONDUCT OF HEARINGS; CREATING SECTION 369, PENALTIES FOR VIOLATION, LIENS; CREATING SECTION 370, APPEALS OF SPECIAL MAGISTRATE DECISIONS; RESERVING SECTIONS 371-410; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City has a duty to enforce code violations to maintain the health, safety and welfare of its citizens; and

WHEREAS, the City Commission enacted Ordinance 2002-09 to create a Code Enforcement and Appeals Board to determine violations of City ordinances and assess fines and fees for violators that do not correct violations; and

WHEREAS, the City Commission enacted Ordinances 2006-19 and 2007-06 to add appeals of decisions made by the Building Official and Fire Marshal, respectively, to the Code Enforcement and Appeals Board list of duties; and

WHEREAS, the City Commission desires to change the process by which Code Enforcement cases are heard by utilizing a Special Magistrate system of hearing and enforcement instead of the Code Enforcement Board.

NOW, THEREFORE, THE CITY OF FERNANDINA BEACH, FLORIDA, HEREBY ENACTS:

SECTION 1. It is proposed that Chapter 2, Article IV, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby repealed in its entirety as follows:

~~DIVISION 1.-- CODE ENFORCEMENT~~

~~Sec. 2-381. – Establishment.~~

~~There is hereby established a board to be called the code enforcement and appeals board.~~

~~Sec. 2-382. – Definitions.~~

~~The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~*Authority having jurisdiction (AHJ)* means the duly appointed fire chief or fire marshal of the city.~~

~~*Board* has the same meaning as enforcement board below.~~

~~*Building official* means the building official of the city, as the enforcement officer of the Standard Unsafe Building Abatement Code.~~

~~*City attorney* means the Charter Officer and Legal Counselor for the City of Fernandina Beach.~~

~~*City commission* means the legislative body of the City of Fernandina Beach.~~

~~*City Code and City Ordinances* means the Code of Ordinances of the City of Fernandina Beach, as amended from time to time, and city ordinances enacted by the city commission to be codified into the Code of Ordinances of the City of Fernandina Beach.~~

~~*Code inspector or code enforcement officer* means any authorized agent or employee of the city whose duty it is to assure code compliance.~~

~~*Enforcement board or code enforcement board* means the city code enforcement and appeals board.~~

~~*Fire codes* means the Florida Specific edition of NFPA 101, the Life Safety Code, and the Florida specific edition of NFPA 1, the Uniform Fire Code, as adopted within chapter 69A-60, Florida Administrative Code, of the Florida Fire Prevention Code, all as adopted by the state fire marshal and the city commission pursuant to law.~~

~~*Fire marshal* means the same as the authority having jurisdiction (AHJ), and the terms may be used interchangeably for the purposes of this article.~~

~~*Local governing body or city* means the City of Fernandina Beach.~~

~~*Local governing attorney* means the city attorney or any attorney designated by the city commission to represent the code enforcement and appeals board.~~

~~*Member* means a regular member of the enforcement board, or an alternate member when the alternate member has been seated due to the absence or disqualification of the regular member.~~

~~*Person* means an individual, firm association, organization, partnership, company, corporation, or any other business entity, trust, whether government or private.~~

~~*Repeat violation* means a violation of a provision of a code or ordinance by a person who has been previously found by the special magistrate(s), through a code enforcement board or any other quasi-judicial or judicial process, to have violated or who has admitted violating the same provision within five years prior to the violation, notwithstanding the violations occur at different locations.~~

~~*Special magistrate*: any special magistrate appointed by the city commission to hear code enforcement violation cases and/or appeal cases.~~

~~*Standard Building Code* means the Standard Building Code by the South Building Congress International, Inc. in the version as adopted by the city commission.~~

~~*Standard Unsafe Building Abatement Code* means the Standard Unsafe Building Abatement Code by the South Building Congress International, Inc. in the version as adopted by the city commission.~~

Sec. 2-383. — Membership; term of office; officers.

~~(a) — *Appointment of members.* The city commission shall appoint seven regular members and two alternate members to the code enforcement and appeals board.~~

~~(b) — *Eligibility for membership.* The following conditions for eligibility for appointment to the board shall apply:~~

~~(1) — *Place of residence.* Each member shall reside in the city.~~

~~(2) — *City employees and members of city commission.* No member of the city commission or employee of the city shall be eligible of membership on the board.~~

~~(3) — *Qualifications.* The membership of the code enforcement and appeals board shall, whenever possible, include persons in the following fields:~~

~~a. — An architect;~~

~~b. — A business person;~~

~~c. — An engineer;~~

~~d. — A general contractor;~~

~~e. — A realtor;~~

~~f. — A subcontractor; and~~

~~g. — A person with zoning and/or building experience.~~

~~(c) — *Term of office.* The terms of the members shall be for three years, except that, in the appointment of the first members of the code enforcement and appeals board after July 18, 2006 two members shall be appointed for a term of one year, three members shall be appointed for a term of two years, and two members shall be appointed for a term of three years.~~

~~(d) — *Reappointment.* A member may be reappointed upon approval of the city commission for a term of three years.~~

- (e) ~~Vacancy.~~ An appointment to fill any vacancy on an enforcement board shall be for the remainder of the unexpired term of office.
- (f) ~~Officers.~~ The members shall elect, by majority vote, a chair and vice chair from among the members. The chair, or, in the absence of the chair, the vice chair, may administer oaths and compel the attendance of witnesses.
- (g) ~~Secretary.~~ The code inspector shall serve as secretary to the board and shall make a detailed record of all its proceedings, which shall set forth the reasons for its decisions, the vote of each member, the absence of each member and any failure of a member to vote. The secretary shall keep minutes of all meetings and shall maintain all the records of the board. All approved minutes shall be submitted to the office of the city clerk.

Sec. 2-384. — Vacancies.

Vacancies on the code enforcement and appeals board shall be filled for an unexpired term in the manner in which original appointments are required to be made.

Sec. 2-385. — Compensation of members.

All members of the code enforcement and appeals board shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties as set forth in F.S. Chapter 112.

Sec. 2-386. — Removal of members.

A member of the code enforcement and appeals board shall be automatically removed from the board and the member's seat declared vacant under any of the following conditions:

- (1) If the member moves outside the city.
- (2) If a member has three absences at the board's regular meetings in one calendar year.

Sec. 2-387. — Jurisdiction; powers and duties.

- (a) The code enforcement and appeals board shall have the jurisdiction and authority to hear and decide alleged violations of the following:
 - (1) City of Fernandina Beach Code of Ordinances;
 - (2) State, county and local laws and ordinances whose intent is to promote the health, welfare and safety of the citizens of the city.
- (b) The jurisdiction of the code enforcement and appeals board shall not be exclusive. Any alleged violation of any of the provisions in subsection (a) may be pursued by appropriate remedy in court at the option of the administrative official whose responsibility it is to enforce that respective code or ordinance.
- (c) The code enforcement and appeals board shall have the powers as set forth in F.S. section 162.08 as may be amended from time to time.
- (d) Additional powers and duties:
 - (1) The code enforcement and appeals board shall also hear issues relating unsafe housing, pursuant to the Standard Unsafe Building Abatement Code as those cases may be brought forth by the Building Official;

- (2) ~~The code enforcement and appeals board shall also hear appeals from decisions and interpretations of the building official and consider variance of technical codes, as set forth in the Standard Building Code.~~
- (3) ~~The code enforcement and appeals board shall also hear appeals from decisions of the fire marshal and shall provide reasonable interpretation of the provision of the fire codes, as set forth in NFPA 1, Uniform Fire Code, section 1.10.~~
 - a. ~~In its rulings, the board shall ensure that the intent of the fire code is complied with and public safety is secure.~~

Sec. 2-387.1. -- Appeals of decisions of the building official relating to the Standard Building Code.

- (a) ~~The owner of a building, structure or service system, or his duly authorized agent, may appeal a decision of the building official to the code enforcement and appeals board whenever any one of the following conditions are claimed to exist:~~
 - (1) ~~The building official rejected or refused to approve the mode or manner of construction proposed to be followed or materials to be used in the installation or alteration of a building, structure or service system.~~
 - (2) ~~The provisions of this code do not apply to this specific case.~~
 - (3) ~~That an equally good or more desirable form of installation can be employed in any specific case.~~
 - (4) ~~The true intent and meaning of this code or any of the regulations there under have been misconstrued or incorrectly interpreted.~~
- (b) ~~Notice of appeal. Notice of appeal shall be in writing and filed within 30 calendar days after the decision is rendered by the building official. Appeals may be in a form as provided by the community development department, or such other written document which will adequately explain the issue being appealed.~~
- (c) ~~Unsafe or dangerous building or service systems. In the case of a building, structure or service system which, in the opinion of the building official, is unsafe, unsanitary or dangerous, the building official may, in his order, limit the time for such appeals to a shorter period.~~

Sec. 2-387.2. -- Variances to the Standard Building Code.

- (a) ~~*Variances.* The code enforcement and appeals board, when so appealed to and after a hearing, may vary the application of any provision of this code to any particular case when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of this or the technical codes or public interest, and also finds all of the following:~~
 - (1) ~~That special conditions and circumstances exist which are peculiar to the building, structure, or service system involved and which are not applicable to others.~~
 - (2) ~~That the special conditions and circumstances do not result from the action or inaction of the applicant.~~
 - (3) ~~That granting the variance requested will not confer on the applicant any special privilege that is denied by the technical code to other buildings, structures or services system.~~
 - (4) ~~That the variance granted is the minimum variance that will make possible the reasonable use of the building, structure or service system.~~

(5) ~~That the grant of the variance will be in harmony with the general intent and purpose of the technical code and will not be detrimental to the public health, safety and general welfare.~~

(b) ~~*Conditions of the variance.* In granting the variance, the board may prescribe a reasonable time limit within which the action for which the variance is required shall be commenced or completed or both. In addition, the board may prescribe appropriate conditions and safeguards in conformity with the technical code. Violation of the conditions of a variance shall be deemed a violation of the technical code.~~

Sec. 2.387.3. ~~Appeals and interpretations of decisions of the fire marshal.~~

(a) ~~The code enforcement and appeals board shall meet as required to interpret the provisions of the fire code, and to consider and rule on any properly filed appeal from a decision of the AHJ.~~

(b) ~~Any person shall be permitted to appeal a decision of the AHJ to the board when it is claimed that any one or more of the following conditions exist:~~

(1) ~~The true intent of the codes or ordinances described in the fire code has been incorrectly interpreted.~~

(2) ~~The provisions of the fire code or ordinances do not fully apply.~~

(3) ~~A decision is unreasonable or arbitrary as it applies to alternatives or new materials.~~

(c) ~~An appeal shall be submitted to the AHJ in writing within 30 calendar days of notification of violation outlining the fire code provision from which relief is sought and the remedy proposed.~~

(1) ~~All documentation supporting an appeal shall be given to the AHJ, and submitted to the board for review, along with materials prepared by the AHJ.~~

(d) ~~The board shall give a minimum of five days' notice of the hearing date, and shall meet on an appeal within 30 calendar days of the filing of the appeal.~~

(e) ~~All meetings of the board shall be public, and shall be conducted in the manner provided for other matters coming before the board.~~

(f) ~~As required by NFPA 1, Uniform Fire Code, section 1.10.6, a minimum quorum of four members shall be required to hear matters involving the fire code, and a majority vote shall be required to vary the application of any provision of the fire code, or in modifying an order of the AHJ.~~

Sec. 2-388. ~~Quorum and voting.~~

(a) ~~For the purpose of transacting business at any meeting or hearing, a majority of the board members shall constitute a quorum. Approval of actions requires an affirmative vote of a majority of the members. For variance and appeal hearings, the quorum requirement is five members.~~

(b) ~~In the event that regular members are unable to attend a meeting, the alternate members shall vote.~~

(c) ~~A member shall abstain from voting on a particular issue or shall be disqualified by majority vote of the remaining members present, if any of the following circumstances apply:~~

(1) ~~The member has a direct financial interest in the outcome of the matter;~~

(2) ~~The matter at issue involves the members own official conduct;~~

(3) ~~Participation in the matter might violate the letter or spirit of a member's code of professional responsibility;~~

- (4) ~~The member has such close personal ties to the applicant that the member cannot reasonably be expected to exercise sound judgment in the public interest.~~
- (d) ~~A regular member absent during the presentation of evidence in a hearing may not participate in the deliberations or vote regarding the matter of the hearing.~~
- (e) ~~An alternate who has been present and has heard all evidence presented may participate in all deliberations, but may not make a motion or vote on the issue. If a regular member is absent or a regular member abstains or is disqualified from a vote the alternates are authorized to and shall vote as a regular member, in accordance with their designation as alternate number 1 and alternate number 2, in that order.~~
- (f) ~~For variances from the building code, the affirmative vote by five members shall be required.~~
- (g) ~~For appeals from decisions of the building official, the affirmative vote by five members shall be required.~~

Sec. 2-389. ~~Rights of disqualified member.~~

- (a) ~~An abstaining or disqualified member of a hearing body or board shall not be counted for purposes of forming a quorum.~~
- (b) ~~A board member who takes a position on the issue based upon personal interest may do so only by abstaining from voting on the proposal, vacating the seat on the hearing body or board, physically joining the audience, and making full disclosure of his/her status and position at the time of addressing the hearing body or board.~~

Sec. 2-390. ~~Enforcement procedures.~~

~~Enforcement procedures shall be as set forth in F.S. section 162.06 as may be amended from time to time.~~

Sec. 2-391. ~~Conduct of hearing.~~

- (a) ~~The board's conduct of hearing shall be as set forth in F.S. section 162.07 as may be amended from time to time.~~
- (b) ~~The board shall adopt rules for the conduct of its hearings and shall file said rules with the city clerk.~~
- (c) ~~The board shall meet at the call of the chair, at the request of three members of the board, and at such other times as the board may determine.~~

Sec. 2-392. ~~Administrative fines; costs of repair; liens.~~

~~Administrative fines, costs of repair and liens shall be as set forth in F.S. section 162.09 as may be amended from time to time.~~

Sec. 2-393. ~~Duration of lien.~~

~~The duration of liens shall be as set forth in F.S. section 162.10 as may be amended from time to time.~~

Sec. 2-394. ~~Legal representation.~~

~~The city commission shall appoint legal counsel to represent the code enforcement board. The legal counsel to the code enforcement board shall not also represent the city by presenting cases before the board. Each case before the board shall be presented by either an independent attorney or by a member of the administrative staff of the city.~~

Sec. 2-395. — Appeals.

An aggrieved party, including the city, may appeal a final administrative order of an enforcement board to the circuit court. Such appeal shall not be a hearing de novo but shall be limited to appellate review of the record created before the enforcement board. An appeal shall be filed within 30 days of the execution of the order to be appealed.

DIVISION 2. — SPECIAL MAGISTRATE

Sec. 2-396. — Jurisdiction.

- (a) ~~All civil infractions of provisions of the Code of Ordinances or the Land Development Code of the City of Fernandina Beach, as amended and city ordinances duly adopted by the City of Fernandina Beach may be enforced by any of the remedies as set forth in this article, including code enforcement board or special magistrate, or as otherwise provided by law.~~
- (b) ~~The special magistrate or magistrates shall have jurisdiction to hear and decide appeals originating from the issuance of citations by code enforcement officers due to violations of the Code of Ordinances and Land Development Code of the City of Fernandina Beach.~~
- (c) ~~Any alleged violation of the aforesaid Code of Ordinances or Land Development Code may also be enforced in a court of competent jurisdiction.~~

Sec. 2-397. — Appointment, qualifications and removal.

- (a) ~~The special magistrate shall be appointed by the city commission and shall serve with compensation as established by the city commission upon appointment. The city may utilize the services of one or more special magistrates to conduct hearings concerning the City Code and city ordinances.~~
- (b) ~~The special magistrate shall be an attorney licensed to practice law in the state of Florida, be a member in good standing of the Florida Bar Association and possess a minimum of five years prior legal experience.~~
- (c) ~~Special magistrates shall serve for terms established by the city commission. Special magistrates shall be subject to removal, with or without cause, from their positions at any time during their term, by the city commission.~~

Sec. 2-398. — Powers of special magistrate.

- (a) ~~Special magistrate shall have the power to:~~
 - (1) ~~Adopt rules for the conduct of hearings;~~
 - (2) ~~Subpoena alleged violators and witnesses to hearings;~~
 - i. ~~Subpoenas may be served by the city police department;~~
 - (3) ~~Subpoena evidence to hearings;~~
 - (4) ~~Administer oaths and take testimony under oath;~~
 - (5) ~~Enter orders finding a violation or non-violation.~~

Sec. 2-399. — Special magistrate enforcement and appeal procedure.

- (a) ~~It shall be the duty of the alleged violator to initiate an appeal of a citation due to a violation of the City Code or Land Development Code through the special magistrate process. The special magistrate shall not have the power to initiate such appeal proceedings.~~

- ~~(b) In the case of a first-time violation of the City Code or Land Development Code, the code enforcement officer shall notify the violator and give him or her a reasonable time to correct the violation. Should the violation continue beyond the time specified for correction, the code enforcement officer may issue a citation to the person who has committed the violation.~~
- ~~(c) If a repeat violation is found, the code enforcement officer shall notify the violator, but is not required to give the violator a reasonable time to correct the violation before issuing a citation.~~
- ~~(d) If a code enforcement officer or law enforcement officer has reason to believe a violation presents a serious threat to public health, safety, or welfare, or if the violation is irreparable or irreversible in nature, the code enforcement officer need not provide the person with a reasonable time period to correct the violation and may immediately issue a citation.~~
- ~~(e) A violator who has been served with a citation shall elect either to:
 - ~~(1) Pay the civil fine in the manner indicated on the citation; or~~
 - ~~(2) File a written request for a hearing before the special magistrate to appeal the decision of the code inspector or law enforcement officer that resulted in the issuance of the citation. The written request shall be submitted to the community development department no later than ten days after service of the citation, and shall be accompanied by a \$75.00 appeal fee. The fee may be returned to the violator if the special magistrate rules in favor of the violator. All disputes regarding proper notice of the violation and timeliness of the appeal shall be heard by the special magistrate prior to any hearing on the merits of the violation itself.~~~~
- ~~(f) The procedures for appeal of the citation to the special magistrate shall be as set forth in this division. A courtesy mail notice shall be promptly provided to the complainant of any hearing regarding the notice of violation, and the complainant may testify at such hearings; provided, however, that non-transmission of the courtesy notice to the complainant shall not in any way invalidate, affect, or impair any of the further proceedings, actions, or determinations in the case. Failure to give such notice shall not be a cause for continuance or cancellation of any scheduled hearing of the matter. Only two continuances, for no longer than 20 days each, shall be granted by the special magistrate for any administrative hearing unless the alleged offender, at a hearing on a motion for continuance, establishes by testimony, and/or other evidence, that good cause exists for a further continuance. If the special magistrate finds that a violation has occurred and the appeal denied, the applicable penalty set forth in the citation and applicable city ordinance plus administrative costs and attorney's fees shall be imposed.~~
- ~~(g) Failure of the named violator to appeal the decision of the code inspector or law enforcement officer within the prescribed time period shall constitute a waiver of the violator's right to administrative hearing before the special magistrate. A waiver of the right to an administrative hearing shall be treated as an admission of the violation and penalties shall be assessed accordingly.~~

Sec. 2-400. — Conduct of special magistrate hearings.

- ~~(a) The city shall provide a hearing room and clerical staff as may be reasonably required by the special magistrate to conduct hearings and perform his or her duties. All hearings by the special magistrate shall be open to the public and minutes shall be kept of all hearings.~~
- ~~(b) Each case before the special magistrate shall be presented by either the code enforcement officer with the assistance of the city attorney, or designee.~~
- ~~(c) All relevant evidence shall be admitted. The special magistrate may exclude irrelevant or unduly repetitious evidence.~~

- ~~(d) Each party to the hearing shall have the right to call and examine witnesses, introduce exhibits, cross-examine opposing witnesses, impeach witnesses and rebut evidence. The general public shall not be entitled to present evidence although members of the general public who have relevant evidence to offer may be called as witnesses by either party.~~
- ~~(e) The alleged violator has the right, at his or her own expense, to be represented by an attorney at any hearing.~~
- ~~(f) All testimony before the special magistrate shall be under oath and shall be recorded. The alleged violator or the city may cause the proceedings to be recorded by a certified court reporter or other certified recording instrument; however, the city shall be under no obligation to provide a certified court reporter or other certified recording instrument, but, rather the city may use a recording device of its choice to satisfy its obligation to the record the meeting.~~
- ~~(g) The burden of proof shall be with the code enforcement officer and/or city attorney to show by the greater weight of evidence, that a code violation exists and that the alleged violator committed, allowed, or was responsible for the violation.~~
- ~~(h) If notice has been provided to the violator of the public hearing, the hearing may be conducted and an order rendered in the absence of the alleged violator.~~

~~Sec. 2-401. Issuance of an order by special magistrate.~~

- ~~(a) At the conclusion of the hearing, the special magistrate shall issue an order setting forth findings of fact based upon evidence of record, and issue conclusions of law, and shall render a decision affording the proper relief consistent with the powers granted in this division.~~
- ~~(b) The written order shall be issued within a reasonable period of time subsequent to the hearing.~~

~~Sec. 2-402. Appeal of final order of special magistrate.~~

~~An aggrieved party, including the city, may appeal a final administrative order of the special magistrate to the circuit court. Such appeal shall not be a hearing de novo but shall be limited to appellate review of the record before the special magistrate. An appeal shall be filed within 30 days from the date of rendition of the special magistrate's order to be appealed.~~

SECTION 2. It is hereby proposed that an Article IV, Code Enforcement, be created under Chapter 2, Administration, of the Code of Ordinances, City of Fernandina Beach, Florida.

SECTION 3. It is proposed that Chapter 2, Article IV, Section 360, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 360. Intent

It is the intent of this article to promote, protect, and improve the health, safety, and welfare of the citizens of the City of Fernandina Beach by authorizing the creation of one or more code enforcement special magistrates ("special magistrate") with authority to impose administrative fines and other non-criminal penalties to provide an equitable and expeditious method of enforcing certain codes and ordinances in force in the City, where a pending or repeated violation continues to exist after property owner receives notice of violation.

SECTION 4. It is proposed that Chapter 2, Article IV, Section 361, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 361. Definitions

The following words, terms and phrases used in this article, have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

City Commission means the legislative body of the City of Fernandina Beach.

City Code and City Ordinances means the Code of Ordinances, the Land Development Code or lawfully-enacted ordinances not codified, of the City of Fernandina Beach as amended from time to time.

Code inspector or code enforcement officer means any authorized agent or employee of the city whose duty it is to assure code compliance.

Costs include but are not necessarily limited to, City staff costs for code inspection, administrative fees for City staff, costs for City staff to attend hearing(s), City postal and copy costs, recording fees, attorney fees and special magistrate fees.

Person means an individual, firm association, organization, partnership, company, corporation, or any other business entity, trust, whether government or private.

Repeat violation means a violation of a provision of a code or ordinance by a person who has been previously found by the special magistrate(s), through a code enforcement board or any other quasi-judicial or judicial process, to have violated or who has admitted violating the same provision within five years prior to the violation, notwithstanding the violations occur at different locations.

Special magistrate any special magistrate appointed by the City Commission to hear code enforcement violation cases and/or appeal cases.

Violator means the person responsible for the code violation, which, in the appropriate circumstances, is either the perpetrator of the violation or the owner of the real property upon which the violation occurred.

SECTION 5. It is proposed that Chapter 2, Article IV, Section 362, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 362. Appointment of Special Magistrate

- (a) The special magistrate is appointed by the City Commission and serves with or without compensation as established by the City Commission upon appointment. The City may utilize the services of one or more special magistrates to conduct hearings concerning alleged violations of the City Code of Ordinances, lawfully-enacted ordinances not codified and/or Land Development Code. The City Clerk is responsible for assigning cases to be heard by special magistrates, if more than one magistrate is appointed by the City Commission.

- (b) The special magistrate appointed pursuant to this Article must be a graduate of an American Bar Association-accredited law school and possess a minimum of five (5) years prior legal experience working as a licensed attorney. Preference will be granted to residents of the City of Fernandina Beach who possess such qualifications.
- (c) Special magistrates serve for terms established by the City Commission. Special magistrates are subject to removal, with or without cause, at any time during their appointed term, by the City Commission.

SECTION 6. It is proposed that Chapter 2, Article IV, Section 363, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 363. Jurisdiction of Special Magistrate

- (a) The special magistrate has the jurisdiction and authority to hear and decide alleged violations of the following:
 - (1) City of Fernandina Beach Code of Ordinances and/or Land Development Code;
 - (2) State, county and local laws and ordinances whose intent is to promote the health, welfare and safety of the citizens of the City; and
 - (3) Appeals originating from the issuance of citations by code enforcement officers due to violations of the Code of Ordinances and Land Development Code of the City of Fernandina Beach.
- (b) Any alleged violation of the aforesaid Code of Ordinances, lawfully-enacted ordinances not codified or Land Development Code may also be enforced in a court of competent jurisdiction.

SECTION 7. It is proposed that Chapter 2, Article IV, Section 364, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 364. Powers and duties.

The Special Magistrate has the power to:

- (a) Adopt rules for the conduct of hearings; provided, however, that the rules are uniform for all special magistrates.
- (b) Subpoena alleged violators and witnesses to public hearings;
 - (1) Subpoenas may be served by the city police department;
- (c) Subpoena evidence including but not limited to, books, paper records, documents, photographs, and electronically-stored information to hearings;
- (d) Administer oaths and take testimony under oath;
- (e) Enter orders finding a violation or non-violation;

- (f) Issue orders having the force of law to command whatever steps are necessary to bring a violation into compliance, including the filing of a lien against the violator's real and personal property located in Nassau County; and
- (g) Assess fines, fees and administrative costs to be paid by the violator and/or property owner.

SECTION 8. It is proposed that Chapter 2, Article IV, Section 365, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 365. Notice of Violation/Notice of Hearing

- (a) It is the duty of the code inspector to initiate enforcement proceedings of the various codes and ordinances under the jurisdiction of the special magistrate and more particularly set out hereinafter; however, no special magistrate has the power to initiate such enforcement proceedings.
- (b) Except as provided in subsection (c), if a violation of a City code or ordinance is found, the code inspector will notify the violator and give him or her a reasonable time to correct the violation. Should the violation continue beyond the time specified by the code inspector for correction, the code inspector will notify the special magistrate in writing, specifying the alleged violations of code or ordinance then existing and request a hearing. The special magistrate, through clerical staff, will schedule a hearing, and written notice of such hearing will be hand delivered or mailed as provided in § 162.12, Florida Statutes, to the property owner and/or the violator. At the option of the special magistrate, notice may additionally be served by publication or posting as provided § 162.12, Florida Statutes. If the violation is corrected and then recurs, or if the violation is not corrected by the time specified for correction by the code inspector, the case may be presented to the special magistrate even if the violation has been corrected prior to the hearing, and the notice will so state.
- (c) If a repeat violation is found, the code inspector must notify the violator but is not required to give the violator a reasonable time to correct the violation. The code inspector, upon notifying the violator of a repeat violation, will notify the special magistrate and request a hearing. The special magistrate, through clerical staff, will schedule a hearing and provide notice pursuant to § 162.12, Florida Statutes. The case may be presented to the special magistrate even if the repeat violation has been corrected prior to the hearing and the notice will so state. If the repeat violation has been corrected, the special magistrate retains the right to schedule a hearing to determine costs and impose the payment of reasonable enforcement fees upon the repeat violator. The repeat violator may choose to waive his or her rights to this hearing and pay said costs as determined by the special magistrate.
- (d) If the code inspector has reason to believe a violation presents a serious threat to the public health, safety and welfare or if the violation is irreparable or irreversible in nature, the code inspector will make a reasonable effort to notify the property owner and/or violator, and may immediately notify the special magistrate and request a hearing. The code inspector will, in their discretion, also notify the City Police Department, the Department of Health, or such other public safety agency as the code inspector deems appropriate.
- (e) If the owner of property that is subject to an enforcement proceeding before an enforcement board, special magistrate, or court transfers ownership of such property between the time the initial pleading was served and the time of the hearing, such owner must:
 - (1) Disclose, in writing, the existence and the nature of the proceeding to the prospective transferee.
 - (2) Deliver to the prospective transferee a copy of the pleadings, notices, and other materials relating to the code enforcement proceeding received by the transferor.

- (3) Disclose, in writing, to the prospective transferee that the new owner will be responsible for compliance with the applicable code and with orders issued in the code enforcement proceeding.
- (4) File a notice with the code inspector of the transfer of the property, with the identity and address of the new owner and copies of the disclosures made to the new owner, within five (5) days after the date of the transfer.

A failure to make the disclosures described in paragraphs (e)(1) through (e)(3) before the transfer creates a rebuttable presumption of fraud. If the property is transferred before the hearing, the proceeding will not be dismissed, but the new owner will be provided a reasonable period to correct the violation before the hearing is held.

SECTION 9. It is proposed that Chapter 2, Article IV, Section 368, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 368. Conduct of Hearings

- (a) Upon request of the code inspector, or at such other times as may be necessary, the special magistrate may call a code enforcement hearing. Minutes are kept of all hearings by the special magistrate through clerical staff; and all hearings and proceedings are open to the public and recorded. The City will provide clerical and administrative personnel as may be reasonably required by the special magistrate for the proper performance of their duties.
- (b) Each case before the special magistrate will be presented by the City's code inspection staff or the City Attorney.
- (c) The alleged violator has the right to be represented by an attorney, however, the alleged violator or their attorney must provide written notice of such representation at least five (5) business days prior to the scheduled date of hearing to the special magistrate and the City Attorney.
- (d) The special magistrate will hear the cases on the agenda for that day. All testimony will be under oath and be recorded. The special magistrate will take testimony from the code inspector, City Attorney, alleged violator and any witnesses. Formal rules of evidence do not apply, but fundamental due process is observed and governs the proceedings. Formal discovery, including depositions, is not permitted. The violator may choose to waive his/her rights to a hearing, in writing and pay such administrative fees and costs as determined by the special magistrate.
- (e) If written notice of the code enforcement hearing has been provided to any alleged violator, the hearing may be conducted in the absence of the violator.
- (f) The special magistrate may, at his/her own discretion, postpone or continue a hearing, and any requests for a continuance by the alleged violator or the City must be made in writing to the special magistrate no fewer than three (3) business days before the hearing.
- (g) The special magistrate may issue findings of fact based on evidence of record and conclusions of law; and may issue an order affording the proper relief consistent with powers granted in this article and in Chapter 162, Florida Statutes at the conclusion of the hearing. All such findings of fact, conclusions of law, and orders will be issued not later than twenty (20) calendar days from the date of the hearing.
- (h) Notification of the special magistrate's action will be delivered by the City to the violator by regular mail within five (5) business days of the date that order is executed.

SECTION 10. It is proposed that Chapter 2, Article IV, Section 369, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 369. Penalties for violation, liens

- (a) The special magistrate may order the violator to pay a fine in an amount specified in this section for each day past the date set by the special magistrate at a hearing for compliance. Upon written notice to the special magistrate by a code inspector of a repeat violation and a hearing thereon, the special magistrate may order the violator to pay a fine in an amount specified in this section for each day the repeat violation continues past the date of notice by the code inspector to the violator of the repeat violation. If a special magistrate finds at a hearing that a violation or repeat violation of a City code or ordinance has occurred, the special magistrate must assess administrative fees and costs against the violator even if a fine is not ordered.
- (b) A fine imposed pursuant to this section may not exceed two hundred fifty dollars (\$250.00) per violation per day for a first violation, may not exceed five hundred dollars (\$500.00) per violation per day for a repeat violation, and may not exceed five thousand dollars (\$5,000.00) for a violation found to be irreparable or irreversible in nature.

In determining the amount of the fine, if any, the special magistrate will consider the following factors:

- (1) The gravity of the violation;
 - (2) Any actions taken by the violator to correct the violation; and,
 - (3) Any previous violations committed by the violator.
- (c) A certified copy of an order imposing a fine and/or administrative fees and costs may be recorded in the public records, and thereafter will constitute a lien against the land on which the violation exists and upon any other real or personal property owned by the violator. Upon petition to the circuit court, such order may be enforced in the same manner as a court judgment by the sheriffs of this state, including execution and levy against the personal property of the violator, but such order will not be deemed a court judgment except for enforcement purposes. A fine imposed pursuant to this section will continue to accrue until the violator comes into compliance or until judgment is rendered in a suit to foreclose on a lien filed pursuant to this section, whichever occurs first. A lien arising from a fine imposed pursuant to this section runs in favor of the City, and the City Commission may execute a satisfaction or release of lien entered pursuant to this section. After three (3) months from the filing of any such lien that remains unpaid, the City may foreclose on the lien or sue to recover a money judgment for the lien plus accrued interest. No lien created pursuant to the provisions of this section may be foreclosed on real property that is a homestead under Section 4, Article X of the State Constitution. The money judgment provisions of this section do not apply to real or personal property that is covered under Section 4(a), Article X of the State Constitution.
- (d) No lien provided under this article will continue for a period longer than twenty (20) years after the certified copy of an order imposing a fine has been recorded, unless within that time an action to foreclose on the lien is commenced in a court of competent jurisdiction. In an action to foreclose on a lien, the prevailing party is entitled to recover all costs, including a reasonable attorney's fees, that it incurs in the foreclosure. The continuation of the lien affected by the commencement of the action will not be good against creditors or subsequent purchasers for valuable consideration without notice, unless a notice of lis pendens is recorded.

SECTION 11. It is proposed that Chapter 2, Article IV, Section 370, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 370. Appeals of Special Magistrate decisions

An aggrieved party, including the City, may appeal a final administrative order of the special magistrate to the circuit court. Such an appeal will not be a hearing de novo but be limited to appellate review of the record created before the special magistrate. An appeal must be filed within thirty (30) days of the execution of the order to be appealed.

SECTION 12. It is proposed that Chapter 2, Article IV, Sections 371-410, of the Code of Ordinances, City of Fernandina Beach, Florida, are hereby created and reserved.

SECTION 13. If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof is held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application will not be affected thereby.

SECTION 14. The provisions of this Ordinance will take effect on July 1, 2022.

ENACTED this ____ day of _____, 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:



CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

Date of First Reading: January 18, 2022
Date of Second Reading/Final Hearing:
Date of Publication:

Select Year: 2020 ▼

The 2020 Florida Statutes

Title XXXII

REGULATION OF PROFESSIONS AND OCCUPATIONS

Chapter 489

[View Entire Chapter](#)

CONTRACTING

489.131 Applicability.—

(1) This part applies to all contractors, including, but not limited to, those performing work for the state or any county or municipality. Officers of the state or any county or municipality shall determine compliance with this part before awarding any contract for construction, improvement, remodeling, or repair.

(2) The state or any county or municipality shall require that bids submitted for construction, improvement, remodeling, or repair on public projects be accompanied by evidence that the bidder holds an appropriate certificate or registration, unless the work to be performed is exempt under s. [489.103](#).

(3) Nothing in this part limits the power of a municipality or county:

(a) To regulate the quality and character of work performed by contractors through a system of permits, fees, and inspections which is designed to secure compliance with and aid in the implementation of state and local building laws.

(b) To enforce other laws for the protection of the public health and safety.

(c) To collect business taxes, subject to s. [205.065](#), and inspection fees for engaging in contracting or examination fees from persons who are registered with the board pursuant to local examination requirements and issue business tax receipts. However, nothing in this part shall be construed to require general contractors, building contractors, or residential contractors to obtain additional business tax receipts for specialty work when such specialty work is performed by employees of such contractors on projects for which they have substantially full responsibility and such contractors do not hold themselves out to the public as being specialty contractors.

(d) To adopt any system of permits requiring submission to and approval by the municipality or county of plans and specifications for work to be performed by contractors before commencement of the work.

(e) To require one bond for each contractor in an amount not to exceed \$5,000, which bond shall be conditioned only upon compliance with the Florida Building Code adopted pursuant to s. [553.73](#). Any such bond must be equally available to all contractors without regard to the period of time a contractor has been certified or registered and without regard to any financial responsibility requirements. Any such bonds shall be payable to the Florida Homeowners' Construction Recovery Fund and filed in each county or municipality in which a building permit is requested. Bond reciprocity shall be granted statewide. All such bonds shall be included in meeting any financial responsibility requirements imposed by any statute or rule. Any contractor who provides a third party insured warranty policy in connection with a new building or structure for the benefit of the purchaser or owner shall be exempt from the bond requirements under this subsection with respect to such building or structure.

(f) To refuse to issue permits or issue permits with specific conditions to a contractor who has committed multiple violations, when he or she has been disciplined for each of them by the board and when each disciplinary action has involved revocation or suspension of a license, imposition of an administrative fine of at least \$1,000, or probation; or to issue permits with specific conditions to a contractor who, within the previous 12 months, has had disciplinary action other than a citation or letter of guidance taken against him or her by the department or by a local board or agency which licenses contractors and has reported the action pursuant to paragraph (6)(c), for engaging in the business or acting in the capacity of a contractor without a license. However, this subsection does not supersede the provisions of s. [489.113\(4\)](#), and no county or municipality may require any certificateholder to

obtain a local professional license or pay a local professional license fee as a condition of performing any services within the scope of the certificateholder's statewide license as established under this part.

(4) Nothing in this part shall be construed to waive any requirement of any ordinance or resolution existing on October 1, 1979, of a board of county commissioners regulating the type of work required to be performed by a specialty contractor.

(5) Any official authorized to issue building or other related permits shall, before issuing a permit, ascertain that the applicant contractor is certified or is registered in the area where the construction is to take place.

(6)(a) No municipality or county may require the holder of a certificate issued pursuant to this part to sit for examination to operate within the scope of such certificate.

(b) To engage in contracting in the territorial area, an applicant shall also be registered with the board, as required by s. 489.117.

(c) Each local board or agency that licenses contractors must transmit quarterly to the board a report of any disciplinary action taken against contractors and of any administrative or disciplinary action taken against unlicensed persons for engaging in the business or acting in the capacity of a contractor including any cease and desist orders issued pursuant to s. 489.113(2)(b) and any fine issued pursuant to s. 489.127(5).

(7)(a) It is the policy of the state that the purpose of regulation is to protect the public by attaining compliance with the policies established in law. Fines and other penalties are provided in order to ensure compliance with state laws and local jurisdiction ordinances.

(b) The local governing body of a county or municipality, or its local enforcement body, is authorized to enforce the provisions of this part as well as its local ordinances against locally licensed or registered contractors, as appropriate. The local jurisdiction enforcement body may conduct disciplinary proceedings against a locally licensed or registered contractor and may require restitution, impose a suspension or revocation of his or her local license, or a fine not to exceed \$5,000, or a combination thereof, against the locally licensed or registered contractor, according to ordinances which a local jurisdiction may enact. In addition, the local jurisdiction may assess reasonable investigative and legal costs for the prosecution of the violation against the violator, according to such ordinances as the local jurisdiction may enact.

(c) In addition to any action the local jurisdiction enforcement body may take against the individual's local license, and any fine the local jurisdiction may impose, the local jurisdiction enforcement body shall issue a recommended penalty for board action. This recommended penalty may include a recommendation for no further action, or a recommendation for suspension, revocation, or restriction of the registration, or a fine to be levied by the board, or a combination thereof. The local jurisdiction enforcement body shall inform the disciplined contractor and the complainant of the local license penalty imposed, the board penalty recommended, his or her rights to appeal, and the consequences should he or she decide not to appeal. The local jurisdiction enforcement body shall, upon having reached adjudication or having accepted a plea of nolo contendere, immediately inform the board of its action and the recommended board penalty.

(d) The department, the disciplined contractor, or the complainant may challenge the local jurisdiction enforcement body's recommended penalty for board action to the Construction Industry Licensing Board. A challenge shall be filed within 60 days after the issuance of the recommended penalty to the board. If challenged, there is a presumptive finding of probable cause and the case may proceed without the need for a probable cause hearing.

(e) Failure of the department, the disciplined contractor, or the complainant to challenge the local jurisdiction's recommended penalty within the time period set forth in this subsection shall constitute a waiver of the right to a hearing before the board. A waiver of the right to a hearing before the board shall be deemed an admission of the violation, and the penalty recommended shall become a final order according to procedures developed by board rule without further board action. The disciplined contractor may appeal this board action to the district court.

(f)1. The department may investigate any complaint which is made with the department. However, the department may not initiate or pursue any complaint against a registered contractor who is not also a certified contractor where a local jurisdiction enforcement body has jurisdiction over the complaint, unless summary

procedures are initiated by the secretary pursuant to s. 455.225(8), or unless the local jurisdiction enforcement body has failed to investigate and prosecute a complaint, or make a finding of no violation, within 6 months of receiving the complaint. The department shall refer the complaint to the local jurisdiction enforcement body for investigation, and if appropriate, prosecution. However, the department may investigate such complaints to the extent necessary to determine whether summary procedures should be initiated.

2. Upon a recommendation by the department, the board may make conditional, suspend, or rescind its determination of the adequacy of the local government enforcement body's disciplinary procedures granted under s. 489.117(2).

(g) Nothing in this subsection shall be construed to allow local jurisdictions to exercise disciplinary authority over certified contractors.

(8) A local enforcement board may petition the secretary of the department for issuance of a summary order against a certificateholder or registrant for any violation of this part.

(9) The right to create local boards in the future by any municipality or county is preserved.

(10) No municipal or county government may issue any certificate of competency or license for any contractor defined in s. 489.105(3)(a)-(o) after July 1, 1993, unless such local government exercises disciplinary control and oversight over such locally licensed contractors, including forwarding a recommended order in each action to the board as provided in subsection (7). Each local board that licenses and disciplines contractors must have at least two consumer representatives on that board. If the board has seven or more members, at least three of those members must be consumer representatives. The consumer representative may be any resident of the local jurisdiction who is not, and has never been, a member or practitioner of a profession regulated by the board or a member of any closely related profession.

(11) Any municipal or county government which enters or has in place a reciprocal agreement which accepts a certificate of competency or license issued by another municipal or county government in lieu of its own certificate of competency or license allowing contractors defined in s. 489.105(3)(a)-(o), shall file a certified copy of such agreement with the board not later than 60 days after July 1, 1993, or 30 days after the effective date of such agreement.

(12) Unless specifically provided, the provisions of this part shall not be construed to create a civil cause of action.

History.—ss. 10, 17, ch. 79-200; s. 372, ch. 81-259; ss. 2, 3, ch. 81-318; s. 1, ch. 87-152; ss. 15, 20, 21, ch. 88-156; s. 30, ch. 89-289; s. 35, ch. 89-374; s. 40, ch. 91-137; s. 4, ch. 91-429; s. 6, ch. 92-55; ss. 64, 70, ch. 92-149; s. 19, ch. 93-166; s. 265, ch. 94-119; s. 4, ch. 95-240; s. 10, ch. 96-298; s. 73, ch. 96-388; s. 51, ch. 97-98; s. 1130, ch. 97-103; s. 13, ch. 97-228; s. 24, ch. 98-287; s. 10, ch. 98-419; s. 125, ch. 2000-141; s. 36, ch. 2000-154; s. 35, ch. 2001-186; s. 4, ch. 2001-372; s. 10, ch. 2004-84; s. 119, ch. 2007-5; s. 10, ch. 2013-193.

Select Year: 2020 ▼

The 2020 Florida Statutes

Title XXXIII

REGULATION OF TRADE, COMMERCE, INVESTMENTS, AND SOLICITATIONS

Chapter 553

BUILDING CONSTRUCTION STANDARDS

[View Entire Chapter](#)

553.775 Interpretations.—

(1) It is the intent of the Legislature that the Florida Building Code and the Florida Accessibility Code for Building Construction be interpreted by building officials, local enforcement agencies, and the commission in a manner that protects the public safety, health, and welfare at the most reasonable cost to the consumer by ensuring uniform interpretations throughout the state and by providing processes for resolving disputes regarding interpretations of the Florida Building Code and the Florida Accessibility Code for Building Construction which are just and expeditious.

(2) Local enforcement agencies, local building officials, state agencies, and the commission shall interpret provisions of the Florida Building Code and the Florida Accessibility Code for Building Construction in a manner that is consistent with declaratory statements and interpretations entered by the commission, except that conflicts between the Florida Fire Prevention Code and the Florida Building Code shall be resolved in accordance with s. [553.73\(11\)\(c\)](#) and (d).

(3) The following procedures may be invoked regarding interpretations of the Florida Building Code or the Florida Accessibility Code for Building Construction:

(a) Upon written application by any substantially affected person or state agency or by a local enforcement agency, the commission shall issue declaratory statements pursuant to s. [120.565](#) relating to the enforcement or administration by local governments of the Florida Building Code or the Florida Accessibility Code for Building Construction.

(b) When requested in writing by any substantially affected person or state agency or by a local enforcement agency, the commission shall issue a declaratory statement pursuant to s. [120.565](#) relating to this part and ss. [515.25](#), [515.27](#), [515.29](#), and [515.37](#). Actions of the commission are subject to judicial review under s. [120.68](#).

(c) The commission shall review decisions of local building officials and local enforcement agencies regarding interpretations of the Florida Building Code or the Florida Accessibility Code for Building Construction after the local board of appeals has considered the decision, if such board exists, and if such appeals process is concluded within 25 business days.

1. The commission shall coordinate with the Building Officials Association of Florida, Inc., to designate a panel composed of seven members to hear requests to review decisions of local building officials. Five members must be licensed as building code administrators under part XII of chapter 468, one member must be licensed as an architect under chapter 481, and one member must be licensed as an engineer under chapter 471. Each member must have experience interpreting or enforcing provisions of the Florida Building Code and the Florida Accessibility Code for Building Construction.

2. Requests to review a decision of a local building official interpreting provisions of the Florida Building Code or the Florida Accessibility Code for Building Construction may be initiated by any substantially affected person, including an owner or builder subject to a decision of a local building official or an association of owners or builders having members who are subject to a decision of a local building official. In order to initiate review, the substantially affected person must file a petition with the commission. The commission shall adopt a form for the

petition, which shall be published on the Building Code Information System. The form shall, at a minimum, require the following:

- a. The name and address of the county or municipality in which provisions of the Florida Building Code or the Florida Accessibility Code for Building Construction are being interpreted.
- b. The name and address of the local building official who has made the interpretation being appealed.
- c. The name, address, and telephone number of the petitioner; the name, address, and telephone number of the petitioner's representative, if any; and an explanation of how the petitioner's substantial interests are being affected by the local interpretation of the Florida Building Code or the Florida Accessibility Code for Building Construction.
- d. A statement of the provisions of the Florida Building Code or the Florida Accessibility Code for Building Construction which are being interpreted by the local building official.
- e. A statement of the interpretation given to provisions of the Florida Building Code or the Florida Accessibility Code for Building Construction by the local building official and the manner in which the interpretation was rendered.
- f. A statement of the interpretation that the petitioner contends should be given to the provisions of the Florida Building Code or the Florida Accessibility Code for Building Construction and a statement supporting the petitioner's interpretation.
- g. Space for the local building official to respond in writing. The space shall, at a minimum, require the local building official to respond by providing a statement admitting or denying the statements contained in the petition and a statement of the interpretation of the provisions of the Florida Building Code or the Florida Accessibility Code for Building Construction which the local jurisdiction or the local building official contends is correct, including the basis for the interpretation.

3. The petitioner shall submit the petition to the local building official, who shall place the date of receipt on the petition. The local building official shall respond to the petition in accordance with the form and shall return the petition along with his or her response to the petitioner within 5 days after receipt, exclusive of Saturdays, Sundays, and legal holidays. The petitioner may file the petition with the commission at any time after the local building official provides a response. If no response is provided by the local building official, the petitioner may file the petition with the commission 10 days after submission of the petition to the local building official and shall note that the local building official did not respond.

4. Upon receipt of a petition that meets the requirements of subparagraph 2., the commission shall immediately provide copies of the petition to the panel, and the commission shall publish the petition, including any response submitted by the local building official, on the Building Code Information System in a manner that allows interested persons to address the issues by posting comments.

5. The panel shall conduct proceedings as necessary to resolve the issues; shall give due regard to the petitions, the response, and to comments posed on the Building Code Information System; and shall issue an interpretation regarding the provisions of the Florida Building Code or the Florida Accessibility Code for Building Construction within 21 days after the filing of the petition. The panel shall render a determination based upon the Florida Building Code or the Florida Accessibility Code for Building Construction or, if the code is ambiguous, the intent of the code. The panel's interpretation shall be provided to the commission, which shall publish the interpretation on the Building Code Information System and in the Florida Administrative Register. The interpretation shall be considered an interpretation entered by the commission, and shall be binding upon the parties and upon all jurisdictions subject to the Florida Building Code or the Florida Accessibility Code for Building Construction, unless it is superseded by a declaratory statement issued by the Florida Building Commission or by a final order entered after an appeal proceeding conducted in accordance with subparagraph 7.

6. It is the intent of the Legislature that review proceedings be completed within 21 days after the date that a petition seeking review is filed with the commission, and the time periods set forth in this paragraph may be waived only upon consent of all parties.

7. Any substantially affected person may appeal an interpretation rendered by the panel by filing a petition with the commission. Such appeals shall be initiated in accordance with chapter 120 and the uniform rules of

procedure and must be filed within 30 days after publication of the interpretation on the Building Code Information System or in the Florida Administrative Register. Hearings shall be conducted pursuant to chapter 120 and the uniform rules of procedure. Decisions of the commission are subject to judicial review pursuant to s. 120.68. The final order of the commission is binding upon the parties and upon all jurisdictions subject to the Florida Building Code or the Florida Accessibility Code for Building Construction.

8. The burden of proof in any proceeding initiated in accordance with subparagraph 7. is on the party who initiated the appeal.

9. In any review proceeding initiated in accordance with this paragraph, including any proceeding initiated in accordance with subparagraph 7., the fact that an owner or builder has proceeded with construction may not be grounds for determining an issue to be moot if the issue is one that is likely to arise in the future.

This paragraph provides the exclusive remedy for addressing requests to review local interpretations of the Florida Building Code or the Florida Accessibility Code for Building Construction and appeals from review proceedings.

(d) Upon written application by any substantially affected person, contractor, or designer, or a group representing a substantially affected person, contractor, or designer, the commission shall issue or cause to be issued a formal interpretation of the Florida Building Code or the Florida Accessibility Code for Building Construction as prescribed by paragraph (c).

(e) Local decisions declaring structures to be unsafe and subject to repair or demolition are not subject to review under this subsection and may not be appealed to the commission if the local governing body finds that there is an immediate danger to the health and safety of the public.

(f) Upon written application by any substantially affected person, the commission shall issue a declaratory statement pursuant to s. 120.565 relating to an agency's interpretation and enforcement of the specific provisions of the Florida Building Code or the Florida Accessibility Code for Building Construction which the agency is authorized to enforce. This subsection does not provide any powers, other than advisory, to the commission with respect to any decision of the State Fire Marshal made pursuant to chapter 633.

(g) The commission may designate a commission member who has demonstrated expertise in interpreting building plans to attend each meeting of the advisory council created in s. 553.512. The commission member may vary from meeting to meeting, shall serve on the council in a nonvoting capacity, and shall receive per diem and expenses as provided in s. 553.74(3).

(h) The commission shall by rule establish an informal process of rendering nonbinding interpretations of the Florida Building Code and the Florida Accessibility Code for Building Construction. The commission is specifically authorized to refer interpretive issues to organizations that represent those engaged in the construction industry. The commission shall immediately implement the process before completing formal rulemaking. It is the intent of the Legislature that the commission create a process to refer questions to a small, rotating group of individuals licensed under part XII of chapter 468, to which a party may pose questions regarding the interpretation of code provisions. It is the intent of the Legislature that the process provide for the expeditious resolution of the issues presented and publication of the resulting interpretation on the Building Code Information System. Such interpretations shall be advisory only and nonbinding on the parties and the commission.

(4) In order to administer this section, the commission may adopt by rule and impose a fee for filing requests for declaratory statements and binding and nonbinding interpretations to recoup the cost of the proceedings which may not exceed \$125 for each request for a nonbinding interpretation and \$250 for each request for a binding review or interpretation. For proceedings conducted by or in coordination with a third party, the rule may provide that payment be made directly to the third party, who shall remit to the department that portion of the fee necessary to cover the costs of the department.

History.—s. 9, ch. 2005-147; s. 5, ch. 2006-65; s. 8, ch. 2007-1; s. 5, ch. 2007-187; s. 14, ch. 2008-191; s. 35, ch. 2010-176; s. 49, ch. 2013-14; s. 21, ch. 2014-154; s. 18, ch. 2016-129.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Ordinance 2022-03
Land Development Code Amendments

ITEM TYPE: Ordinance (w/ fiscal impact)

REQUESTED ACTION: Consider Ordinance 2022-03 at First Reading.

SYNOPSIS: Land Development Code (LDC) amendments were prepared to address various LDC amendments to address errors, omissions and corrections. The Planning Advisory Board (PAB), at its December 8, 2021, Regular Meeting, issued a recommendation of approval.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve the proposed Ordinance 2022-03 at First Reading.

Kelly Gibson, Planning Director	12/30/2021
Monica Benischeck, Administrative Services Manager	12/30/2021
Dale Martin, City Manager	1/10/2022
Tammi E. Bach, City Attorney	1/10/2022

Date: December 15, 2021

Submitted By: Sylvie McCann, Administrative Coordinator

COMMISSION ACTION: Approve

ORDINANCE 2022-03

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE (LDC) WITH MINOR AMENDMENTS TO ADDRESS ERRORS, OMISSIONS AND CORRECTIONS BY AMENDING SECTION 1.03.05 CONSTRUCTION OR DEMOLITION OF STRUCTURES ON COMBINED LOTS TO ADDRESS PROCEDURAL REQUIREMENTS FOR SEEKING A VARIANCE; AMENDING SECTION 1.07.00 DEFINITION OF VARIANCE; AMENDING SECTION 2.03.02 ADDING CEMETERIES AS PERMISSIBLE WITHIN RECREATIONAL ZONING DISTRICTS, ADDING HEALTH CLUBS AND GYMS AS PERMISSIBLE IN C-1 ZONING DISTRICT, ADDING MUSIC, DANCING, PHOTOGRAPHY, OR ART STUDIOS AS PERMISSIBLE IN C-1 ZONING DISTRICT; AMENDING SECTION 4.05.12 TO INCLUDE REFERENCE FOR PORT BUFFER REQUIREMENTS CONSISTENT WITH THE COMPREHENSIVE PLAN; AMENDING SECTION 5.01.03 CLARIFYING ACCESSORY STRUCTURE SETBACKS TO INCLUDE FRONT YARD SETBACK MEASUREMENT; AMENDING SECTION 5.01.05 TO CLARIFY THE MEASUREMENT OF FENCES AND WALLS; AMENDING SECTION 5.01.07 ALLOWING FOR VINYL DUMPSTER ENCLOSURES AND ADDING AN EXEMPTION FOR INDUSTRIAL USES ON I-2 ZONED PROPERTIES; AMENDING SECTION 6.02.04 CLARIFYING SUPPLEMENTAL STANDARDS FOR MOTORIZED VEHICLE SALES WITHIN THE MU-8 ZONING DISTRICT; AMENDING SECTION 7.01.04(A) FOOTNOTE 2 TO REFERENCE TO CRA PARKING STANDARDS; AMENDING SECTION 8.01.02(D) TO REFERENCE PREVIOUSLY CORRECTED PARKING STANDARDS WITHIN THE COMMUNITY REDEVELOPMENT AREA (CRA); AMENDING SECTION 11.02.01 TO PROVIDE ADDITIONAL NOTICE REQUIREMENTS FOR CERTAIN APPLICATIONS; AMENDING 11.02.03 EXPANDING MAILED NOTICE REQUIREMENTS TO 500 FEET; AMENDING 11.07.01 CLARIFYING APPEALS OF ADMINISTRATIVE DECISIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach has applied for an LDC text amendment to modify multiple Land Development Code Sections to address errors, omissions, and corrections, and

WHEREAS, the City Commission adopted a unified Land Development Code (LDC) 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, the Planning Advisory Board held public hearings on September 8, 2021, September 22, 2021, October 13, 2021, October 27, 2021, and November 10, 2021, to discuss and consider public comment on the requested LDC Text Amendments;

WHEREAS, the Planning Advisory Board (PAB), acting as the City's Local Planning Agency, considered the application at its Regular Meeting on Wednesday, December 8, 2021, and issued a recommendation of approval for the requested amendments; and

WHEREAS, notice of public hearing on such Land Development Code amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on November 24, 2021.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the amendments attached hereto as Exhibit "A," amending multiple LDC Sections to address errors, omissions, and corrections.

SECTION 2. 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 3. This Ordinance shall become effective immediately upon enactment.

ENACTED this 15th day of February, 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Mayor - Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

Date of First Reading: January 18, 2022

Date of Second Reading/Final Hearing: _____

Date of Publication:

ORDINANCE 2022-03
EXHIBIT “A”

Chapter 1 Changes

1.03.05 Construction or Demolition of Structures on Combined Lots

- A. In order to maintain open space, visual corridors, neighborhood character, property values and visual attractiveness of residential areas, wherever there may exist a single-family detached residence-residential unit or, a ~~two-family~~ duplex structure building or any auxiliary building or structure, including but not limited to, swimming pools, or any other improvement which was heretofore constructed on property containing one or more platted lots or portions thereof (excluding walls or fences), such lots ~~shall~~ thereafter constitute one building site and ~~shall~~ must be considered the “lot of record”, and no permit ~~shall~~ will be issued for the construction of more than one residential dwelling unit residence or ~~two-family building~~ on the site. All construction on the building site must comply with all existing zoning and density requirements.
- B. The demolition or removal of any residence or structure, whether voluntary or involuntary, ~~shall~~ does not have the effect of changing the establishment of the building site.
- C. Any A change from the foregoing provisions for the purpose of establishing building sites, or separation of building sites ~~shall~~ requires supermajority approval by the Board of Adjustment in accordance with the variance approval process contained in Section 10.02.00 in a quasi-judicial hearing at which all interested persons shall will be afforded an opportunity to be heard.

1.07.00 ACRONYMS AND DEFINITIONS

Variance means a grant of relief authorized by the Board of Adjustment or Historic District Council, by an affirmative vote of four(4) members of the HDC or the Board of Adjustment, that relaxes specific provisions of this LDC relating to land use and that will not be contrary to the public interest, when such provisions, if enforced, would result in undue hardship.

Chapter 2 Changes

ZONING DISTRICTS											
_ – Prohibited (Empty) P – Permissible S – Permissible Subject to Supplemental Standards	R-E	R1-G	R-1	RLM	R-2	R-3	OT-1	OT-2	MU-1	PI-1	REC
PRINCIPAL LAND USES:											
Cemeteries	S	S	S	S	S	S	S	S	S	P	<u>P</u>

Table 2.03.02. Table of Land Uses

ZONING DISTRICTS																					
– Prohibited (Empty) P – Permissible S – Permissible Subject to Supplemental Standards	R-E	R1-G	R-1	RLM	R-2	R-3	OT-1	OT-2	MU-1	MU-8	C-1	C-2	C-3	I-1	I-2	I-A	I-W	W-1	PI-1	CON	REC
Health Clubs and Gyms										P	P	P	P	P							
Music, Dancing, Photography, or Art Studios								P	P	P	P	P	P	P				P	P		

Table 2.03.02. Table of Land Uses

Chapter 4 Changes

Zoning District of Proposed Development	ADJACENT ZONING DISTRICT																
	R-E	R1-G	R-1	R-2	R-3	OT-1	OT-2	MU-1	C-1	C-2	C-3	I-1'	IA	I-W'	W-1	PI-1	CON'
R-E	No Buffer Required																
R1-G	No Buffer Required																
R-1	No Buffer Required																
RLM	No Buffer Required																
R-2	No Buffer Required																
R-3	A	A	A	A	N	N	N	A	N	N	N	B	B	B	B	N	N
OT-1	N	N	N	N	N	N	N	A	N	N	N	B	B	B	B	N	N
OT-2	N	N	N	N	N	N	N	A	N	N	N	B	B	B	B	N	N
MU-1	B	B	B	B	A	A	N	N	N	A	A	B	B	C	C	A	N
C-1	C	C	C	C	B	B	B	A	N	N	N	B	B	B	B	N	N
C-2	C	C	C	C	B	B	B	B	N	N	N	B	B	B	B	N	N
C-3	C	C	C	C	B	B	B	B	N	N	N	A	A	A	A	N	N
I-1 Downtown	N	N	N	A	N	N	N	A	N	A	A	N	N	N	N	N	N
I-A Airport	D	D	D	D	D	D	D	D	D	D	D	D	N	D	D	D	N
I-1 Mills	D	D	D	D	D	D	D	D	D	D	D	N	N	N	N	N	N
I-W	D	D	D	D	D	D	D	D	D	C	C	N	N	N	N	C	N
W-1	See Specific Standards in Section 8.01.02																
PI-1	C	C	C	C	B	B	B	A	N	N	N	B	B	B	B	N	N
CON	No Buffer Required																
REC	No Buffer Required																

Table 4.05.12. (C). Buffer Requirements between Zoning Districts.

N = No buffer required

Footnote 1: Except in compliance with LDC Section 4.05.12 (E).

4. Properties abutting the Amelia Island Parkway are required to maintain a 15-foot landscaped buffer. The area between preserved and planted trees can be supplemented with native or naturalized shrubs to provide screening adjacent to any parking areas.
5. As subject to Comprehensive plan policy 5P.03.02, the Ocean Highway and Port Authority is required to maintain a 30-foot landscaped buffer between port property lines and the adjoining Downtown Historic District properties.
6. ~~E~~-Buffer plantings are required to create vertical layers of plant material in repeating patterns. The examples provided describe vertical layering of plants in the landscape through staggered heights, with low plants in the front interconnecting plant massing layers with taller plants in the back.

Chapter 5 Changes

5.01.03 All Accessory Structures

- A. There ~~shall~~ must be a permitted principal structure in full compliance with all development standards and requirements of this LDC prior to issuance of a permit for an accessory structure. This provision ~~shall~~ must not be construed to prohibit the establishment of an accessory structure simultaneously with the establishment of a permitted principal structure.
- A. Permissible accessory uses by zoning district are identified in Table 2.03.03.
- B. There ~~shall~~ must be no more than one (1) detached accessory dwelling unit and not more than a total of two (2) other detached accessory buildings on a lot.
- C. An accessory structure ~~shall~~ must not be located within or partially within any public right-of-way.
- D. Accessory structures ~~shall~~ must be shown on any site plan with full supporting documents as required by this LDC.
- E. Accessory structures ~~shall~~ must be included in all calculations of impervious surface and stormwater runoff requirements.
- F. Accessory structures ~~shall~~ must not be located in any required buffer, landscape area, or stormwater management area.
- G. A detached accessory building in a residential zoning district ~~shall~~ must be set back from the front lot line a minimum of 25 feet, from the side lot line a minimum of three (3) feet and from the rear lot line a minimum of three (3) feet, except within the C-3 zoning district whereby the building standards set forth in Section 4.02.03(E) ~~shall~~ apply.
- H. ~~A detached accessory building shall not be closer than three (3) feet to the rear lot line except within the C-3 zoning district whereby the building standards set forth in Section 4.02.03(E) shall apply.~~
- I. A detached accessory building ~~shall~~ must not exceed twenty-five (25) feet in height or exceed a maximum building footprint of 625ft².
- J. Connection of an accessory structure to a principal structure may be permissible if the connection is non-conditioned, unenclosed, and meets all principal structure setback requirements. A half wall, knee wall, or railings may be permitted as part of the connection.

5.01.07 Dumpsters

- A. Dumpsters ~~shall~~ must be screened with a solid masonry wall, vinyl or wooden fence. Dumpster enclosures within the historic districts must comply with LDC Section 8.01.01.01. The fence ~~shall~~ must be a minimum of six (6) feet and a maximum of eight (8) feet in height. I-2 zoned properties are exempt.
- B. Double-staggered shrubs ~~shall~~ must be installed around the perimeter, except for the gate, of the wall or fence to form a continuous hedge. Plant materials ~~shall~~ must meet the requirements set forth in Section 4.05.03.
- C. A gate ~~shall~~ must be provided for access.
- D. Where possible, dumpsters ~~shall~~ must be sited to not be visible from the public right-of-way.
- E. Dumpsters ~~shall~~ must be located on a paved surface of sufficient size to accommodate the dumpster.
- F. The dumpster location ~~shall~~ must be easily accessible for pick-up.
- G. Dumpsters ~~shall~~ must be located to the rear or side of the principal building. A location in the front of the principal building ~~shall~~ may be permissible only where side and rear yard locations cannot provide adequate access for pick-up.

- H. Dumpsters ~~shall~~ must not be located within any required buffer area, required landscaped area, required parking lot landscaping, or stormwater management area.

5.01.10 Fences and Walls

- A. The maximum height of fences and walls ~~shall~~ must be as set forth in Table 5.01.10(A), except where otherwise provided in this LDC.

Table 5.01.10(A). Maximum Height of Fences and Walls

Measurement: The height measurement of fences and walls is taken from 2" above the natural topography to the top of the fence panel, picket, or wall. Support posts or columns cannot exceed 6" above the top of the fence panel, picket or wall.

Zoning District	Location	Maximum Height
RE, R1-G R-1, RLM, R-2, R-3, OT-1, OT-2, MU-1	Front yard, measured from the required front yard setback line to the front property line	4 feet
RE, R1-G R-1, RLM, R-2, R-3, OT-1, OT-2, MU-1	Side yard, measured from the required front yard setback line to the required rear yard setback line	6 feet
	Rear yard, measured from the required rear yard setback line to the rear property line	6 feet
C-1, C-2, C-3, <u>MU-8</u> , PI-1 & W-1	All locations	8 feet
I-1, <u>I-2</u> , I-A, I-W, REC & CON	All locations	12 feet

- B. Where walls or fences are proposed to be located on a common property line, the written consent of adjacent property owners ~~shall be~~ is required.
- C. Property lines ~~shall~~ must be established by a survey prepared by a surveyor licensed in Florida not more than two (2) years prior to the date of the application for a permit to install or construct a fence.
- D. Horizontal and vertical support posts ~~shall~~ must be placed facing the inside of the fenced area, except where the fence is designed such that both sides are finished with alternating vertical fence support.
- E. Electrified fences are prohibited.
- F. The use of barbed wire, razor wire, or the like for fencing is permissible only in the I-1, I-A, I-2, I-W and PI-1 zoning districts.
- G. Permissible barbed wire or razor wire ~~shall~~ must be six (6) feet or more above the ground level and turned inward. No encroachment of outward facing barbed wire or razor wire fence beyond the property line is permissible. ~~The barbed or razor wire shall be turned, pointed, or directed inward toward the property enclosed by the fence.~~

Chapter 6 Changes

6.02.04 ~~Auto~~ Motorized Vehicle Sales, New or Used

- A. A motorized vehicle ~~An Automobile~~ agency is a permissible use in the MU-8 zoning category as subject to the following supplemental standards.
1. ~~Automobile~~ Motorized vehicle agencies must be located within a totally enclosed building.
 2. Exterior lighting may be used only to illuminate a building and its grounds for safety purposes. Lighting is not to be used as a form of advertising. Lighting must be directed and shielded to avoid direct illumination of a lot zoned or used for residential purposes.
 3. Except fronting S. 8th Street, no car ~~motorized vehicle shall~~ will be displayed or stored outdoors.
 4. ~~No~~ Motorized vehicle ~~automobile~~ preparation, mechanical or automobile body or other support services ~~are~~ may be offered onsite and are permissible when located in a completely enclosed building.

Chapter 7 Changes

7.01.04(A) Footnote2:

² Consistent with LDC policy 8.01.02(D)(4), Dwellings units within the CRA must provide two (2) spaces per dwelling unit on-site but are permitted the following exceptions: all units 1,000 sq. ft or under are only required to provide one (1) space per dwelling unit on-site and all units 1,001-1,250 sq. ft are only required to provide one and one-half (1.5) spaces per dwelling unit on-site. Non-residential uses ~~shall~~ must provide for parking per LDC section 4.03.03.

Chapter 8 Changes

8.01.02 Amelia River Waterfront Community Redevelopment Area

D. Properties located within the CRA abutting the Amelia River Waterfront are subject to the following standards:

1. All new construction that is a water dependent, water enhanced, or water related use is exempt from Section 3.01.03(J) and Section 3.03.03(B) 1.
2. Building height ~~shall be is~~ measured from the Base Flood Elevation (BFE) to the top of the roof, rather than from the finished grade, as established in 4.02.03(C). The maximum height of all structures ~~shall must~~ not exceed thirty (30) feet in height above the BFE. Permissible roof forms ~~shall must~~ be in compliance with the adopted CRA Design Guidelines.
3. Properties that have obtained the Waterfront Mixed Use Future Land Use designation are eligible for land uses in addition to those permitted in the Waterfront Industrial zoning and are specified in Tables 2.03.02 and 2.03.03. Floor area ratio ~~shall must~~ not exceed 0.75. The floor area ratio ~~shall will~~ be calculated based on the developable land area and ~~shall~~ include portions of the site which remain submerged. Residential units are permitted if the property has a FLUM category of WMU and the units are located above a non-residential use. Stand-alone residential units are prohibited.
4. Residential uses ~~are must provide two spaces per dwelling unit on-site~~ subject to LDC Section 7.01.04 footnote 2, and are not eligible for the fee in lieu of providing parking.

Chapter 11 Changes

11.02.00 NOTICE REQUIREMENTS

11.02.01 Generally

- A. Notices **shall will** comply with the requirements set forth in the *Florida Statutes* and City established policies, as may be amended from time to time.
- B. Notice **shall will** be required for the following **board-reviewed** applications:

Table 11.02.01(B) Board Review Application Required Notice

Application Type	Reviewing Entity	Posted Sign	Posted Agenda	Mailed	Published
Administrative Waiver for Tree Protection Setback Adjustment	City Manager	x			
Context Sensitive Setback Determination	City Manager	x			
Lot Line Adjustment/ Minor Subdivision	City Manager	x			
Certificate of Appropriateness (COA)	Historic District Council	x	x	x	
Variances	Board of Adjustment or Historic District Council	x	x	x	
Appeals of Administrative Decisions	Board of Adjustment	x	x		
Comprehensive Plan Text Amendments	Planning Advisory Board		x		x
Land Development Code Text Amendments	Planning Advisory Board		x		x
Annexation	Planning Advisory Board	x	x	x	x
Future Land Use Map Amendment (FLUM) Small Scale (less than 10 acres) or Large Scale (greater than 10 acres)	Planning Advisory Board	x	x	x	x
Zoning Map Change or Planned Unit Development (PUD) Request	Planning Advisory Board	x	x	x	x
Preliminary or Final Plat	Planning Advisory Board	x	x	x	
Vacation of Right-of-Way (ROW)	Planning Advisory Board	x	x	x	x

11.02.03. Mailed Notice Requirements

- A. Mailed notice of a required public hearing **shall will** be prepared by the City for board reviewed applications.

- B. All mailed notices shall will be sent at least 10 days in advance of a scheduled meeting date by regular mail to all owners of real property located within 300500 feet of the exterior lot lines of a property which is subject to the application.
- C. The mailed notice shall will contain the following information:
 - 1. The name of the applicant;
 - 2. The location of property for which approval is sought;
 - 3. The nature of the approval sought by the applicant; and
 - 4. The date, time, and place of any and all applicable public hearing on the application.
- D. The names and addresses of such property owners shall will be determined by reference to the latest ad valorem tax records for Nassau County, Florida.

11.07.00 APPEALS OF ADMINISTRATIVE ACTIONS

11.07.01 Applicability

- A. A person adversely affected by any the administrative decisions listed below in subsection (B) may appeal such decision to the BOA. Statements, proposed findings, evaluations, and conclusions contained in a compliance report or other report issued by the City Manager for consideration by a board or commission, or the City Commission shall will not be construed as an administrative decision and shall will not be subject to appeal.
- B. Only the following administrative decisions are subject to appeal as set forth herein:
 - 1. Tree permits;
 - 2. Temporary use permits;
 - 3. Lot line adjustments;
 - 4. Minor amendments to local development orders;
 - 5. Administrative waivers;
 - 6. Context Sensitive Setback Determination;
 - 7. Decisions of the Building Official;
 - 8. Decisions of the Fire Marshal;
 - 9. Determination regarding change of use; and
 - 10. Written interpretations regarding use or zoning district boundaries when such interpretations are not contained within a compliance report; and
 - 11. Determination of Sufficiency and Completeness as required by LDC Section 11.03.01 (B).

Print

Planning Advisory Board (PAB) - Submission #8358

Date Submitted: 11/19/2021

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 (≤ 10 acres \$2,500 / > 10acres \$5,000)

☐

Land Use Map Amendment (≤ 10 acres \$2,500 / > 10acres \$5,000)

☒

LDC Text Amendment (\$1,500)

☐

Comp Plan Amendment (\$5,000)

☐

Subdivision Plat " Preliminary (≤ 20 units \$3,000 / > 20 units \$5,000)

☐

Subdivision Plat " Final (\$1,500)

☐

Vacation of R.O.W. (\$3,500)

☐

Small Cell Outside R.O.W. (per application) (\$500)

☐

Voluntary Annexation (\$2,000)

☐

Development of Regional Impact: Amend Development Order (\$1,500)

☐

New Telecommunications Structure (\$2,000)

☐

Revision to each PAB Application - 1/2 cost of original application fee (To offset additional display ad fee)

pab 2022



IMPORTANT NOTES

Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, you’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 “ see LDC Section 11.01.08.



Preliminary Subdivision Plat “ see LDC Section 11.01.05.



Final Subdivision Plat “ LDC Section 11.01.05.



Zoning Map Changes “ 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 forty-five (45) days before the date of the Planning Advisory Board’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, Owner’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 City’s Comprehensive Plan.



o A justification for the proposed amendment(s) or action(s).

Have you met with a planner for a pre-application meeting?*

Yes

What was the date of your pre-application meeting?*

11/19/2021

If you have yet to have a pre-application meeting, please choose a date and time to schedule your meeting now. Every Tuesdays are reserved for pre-application appointments.*

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser’s Website’s Map Search](#)

Site Address*

204 Ash Street

City*

Fernandina Beach

State*

fl

Zip*

32034

Parcel ID #(s)*

0

Lot*

0

Block*

0

Subdivision*

0

Zoning District*

C-1

Future Land Use Designation*

8th St Mixed Use

REVIEW TYPE*

☐ Zoning Map Amendment ≤ 10 acres

☒ Zoning Map Amendment > 10 acres

☒ LDC Text Amendment

☐ Comp Plan Amendment

☐ Subdivision Plat “ Preliminary ≤ 20 units

☐ Subdivision Plat “ Preliminary > 20 units

☐ Subdivision Plat “ Final

☐ Vacation of R.O.W.

☐ Voluntary Annexation

☐ Revision to PAB Application

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

City of Fernandina Beach /

Last Name*

Dale Martin

Company (if applicable)

City of Fernandina Beach

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

Florida

Zip*

32034

Telephone Number*

9043103100

Email Address*

dmartin@fbfl.city

OWNER'S AGENT

If other than owner. If an agent will be representing the owner, an Owner’s Authorization For Agent Representation form must be included

First Name

Last Name

Mailing Address

City

State

Zip

Telephone Number

E-mail Address

dmartin@fbfl.city

PROJECT INFORMATION

Previous Planning/Zoning Approvals

Summary of Request (more detailed information to be provided in required letter of intent)*

LDC Text Amendment - Minor Amendments

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*

11/19/2021

Upload Supporting Documentation*

City of FB logo NEW Reflex.jpg



Upload 2

Choose File

No file selected

Upload 3

Choose File

No file selected

Upload 4

Choose File

No file selected

DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning

APPROVED



**MINUTES AMENDED
PLANNING ADVISORY BOARD
REGULAR MEETING
SEPTEMBER 8, 2021**

- 1. CALL TO ORDER 5:00**
- 2. ROLL CALL / DETERMINATION OF QUORUM
MEMBERS PRESENT:**

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan

MEMBERS ABSENT:
None

OTHERS PRESENT:
Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Daphne Forehand, Planner
Taylor Hartmann, Recording Secretary
Sylvie McCann, Recording Secretary

- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MEETING MINUTES**

- 4.1 Approval of Minutes for the August 11, 2021 Workshop.

Member Stevenson asked to add an annotation that an additional review will be held on August 25th, 2021.

ACTION TAKEN: A motion was made by Member Gingher, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

- 4.2 Approval of Minutes for the August 11, 2021 Regular Meeting.

Member Stevenson noted that in item 4.4, 3 lines from the end of the section, Stevens should be Stevenson.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5. BOARD BUSINESS

5.1 Presentation of LDC Text Amendments for enhanced tree protection as recommended by the City Tree Committee

Daphne Forehand, Planner and Taylor Hartmann, Planning Technician, presented the LDC Text Amendments proposed by the City Tree Committee during the August 3rd, 2021 City Commission Regular Meeting.

Member Robas suggested increasing plantings on Atlantic Avenue. She also discussed the mortality rate. She noted that this was a well-rounded presentation.

Member Stevenson provided observation about planting trees under power lines. He also commented on a job well done.

Member Gingher asked about yearly tree health assessments.

Chair Minshew congratulated Staff for a great presentation.

Mr. Platt spoke about the Atlantic Avenue corridor. Member Robas brought up Sadler Road and the possibility of planting within the median.

Mr. Platt presented a PowerPoint slideshow outlining the proposed tree protection text amendments and provided the Board with a more detailed explanation of what each code entailed and its goal.

John Hillman, 1001 White Street, stated that he felt that an administrative process would provide greater flexibility for staff and opportunities to save trees.

Member Robas and Member Bennett expressed concerns over the administrative process creating change in the character of neighborhoods.

Members heard all 11 proposed tree protection text amendments and agreed that staff should move forward with developing analyses for each which would then be presented and discussed during PAB meetings through November of this year.

5.2 Discussion on upcoming LDC Text Amendments and next steps.

Mr. Platt provided the Board with 5 extensive proposed LDC text amendments including: Amending the Local Development Order process to be consistent with the 2019 Florida State Statute, establishing supplemental standards for auto sales of alternative vehicles in the 8th street mixed-use district, increase wetland buffer requirement from 25' to 50', create standards for food trucks, and revise the net density definition "Floodplain" to special flood hazard area (SFHA).

Members agreed to have staff move forward with developing a formal analysis of each proposed text amendment to be presented and discussed during PAB meetings through November of this year.

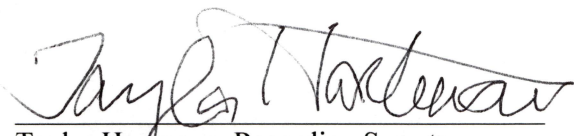
Mr. Platt provided the Board with 10 minor proposed LDC text amendments which include striking outdated language, clarifying definitions and methods of measuring fence height, as well as allowing cemeteries in recreational zoning districts.

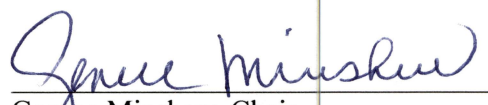
6. STAFF REPORT

7. PUBLIC COMMENT

No parties wished to speak.

8. ADJOURNMENT 7:06


Taylor Hartmann, Recording Secretary


Genece Minshew, Chair

APPROVED



MINUTES AMENDED
PLANNING ADVISORY BOARD
WORKSHOP
SEPTEMBER 22, 2021

1. CALL TO ORDER 5:00

2. ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingham	Brandy Carvalho

MEMBERS ABSENT:

John Boylan

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary

3. PLEDGE OF ALLEGIANCE

Chair Minshew introduced and seated Brandy Carvalho as the newest member of the PAB.

4. BOARD BUSINESS

Chair Minshew indicated that Member Stevenson previously emailed Staff regarding concerns over a recent City Commission decision to approve an annexation but deny the requested FLUM assignment of Mixed-Use. She stated that she spoke with Vice-Mayor Kreger and Mayor Lednovich, and said that both of their positions are that they're sending a message to the developers of the property adjacent to Amelia Island Parkway and do not support any more residential development within the city.

Member Stevenson stated that he felt there was a fiduciary responsibility for City staff and the PAB to provide future applicants with a full understanding of what the City Commission's current position is regarding residential and mixed-used FLUM changes.

Members discussed what this message means moving forward and whether this shift should be incorporated into the Comprehensive Plan and Vision 2045.

Chair Minshew stated that she would draft a letter for Ms. Bach to send to all PAB members to edit as they see fit and send to the City Commission.

4.1 DISCUSSION ONLY: Upcoming Land Development Code text amendments

Mr. Platt presented a PowerPoint slideshow that identified 10 minor Land Development Code (LDC) text amendments to be discussed by the Board.

Minor amendment and recommendation: Clarify Fence Height Measurement (LDC Reference 5.01.10 fences should be measured from 2" above the natural topography to the top of the fence panel, picket, or wall with posts not to exceed 6" top of panel, picket, or wall).

Member Stevenson inquired how the recommendation would address citizens who want a straight-line fence versus one that follows the natural topography.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Add Fencing Requirement for Dumpster Enclosures LDC Section 5.01.07 (Add vinyl as an allowable fence screening material).

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Allow Cemeteries in Recreational Zoning (Add "P" in Table 2.03.02).

Member Robas inquired about the potential for special events to take place in Bosque Bello should cemeteries be allowed in recreational zoning.

Mr. Platt confirmed that this amendment will not allow for special events or other recreational activities in Bosque Bello.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Make Visibility Triangle calculation consistent with FDOT Standards (Still under review).

Mr. Platt will provide the Board with clear visual examples and bring this amendment back for discussion at a later date.

Minor amendment and recommendation: Establish Front Yard Setback for Accessory Structures (Add statement to require consistency with front yard setbacks).

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Modify Change of Use Process and Outcomes (Starting with internal policy and procedure changes with no LDC changes requested at this time).

Mr. Platt stated that this amendment is a work in progress and will potentially be brought back for discussion at a later date.

Minor amendment and recommendation: Strike outdated reference to parking in CRA (Section 8.01.02(D)(4) add reference back to 7.01.04 footnote 2 or replicate language for consistency AND Modify footnote to reference 8.01.02 (E) (9) for non-residential uses East of Front Street).

Staff provided further clarification that this amendment will create a loop to both references in order to ensure citizens are aware of both LDC sections.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Implement 30ft Buffer for Port development consistent with Port Sub-element (Add reference in 4.05.12 for Buffer Requirements number as E and modify the following letters).

Member Robas pointed out that Table 4.05.12(B) should also be modified to provide buffer requirement clarification.

Mr. Platt stated that because this is a highly specific situation, all requirements can be included in the new paragraph E.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Remove Old Town side yard corridor conflicting language (HDC) (Information forthcoming pending HDC consideration. Staff will provide an update at the workshop).

Ms. Gibson stated that the Historic District Council is working to clarify current inconsistencies and more information will be provided to the Board at a future meeting.

Minor amendment and recommendation: Refine Chapter 1 definitions (as needed) (Revisions are dependent upon “Major LDC Revisions” as needed for clarification).

Members can provide feedback on definitions to staff, on a continual basis, until final consideration in December 2021.

Mr. Platt then presented 2 major LDC text amendments and Staff Recommendations for Board discussion.

Major Amendment 1: Establish Supplemental Standards for Auto Sales of Alternative Vehicles in 8th Street Mixed Use District.

Staff recommendation: Make Auto Sales (New and Used) Permissible (P) in Table 2.03.02 Table of Land Uses to follow C-2 zoning as intended prior to enactment of MU-8 zoning restrictions. This change serves to recognize the historic development pattern and auto oriented nature of this corridor as described in 8th Street Small Area Plan.

Mr. Platt provided the Board with a brief history of how 8th Street has always been autocentric.

Members agreed that the designation of “Automobiles and Other Motorized Vehicles” would be more appropriate and inclusive while still acknowledging the historical significance of automobiles.

Members agreed to move forward with the recommended amendment.

Major Amendment 2: Change Net Density Definition “Floodplain” to Special Flood Hazard Area (SFHA). * Comp Plan and LDC Amendment.

Staff recommendation: Strike “floodplain” and replace with Special Flood Hazard Area (SFHA) believed to be original intent, but consistent standard terminology.

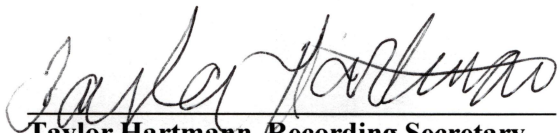
Mr. Platt provided the Board with a brief review of the current definition of Net Density and indicated that the term “floodplain” is too broad to accurately calculate dwelling units per acre in an SFHA.

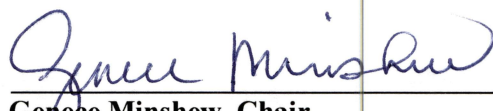
Members agreed to move forward with the recommended amendment.

5. PUBLIC COMMENT

No parties wished to speak.

6. ADJOURNMENT 6:38


Taylor Hartmann, Recording Secretary


Genece Minshew, Chair

**APPROVED
APPROVED**



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
OCTOBER 13, 2021**

1. CALL TO ORDER 5:00 P.M.

ROLL CALL / DETERMINATION OF QUORUM

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
John Boylan	Brandy Carvalho

MEMBERS ABSENT:

Barbara Gingher

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Special Workshop of August 25, 2021.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Boylan to approve the minutes as presented.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

3.2 Approval of Minutes for the Regular Meeting of September 8, 2021.

Next to last page, 5.2 3rd to the bottom duplicated, remove one out.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

3.3 Approval of Minutes for the Special Workshop of September 22, 2021.

1st page Board business, sent to "Staff" not all members.

ACTION TAKEN: A motion was made by Member Gingher, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

Chair Minshew stated that no letter was forwarded to the Commission regarding the request for direction addressing the recent appeal. City Attorney Bach clarified the position of the City Commission regarding that request. She mentioned that Staff has now modified its approach with potential applicants. Member Bennett commented that Staff should avoid mentioning how the City Commission would respond to applications.

Ms. Robas commented about Staff dealing with applications that hold conflicts between FLUM and Zoning. She also spoke of the issues with Multi-Use properties on 8th Street.

4. OLD BUSINESS

No Old Business.

5. NEW BUSINESS

5.1 PAB 2021-0008 - FLORIDA PUBLIC UTILITIES COMPANY,

Request for voluntary annexation, Future Land Use Map (FLUM) Amendment, and zoning map assignment for parcels: 00-00-31-1800-0186-0010; 00-00-31-1800-0308-0011, and 00-00-31-1800-0183-0000

Mr. Platt presented the case referring to all three subject properties and recommended approval. He spoke of the Florida Public Utilities original franchise agreement. He explained that this agreement required that an office be located within the City limit, that since that office closed a few years ago, and in order to continue to have a presence within the City, the annexation of these properties would meet the agreement's requirement.

Nathalie Jackson, 1251 S. 6th Street, asked if her property would be affected with this annexation. Chair Minshew answered that this would not affect

Felica Foster, Lot 1, 1300 S. 10th Street and Beverly F. Lot 14, asked if anything would change regarding the subject property. Mr. Platt explained that all that would change will be the boundary including these properties within the city boundaries.

Member Stevenson asked Staff to confirm that this would executing this section of the agreement.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson, to recommend approval of PAB case number 2021-0008 to the City Commission requesting that a voluntary annexation, assignment of the Public & Institutional (PI) Future Land Use Map category and Public & Institutional (PI-1) zoning map assignment as described be approved and that PAB case 2021-0008, as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

6. BOARD BUSINESS

6.1 Vision 2045 Progress Update

Ms. Gibson explained that the document provided by WGI to the City 3 weeks ago was deemed insufficient to meet the City's needs, did not reflect the direction that Staff felt the documents should be headed towards, and would not be creating a document that would help move the City forward over the next 24 years. She then stated that after meeting with WGI and the City Manager, a decision was made to go back to the drawing board so it can be reframed and reformatted into a more concise and clearer document. She added that additional meetings with WGI would take place before this document would

be reformatted. She mentioned that she hopes to receive some documents to be able to put on the agenda to be discussed at the next Special Meeting of October 27, 2021.

6.2 Discuss Land Development Code Text Amendments (continued from prior workshop)

Mr. Platt said that text amendment changes will be presented at the next meeting of October 27, 2021 at 3:00 p.m.

Members discussed the recent demolition of the structure at 302 Centre Street and what new construction is planned.

Chair Minshew asked for an overview of any upcoming activities for the next 3 months as far as cases and discussions. Mr. Platt noted that Staff will continue to work on LDC corrections. As for application, Mr. Platt said he doesn't have many in the work except one possible application for LDC Text Amendment regarding rentals of accessory dwellings within Old Town area.

Ms. Bach spoke of some legislative bills to be presented, preemption Bill 280, and the request of a business impact statement for all ordinances.

Chair Minshew asked about the status of the two comprehensive plan amendments sent to Tallahassee.

Member Stevenson mentioned that there is chatter about expansion of the CRA. Ms. Bach said that the CRA Board is set to meet next Tuesday October 19, 2021 at 5:00 p.m. She also gave an update regarding Brett's Waterway Restaurant including the appeal, the analysis of the structure, and results of that analysis and plan on presented this analysis at the next Board of Adjustment meeting of October 20, 2021.

Member Robas asked about the slated additional tentative meetings in November and December. Mr. Platt noted he would look at the calendar and provide some alternate dates to lock down.

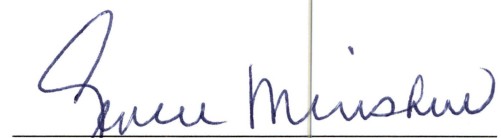
7. **STAFF REPORT**

8. **PUBLIC COMMENT**

9. **ADJOURNMENT 5:53 P.M.**



Sylvie McCann, Recording Secretary



Genece Minshew, Chair

APPROVED



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
NOVEMBER 10, 2021**

- 1. CALL TO ORDER 5:00**
- 2. ROLL CALL / DETERMINATION OF QUORUM**

MEMBERS PRESENT:

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan
Brandy Carvalho	

MEMBERS ABSENT:

None

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary

- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MEETING MINUTES**

4.1 Approval of Minutes for the Regular Meeting of October 13, 2021.

ACTION TAKEN: A motion was made by Member Stevenson seconded by Member Robas to approve the minutes as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 5. BOARD BUSINESS**

5.1 LDC Amendments - Review and Discussion of Draft Amendments (No Final Decision Making)

Mr. Platt recapped the series of proposed LDC text amendments discussed by the Board over the last 4 regular meetings and workshops.

Members all received a document providing the current code language, striking through what would be deleted, and highlighting the proposed changes.

Member Robas pointed out 5.01.10(G) and that typically facilities such as the Port require that razor wire on fences face outward and this should be clarified to ensure consistent changes.

Members discussed the number of accessory structures and accessory dwelling units that are permissible in residential zoning districts as well as the history of the maximum building footprint

allowable.

Ms. Bach provided the Board with a brief background of why there are proposed language amendments to Chapters 1 & 11 with regards to the Board of Adjustment and also stated that the new language will specify that a supermajority vote is required for the granting of a variance.

A 5-minute recess was taken at 6:12 PM.

The meeting resumed a 6:18 PM.

Mr. Platt presented the City Tree Committee's list of proposed LDC text amendments to enhance tree preservation and protection.

Members agreed to wait until the adoption of a full LDC revision to discuss changes to 4.02.01(J).

Ms. Gibson stated that the proposed addition of the new section 4.05.16 would address and re-establish the City's Tree Fund. The former language as established in 2001, was never readopted within the 2006 code update.

Members agreed to amending section 4.05.03(E) Landscape Maintenance Requirements, which would increase the minimum tree health guarantee from 1 year to 3 years.

Section 11.05.03 proposed the following language: *"The City shall require an assessment provided by a certified arborist at the end of the warranty period before remitting funds or releasing the obligation documents."*

Chair Minshew inquired about implementation and enforcement methods for extending the tree health guarantee.

Members discussed the current tree mitigation requirements and the extent to which palm trees would be permissible in lieu of shade trees.

Section 4.05.04 – For Single-family and Two-family Residential Development, the proposed language suggested was as follows: *"Relocation of existing healthy trees on the project site measuring at least 2.5" DBH and at least 8 feet tall may be relocated on the site and utilized as a credit to satisfy minimum landscape requirements."*

Section 4.05.04 – For Multi-family Residential Development, the proposed language was as follows: *"There shall be not less than two (2) shade native trees for each 1,500 square feet, or fraction thereof, of development site. Relocation of existing healthy trees on the project site measuring at least 2.5" DBH and at least 8 feet tall may be relocated on the site and utilized as a credit to satisfy minimum landscape requirements."*

Members all agreed to the increase in minimum native shade tree plantings.

Section 4.05.10 – The proposed language was proposed in a new added section C. *"At a minimum, one water-tolerant native tree per 50 linear feet of pond frontage is required. Trees may be grouped to create clusters to meet minimum requirements. A five (5) foot natural mulch barrier is required around each tree or cluster of trees."*

Members all agreed that the mulch barrier should be replaced with a "natural barrier".

Section 10.03.00 – The proposed recommendation is to add a section C in order to allow for deviation from standard setback requirements, when such a deviation would preserve a protected tree. This would remove the need for a variance making homeowners more likely to pursue this less expensive and less time-consuming process. It would also promote environmentally friendly designs.

Mr. Platt provided the Board with proposed language to define Mobile Food Vending "Food Truck" Park, permissible zoning districts, and supplemental standards.

Chair Minshew proposed that a food truck park should specify "2 or more" instead of the proposed "3 or more" food trucks.

Mr. Platt reviewed a document that was provided to the Board regarding permissible encroachments within the LDC and proposed changes.

Member Robas suggested that the permissible encroachment be changed to 10 FT from the rear property line versus the current 5 FT.

Members agreed that no encroachments should be within 10 FT of the rear property line.

5.2 Vision 2045 Update and Board Discussion

Ms. Gibson provided Board members with the latest overview of WGI's progress to date.

Board members agreed that they will provide feedback on this draft to staff by November 19, 2021

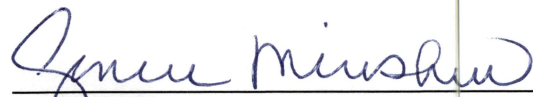
6. STAFF REPORT

7. PUBLIC COMMENT

No parties wished to speak.

8. ADJOURNMENT 7:56


Taylor Hartmann, Recording Secretary


Genece Minshew, Chair



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
DECEMBER 8, 2021**

1. CALL TO ORDER 5:00

2. ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan

MEMBERS ABSENT:

Brandy Carvalho

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary
Andrew Crozier, WGI (Virtual)

3. PLEDGE OF ALLEGIANCE

Chair Minshew reviewed a few housekeeping guidelines and congratulated Member Robas and Member Gingher on their reappointments to the PAB.

4. APPROVAL OF MEETING MINUTES

4.1 Approval of Minutes for the PAB Regular Meeting of November 10, 2021.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as presented.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5. OLD BUSINESS

5.1 Vision 2045 Plan Presentation by WGI with Board and Public Discussion

(All draft documents will be uploaded to the Vision 2045 website by December 8, 2021.)

Official kick-off of the 4-week public comment period from December 8, 2021 - January 5, 2022

Ms. Gibson provided the Board a brief overview of the history of the Vision 2045 Plan and introduced WGI Consultant, Andrew Crozier.

Mr. Crozier presented a PowerPoint slideshow of the Vision 2045 Plan format and content. This included a timeline of what activities have taken place since the start of this process in May 2021, a mission statement of the Vision, main themes, implementation methods, and appendices for additional supporting documentation.

Ms. Gibson stated that PDF and text forms of this presentation, as well as a comment box, are available on the City website.

Chair Minshew opened the public comment forum.

Eric Schmidt, virtual, spoke of the opportunity to meet with the consultants and felt that it was a very productive way to provide input.

With no other parties wishing to speak, Chair Minshew closed the public comment forum.

Commissioner Kreger, stated that he had anticipated seeing more individuals and inquired whether there would be an additional opportunity for public outreach.

Members commended staff and WGI on the incredible amount of time and effort that has been put into the Vision Plan.

Julie Ferriera, 501 Date Street, inquired about seeing more of the document and possibly pushing back the public comment and/or workshop until after the holiday.

Betsey Huben, inquired about possibly distributing copies of the document to locations such as the Chamber of Commerce and public library.

Richard Timm, Phone, 2126 Shell Cove Circle, offered the suggestion of providing a brief video that summarizes the document.

Members all agreed that more face-to-face time with the public is necessary.

6. NEW BUSINESS

- 6.1 PAB 2021-0009 - Final Plat: Crane Island - Phase 2E, Scott Borowski, Clary & Associates, Agent for The Range at Crane Island, LLC.

Member Robas inquired about the total number of platted lots on Crane Island.

Mr. Platt confirmed that the Crane Island subdivision will only have 113 platted parcels versus the original proposed 169 platted parcels.

Julie Ferriera, 501 Date St., inquired about whether the property owners are considering the large mature tree canopy and its protection during construction.

Mr. Platt explained that staff works with the contractors and homeowners regularly to ensure maximum tree preservation.

Ted Griffin, 2427 High Rigger Rd., inquired whether there will always be public access. Mr. Platt confirmed that yes, there will always be a 5-acre public park available to all.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0009 to the City Commission; AND that PAB case 2021-0009 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 6.2 PAB 2021-0010 - Final Plat: Crane Island - Phase 2C, Scott Borowski, Clary & Associates, Agent for The Range at Crane Island, LLC.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0010 to the City Commission; AND that PAB case 2021-0010 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

6.3 CITY OF FERNANDINA BEACH, AGENT FOR IP HOLDINGS GROUP, LLC, NASSAU TRUST LLC, AND MACEDONIA AME CHURCH.

Expansion of Local Downtown Historic District Boundary to include:

BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1","3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4".

Willing property owners have requested to be included in the City's locally adopted downtown historic district boundary. LDC Section 8.03.02 (M) requires that the Planning Advisory Board make recommendations for the consideration of the Historic District Expansion before proceeding to the City Commission for final decision making through an ordinance. After following all applicable review and notice criteria provided in LDC Section 8.03.02, the Historic District Council (reference HDC 2021-0033) completed its review and issued a recommendation of approval at its regular meeting on October 21, 2021. Staff continues to support the district's expansion.

Sal Cumella, City of Fernandina Beach Preservation Planner, provided the Board with a slideshow presentation of all properties requesting the historic district designation. This included the criteria they each meet in order to qualify as a contributing historic structure.

Public comment was opened

Mike Kegler, 325 St., provided a brief explanation of the corner stone that was recently unearthed at the Macedonia church .

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of the Expansion of Local Downtown Historic District Boundary to include: BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1","3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4" to the City Commission; AND that this recommendation as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

6.4 LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB CASES 2021-12, 2021-13, 2021- 14, 2021-15, 2021-16)

The following Land Development Code Text Amendments have been reviewed and discussed over the past several months in noticed public meetings by the Planning Advisory Board. The hearing to be conducted on this agenda is for final recommendations by the PAB before moving the items to the City Commission for decision making through several ordinances. The City Commission will consider items at two public hearings anticipated for January 18, 2022 and February 15, 2022. Draft and final minutes of all prior public meetings conducted in these cases may be obtained by contacting the Department of Planning and Conservation.

Prior meeting dates include: 9/8/21, 9/22/21, 10/13/21, 10/27/21, and 11/10/21.

6.4.1 CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-12): MINOR AMENDMENTS TO ADDRESS ERRORS, OMISSIONS AND CORRECTIONS INCLUDING SECTION 1.03.05 CONSTRUCTION OR DEMOLITION OF STRUCTURES ON COMBINED LOTS TO ADDRESS PROCEDURAL REQUIREMENTS FOR SEEKING A VARIANCE; AND AMENDING SECTION 1.07.00 DEFINITION OF VARIANCE; AND SECTION 2.03.02 ADDING CEMETERIES AS PERMISSIBLE WITHIN REC ZONING DISTRICT, ADDING HEALTH CLUBS AND GYMS AS PERMISSIBLE IN C-1 ZONING DISTRICT, ADDING MUSIC,

DANCING, PHOTOGRAPHY, OR ART STUDIOS AS PERMISSIBLE IN C-1 ZONING DISTRICT; AND SECTION 4.05.12 TO INCLUDE REFERENCE FOR PORT BUFFER REQUIREMENTS CONSISTENT WITH THE COMPREHENSIVE PLAN; AND SECTION 5.01.03 CLARIFYING ACCESSORY STRUCTURE SETBACKS TO INCLUDE FRONT YARD SETBACK MEASUREMENT; AND SECTION 5.01.05 TO CLARIFY THE MEASUREMENT OF FENCES AND WALLS; AND SECTION 5.01.06 ALLOWING FOR VINYL DUMPSTER ENCLOSURES AND ADDING AN EXEMPTION FOR INDUSTRIAL USES ON I-2 ZONED PROPERTIES; AND SECTION 6.02.04 CLARIFYING SUPPLEMENTAL STANDARDS FOR MOTORIZED VEHICLE SALES WITHIN THE MU-8 ZONING DISTRICT; AND SECTION 8.01.02(D) TO REFERENCE PREVIOUSLY CORRECTED PARKING STANDARDS WITHIN THE COMMUNITY REDEVELOPMENT AREA (CRA); and SECTION 7.01.04(a) FOOTNOTE 2 TO REFERENCE TO CRA PARKING STANDARDS; AND AMENDING SECTION 11.02.01 TO PROVIDE ADDITIONAL NOTICE REQUIREMENTS FOR CERTAIN APPLICATIONS; AND AMENDING 11.02.03 EXPANDING MAILED NOTICE REQUIREMENTS TO 500 FEET; AND AMENDING 11.07.01 CLARIFYING APPEALS OF ADMINISTRATIVE DECISIONS

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0012 to the City Commission; AND that PAB case 2021-0012 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

642 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-13):** CITY COMMISSION DIRECTED TREE ORDINANCE UPDATES INCLUDING AMENDING SECTION 4.05.03 LANDSCAPE REQUIREMENTS, SECTION 4.05.04 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT, SECTION 4.05.10 STANDARDS FOR RETENTION AND DETENTION PONDS, ADDING SECTION 10.03.01 (c) ADMINISTRATIVE WAIVERS FOR TREE PROTECTION, 11.05.03 INSTALLATION AND MAINTENANCE GUARANTEES FOR LANDSCAPING

Mr. Platt provided a review of the history of the proposed changes.

Member Robas inquired about the potential expansion of a wetland buffer. Mr. Platt confirmed that staff is currently working on updating and expanding the wetland layer in GIS and will use that data to conduct a thorough analysis of this proposed amendment, to be presented at a later date.

Members discussed an email that was submitted by the Amelia Tree Conservancy recommending using the classification of “native shade tree”. Concerns were raised about locations such as Fletcher Avenue and the ability for native shade trees to thrive in high salt environments.

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0013 to the City Commission; AND that PAB case 2021-0013 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

643 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-14):** FLORIDA STATUTE DIRECTED MOBILE FOOD DISPENSING “FOOD TRUCKS” ADDING DEFINITIONS IN LDC SECTION 1.00.07, ADDING MOBILE FOOD TRUCK PARK AS A

USE SUBJECT TO SUPPLEMENTAL STANDARDS IN LDC SECTION 2.03.02 AND PROVIDING SUPPLEMENTAL STANDARDS IN LDC SECTION 6.02.15.

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Stevenson to recommend approval of PAB case 2021-0014 to the City Commission; AND that PAB case 2021-0014 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 644 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-15): ENCROACHMENTS TO ADD DEFINITIONS IN LDC SECTION 1.07.00 FOR DECKS, BALCONIES, AND PORCHES AND AMENDING SECTION 4.02.03 (a) ADDING A PORCH ENCROACHMENT ALLOWANCE AND CLARIFYING DECK SETBACKS**

Mr. Platt reviewed discussions held over previous PAB regular meetings and workshops and the Board agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0015 to the City Commission; AND that PAB case 2021-0015 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 645 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-16): OLD TOWN DESIGN STANDARDS IN SECTIONS 8.01.01.02 (c)(3) AND (J) TO CLARIFY SPECIFIC ALLOWANCES FOR THE DEVELOPMENT OF CONNECTING ELEMENTS BETWEEN SIDE YARD AND FRONTAGE CORRIDORS**

Mr. Platt provided the Board with a brief overview of the history of Old Town's platted lots of record and why the visibility corridors are such a key design element.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Robas to recommend approval of PAB case 2021-0016 to the City Commission; AND that PAB case 2021-0016 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

7. BOARD BUSINESS

- 7.1 Elect Vice-Chair

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Gingher to elect Member Robas as Vice-Chair.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

Chair Minshew stated that she felt this has been a highly productive year and thanked everyone for their dedication and energy.

8. STAFF REPORT

9. PUBLIC COMMENT

No parties wished to speak.

10. ADJOURNMENT 7:22

Taylor Hartmann. Recording Secretary

Genece Minshew, Chair

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Ordinance 2022-04
Land Development Code Amendment - Landscape Requirements

ITEM TYPE: Ordinance (w/ fiscal impact)

REQUESTED ACTION: Consider Ordinance 2022-04 at First Reading

SYNOPSIS: The City Commission directed additional amendments to its tree protection and landscape ordinances at its annual goal-setting meeting on January 27, 2021. The City's Planning & Conservation Department staff formed a Tree Committee, which provided recommendations for code amendments. The City Commission adopted the Tree Committee's plan via Resolution 2021-123 on August 3, 2021. In addition, the committee provided an Urban Forestry Management Plan to direct specific actions for increasing canopy coverage within the City. This Ordinance serves to fulfill the City Commission's desired action for code amendments.
The Planning Advisory Board (PAB), at its December 8, 2021, Regular Meeting, issued a recommendation of approval.

FISCAL IMPACT: No fiscal impact.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve proposed Ordinance 2022-04 at First Reading.

Kelly Gibson, Planning Director	12/30/2021
Monica Benischeck, Administrative Services Manager	12/30/2021
Dale Martin, City Manager	1/10/2022
Tammi E. Bach, City Attorney	1/10/2022

A handwritten signature in blue ink, reading "Sylvie McCann", is written over a horizontal line.

Date: December 15, 2021

Submitted By: Sylvie McCann, Administrative Coordinator

COMMISSION ACTION: Approve

ORDINANCE 2022-04

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE (LDC) BY UPDATING TREE PROTECTION AND LANDSCAPE REQUIREMENTS BY AMENDING SECTION 4.05.03 LANDSCAPE REQUIREMENTS, AMENDING SECTION 4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT, AMENDING SECTION 4.05.10 STANDARDS FOR RETENTION AND DETENTION PONDS, CREATING SECTION 4.05.16 ESTABLISHING A TREE FUND; CREATING SECTION 10.03.01(C) ADMINISTRATIVE WAIVERS FOR TREE PROTECTION, AMENDING SECTION 11.05.03 INSTALLATION AND MAINTENANCE GUARANTEES FOR LANDSCAPING; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach has applied for a text amendment to modify multiple Land Development Code Sections acting on City Commission directed amendments which serve to increase the City's Urban Forest Canopy Coverage as determined through Resolution 2021-123 accepting the City's Tree Committee Recommendations for Code Amendments; and

WHEREAS, the City Commission adopted a unified Land Development Code (LDC) 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, the Planning Advisory Board held public hearings on September 8, 2021, September 22, 2021, October 13, 2021, October 27, 2021, and November 10, 2021 to discuss and consider public comment on the requested LDC Text Amendments;

WHEREAS, the Planning Advisory Board (PAB), acting as the City's Local Planning Agency, considered the application at its Regular Meeting on Wednesday, December 8, 2021 and issued a recommendation of approval for the requested amendments; and

WHEREAS, notice of public hearing on such Land Development Code amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on November 24, 2021.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the amendments attached hereto as Exhibit "A," amending multiple LDC Sections to address amendments which serve to increase the City's urban forest canopy coverage.

SECTION 2. 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 3. This Ordinance shall become effective immediately upon enactment.

ENACTED this 15th day of February, 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Mayor - Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

Date of First Reading: January 18, 2022

Date of Second Reading/Final Hearing: _____

Date of Publication:

ORDINANCE 2022-04
EXHIBIT “A”

Chapter 4 Changes

4.05.03 Landscape Material Standards

E. Maintenance requirements

1. All plantings ~~shall~~ must be continually maintained in an attractive and healthy condition. Maintenance ~~shall~~ must include, but not be limited to, watering, tilling, fertilizing and spraying, mowing, weeding, removal of litter and dead plant material, and necessary pruning and trimming.
2. Required plants that become diseased or die ~~shall~~ must be replaced not later than three (3) months following the loss of the plant.
3. Replacement trees ~~shall~~ must be maintained and warranted to survive for a period of ~~one (1) three (3) years~~ from installation. Trees which do not survive ~~one (1) three (3) years~~ must be replaced with new trees of the same size. Replacement trees ~~shall~~ must comply with the same maintenance and replacement warranty as the original replacement tree(s) and the warranty period will restart at the date of planting.

4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT

It is the intent of this section to provide minimum landscaping requirements for residential development. Existing plant materials, other than invasive species, may be counted toward meeting the landscaping requirements set forth in this section.

A. Single-family Detached and Two-family Duplex Residential Development

Single-family and two-family development ~~shall~~ must include, at a minimum, ~~one (1) two (2) native, shade trees~~ for every 2,500 square feet of lot area or fraction thereof. At least ~~two (2) four (4) native trees~~ shall may be located in the front, side or rear yard. Relocation of existing healthy trees on the project site measuring at least 2.5” DBH and at least 8 feet tall may be relocated on the site and utilized as a credit to satisfy minimum landscape requirements. Tree identification and placement ~~shall~~ must be shown on a site plan but ~~shall~~ may not be required to meet the requirements of 4.05.04(A) above.

B. Tri-plex and Multi-family Residential Development

Multi-family residential development sites ~~shall~~ must meet the following standards, in addition to the requirements set forth in Section 4.05.04(A) above:

1. There ~~shall~~ must be ~~not less than at least one (1) two (2) native, shade trees~~ for each 1,500 square feet, or fraction thereof, of development site. Relocation of existing healthy trees on the project site measuring at least 2.5” DBH and at least 8 feet tall may be relocated on the site and utilized as a credit to satisfy minimum landscape requirements. There ~~shall~~ must be a planting area not less than ten (10) feet in width between the building walls and parking areas. Landscape materials ~~shall~~ must be provided as follows:
 - a. One (1) tree for every 200 square feet of planting area or fraction thereof;
 - b. At least fifty (50) percent of the trees ~~shall~~ must be shade trees; and
 - c. A continuous hedge ~~shall~~ must be placed along the building walls.

2. There ~~shall~~ must be a planting area not less than ten (10) feet in width between an abutting right-of-way and parking areas. Landscape materials ~~shall~~ must meet the following standards:
 - a. One (1) tree ~~shall~~ must be provided for every 250 square feet of planting area or fraction thereof;
 - b. At least seventy-five (75) percent of the trees ~~shall~~ must be shade trees;
 - c. A continuous hedge or a berm with native plantings, at least three (3) feet in height, ~~shall~~ must be provided; and
 - d. The entire site, outside of the planting areas immediately surrounding the trees and shrubs, ~~shall~~ must contain grass or ground cover.

4.05.10. RETENTION AND DETENTION PONDS

Stormwater retention/detention ponds ~~shall~~ are required be naturally shaped (without geometric straight sides) and ~~shall~~ must meet the following minimum requirements:

- A. All wet detention ponds ~~shall~~ must incorporate a combination of aquatic and non-aquatic native plants to completely surround the perimeter to filter runoff of fertilizers, herbicides, and pesticides.
- B. Wet detention ponds ~~shall~~ must incorporate, at a minimum, a littoral zone or a littoral zone alternative Per Chapter 40C-42, Florida Administrative Code.
- C. At a minimum, one water-tolerant native tree per 50 linear feet of pond frontage is required. Trees may be grouped to create clusters to meet minimum requirements. A five (5) foot natural barrier is required around each tree or cluster of trees.

4.05.16 Tree Fund

In support of the City's commitment to tree protection, the continued health of its mature canopy, and to grow the urban forest, the City Manager must establish within the operating budget of the City a special account that includes all funds derived from donations, Tree Removal penalties or fines, and all fees collected from the issuance of tree removal permits into the special fund. The special account may also include funds derived from violations of landscape requirements. Funds in the special account must only be spent for the following activities:

- Heritage Tree nomination, inspection, and protection measures;
- Relocation of protected trees;
- Monitoring and special treatment (such as cabling or root injections) of protected trees within City Rights-of-way and public lands;
- Up to 1/3 of the salary of a City Employee serving as the Urban Forester/ City Arborist;
- The salary of a seasonal intern;
- Purchase of replacement trees and supplies including irrigation to support newly installed trees within the City;
- Education and outreach materials about trees;
- Equipment required to support new or replacement trees; and
- Staff and volunteer training activities.

The special fund will not be used to defer costs of routine maintenance activities (such as pruning or pesticide application) supporting City trees beyond two (2) years following their initial installation.

Chapter 10 Changes

10.03.01 Authority and Limitations

The City Manager is authorized to reduce specific site design and development standards of this LDC where the intent of the LDC can be achieved and equal performance obtained by granting a waiver. The authority to grant a waiver ~~shall be~~ is limited to the following:

- A. A reduction in the parking requirement, provided the following standards are met:
 - 1. The reduction is necessary in order to implement tree protection standards of this LDC;
 - 2. The reduction is limited to either one (1) space or two (2) percent of the parking requirement, whichever is more; and
 - 3. The reduction does not limit the availability or location of required handicapped parking.
- B. A reduction in a dimensional standard, other than a setback as set forth in Section (A) above, provided that all of the following conditions are met:
 - 1. A property owner inadvertently fails to comply with the dimensional requirements and such failure is identified after the start of construction;
 - 2. The difference between the required dimensional standard set forth in this LDC and the actual measurement is not more than three (3) inches; and
 - 3. Failure to comply with the required dimensional standard ~~shall~~ must not result in an adverse health, safety, or welfare impact.
- C. A reduction in the minimum front, side, or rear yard setbacks for a single residential lot for the exclusive purpose of protecting mature, healthy shade trees on a property provided the following standards are met:
 - 1. The reduction is necessary to protect a healthy native shade tree measuring at least 25 inches DBH; and
 - 2. The reduction does not result a structure placed less than five (5) feet from the front, side, or rear property lines; and
 - 3. The protected tree will not require pruning cuts any greater than 20% as recommended by ISA bestmanagement practices during construction or within 2 years following construction activities; and
 - 3. Where the applicant has provided a certified arborist statement attesting to the health of the tree and its worthiness for deviation from typical setback standards, a detailed protection schematic to secure and inspect the tree during construction activities, consideration of designation as heritage tree to extend protection requirements, and recommendations for post development inspections and treatments; and
 - 4. A recorded agreement between the property owner and the City which binds future owners to tree replacement requirements should the preserved tree fail in the future.

Chapter 11 Changes

11.05.03 Installation and Maintenance Guarantees for Landscaping, Irrigation, and Replacement Trees

A maintenance guarantee ~~shall~~ must be provided to ensure that required landscaping, and irrigation system, or protected trees are perpetually maintained in accordance with the provisions of this LDC. For all development projects receiving a Local Development Order, the applicant ~~shall~~ must provide legal documents, approved by the City, which insure such protection after building construction has occurred on the site. Such documents may include, but are not limited to, conservation easements, dedication of common open space, tree protection easements, deed restrictions, and homeowner association documents. The City requires an assessment provided by a certified arborist at the end of the warranty period before remitting funds or releasing the obligation documents.

Print

Planning Advisory Board (PAB) - Submission #8359

Date Submitted: 11/19/2021

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 (≤ 10 acres \$2,500 / > 10acres \$5,000)

☐

Land Use Map Amendment (≤ 10 acres \$2,500 / > 10acres \$5,000)

☒

LDC Text Amendment (\$1,500)

☐

Comp Plan Amendment (\$5,000)

☐

Subdivision Plat " Preliminary (≤ 20 units \$3,000 / > 20 units \$5,000)

☐

Subdivision Plat " Final (\$1,500)

☐

Vacation of R.O.W. (\$3,500)

☐

Small Cell Outside R.O.W. (per application) (\$500)

☐

Voluntary Annexation (\$2,000)

☐

Development of Regional Impact: Amend Development Order (\$1,500)

☐

New Telecommunications Structure (\$2,000)

☐

Revision to each PAB Application - 1/2 cost of original application fee (To offset additional display ad fee)

pab 2022



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 “ see LDC Section 11.01.08.



Preliminary Subdivision Plat “ see LDC Section 11.01.05.



Final Subdivision Plat “ LDC Section 11.01.05.



Zoning Map Changes “ 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 forty-five (45) days before the date of the Planning Advisory Board’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, Owner’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 City’s Comprehensive Plan.



o A justification for the proposed amendment(s) or action(s).

Have you met with a planner for a pre-application meeting?*

Yes

What was the date of your pre-application meeting?*

11/19/2021

If you have yet to have a pre-application meeting, please choose a date and time to schedule your meeting now. Every Tuesdays are reserved for pre-application appointments.*

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser’s Website’s Map Search](#)

Site Address*

City*

State*

Zip*

Parcel ID #(s)*

Lot*

Block*

Subdivision*

Zoning District*

C-1

Future Land Use Designation*

8th St Mixed Use

REVIEW TYPE*

☐

Zoning Map Amendment ≤ 10 acres

☐

Zoning Map Amendment > 10 acres

☒

LDC Text Amendment

☐

Comp Plan Amendment

☐

Subdivision Plat “ Preliminary ≤ 20 units

☐

Subdivision Plat “ Preliminary > 20 units

☐

Subdivision Plat “ Final

☐

Vacation of R.O.W.

☐

Voluntary Annexation

☐

Revision to PAB Application

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Last Name*

Company (if applicable)

City of Fernandina Beach

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

Florida

Zip*

32034

Telephone Number*

9043103100

Email Address*

dmartin@fbfl.city

OWNER'S AGENT

If other than owner. If an agent will be representing the owner, an Owner’s Authorization For Agent Representation form must be included

First Name

Last Name

Mailing Address

City

State

Zip

Telephone Number

E-mail Address

PROJECT INFORMATION

Previous Planning/Zoning Approvals

Summary of Request (more detailed information to be provided in required letter of intent)*

LDC Text Amendment - Tree Ordinance Updates

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*

11/19/2021

Upload Supporting Documentation*

City of FB logo NEW Reflex.jpg



Upload 2

Choose File

No file selected

Upload 3

Choose File

No file selected

Upload 4

Choose File

No file selected

DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning

LDC Code-based Amendments

Current Code Section	Current Code	Proposed Amendment	Benefit of Amendment
10.03.01	“A reduction in a dimensional standard, other than a setback...”	Allow for deviation from standard setback requirements, when such a deviation would preserve a protected tree	Removes the need for a Variance. Homeowners are more likely to pursue this less expensive and less time-consuming process. It will also promote environmentally friendly designs.
1.07.00 (B)	“Protected tree means any existing, healthy tree having a five (5) inch DBH, or greater and not identified on the most recent Florida Exotic Pest Plant Council Invasive Plant list (Category I or II) and any tree that was planted or preserved in compliance with an approved development order or to mitigate removal of a protected tree.”	Include any newly planted trees as part of the LDC’s minimum landscape requirements.	Reinforces section 4.05.03(E)(3)
4.05.10	“All wet detention ponds shall incorporate a combination of aquatic and non-aquatic native plants...”	Require a minimum of one (1) 2.5” DBH water-tolerant tree per 50 linear feet of pond frontage. Creating clusters of trees is permissible so long as the minimum requirements are met. A 5 FT barrier at 3” deep, created by mulch or other natural material, must be placed around each tree and/or cluster	Softens the landscape, allows for better absorption of stormwater, filter runoff, additional wildlife habitats,
4.05.14 (D) (4)	An applicant shall be permitted to pay a fee to the City Tree Replacement Fund for up to fifty (50) percent of the cumulative DBH of protected trees removed, less the credits accumulated	Maintain the \$500 Tree Removal Fee for the first 3 trees, but increase “Each Additional Tree” fee from \$100 to \$150	Revised fee is more in line with what it would currently cost the City to replace removed trees

	from preservation of trees on the site. The fee will be set by resolution of the City Commission and will be based on the average cost for the City to replace the tree with the same species, excluding invasive species, the fiscal year in which the permit is issued.		
Table 4.02.01(J)	Maximum impervious surface ratio for residential lots is currently 60%.	Reduce Impervious Surface Ratio to 45% for all residential development. Applies to zoning districts R-1, R-2, RLM, R-3, and MU-1 and MU-8 where exclusively residential is developed.	Encourages greater tree preservation, increases open space, minimizes impervious surfaces.
No current code section	N/A	Require permits for all concrete slabs and all pavers exceeding 50 square feet.	Provides a method for ensuring LDC compliant impervious surface ratios, oversight of lot coverage
4.05.05(A)&(B)	Single-family and Two-family Residential Development Single-family and two-family development shall include, at a minimum, one (1) shade tree for every 2,500 square feet of lot area or fraction thereof. Multi-family Residential Development 1. There shall be not less than one (1) shade tree for each 1,500 square feet, or fraction thereof, of development site.	Single-family and Two-family Residential Development Increase the minimum landscape requirement to 2 native trees per 2500 sq. ft. Multi-family Residential Development Increase the minimum landscape requirement to 2 native trees per 1500 sq. ft.	Greater diversification of native species, doubles the total number of trees required per lot.

No current code section	N/A	Existing healthy trees onsite that are 2.5 inches DBH or greater and at least 8 ft. tall that are relocated and that would otherwise be removed from the site because of development may be utilized as credit towards the assessed mitigation, if relocated onsite.	Preserving well established trees and existing mature canopy onsite.
No current code section	N/A	At the property owner's expense, they must analyze the condition of each tree, 3 years after the tree was preserved, relocated, or planted. Assessment may be provided in the form of an arborist evaluation or onsite inspection performed by the City. This analysis must be submitted to the city for inspection and approval within 30 days of being made. Should any tree die or be in a state of decline within 3 years of being preserved, planted, or relocated, the property owner must be required to replace the tree within 60 days of that determination. The three-year monitoring and approval period must begin anew whenever a tree is replaced. If that replacement tree is found not to be viable at the end of the second monitoring period, the property owner can pay the appropriate amount into the tree fund in lieu of planting a third replacement tree. If the property owner fails to replace the tree or to pay the appropriate amount into the tree fund within 60 days, the property owner will be in violation of this chapter. The City has the authority during the required 3-	An enforcement mechanism to ensure mitigation and landscape trees are compliant with the code. Upon approval this section would become a sub-section of 4.05.03(E)(3).

		year maintenance period to conduct on-site maintenance inspections subsequent to final inspection and notice of completion, and to require correction of all deficiencies and violations. Note: To create a stamp with this language on all landscape plan approvals at time of permitting.	
4.05.03(E)(3)	Replacement trees shall be maintained and warranted to survive for a period of one (1) year from installation. Trees which do not survive one (1) year must be replaced with new trees of the same size. Replacement trees shall comply with the same maintenance and replacement warranty as the original replacement tree(s) and the warranty period will restart at the date of planting.	Expand the minimum tree health guarantee timeframe from 1 to 3 years.	Encourages healthy tree maintenance, allows for longer tree establishment period
No current code section	N/A	Incorporate specific language relating to tree trust fund.	Provide clarification of fund usage within the LDC.

RESOLUTION 2021-123

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ACCEPTING THE CITY TREE COMMITTEE FINAL REPORT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission, at their January 28, 2019 Goal Setting Workshop, established a goal to increase the City tree canopy coverage by five percent by 2024; and

WHEREAS, the Planning and Conservation Department provided the City Commission with a Tree Canopy Analysis and Tree Management Plan in August 2019 and August 2020; and

WHEREAS, the City Commission amended its Land Development Code in May 2020 to increase minimum mitigation requirements and set forth specific penalties for unpermitted tree removal in support of its 2019 established goal; and

WHEREAS, the City Commission recommitted to its 2019 goal and expanded interested in reexamining Land Development Code amendments at its annual Goal Setting Workshop on January 2021; and

WHEREAS, Planning and Conservation Department established an internal working group called the City Tree Committee (CTC), comprised of diverse community interests which serve to support the City's urban forest; and

WHEREAS, the CTC, comprised of seven members of the community, developed a framework for achieving the City Commission's goal; and

WHEREAS, the CTC, conducted open and noticed public meetings between April 2021- July 2021 in support of the Commission's established goals; and

WHEREAS, the CTC Final Report is a culmination of four months of data gathering, through various methods, from April 2021 through July 2021 and contains actionable recommendations focused on community partnerships, new planting strategies, education, and Land Development Code changes.

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

SECTION 1. The City Commission hereby has reviewed and accepts the City Tree Committee Final Report attached hereto as Exhibit "A".

SECTION 2. The City Commission hereby directs staff to submit amendments to the Land Development Code.

SECTION 3. The City Commission directs staff to work with community partners to act on planting trees within the identified areas described in the Final Report.

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

ADOPTED this 3rd day of August, 2021.

CITY OF FERNANDINA BEACH



MICHAEL A. LEDNOVICH
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:



CAROLINE BEST
City Clerk



TAMMI E. BACH
City Attorney

FINAL REPORT OF RECOMMENDATIONS FOR CITY CANOPY INCREASE



August 3, 2021

Prepared by:
The City Tree Committee (CTC) of Fernandina Beach

CTC Committee Members:

Lynda Bell, Keep Nassau Beautiful
Lisa Finkelstein, Fernandina Beach Main Street
John Hillman, The Range at Crane Island
David Jensen, WestRock, Urban Forestry
Margaret Kirkland, Amelia Tree Conservancy
Tammi Kosack, Resident
Matt Meskimen, MCG Homes

Daphne Forehand, Staff Liaison
Taylor Hartmann, Staff Liaison

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KEY FINDINGS

As the City of Fernandina Beach continues to grow and develop, long term planning and management is critical to preserve, enhance, and restore our urban forest.

As the City of Fernandina Beach continues to grow and develop, long-term planning and management is critical to preserve, enhance, and restore our urban forest. The findings of this report include:

- Review of 5% canopy coverage goal established by City Commission, with the conclusion that this goal is unattainable
- Utilized 2019 canopy coverage data to determine baseline values for future actions
- Recommendations and solutions through LDC amendments to offset loss, increase canopy, and realize an attainable goal.

Research conducted by reviewing similar canopy coverage initiatives in various municipalities reveals that more time is needed to realize canopy growth. The established timeline and goal of 5% growth in 5 years does not provide ample time to plant or measure the growth of newly established trees. A revised goal and timeline to allow for measurable growth as the average age of tree maturity are upwards of 40-70 years. (Appendix A, B, C)

The recommendations included within this report are in alignment with the City's Comprehensive Plan. The establishment of a 10, 15, or 20-year goal would further align with the Comprehensive Plan and provide for measurable progress, which could be captured through aerial assessments performed every 2 years.

Community engagement and public education are critical components for maintaining, protecting, and revitalizing our urban canopy. One of the ways in which these components are addressed is through website updates. The website will include easy to access to tree protection requirements and resources for citizens to get involved in volunteer efforts.

For these findings and recommendations to reach success, adequate time, strategic planning, and an effort from everyone including City staff, residents, and the business community is required. The planting, care, and preservation of trees on public and private property are efforts that all can take part in to restore, protect and increase our tree canopy.

CREATION OF THE COMMITTEE

On January 28, 2019, the City Commission held a Goal Setting Workshop to discuss and clarify the City of Fernandina Beach goals. During this workshop, one of the City Commission's main discussion items included the expansion of the existing City tree canopy by 5% over the next 5 years. Upon their consensus on completing a canopy study, the Department of Planning and Conservation was assigned the task of information gathering to create a report offering a framework that emphasizes the health, protection, maintenance, and growth of our existing mature canopy, and most importantly lay out strategies for replacement and planting of new diverse tree species native to our area. Staff developed Land Development Code changes for adoption in early 2020 which significantly modified the City's tree protection mitigation ratios and set forth penalties for unpermitted tree removal. Presentation of the City's Tree Management Plan was provided by the City Arborist in August 2020. (Appendix A) At its annual goal-setting meeting in January 2021, the City Commission prioritized and emphasized its original goal to increase the tree canopy by 5% and directed staff to provide feedback on additional Land Development Code amendments. The direction was to return to the City Commission by August 2021. With the understanding that the requested action would take greater buy-in from the community at large, Staff initiated and established an internal committee for support. The Department of Planning and Conservation began the task of creating the City Tree Committee by recruiting professionals from fields including development, business, landscape design, and tree/environmental advocacy groups.

Throughout this 3-month period, members took part in discussions regarding the impact of tree conservation both as citizens and within their professional fields. Also highlighted during this period were 3 panel discussions. The first panel focused on Tree Professionals. They included tree removal companies, arborists, and tree nurseries. The second panel provided insight on GIS and our partnership with Nassau County's Property Appraiser expert staff. The third and last panel discussion emphasized the important impact of Design Professionals and allowed a well-rounded exchange of questions and feedback.

As a result, committee and panel discussions provided necessary fact-finding information laid out below, generating a consensus on the attainability of the proposed goal, the establishment of current strategies put in place to beef up the tree replacement outreach, and future plantings.



VISUALIZING A 5% INCREASE

In order to create a framework of goals and actions, it was critical for the committee to identify and establish key baseline values, the first of which came from a 2019 canopy coverage analysis performed by Carter Environmental Services (CES). Using the most recent aerial imagery (2019), CES concluded that the City had an estimated canopy of 39%. However, one must also understand that this is an aging canopy that requires continual maintenance and tree replacement in order to account for natural loss. (Appendix B)

- Total acreage of the COFB: 8,051
- 2019 Canopy Coverage Analysis: 39% (equivalent to 3,140 acres)
- 5% Increase (Appendix C): Totals 157 acres
- Trees Per Acre: 33 (Based on 41' canopy spread, totaling 1,320 sq. ft.)
- Mortality Rate of Newly Planted Trees (Appendix D): (0-5 Years After Planting): 7% (equivalent to 363 trees or 11 acres)
- Total Tree Removal between 2014-Present: 12,906
- Average Annual Tree Removal (Appendix E) = 1,613 (development and hazard trees)

TIMELINE	ANNUAL TREES TO BE PLANTED	ANNUAL COST*	COST INCLUDING LABOR AT \$400
3 Years Established Goal	1,909	\$524,920	\$763,600
10 Years	518	\$142,477	\$207,200
15 Years	345	\$94,875	\$138,000
20 Years	260	\$71,500	\$104,000

* These numbers are based on the average price of a code-compliant tree at \$275 per tree. The average price per tree including installation, maintenance, and labor cost is \$400-\$475.

**5,181
TREES**
Meeting the canopy coverage goal of 5% by 2024 would require the City to successfully plant and maintain 5,181 trees in 2.4 years.





CANOPY INCREASE ACTION PLAN

After the first introductory meeting to present the goal of the City Commission and introduce the purpose behind creating the City Tree Committee, members were asked to view a map of the city boundary and select a quadrant to scout and identify locations for future tree plantings.

Areas identified included: North 3rd Street behind the port warehouse, Fernandina Beach Middle and High schools, the city golf course, Central Park, Ash Street rights-of-way, Hickory Street right-of-way, the airport, and the Nassau County Humane Society. (Appendix F, G)

The recommendation of the City Tree Committee is for the Department of Planning and Conservation to initiate and oversee the following actions.

Large Scale Plantings

Small Scale Plantings

LDC Code Based
Amendments

Community Outreach

Website Updates

Website Icons

Designation of Tree Holding
Area

LARGE SCALE PLANTINGS (> 10 TREES)

The committee recognizes the need to establish interdepartmental coordination between Parks & Recreation, Maintenance, and Planning & Conservation in order to facilitate employee training, implementation of outreach, tree plantings, volunteering efforts.



Seasonal Tree Giveaways

The Department of Planning and Conservation will now hold 3 tree giveaway events yearly in collaboration with community partners. To avoid the hurricane season and the extreme heat during the summer months, these will be done every fall, spring, and winter. Registration links will be made available approximately 1 month prior to each event on the City's newly revamped tree website.



Trees in Parks & Rights of Way

Locations of possible large-scale tree planting opportunities were suggested to the Committee. These locations will need to be reviewed to verify locations of utilities, future planned development, and maintenance issues. One location that has been reviewed and approved for a fall planting is along Hickory Street near the soccer fields. A total of 150 trees will be planted in the fall. (Appendix F)



Golf Course Trees

The Department of Planning & Conservation plans to work with the golf course management team to establish a yearly assessment of the current health of trees located on the City golf course as well as the planning for future plantings.



Existing Retention Pond Plantings

Community outreach to property owners will be implemented to determine potential planting areas. Tree selection will be based on water-tolerant species. Encouraging the clustering of trees will promote wildlife habitats and shaded areas for families to gather. (Appendix H)



Trees in Bosque Bello

Bosque Bello Cemetery has an aging canopy and will need continuous attention to monitor dying trees and a replacement strategy. Funds that were approved to create a master plan are available in the 2021 fiscal year budget. To date, however, no official plan has been put into place. Coordination with the Department of Parks & Recreation would be beneficial for specimen selection and proper maintenance once trees have been planted. Plantings not located along roadsides in the cemetery would need to have an archaeologist on site to cover the City in the event that historical artifacts are uncovered.



City School Planting

Initiate conversation with the Nassau County School Board Staff, to discuss future plantings on school grounds, this effort is for the next school year.

SMALL SCALE PLANTINGS (< 10 TREES)

These small scale plantings require community involvement and advocacy. All requests can be made through the City's tree website for immediate action.



Free Tree Replacement Program

For every tree removal permit approved, citizens are asked if they would like to receive a free tree. Staff will assist residents in determination of appropriate species and location.



Tree Dedication Program

Citizens or local businesses can request a tree for a special occasion or in memory of a loved one. Tree species and final location will be vetted by staff. Dedications will be recognized through staff issued certificates.



Natives for Invasive Replacement Program

Citizens can request a free native tree in exchange for removing an invasive species such as Brazilian pepper, Chinese tallow, and Chinaberry from their property or public rights-of-way.



Arbor Day

The City of Fernandina Beach is proud to hold the Tree City USA designation. In order to maintain this title, the City must recognize both Florida Arbor Day (third Friday of January) and National Arbor Day (last Friday of April). With that in mind, the Department of Planning & Conservation is committed to using these celebrations to promote planting events.

LAND DEVELOPMENT CODE AMENDMENTS

The following bullets briefly summarize the Committee's recommended Land Development Code amendments:

- Allow staff level deviations from dimensional standards for tree protection under certain criteria
- Expand “protected tree” definition to include newly planted trees
- Require trees surrounding stormwater detention and retention areas
- Increase tree removal fees by \$50
- Reduce impervious surface ratio to 45% for residential zoning districts
- Require permits for concrete slabs exceeding 50 square feet
- Double minimum landscape requirements for new residential development
- Provide for allowance to relocate trees on the same site
- Establish an enforcement mechanism for tree replacement and mitigation

Please see Appendix I for a comprehensive analysis.



COMMUNITY ACTION

Achieving a substantial canopy coverage increase requires community action. The recommendations and solutions brought forth through this Committee are unique in that it is not just a City plan, but rather a *community-wide collaboration* to rebuild the urban forest through partnership.

Local School Outreach

After discussions with local guidance counselors, it was agreed that an effort will be made by schools to promote a volunteer program for city-sponsored planting events. The students would help with digging and planting activities, all to be supervised by the City's Urban Forester. This would help students earn community service hours, instill pride, and stress the importance of trees in the community.

Heritage Tree Program

The City must make an initial investment, perhaps through a mailer, to make all residents aware of this program and the ease in which they can nominate a tree for this designation. The most recent tree inventory data, provided by the Nassau County Property Appraiser's Office indicates that there are well over 100 trees that would qualify as Heritage trees, but have yet to be nominated. It is important to note that this title provides an additional layer of protection should anyone ever look to remove the tree.

Social Media and Promotion

The City will utilize various media platforms to inform citizens, promote tree programs, and advertise upcoming planting related events. Platforms include: social media posts via Facebook, the creation of a Twitter tag #Rootfortrees, PEG Channel segments, articles in the New-Leader's City Scoop, and a banner at the top of the city website.

City Tree Unit

A small number of employees from the Parks & Recreation, Maintenance, and Utilities departments will receive training on how to properly establish a new tree planting, maintain green spaces without damaging trees, and regularly work with the City's Urban Forester to preserve the existing aging canopy. This unit of dedicated employees further promotes the need for interdepartmental coordination and collaboration.

Local Advocacy Groups

The City relies on these organizations to continue their efforts in promoting tree education, plantings, and provide volunteers to assist with the long-term care and assessment of mature trees.

Tree Workshop

The City's Urban Forester will provide biannual tree maintenance workshops. This event will be open to all individuals interested in learning about the importance of trees as well as proper planting, pruning, and long-term care techniques. Additionally, they will include an overview of the City's tree website with all of its features.

Creation & Distribution of Infographics

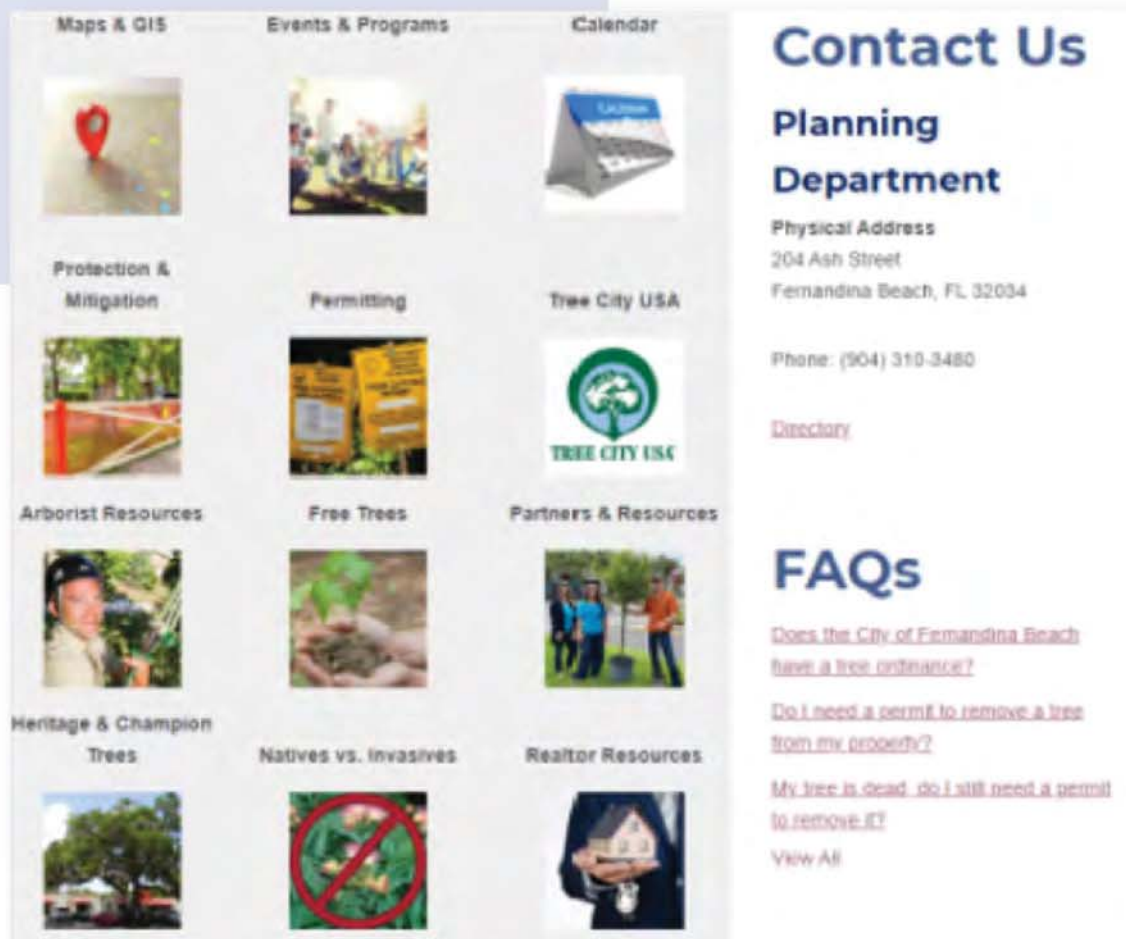
The City will increase the distribution of easy-to-read tree protection infographics and materials to real estate, design professionals, and advocacy groups

WEBSITE UPDATES

Public education and outreach are critical components needed to fuel our community's understanding and engagement in reaching our goal of increasing our tree canopy. Because the LDC provides an abundance of information, the material was divided into individual sections and their corresponding icons. In instances where topics overlap, such as permitting or tree protection and mitigation, a user can access related topics at the bottom of each page.

The creation of a user-friendly site where citizens and professionals alike could quickly and easily access all tree-related information is one of the ways we plan to reach the community.

In addition, the Committee endeavored to provide a visually appealing and interactive website that promotes tree education. The following is a brief synopsis of what each section contains.



WEBSITE ICONS

The following is a brief synopsis of what each section contains.

- Under Maps & GIS, citizens will find a collection of canopy coverage maps, tree inventory data, as well as a link bringing them directly to the newly created Tree Tracker App.
- The Events & Programs icon will provide access and information on all tree planting opportunities offered by the City.
- The Calendar icon will inform citizens of specific dates, times, and locations of all upcoming City sponsored tree plantings.
- Both Permitting and Tree Protection & Mitigation icons will provide critical information from the Land Development Code formatted into an easily readable quick reference guide.
- Tree City USA will provide the user with an overview of what this designation means and Fernandina Beach's history of achieving such a title.
- Under Arborist Resources, citizens will learn the difference between an arborist and an urban forester and locate an ISA Certified Arborist near them.
- The Free Trees icon will detail how residents can request a tree provided by the city, at no cost.
- Partners & Resources will include links to: the Nassau County Property Appraiser's website and various community partners.
- Heritage & Champion trees will be a place where citizens can go to learn what these two specific titles mean, explore the City's existing Heritage trees, learn how to nominate new Heritage trees, and more.
- The Natives vs Invasives icon will provide information and resources on both types of species as well as outlining how a resident can receive a free tree upon removal of an invasive species.
- Realtor Resources will be a tool for those who work with new and/or soon-to-be residents of the City. This page will be used to provide a snapshot of Fernandina Beach including its designation as a Tree City and general tree protection guidelines.

DESIGNATION OF SPACE FOR STAGING TREES AND SUPPLY

To better support the goal of the City Commission and the recommendation of the City Tree Committee, an area is needed for the staging of trees. The area would require access to a water supply, fencing for security, and ease of access for delivery purposes. In addition, this location should provide adequate space for the storage of materials critical to the installation of trees such as: mulch, shovels, gator bags and hoses. Although funds have been allocated within the 2021-22 budget to cover any expenses tied into securing this type of area, interdepartmental discussions have already taken place for the possibility of utilizing existing gated/secured area owned by the City.



1

**Dedicated Space in
Maintenance Yard**
(Committee Recommended)



2

**Dedicated Space at lot
behind water tower**



3

**Dedicated space at other
City owned property
(Recreation Center, Airport
etc.)**

RECENT EVENTS & INITIATIVES FOR CANOPY COVERAGE INCREASE

Florida Arbor Day – January 15, 2021

In celebration of Florida's Arbor Day, on Friday, January 15, 2021, members of the City's Planning & Conservation staff, the Nassau County staff of the Florida Forest Service, the maintenance technician from the Fernandina Beach Housing Authority, and the Tree Surgeons held a small tree planting event on Hickory Street and S. 13th Street. The Florida Forest Service donated 10 shade trees and Liberty Landscape donated two large oak trees and a magnolia tree. A previous event was held at the same location on December 21, 2020, where 12 fruit trees were planted. (Appendix J)



Tree Giveaway with Keep Nassau Beautiful April 17, 2021

Residential Planting

On April 17, 2021, during the City of Fernandina Beach yearly recycling event and in partnership with Keep Nassau Beautiful, we were able to donate 250 trees of various species to over 100 local residents. (Appendix J)

Volunteers Grove Initiative by Amelia Tree Conservancy – Central Park April 2021

Atlantic Avenue / S. 13th Street

On April 22, 2021, The City of Fernandina Beach, in partnership with the Amelia Tree Conservancy, celebrated Earth Day by dedicating an area in Central Park called Volunteers Grove. This area was dedicated to honor Amelia Island's countless volunteers. During this event 5 native shade trees and 54 shrubs were planted. (Appendix J)



RECENT EVENTS & INITIATIVES FOR CANOPY COVERAGE INCREASE



Amelia Park Homeowner's Association Initiative, Common Areas – April 22, 2021

North Park Drive

On April 26, 2021, the Amelia Park Homeowner's Association planted 39 Live Oaks throughout the community's common areas. The trees were planted on Lake Park Drive, North Park Drive, Park Avenue, Park Lane, and School Street. (Appendix J)

National Arbor Day – April 30, 2021

North 3rd Street

In celebration of Arbor Day, on Friday, April 30, 2021, members of the City's Planning & Conservation staff held a small tree planting event on N. 3rd Street and planted 2 Live Oaks and 2 Weeping Yaupon Holly trees. Volunteers have stepped in to help with maintenance which includes watering the trees for the establishment period. (Appendix J)



FUTURE LARGE SCALE PLANTINGS

BEGINNING FALL 2021

Hickory Street Corridor

An estimated total of 150 trees will be planted in the rights-of-way along Hickory Street, between Parkview Place West and South 15th Street. (Appendix F)



Hickory & South 13th Street

As part of an ongoing initiative, the Department of Planning & Conservation proposes to plant additional shade trees at this location. (Appendix F)



Main Beach Parking Lot

At the June 24, 2021, TRC meeting, City Staff recommended removing all asphalt parking islands to be replaced with curbs and salt-tolerant landscaped beds including Cabbage Palm trees. This proposed project received unanimous agreement from members. (Appendix F)



FINANCING THE ACTION PLAN

Funds from the Tree Trust Fund are generated by income from building permit tree removal fees. For the 2020-21 fiscal year, the approved fee schedule shows that Tree Removal fees are \$500 for up to the first 3 trees and \$100 for each additional tree. Additionally, with regards to tree mitigation, the City provides a Fee In Lieu option at a cost of \$400 per tree.

While every year approximately half of its proceeds are kept in a reserve account, the remaining revenues are distributed into various expense accounts such as Salary related accounts, Program, Professional Services, and Operating Supplies accounts. In the upcoming fiscal year 2021-22, funds have also been allocated to the Equipment account for the purchase of an auger and spade which will allow relocations of selected trees.

The following table offers the current financial data as of July 2021. (Appendix K, L)

BUDGET 2020-2021

ACCOUNT	2021 BUDGET	EXPENSES TO DATE	FUNDS AVAILABLE
PROGRAM	\$50,648.00	\$30,221.54	\$20,427.46
SALARY	\$27,542.00	\$ 7,147.31	\$20,394.69
PROF SERV	\$53,500.00	\$350.00	\$53,150.00
OP SUPPLIES	\$11,500.00	\$ 6,957.89	\$ 4,542.11
TOTAL	\$143,191.00	\$44,676.74	\$98,514.26
2021 REVENUE	\$132,140.00		
2021 RESERVE	\$199,737.00		

ESTIMATED BUDGET 2021-2022*

ACCOUNT	2022 BUDGET
PROGRAM	\$132,200.00
SALARY	\$ 27,970.00
PROF SERV	\$ 53,500.00
OP SUPPLIES	\$ 63,750.00
EQUIPMENT (AUGER + SPADE)	\$ 15,000.00
TOTAL	\$292,420.00
2022 REVENUE	\$130,000.00
2022 RESERVE	\$122,676.00

* The projected 2021-22 fiscal year budget is in harmony with a restructured goal of a 5% canopy coverage increase in 15 years.



METHODS OF MEASURING PROGRESS

METHOD	FREQUENCY	PROS	CONS
AERIAL IMAGERY* ALSO ASSESS FOR NEIGHBORHOODS IN NEED	EVERY 2 YEARS	LARGE AREA OF COVERAGE, PARTNERSHIP WITH NASSAU COUNTY PROPERTY APPRAISER'S OFFICE. - EQUITABLE DISTRIBUTION OF CANOPY ACROSS CITY	ACCURACY IS DEPENDENT ON TIME OF YEAR AND PROPERLY IDENTIFYING SHADOWS - PLANTING REFUSALS**
CONTRACTED TREE INVENTORY	10 YEARS	HIGHLY ACCURATE	COSTLY, ONLY CAPTURES A SINGLE TIMEFRAME, MUST BE UPDATED WEEKLY TO ASSESS LANDSCAPE CHANGES
TREE REMOVAL PERMIT ASSESSMENT	TWICE A YEAR	IDENTIFY CANOPY LOSS EARLY ON	ARBORIST HAZARD ASSESSMENTS DO NOT REQUIRE PERMITS OR CITY NOTIFICATION
HANDHELD GPS FOR TARGETED TREE SURVEYING	AT EVERY FUTURE PLANTING	ACCURACY, LESS EXPENSIVE, IMMEDIATE RESULTS	LACKS A COMPREHENSIVE INVENTORY

*Aerial imagery and canopy analysis provided by Nassau County Property Appraiser's office

**Identify why citizens might refuse a street tree and work to address those concerns

FORMAL RECOMMENDATIONS

BASED ON ALL OPTIONS PRESENTED

Recommendation 1:

Maintain the 5% canopy coverage goal but extend the timeframe to a period of 15 years. This would allow the combined efforts of community outreach, increased initiatives, and code-based changes to be captured on a much larger scale and afford all new plantings the time necessary to approach maturity.

Recommendation 2.

With regards to the care and continual maintenance of future plantings, the CTC recognizes the importance of coordinated efforts between the Planning & Conservation, Maintenance, Parks & Recreation, and Utilities departments. Therefore, it is the recommendation of the CTC that an interdepartmental Tree Unit be created, and that focus be put on training any/all employees involved on how to properly plant, mulch, prune, and mow around newly planted trees.

Recommendation 3.

Designate a space in the Maintenance yard for staging trees and storage of materials necessary to the proper installation and establishment of newly planted trees.

Recommendation 4.

Direct the Department of Planning and Conservation to adopt all 11 code-based changes.

APPENDIX

Materials Referenced for analysis by CTC.

A. Fernandina Beach Tree Management Plan 2019-2024

B. City of Fernandina Beach Tree Canopy Analysis 2009-2019 (Carter)

C. What Does 5% Look Like

D. Tree Mortality Rates

E. Tree Removal Report 2014-2021 (Development & Hazards)

F. Future Planting Locations List

G. City Maps with Quadrants for Potential Plantings

H. Guidance for Planting Trees in Stormwater Management Ponds

I. Chart of Proposed LDC Amendments

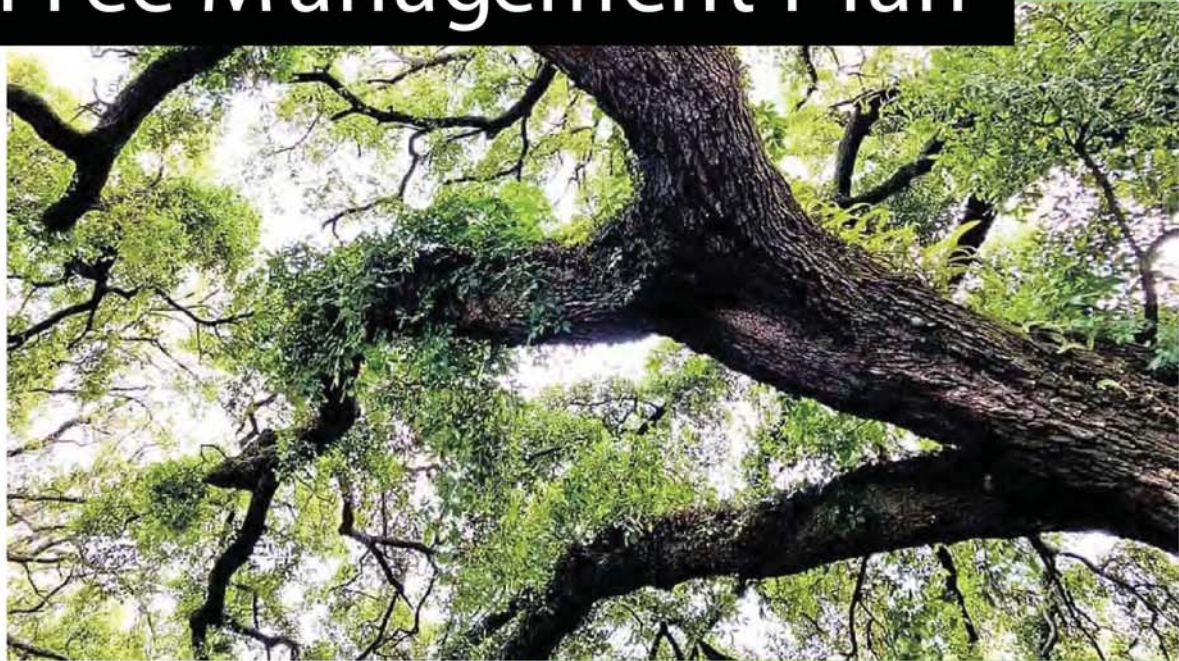
J. Tree Planting Spreadsheet 2018-2021

K. Tree Fee Schedule 2020-2021

L. Budget Year Reports 2020-2021 YTD

2019-
2024

Fernandina Beach Tree Management Plan



City of Fernandina Beach

2019-2024

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KEY HIGHLIGHTS FROM YOUR ARBORIST

TREE INVENTORY SUMMARY (City-owned trees)

In 2009 and 2017, a tree inventory was conducted on over 14,000 City-owned trees. It appears that a small number of forested areas/wetlands were skipped due to inventory costs exceeding the budgeted allocation. This inventory can be found on the Nassau County Property Appraiser's website: (www.nassauflpa.com). The 2009 Selvig inventory report and companion 2010 Master's thesis are available on the City's website: (www.fbfl.us).

CANOPY COVERAGE ANALYSIS (All trees within City Limits)

Did our canopy SHRINK or GROW based on all the assessments? Our current canopy coverage is likely around 39% as 2 reports show. However, there IS a significant difference between the estimates using 2008 and 2009 aerials. Should another historical analysis be done to satisfy our curiosity, or should we simply accept our current 39% and move on?

- **37% Canopy Coverage using 2008 aerials:** This assessment was conducted in 2009 as part of the *Selvig Tree Appraisal*. View pg. 37
- **39% Canopy Coverage using 2018 aerials:** This assessment was conducted by the Nassau County Property Appraiser's office throughout the entire county. By request, they isolated data for the City limits. Did our canopy GROW?
- **44% Canopy Coverage using 2009 aerials AND 39% using 2019 aerials:** Provided in 2020 by *Carter Environmental Services*.

Observation 1 - On the 2019/2009 assessments, comparing the large natural areas where no development occurred. We observed gaps in the interior in 2019, but not in 2009. Could differences be from image quality/shadowing, winter vs. summer, hurricane Matthew (2016), Irma (2017) ... or was there actual canopy loss? Your City Arborist expected to find MORE FOLIAGE in the interior due to normal growth and re-sprouting, even with the 2016-2017 hurricane seasons. The 2009 aerials appear to have over-predicted the canopy percentage across the board.

Observation 2 - All trees retained and planted in new developments will continue to grow and increase the canopy coverage. It is interesting to see this ingrowth already happening in older developments as the Carter report highlights so well! This data is outstanding, even with possible biases. It helps us reflect on past actions and informs our decisions for the future!

GOAL ANALYSIS

In 2019, the Commission set a goal to increase canopy by 5% by 2024. In 2020, the Commission implemented a significant revision to its tree protection ordinance by modifying mitigation ratios from 20/25% to 50% for all development. It is expected that the resulting changes will affect the number of fees paid for mitigation inches, thereby inspiring design choices that preserve more trees onsite.

Finding SPACES to plant requires buy-in from all departments with suitable areas. This remains the City's principal challenge when considering new plantings, especially on a large scale. The City needs to reconsider its planting philosophy for trees in public rights-of-way and modify the Greenway Management Plan to allow for tree plantings. Other ideas for planting can be found in the report.

INTRODUCTION

Forests generally develop over time through a complex interaction of climate, soils, and organisms; an ecosystem that is relatively stable and self-sustaining. Natural or man-made disturbances like wildfire, windstorms, timber harvesting, or planting might occur over large areas from time to time, but the natural process continues for the most part. In an urban environment, the natural landscape may be modified in a smaller area, but in a more drastic and permanent way. As infill occurs, the natural environment becomes fragmented and displaced by fill dirt, concrete, structures, and a hodge-podge of native and non-native vegetation. With long term planning and management, the urban forest can be better preserved, replaced, and shaped with intentionality to compliment society and the environment.

This management plan outlines the goals and methods the City will use to preserve and enhance our urban forest in a sustainable way while accommodating social and economic needs.

TREE INVENTORY SUMMARY (City-owned trees)

The first step in creating a tree plan is to assess the present condition. In 2009 and 2017, a tree inventory was conducted for Fernandina Beach, examining over 14,000 City-owned trees. A small number of forested areas and wetlands were omitted due to time and expense outweighing the usefulness of the data. The tree inventory can be found on the Nassau County Property Appraiser's GIS map (www.nassauflpa.com), utilizing the "Map Layers" tab, under "Planning and Growth Management". By analyzing the data, City staff can make better management decisions.

The 2009 Selvig Tree Inventory and Canopy Analysis report as well as the 2010 Latimer Master's thesis based on the above report are available on the City's website: (www.fbfl.us).

Inventory Results:

Approximately 65% of the trees were located along city streets with the remaining 35% in public spaces. Additionally, nearly 70% of the trees were reported to be in good condition. The data further revealed that 28% of our public trees are live oaks, 19% are sabal palms, and 12% are laurel oaks. The 2009 and 2010 reports recommended increasing diversity through future tree plantings. Even so, we want to use reliable tree species that can tolerate the harsh environmental conditions found in Fernandina Beach. *The Ecology of Maritime Forests of the Southern Atlantic Coast* is an excellent document on local tree species

Canopy Coverage Analysis (All trees within City Limits)

Of course, the City's tree inventory is limited to City-owned trees. To broaden the scope and knowledge of the entire tree canopy within the City limits, aerial photography can be utilized. Although this does not capture tree-specific data, it does provide a more comprehensive snapshot of the canopy to observe and influence changes over time.

Disclaimer: It is important to note that **image analysis results are simply ESTIMATES**. Aerial photos contain many inherent differences (image clarity, pixel color, shadowing, seasons/years, etc.) An estimated 37% Canopy Coverage using 2008 aerials.

This assessment was conducted in 2009 as part of the Selvig Tree Appraisal.

An estimated 39% Canopy Coverage using 2018 aerials.

This assessment was conducted by the Nassau County Property Appraiser's office throughout the entire county. By request, their staff isolated the data for the city limits of Fernandina Beach and verbally reported an estimate of 39% canopy coverage. Did the canopy GROW slightly?

An estimated 44% Canopy Coverage using 2009 AND

An estimated 39% Canopy Coverage using 2019 (See appendix documents).

Before learning about the county's 2018 assessment, City staff contracted with Carter Environmental Services in St. Augustine to conduct an analysis using the current City boundary using aerials from 2009 and 2019. Take into consideration that some properties within the current City limits were not under City ownership in 2009, however they were still included.

Based on the 2018 and 2019 aerials, our canopy coverage is currently around 39%. However, there IS a significant difference between the 2008 and 2009 results.

The assessment based on the 2008 aerials suggests the canopy GREW 2 percentage points (a 5.3% difference). $(3,137_{\text{now}} / 2,979_{\text{then}} \times 100) - 100 = \mathbf{5.3\%}$

The assessment based on the 2009 aerials suggests the canopy DECREASED by 5.3 percentage points (a 12.3% difference). $(3,137_{\text{now}} / 3,577_{\text{then}} \times 100) - 100 = \mathbf{12.3\%}$

	Acres	Percent
FB Total	8,051	100.0
Canopy 2008	2,979	37.0
Canopy 2019	3,137	39.0
Difference	158	2.0
% Difference	5.3	

	Acres	Percent
FB Total	8,051	100.0
Canopy 2009	3,577	44.4
Canopy 2019	3,137	39.0
Difference	-440	-5.5
% Difference	-12.3	

This discrepancy between the 2008 and 2009 aerials may be something we have to accept unless additional analysis work is conducted based on different aerials. However, we could simply accept the current 39% estimate and move on. To begin with, we will compare the large natural areas (where no development occurred) in the 2019/2009 aerials. In 2019 we see gaps in the interior that are largely absent in the 2009 assessment. Why? Could this be differences in image quality, seasons (winter vs. summer), storm damage from Hurricane Matthew (2016), and Irma (2017), or actual canopy loss? Your City arborist expected to find a DENSER canopy in undisturbed areas due to normal growth and re-sprouting, even with minimal storm damage. Could the 2009 aerials have OVER-predicted the canopy percentage in natural areas and throughout the entire city? Yes, perhaps. Can the annual growth rate of every tree (39% canopy coverage) in the city be able to replace some of the simultaneous developments? Yes, easily!

In addition, all the trees retained and planted in new developments will continue to grow and increase the canopy coverage. It is interesting to see this already occurring within older developments as the Carter report has highlights so excellently. Even if there are possible errors, we can use this data to reflect on past behaviors and consider better ways to supplement our canopy.

As part of the assessment, Cater Environmental Services will deliver a speech at the upcoming meeting of the City Committee as the schedule permits. Again, this report is available on our City website: (www.fbfl.us).

TREE VALUATION

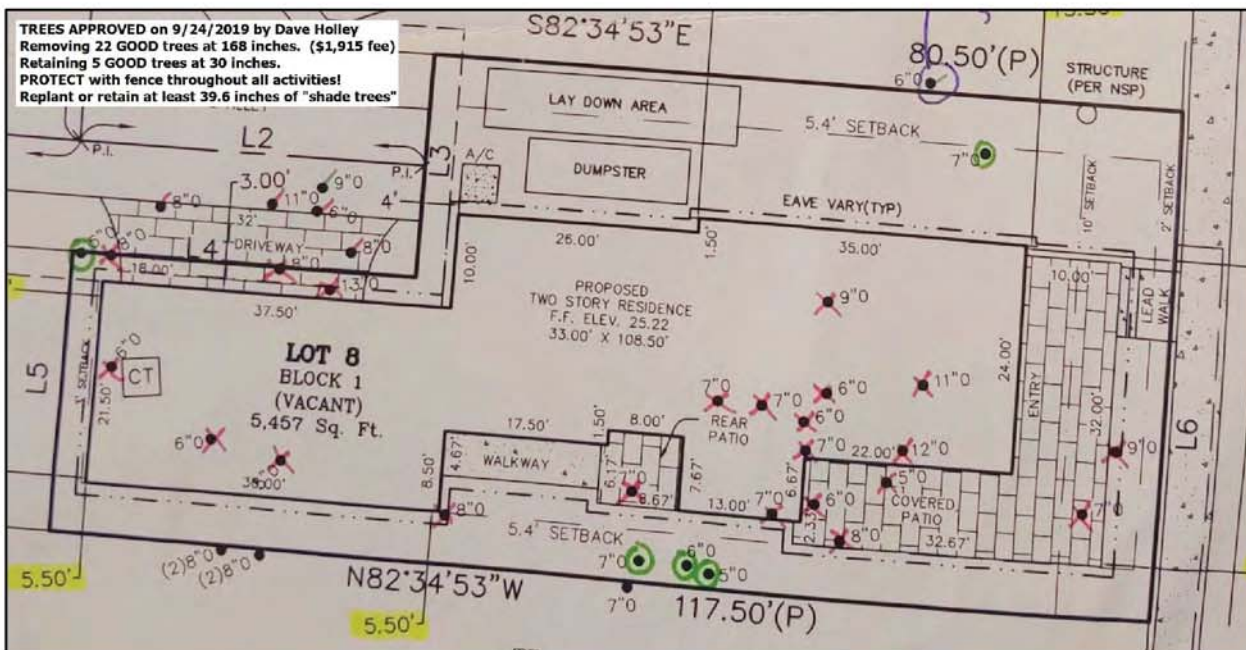
Trees provide a variety of services to people, wildlife, and the environment such as:

- Capturing stormwater (on the canopy, within fallen leaves, and from root absorption).
- Moderating the temperature (making things cooler in the summer and warmer in winter).
- Reducing wind speeds and improving air quality.
- Adding value to residences and businesses
- Maximizing local patronage and tourism for businesses and many more.

Selvig Tree Appraisal used i-Tree software in 2009 to quantify the value of the annual environmental and aesthetic benefits of the 7,000 trees contained in the inventory, and the value totaled \$56,637,455. Some years later, the 2017 inventory provided an additional 7,091 trees for a total estimated value of \$114,000,000.

TREE PLANTING

In 2019, the City Commission established a goal to increase the canopy coverage by 5% before the end of 2024. Also, in May of 2020, the City Commission revised the tree protection ordinance, making tree preservation requirements stricter for new developments. Previously, at least 20% of the inches approved for removal had to be mitigated (retained or replanted onsite) for residential properties and 25% for commercial lots. **The new standard is to mitigate 50%** of the inches slated for removal, but it will not be possible on many small lots.



To mitigate 20%, this plan shows 30 inches being retained. Replanting 9.6 inches is feasible. To mitigate 50%, this site would need to replant 69 inches or about 27 shade trees. Not advised!

This means the tree fund will inevitably collect substantially more mitigation dollars at \$400 per tree. In theory, if all tree funds can be converted into actual trees, this will preserve over 15% more canopy.

Finding SPACES to plant will require buy-in from all departments with suitable areas. However, at some point, the city will run out of amenable spaces for new trees.

ACTION PLAN FOR 5% CANOPY INCREASE:

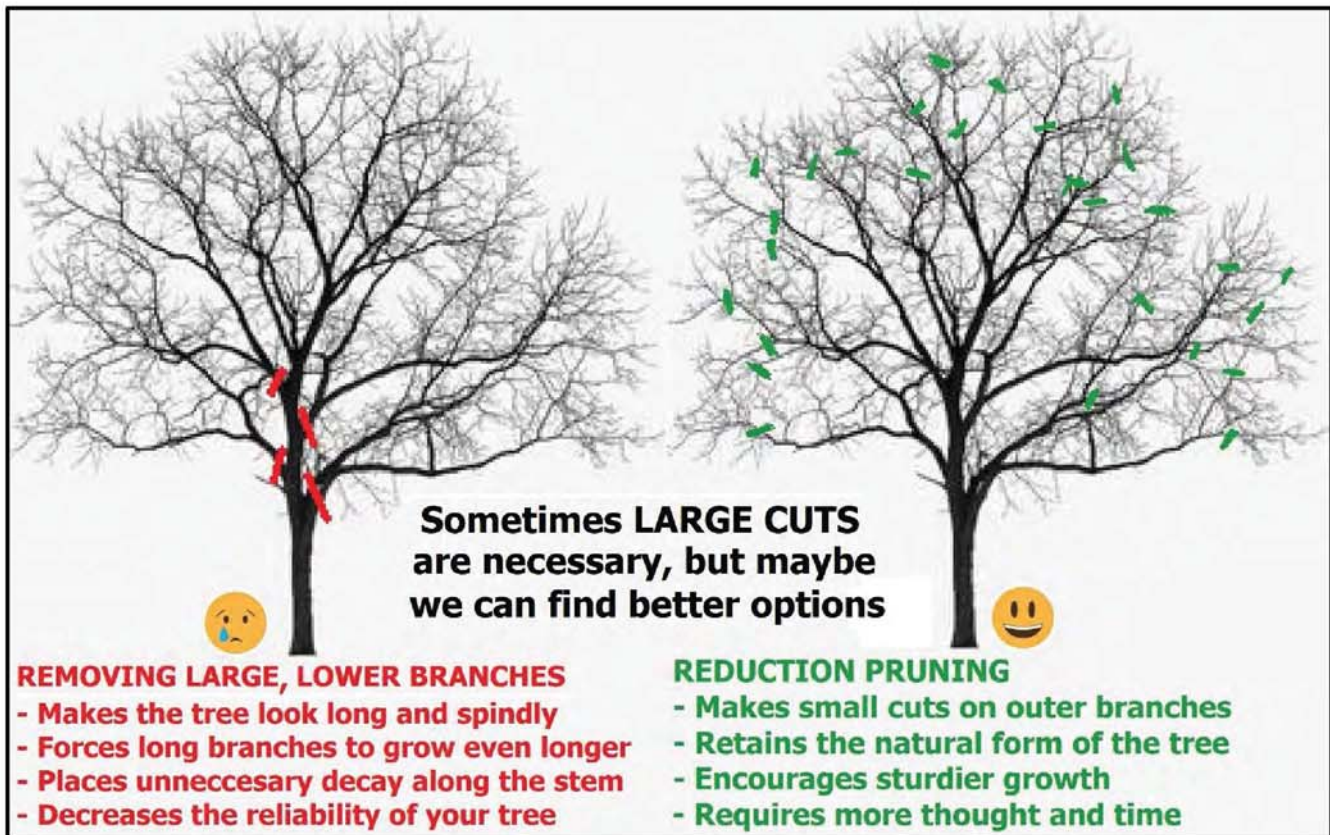
- Arbor Day Plantings – We celebrate FLORIDA Arbor Day in January and NATIONAL in April. In 2020, we celebrated by planting 32 trees at MLK Park and 1 tree at City Hall.
- Emma Love Planting – In February of 2020, we planted 20 trees with students and teachers at Emma Love Hardee. Schools can be excellent places to plant trees!
- Non-profit partnerships – Keep Nassau Beautiful planted 5 trees in City Parks in 2020, and the Junior Woman's Club planted 1 tree.
- Filling in street tree vacancies identified on the GIS tree inventory. Mapping new areas.
- Fernandina Loves Trees – We are encouraging each city resident to plant 1 tree at home.
- Trees for Permits Program – Every time a tree removal is approved, I ask people to let me know if they would be interested in obtaining a free tree if/when they become available. Many people do not respond, although a few have expressed interest.
- Natives for Invasive Replacement Program – Brazilian pepper, Chinese tallow, and Chinaberry are a few non-native plants. If residents agree to remove them, the City will provide replacement trees as an incentive. The first one is currently in the works.
- Adopt a Street Tree – Jacksonville has a program where people can request free trees in their right-of-way if City staff approves. The homeowner would handle the watering.
- Education and tree giveaway at schools – Besides planting trees at schools, we can give away bare root tree seedlings to students to take home and plant.
- Trick or Tree Halloween Giveaway – Bare root tree seedlings can be obtained cheaply. While kids collect candy on Centre Street, a small tree can be given away in a damp, sealed baggie. Even if some trees do not make it into the ground, others will.
- Trees in Parks (Central Park, Lighthouse, Egan's Creek Park, Atlantic Rec Center, Peck Center, MLK Center)– Parks are easy to plant since they are usually free of utilities. However, open spaces must be retained for events and regular use.
- Trees in Bosque Bello– Trees can also be planted on the edges in Bosque Bello cemetery and infilled as declining trees are removed. Understandably, many spaces will be unavailable for planting due to burial plots.
- Trees in Greenway – Similar to parks, the greenway is an easy place to plant, but not as easy to keep watered. Perhaps the best way to improve the canopy here would be to protect natural sprouts from mowing until they are large enough to be considered real trees.
- Trees in Golf Course – Similar to the greenway, the spaces between the greens grow naturally. Trees in maintained areas are mostly mature, and sometimes we lose a few. Although new plantings may not be as beneficial to residents, there's certainly ample space.
- Tree partnerships with Nassau County planting/maintenance or to encourage more tree planting in county rights-of-way and at boat ramps. County roadways often have large, barren road shoulders. If the city agreed to plant and establish trees on county property, a few biological deserts could be converted into an oasis. Potential planting areas may include Jasmine Street, Citrona Drive, Will Hardee Road, Susan Drive, Simmons Road, North and South 14th Street, Amelia Island Parkway, and Crane Island Drive.

RECENT TREE PLANTING EVENTS (68 trees in 2020 and 142 since 2018)

DATE	# Trees	Event Details
5/1/2018	3	Live oaks for Central Park for National Arbor Day
11/16/2018	4	Live oaks in ROW across from City Hall on Ash Street, placed by business
1/18/2019	25	Florida Arbor Day railroad buffer at S 3 rd and Elm (cedar & wax myrtle)
4/26/2019	4	National Arbor Day at Peck - 4 live oaks
8/2/2019	1	Class Reunion at Peck Center - 1 live oak
12/9/2019	6	Live oaks at Central Park, going above and beyond to offset new solar field
12/17/2019	1	Palm transplanted from Waterfront to Central Park
12/18/2019	1	Keep Nassau Beautiful - 1 live oak at Central Park
1/17/2020	32	Florida Arbor Day - 32 trees at MLK Park
2/21/2020	20	Emma Love tree planting with students (oak, poplar, magnolia, redbud)
2/21/2020	3	Citizen allowed 3 pine seedlings to be planted on private property
4/24/2020	1	Junior Women's Club - 1 Bottlebrush in 2 nd Street ROW across from City Hall
4/30/2020	2	Keep Nassau Beautiful - 2 magnolias at park beside City Hall Park
4/30/2020	2	Keep Nassau Beautiful - 2 live oaks at Egans Park

TREE MAINTENANCE

Routine tree maintenance is conducted on City trees for safety, clearance, and long-term reliability. Removing dead wood, reducing/removing certain branches, or total tree removal will be considered on a case by case basis. The City Arborist is available to assist any department with tree care.



APPENDICIES

Available on City Website at www.fbfl.us/trees

Diversity of Tree Canopy (Aggregated 2009 and 2017 Inventories)

2009, 2019 Canopy Coverage analysis

Relative Age Distribution of Tree Species

Public Trees Condition assessment

2009 Tree Management Plan

2018 Tree Inventory Update

i-tree reports (current condition of canopy) and value

Latimer, Fremont, Urban Forest Planning: A revised process using technology and concept development to develop structure and function, March 2010

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http://www.fs.fed.us/psw/programs/cufr/research/studies_detail.php?ProjID=136

Harris, W., & Dines, N. T. (1998). *Time Saver Standards for Landscape Architects*. New York: McGraw Hill Publishing Company.

Lyle, J. T. (1985). *Design for Human Ecosystems*. New York: Van Nostrand Reinhold.

Matheny, N. P., & Clark, J. R. (1993). *Evaluation of Hazard Trees in Urban Areas*. Champaign: International Society of Arboriculture.

Matheny, N. P., & Clark, J. R. (2008). *Municipal Specialist Certification Study Guide*. Champaign: International Society of Arboriculture.

Nelson, G. (2003). *Florida's Best Native Landscape Plants*. Gainesville: University Press of Florida.
Recommended On-Line Resources:

International Society of Arboriculture: The professional accrediting agency for arboriculture. The site contains general information, links to research and construction details
website: www.isa-arbor.com

Center for Urban Forest Research: A branch of the U.S. Forest service. They conduct a wide variety of research on the performance of trees.
website: <http://www.fs.fed.us/psw/programs/cufr/>

University of Florida: Landscape Plants: Contains a wide variety of resources regarding plant care, selection, design, maintenance standards, storm management and species profiles.
website: <http://hort.ifas.ufl.edu/woody/>

Monrovia Nurseries: An excellent resource for selecting plant material
website: <http://www.monrovia.com/>

i-tree: A database program that helps analyze tree inventories for both value and composition
website: www.itreetools.org



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Tel: 904.540.1786
www.carterenv.com

City of Fernandina Beach Tree Canopy Analysis 2009 – 2019

Introduction

As the City of Fernandina Beach has grown, maintaining sustainable urban forests has become a priority. In 2009, the City contracted a Tree Management Plan to assess the cultural, economic and environmental aspects of its urban forests. Canopy cover within the City was assessed as part of this plan. This was done by manipulating aerial imagery in Adobe Photoshop to isolate tree features. The report found total tree canopy coverage to be 37%. It was recommended when future aerals became available canopy cover estimation could be done to track changes over time.

This analysis continues the work of the 2009 assessment, using Geographic Information Systems (GIS) and statistical algorithms to estimate tree canopy coverage from 2009 to 2019. A GIS-based feature extraction model was created to assess canopy change from 2009 – 2019. Essentially an exercise in computer image recognition, the model classified features by their unique spectral signatures within aerial imagery. True color aerial imagery consists of three bands - red, green and blue (RGB), each color band containing a value between 0 and 255. Examples of unique features such as water, pavement, trees, etc. were manually delineated and inputted into a model creating unique definitions for each classification. A classification algorithm then correlates aerial imagery with the sample definitions to extract specific features. The model estimated a total of 3,577 acres of canopy coverage in 2009 and 3,137 acres in 2019 – a 12% loss. The text below describes the technical methodology, results and discusses the intricacies and limitations of this analysis.

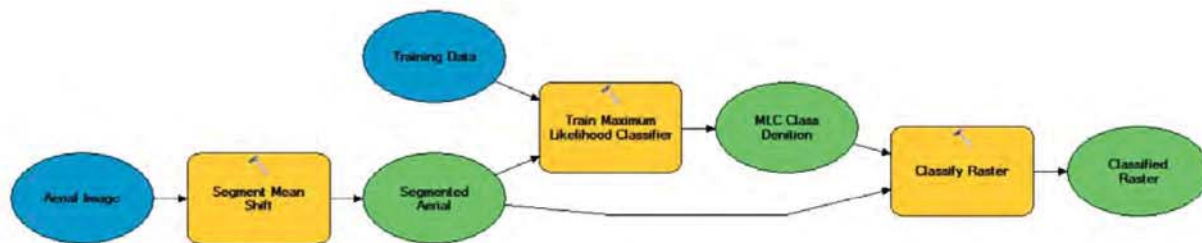
Methodology

Segmentation and classification tools within ESRI's ArcGIS were used to extract features, grouping those with similar spectral signatures into defined classes. Below describes each step of the model:

- **Segmentation of Aerial Imagery:** Segmentation provides a simplified version of the original aerial. It generalizes and groups similar spectral signatures causing less noise in the overall analysis. Image

segmentation was performed via the Segment Mean Shift tool. This method uses a moving window that iteratively calculates the average pixel value to determine which pixels should be included in each group. The result is a grouping of image pixels characterized by an average color value.

- **Training Sample Data:** Sample data tells the model what a specific class should look like. These samples were manually delineated across the study area identifying tree canopy, built areas, open water, fields, bare earth and estuarine. Sample values should be normally distributed, and an ample number of features are needed to produce statistically significant results. The sample data was then inputted into a training algorithm – in this case, a Maximum Likelihood Classifier (MLC). Values of pixels within each class were statistically correlated via the training process and a definition was created as the tool output.
- **Classification:** The Classify Raster tool then performed an image classification on the segmented aerial image using the created MLC classifier definition file.



Workflow of the Tree Canopy Analysis Model

- **Manual QA/QC:** The final step was to manually review the model results and clean up any significant erroneously classified areas.

Results

The model estimated 3,577 acres of canopy coverage in 2009 and 3,137 acres in 2019 – a 12% loss. Based upon the 8,051-acre Fernandina Beach City Limits, tree canopy constituted 44% of the study area in 2009, and 39% in 2019. Percentage canopy cover was calculated in reference to the 8,051-acre study area. Graphic results can be seen on the maps supplied with this report, Figure 1: 2009 Model Results, Figure 2: 2019 Model Results and Figure 3: Tree Canopy Change Analysis.

Discussion

Creation of this sort of image classification model is part art and part science. Many different training algorithm types were explored to find the best results. Within each of the methodologies tried, a number of

different input parameter scenarios were tested. Through this process the “Maximum Likelihood Classifier” algorithm was ultimately chosen.

Model results are only an estimation and should not be treated as an absolute measurement of canopy coverage. It is a reasonable estimation but also a useful tool for analyzing trends. None of these models are perfect and often identify other objects resembling tree canopy, such as marsh, shrubs, shadows, or certain color cars or roofs. Inconsistencies in aerial imagery such as exposure, time of day and season can also make a big difference. Separately delineating deciduous areas ended up making a huge improvement in results. Shadows, especially over grass or other green-colored surfaces often mimicked the spectral signatures of tree canopy.

Discerning the difference between shrubs and trees can also be difficult. Additional helpful data to discern differences between shrubs and trees could be via elevation models. Corrected (ground surface) and uncorrected (raw data) LiDAR elevation data can be used to determine the height of objects above ground, for example trees or buildings. The intersection of the already identified color signatures combined with this elevation data could be useful to further fine-tune model results.

Figures 1 and 2 depict manually reviewed and edited model results. In addition, a change analysis was done for Figure 3, which shows areas of significant canopy reduction. The raw output was edited to isolate these areas of larger canopy loss. Outside of these larger areas someone would see a confusing speckled landscape of loss and gain fragments. These were edited out as it looks like noise. Minor variations in the source aerials causes a lot of tiny fragments when comparing differences in years. Results could represent minor tree growth and loss here and there, but could also cause to confuse, showing false artifacts of minor fragmented differences in the 2009 vs. 2019 aerials.

Image recognition technology has infiltrated many disciplines from technology to the natural world. As imagery becomes higher resolution and additional remote sensing data such as detailed elevation becomes available, the accuracy will only improve, providing an increasingly useful tool for urban forest management and beyond.

Legend

 City of Fernandina Beach +/- 8,051 ac.

 2009 Tree Canopy +/- 3,577 ac. (44%)

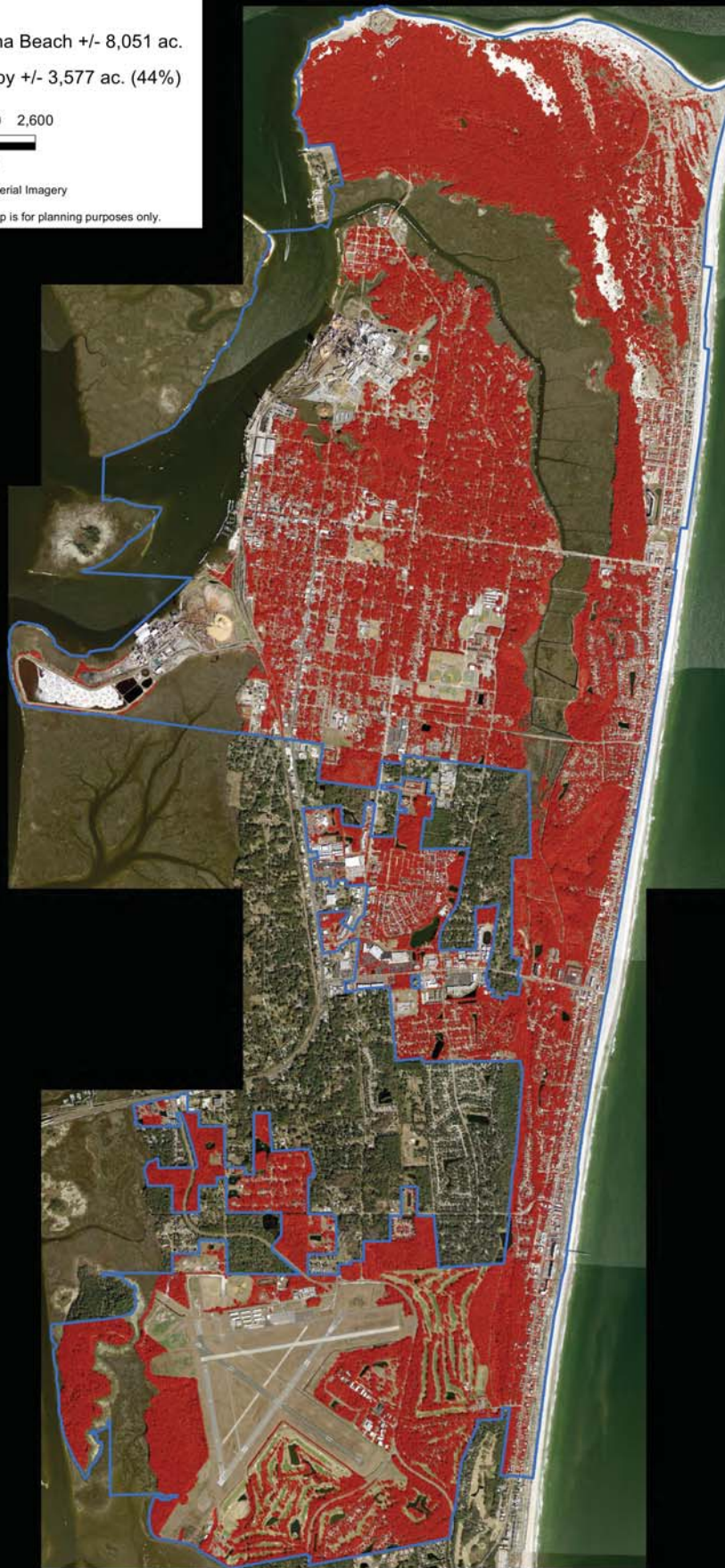
0 1,300 2,600



Feet

Sources: 2009 Aerial Imagery

Information represented on this map is for planning purposes only.



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2009 Tree Canopy Model Results
Tree Canopy Assessment
City of Fernandina Beach, Florida

Project: 5.19382

Date: Apr 14 2020

Figure: 1

Legend

 City of Fernandina Beach +/- 8,051 ac.

 2019 Tree Canopy +/- 3,137 ac. (39%)

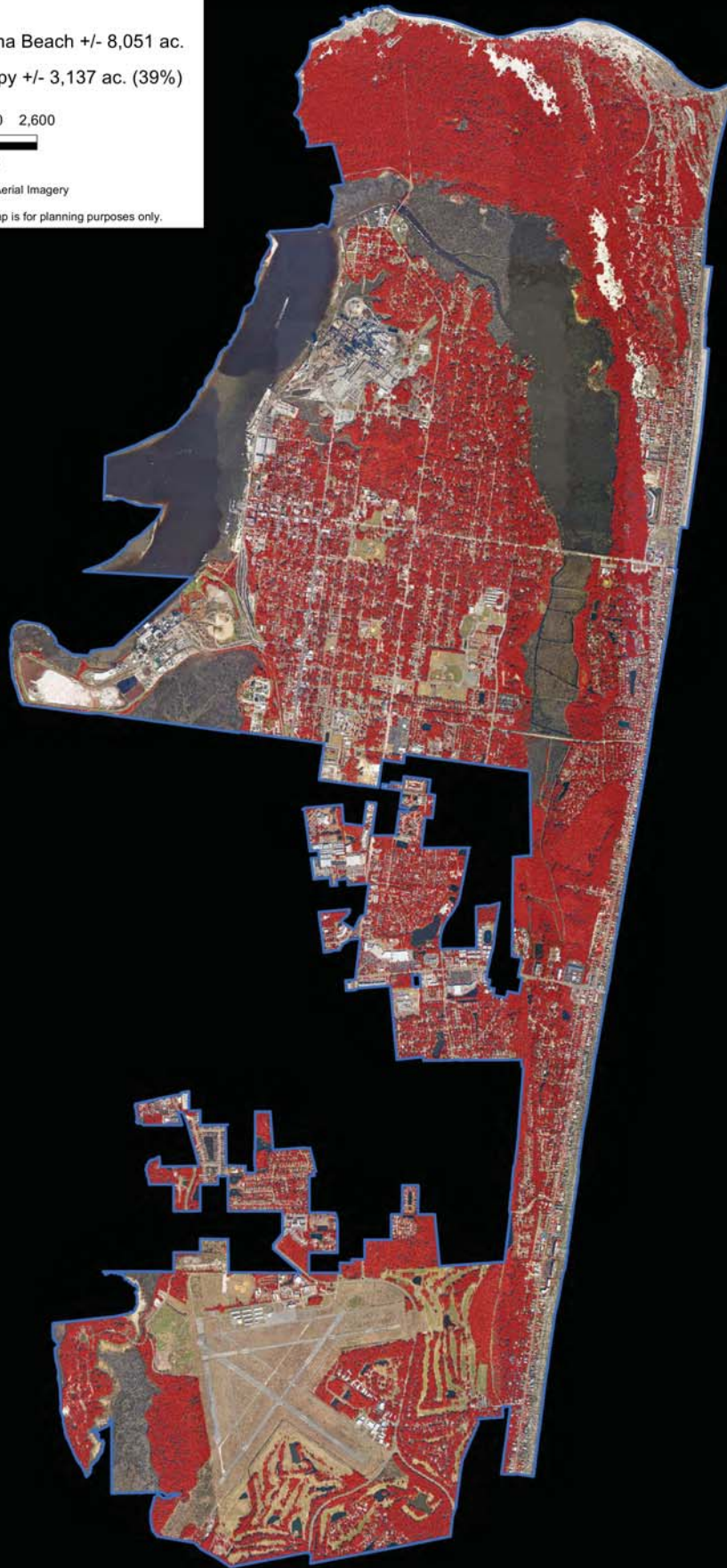
0 1,300 2,600



Feet

Sources: 2019 Aerial Imagery

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Project: 5.19382

Date: Apr 14 2020

Figure: 2

Legend

 City of Fernandina Beach +/- 8,051 ac.

 Significant Canopy Reduction Areas

0 1,300 2,600



Feet

Sources: 2019 Aerial Imagery

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Tree Canopy Significant Reductions 2009 - 2019

Tree Canopy Assessment

City of Fernandina Beach, Florida

Project: 5.19382

Date: Apr 14 2020

Figure: 3

Legend

- City of Fernandina Beach +/- 8,051 ac.
- Canopy Removed
- Canopy Added

0 1,300 2,600
Feet

Sources: 2019 Aerial Imagery

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Canopy Change Analysis 2009 - 2019

Tree Canopy Assessment

City of Fernandina Beach, Florida

Project: 5.19382

Date: Apr 14 2020

Figure: 4

What Does 5% Look Like?

- City of Fernandina Beach = 8,051 Acres
- 39% Canopy coverage in 2019 = 3,140 Acres
- 3,140 acres of current coverage increased by 5% = 157 acres of canopy coverage.
- 1 acre = 43,560 sq ft
- Avg mature tree canopy spread of the 4 identified trees = 41' diameter (using the lowest estimation)
- Total sq ft coverage of each tree: $A=3.14r^2$
- $3.14 \times 20.5^2 = 1320$ sq ft per tree = 33 trees per acre = 5,181 trees for 157 acres
- Average tree mortality rate 0-5 years after planting: 6.6-7% (7% = 363 trees = 11 acres) (does not account for hurricanes – too unpredictable)

Common Native FL Trees

Southern Magnolia Age of Maturity: 50 years Height @ maturity: 60-80' Spread @ maturity: 30-40' Growth rate per year: 12-24" Distance from other trees when planted: 15-20' Sources: maggraa.pdf (ufl.edu) & Magnolia grandiflora L (usda.gov) (age of maturity)	Live Oak Age of Maturity: 70 years Height @ maturity: 60-80' Spread @ maturity: 60-120' Growth rate per year: 13-24" Distance from other trees when planted: 40' Sources: quevira.pdf (ufl.edu) & Southern Live Oak National Wildlife Federation (nwf.org) (age of maturity)
Red Maple Age of Maturity: 70-80 years Height @ maturity: 60-75' Spread @ maturity: 25-35' Growth rate per year: 13-24+" Distance from other trees when planted: 20-30' Source: aceruba.pdf (ufl.edu) & Acer rubrum L (usda.gov) (age of maturity)	American Elm Age of Maturity: 15-40 years Height @ maturity: 70-90' Spread @ maturity: 50-70' Growth rate per year: 24" + Distance from other trees when planted: 15' Sources: ulmamea.pdf (ufl.edu) & Ulmus americana L (usda.gov) (age of maturity)



Urban Tree Mortality: A Literature Review

**By Deborah R. Hilbert, Lara A. Roman, Andrew K. Koeser,
 Jess Vogt, and Natalie S. van Doorn**

Abstract. Tree survival is a performance metric for urban forestry initiatives, and an understanding of the factors that influence mortality can help managers target resources and enhance survival. Furthermore, urban tree planting investments depend on tree survival to maximize ecosystem services. In this literature review, we categorized factors commonly associated with urban tree mortality and summarized mortality rates published in 56 studies, focusing on studies of trees along streets, in yards, and in landscaped parks. Study designs included quantitative field monitoring of uneven-aged tree populations and tracking planting cohorts of even-aged trees, as well as qualitative analyses. Annual mortality rates ranged from 0.6 to 68.5% for cohort studies and 0 to 30% for repeated inventories of uneven-aged trees. The 1st, 2nd, and 3rd quartiles of annual mortality were 2.8 to 3.8%, 4.4 to 6.5%, and 7.1 to 9.3% for planting cohorts, and 1.6%, 2.3 to 2.6%, and 3.0 to 3.3% for repeated inventories of uneven-aged trees (ranges reflect studies that reported a range for the time period or mortality rate). For cohort studies, annual mortality tended to be highest during the first five years after planting. The most commonly cited biophysical factors associated with mortality were taxa (15 articles), tree size/age (13 articles), and site characteristics (12 articles). The most commonly cited human-related factors were stewardship, maintenance, and vandalism (15 articles). More long-term studies are needed to investigate how site characteristics influence mortality, including rarely examined soil and microclimate characteristics. Future research should also examine institutional structures related to mortality outcomes, as well as parcel-level sociodemographic factors and resident behaviors.

Key Words. Ecological Monitoring; Street Tree; Tree Death; Tree Demography; Tree Population; Tree Survival; Urban Park; Yard Tree.

INTRODUCTION

In urban forestry, substantial resources are invested in the planting and maintenance of trees. For instance, 81% of municipalities in the United States allocate public dollars to tree planting and care, which amounts to an estimated \$37.50 annually per public tree (street trees, park trees, and trees in other public places; Hauer and Peterson 2016). In total, 45% of municipal tree budgets are spent on planting and care-related activities, and another 23% is spent on removal (Hauer and Peterson 2016). These efforts aim to enhance the functional lifespan of trees, maximizing the many environmental, economic, and societal benefits provided by urban woody vegetation (Pataki et al. 2011; Roy et al. 2012). The success of these planting and maintenance efforts can be measured by tree survival (Roman et al. 2013; Roman et al. 2016), as survival is essential to achieve the intended ecosystem services associated with tree maturity (Ko et al. 2015b; Widney et al. 2016). Continuing research on factors that increase or decrease survival provides insights into the basic demographic processes of urban forest

population dynamics. Indeed, the population dynamics and growing conditions of planted trees in landscaped and heavily built-up urban areas are quite dissimilar from trees in natural forests (i.e., trees in rural, wildland settings) (Urban 2008; Roman et al. 2016). Translating urban tree mortality research into practice can ultimately strengthen management of individual trees and planting projects as well as the urban forest system as a whole.

Research on tree mortality from natural forests suggests that trees often die as a result of many different additive and interacting factors. As trees age, the impact of chronic and acute stressors accumulates, which ultimately leads to tree death (Franklin et al. 1987). This interpretation of the mortality process, supported by patterns in long-term growth (Das et al. 2007), was described by Manion (1981) as the “disease decline spiral” and later modified by Franklin et al. (1987) as the “mortality spiral.” In Manion’s (1981) classic book, “urban environment” was listed as a predisposing factor, yet the “urban environment” encompasses a wide range of biophysical and

socioeconomic conditions and causal mechanisms. Furthermore, in the urban context, the word “mortality” connotes both death and pre-death removal of trees (Roman et al. 2016); whereas removal is not part of natural (and unlogged) forest systems. In other words, purposeful removals by humans can be a key element of urban tree mortality. Indeed, for many urban tree mortality field monitoring studies, mortality has been defined as a combination of trees observed standing dead plus those observed removed (e.g., Nowak et al. 2004; Lima et al. 2013; Roman et al. 2014a; Ko et al. 2015a; Escobedo et al. 2016; Boukili et al. 2017). Moreover, the site conditions found in urban areas can often be more challenging than those found in natural forest areas, such as compacted soils and low nutrient availability (Urban 2008; Scharenbroch et al. 2017). At the same time, urban trees in maintained and landscaped areas (i.e., not urban trees in closed-canopy wooded park settings or afforested areas) can be given advantages, such as reduced competition for light, as well as supplemental irrigation and fertilizer. Indeed, such tree maintenance is fundamental to arboricultural best practices (Ferrini et al. 2017). Considering the many stresses and advantages for trees growing in the “urban environment” of Manion’s (1981) book, a comprehensive literature review of the factors affecting urban tree mortality is warranted to re-conceptualize the mortality process in the urban context.

Given the complicated nature of the social-ecological systems in which urban trees exist (Pickett et al. 1997; Mincey et al. 2013; Vogt et al. 2015a), factors influencing mortality can be described as being human-related, biophysical, or a combination of the two. Biophysical predictive factors of urban tree mortality include species or other taxonomic groups, functional groups (e.g., hardwoods vs. softwoods), drought tolerance, tree size, and time since planting (e.g., Nowak et al. 2004; Koeser et al. 2014; Roman et al. 2014a; Roman et al. 2014b). Human-related factors include land use, construction and development, and stewardship or maintenance activities (e.g., Hauer 1994; Nowak et al. 2004; Boyce 2010; Lawrence et al. 2012; Koeser et al. 2014; Roman et al. 2014b). Human-related and biophysical factors can be deeply coupled. For instance, species and site selection choices by tree professionals and residents relate to later susceptibility to drought, but irrigation may enable trees to survive in regions with varying precipitation patterns (Roman

et al. 2014b; Koeser et al. 2014; Mincey and Vogt 2014; Vogt et al. 2015a; Martin et al. 2016).

Urban tree mortality can also be classified by life stages, such as establishment-related losses (Richards 1979). The establishment period—the first few years after tree planting (Sherman et al. 2016; Levinson et al. 2017; Harris and Day 2017; Leers et al. 2018)—is generally viewed as the life stage with the highest mortality for urban trees and has thus been the focus of many mortality studies (e.g., Nowak et al. 1990; Struve et al. 1995; Koeser et al. 2014; Roman et al. 2014b; Roman et al. 2015; Widney et al. 2016). The establishment stage for planted urban trees parallels with classic concepts in forest ecology, where younger and smaller trees have the highest mortality (Franklin et al. 1987; Lines et al. 2010). Trees in natural forests generally have a U-shaped or Type III mortality curve (e.g., Coomes and Allen 2007; Lorimer et al. 2001; Metcalf et al. 2009; Lines et al. 2010). The U-shaped mortality curve has high mortality rates for small trees, low for mid-sized and mature trees, and rising mortality rates for very large trees, whereas the Type III curve similarly has high mortality rates for small trees, and low mortality rates for all other sizes (Harcombe 1987). For either mortality curve shape, forest ecology studies generally report annual mortality rates of 1 to 3%, or even less, for mature overstory or canopy trees (e.g., Harcombe and Marks 1983; Condit et al. 1995; Lorimer et al. 2001). Following in this reasoning, Lugo and Scatena (1996) grouped causal factors for mortality in natural forests in the tropics based on intensity levels, with background annual tree mortality less than 5% and catastrophic greater than 5%. In the urban context, catastrophic factors include disease outbreaks (Poland and McCullough 2006), major storms (Staudhammer et al. 2011), and even war (Laçan and McBride 2009; Stilgenbauer and McBride 2010). Background causes are more gradual and could include a tree’s slow decline due to construction-related stress or other adverse site conditions (Koeser et al. 2013). Yet it is possible that the background rate of mortality is higher in urban environments compared to natural forests. For instance, a previous meta-analysis of street tree survival found typical annual mortality to be 3.5 to 5.1% (Roman and Scatena 2011), while Nowak et al. (2004) observed 6.6% annual mortality across all land uses in Baltimore, MD (including both planted trees in landscaped areas and naturally regenerating trees in natural

areas). Evaluating what rates of mortality are fairly typical for urban trees, and what rates are catastrophic, can help managers interpret program performance and researchers design realistic projection models (Roman 2014; Roman et al. 2016).

Tree mortality is also a fundamental component of managing urban forest population cycles: planting, growth, pruning, removal, and replacement. In heavily managed portions of the urban forest, such as streetscapes, yards, and landscaped parks, human interventions drive tree population cycles (Roman et al. 2016; Roman et al. 2018). Several models have incorporated mortality rates into projections to assist urban forest managers with decision-making about planting and removal actions. For instance, Miller and Marano (1984) and Bartsch et al. (1985) used tree inventory data combined with user-defined planting, growth, mortality, and removal rates to present street tree population simulations. These models were designed to help meet management objectives related to costs and desired benefits, but they are part of software programs no longer available to managers. More recently, researchers have proposed several projection models to assist with planning for tree removals, replacements, and pesticide treatment regimens due to *Agrilus planipennis* (emerald ash borer, EAB), which threatens widely planted *Fraxinus* spp. (Hauer 2012; VanNatta et al. 2012; Sadof et al. 2017). Another projection example is the i-Tree Forecast model (currently part of i-Tree Eco), which uses urban forest inventory data, default or user adjusted mortality rates, and species/location specific growth models to estimate forest structure and ecosystem services produced under alternative planting scenarios (Nowak et al. 2013). Similarly, projected ecosystem services for million tree planting campaigns in New York City, NY and Los Angeles, CA have assumed mortality scenarios (Morani et al. 2011; McPherson et al. 2008). Each of these projections is essentially a demographic population model: a simulation of population size and structure over time due to adding and subtracting individuals (Roman et al. 2016). Yet as Morani et al. (2011) pointed out in their projection model for tree planting in New York City, “the main limit for the population projector” was the lack of empirical mortality rate information. Furthermore, past research has shown that assumed survival rates in ecosystem services models can be higher than actual rates (Roman et al. 2014b; McPherson 2014; Ko et al. 2015a; Ko et al.

2015b). The potential value of urban forest population projection models is their capacity to reasonably predict urban forest changes (and associated benefits) under varying scenarios. Urban forest population models can enable managers to weigh the trade-offs regarding when, where, and how much to plant, and illustrate how maintenance and removal decisions relate to decadal-scale population cycles.

Urban foresters, ecologists, and arborists need accurate mortality information from empirical field data to understand the process of urban tree death, improve best management practices, and enhance projection models. Particularly in the context of maximizing return-on-investments of public dollars, survival rates are an important yet missing piece of cost-benefit considerations for municipalities (McPherson and Simpson 2002; McPherson and Kendall 2014; Ko et al. 2015b; Widney et al. 2016). Knowing the survival rates for public and private trees planted by municipalities, nonprofits, homeowners, and other parties is crucial to not only justifying expenditures on tree planting, but also to estimating the benefits these trees will provide to city residents into the future (Widney et al. 2016). In this review, we gathered existing literature on urban tree mortality to: (1) summarize reported mortality and survival rates to determine what levels of mortality could be considered typical in urban forests; and (2) identify and categorize biophysical and human factors associated with urban tree mortality.

METHODS

Literature Search

We conducted a literature search to find studies reporting urban tree mortality field data. We carried out systematic keyword and article title searches of urban forestry, urban ecology, and arboriculture journals using Web of Science, ScienceDirect, JSTOR, Google Scholar, the US Forest Service’s TreeSearch, and the Urban Forestry database at the University of Minnesota library. We searched for prospective articles in non-English languages by searching in Google Scholar, where non-English publications are better represented (Jascó 2005), as well as using the “all languages” options in the search engines listed above. In addition to the keyword searches, we conducted an exhaustive search (i.e., we scanned the titles and abstracts of all publications) of all volumes of *Journal of Arboriculture/Arboriculture & Urban Forestry*

(1976 to present; the publication of the International Society of Arboriculture was re-named to the latter in 2006), *Arboricultural Journal* (1965 to present), *Cities and the Environment* (2008 to present), and *Urban Forestry & Urban Greening* (2002 to present), since these are the journals most likely to have studies of interest. The date range for searching was “all time” for keyword searches, or the earliest publications for the comprehensive journal searches. This included material available online through December 2017.

We carried out keyword and title searches using the following terms: tree mortality, tree survival, tree survivability, tree survivorship, tree death, tree removal, tree population projection, tree population model, tree establishment, and tree failure. These terms were joined by the search term “AND” with the words urban, city, street, and yard. After identifying initial articles, more potential articles were found using “backward chaining” (searching the literature cited in the starting manuscript, then moving backward through a chain of references) and “forward chaining” (finding articles which cite the starting manuscript, following the chain of references forward). Both “chaining” techniques can be successful for comprehensive literature searches (Booth 2008). Forward chaining was conducted using Google Scholar, as this search engine searches a broad range of literature and is more likely to locate “gray literature” such as theses, extension articles, and conference proceedings (Haddaway 2015). The inclusion of “gray literature” was evaluated by researchers on a case-by-case basis. Theses which were later published in journals were excluded.

Studies were considered eligible for inclusion in our literature review if they: (1) examined tree mortality in landscaped or heavily built-up urban areas, such as trees in sidewalks, parking lots, yards, and manicured parks; and (2) were observational studies in real-world urban conditions. We excluded arboricultural planting experiments, such as tests of cultivar performance (e.g., Gerhold 2007), studies that focused completely on remnant or afforested forest fragments (e.g., Dislich and Pivello 2002), and studies which stated mortality assumptions in projection models (e.g., McPherson 2008). We included some plot-based studies that examined tree mortality across an entire city, and therefore included wooded park lands, but we focused our discussion on the other land uses.

Examining Mortality Information

We targeted urban forestry studies that presented data on mortality or survival rates and the influential factors associated with mortality. These factors could have been examined either quantitatively or qualitatively. Field-based monitoring studies generally fell into two study design categories: repeated inventories of uneven-aged tree populations and planting cohort studies of even-aged trees. If a study examined a population of trees of various size and age classes by comparing data from a current inventory with data from a prior inventory (either conducted by the same researchers or pulled from existing records), then we considered it to be a repeated inventory of uneven-aged trees. This category included monitoring i-Tree Eco style plots and repeated street tree inventories. If a study examined the survival and mortality of a group of trees planted around the same time, then we considered it to be a planting cohort study of relatively even-aged trees. In the context of planted urban trees, “age” means time since planting. Furthermore, some planting cohort studies examined groups of trees that were planted over a small range of years, which we considered to be a multi-year cohort. When we analyzed cohort studies, we considered the establishment phase to be the first five years since planting and the post-establishment phase to be over five years since planting. Some urban tree mortality studies did not fall into either category and therefore could not be analyzed for mortality rates *per se*. However, since they still pertained to real-world mortality and provided information on factors like human behavior and natural disasters, we included them in our review, the results, and discussion. These studies included surveys of residents and urban tree managers, one-time inventories following storm events, assessments of removal records, and a dendrochronology study.

For all planting cohort study data we calculated, annual mortality, q_{annual} , and cumulative survivorship, l_t , were defined as

$$q_{\text{annual}} = 1 - l_t^{1/t}$$

where t is the number of years since planting and l_t is the proportion of the original population remaining alive at time t (Roman and Scatena 2011; Roman et al. 2016). That original population is represented by baseline data, either the first inventory (for repeated inventory studies) or planting records (for planting cohort studies). For repeated inventory studies of

uneven-aged trees, annual mortality was calculated using provided periodic survival rate p_t (i.e., the proportion surviving over the time interval t) and the equation

$$p_{\text{annual}} = p_t^{1/t}$$

(Roman et al. 2016). For both cohort studies and repeated inventory studies of uneven-aged trees,

$$q_{\text{annual}} = 1 - p_{\text{annual}}$$

(Roman et al. 2016) was used. We assumed a constant rate of mortality when calculating annual mortality rates over a specified time period from a given study (Roman and Scatena 2011). We also summarized how the studies we reviewed defined and calculated mortality.

To summarize the typical mortality rates provided in the literature, we calculated the quartiles, since these summary statistics are less influenced by outliers than the mean. We did not use weighted quartiles by sample size because we did not want to attribute more weight to studies of larger tree populations based solely on that metric. If studies gave a range of mortality rates or study period lengths (i.e., time since last inventory for repeated inventories of uneven-aged trees, or time since planting for multi-year planting cohort studies), the minimum and maximum values were used in calculations, and we reported the corresponding lower and higher quartile values. For such studies that reported ranges, lower values represent the lowest possible interpretation of annual mortality, and higher values represent the highest possible interpretation of annual mortality. We did not use the mid-point because we could not be certain that the mid-point was representative of the underlying range of data. If a study provided mortality rates for one or more sub-groupings, we retained these sub-group values to use in summary tables and quartile calculations if (1) this was the only information reported; or (2) the sub-groupings were based on time since planting or tree size. For planting cohort studies, we used the quartile summary statistics for establishment and post-establishment mortality rates to create survivorship curves for fairly typical annual mortality (50th percentile), worse-than-normal (75th percentile), and better-than-normal (25th percentile). For two planting cohort studies that provided annual mortality information for different age classes (Lu et al. 2010; Roman et al. 2016), we created mortality curves by

graphing annual mortality against time since planting. Likewise, for repeat inventories of uneven-aged trees, when annual mortality information was provided for varying size classes (Nowak 1986; Nowak et al. 2004; Roman et al. 2014a), we created mortality curves by graphing annual mortality rates against size class (using diameter at breast height, dbh).

Factors associated with mortality outcomes from quantitative and qualitative studies were categorized as either human-related or biophysical and into sub-categories within these two major categories, recognizing the potential for interactive and coupled effects and the multi-scalar patterns in which they operate. We then grouped these factors as predisposing, inciting, or contributing, following the disease-decline model from Manion (1981). Predisposing factors represent the human and biophysical context at the time of planting. These conditions can then create vulnerabilities to inciting factors, which are short-term stressors that impact tree vigor. The inciting factors, in turn, create vulnerabilities to contributing factors, which are the direct mechanisms leading to tree mortality.

In addition to short summary tables in which we presented mortality rate quartiles and factors associated with mortality, we created three comprehensive tables: one outlining mortality rates in cohort studies, one outlining mortality rates in repeat inventory studies, and a final table summarizing studies that provided statistical analysis of factors associated with mortality. In order for a study to be included in the quartile calculations for annual mortality rates, it had to report annual mortality rates (or sufficient information to calculate annual rates) and a time interval. Studies that did not provide mortality information, time intervals, or whose methodologies were vastly different than the majority of papers, were excluded from these tables but were still considered in other summary results and discussion of the literature reviewed.

RESULTS AND DISCUSSION

Characteristics of the Literature

Fifty-six studies were analyzed. Fifty-two of the studies were published in peer-reviewed journals, three were internal reports or extension articles, and one was a master's thesis. Eighteen studies were published in the *Journal of Arboriculture/Arboriculture*

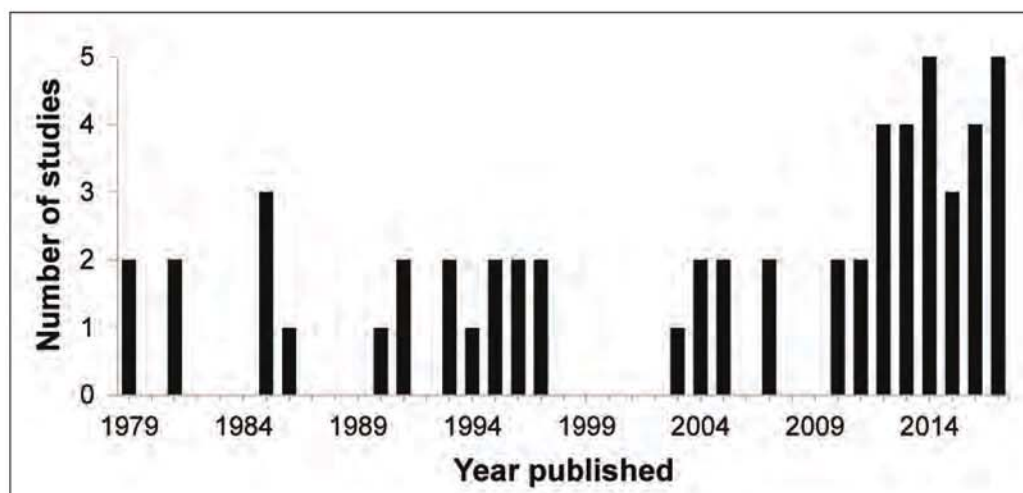


Figure 1. Years in which the urban tree mortality studies reviewed were published (1979 to 2017).

& *Urban Forestry*, and thirteen were published in *Urban Forestry & Urban Greening*. The publication dates spanned thirty-eight years (1979 to 2017) with thirty-one published between 2007 and 2017 (Figure 1). Forty-one of the studies were conducted in the continental United States (Table 1). Almost a third of the studies examined trees in urban areas located in the warm temperate–fully humid–hot summer climate zone (Kottek et al. 2006; Figure 2). There was a lack of studies in equatorial, arid, and very cold climates. Despite searching using the “all language” function, we did not find non-English studies meeting our criteria for review. Twenty-five of the studies focused solely on street trees, four studied trees on private residential properties (e.g., lawns/yards), three studied park trees, twenty studied trees on a mix of these three planting site types, and four did not specify site types. Street trees were the most common, likely because municipal or non-profit street tree planting and inventory records are often more readily available than records for park trees, and public street trees are logistically easier to monitor than trees on private properties, as the latter require permission to access.

Thirty-three articles provided sufficient information for us to calculate annual mortality rates, which we grouped according to study type: repeated inventory of uneven-aged trees or planting cohort of relatively even-aged trees (Table 2). Some articles provided data on both types of tree studies. Eighteen discussed repeated inventories (summarized in detail in Appendix Table 2), and twenty-one discussed planting cohort monitoring studies (Appendix Table 1). Of the planting cohort monitoring studies, sixteen examined trees within five

Table 1. Countries where urban tree mortality studies were conducted.

Country	Number of studies
U.S.A.	41
Canada	3
China	3
New Zealand	2
South Africa	1
Chile	1
Belgium	1
Thailand	1
Australia	1
Finland	1
England	1

years of planting (i.e., establishment phase) and eight examined trees planted over five years prior (i.e., post-establishment phase; Table 2). Forty-one studies provided sufficient information for categorizing the human and biophysical factors significantly associated with mortality. Twenty-six studies also examined growth, which we did not examine in-depth in this review.

Mortality Definitions

When gathering and reviewing urban mortality and survival data, it is imperative to clearly define mortality and survival. Almost all of the studies in our review define mortality as death or removal of the original tree (e.g., a tree that was listed in a prior inventory or planting record), but this was not always explicitly stated. The only study which did not include removals in the definition of mortality was Jack-Scott

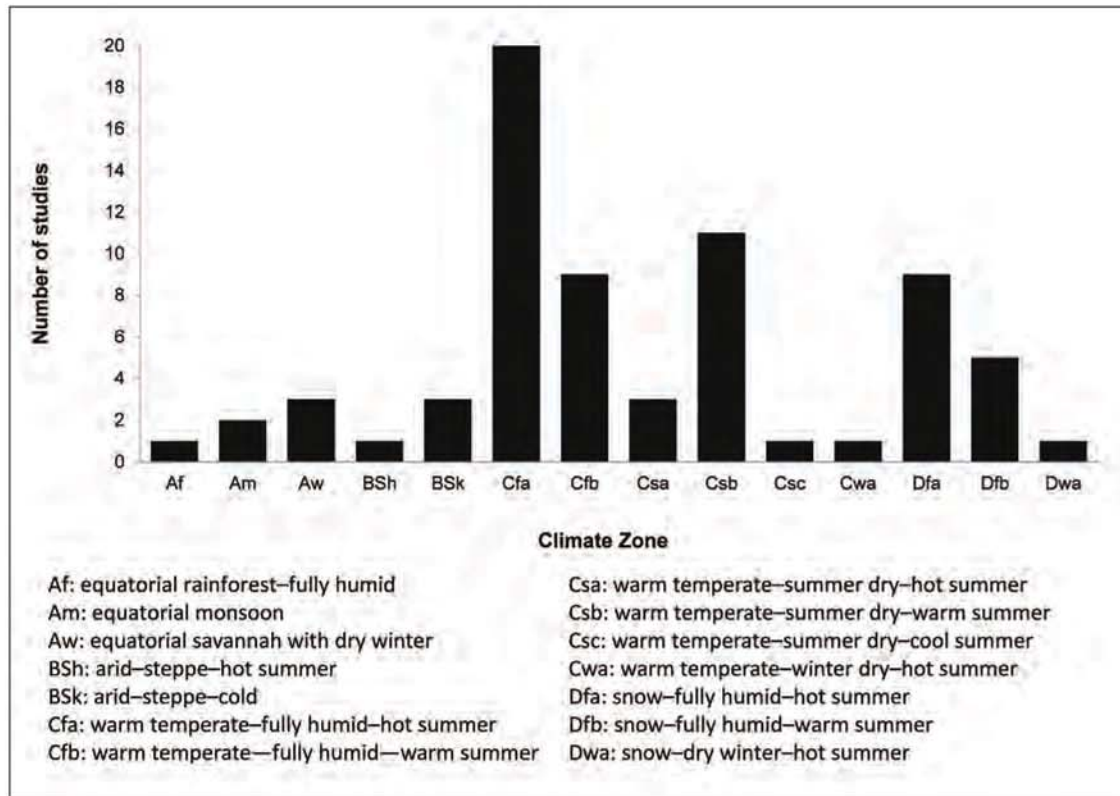


Figure 2. Climate zones where data was collected for the reviewed studies. Climate zones are based on the Köppen-Geiger climate classification system where the 3-letter abbreviations correspond to main climate, precipitation, and temperature (after Kottek et al. 2006).

Table 2. Quartiles of annual mortality rates for different study types: repeat inventory of mixed-aged existing trees vs. planting cohort. Planting cohort studies are further broken down into all studies, those reporting establishment mortality (≤ 5 years after planting) and those reporting post-establishment mortality (> 6 years post-planting). When a given study reported a range of years or a range of mortality values, we used the lower annual mortality value in the “lower” row and the higher annual mortality value in the “higher” row.

Study type	Number of studies	Lower or higher annual mortality results used	Annual mortality (%) range and quartile				
			Min.	1st	Median	3rd	Max.
Repeat inventory	18	lower	0.00	1.57	2.28	3.02	30.00
		higher	0.00	1.59	2.59	3.30	30.00
Planting cohort							
all	21	lower	0.60	2.81	4.40	7.08	68.47
		higher	0.60	3.76	6.48	9.33	68.47
establishment	16	lower	1.25	3.96	6.60	9.33	68.47
		higher	2.74	5.02	7.00	10.43	68.47
post-establishment	8	lower	0.60	1.50	2.76	3.81	4.60
		higher	0.60	1.53	3.76	4.73	11.22

(2012), which analyzed mortality of planted trees in terms of only the trees observed standing dead (i.e., not removals). In another example of defining mortality that differed somewhat from the norm, Koeser et al. (2014) studied trees that were part of a Florida Forest Service planting program that has a policy of inspecting and replacing trees that die within the first year; survival of replacement trees was included with survival of the original trees in that study's analysis. This procedure may be responsible for the high survival rate of the trees. Lu et al. (2010) also included replacement trees in survival calculations for New York City, NY, such that street trees replaced during the initial contractor guarantee were tracked alongside original trees for survival monitoring after two years (N. Sonti, personal communication), although this was not explicitly stated in the article. For yard tree giveaway programs, definitions of mortality can be complicated by the fact that distributed trees are planted by residents and thus might never get planted at all, leading to mortality rate calculations that use the number of trees distributed (not the number planted) as the denominator (Roman et al. 2014b; Ko et al. 2015a; Roman et al. 2016). For instance, with yard tree monitoring for the same shade tree program in Sacramento, CA, Ko et al. (2015a) used trees distributed as the denominator, whereas Roman et al. (2014b) used trees planted, largely due to practicalities of the Ko et al. (2015a) analysis being unable to discern whether trees observed "missing" in the early 1990s were cases of post-planting mortality vs. failure to plant.

Mortality Rates

We summarized information from studies providing annual mortality rates (or sufficient information for us to calculate rates) and time periods in Appendix Tables 1 and 2. For the eighteen studies of repeated inventories of uneven-aged trees, we found the annual mortality rates ranged from 0% (Nowak 1986; Staudhammer et al. 2011; Roman et al. 2014a) to 30% (Lima et al. 2013) with a median of 2.3 to 2.6%. Note that throughout the results, when a range of annual mortality rates is reported, that corresponds to studies which themselves reported ranges of mortality rates or time intervals, as explained in the methods. Five of the studies of repeated inventories of uneven-aged trees and fourteen of the studies of relatively even-aged planting cohorts reported ranges of mortality rates or time intervals. For the twenty-one studies of relatively even-aged planting cohorts, annual mortality rates ranged from 0.6% (Roman et al. 2015) to 68.5% (Yang and McBride 2003) with a median of 4.4 to 6.5%. For articles that studied planted cohort tree survival in the first five years after planting (sixteen articles), the median annual mortality rate was 6.6 to 7%. Of the literature that studied planted cohort trees past the establishment phase (eight articles), the median annual mortality rate was 2.8 to 3.8%. Notably, the median annual mortality for planted cohort trees older than five years (2.8 to 3.8%), and the median for repeated inventories of uneven-aged trees (2.3 to 2.6%), are both on the high end of the 1 to 3% annual mortality typically reported for mature canopy

Table 3. Quartiles of annual mortality rates for different tree planting locations. When a given study reported a range of years or a range of mortality values, we used the lower annual mortality value in the "lower" row and the higher annual mortality value in the "higher" row. Studies that did not specify the location or did not examine mortality rates were left out, so the "number of studies" reflects only those used in calculations.

Planting location	Number of studies	Lower or higher annual mortality results used	Annual mortality (%) range and quartile				
			Min.	1st	Median	3rd	Max.
Street	20	lower	0.00	1.59	2.54	4.60	68.47
		higher	0.00	1.60	2.61	5.45	68.47
Mixed	14	lower	0.00	2.22	4.30	6.77	30.00
		higher	0.00	2.99	5.10	7.49	30.00
Residential yards	3	lower	3.82	4.21	4.60	5.60	6.60
		higher	3.82	4.21	4.60	5.60	6.60
Park	2	lower	1.28	1.74	2.19	2.65	3.10
		higher	1.28	1.74	2.19	2.65	3.10

trees in natural forests (e.g., Harcombe and Marks 1983; Condit et al. 1995; Lorimer et al. 2001).

When looking at all of the study designs, annual mortality rates for private residential property yard trees (three studies gave sufficient mortality information) ranged from 3.8% (Ko et al. 2015a) to 6.6% (Roman et al. 2014b) with a median of 4.6%, whereas street tree mortality (twenty studies) ranged from 0% (Nowak 1986 and Roman et al. 2014a) to 68.5% (Yang and McBride 2003) with a median of 2.5 to 2.6% (Table 3). The lower median mortality rate for street trees is noteworthy given the common assumption that street trees face tougher conditions than other types of urban trees (e.g., Moll 1989; Skiera and Moll 1992). Additionally, there were substantially fewer private property studies of yard trees; therefore, understandings of how street and lawn tree mortality compare will improve as further research is conducted.

Explanations for Exceptionally High and Low Mortality Rates

Study location and design, as well as the planting program policies, may have had a role in exceptionally high and low mortality rates. For example, Nowak et al. (1990) reported 19% mortality, but the study focused on street trees in a busy transportation corridor in Oakland, CA and noted high rates of vandalism and automobile damage (although these two factors could not be pinpointed as the cause of mortality in their analysis due to limited data). Trees studied by Yang and McBride (2003) in Beijing, China were severely pruned prior to transplanting, likely contributing to the high mortality rate of 68.5%. On the other extreme, as an example of a study with low annual mortality, Koeser et al. (2014) reported 1.31 to 3.25% mortality, but the trees studied were part of a Florida state planting program that replaces trees that die within the first year, and many trees were irrigated,

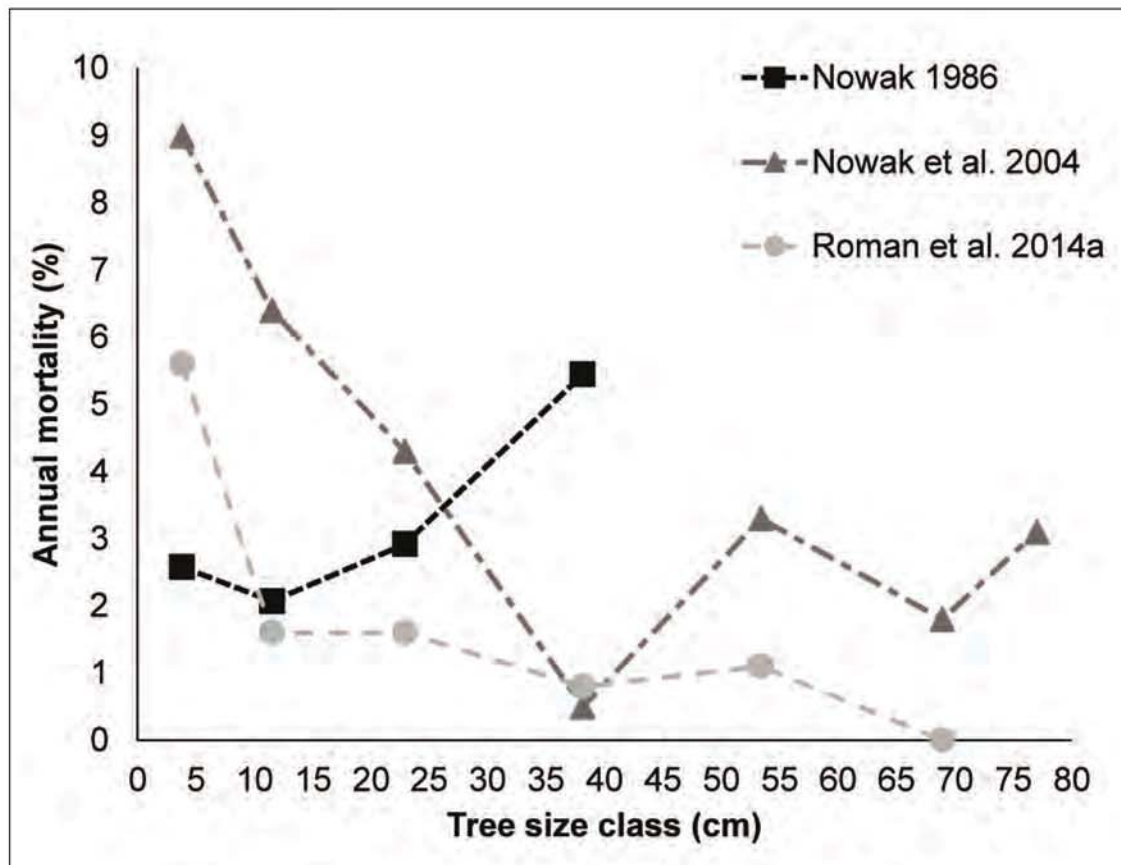


Figure 3. Mortality curves for studies that provide size-based mortality rates. Annual mortality rates are plotted at the mid-point of the size class interval.

which may have influenced the resulting low rate. It is important that reviews look carefully at procedures like tree replacement since they might lead to overstated mortality outcomes, or at the very least mortality rates that are not directly comparable to programs without replacement policies. Roman et al. (2015) reported a low annual mortality rate published for a planting cohort study, 0.6%, for street trees in East Palo Alto, CA. This site was designed by an International Society of Arboriculture Board Certified Master Arborist and had a high level of maintenance, including a drip irrigation system and regular stewardship activities by trained volunteers and paid interns.

Mortality Curves

A few articles provided enough information for us to graph mortality curves, which illustrate trends in mortality rates over tree size or age (i.e., time since planting). We graphed annual mortality against size classes for the three studies that provided size class-specific mortality rates (Figure 3) and found several distinct patterns. Mortality rates from Nowak's (1986)

study of street trees in Syracuse, NY, display a Type I mortality curve, with higher mortality rates in larger size classes. However, that study differs from the others we assessed. Indeed, other urban tree mortality studies point to Type III or U-shaped mortality curves. In the Nowak et al. (2004) study of randomly located i-Tree Eco plots in Baltimore, MD, we found U-shaped mortality curves, in which mortality was highest for the smallest and largest tree size classes and lower in the middle. The Roman et al. (2014a) study of street trees in Oakland best fits a Type III curve, with highest rates of mortality for the smallest trees. We also graphed reported annual mortality rates against time since planting (i.e., age-based planting cohort mortality) for two studies (Figure 4): New York City street trees (Lu et al. 2010) and Sacramento yard trees (Roman et al. 2016). Both of these studies were similar to a Type III curve. However, these studies only included young trees that had been in the ground fewer than ten years, and planting cohort monitoring studies over longer time periods could show whether the Type III pattern persists or whether a U-shaped curve appears once older trees are included. Based on

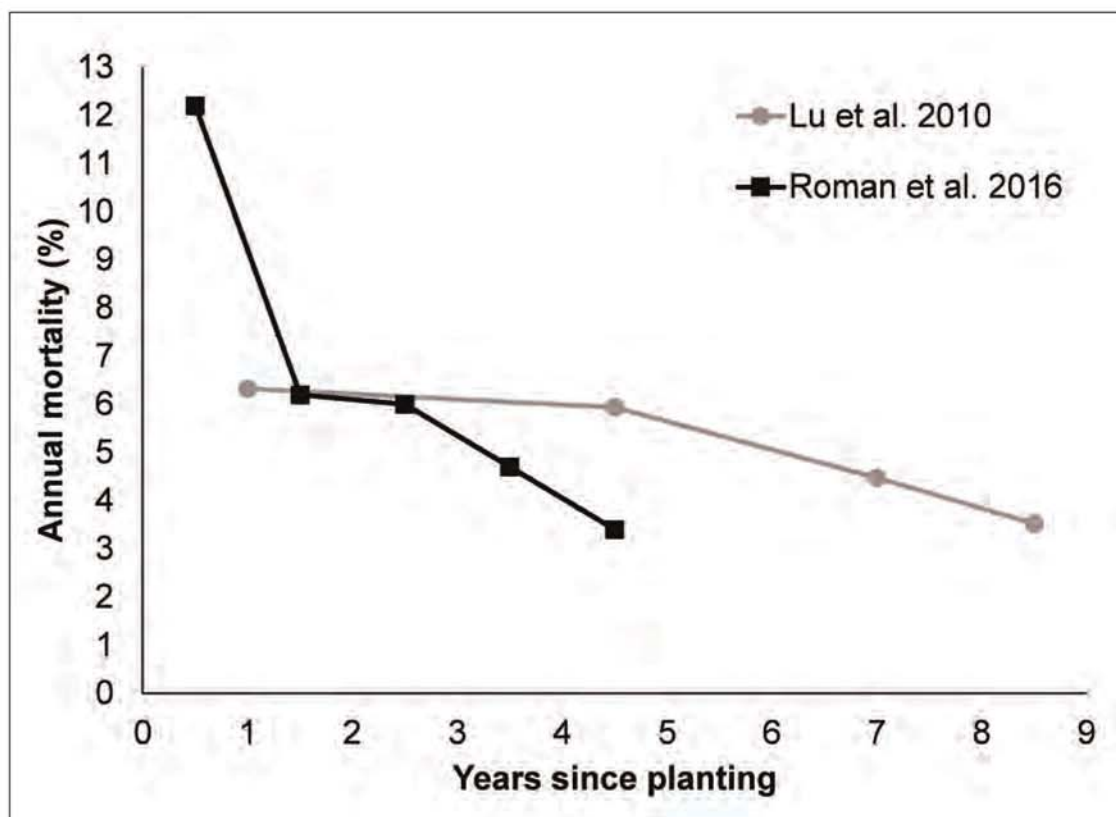
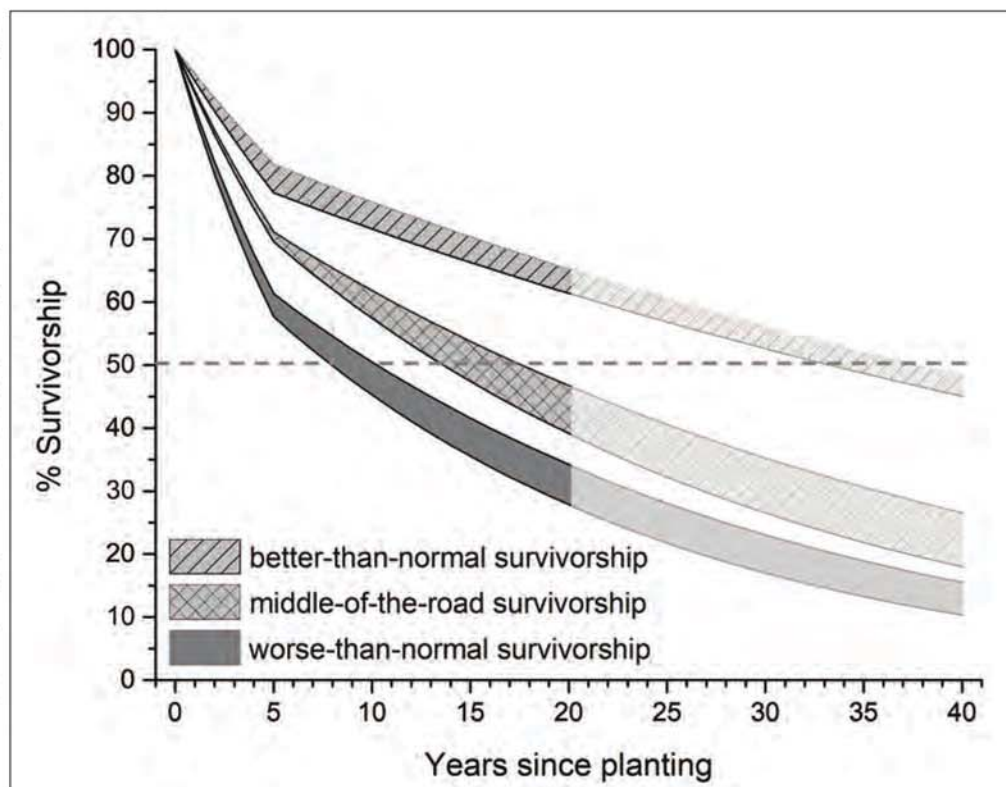


Figure 4. Mortality curves for studies that provide age-based mortality rates. Annual mortality rates are plotted at the mid-point of the age (i.e., time since planting) interval.

Figure 5. Survivorship curves based on quartiles of mortality rates in planting cohort studies (Table A1). Better-than-normal survivorship reflects 1st quartile, middle-of-the-road reflects median, and worse-than-normal reflects 3rd quartile. The first five years used establishment mortality rates, while years 6+ used post-establishment rates. The range of values for each curve reflects high and low values for studies that reported a range of mortality rates and/or years. The dashed horizontal line shows 50% survivorship, also known as population half-life. After twenty years, the more transparent grey color reflects the fact that most published planting cohort studies were under twenty years post-planting, therefore post-twenty years annual mortality rates are extrapolations.



these five studies, it would seem that urban trees generally follow either a U-shaped or Type III pattern, similar to trees in natural forests (e.g., Coomes and Allen 2007; Lorimer et al 2001; Metcalf et al. 2009; Lines et al. 2010). Yet more studies reporting mortality rates by age or size class could confirm or refute this generalization, which is admittedly based on just a few studies. It would be helpful if more urban tree mortality studies reported mortality by age or size class to aid in improved understandings of typical mortality curve patterns.

A handful of other studies did not provide explicit data on mortality rates by tree age or size class but still provide interesting information on trends over time. Miller and Miller (1991) provide cumulative percent mortality data for cities in Wisconsin that shows the highest mortality (removals) occurred in the first year, with slightly less mortality in year two, and then mortality stabilized around four years. These data point towards a Type III mortality curve. Ko et al. (2015a) provided a survival curve for twenty-two years of planted yard trees that shows the steepest decline in survivorship between planting and year one, then a steady but less steep decline for the remaining years of observation, suggesting a Type III curve. However,

year one losses in the Ko et al. (2015a) study include trees not planted from a yard tree giveaway program.

While our studies differed too greatly to conduct a true meta-analysis, we were able to graph assumed survivorship curves using age-based life tables we created from the mortality rate quartiles for cohort studies (Figure 5; Table 2 and Appendix Table 4). The first five years used establishment mortality rates, while years 6+ used post-establishment rates. The range of values for each curve reflects high and low values for studies that reported a range of mortality rates and/or years. We graphed better-than-normal, middle-of-the-road, and worse-than-normal survivorship scenarios using 25th percentile, 50th percentile, and 75th percentiles of the annual mortality rates, respectively. The curves (Figure 5) follow a Type III survivorship curve shape due to the nature of the input data which does not include annual mortality rates for very old trees. Life tables and associated survivorship curves like these can provide useful information for practitioners. For example, one could estimate when half the cohort will be dead, known as the population half-life (i.e., 50% survivorship), and create a tree replacement strategy accordingly. For example, the population half-life using the quartile

annual mortality rates from planting cohort studies (Table 2) would be around 7 to 11 years, 13 to 18 years, and 33 to 38 years for worse-than-normal, middle-of-the-road, and better-than-normal survivorship scenarios (Figure 5). It is important to note that these curves are not meant for extrapolation to other cities and planting programs, but rather to display a general trend in the survivorship curves derived from reported mortality rates in the published literature.

Factors Associated with Mortality

Quantitative Associations with Mortality for Field-Based Monitoring Studies

The literature cited a variety of statistically significant factors associated with mortality (Table 4 and Appendix Table 3). Of the articles that used field-based monitoring studies and quantitatively examined factors, the most commonly cited biophysical factors were size/age and taxa (e.g., species or cultivar). The most commonly cited human-related factors associated with urban tree death were stewardship, maintenance, and vandalism. Land use and socioeconomic measurements (e.g., net property value, income, and homeownership) were also commonly cited as significant. Trees typically experienced higher mortality when located on properties with unstable homeownership (such as rental, foreclosed, and vacant properties) and when located in neighborhoods with lower incomes and property values. Stewardship and maintenance activities play a positive role in tree survival. Three studies did not find any statistically significant relationships between observed mortality rates and factors examined quantitatively (Thompson et al. 2004; Conway 2016; Martin et al. 2016).

The studies that quantitatively analyzed predictors of mortality share many associated factors, but differ on whether some common factors increase or decrease mortality rates, with sometimes contradictory results. For example, Roman et al. (2014b) associated smaller mature tree size with lower mortality, while Ko et al. (2015a) associated it with a higher mortality when compared to medium-sized mature trees, yet both focus on the same residential lawn tree program in Sacramento. It is unclear why these two studies found different results; other issues related to those taxa or planting sites could be more relevant than mature tree stature. Land use, while cited as statistically significant in many studies (Table 4), does not have a clear mechanism of impact on mortality,

and land use categories may also covary with other important factors. For instance, Nowak et al. (2004) reported high mortality for transportation land use, but this land use had a high prevalence of *Ailanthus altissima*, which the authors speculated might explain that finding. Single-homeowner properties had decreased mortality rates in several studies (Nowak et al. 1990; Lu et al. 2010; Jack-Scott et al. 2013), but the causal explanations for this association are unclear. Various land uses may reflect different planting site conditions and/or maintenance regimes across studies. For example, a tree recorded as single-family residential could alternatively be a yard or street tree, and trees recorded as multi-family residential could be managed by the municipality (such as street trees adjacent to a downtown apartment building) or by landscaping crews hired by an apartment manager (such as lawn trees in a suburban apartment complex). In general, it is not clear whether land use is associated with mortality due to biophysical characteristics of particular land use categories and planting sites, governance of tree stewardship, or some other phenomena.

Most older studies (e.g., Nowak et al. 1990; Miller and Miller 1991) tested for significant influential factors using univariate statistical techniques such as Chi-Square tests, but some more recent studies also relied on univariate techniques (e.g., Nowak et al. 2004; Lu et al. 2010). In contrast, most studies after 2010 (e.g., Staudhammer et al. 2011; Lawrence et al. 2012; Roman et al. 2014a; Koeser et al. 2014; Ko et al. 2015a; Vogt et al. 2015a; van Doorn and McPherson 2018) used more sophisticated multivariate analyses such as logistic regression and non-parametric conditional inference trees. For instance, Roman et al. (2014a) examined the interaction between tree condition and size class using multivariate logistic analysis. When summarizing the papers, no factors stood out as being related to a specific size or life stage in the papers we reviewed, with the possible exception of maintenance or stewardship for recently planted trees.

The prevalence of the most common factors used in quantitative analyses could be due to their relative ease of measurement, since such data can be gathered from planting records, quick field evaluations, and the United States census. Multiple studies followed protocols outlined by the United States Forest Service i-Tree Eco or Forest Inventory and Assessment

Table 4. Categories of biophysical and human factors associated with mortality based on forty-one papers that provided sufficient information about mortality factors or mechanisms. Within each major category (biophysical or human), factors are listed in order of the frequency with which they appear in the mortality studies reviewed. Studies marked with an (*) used statistical analysis to quantitatively examine factors (see Appendix Table 3), while unmarked studies examined factors qualitatively (e.g., case studies or surveys of residents). Studies marked with a (#) examined trees affected by a natural disturbance.

Factor	Number of studies	Citations
Biophysical factors		
<i>Taxa (e.g., genus, species, cultivar)</i>	15	Nowak 1986*; Miller and Miller 1991*; Hauer et al. 1993#; Duryea et al. 1996*; Duryea 1997#; Nowak et al. 2004*; Duryea et al. 2007#*; Lu et al. 2010*; Jack-Scott 2012*; Lawrence et al. 2012*; Koeser et al. 2013*; Lima et al. 2013*; Koeser et al. 2014*; Roman et al. 2015; Boukili et al. 2017*
<i>Size/age</i>	13	Nowak 1986*; Polanin 1991*; Hauer et al. 1993; Duryea et al. 1996#*; Nowak et al. 2004*; Duryea et al. 2007#*; Jack-Scott et al. 2013*; Koeser et al. 2013*; Lima et al. 2013*; Roman et al. 2014a*; Roman et al. 2014b*; Ko et al. 2015a*; Morgenroth et al. 2017*
<i>Site characteristics (e.g., planting space, site type, tree density)</i>	12	Jim 2005*; Duryea et al. 2007#*; Lu et al. 2010*; Staudhammer et al. 2011*; Lawrence et al. 2012; Koeser et al. 2013*; Lima et al. 2013*; Roman et al. 2014a*; Roman et al. 2014b*; Ko et al. 2015a*; Roman et al. 2015; Vogt et al. 2015a*
<i>Condition/vigor/health</i>	6	Nowak 1986*; Hickman et al. 1995*; Nowak et al. 2004*; Koeser et al. 2013*; Roman et al. 2014a*; Roman et al. 2015
<i>Planting season</i>	4	Miller and Miller 1991*; Roman et al. 2014b*; Ko et al. 2015a*; Vogt et al. 2015a*
<i>Nursery (e.g., source, stock, type, size)</i>	3	Koeser et al. 2014*; Roman et al. 2015; Vogt et al. 2015*
Human factors		
<i>Stewardship, maintenance, vandalism</i>	15	Sklar and Ames 1985; Nowak 1986*; Gilbertson and Bradshaw 1985; Struve et al. 1995; Duryea et al. 1996#*; Sullivan 2005; Boyce 2010*; Lu et al. 2010*; Jack-Scott et al. 2013*; Koeser et al. 2014*; Richardson and Shackleton 2014; Roman et al. 2014b*; Ko et al. 2015a*; Roman et al. 2015; Vogt et al. 2015a*
<i>Socioeconomic measures</i>	8	Gilbertson and Bradshaw 1985; Nowak et al. 1990*; Lu et al. 2010*; Jack-Scott et al. 2013*; Lima et al. 2013*; Roman et al. 2014b*; Ko et al. 2015a*; Vogt et al. 2015a*
<i>Land use</i>	6	Nowak et al. 1990*; Nowak et al. 2004*; Jim 2005*; Lu et al. 2010*; Lawrence et al. 2012*; Steenberg et al. 2017*
<i>Construction and redevelopment activity</i>	6	Nowak 1986*; Miller and Miller 1991*; Hauer 1994*; Koeser et al. 2013*; Steenberg et al. 2017*; Morgenroth et al. 2017*
<i>Infrastructure conflict (e.g., overhead utilities, sidewalks, transportation)</i>	5	Nowak et al. 1990*; Nowak et al. 2004*; Lu et al. 2010*; Jack-Scott 2012*; van Doorn & McPherson 2018*
<i>Landscaping norms and behavior</i>	2	Kirkpatrick et al. 2013; Conway 2016

(FIA) systems (Nowak et al. 2004; Staudhammer et al. 2011; Lawrence et al. 2012; Lima et al. 2013; Roman et al. 2014a), which could explain the prevalence of variables like land use (and the specific land use categories observed). While these systems are useful for outlining potential variables to measure, researchers should think critically about which variables are best for their specific mortality studies. For instance, locally-relevant land use and planting site categories could be more informative. Tree health and vigor evaluations, as well as soil characteristics, might be uncommon in urban tree mortality studies because they require more time, training, and equipment to measure. There is ample evidence that soil quality and available soil volume are critical to tree growth and health (e.g., Urban 2008; Rahman et al. 2013; Layman et al. 2016; Scharenbroch et al. 2017). Yet only three of the mortality studies we reviewed (Impens and Delcarte 1979; Lawrence et al. 2013; Koeser et al. 2014) examined soil characteristics in relationship to growth, and none of the studies tested whether soil properties were associated with mortality and survival. Additionally, tree condition and health evaluations are not well-defined and consistently applied (Bond 2010). In terms of human factors influencing mortality, parcel-level ownership data (Roman et al. 2014b; Ko et al. 2015a) and construction or renovation permitting data (Steenberg et al. 2017) show promise for understanding the process of tree mortality, yet these data sets have thus far been rarely applied to statistical modeling of urban tree mortality.

Qualitative Analyses of Factors Associated with Mortality for Field-Based Monitoring Studies

Some of the studies that reported mortality data from field-based monitoring studies drew conclusions about influential factors based on qualitative data and observations of trends (e.g., Rhoads et al. 1981; Sklar and Ames 1985; Polanin 1991; Richardson and Shackleton 2014; Roman et al. 2015), and many of these findings complement research with statistical analyses. Rhoads et al. (1981) studied a cohort of street trees in Philadelphia, PA and determined the cumulative survivorship to be approximately 85% for each species, therefore concluding that species is not a significant factor. This study contradicts the many other studies that found taxa to be significant, but the following were in more agreement with the studies that used statistical analysis. Ip (1996) documented

the mortality of a cohort of community-planted trees in the Northwest Region of Canada, gathering information on the cause of mortality or injury to seedlings when they were encountered. Approximately half of the urban and rural projects reported damage to seedlings by people, lawn care equipment, and snowmobiles, so Ip (1996) concluded that smaller tree size could be associated with higher mortality. Sullivan (2004) studied trees planted by a nonprofit in San Francisco, CA, and found that many residents and neighbors cited vandalism as a reason for tree death or removal. Richardson and Shackleton (2014) assessed the condition of newly planted street trees in eleven towns in Eastern Cape, South Africa, in order to understand more about vandalism, finding 42% of recently planted street trees totally snapped, and no difference between snapped trunks for trees with or without protective structures. In a case study of tree planting programs with high survival rates in East Palo Alto and Philadelphia, Roman et al. (2015) concluded that appropriate species selection and planting techniques, small geographic areas, and time-intensive maintenance explained low annual mortality during establishment, ranging from 0.6 to 4.6%. They also found that for the planting project with the lowest published urban tree mortality, East Palo Alto, the few instances of tree deaths were attributed to car accidents and site conditions.

Other Study Designs

The aforementioned planting cohort studies (Appendix Table 1) clearly examined changes in a cohort from time of planting to the time of monitoring. Similarly, the repeated inventory studies (Appendix Table 2) examined changes between inventories conducted at two different times. Those are all field-based monitoring that produced mortality data based on analyses of change over time. However, some articles used other study designs and more indirect measures of mortality. We reviewed fourteen studies that made use of data from a single point in time. These studies included surveys of homeowners or other individuals who could provide indirect information about tree mortality, one-time inventories after storms or other major disturbances, and other unique designs. These studies did not have before-and-after data that can be used to estimate rates of loss, but they provide insight into associated factors and are therefore included in the review.

Three of these fourteen studies conducted surveys of individual people in order to learn more about

urban tree mortality. The earliest of these that we found was a study by Beatty and Heckman (1981) in which the authors surveyed urban forest managers responsible for urban forest programs across the United States on the major causes of tree health and survival issues. The most commonly cited issues were lack of water, nutrient deficiency, and vandalism. Some respondents also provided basic mortality information, from which those studies' researchers concluded that larger cities experience higher mortality, while western states and regions with milder climates experience lower mortality. Notably, such conclusions concerning regional mortality trends have not been confirmed or refuted by more recent research. Kirkpatrick et al. (2013) examined residents' attitudes regarding trees in eastern Australia, the amount of removals over the previous five years, and reasons for removals. They found that the main impetus for removal of healthy trees were aesthetic and lifestyle choices. Similarly, Conway (2016) surveyed residents in a suburb of Toronto, Ontario, Canada, to understand motivations for planting and removing trees. The author found that most removals were due to concerns about poor tree health, and the second most common reason was property concerns, both perceived risk and actual damage caused by a tree.

An example of a one-time inventory is the study conducted by Gilbertson and Bradshaw (1985) on trees in northern England. They observed site factors that could have impacted trees, concluding that vandalism (18% of dead trees showed signs) and water and nutrient stress (56% of dead trees showed signs) likely played a role, and that it is possible that the stress from weeds and tie strangulation could have been weakening the trees and predisposing them to vandalism. However, it was not made clear whether these observations were made on standing dead trees or severely impaired trees. Seven studies investigated the effects of natural disasters like storms and earthquakes by conducting one-time inventories following the event. Hauer et al. (1993) conducted an inventory of street tree condition and removals after a major ice storm in Urbana, IL, finding that species, tree form, branch architecture, and the presence/absence of defects all impacted the severity of damage. Jim and Liu (1997) conducted an inventory of trees damaged after a major storm in Guangzhou, China, noting the severity of damage, and found that species, trees size, and development history all influenced storm damage susceptibility. Duryea et al. (1996; 1997; 2007)

combined information from surveys of homeowners and residents along with field visits to properties to assess damage done to trees following eight major hurricanes hitting Florida and Puerto Rico. Those studies concluded that taxa, nativity, wood density, crown density, growth form, pruning, and growing in a cluster were all significantly associated with mortality (Table 4). Earthquake damage to trees was investigated by Morgenroth and Armstrong (2012), who studied removal records of trees in city parks in Christchurch, New Zealand. They found that the removed trees comprised of 9% juvenile, 9% semi-mature, 61% mature, and 21% over-mature trees and that 88% of all leaning trees were mature or over-mature. Leksungnoen et al. (2017) studied trees in Bangkok, Thailand following severe flooding in 2011. The researchers categorized trees as either flood susceptible (> 50% mortality), tolerant (less than or equal to 50% mortality), or highly tolerant (no mortality after the flood). They found 18% of species to be flood susceptible, 75% tolerant, and 7% highly tolerant.

In addition to survey-based studies and one-time inventories, we found three other unique studies. Polanin (1991) studied a sample of trees that had removal records in Jersey City, NJ, and found that *Platanus × acerifolia* were most often removed due to sidewalk upheaval (i.e., the tree was removed while it was still alive due to infrastructure conflicts), and *Acer platanoides* were more often removed due to death. Helama et al. (2012) conducted a dendrochronology study on Scots pine (*Pinus sylvestris* L.) trees in a park lawn in Helsinki, Finland, in which they concluded that competition from other trees was a likely predisposing factor for mortality and drought as inciting factor. Morgenroth et al. (2017) compared the presence and absence of individual trees before and after earthquake-related demolition to examine removals. Using aerial imagery and field visits, they concluded that 78.4% of the original trees remained after demolition activity.

Relating Urban Tree Mortality to the Disease-Decline Model

To relate the urban tree mortality literature to the Manion's (1981) disease-decline model, we propose a new framework for urban tree mortality which groups human and biophysical factors as predisposing, inciting, and contributing (Figure 6). Some factors that we listed as inciting might function as

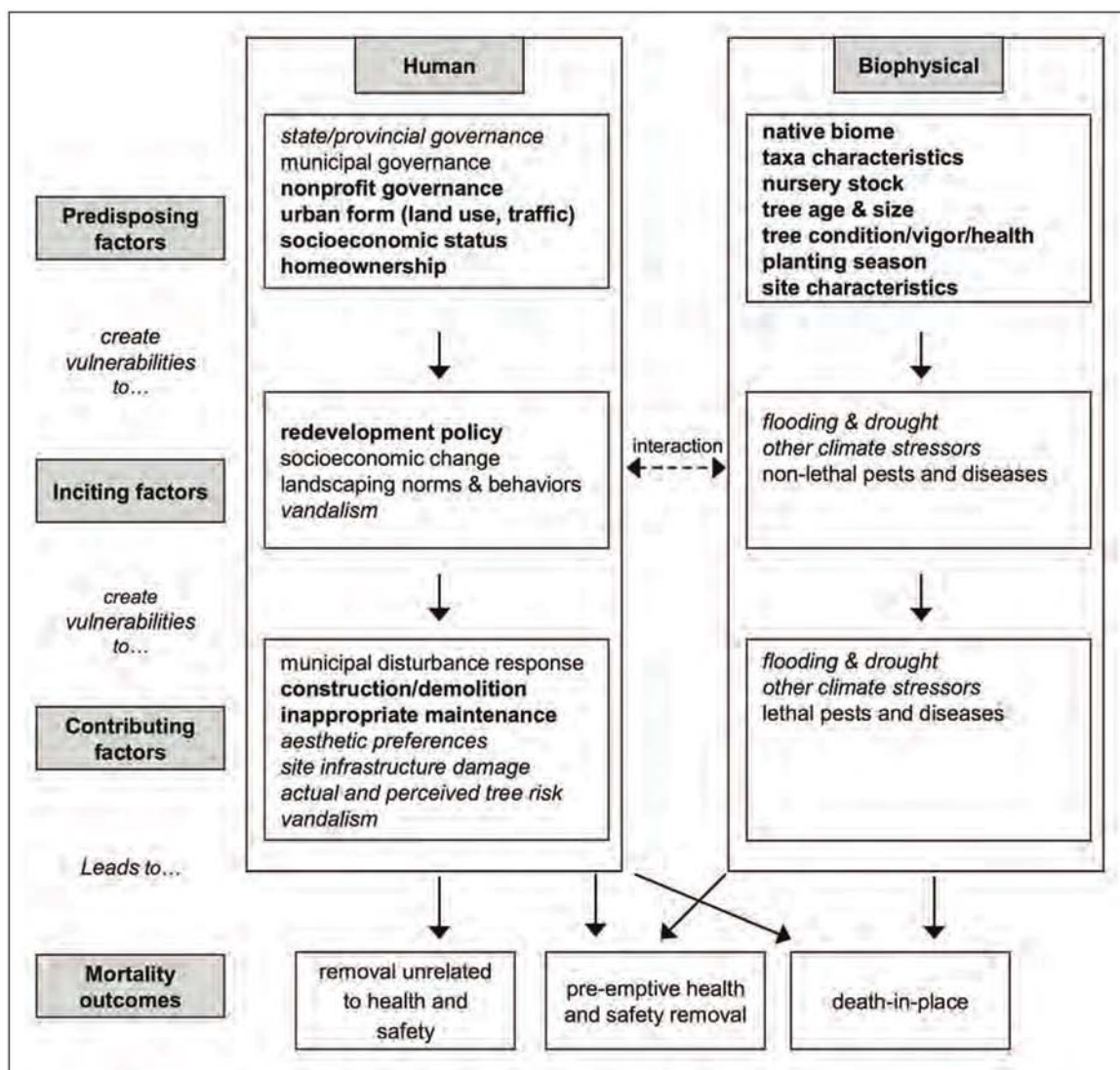


Figure 6. Urban tree mortality framework outlining predisposing, inciting, and contributing factors. The predisposing and inciting factors create vulnerabilities for trees to die or be removed due to the final contributing factors. Solid one-way arrows indicate that predisposing and inciting factors create vulnerabilities, while contributing factors directly lead to mortality outcomes. The two-way dashed arrow between human and biophysical factors represents interactive effects. Within each text box, factors are ordered from larger scales at the top (e.g., regional, municipal) to smaller scales at the bottom (e.g., parcel, planting site); spatial scale indicates the scale at which the factors could be measured or observed. Factors found to be statistically significant in the studies are **bolded**, while those that were qualitatively important are *italicized*.

contributing factors in certain circumstances, and vice versa, depending on the temporal sequence of stressors (e.g., a tree could be stressed by drought and later killed by a pest, or vice versa). Our framework also orders each set of factors according to spatial scale, from region to planting site. Other authors writing about residential ecosystems (e.g., Roy Chowdhury et al. 2011; Cook et al. 2012; Grove et al. 2015) and urban forest institutions (Mincey et al. 2013) have likewise stressed the importance of multi-scalar

factors. Some of the studies we reviewed noted the spatial scale of the factors they examined (e.g., Roman et al. 2014b; Conway 2016; Morgenroth et al. 2017; Steenberg et al. 2017) but others did not.

Importantly, while conceptual models for tree mortality in natural forests assume that trees die in-place from an accumulation of stresses (Franklin et al. 1987; Das et al. 2007), for urban tree mortality, trees can also be removed while still alive (Figure 7). Such removals can be due to health or risk concerns,

either based on thorough evaluation of the tree or perceived problems (Koeser et al. 2015; Conway 2016; Koeser and Smiley 2017; Klein et al. 2019). Alternatively, removals can be entirely unrelated to health and risk, such as trees removed during construction activities or due to aesthetic preferences (Kirkpatrick et al. 2013; Steenberg et al. 2017). We therefore propose three types of mortality outcomes for urban trees: death-in-place, preemptive removal for tree health and safety reasons, and removal unrelated to health or safety (Figure 6). Biophysical contributing factors, such as hurricanes, lethal pests, and accumulating site stressors, can result in death-in-place or preemptive removals. Human contributing factors can result in any of the three mortality outcome types. For example, mature *Fraxinus* spp. street trees threatened by EAB experience death-in-place if they are not treated with insecticide, and some municipalities are removing untreated *Fraxinus* spp. trees preemptively before the disease hits when they have chosen not to treat (Hauer and Peterson 2017). In another example, site stressors and lack of maintenance can lead to death-in-place for recently planted trees (Roman et al. 2014b; Koeser et al. 2014; Vogt et al. 2015a), but if those mechanisms stress a tree without killing it, preemptive removals could occur because the tree was deemed unhealthy or undesirable. Humans may also make tree removal decisions independent of any health or safety considerations, such as removals due to construction, renovation, and aesthetic preferences (Kirkpatrick et al. 2013; Conway 2016; Steenberg et al. 2017). Notably, while we emphasized earlier that

urban tree mortality studies have typically defined mortality as a combination of trees observed standing dead and removed, the studies we reviewed here were generally not able to differentiate between the three mortality outcome types. During monitoring field work, it is not usually feasible to be certain whether a removed tree was healthy, unhealthy, or dead at the time of removal. Surveys of residents have yielded important information in this regard (Kirkpatrick et al. 2013; Conway 2016), and surveys of municipal arborists might likewise provide insights into the health status of trees at the time of removal.

While this framework builds directly from our review, in that most of the factors listed were statistically significant (bolded in Figure 6) or qualitatively important (italicized in Figure 6) in the studies we reviewed (Table 4; see also Appendix Table 3), there are a few factors listed which were not prominent in our review. For instance, native biome, and the associated precipitation and temperature patterns, is a logical predisposing factor that could relate to species suitability and therefore likelihood of stress and later mortality. This issue was lightly touched upon in a yard tree mortality study in Sacramento (Roman et al. 2014b), where lack of irrigation combined with the seasonal drought in a Mediterranean climate, and species drought tolerance, appeared related to young tree losses, but most studies did not explicitly link biome to mortality since trees within each study were most typically within a single biome. The papers we reviewed also did not raise the issue of landscaping norms and behaviors (an inciting factor in Figure 6),

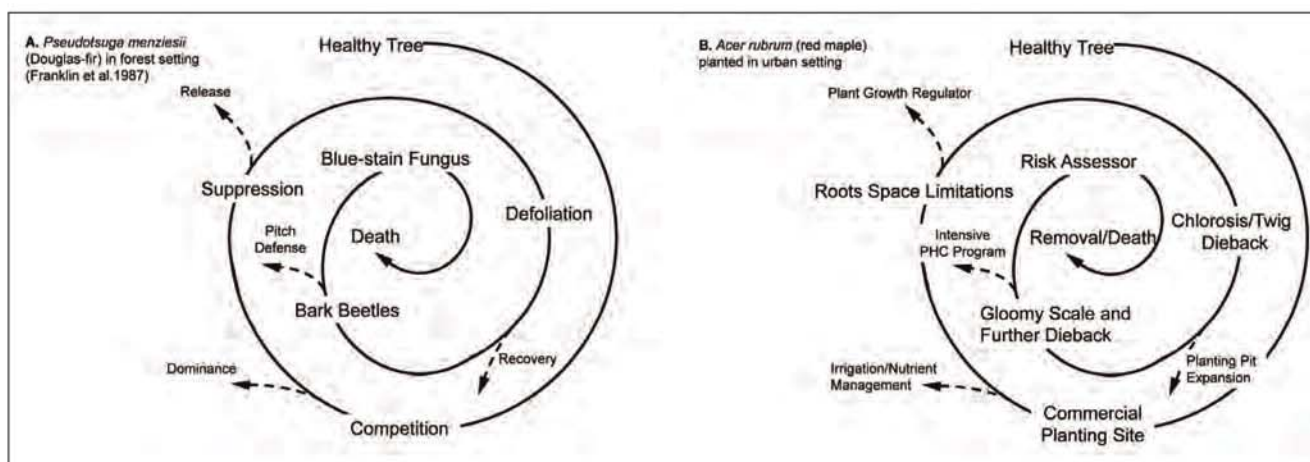


Figure 7. Tree mortality spirals depicting an example tree in a natural forest (adapted from Franklin et al. 1987) and an example planted urban tree.

but such behaviors have been studied in the residential ecosystems literature (Cook et al. 2012), and presumably relate to tree maintenance and therefore mortality vulnerability. Other factors listed in Figure 6 which did not come up in our review are pests and diseases, which are widely acknowledged to cause major tree losses, both through death-in-place and preemptive removals based on management responses (Hauer 2012; Kovacs et al. 2014; Sadof et al. 2017). Contemporary and historical examples include *Anoplophora glabripennis* (Asian longhorned beetle, Faccoli and Gatto 2016), *A. planipennis* (EAB, VanNatta et al. 2012; Sadof et al. 2017), *Phytophthora ramorum* (sudden oak death, Rizzo and Garbelotto 2003), and *Ophiostoma ulmi* (Dutch elm disease, Cannon and Worley 1976; Ganley and Bulman 2016). However, this body of literature was not included in our review, therefore the mortality rates summarized in our review (Table 2) do not include catastrophic losses from pests and diseases.

As urban forestry scholars move forward with new lines of tree mortality research, it will be valuable to understand the relative contributions to these various predisposing, inciting, and contributing factors to tree mortality in different regions and programs, and furthermore, to disentangle the processes and interactive effects linking factors together.

Comparison of Factors Affecting Urban Tree Mortality to the Disease-Decline Model of Tree Death for Non-Urban Trees

Overall, the prevalence of studies citing multiple significant factors for mortality supports the disease-decline model of tree mortality typically applied to non-urban trees (Manion 1981; Franklin 1987; Das et al. 2007). However, the literature we reviewed did not generally tease apart which factors should be considered as pre-disposing, inciting, or contributing (Manion 1981; Franklin 1987), nor did the urban tree mortality literature discuss how causes of or factors associated with tree death and removal vary across age classes (Franklin et al. 1987). One exception is the Helama et al. (2012) publication, a dendrochronology study of trees in an urban park lawn which investigated the disease decline theory and the possible role of competition as a predisposing factor and drought as an inciting factor. The second exception is Boyce's (2010) study of the effect of stewardship on survival for all ages, new trees, and established trees. Additionally, the decline spiral for urban trees may be

cut short by removal of live trees due to perceived or actual risk, construction, or human preference.

LIMITATIONS

The results of this literature review—and in particular the summarized mortality rates and the factors that influence mortality (Tables 2, 3, 4, Appendix Tables 1, 2, and 3)—are not without limitations. First, our review concentrated on published studies available through online searches. We did not include reports or unpublished data that might be gathered by urban forestry practitioners for internal use, such as repeat street tree inventories conducted for management purposes or monitoring of cohorts to track planted tree survival over time (see Roman et al. [2013] on urban tree monitoring data collection performed by practitioners). Greater insights into mortality trends and processes could be obtained by reaching out directly to urban forest managers for datasets.

Second, this literature review has a relatively limited set of geographies and climates. The bulk of our studies were from the United States (Table 1) and from warm temperate climates with hot or warm summers (Cfa, Csb, as categorized by Kotteck et al. 2006) or snowy climates (Dfa; see also Figure 2). It is possible that a larger sample size from many different regions or climates could reveal trends in mortality rates and factors not found in this review.

Third, we are limited in making conclusions about trees planted on various site types. Street trees were the best represented site type in the studies we reviewed. Residential yard tree planting and distribution programs are fairly new (Nguyen et al. 2017), and monitoring yard trees is logistically complicated and time-consuming, as it requires cooperation from numerous private residents. Urban tree mortality research could benefit from further studies of trees in residential yards, other private properties, and landscaped parks; or random plot-based studies could better differentiate between planting site types in addition to land use categories.

Fourth, our review was limited because we assumed a constant rate of mortality when calculating mortality and survivorship percentages from cumulative survival rate data presented in cohort studies, which may not be appropriate for all scenarios (Roman et al. 2016). Recent research integrates concepts from demography into urban forest population studies, drawing attention to limitations like this and offering

suggestions such as data censoring (Roman et al. 2014b; Roman et al. 2016; van Doorn and McPherson 2018). More research needs to be conducted to determine whether constant rates of mortality are realistic and applicable to various urban tree data. For planting cohort mortality studies, we did break-down the annual mortality data into establishment (under five years post-planting) and post-establishment (over five years), however, this is a somewhat arbitrary cut-off. Further research could indicate when the key inflection points are for urban tree survivorship and mortality curves towards better explaining the establishment phase in terms of reduction in annual survival rates (Roman et al. 2014a; Sherman et al. 2016).

Fifth, the studies we reviewed did not examine biophysical factors like soil characteristics and pests, which have been shown to influence tree mortality. Soil characteristics like structure, bulk density, and organic matter content have been shown to influence tree growth and health (Day and Bassuk, 1994; Xiao and McPherson 2011; Grabosky and Bassuk 2016; Scharenbroch et al. 2017). However, most of the urban tree studies that account for these soil differences are experimental plantings, which we did not include in our review. There is also an abundance of urban forestry literature on pests and diseases (e.g., Cannon and Worley 1979; Aukema et al. 2011; Vannatta et al. 2012), but such studies do not generally address rates of mortality or predictive factors, therefore they were not included in our analysis.

Finally, and related to the last point, our results and conclusions are limited to trees planted and managed *in situ*, i.e., in actual urban areas and real-world conditions, as we intentionally excluded experimental planting studies. Though we did find a number in our searches (e.g., Insley 1980; Buckstrup and Bassuk 2000; Gilman 2004; Gerhold 2007; Gerhold 2008; Grabosky and Bassuk 2008; Etemadi et al. 2013; Oldfield et al. 2015; Grabosky and Bassuk 2016), we chose to leave out controlled experimental plantings in order to stay focused on straightforward comparison of mortality rates and factors in real-world conditions. Nonetheless, experimental planting trials can pinpoint both biophysical (e.g., species, cultivar, nursery stock, soil characteristics) and human (e.g., stewardship or maintenance regimes, neighborhood sociodemographic characteristics) factors that observational studies may miss due to confounding variables. For example, studies by Gerhold (1994; 2008) document the performance of different species and

cultivars in urban settings. More recently, McPherson et al. (2018) outlined a method for selecting and evaluating the performance of “climate ready trees” in California. This experimental study and others (e.g., Roloff et al. 2009) provide critical mortality information about new and underutilized urban species within the context of a changing climate. A separate review of mortality rates and factors in experimental plantings could be conducted to illuminate gaps in the literature where future experimental and *in situ* studies could complement each other.

IMPLICATIONS FOR RESEARCH AND PRACTICE

Despite the limitations described above, this review has some clear implications for research and practice. First and most importantly, for both research and practice, researchers, arborists, and urban forest practitioners should *explicitly define* mortality, survival, and the procedures used to measure and calculate each. Second, not only should definitions be clear, procedures should be *standardized*. The standardization issue has been recently discussed in a primer on urban tree mortality by Roman et al. (2016), an essay on the importance of standardizing at-planting data by Vogt et al. (2015b), and a report on software and data standards for urban tree monitoring by Boyer et al. (2016). Third, methods for calculating and analyzing empirical survival and mortality data from fields like ecology (Woodall et al. 2005; Das et al. 2007; Siccama et al. 2007; van Doorn et al. 2011; Fahey et al. 2013; Cleavitt et al. 2014; Levine et al. 2016) should be applied to urban forest mortality studies to gain a better understanding of population dynamics. Such demographic analytical techniques—like age-based life tables, survivorship and mortality curves, and lifespan metrics—can be applied to urban tree mortality data (Roman et al. 2016).

Fourth, urban forestry programs can benefit greatly by conducting well-designed, long-term monitoring programs that address specific research questions (Lindenmayer and Likens 2010). Variables collected should relate directly to those questions to avoid being “snowed by a blizzard of ecological details” resulting from a “laundry list” of items being monitored (Lindenmayer and Likens 2010).

Finally, a word of caution is warranted about use of the mortality rate ranges presented in this paper. It would be desirable for both researchers and practitioners if the mortality rates summarized in this

review could be used to model urban tree population change over time, for example, in order to project the benefits resulting from planting trees in a particular location (as done in Widney et al. 2016), or predict and plan for urban forest management needs and costs in the future (as suggested by Vogt et al. 2015b; Vogt et al. 2015c). In addition, the survivorship curves (Figure 5) and life tables (Appendix Table 4) provide an example of how population demography approaches can be applied to urban forestry settings in order to maximize management strategies. However, defining and even standardizing calculation methods for mortality rates is insufficient for creating accurate tree population models or scenario-building tools. Instead, we need much more data on urban tree mortality rates in various circumstances—particularly for the under-studied human and biophysical facets of the urban environment: different land use types, socio-economic factors, municipal management strategies, stewardship regimes, types of planting locations, geographies and climates, and pests and diseases (Figure 6).

More long-term mortality studies should be conducted to test for the significance of factors such as soil and microclimate, community and institutional structures (e.g., tree stewardship programs), sociodemographic characteristics, and resident behaviors. Such future studies should focus on both existing and newly planted trees in many different planting sites and include regular monitoring. Municipal tree removal records like those used by Polanin (1991) and Morgenroth and Armstrong (2012) are an underused yet potentially helpful data source for mortality studies. Mixed methods research incorporating both rigorous statistical analysis of predictive factors (both biophysical and human) along with qualitative assessments of communities and institutions would provide a holistic understanding of mortality processes in the anthropogenically constructed urban forest. Further, studies should be conducted to investigate the survival and mortality of large, old trees, perhaps exploring relationships between site and soil characteristics, as well as the role that removal practices and tree protection policies play in creating a population of large, unusually healthy or protected trees. Eventually, with enough data, models could be built to aid in the management of forests in many different cities and scenarios. Given the pace of urban tree mortality research over the past decade, the next

decade will likely be very promising to further advance our understanding of the urban tree mortality process and capacity to build empirically-grounded population projection models.

CONCLUSION

This review yielded a handful of important take-away points:

- Urban tree mortality studies span a range of quantitative and qualitative study designs, with a dramatic increase in the number of published studies over the past ten years.
- For planting cohort studies, annual mortality tended to be higher during the first five years after planting, aligning with the establishment phase concept.
- Based on mortality rates reported in planting cohort studies, the population half-life for planted urban trees (i.e., when survivorship is 50%) is around 7 to 11 years, 13 to 18 years, and 33 to 38 years for worse-than-normal, middle-of-the-road, and better-than-normal survivorship scenarios.
- The 1st, 2nd, and 3rd quartiles of annual mortality for repeated inventories of uneven-aged trees were more similar to cohort study annual mortality rates of the post-establishment phase (i.e., six or more years after planting) than those of the establishment phase (i.e., first five years after planting).
- Characterizing the factors that influence mortality into categories according to biophysical versus human influences, and predisposing, inciting, and contributing factors (as outlined in Figure 6) is helpful to understanding the urban tree disease-decline spiral.
- Future research could examine topics that are understudied in the current literature, such as microclimate, soil characteristics, institutional structures related to stewardship regimes, parcel-level sociodemographic factors, and resident behaviors.

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ACKNOWLEDGEMENTS

We thank the International Society of Arboriculture Science and Research Committee for sponsoring this review. We thank the University of Florida and the University's Center for Landscape Conservation and Ecology (CLCE) for providing graduate student funding. We also appreciate critiques on an earlier version of this manuscript from J. Henning. Lastly, we thank the many researchers who have studied urban tree mortality to advance the state of urban forest science, and the many urban forestry professionals interested in tree mortality and longevity who inspire us to continue this work.

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Résumé. La survie des arbres constitue une mesure de performance pour toute initiative en foresterie urbaine et une compréhension des facteurs qui ont un impact sur la mortalité peut aider les gestionnaires à cibler les ressources et améliorer leur survie. En outre, les investissements pour la plantation d'arbres urbains ont comme prémisses la survie des arbres afin de maximiser les services écosystémiques attendus. Dans cette revue de littérature, nous avons classé en catégories les facteurs fréquemment associés avec la mortalité des arbres urbains et fait un résumé du taux de mortalité publié dans 56 recherches mettant l'accent sur les études portant sur les arbres d'alignement, ceux dans les cours ainsi que dans les parcs aménagés. Les plans d'étude incluaient le suivi quantitatif sur le terrain de populations d'arbres d'âges différents et l'observation de cohortes d'arbres d'âge uniforme, aussi bien que des analyses qualitatives. Le taux de mortalité annuelle s'élevait à 0.6% à 68.5% pour les études de cohortes et de 0% à 30% pour celles portant sur les populations d'arbres aux âges variés. Les premiers, deuxième et troisième quartiles de mortalité annuelle étaient de 2.8% à 3.8%, de 4.4% à 6.5% et de 7.1% à 9.3% pour les cohortes d'âge uniforme tandis que pour les populations d'âges variés, ils étaient de 1.6%, 2.3% à 2.6% et de 3.0% à 3.3% (ces fourchettes reflètent les études qui signalaient une variation pour le période de temps ou le taux de mortalité). Pour les études de cohorte, la mortalité annuelle tendait à être la plus haute au cours des cinq premières années suivant la plantation. Les facteurs biophysiques les plus couramment mentionnés en association avec la mortalité furent les taxons (15 articles), la dimension ou l'âge des arbres (13 articles) et les caractéristiques du site (12 articles). Les facteurs d'origine humaine les plus couramment mentionnés furent la gestion, l'entretien et le vandalisme (15 articles). Davantage d'études à long terme sont nécessaires afin d'investiguer sur l'influence des caractéristiques du site sur la mortalité, incluant l'examen (rarement pratiqué) du sol et les caractéristiques du microclimat. Les futures recherches devraient également examiner les structures institutionnelles en lien avec les résultats en matière de mortalité, aussi bien qu'avec les facteurs des groupes sociodémographiques et les comportements des résidents.

Zusammenfassung. Das Überleben von Bäumen ist ein Leistungsmaß für urbane Forstinitiativen und ein Verständnis der Faktoren, die die Sterblichkeit beeinflussen, kann den Verantwortlichen helfen, Ressourcen anzusteuern und das Überleben zu verbessern. Darüber hinaus hängen die Investitionen der Baumpflanzung vom Überleben der Bäume ab, um deren Ökosystemleistungen zu maximieren. In dieser Literaturübersicht haben wir Faktoren kategorisiert, die gewöhnlich mit der Sterblichkeit von Straßenbäumen assoziiert werden und die Sterblichkeitsraten, wie sie in 56 Studien publiziert wurden zusammengefasst. Dabei lag der Fokus auf Bäumen entlang von Straßen, in Gärten und Landschaftsparkanlagen. Die Studienkonzepte enthielten quantitative Felderhebungen von Baumpopulationen unterschiedlichen Alters und ein Tracking von gleich alten Baumgruppen, genauso wie eine qualitative Analyse. Die annualen Sterberaten rangierten von 0.6% bis 68.5% bei Jahrgangsbäumen und 0% bis 30% für wiederholte Inventuren von Bäumen ungleichen Alters. Das erste, zweite und dritte Quartil der jährlichen Sterblichkeit war 2.8% bis 3.8%, 4.4% bis 6.5% und 7.1% bis 9.3% für Jahrgangsgruppen; und 1.6%, 2.3% bis 2.6%, und 3.0% bis 3.3% für

wiederholte Inventuren von Bäumen ungleichen Alters (die Spannen reflektieren Studien, die diese Spannen über die Zeitperiode oder die Sterblichkeitsrate berichten). Bei den Jahrgangsstudien schien die annuelle Sterblichkeit während der ersten fünf Jahre nach der Verpflanzung am höchsten zu sein. Die meistzitierten biophysikalischen, mit der Sterblichkeit assoziierten Faktoren waren Taxa (15 Artikel), Baumgröße/-alter (13 Artikel) und Standortbedingungen (12 Artikel). Die meistzitierten, mit menschlichem Einfluss verbundenen Faktoren waren Patenschaften, Erhaltung und Vandalismus (15 Artikel). Es werden mehr Langzeitstudien gebraucht, um zu untersuchen, wie sehr die Standortbedingungen die Sterblichkeit beeinflussen, einschließlich der selten untersuchten Boden- und Mikroklimacharakteristika. Künftige Forschung sollte neben soziodemographischen Faktoren und Anwohnerverhalten auch institutionelle Strukturen in Verbindung mit der Mortalität beinhalten.

Resumen. La supervivencia de los árboles es una medida de rendimiento para las iniciativas de silvicultura urbana, y una comprensión de los factores que influyen en la mortalidad puede ayudar a los administradores a orientar los recursos y mejorar la supervivencia. Además, las inversiones en plantación de árboles dependen de su supervivencia para maximizar los servicios de los ecosistemas. En esta revisión de la literatura, clasificamos los factores comúnmente asociados con la mortalidad de árboles y resumimos las tasas de mortalidad publicadas en 56 estudios, centrándonos en los estudios de árboles a lo largo de las calles, en los patios y en los parques paisajísticos. Los diseños de los estudios incluyeron el monitoreo de campo cuantitativo de poblaciones de árboles de edad irregular y el seguimiento de las cohortes de plantación de árboles de edad igual, así como análisis cualitativos. Las tasas de mortalidad anual oscilaron entre el 0.6% y el 68.5% para los estudios de cohortes y entre el 0% y el 30% para los inventarios repetidos de árboles de edad irregular. El primer, segundo y tercer cuartil de mortalidad anual fue 2.8% a 3.8%, 4.4% a 6.5%, y 7.1% a 9.3% para las cohortes de plantación, y 1.6%, 2.3% a 2.6% y 3.0% a 3.3% para inventarios repetidos de árboles de edad irregular (los rangos reflejan estudios que informaron un rango para el período de tiempo o la tasa de mortalidad). Para los estudios de cohortes, la mortalidad anual tendió a ser más alta durante los primeros cinco años después de la plantación. Los factores biofísicos más comúnmente citados asociados con la mortalidad fueron los taxones (15 artículos), el tamaño y la edad de los árboles (13 artículos) y las características del sitio (12 artículos). Los factores relacionados con los humanos más comúnmente citados fueron la administración, el mantenimiento y el vandalismo (15 artículos). Se necesitan más estudios a largo plazo para investigar cómo las características del sitio influyen en la mortalidad, incluidas las características del suelo y el microclima rara vez examinadas. Las investigaciones futuras también deben examinar las estructuras institucionales relacionadas con los resultados de mortalidad, así como los factores sociodemográficos a nivel de parcela y los comportamientos de los residentes.

Appendix Table 1. Urban tree mortality rates for planting cohort monitoring studies.

Time period t is years since planting. Rates were reported directly in the studies, except those with †, which were calculated using data provided in the study. When a range of mortality and time periods were reported, the maximum and minimum values were used in calculations. Cohort studies that provided a range for time since planting are considered multi-year cohorts.

Citation	Location (City and state)	Sample type(s) and sample size (n_o)	Time t (yrs)	Annual mortality q_{annual} (%) [cumulative survivorship l_t (%)]	Study notes
Impens and Delcarte (1979)	Brussels, Belgium	Street trees 1974 (2300) 1975 (3710) 1976 (3148) 1977 (2463)	1	6.5 [93.5†] 10.3 [89.7†] 19.7 [80.3†] 8.7 [91.4†]	Mix of species. Newly planted and inventoried one year after stated planting year.
Rhoads et al. (1981)	Philadelphia, PA	Street trees (unk.)	14	1.2† [85]	
Nowak et al. (1990)	Oakland/Berkeley, CA	Street trees (480)	2	19 [66†]	Paper also provides mortality rates by species.
Miller and Miller (1991)	WI Milwaukee, redeveloped Milwaukee, not redeveloped Stevens Point Waukesha	Street trees (311) (692) (368) (677)	4-6 4-6 4-9 4	10.4-15.8† [51.8] 7.7-11.3† [62] 3.2-7.0† [74.9] 6.5† [76.5]	
Struve et al. (1995)	Multiple communities, OH	Curb lawn and lawn trees	2-3	7.2-10.6† [80]	Paper also provides mortality rates by species and city.
Ip (1996)	Northwest Region, Canada	Mixed 1 yr. old 2 yrs. old 3 yrs. old	1 2 3	10 [90†] 6.7 [87†] 2.7 [92†]	Includes urban, rural, and agricultural trees.
Sullivan (2004)	San Francisco, CA	Street trees (1987) (1869)	5 10	2.9† [86.5] 3.8† [67.9]	
Thompson et al. (2004)	IA, 21 communities	Trees in streets, parks, schoolyards (932)	2-6	6 [91]	Average annual mortality rate reported by source was 6%.
Gates and Lubar (2007)	Philadelphia, PA	Trees in parks and streets, all species (1326)	1-2	3.9-7.7† [92.3†]	
Boyce (2010)	New York City, NY	Street trees in pits With stewardship Without stewardship	≤ 4	1.25 4.17	

Citation	Location (City and state)	Sample type(s) and sample size (n_o)	Time t (yrs)	Annual mortality q_{annual} (%) [cumulative survivorship l_t (%)]	Study notes
Lu et al. (2010)	New York City, NY	Street trees Total (13,405) 3-6 yrs. cohort (2417) 6-8 yrs. cohort (2417) 8-9 yrs. cohort (5935)	3-9 3-6 6-8 8-9	3.2-9.4 [†] [74.3] 4.0-7.9 [†] [78.2] 3.9-5.1 [†] [73] 3.3-3.7 [†] [73.8]	
Roman and Scatena (2011)	Philadelphia, PA	Street trees (151)	2-10	2.4-11.2 [78.8 [†]]	Paper also provides survivorship for different planting years, each being its own cohort.
Koeser et al. (2013)	Milwaukee, WI	Street trees, 0-10 yrs. (793) No construction (391) Construction (402) 11-25 yrs. (895) No construction (686) Construction (219)	10 16	1.8 [†] [83.6] 2.5 [†] [77.9] 1.3 [†] [81.1] 1.2 [†] [82.6]	
Koeser et al. (2014)	FL, various cities	Trees in parking lots, highways, streets, lawns, parks (2354)	2-5	1.3-3.3 [†] [93.6]	Paper also provides survivorship by species.
McPherson (2014)	Los Angeles, CA	street trees (84) park trees (225) yard trees (70)	4-5 3.1 [90.7] 4.6 [77.1]	4.4 [79.8]	
Roman et al. (2014b)	Sacramento, CA	Single-family residential yard trees (370)	5	6.6 [70.9]	
Ko et al. (2015a)	Sacramento, CA	Lawn trees (317)	22	3.8 [42.4]	22-year post-plantin survivorship was 42.4%, taken from survival curve. Proportion of trees surviving out of those actually delivered was 35.3%.
Roman et al. (2015)	East Palo Alto, CA Philadelphia, PA Philadelphia, PA	Street trees (568) (150) (94)	5.92 6.25 6.58	0.6 [96.3] 1.6 [90.7] 4.6 [73.4]	
Vogt et al. (2015)	Indianapolis, IN	Community planted street trees (1345)	2-6	1.9-5.5 [†] [89.4]	
Widney et al. (2016)	Detroit, MI Indianapolis, IN Philadelphia, PA	Street trees (4059)	3-5	7 [79] 7 [80] 13 [59]	Authors used half-years to designate the difference between fall and spring plantings.
Yang and McBride (2003)	Beijing, China	Street trees	11 wks.	68.5 [†] [75 [†]]	Severely pruned prior to transplanting.

Appendix Table 2. Urban tree mortality rates for repeated inventory studies of uneven-aged trees.

Time period t is years since planting. Rates were reported directly in the studies, except those with †, which were calculated using data provided in the study. When a range of mortality and time periods were reported, the maximum and minimum values were used in calculations.

Citation	City and state	Sample type(s) and sample size (n_o)	Time t (yrs)	Annual mortality q_{annual} (%)	Study notes
Impens and Delcarte (1979)	Brussels, Belgium	Street trees 1974 (75,653) 1975 (80,493) 1976 (82,374) 1977 (81,581)	1	2.8 2.6 3.3 1.9	
Dawson and Nowak (1986)	Urbana, IL Syracuse, NY Syracuse and Rochester, NY	Street trees (1768) Street trees (1454) Street trees (1160)	50 7 9	1.1 2.4† 2.3†	 Paper also provides mortality rates for species, dbh, curbing, strip width, situation, adjacent land use, utilities, crown, ground disturbance, and condition.
Miller and Neely (1993)	Champaign, IL	Street trees, campus and city parkways (98)	5	1.5†	Trenched in 1987, annual growth and mortality data collected through 1991.
Hauer et al. (1994)	Milwaukee, WI	Street trees	10	2.3	Compared survival of street trees damaged by construction to those not damaged during 1981-1985.
Hickman et al.	Lodi, CA	Park trees (695)	7	1.28	
Nowak et al. (2004)	Baltimore, MD	All trees (1396) Transportation (33) Commercial/ industrial (15) Urban open (228) High density residential (77) Forest (728) Low-medium density residential (136) Institutional (4) Barren (7)	2	6.6 20.2 10.6 8.2 6.0 5.9 2.2 0 0	Paper also provides mortality for dbh class, condition, and species.
Jim (2005)	Hong Kong, China	Heritage trees in parks	10	1.5†	Performed post-mortem assessments to explain possible relationships between predisposing factors and eventual tree loss.
Boyce (2010)	New York City, NY	Street trees in pits With stewardship Without stewardship	> 4	0.49 1.9	Paper also provides mortality rates for new and established trees based on growing season.

Citation	City and state	Sample type(s) and sample size (n_o)	Time t (yrs)	Annual mortality q_{annual} (%)	Study notes
Staudhammer et al. (2011)	Houston, TX	All trees (305)	8	4.7	Paper also provides mortality rates for different size classes and a graph of average hurricane-related and non-hurricane mortality rates for these land use categories: developed low intensity, developed high intensity, developed open, woody wetlands.
Lawrence et al. (2012)	Gainesville, FL	All trees (754) Commercial Forest Institutional Residential	3-4	9.97 3.12 5.41 19.2 9.12	
Jack-Scot et al. (2013)	New Haven, CT	Community planted trees	4-16	1.9-7.3 [†]	
Lima et al. (2013)	San Juan, Puerto Rico	All trees (244)	9	30	Paper provides a graph of average annual plot-level mortality rates for these land use categories: commercial/industry/institution/transportation, residential, vacant, mangrove forest, upland secondary forest.
Roman et al. (2014a)	Oakland, CA	Street trees (995)	5	3.7	
Escobedo et al. (2016)	Santiago, Chile	Urban trees in inventory plots Broadleaf-deciduous (476) Broadleaf-evergreen (210) Conifer (43) Palm (20)	12 2.99 2.98 3.29 2.92		Inventory of plots on different land use classes: residential, commercial/industrial, green areas, agriculture, transportation.
Martin et al. (2016)	San Francisco, CA	Street trees <i>Arbutus</i> (135) <i>P. cerasifera</i> (136) <i>P. serrulata</i> (122)	17-2 2	1.2-1.5 [†] 1.1-1.5 [†] 2.0-2.6 [†]	
Boukili et al. (2017)	Cambridge, MA	Street trees (592)	3	3.6	This is the citywide annual mortality. Average street segment mortality is 6.7%.
Steenberg et al. (2018)	Toronto, Canada	Yard, street, public ROW (806)	6-7	2.6-3.0 [†]	
van Doorn and McPherson (2018)	Claremont, CA	Street, 21 species (community-level) (732)	14	1.03	The stated 1.03% is the "community-level median removal rate."

Appendix Table 3. Statistically significant factors associated with mortality.

Results from cohort monitoring studies (C), repeated inventories (RI), and other study designs (O) that qualitatively examined associated factors. Time period *t* is years since planting. Factors followed by (+) had a positive correlation with survival. Factors followed by (–) had a negative correlation with survival. Factors followed by (/) were examined, but a nonsignificant relationship with survival was observed. Factors followed by (varies) had a more complex relationship (e.g., mortality differences for three or more species).

Citation	Location (City and state)	Sample type(s) and sample size (<i>n</i> _o)	Time <i>t</i> (yrs)	Significant factors
Gilbertson and Bradshaw (1985) ^O	England, multiple communities	N/A (10,000)	N/A “newly planted”	Human – Larger town size (–), new town (+)
Hickman et al. (1995) ^{RI}	Lodi, CA	Park trees (695)	7	Biophysical – Decline (–), trunk vigor (+), lean (–); higher risk rating for soil (/), wind (/), root (/), and butt (/) Human – Irrigation frequency (/)
Nowak (1986) ^{RI}	Syracuse, NY	Street trees (1454)	7	Biophysical – Total sample: <i>Acer saccharum</i> (–), <i>Acer platanoides</i> (+), strip width (/) Human – Total sample: curbing (/), type of utility wires (/), adjacent land use (/)
	Syracuse and	Street trees (1160)	9	Biophysical – Total sample: crown closure on 3 sides (+); <i>Acer platanoides</i> : decline class 1.0 (+), class 2-5 (–) Human – All maples: pruning (–); <i>Acer platanoides</i> : 1976 ground disturbance (–)
Nowak et al. (1990) ^C	Oakland/ Berkeley, CA	Street trees (480)	2	Human – Apartments (–), public greenspace (–), single family residence (+), subway station (+), unemployment rate (–)
Miller and Miller (1991) ^C	WI	Street trees (311)	4-6	Biophysical – Taxa (varied), planted in fall season (+) (Waukesha only) Human – Redeveloped area (–) vs. non-redeveloped area (+)
	Milwaukee, redeveloped	(692)	4-6	
	Milwaukee, not redeveloped	(368)	4-9	
	Stevens Point Waukesha	(677)	4	
Hauer et al. (1994) ^{RI}	Milwaukee, WI Construction damage No construction damage	Street trees (432) (413)	10	Human – Construction (–)
Duryea et al. (1996) ^O		Trees on streets and in yards after storm (18,200)	N/A	Biophysical – Taxa (varies), nativity (+), size within species group (varies) Human – Pruning (varies)
Nowak et al. (2004) ^{RI}	Baltimore, MD	Trees within various land use classes (1396)	2	Biophysical – <i>Morus alba</i> , <i>Ailanthus altissima</i> , <i>Cornus florida</i> , <i>Acer negundo</i> (–), dbh class of 0-7.6 cm (–) and 30.6-45.7 cm (+), tree condition of poor, critical, or dying (–), tree condition of excellent (–) Human – Transportation (–), low-med. residential (+)

Citation	Location (City and state)	Sample type(s) and sample size (<i>n</i> _o)	Time <i>t</i> (yrs)	Significant factors
Thompson et al. (2004) ^C	IA, 21 communities	Trees in streets, parks, school- yards (932)	2-6	Biophysical – Taxa (/) Human – Quadrant (/), community size (/), project site location (/)
Jim (2005) ^{RI}	Hong Kong, China	Heritage trees in parks and roadsides (380)	10	Biophysical – Public greenspace habitat ² (–), roadside (–) Human – Open space (–), government (–), institutional (–), community (–)
Duryea et al. (2007) ^O	FL, various cities	Trees on streets and in yards after storm (18,200)	N/A	Biophysical – Taxa (varies), nativity (/), wood density (+), crown density (+), decurrent growth form (+), growing in cluster (+)
Boyce (2010) ^{C,RI}	New York City, NY	Street trees in pits With stewardship Without stewardship	≤ 4 (mixed- aged cohort) > 4 (repeated inventory)	Human – Stewardship (+)
Lu et al. (2010) ^C	New York, NY	Street trees Total (13,405)	3-9	Biophysical – Taxa: <i>Pyrus calleryana</i> (+) Human – Industrial (–), open space (–), vacant (–), one- and two-family residential (+), stewardship index (+), low traffic area (+), tree pit enhancement (+)
		3-6 yrs. cohort (2417)	3-6	
		6-8 yrs. cohort (5053)	6-8	
		8-9 yrs. cohort (5935)	8-9	
Staudhammer et al. (2011) ^{RI}	Houston, TX	Trees within various land use classes ¹ (305)	8	Biophysical – Tree density (–), hurricane (–), developed open space (–), developed high-density (–)
Jack-Scott (2012) ^C	Philadelphia, PA	Community planted trees	~1-5	Biophysical – Taxa: <i>P. virginiana</i> and <i>Platanus ×</i> <i>acerifolia</i> (+), <i>C. canadensis</i> (–) Human – Street traffic intensity (–)
Lawrence et al. (2012) ^{RI}	Gainesville, FL	Various land use classes (754)	3-4	Biophysical – Tree density (–), <i>Quercus nigra</i> and <i>Q. laurifolia</i> (–) Human – Institutional (–), commercial (+)
Jack-Scott et al. (2013) ^{RI}	New Haven, CT	Community planted trees (1393)	4-16	Biophysical – Tree age (–) Human – Percent homeownership (varies), group experience (+), group longevity (+), group size (varies), group type (varies)

Appendix Table 3. (continued)

Citation	Location (City and state)	Sample type(s) and sample size (<i>n</i>)	Time <i>t</i> (yrs)	Significant factors
Koeser et al. (2013) ^c	Milwaukee, WI	Street trees, 0-10 yrs. (793) No construction (391) Construction (402) 11-25 yrs. (895) No construction (686) Construction (219)	10 16	Biophysical – Taxa: <i>Gleditsia triacanthos</i> (+), <i>Acer saccharum</i> (–), trunk diameter (–), planting space width (+), tree condition (+) Human – Adjacent to construction (–)
Lima et al. (2013) ^{ri}	San Juan, Puerto Rico	Various land use classes (244)	9	Biophysical – Species nativity (varies), grass cover (+), species height, dbh, and CLE value (+), street tree (–), forested plots (+) Human – Higher income neighborhoods (+), higher neighborhood population (–)
Koeser et al. (2014) ^c	FL, various cities	Trees in parking lots, highways, streets, lawns, parks (2354)	2-5	Biophysical – Nursery stock: irrigated container-grown trees (+), taxa (varies) Human – In-ground irrigation (+)
Roman et al. (2014a) ^{ri}	Oakland, VA	Street trees (995)	5	Biophysical – Larger tree dbh (+), better foliage health rating (+) (for smallest size class), planted in sidewalk cut-out (vs. strip) (+)
Roman et al. (2014b) ^c	Sacramento, CA	Single-family residential yard trees (370)	5	Biophysical – Species water use demand (–), planted in front yard (+), planted in rainy season (+), mature tree size (–), days since planting (–) Human – Homeowner stability (+), maintenance rating (+), number of trees delivered (–), neighborhood income (varies), neighborhood educ. attainment (+)
Ko et al. (2015a) ^c	Sacramento, CA	Lawn trees (317)	22	Biophysical – Planted in backyard (–), small mature tree size (–), planted in rainy season (–) Human – Highest and lowest net property values (–), unstable homeownership (–), number of trees delivered (–)
Vogt et al. (2015a) ^c	Indianapolis, IN	Community planted street trees (1345)	3-6	Biophysical – Number of trees planted in project (–), fall planting season (–), percent impervious surface (–), planting year (+), nursery 3 (varies) Human – Median household income (\$1000) (+), percent renter occupied homes (+), percent moved in last 5 years (+), watering strategy (varies), watering strategy × fall planting (–)
Conway (2016) ^o	Mississauga, Canada	Survey of residents	N/A	Human – Neighborhood (/), length of residency (/), ownership status (/), university education (/), resident age (/), income (/), ethnicity (/)

Citation	Location (City and state)	Sample type(s) and sample size (n_o)	Time t (yrs)	Significant factors
Martin et al. (2016) ^{RI}	San Francisco, CA	Street trees on right-of-way	17-22	Biophysical – Tree health (/), tree age (/), microclimate (/)
Boukili et al. (2017) ^{RI}	Cambridge, MA	Street trees (592)	3	Biophysical – <i>A. platanoides</i> , <i>A. rubrum</i> , and <i>T. cordata</i> (+), initial tree diameter (/), percent permeable surface (/), growing season solar insolation (/) Human – Street segment (/)
Morgenroth et al. (2017) ^O	Christchurch, New Zealand	Mixed land use classes (1209)	n/a	Biophysical – Small trees (–), small trees closer than 0.7 m to demolished building (–), large trees closer than 20 m to driveway (–)
Steenberg et al. (2017) ^{RI}	Toronto, Canada	Yard, street, public ROW (806)	6-7	Human – Presence and number of building permits (–), multi-unit housing (street-level scale) (–)
van Doorn and McPherson (2018) ^{RI}	Claremont, CA	Street trees, 21 species (community- level) (732)	14	Biophysical – Tree size (/), tree condition (/), growing space (/) Human – Presence of overhead utility lines (+), sidewalk damage (/)

¹Staudhammer et al. (2011) conceptualize “developed open space” and “developed high-density” as “land use” categories, but for the purposes of consistency here, we consider these to be biophysical descriptions of the site (i.e., “Site characteristics” in Table 3 in the main text).

²Jim (2005) uses “public greenspace” to describe the planting habitat, which is biophysical in nature. Others (e.g., Nowak et al. 1990) use this term to describe a human-related land use category. We acknowledge discrepancies between terminologies and how authors used them, but chose to keep the wording for factors and their categorization the same as the original publication in order to best summarize the literature.

Appendix Table 4. Life table based on the mortality rates of planting cohort monitoring studies.

The worse-than-normal survivorship column uses the 75th percentile annual mortality rates, the middle-of-the-road survivorship column uses the 50th percentile values, and the better-than-normal survivorship column uses the 25th percentile values. When studies provided a range for the time period, we used the lower value and higher values of time to calculate the lower and higher mortality rates, respectively. The first five years used establishment mortality rates, while years 6+ used post-establishment rates. Approximate population half-lives are **bolded**.

Years since planting	Better-than-normal survivorship		Middle-of-the-road survivorship		Worse-than-normal survivorship	
	Lower	Higher	Lower	Higher	Lower	Higher
0	100.0	100.0	100.0	100.0	100.0	100.0
1	96.0	95.0	93.4	93.0	90.7	89.6
2	92.2	90.2	87.2	86.5	82.2	80.2
3	88.6	85.7	81.5	80.4	74.6	71.9
4	85.1	81.4	76.1	74.8	67.6	64.4
5	81.7	77.3	71.1	69.6	61.3	57.7
6	80.5	76.1	69.1	67.0	59.0	54.9
7	79.3	75.0	67.2	64.4	56.7	52.3
8	78.1	73.8	65.4	62.0	54.6	49.9
9	76.9	72.7	63.6	59.7	52.5	47.5
10	75.8	71.6	61.8	57.4	50.5	45.3
11	74.6	70.5	60.1	55.3	48.6	43.1
12	73.5	69.4	58.5	53.2	46.7	41.1
13	72.4	68.4	56.8	51.2	44.9	39.1
14	71.3	67.3	55.3	49.3	43.2	37.3
15	70.3	66.3	53.8	47.4	41.6	35.5
16	69.2	65.3	52.3	45.6	40.0	33.9
17	68.2	64.3	50.8	43.9	38.5	32.3
18	67.2	63.3	49.4	42.3	37.0	30.7
19	66.1	62.3	48.1	40.7	35.6	29.3
20	65.2	61.4	46.7	39.2	34.3	27.9
21	64.2	60.4	45.5	37.7	33.0	26.6
22	63.2	59.5	44.2	36.3	31.7	25.3
23	62.3	58.6	43.0	34.9	30.5	24.1
24	61.3	57.7	41.8	33.6	29.3	23.0
25	60.4	56.8	40.7	32.3	28.2	21.9
26	59.5	56.0	39.5	31.1	27.1	20.9
27	58.6	55.1	38.4	29.9	26.1	19.9
28	57.7	54.3	37.4	28.8	25.1	18.9
29	56.9	53.5	36.4	27.7	24.2	18.0
30	56.0	52.6	35.4	26.7	23.2	17.2
31	55.2	51.8	34.4	25.7	22.4	16.4
32	54.4	51.0	33.4	24.7	21.5	15.6
33	53.6	50.3	32.5	23.8	20.7	14.9
34	52.8	49.5	31.6	22.9	19.9	14.2
35	52.0	48.7	30.7	22.0	19.1	13.5
36	51.2	48.0	29.9	21.2	18.4	12.9
37	50.4	47.3	29.1	20.4	17.7	12.3
38	49.7	46.5	28.3	19.6	17.0	11.7
39	48.9	45.8	27.5	18.9	16.4	11.1
40	48.2	45.1	26.7	18.2	15.8	10.6

TREE REMOVAL REPORT

	2014	2015	2016	2017	2018	2019	2020	2021	TOTALS
EXISTING	376	329	315	409	341	225	451	85	2531
NEW HOMES	1724	886	990	2332	2096	820	762	765	10375

TOTAL REMOVED	12906
Average per year	1613.25

* This data was gathered through reports from created from the IMS system (from 2014 to 2018) and Energov (from 2019 to 2021 YTD)

FUTURE PLANTING PROJECTS – 2021-2022

Hickory Corridor, ROW (planned)	Along Hickory Street Park and leading into Greenway between Shell Cove and Egans Creek	Planned (150 trees)
Baptist Church, Hickory Street	To be contacted	
Housing Authority, Hickory Street	On-going project	
Amelia Oaks Road, Retention Ponds	To be contacted	
Main Beach Parking lot (planned)	Replacement of concrete island with curbed landscaped beds for trees and cabbage palm and muhly grass	Planned
Sunrise Park, ROW		
Franklin Street, ROW		
Central Park, ROW		
Lighthouse grounds		
Egans Creek Park		
Atlantic Rec Center		
MLK Center		
Peck Center		
Jasmine + Lime Streets	City Maintained Side / Coordinated with adjoining property owners	
S. 10 th + S. 11 th Streets	Along Date, Elm, Fir and Hickory Streets	
1303 Jasmine Street	In front of Barnabas	
<i>Open Space Opportunities</i>	<i>Apartment Complexes receiving HUD funding</i>	
<i>CES 2019 data</i>	<i>Find where City needs to focus tree replacement efforts</i>	

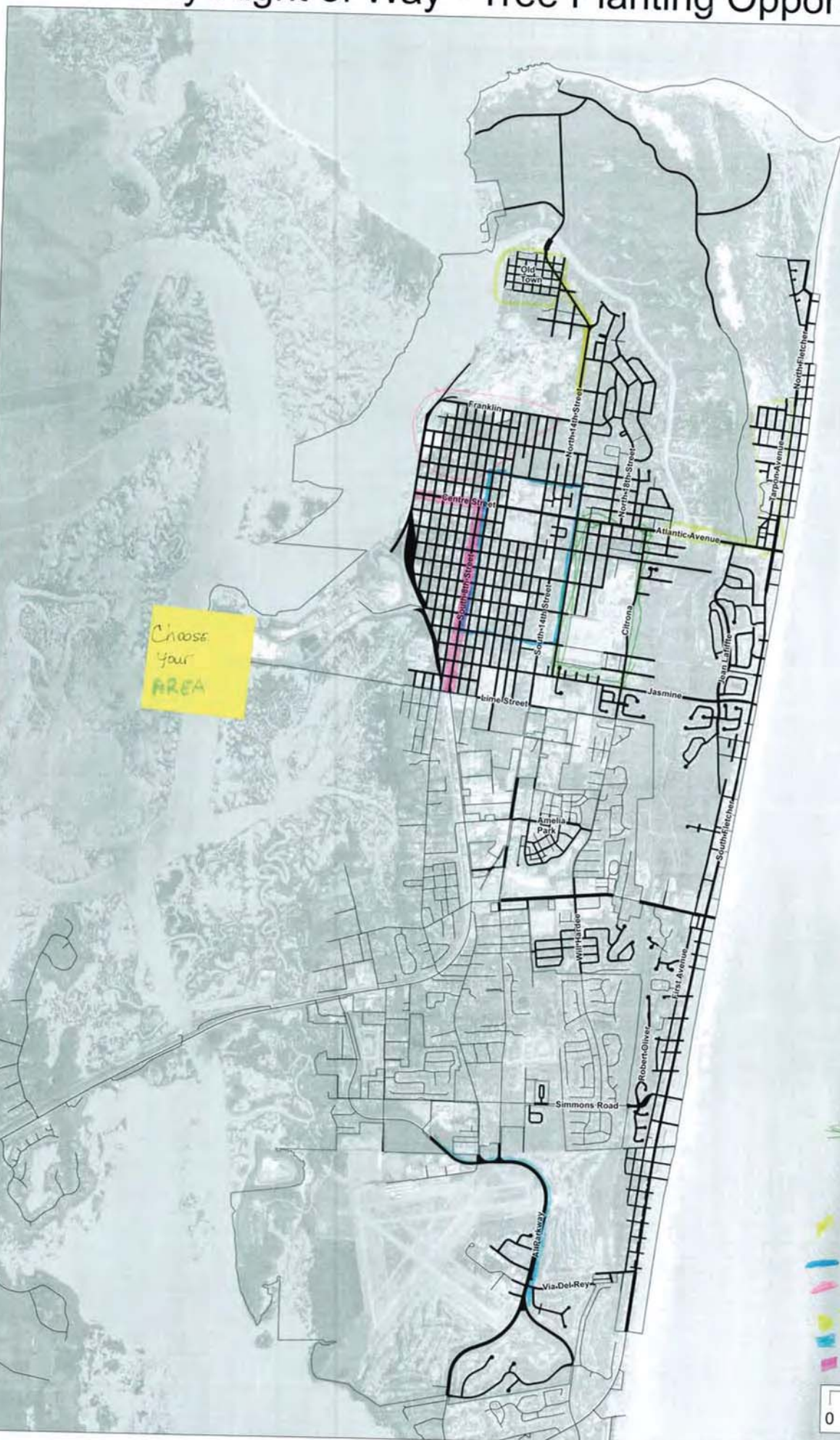
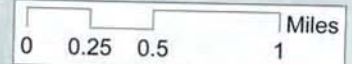
City Right of Way - Tree Planting Opportunity?



Choose
your
AREA

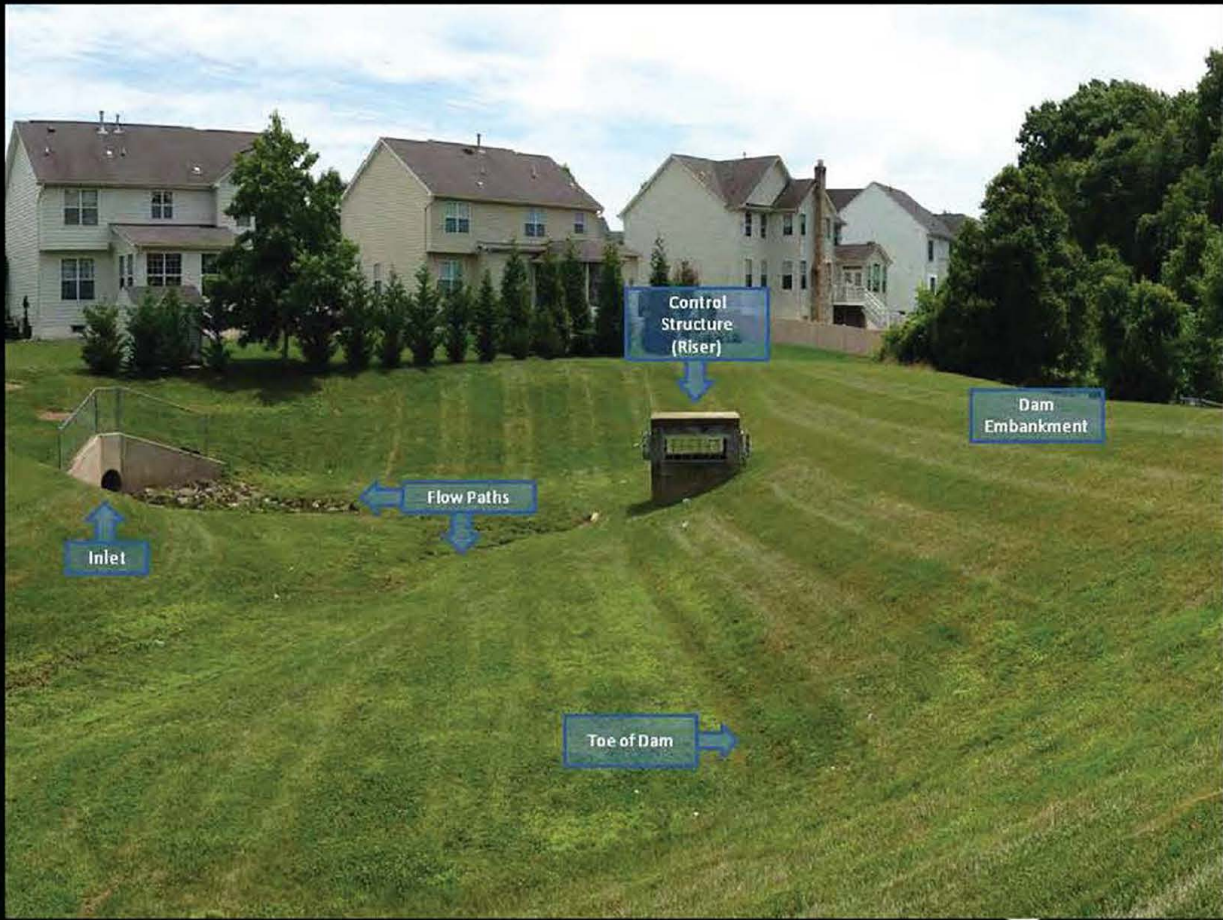
ATC

- David Jensen
- Tammi Rosack
- Lynda Bell
- Lisa Finkelstein







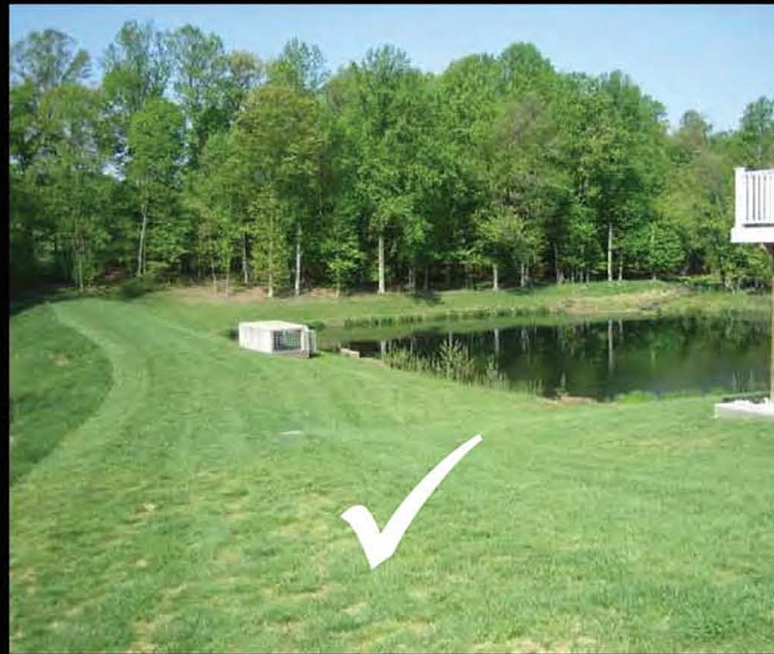














No planting in sand filters or over pipes



























This guidance document provides information to property owners who want to plant around their existing stormwater management pond.

Th
qu
ex

Why

Where

What

How

What

This guide answers the following questions as well as provides examples and additional resources:

- Why should I add plantings?
- Where am I allowed to plant?
- What should I plant?
- How should I plant?
- Planted pond example

- Why? Why should I add plantings?
- Where? Where am I allowed to plant?
- What? What should I plant?
- How? How should I plant?
- Planted pond example

[illegible]

Planting Dos and Don'ts

Don't Plant Trees or Shrubs in These Places	Do Plant Native Non-Woody Plants Here
Around the central structure. Plants and shrubs can block the view of the central structure and interfere with the sunbathing of the embankment area. It's best to stay on the embankment.	Find wide slopes (sloths) of the sand embankment. Most native plants tolerate bare sand. Grasses, shrubs and a higher shrub should be tolerant of low frequent flooding and dry conditions. A planting below the flooding structure, don't use shrubs, 10-15 ft. tall with dense, bushy growth.
Don't embankment Use plants that grow on the sand dunes. The sand dunes are important to the natural sand dune system. Do not use plants that are not native to the area. Do not use plants that are not native to the area. Do not use plants that are not native to the area.	Refer to the drawing of a planted area. Refer to the drawing of a planted area. Refer to the drawing of a planted area. Refer to the drawing of a planted area.



© Hastings and the Five Fools 1997



LDC Code-based Amendments

Current Code Section	Current Code	Proposed Amendment	Benefit of Amendment
10.03.01	"A reduction in a dimensional standard, other than a setback..."	Allow for deviation from standard setback requirements, when such a deviation would preserve a protected tree	Removes the need for a Variance. Homeowners are more likely to pursue this less expensive and less time-consuming process. It will also promote environmentally friendly designs.
1.07.00 (B)	"Protected tree means any existing, healthy tree having a five (5) inch DBH, or greater and not identified on the most recent Florida Exotic Pest Plant Council Invasive Plant list (Category I or II) and any tree that was planted or preserved in compliance with an approved development order or to mitigate removal of a protected tree."	Include any newly planted trees as part of the LDC's minimum landscape requirements.	Reinforces section 4.05.03(E)(3)
4.05.10	"All wet detention ponds shall incorporate a combination of aquatic and non-aquatic native plants..."	Require a minimum of one (1) 2.5" DBH water-tolerant tree per 50 linear feet of pond frontage. Creating clusters of trees is permissible so long as the minimum requirements are met. A 5 FT barrier at 3" deep, created by mulch or other natural material, must be placed around each tree and/or cluster	Softens the landscape, allows for better absorption of stormwater, filter runoff, additional wildlife habitats,
4.05.14 (D) (4)	An applicant shall be permitted to pay a fee to the City Tree Replacement Fund for up to fifty (50) percent of the cumulative DBH of protected trees removed, less the credits accumulated	Maintain the \$500 Tree Removal Fee for the first 3 trees, but increase "Each Additional Tree" fee from \$100 to \$150	Revised fee is more in line with what it would currently cost the City to replace removed trees

	from preservation of trees on the site. The fee will be set by resolution of the City Commission and will be based on the average cost for the City to replace the tree with the same species, excluding invasive species, the fiscal year in which the permit is issued.		
Table 4.02.01(J)	Maximum impervious surface ratio for residential lots is currently 60%.	Reduce Impervious Surface Ratio to 45% for all residential development. Applies to zoning districts R-1, R-2, RLM, R-3, and MU-1 and MU-8 where exclusively residential is developed.	Encourages greater tree preservation, increases open space, minimizes impervious surfaces.
No current code section	N/A	Require permits for all concrete slabs and all pavers exceeding 50 square feet.	Provides a method for ensuring LDC compliant impervious surface ratios, oversight of lot coverage
4.05.05(A)&(B)	Single-family and Two-family Residential Development Single-family and two-family development shall include, at a minimum, one (1) shade tree for every 2,500 square feet of lot area or fraction thereof. Multi-family Residential Development 1. There shall be not less than one (1) shade tree for each 1,500 square feet, or fraction thereof, of development site.	Single-family and Two-family Residential Development Increase the minimum landscape requirement to 2 native trees per 2500 sq. ft. Multi-family Residential Development Increase the minimum landscape requirement to 2 native trees per 1500 sq. ft.	Greater diversification of native species, doubles the total number of trees required per lot.

No current code section	N/A	Existing healthy trees onsite that are 2.5 inches DBH or greater and at least 8 ft. tall that are relocated and that would otherwise be removed from the site because of development may be utilized as credit towards the assessed mitigation, if relocated onsite.	Preserving well established trees and existing mature canopy onsite.
No current code section	N/A	At the property owner's expense, they must analyze the condition of each tree, 3 years after the tree was preserved, relocated, or planted. Assessment may be provided in the form of an arborist evaluation or onsite inspection performed by the City. This analysis must be submitted to the city for inspection and approval within 30 days of being made. Should any tree die or be in a state of decline within 3 years of being preserved, planted, or relocated, the property owner must be required to replace the tree within 60 days of that determination. The three-year monitoring and approval period must begin anew whenever a tree is replaced. If that replacement tree is found not to be viable at the end of the second monitoring period, the property owner can pay the appropriate amount into the tree fund in lieu of planting a third replacement tree. If the property owner fails to replace the tree or to pay the appropriate amount into the tree fund within 60 days, the property owner will be in violation of this chapter. The City has the authority during the required 3-	An enforcement mechanism to ensure mitigation and landscape trees are compliant with the code. Upon approval this section would become a sub-section of 4.05.03(E)(3).

		year maintenance period to conduct on-site maintenance inspections subsequent to final inspection and notice of completion, and to require correction of all deficiencies and violations. Note: To create a stamp with this language on all landscape plan approvals at time of permitting.	
4.05.03(E)(3)	Replacement trees shall be maintained and warranted to survive for a period of one (1) year from installation. Trees which do not survive one (1) year must be replaced with new trees of the same size. Replacement trees shall comply with the same maintenance and replacement warranty as the original replacement tree(s) and the warranty period will restart at the date of planting.	Expand the minimum tree health guarantee timeframe from 1 to 3 years.	Encourages healthy tree maintenance, allows for longer tree establishment period
No current code section	N/A	Incorporate specific language relating to tree trust fund.	Provide clarification of fund usage within the LDC.

TREE PLANTING RECORD 2018-2021

(LAST UPDATE 07/12/2021)

DATE	PLANTED	City (C) Residence (R)	SPECIES	LOCATION/ADDRESS	VENDOR	P - Purchased D - Donated	DESCRIPTION	ESTIMATED SQFT CANOPY GROWTH @ MATURITY	COMMENTS	
5/1/2018	3	C	Live Oak	Atlantic Avenue - Central Park				60-100	Surrounding tennis court	TOTAL
11/16/2018	4	C	Live Oak	Ash Street - Across City Hall				60-100	ROW on North Side	7
1/18/2019	11	C	Cedar	Elm + S. 3rd Street			FL Arbor Day	40-60		
1/18/2019	14	C	Wax Myrtle	Elm + S. 3rd Street			FL Arbor Day	35		
4/26/2019	2	C	Oak	Peck Center			National Arbor Day	60-100		
4/26/2019	1	C	Orange Tree	Peck Center			National Arbor Day	20-40		
8/2/2019	1	C	Live Oak	Peck Center			50th Class Reunion	60-100	N.W. Corner	
12/9/2019	6	C	Live Oak	Atlantic Avenue - Central Park				60-100	Between Tennis Courts + Heritage Oak	
12/17/2019	1	C	Palm	Central Park				?	Tranplant	TOTAL
2/18/2019	1	C	Live Oak	Central Park			Keep Nassau Beautiful	60-100	N.W. of Gazebo	37
1/17/2020	4	C	Cabbage Palm	MLK Park	Liberty Landscape	P	FL Arbor Day	10-15 ft		
1/17/2020	1	C	Ginkgo	MLK Park			FL Arbor Day	50-60		
1/17/2020	2	C	CrabApple	MLK Park			FL Arbor Day	?		
1/17/2020	2	C	Loquat	MLK Park	Gore's Nursery	P	FL Arbor Day	30-40		
1/17/2020	3	C	Orange Tree	MLK Park			FL Arbor Day	20-40		
1/17/2020	3	C	Pear Tree	MLK Park	Gore's Nursery	P	FL Arbor Day	30-40		
1/17/2020	6	C	Pecan	MLK Park			FL Arbor Day	50-70		
1/17/2020	3	C	Bottle Brush	MLK Park	Gore's Nursery	P	FL Arbor Day	10-15 ft	not on original list	
1/17/2020	2	C	Oakleaf Holly	MLK Park	Gore's Nursery	P	FL Arbor Day	?	not on original list	
1/17/2020	6	C	Cedar	MLK Park	Southern Tree	P	FL Arbor Day	?		
2/5/2020	2	C	Japanese Blueberry	Centre Street				35-50	Replaced 1 holly + 1 redbud	
2/21/2020	2	C	Poplar	Emma Love School	Gore's Nursery	P	Special Event	40-60		
2/21/2020	6	C	Redbud	Emma Love School	Gore's Nursery	P	Special Event	?		
2/21/2020	2	C	Bracken Magnolia	Emma Love School	Gore's Nursery	P	Special Event	15-20		
2/21/2020	10	C	Live Oak	Emma Love School	Gore's Nursery	P	Special Event	60-100		
2/21/2020	5	C	Pine	N. 14th Street - Boat Ramp				?		
4/24/2020	1	C	Bottle Brush	S. 2nd Street - Across City Hall			Junior Women's Club	10-15 ft	ROW south of S. 2nd Street	
4/30/2020	2	C	Live Oak	Egans Park			Keep Nassau Beautiful	60-100		
4/30/2020	2	C	Magnolia	City Hall Park			Keep Nassau Beautiful	40		
5/15/2020	2	C	Loquat	Res. Lot - Dunes of Amelia				30-40	Seedlings	
8/4/2020	2	C	Weeping Bottlebrush	Res. Lot - Citrona Drive				15-20	To replace tree removed in ROW	
8/7/2020	2	C	Pine	Northpark ROW				?	To replace tree removed near Azalea	
9/4/2020	6	C	Bald Cypress	N. 15th Street	Gore's Nursery	P		25-35	Stormwater Pond	
9/4/2020	5	C	Loquat	N. 15th Street	Gore's Nursery	P		30-40	Stormwater Pond	
9/4/2020	3	C	Oak	N. 15th Street	Gore's Nursery	P		60-100	Stormwater Pond	
9/4/2020	2	C	Magnolia	N. 15th Street	Gore's Nursery	P		40	Stormwater Pond	
9/28/2020	4	C	Crape Myrtle	Peck Center	Dreamscapes	P		6-15 ft	Front of gym + Stormwater pond	
9/28/2020	3	C	Laurel Oak	Peck Center	Dreamscapes	P		40-60	Front of gym + Stormwater pond	
9/28/2020	1	C	Laurel Oak	Atlantic Rec. Center	Dreamscapes	P		40-60	Btwn Building + Pirate Playground	
10/5/2020	8	C	Wax Myrtle	333 N. Fletcher Ave				20-25	Invasive program replacement	
10/22/2020	7	C	Dahoon Holly	S. 10th Street - Peck Field	Dreamscapes	P		8-12 ft	Along S. 10th Street	
10/26/2020	1	C	Live Oak	Southside Elementary			Keep Nassau Beautiful	60-100		
11/18/2020	4	C	Red Cedar	S. 11th Street - Peck Field				15-20	Along S. 11th Street	
11/18/2020	6	C	Red Maple	S. 11th Street - Peck Field				25-35	Along S. 11th Street	
12/9/2020	3	C	Japanese Blueberry	Peck Center - West Side				35-50	Btwn Building + Parking Area	
12/9/2020	1	C	Loquat	Near 19 N. 5th Street - ROW	Gore's Nursery	P	Replacement	30-40		
12/9/2020	8	C	Live Oak	Ocean View Villas + Dolphin St	Gore's Nursery	P		60-100	ROW - (diff then 2 on original report)	
12/9/2020	6	C	Wax Myrtle	Ocean View Villas + Dolphin St	Gore's Nursery	P		20-25	ROW - (diff then 10 on original report)	
12/9/2020	5	C	Live Oak	N. 13th Terrace - South end	Liberty Landscape	P		60-100	ROW	
12/9/2020	4	C	Wax Myrtle	N. 13th Terrace - South end	Liberty Landscape	P		20-25	ROW	
12/15/2020	1	C	Magnolia	502 Date Street - ROW	Liberty Landscape	D		40		
12/15/2020	2	C	Magnolia	House Authority - Hickory St	Liberty Landscape	D		40		
12/15/2020	1	C	Crape Myrtle	N. 15th St - Stormwater Pond	Liberty Landscape	D		6-15 ft	House Authority	

330		2021
567		

TOTALS planted per FISCAL Year		
33		2018-2019
102		2019-2020
429		2020-2021
564		

TOTALS planted since 1/1/2019		
560		(for visual tree graphic)



PLANNING & CONSERVATION FEE SCHEDULE

Revised 10/01/20

FEES: Permit fees vary depending on the type of permit and the associated scope of work.

IMPORTANT NOTES: The Application Fee or Permit fee may not be the only fee you face for certain work. Exterior projects within the City's Historic Districts require receipt of a Certificate of Approval prior to permitting. A "Planning/HDC" application will need to be submitted prior to submitting a permit application.

KEY CONTACTS: The Planning & Conservation Department will guide your application through appropriate reviews with other departments. For instances of new construction and the installation of irrigation systems, please contact the City's Utilities Department at 904-310-3420 to discuss fees associated with connection to the City's water and sewer system. A

Application / Permit Type	Fee
Board of Adjustment	
Administrative Appeal	\$500.00
Variance - Residential	\$1,000.00
Variance - Non-Residential/Multi-Family/2 or more Residential units/Mixed Use	\$2,500.00
Historic District Council	
Certificate of Approval: Staff	\$25.00
Certificate of Approval Board – Residential (1 Single Family Home)	\$250.00
Certificate of Approval Board - Commercial Multi-Family/2 or more Residential units/Mixed Use	\$400.00
Demolition of Primary Structure - Non-Contributing	\$1,500.00
Demolition of Primary Structure - Contributing	\$7,500.00
Variance - Residential	\$850.00
Variance - Non-Residential Multi-Family/2 or more Residential units/Mixed Use	\$2,500.00
After-the-fact approval for Board C.O.A.	\$1,500.00
After-the-fact approval for Staff C.O.A.	\$100.00
Newsrack Fee (New Location)	\$15.00
Newsrack Fee (Annual Renewal)	\$15.00
HDC Amendment Fees (offset of staff time and advertising)	1/2 cost of original COA fee
Planning Advisory Board	
Large Scale Future Land Use Map Amendment	\$5,000.00
Small Scale Future Land Use Map Amendment	\$2,500.00
Comprehensive Plan Text Amendment	\$1,700.00
Change of Zoning Designation: Large Scale	\$5,000.00
Change of Zoning Designation: Small Scale	\$2,500.00
Land Development Code Text Amendment	\$1,500.00
Water/ Sewer Agreement	\$300.00

Voluntary Annexation	\$2,000.00
Development of Regional Impact: Amend Development Order	\$1,500.00
Re-Plat / Preliminary Plat (less than 20 units)	\$3,000.00
Re-Plat / Preliminary Plat (20+ units)	\$5,000.00
Re-Plat / Final Plat	\$1,500.00
Vacate/ Open Public right-of-way	\$3,500.00
New Telecommunications Structure	\$2,000.00
Collocation or Modification of Existing Structure	\$1,000.00
Small Cell outside ROW (per application)	\$500.00

Application Fee for Each Revision to PAB Applications
(offset of additional display ad fees)

½ cost of original application fee

Technical Review Committee

TRC Engineering Review (consultant hourly rate)
TRC Staff Review Application Fee:
Initial Submittal + 2 resubmittals

\$125.00
No fee for Pre-application submittals
\$400.00 + 2% of project
Construction cost (maximum \$5,500.00)
\$400 each
\$50.00

3rd and subsequent resubmittals
Change of Use Determination Letter

Site Infrastructure Permit

First \$1,000 of job cost
Plus, for each additional \$1,000 of job cost
Tree Protection and Site Inspection Fee

\$160.00
\$14.00
See cost for tree removal inspections

Tree Removal Permit Fees

Base Fee, up to 3 trees \$500.00
Each Additional Tree \$100.00

Tree Inspection Fees

Residential – Single lot \$200.00
Subdivision – Mixed Use, Non-Residential \$1,000.00
In Lieu Fee (Tree Replacement) \$400.00

Zoning Review Permit

Non-structural fence \$50.00
Exempted accessory structures
(< 12' ridge ht, ≤ 150 sf, non-aluminum) \$100.00

All others require Gen Bldg Permit + fees

Exempted Residential Deck
(≤ 12" above grade and ≤ 150 s.f.)

\$100.00
All others require Gen Bldg Permit + fees
\$200.00

After-the-Fact Zoning Permit

Administrative

Plan Review (as connected to issuance of building permits) \$250.00
Expedited Plan Review
(as connected to issuance of bldg permits (5 business days) \$300.00
DEP Letter plus 1 Revision \$200.00
DEP Letter – 2nd and later Revisions \$35.00

Zoning sign off for alcoholic beverage license	\$50.00
Zoning Certification Letter	\$100.00
Due Diligence Letter	\$250.00
Minor Subdivision/ Lot Line Adjustment	\$600.00
Context Sensitive Review Determination	\$400.00
NSF Check Fee (up to)	\$40.00
Public School Concurrency Review Fee	\$250.00

Plan Copies

Hard Copy of Comprehensive Plan	\$50.00
Land Development Code	\$50.00
CRA Design Guidelines	\$50.00
Design Guidelines for Downtown or Old Town	\$50.00
Oversize Building plans (delivery to copy center + cost of copies)	\$25.00 + cost of copies

Maps

Map: 8 1/2 x 11	\$2.00
Map: 11 x 17	\$5.00
Map: 17 x 22 (black and white only)	\$10.00
Map: 24 x 36 (black and white only)	\$20.00
Map: 34 x 42 (black and white only)	\$40.00
Additional Map copies	1/2 Price
SHAPE Files	\$35.00

Miscellaneous Fees

Administrative Waiver	\$400.00
Traffic Concurrency Determination	*Replace with code requirement to obtain a traffic study prepared by applicant and reviewed by appropriate agencies including Nassau County and FDOT. 1/2 of original application fee
Amendment to Development Order	
Parking in Lieu Fee (surface space) (to be paid at time of building permit issuance)	\$2,000.00
Parking in Lieu Fee (structured space) (to be paid at time of building permit issuance)	\$9,000.00

Temporary Use

As provided in LDC Section 5.02.00	
Seasonal Sales	\$100.00
Movable Module Storage Units (PODs) (15 day permit)	\$25.00
Construction Trailer / Model Home / Sales Office	\$100.00
Tent Permit (includes Seasonal Fee + Tent Fee + Fire Marshal Fee)	\$100.00 + \$35.00 + \$25.00

Signs

Based on Valuation of Sign:	
\$0-\$100.00	\$60.00
\$101.00-\$500.00	\$70.00
\$501.00-\$1,000.00	\$80.00
Addition per each \$1,000.00	\$7.00
Pickup of Illegal Signs	\$25.00

New home construction will require the following permit and/or fees:

- Address assignment (\$10) – *through the Fire Department at 904-277-7331 prior to permitting*
- general building permit
- roofing permit
- trade permits
- driveway permit
- Zoning review fee (flat fee of \$250)
- School impact fee (\$5,430.60 – assessed for Nassau County per new residential unit)
- Mobility Fee (dependent on the usage of the property)
- *Municipal impact fees RES (\$3.952) *Municipal impact fees COM (\$1.068)

○ (conditioned sq. ft., see details below)

Fire Protection \$0.360

Police Protection \$0.264

Park & Recreation \$2.885

Public Facilities \$0.443

TOTAL: **\$3.952**

Fire Protection \$0.360

Police Protection \$0.264

Park & Recreation \$0.00

Public Facilities \$0.443

TOTAL: **\$1.068**

****Utilities Impact Fees**

(See Utilities Dept. 904-277-7331 for final calculations – fees are assessed independent of Building Dept. permitting.)

- Water / per Equivalent Residential Unit (ERU) \$959
- Sewer / per Equivalent Residential Unit (ERU) \$2,321

EXPENSES

FOR 2021 08

Report generated: 07/13/2021 15:58
User: smccann
Program ID: glytdbud

YEAR-TO-DATE BUDGET REPORT

EXPENSES

REVENUE

FOR 2021 08

ACCOUNTS FOR: 125 TREE TRUST SPECIAL REV FUND		ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
125 TREE TRUST SPECIAL REV FUND								
125 32219	TREE TRUST FUND RESERVE	-75,000.00	0.00	-75,000.00	-132,140.00	0.00	57,140.00	176.2%
125 36110	INTEREST	0.00	0.00	0.00	-1,630.54	0.00	1,630.54	100.0%
125 36990	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
125 38910	CASH BALANCE FORWARD	-267,928.00	0.00	-267,928.00	0.00	0.00	-267,928.00	.0%
TOTAL TREE TRUST SPECIAL REV FUND		-342,928.00	0.00	-342,928.00	-133,770.54	0.00	-209,157.46	39.0%
TOTAL TREE TRUST SPECIAL REV FUND		-342,928.00	0.00	-342,928.00	-133,770.54	0.00	-209,157.46	39.0%
TOTAL REVENUES		-342,928.00	0.00	-342,928.00	-133,770.54	0.00	-209,157.46	

125 TREE TRUST FUND

	ACTUAL 2019	ACTUAL 2020	BUDGET 2020	BUDGET 2021	PROJECTION 2021	BUDGET 2022	INCREASE / DECREASE
OPERATING REVENUE							
125 32219 TREE TRUST FUND RESERVE	59,458	124,110	52,380	75,000	129,940	130,000	73.3%
125 36110 INTEREST	294	1,800	-	-	1,411	1,400	0.0%
TOTAL	59,751	125,910	52,380	75,000	131,351	131,400	75.2%
TRANSFERS IN							
125 38101 FROM GENERAL FUND	-	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	-	0.0%
CASH BALANCE FORWARD							
125 38910 CASH BALANCE FORWARD	108,617	168,223	124,007	267,928	280,036	283,696	5.9%
TOTAL	108,617	168,223	124,007	267,928	280,036	283,696	5.9%
TOTAL REVENUE AND CASH BALANCES	168,369	294,133	176,387	342,928	411,387	415,096	21.0%
OPERATING EXPENSES							
125 51200 SALARIES	-	-	-	17,503	17,503	15,675	-10.4%
125 52100 FICA	-	-	-	1,339	1,339	1,288	-3.8%
125 52200 RETIREMENT	-	-	-	3,770	3,770	3,541	-6.1%
125 52300 HEALTH INSUR	-	-	-	4,579	4,579	6,321	38.0%
125 52301 LIFE INSUR	-	-	-	95	95	96	1.1%
125 52400 WORKERS' COMP	-	-	-	256	256	290	13.3%
125 53100 PROFESSIONAL SERVICES	-	5,995	10,000	53,500	38,000	53,500	0.0%
125 54970 PROGRAM COSTS	-	3,740	6,900	12,650	50,649	132,200	945.1%
125 55200 OPERATING SUPPLIES	146	4,362	3,900	11,500	11,500	63,750	454.3%
TOTAL	146	14,097	20,800	105,192	127,691	276,661	163.0%
CAPITAL OUTLAY							
125 56400 EQUIPMENT	-	-	-	-	-	15,000	0.0%
TOTAL	-	-	-	-	-	15,000	0.0%
125 59990 RESERVE	168,223	280,036	155,587	237,736	283,696	123,435	-48.1%
TOTAL EXPENDITURES AND RESERVES	168,369	294,133	176,387	342,928	411,387	415,096	21.0%

- 27,211

APPROVED



**MINUTES AMENDED
PLANNING ADVISORY BOARD
REGULAR MEETING
SEPTEMBER 8, 2021**

- 1. CALL TO ORDER 5:00**
- 2. ROLL CALL / DETERMINATION OF QUORUM
MEMBERS PRESENT:**

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan

MEMBERS ABSENT:

None

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Daphne Forehand, Planner
Taylor Hartmann, Recording Secretary
Sylvie McCann, Recording Secretary

- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MEETING MINUTES**

- 4.1 Approval of Minutes for the August 11, 2021 Workshop.

Member Stevenson asked to add an annotation that an additional review will be held on August 25th, 2021.

ACTION TAKEN: A motion was made by Member Gingher, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

- 4.2 Approval of Minutes for the August 11, 2021 Regular Meeting.

Member Stevenson noted that in item 4.4, 3 lines from the end of the section, Stevens should be Stevenson.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5. BOARD BUSINESS

5.1 Presentation of LDC Text Amendments for enhanced tree protection as recommended by the City Tree Committee

Daphne Forehand, Planner and Taylor Hartmann, Planning Technician, presented the LDC Text Amendments proposed by the City Tree Committee during the August 3rd, 2021 City Commission Regular Meeting.

Member Robas suggested increasing plantings on Atlantic Avenue. She also discussed the mortality rate. She noted that this was a well-rounded presentation.

Member Stevenson provided observation about planting trees under power lines. He also commented on a job well done.

Member Gingher asked about yearly tree health assessments.

Chair Minshew congratulated Staff for a great presentation.

Mr. Platt spoke about the Atlantic Avenue corridor. Member Robas brought up Sadler Road and the possibility of planting within the median.

Mr. Platt presented a PowerPoint slideshow outlining the proposed tree protection text amendments and provided the Board with a more detailed explanation of what each code entailed and its goal.

John Hillman, 1001 White Street, stated that he felt that an administrative process would provide greater flexibility for staff and opportunities to save trees.

Member Robas and Member Bennett expressed concerns over the administrative process creating change in the character of neighborhoods.

Members heard all 11 proposed tree protection text amendments and agreed that staff should move forward with developing analyses for each which would then be presented and discussed during PAB meetings through November of this year.

5.2 Discussion on upcoming LDC Text Amendments and next steps.

Mr. Platt provided the Board with 5 extensive proposed LDC text amendments including: Amending the Local Development Order process to be consistent with the 2019 Florida State Statute, establishing supplemental standards for auto sales of alternative vehicles in the 8th street mixed-use district, increase wetland buffer requirement from 25' to 50', create standards for food trucks, and revise the net density definition "Floodplain" to special flood hazard area (SFHA).

Members agreed to have staff move forward with developing a formal analysis of each proposed text amendment to be presented and discussed during PAB meetings through November of this year.

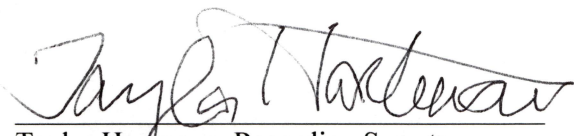
Mr. Platt provided the Board with 10 minor proposed LDC text amendments which include striking outdated language, clarifying definitions and methods of measuring fence height, as well as allowing cemeteries in recreational zoning districts.

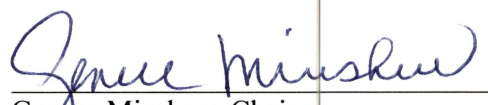
6. STAFF REPORT

7. PUBLIC COMMENT

No parties wished to speak.

8. ADJOURNMENT 7:06


Taylor Hartmann, Recording Secretary


Genece Minshew, Chair

APPROVED



MINUTES AMENDED
PLANNING ADVISORY BOARD
WORKSHOP
SEPTEMBER 22, 2021

1. CALL TO ORDER 5:00

2. ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	Brandy Carvalho

MEMBERS ABSENT:

John Boylan

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary

3. PLEDGE OF ALLEGIANCE

Chair Minshew introduced and seated Brandy Carvalho as the newest member of the PAB.

4. BOARD BUSINESS

Chair Minshew indicated that Member Stevenson previously emailed Staff regarding concerns over a recent City Commission decision to approve an annexation but deny the requested FLUM assignment of Mixed-Use. She stated that she spoke with Vice-Mayor Kreger and Mayor Lednovich, and said that both of their positions are that they're sending a message to the developers of the property adjacent to Amelia Island Parkway and do not support any more residential development within the city.

Member Stevenson stated that he felt there was a fiduciary responsibility for City staff and the PAB to provide future applicants with a full understanding of what the City Commission's current position is regarding residential and mixed-used FLUM changes.

Members discussed what this message means moving forward and whether this shift should be incorporated into the Comprehensive Plan and Vision 2045.

Chair Minshew stated that she would draft a letter for Ms. Bach to send to all PAB members to edit as they see fit and send to the City Commission.

4.1 DISCUSSION ONLY: Upcoming Land Development Code text amendments

Mr. Platt presented a PowerPoint slideshow that identified 10 minor Land Development Code (LDC) text amendments to be discussed by the Board.

Minor amendment and recommendation: Clarify Fence Height Measurement (LDC Reference 5.01.10 fences should be measured from 2” above the natural topography to the top of the fence panel, picket, or wall with posts not to exceed 6” top of panel, picket, or wall).

Member Stevenson inquired how the recommendation would address citizens who want a straight-line fence versus one that follows the natural topography.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Add Fencing Requirement for Dumpster Enclosures LDC Section 5.01.07 (Add vinyl as an allowable fence screening material).

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Allow Cemeteries in Recreational Zoning (Add “P” in Table 2.03.02).

Member Robas inquired about the potential for special events to take place in Bosque Bello should cemeteries be allowed in recreational zoning.

Mr. Platt confirmed that this amendment will not allow for special events or other recreational activities in Bosque Bello.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Make Visibility Triangle calculation consistent with FDOT Standards (Still under review).

Mr. Platt will provide the Board with clear visual examples and bring this amendment back for discussion at a later date.

Minor amendment and recommendation: Establish Front Yard Setback for Accessory Structures (Add statement to require consistency with front yard setbacks).

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Modify Change of Use Process and Outcomes (Starting with internal policy and procedure changes with no LDC changes requested at this time).

Mr. Platt stated that this amendment is a work in progress and will potentially be brought back for discussion at a later date.

Minor amendment and recommendation: Strike outdated reference to parking in CRA (Section 8.01.02(D)(4) add reference back to 7.01.04 footnote 2 or replicate language for consistency AND Modify footnote to reference 8.01.02 (E) (9) for non-residential uses East of Front Street).

Staff provided further clarification that this amendment will create a loop to both references in order to ensure citizens are aware of both LDC sections.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Implement 30ft Buffer for Port development consistent with Port Sub-element (Add reference in 4.05.12 for Buffer Requirements number as E and modify the following letters).

Member Robas pointed out that Table 4.05.12(B) should also be modified to provide buffer requirement clarification.

Mr. Platt stated that because this is a highly specific situation, all requirements can be included in the new paragraph E.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Remove Old Town side yard corridor conflicting language (HDC) (Information forthcoming pending HDC consideration. Staff will provide an update at the workshop).

Ms. Gibson stated that the Historic District Council is working to clarify current inconsistencies and more information will be provided to the Board at a future meeting.

Minor amendment and recommendation: Refine Chapter 1 definitions (as needed) (Revisions are dependent upon “Major LDC Revisions” as needed for clarification).

Members can provide feedback on definitions to staff, on a continual basis, until final consideration in December 2021.

Mr. Platt then presented 2 major LDC text amendments and Staff Recommendations for Board discussion.

Major Amendment 1: Establish Supplemental Standards for Auto Sales of Alternative Vehicles in 8th Street Mixed Use District.

Staff recommendation: Make Auto Sales (New and Used) Permissible (P) in Table 2.03.02 Table of Land Uses to follow C-2 zoning as intended prior to enactment of MU-8 zoning restrictions. This change serves to recognize the historic development pattern and auto oriented nature of this corridor as described in 8th Street Small Area Plan.

Mr. Platt provided the Board with a brief history of how 8th Street has always been autocentric.

Members agreed that the designation of “Automobiles and Other Motorized Vehicles” would be more appropriate and inclusive while still acknowledging the historical significance of automobiles.

Members agreed to move forward with the recommended amendment.

Major Amendment 2: Change Net Density Definition “Floodplain” to Special Flood Hazard Area (SFHA). * Comp Plan and LDC Amendment.

Staff recommendation: Strike “floodplain” and replace with Special Flood Hazard Area (SFHA) believed to be original intent, but consistent standard terminology.

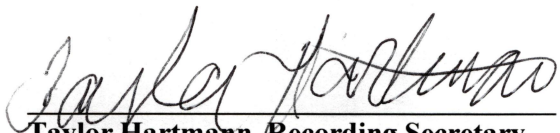
Mr. Platt provided the Board with a brief review of the current definition of Net Density and indicated that the term “floodplain” is too broad to accurately calculate dwelling units per acre in an SFHA.

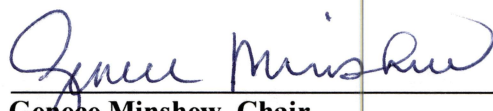
Members agreed to move forward with the recommended amendment.

5. PUBLIC COMMENT

No parties wished to speak.

6. ADJOURNMENT 6:38


Taylor Hartmann, Recording Secretary


Genece Minshew, Chair

**APPROVED
APPROVED**



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
OCTOBER 13, 2021**

1. CALL TO ORDER 5:00 P.M.

ROLL CALL / DETERMINATION OF QUORUM

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
John Boylan	Brandy Carvalho

MEMBERS ABSENT:

Barbara Gingher

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Special Workshop of August 25, 2021.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Boylan to approve the minutes as presented.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

3.2 Approval of Minutes for the Regular Meeting of September 8, 2021.

Next to last page, 5.2 3rd to the bottom duplicated, remove one out.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

3.3 Approval of Minutes for the Special Workshop of September 22, 2021.

1st page Board business, sent to "Staff" not all members.

ACTION TAKEN: A motion was made by Member Gingher, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

Chair Minshew stated that no letter was forwarded to the Commission regarding the request for direction addressing the recent appeal. City Attorney Bach clarified the position of the City Commission regarding that request. She mentioned that Staff has now modified its approach with potential applicants. Member Bennett commented that Staff should avoid mentioning how the City Commission would respond to applications.

Ms. Robas commented about Staff dealing with applications that hold conflicts between FLUM and Zoning. She also spoke of the issues with Multi-Use properties on 8th Street.

4. OLD BUSINESS

No Old Business.

5. NEW BUSINESS

5.1 PAB 2021-0008 - FLORIDA PUBLIC UTILITIES COMPANY,

Request for voluntary annexation, Future Land Use Map (FLUM) Amendment, and zoning map assignment for parcels: 00-00-31-1800-0186-0010; 00-00-31-1800-0308-0011, and 00-00-31-1800-0183-0000

Mr. Platt presented the case referring to all three subject properties and recommended approval. He spoke of the Florida Public Utilities original franchise agreement. He explained that this agreement required that an office be located within the City limit, that since that office closed a few years ago, and in order to continue to have a presence within the City, the annexation of these properties would meet the agreement's requirement.

Nathalie Jackson, 1251 S. 6th Street, asked if her property would be affected with this annexation. Chair Minshew answered that this would not affect

Felica Foster, Lot 1, 1300 S. 10th Street and Beverly F. Lot 14, asked if anything would change regarding the subject property. Mr. Platt explained that all that would change will be the boundary including these properties within the city boundaries.

Member Stevenson asked Staff to confirm that this would executing this section of the agreement.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson, to recommend approval of PAB case number 2021-0008 to the City Commission requesting that a voluntary annexation, assignment of the Public & Institutional (PI) Future Land Use Map category and Public & Institutional (PI-1) zoning map assignment as described be approved and that PAB case 2021-0008, as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

6. BOARD BUSINESS

6.1 Vision 2045 Progress Update

Ms. Gibson explained that the document provided by WGI to the City 3 weeks ago was deemed insufficient to meet the City's needs, did not reflect the direction that Staff felt the documents should be headed towards, and would not be creating a document that would help move the City forward over the next 24 years. She then stated that after meeting with WGI and the City Manager, a decision was made to go back to the drawing board so it can be reframed and reformatted into a more concise and clearer document. She added that additional meetings with WGI would take place before this document would

be reformatted. She mentioned that she hopes to receive some documents to be able to put on the agenda to be discussed at the next Special Meeting of October 27, 2021.

6.2 Discuss Land Development Code Text Amendments (continued from prior workshop)

Mr. Platt said that text amendment changes will be presented at the next meeting of October 27, 2021 at 3:00 p.m.

Members discussed the recent demolition of the structure at 302 Centre Street and what new construction is planned.

Chair Minshew asked for an overview of any upcoming activities for the next 3 months as far as cases and discussions. Mr. Platt noted that Staff will continue to work on LDC corrections. As for application, Mr. Platt said he doesn't have many in the work except one possible application for LDC Text Amendment regarding rentals of accessory dwellings within Old Town area.

Ms. Bach spoke of some legislative bills to be presented, preemption Bill 280, and the request of a business impact statement for all ordinances.

Chair Minshew asked about the status of the two comprehensive plan amendments sent to Tallahassee.

Member Stevenson mentioned that there is chatter about expansion of the CRA. Ms. Bach said that the CRA Board is set to meet next Tuesday October 19, 2021 at 5:00 p.m. She also gave an update regarding Brett's Waterway Restaurant including the appeal, the analysis of the structure, and results of that analysis and plan on presented this analysis at the next Board of Adjustment meeting of October 20, 2021.

Member Robas asked about the slated additional tentative meetings in November and December. Mr. Platt noted he would look at the calendar and provide some alternate dates to lock down.

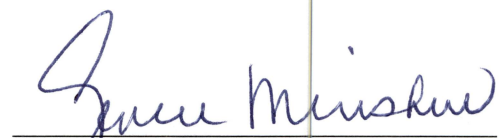
7. **STAFF REPORT**

8. **PUBLIC COMMENT**

9. **ADJOURNMENT 5:53 P.M.**



Sylvie McCann, Recording Secretary



Genece Minshew, Chair

APPROVED



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
NOVEMBER 10, 2021**

- 1. CALL TO ORDER 5:00**
- 2. ROLL CALL / DETERMINATION OF QUORUM**

MEMBERS PRESENT:

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan
Brandy Carvalho	

MEMBERS ABSENT:

None

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary

- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MEETING MINUTES**

4.1 Approval of Minutes for the Regular Meeting of October 13, 2021.

ACTION TAKEN: A motion was made by Member Stevenson seconded by Member Robas to approve the minutes as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 5. BOARD BUSINESS**

5.1 LDC Amendments - Review and Discussion of Draft Amendments (No Final Decision Making)

Mr. Platt recapped the series of proposed LDC text amendments discussed by the Board over the last 4 regular meetings and workshops.

Members all received a document providing the current code language, striking through what would be deleted, and highlighting the proposed changes.

Member Robas pointed out 5.01.10(G) and that typically facilities such as the Port require that razor wire on fences face outward and this should be clarified to ensure consistent changes.

Members discussed the number of accessory structures and accessory dwelling units that are permissible in residential zoning districts as well as the history of the maximum building footprint

allowable.

Ms. Bach provided the Board with a brief background of why there are proposed language amendments to Chapters 1 & 11 with regards to the Board of Adjustment and also stated that the new language will specify that a supermajority vote is required for the granting of a variance.

A 5-minute recess was taken at 6:12 PM.

The meeting resumed a 6:18 PM.

Mr. Platt presented the City Tree Committee's list of proposed LDC text amendments to enhance tree preservation and protection.

Members agreed to wait until the adoption of a full LDC revision to discuss changes to 4.02.01(J).

Ms. Gibson stated that the proposed addition of the new section 4.05.16 would address and re-establish the City's Tree Fund. The former language as established in 2001, was never readopted within the 2006 code update.

Members agreed to amending section 4.05.03(E) Landscape Maintenance Requirements, which would increase the minimum tree health guarantee from 1 year to 3 years.

Section 11.05.03 proposed the following language: *"The City shall require an assessment provided by a certified arborist at the end of the warranty period before remitting funds or releasing the obligation documents."*

Chair Minshew inquired about implementation and enforcement methods for extending the tree health guarantee.

Members discussed the current tree mitigation requirements and the extent to which palm trees would be permissible in lieu of shade trees.

Section 4.05.04 – For Single-family and Two-family Residential Development, the proposed language suggested was as follows: *"Relocation of existing healthy trees on the project site measuring at least 2.5" DBH and at least 8 feet tall may be relocated on the site and utilized as a credit to satisfy minimum landscape requirements."*

Section 4.05.04 – For Multi-family Residential Development, the proposed language was as follows: *"There shall be not less than two (2) shade native trees for each 1,500 square feet, or fraction thereof, of development site. Relocation of existing healthy trees on the project site measuring at least 2.5" DBH and at least 8 feet tall may be relocated on the site and utilized as a credit to satisfy minimum landscape requirements."*

Members all agreed to the increase in minimum native shade tree plantings.

Section 4.05.10 – The proposed language was proposed in a new added section C. *"At a minimum, one water-tolerant native tree per 50 linear feet of pond frontage is required. Trees may be grouped to create clusters to meet minimum requirements. A five (5) foot natural mulch barrier is required around each tree or cluster of trees."*

Members all agreed that the mulch barrier should be replaced with a "natural barrier".

Section 10.03.00 – The proposed recommendation is to add a section C in order to allow for deviation from standard setback requirements, when such a deviation would preserve a protected tree. This would remove the need for a variance making homeowners more likely to pursue this less expensive and less time-consuming process. It would also promote environmentally friendly designs.

Mr. Platt provided the Board with proposed language to define Mobile Food Vending "Food Truck" Park, permissible zoning districts, and supplemental standards.

Chair Minshew proposed that a food truck park should specify "2 or more" instead of the proposed "3 or more" food trucks.

Mr. Platt reviewed a document that was provided to the Board regarding permissible encroachments within the LDC and proposed changes.

Member Robas suggested that the permissible encroachment be changed to 10 FT from the rear property line versus the current 5 FT.

Members agreed that no encroachments should be within 10 FT of the rear property line.

5.2 Vision 2045 Update and Board Discussion

Ms. Gibson provided Board members with the latest overview of WGI's progress to date.

Board members agreed that they will provide feedback on this draft to staff by November 19, 2021

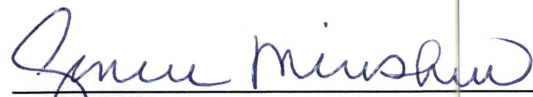
6. STAFF REPORT

7. PUBLIC COMMENT

No parties wished to speak.

8. ADJOURNMENT 7:56


Taylor Hartmann, Recording Secretary


Genece Minshew, Chair



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
DECEMBER 8, 2021**

1. CALL TO ORDER 5:00

2. ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan

MEMBERS ABSENT:

Brandy Carvalho

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary
Andrew Crozier, WGI (Virtual)

3. PLEDGE OF ALLEGIANCE

Chair Minshew reviewed a few housekeeping guidelines and congratulated Member Robas and Member Gingher on their reappointments to the PAB.

4. APPROVAL OF MEETING MINUTES

4.1 Approval of Minutes for the PAB Regular Meeting of November 10, 2021.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as presented.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5. OLD BUSINESS

5.1 Vision 2045 Plan Presentation by WGI with Board and Public Discussion

(All draft documents will be uploaded to the Vision 2045 website by December 8, 2021.)

Official kick-off of the 4-week public comment period from December 8, 2021 - January 5, 2022

Ms. Gibson provided the Board a brief overview of the history of the Vision 2045 Plan and introduced WGI Consultant, Andrew Crozier.

Mr. Crozier presented a PowerPoint slideshow of the Vision 2045 Plan format and content. This included a timeline of what activities have taken place since the start of this process in May 2021, a mission statement of the Vision, main themes, implementation methods, and appendices for additional supporting documentation.

Ms. Gibson stated that PDF and text forms of this presentation, as well as a comment box, are available on the City website.

Chair Minshew opened the public comment forum.

Eric Schmidt, virtual, spoke of the opportunity to meet with the consultants and felt that it was a very productive way to provide input.

With no other parties wishing to speak, Chair Minshew closed the public comment forum.

Commissioner Kreger, stated that he had anticipated seeing more individuals and inquired whether there would be an additional opportunity for public outreach.

Members commended staff and WGI on the incredible amount of time and effort that has been put into the Vision Plan.

Julie Ferriera, 501 Date Street, inquired about seeing more of the document and possibly pushing back the public comment and/or workshop until after the holiday.

Betsey Huben, inquired about possibly distributing copies of the document to locations such as the Chamber of Commerce and public library.

Richard Timm, Phone, 2126 Shell Cove Circle, offered the suggestion of providing a brief video that summarizes the document.

Members all agreed that more face-to-face time with the public is necessary.

6. NEW BUSINESS

- 6.1 PAB 2021-0009 - Final Plat: Crane Island - Phase 2E, Scott Borowski, Clary & Associates, Agent for The Range at Crane Island, LLC.

Member Robas inquired about the total number of platted lots on Crane Island.

Mr. Platt confirmed that the Crane Island subdivision will only have 113 platted parcels versus the original proposed 169 platted parcels.

Julie Ferriera, 501 Date St., inquired about whether the property owners are considering the large mature tree canopy and its protection during construction.

Mr. Platt explained that staff works with the contractors and homeowners regularly to ensure maximum tree preservation.

Ted Griffin, 2427 High Rigger Rd., inquired whether there will always be public access. Mr. Platt confirmed that yes, there will always be a 5-acre public park available to all.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0009 to the City Commission; AND that PAB case 2021-0009 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 6.2 PAB 2021-0010 - Final Plat: Crane Island - Phase 2C, Scott Borowski, Clary & Associates, Agent for The Range at Crane Island, LLC.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0010 to the City Commission; AND that PAB case 2021-0010 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

6.3 CITY OF FERNANDINA BEACH, AGENT FOR IP HOLDINGS GROUP, LLC, NASSAU TRUST LLC, AND MACEDONIA AME CHURCH.

Expansion of Local Downtown Historic District Boundary to include:

BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1","3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4".

Willing property owners have requested to be included in the City's locally adopted downtown historic district boundary. LDC Section 8.03.02 (M) requires that the Planning Advisory Board make recommendations for the consideration of the Historic District Expansion before proceeding to the City Commission for final decision making through an ordinance. After following all applicable review and notice criteria provided in LDC Section 8.03.02, the Historic District Council (reference HDC 2021-0033) completed its review and issued a recommendation of approval at its regular meeting on October 21, 2021. Staff continues to support the district's expansion.

Sal Cumella, City of Fernandina Beach Preservation Planner, provided the Board with a slideshow presentation of all properties requesting the historic district designation. This included the criteria they each meet in order to qualify as a contributing historic structure.

Public comment was opened

Mike Kegler, 325 St., provided a brief explanation of the corner stone that was recently unearthed at the Macedonia church .

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of the Expansion of Local Downtown Historic District Boundary to include: BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1","3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4" to the City Commission; AND that this recommendation as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

6.4 LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB CASES 2021-12, 2021-13, 2021- 14, 2021-15, 2021-16)

The following Land Development Code Text Amendments have been reviewed and discussed over the past several months in noticed public meetings by the Planning Advisory Board. The hearing to be conducted on this agenda is for final recommendations by the PAB before moving the items to the City Commission for decision making through several ordinances. The City Commission will consider items at two public hearings anticipated for January 18, 2022 and February 15, 2022. Draft and final minutes of all prior public meetings conducted in these cases may be obtained by contacting the Department of Planning and Conservation.

Prior meeting dates include: 9/8/21, 9/22/21, 10/13/21, 10/27/21, and 11/10/21.

6.4.1 CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-12): MINOR AMENDMENTS TO ADDRESS ERRORS, OMISSIONS AND CORRECTIONS INCLUDING SECTION 1.03.05 CONSTRUCTION OR DEMOLITION OF STRUCTURES ON COMBINED LOTS TO ADDRESS PROCEDURAL REQUIREMENTS FOR SEEKING A VARIANCE; AND AMENDING SECTION 1.07.00 DEFINITION OF VARIANCE; AND SECTION 2.03.02 ADDING CEMETERIES AS PERMISSIBLE WITHIN REC ZONING DISTRICT, ADDING HEALTH CLUBS AND GYMS AS PERMISSIBLE IN C-1 ZONING DISTRICT, ADDING MUSIC,

DANCING, PHOTOGRAPHY, OR ART STUDIOS AS PERMISSIBLE IN C-1 ZONING DISTRICT; AND SECTION 4.05.12 TO INCLUDE REFERENCE FOR PORT BUFFER REQUIREMENTS CONSISTENT WITH THE COMPREHENSIVE PLAN; AND SECTION 5.01.03 CLARIFYING ACCESSORY STRUCTURE SETBACKS TO INCLUDE FRONT YARD SETBACK MEASUREMENT; AND SECTION 5.01.05 TO CLARIFY THE MEASUREMENT OF FENCES AND WALLS; AND SECTION 5.01.06 ALLOWING FOR VINYL DUMPSTER ENCLOSURES AND ADDING AN EXEMPTION FOR INDUSTRIAL USES ON I-2 ZONED PROPERTIES; AND SECTION 6.02.04 CLARIFYING SUPPLEMENTAL STANDARDS FOR MOTORIZED VEHICLE SALES WITHIN THE MU-8 ZONING DISTRICT; AND SECTION 8.01.02(D) TO REFERENCE PREVIOUSLY CORRECTED PARKING STANDARDS WITHIN THE COMMUNITY REDEVELOPMENT AREA (CRA); and SECTION 7.01.04(a) FOOTNOTE 2 TO REFERENCE TO CRA PARKING STANDARDS; AND AMENDING SECTION 11.02.01 TO PROVIDE ADDITIONAL NOTICE REQUIREMENTS FOR CERTAIN APPLICATIONS; AND AMENDING 11.02.03 EXPANDING MAILED NOTICE REQUIREMENTS TO 500 FEET; AND AMENDING 11.07.01 CLARIFYING APPEALS OF ADMINISTRATIVE DECISIONS

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0012 to the City Commission; AND that PAB case 2021-0012 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

642 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-13):** CITY COMMISSION DIRECTED TREE ORDINANCE UPDATES INCLUDING AMENDING SECTION 4.05.03 LANDSCAPE REQUIREMENTS, SECTION 4.05.04 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT, SECTION 4.05.10 STANDARDS FOR RETENTION AND DETENTION PONDS, ADDING SECTION 10.03.01 (c) ADMINISTRATIVE WAIVERS FOR TREE PROTECTION, 11.05.03 INSTALLATION AND MAINTENANCE GUARANTEES FOR LANDSCAPING

Mr. Platt provided a review of the history of the proposed changes.

Member Robas inquired about the potential expansion of a wetland buffer. Mr. Platt confirmed that staff is currently working on updating and expanding the wetland layer in GIS and will use that data to conduct a thorough analysis of this proposed amendment, to be presented at a later date.

Members discussed an email that was submitted by the Amelia Tree Conservancy recommending using the classification of “native shade tree”. Concerns were raised about locations such as Fletcher Avenue and the ability for native shade trees to thrive in high salt environments.

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0013 to the City Commission; AND that PAB case 2021-0013 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

643 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-14):** FLORIDA STATUTE DIRECTED MOBILE FOOD DISPENSING “FOOD TRUCKS” ADDING DEFINITIONS IN LDC SECTION 1.00.07, ADDING MOBILE FOOD TRUCK PARK AS A

USE SUBJECT TO SUPPLEMENTAL STANDARDS IN LDC SECTION 2.03.02 AND PROVIDING SUPPLEMENTAL STANDARDS IN LDC SECTION 6.02.15.

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Stevenson to recommend approval of PAB case 2021-0014 to the City Commission; AND that PAB case 2021-0014 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 644 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-15): ENCROACHMENTS TO ADD DEFINITIONS IN LDC SECTION 1.07.00 FOR DECKS, BALCONIES, AND PORCHES AND AMENDING SECTION 4.02.03 (a) ADDING A PORCH ENCROACHMENT ALLOWANCE AND CLARIFYING DECK SETBACKS**

Mr. Platt reviewed discussions held over previous PAB regular meetings and workshops and the Board agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0015 to the City Commission; AND that PAB case 2021-0015 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 645 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-16): OLD TOWN DESIGN STANDARDS IN SECTIONS 8.01.01.02 (c)(3) AND (J) TO CLARIFY SPECIFIC ALLOWANCES FOR THE DEVELOPMENT OF CONNECTING ELEMENTS BETWEEN SIDE YARD AND FRONTAGE CORRIDORS**

Mr. Platt provided the Board with a brief overview of the history of Old Town's platted lots of record and why the visibility corridors are such a key design element.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Robas to recommend approval of PAB case 2021-0016 to the City Commission; AND that PAB case 2021-0016 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

7. BOARD BUSINESS

- 7.1 Elect Vice-Chair

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Gingher to elect Member Robas as Vice-Chair.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

Chair Minshew stated that she felt this has been a highly productive year and thanked everyone for their dedication and energy.

8. STAFF REPORT

9. PUBLIC COMMENT

No parties wished to speak.

10. ADJOURNMENT 7:22

Taylor Hartmann. Recording Secretary

Genece Minshew, Chair

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Ordinance 2022-05
Land Development Code Amendment - Mobile Food Dispensing "Food Trucks"

ITEM TYPE: Ordinance (w/o fiscal impact)

REQUESTED ACTION: Consider Ordinance 2022-05 at First Reading

SYNOPSIS: The City of Fernandina Beach City Commission enacted Ordinance 2021-23, allowing for mobile food vending, on July 20, 2021. The City applied for a text amendment to modify multiple Land Development Code Sections to incorporate standards for mobile food vending units or "food trucks." The Planning Advisory Board (PAB), at its December 8, 2021, Regular Meeting, issued a recommendation of approval.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve proposed Ordinance 2022-05 at First Reading.

Kelly Gibson, Planning Director	12/30/2021
Monica Benischeck, Administrative Services Manager	1/3/2022
Dale Martin, City Manager	1/10/2022
Tammi E. Bach, City Attorney	1/10/2022

Date: December 15, 2021

Submitted By: Sylvie McCann, Administrative Coordinator

COMMISSION ACTION: Approve

ORDINANCE 2022-05

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE (LDC) BY ADDING STANDARDS FOR MOBILE FOOD VENDING UNITS OR “FOOD TRUCKS” BY AMENDING LDC SECTION 1.07.00 DEFINITIONS, AMENDING SECTION 2.03.02 ADDING MOBILE FOOD TRUCK PARK AS A USE SUBJECT TO SUPPLEMENTAL STANDARDS; AMENDING SECTION 6.02.24 ADDING SUPPLEMENTAL STANDARDS FOR MOBILE FOOD VENDING PARKS AND RENUMBERING SECTIONS 6.02.25 THROUGH 6.02.33, INCLUDING TABLES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach City Commission enacted Ordinance 2021-23, allowing for mobile food vending, on July 20, 2021; and

WHEREAS, the City of Fernandina Beach has applied for a text amendment to modify multiple Land Development Code Sections to incorporate standards for mobile food vending units or “food trucks;” and

WHEREAS, the City Commission adopted a unified Land Development Code (LDC) 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, the Planning Advisory Board held public hearings on September 8, 2021, September 22, 2021, October 13, 2021, October 27, 2021, and November 10, 2021, to discuss and consider public comment on the requested LDC Text Amendments;

WHEREAS, the Planning Advisory Board (PAB), acting as the City’s Local Planning Agency, considered the application at its Regular Meeting on Wednesday, December 8, 2021, and issued a recommendation of approval for the requested amendments; and

WHEREAS, notice of public hearing on such Land Development Code amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on November 24, 2021.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the amendments attached hereto as Exhibit “A,” amending multiple LDC Sections to address amendments which enable mobile food vending “food trucks” on private properties in certain zoning districts and subject to supplemental standards.

SECTION 2. 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 3. This Ordinance shall become effective immediately upon enactment.

ENACTED this 15th day of February, 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Mayor - Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

Date of First Reading: January 18, 2022

Date of Second Reading/Final Hearing: _____

Date of Publication: _____

**ORDINANCE 2022-05
EXHIBIT “A”**

Changes to Chapter 1

1.07.00 ACRONYMS AND DEFINITIONS

Mobile Food Dispensing Vehicles means any vehicle that is a public food service establishment and that is self-propelled or otherwise movable from place to place and includes self-contained utilities, including but not limited to, gas, water, electricity, or liquid waste disposal.

Mobile Food Dispensing Pad means an area designated within a food truck park that is designed for food truck use with provision for applicable utilities, including water, sewer, electricity, gas, grease interceptors, and solid waste.

Mobile Food Dispensing Park means a parcel(s) of land containing two or more food truck pads where food trucks serve as the principal use of the parcel(s). This definition does not include any parcel(s) where food trucks or vending carts serve as a secondary or accessory use.

Changes to Chapter 2

Table 2.03.02. Table of Land Uses

_ – Prohibited (Empty) P – Permissible S – Permissible Subject to Supplemental Standards	OT-2	MU-1	MU-8	C-1	C-2	C-3	I-1	I-2	I-A	I-W	W-1
PRINCIPAL LAND USES:											
Mobile Food Dispensing “Food Truck” Park	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>

Changes to Chapter 6

6.02.24 Mobile Food Vending “Food Truck” Parks

- A. Mobile Food Vending “Food Truck” Parks are permissible, outside of the Downtown Historic District, in zoning districts MU-1, MU-8, C-1, C-2, C-3, I-1, I-A, I-W, I-2, OT-2 and W-1 as subject to the following supplemental standards.
1. Food trucks must be connected to the electric utility service and may only operate with a generator in the case of an emergency.
 2. Food trucks must be connected to City water and sewer service with the appropriately sized grease interceptor.
 3. Restroom facilities must be provided on site or within 600 walking feet. Where shared restroom facilities are utilized, the City must be a party identified in the agreement requiring a signature from the City Manager, and the agreement must be in a form acceptable to the City Attorney and recorded with the Nassau County Clerk of Courts.
 4. Minimum off-street parking requirements are 2 spaces per food truck pad.
 5. Accessory activity areas must clearly designate all areas that will be used as accessory activity areas. The operation of such areas must comply with all applicable regulations, such as noise regulations.

ReNUMBER Sections:

6.02.24 6.02.25 Outside Sales Facilities

6.02.25 6.02.26 Parks and Picnic Area

6.02.26 6.02.27 Recreation, Indoor Facilities

6.02.27 6.02.28 Recreation, Outdoor Amusements

6.02.28 6.02.29 Religious Uses and Facilities

6.02.29 6.02.30 Schools

6.02.30 6.02.31 Scooter and Moped Rentals

6.02.31 6.02.32 Trades and Repair Services

6.02.32 6.02.33 Triplex and Multi-family Uses in the Central Business District (C-3)

ReNUMBER Tables:

Table 6.02.06 6.02.08 (C) Standards for Cemeteries

Table 6.02.07 6.02.09 (C) Standards for Clubs, Lodges, Community Centers, and Public Recreation Buildings

Table 6.02.08 6.02.10 (B) Standards for Craft Distillery, Small Scale Wineries or Breweries

Table 6.02.10 6.02.12 (D) Standards for Day Care Centers

Table 6.02.15 6.02.18 (B) Standards for Hospitals

Table 6.02.16 6.02.23 (B) Standards for Liquor Stores, Lounges, and Bars

Table 6.02.20 6.02.23 (F) Standards for Self-storage or Mini-storage Facilities

Table 6.02.20 6.02.23 (G) Standards for Outdoor Storage with Mini-storage Facilities

Table 6.02.20 6.02.23 (H) Traffic Circulation Standards for Mini-storage Facilities

Table 6.02.21 6.02.25 (F) Standards for Outside Sales Facilities

Table 6.02.22 6.02.26 (D) Standards for Private Parks and Picnic Areas

Table 6.02.23 6.02.27 (B) Standards for Indoor Facilities

Table 6.02.24 6.02.28 (E) Standards for Outdoor Amusements

Table 6.02.26 6.02.30 (C) Standards for Public and Private Academic Schools

Table 6.02.28 6.02.32 (C) Standards for Trades and Repair Services

Print

Planning Advisory Board (PAB) - Submission #8360

Date Submitted: 11/19/2021

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 (≤ 10 acres \$2,500 / > 10acres \$5,000)

☐

Land Use Map Amendment (≤ 10 acres \$2,500 / > 10acres \$5,000)

☒

LDC Text Amendment (\$1,500)

☐

Comp Plan Amendment (\$5,000)

☐

Subdivision Plat " Preliminary (≤ 20 units \$3,000 / > 20 units \$5,000)

☐

Subdivision Plat " Final (\$1,500)

☐

Vacation of R.O.W. (\$3,500)

☐

Small Cell Outside R.O.W. (per application) (\$500)

☐

Voluntary Annexation (\$2,000)

☐

Development of Regional Impact: Amend Development Order (\$1,500)

☐

New Telecommunications Structure (\$2,000)

☐

Revision to each PAB Application - 1/2 cost of original application fee (To offset additional display ad fee)

pab 2022



IMPORTANT NOTES

Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, you’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 “ see LDC Section 11.01.08.



Preliminary Subdivision Plat “ see LDC Section 11.01.05.



Final Subdivision Plat “ LDC Section 11.01.05.



Zoning Map Changes “ 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 forty-five (45) days before the date of the Planning Advisory Board’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, Owner’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 City’s Comprehensive Plan.



o A justification for the proposed amendment(s) or action(s).

Have you met with a planner for a pre-application meeting?*

Yes

What was the date of your pre-application meeting?*

11/19/2021

If you have yet to have a pre-application meeting, please choose a date and time to schedule your meeting now. Every Tuesdays are reserved for pre-application appointments.*

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser’s Website’s Map Search](#)

Site Address*

204 Ash Street

City*

Fernandina Beach

State*

FL

Zip*

32034

Parcel ID #(s)*

0

Lot*

0

Block*

0

Subdivision*

0

Zoning District*

C-1

Future Land Use Designation*

8th St Mixed Use

REVIEW TYPE*

☐ Zoning Map Amendment ≤ 10 acres

☐ Zoning Map Amendment > 10 acres

☒ LDC Text Amendment

☐ Comp Plan Amendment

☐ Subdivision Plat “ Preliminary ≤ 20 units

☐ Subdivision Plat “ Preliminary > 20 units

☐ Subdivision Plat “ Final

☐ Vacation of R.O.W.

☐ Voluntary Annexation

☐ Revision to PAB Application

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Dale

Last Name*

Martin

Company (if applicable)

City of Fernandina Beach

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

FL

Zip*

32034

Telephone Number*

9043103100

Email Address*

dmartin@fbfl.city

OWNER'S AGENT

If other than owner. If an agent will be representing the owner, an Owner’s Authorization For Agent Representation form must be included

First Name

Last Name

Mailing Address

City

State

Zip

Telephone Number

E-mail Address

PROJECT INFORMATION

Previous Planning/Zoning Approvals

Summary of Request (more detailed information to be provided in required letter of intent)*

LDC Text Amendment - Mobile Food Establishments "Food Trucks"

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*

Applicant Last Name*

Dale

Martin

Today's Date*

11/19/2021

Upload Supporting Documentation*

City of FB logo NEW Reflex.jpg



Upload 2

Choose File

No file selected

Upload 3

Choose File

No file selected

Upload 4

Choose File

No file selected

DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning

ORDINANCE 2021-23

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF FERNANDINA BEACH, FLORIDA, BY AMENDING CHAPTER 26, BUSINESSES, BY REPEALING ARTICLE III, FOOD VENDORS AND FOOD ESTABLISHMENTS IN ITS ENTIRETY, BY CREATING A NEW ARTICLE III TITLED MOBILE FOOD DISPENSING VEHICLES; BY CREATING SECTION 66, PURPOSE, BY CREATING SECTION 67, DEFINITIONS, BY CREATING SECTION 68, GENERALLY; RESERVING SECTIONS 69-90; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in the interest of the health, safety, and welfare of citizens, the City Commission of the City of Fernandina Beach, Florida, regulates business within the corporate City limits; and

WHEREAS, the City has been making an effort to ensure that the Code of Ordinances is written in plain language and is consistent throughout the document; and

WHEREAS, the Florida Legislature passed legislation in its 2020 session related to mobile food dispensing vehicles; and

WHEREAS, it is in the City's best interest to amend Chapter 10, Businesses, of the Code of Ordinances by repealing Article III, Food Vendors and Food Establishments and replacing it with a new Article III, Mobile Food Dispensing Vehicles, that is in compliance with state statute and that reflects our community.

NOW, THEREFORE, THE CITY OF FERNANDINA BEACH, FLORIDA, HEREBY ENACTS:

SECTION 1. It is proposed that Chapter 26, Article III, Food Vendors and Food Establishments, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby repealed as follows:

~~Sec. 26-66. -- Food peddling prohibited.~~

~~(a) — It shall will be unlawful for any person, firm or corporation to sell from house to house or from any public street or sidewalk any produce, dairy product, staple groceries, fresh or preserved fruits, vegetables, meats, goods candies, or any other food item within the city.~~

~~(b) — Nothing herein shall will be construed to prohibit the sale of food items by vendors on the city's public streets, sidewalks, parking areas and property during the annual shrimp festival, and as permitted by the shrimp festival committee.~~

~~Sec. 26-67. -- Established place of business required for sale of food.~~

~~Any person who shall will sell at retail any produce, staple groceries, fresh fruits, vegetables, and meats within the city must have an established place of business within the city. Mobile food vending is permitted on private property within the City if the vendor has a business tax receipt for a restaurant, bakery or other food service business with a physical business premises within the City limits.~~

~~Sec. 26-68. -- Compliance with health and sanitary regulations.~~

~~All persons who shall sell produce, staple groceries, fresh fruits, vegetables, and meats within the city limits shall must comply strictly with all sanitary and public health regulations of the state, federal, and of the city as are then in force and effect, or which shall become in force or effect~~

Sec. 26-69. – Franchise for mobile vending of ices, frozen treats, ice cream and dairy products.

(a) *Prohibition of sales without grant of franchise.* No person shall may sell from any temporary location, vehicle, cart, wagon, temporary structure or any other point of sale located on any public street, sidewalk or right-of-way any ices, frozen treats, frozen foods or beverages, milk, yogurt, ice cream or any dairy or similar product, unless such person first obtains a franchise for such sale from the city commission.

(b) *Application.* Before the city commission shall will grant a franchise for the mobile sale of any ices, frozen treats, frozen foods or beverages, milk, yogurt, ice cream, or any dairy or similar product, the applicant for such franchise shall must first make written application to the city manager for such franchise, attaching to or setting forth in such application the following required items of information:

(1) The full name, residential and business address, date of birth, social security number/tax identification number of the applicant, principal location from which the business shall will be operated, and the registered agent, if a corporation, shall will be included on each application.

(2) A list of all governmental permits and approvals necessary for operation of the franchise.

(3) The type and proposed level, amount or standard of service to be provided, including locations and hours of operation and the type and size of apparatus to be used for mobile vending.

(c) *Fee.* The minimum franchise fee for use of the public right of way shall will be \$50.00 per year and shall must accompany the franchise application. The actual franchise fee shall will be set by the city commission for each franchise after public hearing as set forth in this section. For any annual renewal of a franchise, the minimum franchise fee shall will increase each year by increments of \$50.00 per year until the franchise fee has reached a maximum of \$250.00. Thereafter, the minimum franchise fee shall will increase at each renewal in the same rate and proportion as the annual CPI for this area (U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers, South Group, for urban areas less than 50,000 population).

(d) *Staff review.* Upon receipt of the application for franchise under this section, the city manager shall will forward the application to the city clerk and each department head of the city for their comments. Each department head shall will furnish such comments to the city manager within two weeks of his transmittal of the application and, absent such, shall will be presumed to have given initial approval of such application. The departments responsible for public works and code enforcement shall will be required to comment on waste disposal and limitations imposed under the city zoning code or comprehensive land use plan. The city clerk shall will cause to be made an investigation of the applicant for conviction of any felony or crime involving dishonesty or moral turpitude and shall will forward the result of such investigation to the city manager.

(e) *Public hearing.* Upon completion of review by city staff, the city manager shall will schedule at least one public hearing by the city commission on the franchise application. The city clerk shall will cause a copy of the franchise application, together with a notice of the public hearing, to be served on the holder of any existing similar franchise granted by the city. The agenda for such meeting shall will include discussion of:

(1) Necessity of the franchise, the public benefit to be derived therefrom, and whether the benefit outweighs any public detriment, impact, burden or cost.

(2) The anticipated cost to the city, both direct and indirect, for regulation of the franchise and the assessment of regulatory charges in addition to, or as part of, any franchise fee.

(3) The regulation of rates to be charged in operation of the franchise.

(4) Whether such franchise should be exclusive and the duration of such franchise, if exclusive.

(5) Regulations of the franchise including additional insurance requirements, conditions for early termination or abandonment, options to purchase by the city, and limitations on transfers to third parties.

(6) If, at the time of the application for any franchise, one or more franchises for the same or similar service have been already granted, the city commission shall will determine whether there exists any surplus or unmet demand and whether the existing franchise can meet any such demand, and whether public necessity and convenience will be promoted by the addition of a new franchise. The holder of any existing franchise shall

must first be given the opportunity to meet demands or furnish additional services within a reasonable time before any additional franchise may be awarded.

(f) — *Standard for evaluation.* If the city commission shall determines through examination of the application, review of comments by city staff, and input through the public hearing process that public convenience and necessity require that the franchise under this section be granted, then the applicant may be awarded a municipal franchise for the mobile sale of such items as are set forth in the application and upon such limitations as the city commission shall will set. If there is an existing franchise, there must be a finding that such existing franchise refuses or is unable to fill the existing demand for increased or additional service within the franchise area. If the city commission shall does not make each of the necessary and required findings, then the application shall will be denied. No application for franchise shall be granted except upon the requisite finding of fact and no franchise shall will be effective until such franchise agreement is reduced to writing and adopted by resolution of the city commission and executed by the applicant.

(g) — *Exception for annual Shrimp Festival.* Nothing in this section shall be construed to prohibit commercial activity conducted during the annual Shrimp Festival and any franchise granted under this section, including any which purports to be exclusive, shall not be construed to prohibit any Shrimp Festival activity.

(h) — *Duration of franchise.* Any franchise issued by the city commission under this section shall will expire at the end of the city's fiscal year in which it was issued, and can only be renewed by the franchise holder upon application to the city and the appropriate resolution thereon.

(i) — *Insurance requirements.*

(1) — *Liability insurance required.* After a franchise is awarded, no services, goods, products, food, beverage, dairy product or other item may be sold or otherwise delivered thereunder unless the franchise holder shall have first procured and filed with the city clerk a policy of liability insurance. The policy shall must be issued by a solvent incorporated insurance company authorized to issue liability insurance in the state, and possessed of the certificate duly issued by the state treasurer and insurance commissioner or such other officer as may be authorized from time to time to issue such certificates.

(2) — *Level of insurance required/form of policy.* The amount of such insurance shall must be in the minimum of \$50,000.00 per person, \$50,000.00 for all property damage, and \$100,000.00 for each incident. The form of policy shall will be in the generally accepted form in use in this state for policies of liability insurance for public liability policies, and shall contain the provisions that:

a. — The insolvency or bankruptcy of the assured shall will not relieve the insurer from the payment of damages for injuries or death sustained, or loss occasioned within the provisions of the policy.

b. — The prepayment of any judgment that may be recovered against the assured upon any claim covered by the policy shall will not set a condition precedent to any right of action against the insurer or assured upon the policy or its benefits, but that the insurer shall will be bound to the extent of its liability under the policy, and shall will pay and satisfy such judgement; and that an injured person or the heirs, successors, assigns, or personal representatives of such person may maintain an action to enforce the liability of the insurer as therein set forth.

(3) — *Endorsement required.* The policy shall must include an endorsement naming the city as an additional insured and a provision that such policy cannot be canceled for any reason or cause without notice of such cancellation being first served upon the city clerk at least 30 days prior to the date of cancellation.

(j) — *Suspension or revocation.*

(1) — The city commission may suspend or revoke a franchise issued under this section at any time, after due notice and upon just cause shown. As used in this subsection, "just cause" shall means such cause as may be in the public interest, and may include the failure to timely exercise or operate the franchise, and not necessarily as a prerequisite for any punishment.

(2) ~~A franchise shall may be suspended without notice to the holder thereof upon failure for franchise fees to be paid or upon failure to procure insurance or upon notice of cancellation of the required policy of insurance.~~

(k) ~~*Prohibited area.* Notwithstanding any other provision of the Code, no franchise for the sale of any food, beverage, ice cream, ice, yogurt, frozen dairy product, or other similar item may be granted, nor may any person or mobile vendor operate, sell or offer for sale any such ice, frozen dairy treat, ice cream, yogurt, food, beverage, or other similar product in any area within the corporate limits of the city jail described as: Bordered on the west by the centerline of the Federal Channel of the Amelia River, on the east by the eastern right-of-way line of Eighth Street, on the south by the southerly right-of-way line of Ash Street, or any extension thereof from its intersection with the east right-of-way of Eighth Street to the intersection of such line with the centerline of the Federal Channel of the Amelia River, and on the north by the north right-of-way line of Alachua Street, or any extension thereof from its intersection with the east right-of-way line of Eighth Street to the centerline of the aforesaid Federal Channel of the Amelia River.~~

~~Sec. 26-70. -- Penalty for violation of article.~~

(a) ~~It shall be is unlawful for any person to violate or fail to comply with any provision of this article.~~

~~The violation of any provision of this article shall be is punishable as provided in section 1-12. Each day of any violation or failure to comply with any requirement of this article shall will~~

(b) ~~constitute a separate offense.~~

(b) ~~Any person convicted under this article for any violation shall will forfeit any previously awarded franchise and shall will not be eligible for any future franchise for a period of two years after the date of the conviction. For purposes of this section, any withholding of adjudication of guilt shall will be considered a conviction.~~

~~Sees. 26-71—26-90. -- Reserved.~~

SECTION 2. It is hereby proposed that an Article III, Mobile Food Dispensing Vehicles, be created under Chapter 26, Businesses, of the Code of Ordinances, City of Fernandina Beach, Florida.

SECTION 3. It is proposed that Chapter 26, Article III, Section 66, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 26-66. - Purpose.

Mobile food vending units have existed in various forms over several centuries, distinguished as much by their physical characteristics as their operational requirements. The purpose of this section is to recognize this specialized market segment and establish appropriate standards allowing for the typical range of activities while mitigating any associated, undesirable impacts.

SECTION 4. It is proposed that Chapter 26, Article III, Section 67, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 26-67. – Definitions.

Mobile food dispensing vehicles means any vehicle that is a public food service establishment and that is self-propelled or otherwise movable from place to place and includes self-contained utilities, including but not limited to, gas water, electricity, or liquid waste disposal.

Vehicle means a motorized vehicle, including a trailer or other portable unit, attached to a motorized vehicle, that is intended for use in vending.

Vend means to sell or offer to sell products from a mobile food dispensing vehicle.

SECTION 5. It is proposed that Chapter 26, Article III, Section 68, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 26-68. - Generally.

- (a) Vehicle requirements. Only vehicles designed and constructed specifically for the purpose of vending a product may be used as a mobile food dispensing vehicle. The mobile food dispensing vehicle must be licensed in accordance with the rules and regulations of any state and federal agency having jurisdiction over the mobile food dispensing vehicle or products sold therein.
- (b) Compliance with health and sanitary regulations. All persons who sell produce, staple groceries, fresh fruits, vegetables, and meats within the City limits must comply strictly with all City, state, and federal sanitary and public health regulations.
- (c) Noise limitations. Amplified music or other sounds from any mobile food dispensing vehicle must comply with the noise requirements in Chapter 42 of this Code.
- (d) Waste collection. The operator must provide a waste receptacle for public use. The area must be kept neat and orderly at all times and garbage or trash removed prior to departure of the mobile food dispensing vehicle each day.
- (e) Signage. All signage must comply with the City of Fernandina Beach Land Development Code.
- (f) Alcohol sales. Mobile food dispensing vehicle may not sell alcoholic beverages, except as may be specifically allowed by a City-issued special event permit.
- (g) Special events. Mobile food dispensing vehicles may participate in special events, subject to the requirements and conditions of the applicable permit.
- (h) Rights-of-way. The vending of products from a mobile food dispensing vehicle on City rights-of-way and City-owned property is prohibited except as may be allowed by a City-issued special events permit. Overnight parking is prohibited.
- (i) Private property. The vending of products from a mobile food dispensing vehicle on private property is allowed in zoning districts that allow restaurant with the property owner's written permission, which document must be available upon request of the operator of the food dispensing vehicle. A mobile food dispensing vehicle may not be located anywhere that impedes the ingress or egress of other businesses, building entrances, or emergency exits.

SECTION 6. It is proposed that Chapter 26, Article III, Sections 69-90, of the Code of Ordinances, City of Fernandina Beach, Florida, are hereby created and reserved.

SECTION 7. If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof is held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application will not be affected thereby.

SECTION 8. The provisions of this Ordinance will take effect immediately upon its passage and enactment.

ENACTED this 20th day of July, 2021.

CITY OF FERNANDINA BEACH



Michael A. Lednovich
COMMISSIONER – MAYOR

ATTEST:

APPROVED AS TO FORM & LEGALITY:



Caroline Best
CITY CLERK



Tammi E. Bach
CITY ATTORNEY

First Reading: June 15, 2021
Second/Final Reading: July 20, 2021

July 7, 2021 News Leader Edition

NOTICE OF PUBLIC HEARING CITY COMMISSION CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, JULY 20, 2021, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2021-23

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF FERNANDINA BEACH, FLORIDA, BY AMENDING CHAPTER 26, BUSINESSES, BY REPEALING ARTICLE III, FOOD VENDORS AND FOOD ESTABLISHMENTS IN ITS ENTIRETY, BY CREATING A NEW ARTICLE III TITLED MOBILE FOOD DISPENSING VEHICLES; BY CREATING SECTION 66, PURPOSE, BY CREATING SECTION 67, DEFINITIONS, BY CREATING SECTION 68, GENERALLY; RESERVING SECTIONS 69-90; 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.

APPROVED



**MINUTES AMENDED
PLANNING ADVISORY BOARD
REGULAR MEETING
SEPTEMBER 8, 2021**

- 1. CALL TO ORDER 5:00**
- 2. ROLL CALL / DETERMINATION OF QUORUM
MEMBERS PRESENT:**

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan

MEMBERS ABSENT:

None

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Daphne Forehand, Planner
Taylor Hartmann, Recording Secretary
Sylvie McCann, Recording Secretary

- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MEETING MINUTES**

- 4.1 Approval of Minutes for the August 11, 2021 Workshop.

Member Stevenson asked to add an annotation that an additional review will be held on August 25th, 2021.

ACTION TAKEN: A motion was made by Member Gingher, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

- 4.2 Approval of Minutes for the August 11, 2021 Regular Meeting.

Member Stevenson noted that in item 4.4, 3 lines from the end of the section, Stevens should be Stevenson.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5. BOARD BUSINESS

5.1 Presentation of LDC Text Amendments for enhanced tree protection as recommended by the City Tree Committee

Daphne Forehand, Planner and Taylor Hartmann, Planning Technician, presented the LDC Text Amendments proposed by the City Tree Committee during the August 3rd, 2021 City Commission Regular Meeting.

Member Robas suggested increasing plantings on Atlantic Avenue. She also discussed the mortality rate. She noted that this was a well-rounded presentation.

Member Stevenson provided observation about planting trees under power lines. He also commented on a job well done.

Member Gingher asked about yearly tree health assessments.

Chair Minshew congratulated Staff for a great presentation.

Mr. Platt spoke about the Atlantic Avenue corridor. Member Robas brought up Sadler Road and the possibility of planting within the median.

Mr. Platt presented a PowerPoint slideshow outlining the proposed tree protection text amendments and provided the Board with a more detailed explanation of what each code entailed and its goal.

John Hillman, 1001 White Street, stated that he felt that an administrative process would provide greater flexibility for staff and opportunities to save trees.

Member Robas and Member Bennett expressed concerns over the administrative process creating change in the character of neighborhoods.

Members heard all 11 proposed tree protection text amendments and agreed that staff should move forward with developing analyses for each which would then be presented and discussed during PAB meetings through November of this year.

5.2 Discussion on upcoming LDC Text Amendments and next steps.

Mr. Platt provided the Board with 5 extensive proposed LDC text amendments including: Amending the Local Development Order process to be consistent with the 2019 Florida State Statute, establishing supplemental standards for auto sales of alternative vehicles in the 8th street mixed-use district, increase wetland buffer requirement from 25' to 50', create standards for food trucks, and revise the net density definition "Floodplain" to special flood hazard area (SFHA).

Members agreed to have staff move forward with developing a formal analysis of each proposed text amendment to be presented and discussed during PAB meetings through November of this year.

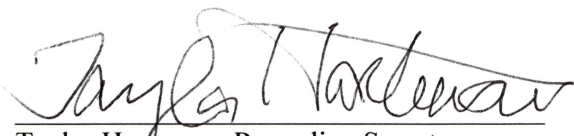
Mr. Platt provided the Board with 10 minor proposed LDC text amendments which include striking outdated language, clarifying definitions and methods of measuring fence height, as well as allowing cemeteries in recreational zoning districts.

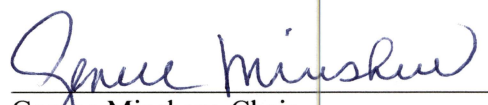
6. STAFF REPORT

7. PUBLIC COMMENT

No parties wished to speak.

8. ADJOURNMENT 7:06


Taylor Hartmann, Recording Secretary


Genece Minshew, Chair

APPROVED



MINUTES AMENDED
PLANNING ADVISORY BOARD
WORKSHOP
SEPTEMBER 22, 2021

1. CALL TO ORDER 5:00

2. ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingham	Brandy Carvalho

MEMBERS ABSENT:

John Boylan

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary

3. PLEDGE OF ALLEGIANCE

Chair Minshew introduced and seated Brandy Carvalho as the newest member of the PAB.

4. BOARD BUSINESS

Chair Minshew indicated that Member Stevenson previously emailed Staff regarding concerns over a recent City Commission decision to approve an annexation but deny the requested FLUM assignment of Mixed-Use. She stated that she spoke with Vice-Mayor Kreger and Mayor Lednovich, and said that both of their positions are that they're sending a message to the developers of the property adjacent to Amelia Island Parkway and do not support any more residential development within the city.

Member Stevenson stated that he felt there was a fiduciary responsibility for City staff and the PAB to provide future applicants with a full understanding of what the City Commission's current position is regarding residential and mixed-used FLUM changes.

Members discussed what this message means moving forward and whether this shift should be incorporated into the Comprehensive Plan and Vision 2045.

Chair Minshew stated that she would draft a letter for Ms. Bach to send to all PAB members to edit as they see fit and send to the City Commission.

4.1 DISCUSSION ONLY: Upcoming Land Development Code text amendments

Mr. Platt presented a PowerPoint slideshow that identified 10 minor Land Development Code (LDC) text amendments to be discussed by the Board.

Minor amendment and recommendation: Clarify Fence Height Measurement (LDC Reference 5.01.10 fences should be measured from 2” above the natural topography to the top of the fence panel, picket, or wall with posts not to exceed 6” top of panel, picket, or wall).

Member Stevenson inquired how the recommendation would address citizens who want a straight-line fence versus one that follows the natural topography.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Add Fencing Requirement for Dumpster Enclosures LDC Section 5.01.07 (Add vinyl as an allowable fence screening material).

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Allow Cemeteries in Recreational Zoning (Add “P” in Table 2.03.02).

Member Robas inquired about the potential for special events to take place in Bosque Bello should cemeteries be allowed in recreational zoning.

Mr. Platt confirmed that this amendment will not allow for special events or other recreational activities in Bosque Bello.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Make Visibility Triangle calculation consistent with FDOT Standards (Still under review).

Mr. Platt will provide the Board with clear visual examples and bring this amendment back for discussion at a later date.

Minor amendment and recommendation: Establish Front Yard Setback for Accessory Structures (Add statement to require consistency with front yard setbacks).

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Modify Change of Use Process and Outcomes (Starting with internal policy and procedure changes with no LDC changes requested at this time).

Mr. Platt stated that this amendment is a work in progress and will potentially be brought back for discussion at a later date.

Minor amendment and recommendation: Strike outdated reference to parking in CRA (Section 8.01.02(D)(4) add reference back to 7.01.04 footnote 2 or replicate language for consistency AND Modify footnote to reference 8.01.02 (E) (9) for non-residential uses East of Front Street).

Staff provided further clarification that this amendment will create a loop to both references in order to ensure citizens are aware of both LDC sections.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Implement 30ft Buffer for Port development consistent with Port Sub-element (Add reference in 4.05.12 for Buffer Requirements number as E and modify the following letters).

Member Robas pointed out that Table 4.05.12(B) should also be modified to provide buffer requirement clarification.

Mr. Platt stated that because this is a highly specific situation, all requirements can be included in the new paragraph E.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Remove Old Town side yard corridor conflicting language (HDC) (Information forthcoming pending HDC consideration. Staff will provide an update at the workshop).

Ms. Gibson stated that the Historic District Council is working to clarify current inconsistencies and more information will be provided to the Board at a future meeting.

Minor amendment and recommendation: Refine Chapter 1 definitions (as needed) (Revisions are dependent upon “Major LDC Revisions” as needed for clarification).

Members can provide feedback on definitions to staff, on a continual basis, until final consideration in December 2021.

Mr. Platt then presented 2 major LDC text amendments and Staff Recommendations for Board discussion.

Major Amendment 1: Establish Supplemental Standards for Auto Sales of Alternative Vehicles in 8th Street Mixed Use District.

Staff recommendation: Make Auto Sales (New and Used) Permissible (P) in Table 2.03.02 Table of Land Uses to follow C-2 zoning as intended prior to enactment of MU-8 zoning restrictions. This change serves to recognize the historic development pattern and auto oriented nature of this corridor as described in 8th Street Small Area Plan.

Mr. Platt provided the Board with a brief history of how 8th Street has always been autocentric.

Members agreed that the designation of “Automobiles and Other Motorized Vehicles” would be more appropriate and inclusive while still acknowledging the historical significance of automobiles.

Members agreed to move forward with the recommended amendment.

Major Amendment 2: Change Net Density Definition “Floodplain” to Special Flood Hazard Area (SFHA). * Comp Plan and LDC Amendment.

Staff recommendation: Strike “floodplain” and replace with Special Flood Hazard Area (SFHA) believed to be original intent, but consistent standard terminology.

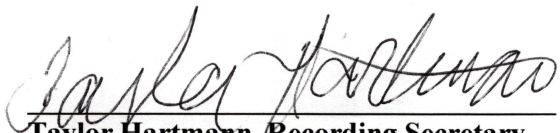
Mr. Platt provided the Board with a brief review of the current definition of Net Density and indicated that the term “floodplain” is too broad to accurately calculate dwelling units per acre in an SFHA.

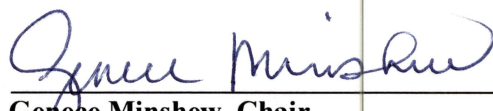
Members agreed to move forward with the recommended amendment.

5. PUBLIC COMMENT

No parties wished to speak.

6. ADJOURNMENT 6:38


Taylor Hartmann, Recording Secretary


Genece Minshew, Chair

**APPROVED
APPROVED**



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
OCTOBER 13, 2021**

1. CALL TO ORDER 5:00 P.M.

ROLL CALL / DETERMINATION OF QUORUM

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
John Boylan	Brandy Carvalho

MEMBERS ABSENT:

Barbara Gingher

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Special Workshop of August 25, 2021.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Boylan to approve the minutes as presented.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

3.2 Approval of Minutes for the Regular Meeting of September 8, 2021.

Next to last page, 5.2 3rd to the bottom duplicated, remove one out.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

3.3 Approval of Minutes for the Special Workshop of September 22, 2021.

1st page Board business, sent to "Staff" not all members.

ACTION TAKEN: A motion was made by Member Gingher, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

Chair Minshew stated that no letter was forwarded to the Commission regarding the request for direction addressing the recent appeal. City Attorney Bach clarified the position of the City Commission regarding that request. She mentioned that Staff has now modified its approach with potential applicants. Member Bennett commented that Staff should avoid mentioning how the City Commission would respond to applications.

Ms. Robas commented about Staff dealing with applications that hold conflicts between FLUM and Zoning. She also spoke of the issues with Multi-Use properties on 8th Street.

4. OLD BUSINESS

No Old Business.

5. NEW BUSINESS

5.1 PAB 2021-0008 - FLORIDA PUBLIC UTILITIES COMPANY,

Request for voluntary annexation, Future Land Use Map (FLUM) Amendment, and zoning map assignment for parcels: 00-00-31-1800-0186-0010; 00-00-31-1800-0308-0011, and 00-00-31-1800-0183-0000

Mr. Platt presented the case referring to all three subject properties and recommended approval. He spoke of the Florida Public Utilities original franchise agreement. He explained that this agreement required that an office be located within the City limit, that since that office closed a few years ago, and in order to continue to have a presence within the City, the annexation of these properties would meet the agreement's requirement.

Nathalie Jackson, 1251 S. 6th Street, asked if her property would be affected with this annexation. Chair Minshew answered that this would not affect

Felica Foster, Lot 1, 1300 S. 10th Street and Beverly F. Lot 14, asked if anything would change regarding the subject property. Mr. Platt explained that all that would change will be the boundary including these properties within the city boundaries.

Member Stevenson asked Staff to confirm that this would executing this section of the agreement.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson, to recommend approval of PAB case number 2021-0008 to the City Commission requesting that a voluntary annexation, assignment of the Public & Institutional (PI) Future Land Use Map category and Public & Institutional (PI-1) zoning map assignment as described be approved and that PAB case 2021-0008, as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

6. BOARD BUSINESS

6.1 Vision 2045 Progress Update

Ms. Gibson explained that the document provided by WGI to the City 3 weeks ago was deemed insufficient to meet the City's needs, did not reflect the direction that Staff felt the documents should be headed towards, and would not be creating a document that would help move the City forward over the next 24 years. She then stated that after meeting with WGI and the City Manager, a decision was made to go back to the drawing board so it can be reframed and reformatted into a more concise and clearer document. She added that additional meetings with WGI would take place before this document would

be reformatted. She mentioned that she hopes to receive some documents to be able to put on the agenda to be discussed at the next Special Meeting of October 27, 2021.

6.2 Discuss Land Development Code Text Amendments (continued from prior workshop)

Mr. Platt said that text amendment changes will be presented at the next meeting of October 27, 2021 at 3:00 p.m.

Members discussed the recent demolition of the structure at 302 Centre Street and what new construction is planned.

Chair Minshew asked for an overview of any upcoming activities for the next 3 months as far as cases and discussions. Mr. Platt noted that Staff will continue to work on LDC corrections. As for application, Mr. Platt said he doesn't have many in the work except one possible application for LDC Text Amendment regarding rentals of accessory dwellings within Old Town area.

Ms. Bach spoke of some legislative bills to be presented, preemption Bill 280, and the request of a business impact statement for all ordinances.

Chair Minshew asked about the status of the two comprehensive plan amendments sent to Tallahassee.

Member Stevenson mentioned that there is chatter about expansion of the CRA. Ms. Bach said that the CRA Board is set to meet next Tuesday October 19, 2021 at 5:00 p.m. She also gave an update regarding Brett's Waterway Restaurant including the appeal, the analysis of the structure, and results of that analysis and plan on presented this analysis at the next Board of Adjustment meeting of October 20, 2021.

Member Robas asked about the slated additional tentative meetings in November and December. Mr. Platt noted he would look at the calendar and provide some alternate dates to lock down.

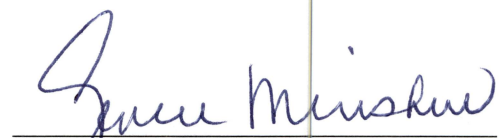
7. **STAFF REPORT**

8. **PUBLIC COMMENT**

9. **ADJOURNMENT 5:53 P.M.**



Sylvie McCann, Recording Secretary



Genece Minshew, Chair

APPROVED



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
NOVEMBER 10, 2021**

- 1. CALL TO ORDER 5:00**
- 2. ROLL CALL / DETERMINATION OF QUORUM**

MEMBERS PRESENT:

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan
Brandy Carvalho	

MEMBERS ABSENT:

None

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary

- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MEETING MINUTES**

4.1 Approval of Minutes for the Regular Meeting of October 13, 2021.

ACTION TAKEN: A motion was made by Member Stevenson seconded by Member Robas to approve the minutes as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 5. BOARD BUSINESS**

5.1 LDC Amendments - Review and Discussion of Draft Amendments (No Final Decision Making)

Mr. Platt recapped the series of proposed LDC text amendments discussed by the Board over the last 4 regular meetings and workshops.

Members all received a document providing the current code language, striking through what would be deleted, and highlighting the proposed changes.

Member Robas pointed out 5.01.10(G) and that typically facilities such as the Port require that razor wire on fences face outward and this should be clarified to ensure consistent changes.

Members discussed the number of accessory structures and accessory dwelling units that are permissible in residential zoning districts as well as the history of the maximum building footprint

allowable.

Ms. Bach provided the Board with a brief background of why there are proposed language amendments to Chapters 1 & 11 with regards to the Board of Adjustment and also stated that the new language will specify that a supermajority vote is required for the granting of a variance.

A 5-minute recess was taken at 6:12 PM.

The meeting resumed a 6:18 PM.

Mr. Platt presented the City Tree Committee's list of proposed LDC text amendments to enhance tree preservation and protection.

Members agreed to wait until the adoption of a full LDC revision to discuss changes to 4.02.01(J).

Ms. Gibson stated that the proposed addition of the new section 4.05.16 would address and re-establish the City's Tree Fund. The former language as established in 2001, was never readopted within the 2006 code update.

Members agreed to amending section 4.05.03(E) Landscape Maintenance Requirements, which would increase the minimum tree health guarantee from 1 year to 3 years.

Section 11.05.03 proposed the following language: *"The City shall require an assessment provided by a certified arborist at the end of the warranty period before remitting funds or releasing the obligation documents."*

Chair Minshew inquired about implementation and enforcement methods for extending the tree health guarantee.

Members discussed the current tree mitigation requirements and the extent to which palm trees would be permissible in lieu of shade trees.

Section 4.05.04 – For Single-family and Two-family Residential Development, the proposed language suggested was as follows: *"Relocation of existing healthy trees on the project site measuring at least 2.5" DBH and at least 8 feet tall may be relocated on the site and utilized as a credit to satisfy minimum landscape requirements."*

Section 4.05.04 – For Multi-family Residential Development, the proposed language was as follows: *"There shall be not less than two (2) shade native trees for each 1,500 square feet, or fraction thereof, of development site. Relocation of existing healthy trees on the project site measuring at least 2.5" DBH and at least 8 feet tall may be relocated on the site and utilized as a credit to satisfy minimum landscape requirements."*

Members all agreed to the increase in minimum native shade tree plantings.

Section 4.05.10 – The proposed language was proposed in a new added section C. *"At a minimum, one water-tolerant native tree per 50 linear feet of pond frontage is required. Trees may be grouped to create clusters to meet minimum requirements. A five (5) foot natural mulch barrier is required around each tree or cluster of trees."*

Members all agreed that the mulch barrier should be replaced with a "natural barrier".

Section 10.03.00 – The proposed recommendation is to add a section C in order to allow for deviation from standard setback requirements, when such a deviation would preserve a protected tree. This would remove the need for a variance making homeowners more likely to pursue this less expensive and less time-consuming process. It would also promote environmentally friendly designs.

Mr. Platt provided the Board with proposed language to define Mobile Food Vending "Food Truck" Park, permissible zoning districts, and supplemental standards.

Chair Minshew proposed that a food truck park should specify "2 or more" instead of the proposed "3 or more" food trucks.

Mr. Platt reviewed a document that was provided to the Board regarding permissible encroachments within the LDC and proposed changes.

Member Robas suggested that the permissible encroachment be changed to 10 FT from the rear property line versus the current 5 FT.

Members agreed that no encroachments should be within 10 FT of the rear property line.

5.2 Vision 2045 Update and Board Discussion

Ms. Gibson provided Board members with the latest overview of WGI's progress to date.

Board members agreed that they will provide feedback on this draft to staff by November 19, 2021

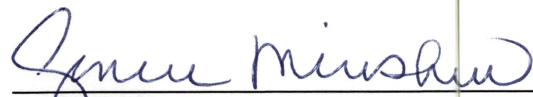
6. STAFF REPORT

7. PUBLIC COMMENT

No parties wished to speak.

8. ADJOURNMENT 7:56


Taylor Hartmann, Recording Secretary


Genece Minshew, Chair



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
DECEMBER 8, 2021**

1. CALL TO ORDER 5:00

2. ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan

MEMBERS ABSENT:

Brandy Carvalho

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary
Andrew Crozier, WGI (Virtual)

3. PLEDGE OF ALLEGIANCE

Chair Minshew reviewed a few housekeeping guidelines and congratulated Member Robas and Member Gingher on their reappointments to the PAB.

4. APPROVAL OF MEETING MINUTES

4.1 Approval of Minutes for the PAB Regular Meeting of November 10, 2021.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as presented.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5. OLD BUSINESS

5.1 Vision 2045 Plan Presentation by WGI with Board and Public Discussion

(All draft documents will be uploaded to the Vision 2045 website by December 8, 2021.)

Official kick-off of the 4-week public comment period from December 8, 2021 - January 5, 2022

Ms. Gibson provided the Board a brief overview of the history of the Vision 2045 Plan and introduced WGI Consultant, Andrew Crozier.

Mr. Crozier presented a PowerPoint slideshow of the Vision 2045 Plan format and content. This included a timeline of what activities have taken place since the start of this process in May 2021, a mission statement of the Vision, main themes, implementation methods, and appendices for additional supporting documentation.

Ms. Gibson stated that PDF and text forms of this presentation, as well as a comment box, are available on the City website.

Chair Minshew opened the public comment forum.

Eric Schmidt, virtual, spoke of the opportunity to meet with the consultants and felt that it was a very productive way to provide input.

With no other parties wishing to speak, Chair Minshew closed the public comment forum.

Commissioner Kreger, stated that he had anticipated seeing more individuals and inquired whether there would be an additional opportunity for public outreach.

Members commended staff and WGI on the incredible amount of time and effort that has been put into the Vision Plan.

Julie Ferriera, 501 Date Street, inquired about seeing more of the document and possibly pushing back the public comment and/or workshop until after the holiday.

Betsey Huben, inquired about possibly distributing copies of the document to locations such as the Chamber of Commerce and public library.

Richard Timm, Phone, 2126 Shell Cove Circle, offered the suggestion of providing a brief video that summarizes the document.

Members all agreed that more face-to-face time with the public is necessary.

6. NEW BUSINESS

- 6.1 PAB 2021-0009 - Final Plat: Crane Island - Phase 2E, Scott Borowski, Clary & Associates, Agent for The Range at Crane Island, LLC.

Member Robas inquired about the total number of platted lots on Crane Island.

Mr. Platt confirmed that the Crane Island subdivision will only have 113 platted parcels versus the original proposed 169 platted parcels.

Julie Ferriera, 501 Date St., inquired about whether the property owners are considering the large mature tree canopy and its protection during construction.

Mr. Platt explained that staff works with the contractors and homeowners regularly to ensure maximum tree preservation.

Ted Griffin, 2427 High Rigger Rd., inquired whether there will always be public access. Mr. Platt confirmed that yes, there will always be a 5-acre public park available to all.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0009 to the City Commission; AND that PAB case 2021-0009 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 6.2 PAB 2021-0010 - Final Plat: Crane Island - Phase 2C, Scott Borowski, Clary & Associates, Agent for The Range at Crane Island, LLC.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0010 to the City Commission; AND that PAB case 2021-0010 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

6.3 CITY OF FERNANDINA BEACH, AGENT FOR IP HOLDINGS GROUP, LLC, NASSAU TRUST LLC, AND MACEDONIA AME CHURCH.

Expansion of Local Downtown Historic District Boundary to include:

BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1","3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4".

Willing property owners have requested to be included in the City's locally adopted downtown historic district boundary. LDC Section 8.03.02 (M) requires that the Planning Advisory Board make recommendations for the consideration of the Historic District Expansion before proceeding to the City Commission for final decision making through an ordinance. After following all applicable review and notice criteria provided in LDC Section 8.03.02, the Historic District Council (reference HDC 2021-0033) completed its review and issued a recommendation of approval at its regular meeting on October 21, 2021. Staff continues to support the district's expansion.

Sal Cumella, City of Fernandina Beach Preservation Planner, provided the Board with a slideshow presentation of all properties requesting the historic district designation. This included the criteria they each meet in order to qualify as a contributing historic structure.

Public comment was opened

Mike Kegler, 325 St., provided a brief explanation of the corner stone that was recently unearthed at the Macedonia church .

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of the Expansion of Local Downtown Historic District Boundary to include: BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1","3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4" to the City Commission; AND that this recommendation as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

6.4 LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB CASES 2021-12, 2021-13, 2021- 14, 2021-15, 2021-16)

The following Land Development Code Text Amendments have been reviewed and discussed over the past several months in noticed public meetings by the Planning Advisory Board. The hearing to be conducted on this agenda is for final recommendations by the PAB before moving the items to the City Commission for decision making through several ordinances. The City Commission will consider items at two public hearings anticipated for January 18, 2022 and February 15, 2022. Draft and final minutes of all prior public meetings conducted in these cases may be obtained by contacting the Department of Planning and Conservation.

Prior meeting dates include: 9/8/21, 9/22/21, 10/13/21, 10/27/21, and 11/10/21.

6.4.1 CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-12): MINOR AMENDMENTS TO ADDRESS ERRORS, OMISSIONS AND CORRECTIONS INCLUDING SECTION 1.03.05 CONSTRUCTION OR DEMOLITION OF STRUCTURES ON COMBINED LOTS TO ADDRESS PROCEDURAL REQUIREMENTS FOR SEEKING A VARIANCE; AND AMENDING SECTION 1.07.00 DEFINITION OF VARIANCE; AND SECTION 2.03.02 ADDING CEMETERIES AS PERMISSIBLE WITHIN REC ZONING DISTRICT, ADDING HEALTH CLUBS AND GYMS AS PERMISSIBLE IN C-1 ZONING DISTRICT, ADDING MUSIC,

DANCING, PHOTOGRAPHY, OR ART STUDIOS AS PERMISSIBLE IN C-1 ZONING DISTRICT; AND SECTION 4.05.12 TO INCLUDE REFERENCE FOR PORT BUFFER REQUIREMENTS CONSISTENT WITH THE COMPREHENSIVE PLAN; AND SECTION 5.01.03 CLARIFYING ACCESSORY STRUCTURE SETBACKS TO INCLUDE FRONT YARD SETBACK MEASUREMENT; AND SECTION 5.01.05 TO CLARIFY THE MEASUREMENT OF FENCES AND WALLS; AND SECTION 5.01.06 ALLOWING FOR VINYL DUMPSTER ENCLOSURES AND ADDING AN EXEMPTION FOR INDUSTRIAL USES ON I-2 ZONED PROPERTIES; AND SECTION 6.02.04 CLARIFYING SUPPLEMENTAL STANDARDS FOR MOTORIZED VEHICLE SALES WITHIN THE MU-8 ZONING DISTRICT; AND SECTION 8.01.02(D) TO REFERENCE PREVIOUSLY CORRECTED PARKING STANDARDS WITHIN THE COMMUNITY REDEVELOPMENT AREA (CRA); and SECTION 7.01.04(a) FOOTNOTE 2 TO REFERENCE TO CRA PARKING STANDARDS; AND AMENDING SECTION 11.02.01 TO PROVIDE ADDITIONAL NOTICE REQUIREMENTS FOR CERTAIN APPLICATIONS; AND AMENDING 11.02.03 EXPANDING MAILED NOTICE REQUIREMENTS TO 500 FEET; AND AMENDING 11.07.01 CLARIFYING APPEALS OF ADMINISTRATIVE DECISIONS

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0012 to the City Commission; AND that PAB case 2021-0012 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

642 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-13):** CITY COMMISSION DIRECTED TREE ORDINANCE UPDATES INCLUDING AMENDING SECTION 4.05.03 LANDSCAPE REQUIREMENTS, SECTION 4.05.04 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT, SECTION 4.05.10 STANDARDS FOR RETENTION AND DETENTION PONDS, ADDING SECTION 10.03.01 (c) ADMINISTRATIVE WAIVERS FOR TREE PROTECTION, 11.05.03 INSTALLATION AND MAINTENANCE GUARANTEES FOR LANDSCAPING

Mr. Platt provided a review of the history of the proposed changes.

Member Robas inquired about the potential expansion of a wetland buffer. Mr. Platt confirmed that staff is currently working on updating and expanding the wetland layer in GIS and will use that data to conduct a thorough analysis of this proposed amendment, to be presented at a later date.

Members discussed an email that was submitted by the Amelia Tree Conservancy recommending using the classification of “native shade tree”. Concerns were raised about locations such as Fletcher Avenue and the ability for native shade trees to thrive in high salt environments.

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0013 to the City Commission; AND that PAB case 2021-0013 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

643 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-14):** FLORIDA STATUTE DIRECTED MOBILE FOOD DISPENSING “FOOD TRUCKS” ADDING DEFINITIONS IN LDC SECTION 1.00.07, ADDING MOBILE FOOD TRUCK PARK AS A

USE SUBJECT TO SUPPLEMENTAL STANDARDS IN LDC SECTION 2.03.02 AND PROVIDING SUPPLEMENTAL STANDARDS IN LDC SECTION 6.02.15.

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Stevenson to recommend approval of PAB case 2021-0014 to the City Commission; AND that PAB case 2021-0014 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 644 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-15): ENCROACHMENTS TO ADD DEFINITIONS IN LDC SECTION 1.07.00 FOR DECKS, BALCONIES, AND PORCHES AND AMENDING SECTION 4.02.03 (a) ADDING A PORCH ENCROACHMENT ALLOWANCE AND CLARIFYING DECK SETBACKS**

Mr. Platt reviewed discussions held over previous PAB regular meetings and workshops and the Board agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0015 to the City Commission; AND that PAB case 2021-0015 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 645 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-16): OLD TOWN DESIGN STANDARDS IN SECTIONS 8.01.01.02 (c)(3) AND (J) TO CLARIFY SPECIFIC ALLOWANCES FOR THE DEVELOPMENT OF CONNECTING ELEMENTS BETWEEN SIDE YARD AND FRONTAGE CORRIDORS**

Mr. Platt provided the Board with a brief overview of the history of Old Town's platted lots of record and why the visibility corridors are such a key design element.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Robas to recommend approval of PAB case 2021-0016 to the City Commission; AND that PAB case 2021-0016 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

7. BOARD BUSINESS

- 7.1 Elect Vice-Chair

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Gingher to elect Member Robas as Vice-Chair.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

Chair Minshew stated that she felt this has been a highly productive year and thanked everyone for their dedication and energy.

8. STAFF REPORT

9. PUBLIC COMMENT

No parties wished to speak.

10. ADJOURNMENT 7:22

Taylor Hartmann. Recording Secretary

Genece Minshe, Chair

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Ordinance 2022-06
Land Development Code Amendment - Encroachments

ITEM TYPE: Ordinance (w/ fiscal impact)

REQUESTED ACTION: Ordinance 2022-06
Land Development Code Amendment - Encroachments

SYNOPSIS: Land Development Code (LDC) amendments prepared to add a definition.

The Planning Advisory Board (PAB), at its December 8th, 2021 Regular Meeting, issued a recommendation of approval.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve proposed Ordinance 2022-06 at First Reading.

Kelly Gibson, Planning Director	12/30/2021
Monica Benischeck, Administrative Services Manager	12/30/2021
Dale Martin, City Manager	1/10/2022
Tammi E. Bach, City Attorney	1/10/2022

Date: December 15, 2021

Submitted By: Sylvie McCann, Administrative Coordinator

COMMISSION ACTION: Approve

ORDINANCE 2022-06

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE (LDC) BY AMENDING SECTION 1.07.00 ADDING DEFINITIONS FOR DECKS, BALCONIES, AND PORCHES; AMENDING SECTION 4.02.03 (A), ADDING A REAR YARD PORCH ENCROACHMENT ALLOWANCE AND CLARIFYING DECK SETBACKS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach has applied for a text amendment to modify multiple Land Development Code Sections to add definitions, clarify deck encroachments and create an allowance for rear yard porch encroachment; and

WHEREAS, the City Commission adopted a unified Land Development Code (LDC) 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, the Planning Advisory Board held public hearings on September 8, 2021, September 22, 2021, October 13, 2021, October 27, 2021, and November 10, 2021, to discuss and consider public comment on the requested LDC Text Amendments;

WHEREAS, the Planning Advisory Board (PAB), acting as the City's Local Planning Agency, considered the application at its Regular Meeting on Wednesday, December 8, 2021, and issued a recommendation of approval for the requested amendments; and

WHEREAS, notice of public hearing on such Land Development Code amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on November 24, 2021.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the amendments attached hereto as Exhibit "A," amending multiple LDC Sections to address amendments which add definitions and clarify encroachment standards.

SECTION 2. 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 3. This Ordinance shall become effective immediately upon enactment.

ENACTED this 15th day of February, 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Mayor - Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

Date of First Reading: January 18, 2022

Date of Second Reading/Final Hearing: _____

Date of Publication:

ORDINANCE 2022-06
EXHIBIT “A”

Changes to Chapter 1

1.07.00 Acronyms and Definitions

Deck – a structure, without a roof, either freestanding or directly connected to a primary or accessory structure. Generally, constructed of wood or a composite material.

Balcony – an exterior floor system projecting from a structure and supported by the structure, with no additional independent supports

Porch – a covered but unenclosed projection from the main wall of a building that may or may not use columns or post for structural purposes.

Changes to Chapter 4

4.02.03 Standards for Buildings and Building Placement

A. Encroachment

1. A yard created by the setbacks set forth in this section ~~shall~~ will not be considered a yard for any other building.
1. Every part of a required yard ~~shall~~ must be open and unobstructed from its lowest point to the sky, except as set forth in Section 4.02.03(A) (3), (4), (5) and (6) below.
2. Front entry steps may encroach into a minimum front yard up to forty-two (42) inches.
3. The following building features may project into a minimum yard up to twenty-four (24) inches: sills, belt courses, cornices, buttresses, ornamental features, chimneys, and eaves.
4. The following building features may project into a minimum rear yard up to forty-two (42) inches: open or enclosed fire escapes, outside stairwell, and balconies.
5. Porches may encroach up to ten (10) feet into the rear yard setback.
 - A. Porches must comply with the front and side yard setbacks.
6. Decks with a finished floor of 12” or less from grade are permissible encroachments into the side and rear yards up to ten (10) feet from the property line. For installation of a deck on varying topography, the floor level may be allowed to reach a maximum of 36” from grade.
 - A. Decks must comply with the front yard setback.
6. ~~Wooden decks and porches with a finished floor level of 12” or less from natural grade or non-covered open-air balconies are permissible encroachments into required yard spaces, subject to the following:~~
 - a. ~~A five (5) foot minimum setback is required for all side and rear yards.~~
 - b. ~~For front yards, wooden decks and non-covered open-air balconies shall comply with the front yard setbacks specified for each zoning district.~~
 - c. ~~For installation of a wooden deck on varying topography, the floor level may be allowed to reach a maximum of 24” from natural grade to accommodate stairs and topographical impracticalities.~~
7. Mechanical equipment may be located within the side or rear yard setback, but not closer than five (5) feet to side or rear yard lot lines and screened by landscaping or opaque fencing.
8. Specific requirements for fences and signs are outlined in Sections 5.01 and 5.03.
- B. On double-frontage lots, the designated front yard ~~shall~~ will be determined by the City.

Print

Planning Advisory Board (PAB) - Submission #8395

Date Submitted: 12/1/2021

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 (≤ 10 acres \$2,500 / > 10acres \$5,000)

☐

Land Use Map Amendment (≤ 10 acres \$2,500 / > 10acres \$5,000)

☒

LDC Text Amendment (\$1,500)

☐

Comp Plan Amendment (\$5,000)

☐

Subdivision Plat " Preliminary (≤ 20 units \$3,000 / > 20 units \$5,000)

☐

Subdivision Plat " Final (\$1,500)

☐

Vacation of R.O.W. (\$3,500)

☐

Small Cell Outside R.O.W. (per application) (\$500)

☐

Voluntary Annexation (\$2,000)

☐

Development of Regional Impact: Amend Development Order (\$1,500)

☐

New Telecommunications Structure (\$2,000)

☐

Revision to each PAB Application - 1/2 cost of original application fee (To offset additional display ad fee)

pab 2022



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 “ see LDC Section 11.01.08.



Preliminary Subdivision Plat “ see LDC Section 11.01.05.



Final Subdivision Plat “ LDC Section 11.01.05.



Zoning Map Changes “ 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 forty-five (45) days before the date of the Planning Advisory Board’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, Owner’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 City’s Comprehensive Plan.



o A justification for the proposed amendment(s) or action(s).

Have you met with a planner for a pre-application meeting?*

Yes

What was the date of your pre-application meeting?*

12/1/2021

If you have yet to have a pre-application meeting, please choose a date and time to schedule your meeting now. Every Tuesdays are reserved for pre-application appointments.*

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser’s Website’s Map Search](#)

Site Address*

204 Ash Street

City*

Fernandina Beach

State*

FL

Zip*

32034

Parcel ID #(s)*

00-00-31-1800-0270-0010

Lot*

29-34

Block*

270

Subdivision*

COFB

Zoning District*

C-3

Future Land Use Designation*

Central Business District

REVIEW TYPE*

☐ Zoning Map Amendment ≤ 10 acres

☐ Zoning Map Amendment > 10 acres

☒ LDC Text Amendment

☐ Comp Plan Amendment

☐ Subdivision Plat “ Preliminary ≤ 20 units

☐ Subdivision Plat “ Preliminary > 20 units

☐ Subdivision Plat “ Final

☐ Vacation of R.O.W.

☐ Voluntary Annexation

☐ Revision to PAB Application

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

City of

Last Name*

Fernandina Beach

Company (if applicable)

City of Fernandina Beach

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

FL

Zip*

32034

Telephone Number*

9043103480

Email Address*

planninginfo@fbfl.city

OWNER'S AGENT

If other than owner. If an agent will be representing the owner, an Owner’s Authorization For Agent Representation form must be included

First Name

Kelly

Last Name

Gibson

Mailing Address

204 Ash Street

City

Fernandina Beach

State

Florida

Zip

32034

Telephone Number

9043103480

E-mail Address

kgibson@fbfl.org

PROJECT INFORMATION

Previous Planning/Zoning Approvals

Summary of Request (more detailed information to be provided in required letter of intent)*

CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-15): ENCROACHMENTS TO ADD DEFINITIONS IN LDC SECTION 1.07.00 FOR DECKS, BALCONIES, AND PORCHES AND AMENDING SECTION 4.02.03 (a) ADDING A PORCH ENCROACHMENT ALLOWANCE AND CLARIFYING DECK SETBACKS

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*

Taylor

Applicant Last Name*

Hartmann

Today's Date*

12/1/2021

Upload Supporting Documentation*

11 12 21.jpg



Upload 2

Choose File

No file selected

Upload 3

Choose File

No file selected

Upload 4

Choose File

No file selected

DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning

APPROVED



**MINUTES AMENDED
PLANNING ADVISORY BOARD
REGULAR MEETING
SEPTEMBER 8, 2021**

- 1. CALL TO ORDER 5:00**
- 2. ROLL CALL / DETERMINATION OF QUORUM
MEMBERS PRESENT:**

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan

MEMBERS ABSENT:

None

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Daphne Forehand, Planner
Taylor Hartmann, Recording Secretary
Sylvie McCann, Recording Secretary

- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MEETING MINUTES**

- 4.1 Approval of Minutes for the August 11, 2021 Workshop.

Member Stevenson asked to add an annotation that an additional review will be held on August 25th, 2021.

ACTION TAKEN: A motion was made by Member Gingher, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

- 4.2 Approval of Minutes for the August 11, 2021 Regular Meeting.

Member Stevenson noted that in item 4.4, 3 lines from the end of the section, Stevens should be Stevenson.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5. BOARD BUSINESS

5.1 Presentation of LDC Text Amendments for enhanced tree protection as recommended by the City Tree Committee

Daphne Forehand, Planner and Taylor Hartmann, Planning Technician, presented the LDC Text Amendments proposed by the City Tree Committee during the August 3rd, 2021 City Commission Regular Meeting.

Member Robas suggested increasing plantings on Atlantic Avenue. She also discussed the mortality rate. She noted that this was a well-rounded presentation.

Member Stevenson provided observation about planting trees under power lines. He also commented on a job well done.

Member Gingher asked about yearly tree health assessments.

Chair Minshew congratulated Staff for a great presentation.

Mr. Platt spoke about the Atlantic Avenue corridor. Member Robas brought up Sadler Road and the possibility of planting within the median.

Mr. Platt presented a PowerPoint slideshow outlining the proposed tree protection text amendments and provided the Board with a more detailed explanation of what each code entailed and its goal.

John Hillman, 1001 White Street, stated that he felt that an administrative process would provide greater flexibility for staff and opportunities to save trees.

Member Robas and Member Bennett expressed concerns over the administrative process creating change in the character of neighborhoods.

Members heard all 11 proposed tree protection text amendments and agreed that staff should move forward with developing analyses for each which would then be presented and discussed during PAB meetings through November of this year.

5.2 Discussion on upcoming LDC Text Amendments and next steps.

Mr. Platt provided the Board with 5 extensive proposed LDC text amendments including: Amending the Local Development Order process to be consistent with the 2019 Florida State Statute, establishing supplemental standards for auto sales of alternative vehicles in the 8th street mixed-use district, increase wetland buffer requirement from 25' to 50', create standards for food trucks, and revise the net density definition "Floodplain" to special flood hazard area (SFHA).

Members agreed to have staff move forward with developing a formal analysis of each proposed text amendment to be presented and discussed during PAB meetings through November of this year.

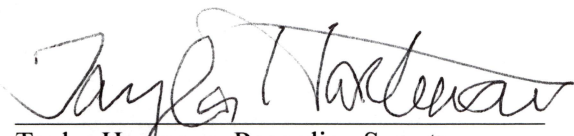
Mr. Platt provided the Board with 10 minor proposed LDC text amendments which include striking outdated language, clarifying definitions and methods of measuring fence height, as well as allowing cemeteries in recreational zoning districts.

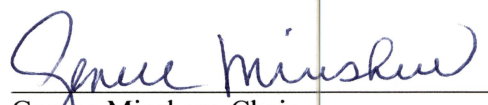
6. STAFF REPORT

7. PUBLIC COMMENT

No parties wished to speak.

8. ADJOURNMENT 7:06


Taylor Hartmann, Recording Secretary


Genece Minshew, Chair

APPROVED



MINUTES AMENDED
PLANNING ADVISORY BOARD
WORKSHOP
SEPTEMBER 22, 2021

1. CALL TO ORDER 5:00

2. ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingham	Brandy Carvalho

MEMBERS ABSENT:

John Boylan

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary

3. PLEDGE OF ALLEGIANCE

Chair Minshew introduced and seated Brandy Carvalho as the newest member of the PAB.

4. BOARD BUSINESS

Chair Minshew indicated that Member Stevenson previously emailed Staff regarding concerns over a recent City Commission decision to approve an annexation but deny the requested FLUM assignment of Mixed-Use. She stated that she spoke with Vice-Mayor Kreger and Mayor Lednovich, and said that both of their positions are that they're sending a message to the developers of the property adjacent to Amelia Island Parkway and do not support any more residential development within the city.

Member Stevenson stated that he felt there was a fiduciary responsibility for City staff and the PAB to provide future applicants with a full understanding of what the City Commission's current position is regarding residential and mixed-used FLUM changes.

Members discussed what this message means moving forward and whether this shift should be incorporated into the Comprehensive Plan and Vision 2045.

Chair Minshew stated that she would draft a letter for Ms. Bach to send to all PAB members to edit as they see fit and send to the City Commission.

4.1 DISCUSSION ONLY: Upcoming Land Development Code text amendments

Mr. Platt presented a PowerPoint slideshow that identified 10 minor Land Development Code (LDC) text amendments to be discussed by the Board.

Minor amendment and recommendation: Clarify Fence Height Measurement (LDC Reference 5.01.10 fences should be measured from 2” above the natural topography to the top of the fence panel, picket, or wall with posts not to exceed 6” top of panel, picket, or wall).

Member Stevenson inquired how the recommendation would address citizens who want a straight-line fence versus one that follows the natural topography.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Add Fencing Requirement for Dumpster Enclosures LDC Section 5.01.07 (Add vinyl as an allowable fence screening material).

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Allow Cemeteries in Recreational Zoning (Add “P” in Table 2.03.02).

Member Robas inquired about the potential for special events to take place in Bosque Bello should cemeteries be allowed in recreational zoning.

Mr. Platt confirmed that this amendment will not allow for special events or other recreational activities in Bosque Bello.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Make Visibility Triangle calculation consistent with FDOT Standards (Still under review).

Mr. Platt will provide the Board with clear visual examples and bring this amendment back for discussion at a later date.

Minor amendment and recommendation: Establish Front Yard Setback for Accessory Structures (Add statement to require consistency with front yard setbacks).

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Modify Change of Use Process and Outcomes (Starting with internal policy and procedure changes with no LDC changes requested at this time).

Mr. Platt stated that this amendment is a work in progress and will potentially be brought back for discussion at a later date.

Minor amendment and recommendation: Strike outdated reference to parking in CRA (Section 8.01.02(D)(4) add reference back to 7.01.04 footnote 2 or replicate language for consistency AND Modify footnote to reference 8.01.02 (E) (9) for non-residential uses East of Front Street).

Staff provided further clarification that this amendment will create a loop to both references in order to ensure citizens are aware of both LDC sections.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Implement 30ft Buffer for Port development consistent with Port Sub-element (Add reference in 4.05.12 for Buffer Requirements number as E and modify the following letters).

Member Robas pointed out that Table 4.05.12(B) should also be modified to provide buffer requirement clarification.

Mr. Platt stated that because this is a highly specific situation, all requirements can be included in the new paragraph E.

Members agreed to move forward with the recommended amendment.

Minor amendment and recommendation: Remove Old Town side yard corridor conflicting language (HDC) (Information forthcoming pending HDC consideration. Staff will provide an update at the workshop).

Ms. Gibson stated that the Historic District Council is working to clarify current inconsistencies and more information will be provided to the Board at a future meeting.

Minor amendment and recommendation: Refine Chapter 1 definitions (as needed) (Revisions are dependent upon “Major LDC Revisions” as needed for clarification).

Members can provide feedback on definitions to staff, on a continual basis, until final consideration in December 2021.

Mr. Platt then presented 2 major LDC text amendments and Staff Recommendations for Board discussion.

Major Amendment 1: Establish Supplemental Standards for Auto Sales of Alternative Vehicles in 8th Street Mixed Use District.

Staff recommendation: Make Auto Sales (New and Used) Permissible (P) in Table 2.03.02 Table of Land Uses to follow C-2 zoning as intended prior to enactment of MU-8 zoning restrictions. This change serves to recognize the historic development pattern and auto oriented nature of this corridor as described in 8th Street Small Area Plan.

Mr. Platt provided the Board with a brief history of how 8th Street has always been autocentric.

Members agreed that the designation of “Automobiles and Other Motorized Vehicles” would be more appropriate and inclusive while still acknowledging the historical significance of automobiles.

Members agreed to move forward with the recommended amendment.

Major Amendment 2: Change Net Density Definition “Floodplain” to Special Flood Hazard Area (SFHA). * Comp Plan and LDC Amendment.

Staff recommendation: Strike “floodplain” and replace with Special Flood Hazard Area (SFHA) believed to be original intent, but consistent standard terminology.

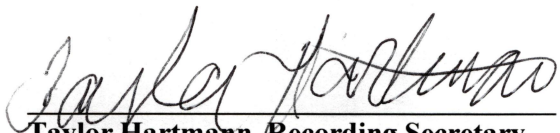
Mr. Platt provided the Board with a brief review of the current definition of Net Density and indicated that the term “floodplain” is too broad to accurately calculate dwelling units per acre in an SFHA.

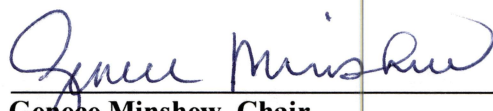
Members agreed to move forward with the recommended amendment.

5. PUBLIC COMMENT

No parties wished to speak.

6. ADJOURNMENT 6:38


Taylor Hartmann, Recording Secretary


Genece Minshew, Chair

**APPROVED
APPROVED**



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
OCTOBER 13, 2021**

1. CALL TO ORDER 5:00 P.M.

ROLL CALL / DETERMINATION OF QUORUM

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
John Boylan	Brandy Carvalho

MEMBERS ABSENT:

Barbara Gingher

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Special Workshop of August 25, 2021.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Boylan to approve the minutes as presented.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

3.2 Approval of Minutes for the Regular Meeting of September 8, 2021.

Next to last page, 5.2 3rd to the bottom duplicated, remove one out.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

3.3 Approval of Minutes for the Special Workshop of September 22, 2021.

1st page Board business, sent to "Staff" not all members.

ACTION TAKEN: A motion was made by Member Gingher, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

Chair Minshew stated that no letter was forwarded to the Commission regarding the request for direction addressing the recent appeal. City Attorney Bach clarified the position of the City Commission regarding that request. She mentioned that Staff has now modified its approach with potential applicants. Member Bennett commented that Staff should avoid mentioning how the City Commission would respond to applications.

Ms. Robas commented about Staff dealing with applications that hold conflicts between FLUM and Zoning. She also spoke of the issues with Multi-Use properties on 8th Street.

4. OLD BUSINESS

No Old Business.

5. NEW BUSINESS

5.1 PAB 2021-0008 - FLORIDA PUBLIC UTILITIES COMPANY,

Request for voluntary annexation, Future Land Use Map (FLUM) Amendment, and zoning map assignment for parcels: 00-00-31-1800-0186-0010; 00-00-31-1800-0308-0011, and 00-00-31-1800-0183-0000

Mr. Platt presented the case referring to all three subject properties and recommended approval. He spoke of the Florida Public Utilities original franchise agreement. He explained that this agreement required that an office be located within the City limit, that since that office closed a few years ago, and in order to continue to have a presence within the City, the annexation of these properties would meet the agreement's requirement.

Nathalie Jackson, 1251 S. 6th Street, asked if her property would be affected with this annexation. Chair Minshew answered that this would not affect

Felica Foster, Lot 1, 1300 S. 10th Street and Beverly F. Lot 14, asked if anything would change regarding the subject property. Mr. Platt explained that all that would change will be the boundary including these properties within the city boundaries.

Member Stevenson asked Staff to confirm that this would executing this section of the agreement.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson, to recommend approval of PAB case number 2021-0008 to the City Commission requesting that a voluntary annexation, assignment of the Public & Institutional (PI) Future Land Use Map category and Public & Institutional (PI-1) zoning map assignment as described be approved and that PAB case 2021-0008, as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

6. BOARD BUSINESS

6.1 Vision 2045 Progress Update

Ms. Gibson explained that the document provided by WGI to the City 3 weeks ago was deemed insufficient to meet the City's needs, did not reflect the direction that Staff felt the documents should be headed towards, and would not be creating a document that would help move the City forward over the next 24 years. She then stated that after meeting with WGI and the City Manager, a decision was made to go back to the drawing board so it can be reframed and reformatted into a more concise and clearer document. She added that additional meetings with WGI would take place before this document would

be reformatted. She mentioned that she hopes to receive some documents to be able to put on the agenda to be discussed at the next Special Meeting of October 27, 2021.

6.2 Discuss Land Development Code Text Amendments (continued from prior workshop)

Mr. Platt said that text amendment changes will be presented at the next meeting of October 27, 2021 at 3:00 p.m.

Members discussed the recent demolition of the structure at 302 Centre Street and what new construction is planned.

Chair Minshew asked for an overview of any upcoming activities for the next 3 months as far as cases and discussions. Mr. Platt noted that Staff will continue to work on LDC corrections. As for application, Mr. Platt said he doesn't have many in the work except one possible application for LDC Text Amendment regarding rentals of accessory dwellings within Old Town area.

Ms. Bach spoke of some legislative bills to be presented, preemption Bill 280, and the request of a business impact statement for all ordinances.

Chair Minshew asked about the status of the two comprehensive plan amendments sent to Tallahassee.

Member Stevenson mentioned that there is chatter about expansion of the CRA. Ms. Bach said that the CRA Board is set to meet next Tuesday October 19, 2021 at 5:00 p.m. She also gave an update regarding Brett's Waterway Restaurant including the appeal, the analysis of the structure, and results of that analysis and plan on presented this analysis at the next Board of Adjustment meeting of October 20, 2021.

Member Robas asked about the slated additional tentative meetings in November and December. Mr. Platt noted he would look at the calendar and provide some alternate dates to lock down.

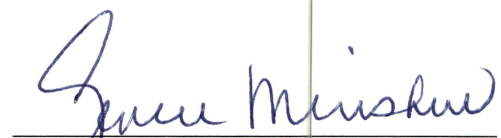
7. **STAFF REPORT**

8. **PUBLIC COMMENT**

9. **ADJOURNMENT 5:53 P.M.**



Sylvie McCann, Recording Secretary



Genece Minshew, Chair

APPROVED



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
NOVEMBER 10, 2021**

- 1. CALL TO ORDER 5:00**
- 2. ROLL CALL / DETERMINATION OF QUORUM**

MEMBERS PRESENT:

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan
Brandy Carvalho	

MEMBERS ABSENT:

None

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary

- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MEETING MINUTES**

4.1 Approval of Minutes for the Regular Meeting of October 13, 2021.

ACTION TAKEN: A motion was made by Member Stevenson seconded by Member Robas to approve the minutes as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 5. BOARD BUSINESS**

5.1 LDC Amendments - Review and Discussion of Draft Amendments (No Final Decision Making)

Mr. Platt recapped the series of proposed LDC text amendments discussed by the Board over the last 4 regular meetings and workshops.

Members all received a document providing the current code language, striking through what would be deleted, and highlighting the proposed changes.

Member Robas pointed out 5.01.10(G) and that typically facilities such as the Port require that razor wire on fences face outward and this should be clarified to ensure consistent changes.

Members discussed the number of accessory structures and accessory dwelling units that are permissible in residential zoning districts as well as the history of the maximum building footprint

allowable.

Ms. Bach provided the Board with a brief background of why there are proposed language amendments to Chapters 1 & 11 with regards to the Board of Adjustment and also stated that the new language will specify that a supermajority vote is required for the granting of a variance.

A 5-minute recess was taken at 6:12 PM.

The meeting resumed a 6:18 PM.

Mr. Platt presented the City Tree Committee's list of proposed LDC text amendments to enhance tree preservation and protection.

Members agreed to wait until the adoption of a full LDC revision to discuss changes to 4.02.01(J).

Ms. Gibson stated that the proposed addition of the new section 4.05.16 would address and re-establish the City's Tree Fund. The former language as established in 2001, was never readopted within the 2006 code update.

Members agreed to amending section 4.05.03(E) Landscape Maintenance Requirements, which would increase the minimum tree health guarantee from 1 year to 3 years.

Section 11.05.03 proposed the following language: *"The City shall require an assessment provided by a certified arborist at the end of the warranty period before remitting funds or releasing the obligation documents."*

Chair Minshew inquired about implementation and enforcement methods for extending the tree health guarantee.

Members discussed the current tree mitigation requirements and the extent to which palm trees would be permissible in lieu of shade trees.

Section 4.05.04 – For Single-family and Two-family Residential Development, the proposed language suggested was as follows: *"Relocation of existing healthy trees on the project site measuring at least 2.5" DBH and at least 8 feet tall may be relocated on the site and utilized as a credit to satisfy minimum landscape requirements."*

Section 4.05.04 – For Multi-family Residential Development, the proposed language was as follows: *"There shall be not less than two (2) shade native trees for each 1,500 square feet, or fraction thereof, of development site. Relocation of existing healthy trees on the project site measuring at least 2.5" DBH and at least 8 feet tall may be relocated on the site and utilized as a credit to satisfy minimum landscape requirements."*

Members all agreed to the increase in minimum native shade tree plantings.

Section 4.05.10 – The proposed language was proposed in a new added section C. *"At a minimum, one water-tolerant native tree per 50 linear feet of pond frontage is required. Trees may be grouped to create clusters to meet minimum requirements. A five (5) foot natural mulch barrier is required around each tree or cluster of trees."*

Members all agreed that the mulch barrier should be replaced with a "natural barrier".

Section 10.03.00 – The proposed recommendation is to add a section C in order to allow for deviation from standard setback requirements, when such a deviation would preserve a protected tree. This would remove the need for a variance making homeowners more likely to pursue this less expensive and less time-consuming process. It would also promote environmentally friendly designs.

Mr. Platt provided the Board with proposed language to define Mobile Food Vending "Food Truck" Park, permissible zoning districts, and supplemental standards.

Chair Minshew proposed that a food truck park should specify "2 or more" instead of the proposed "3 or more" food trucks.

Mr. Platt reviewed a document that was provided to the Board regarding permissible encroachments within the LDC and proposed changes.

Member Robas suggested that the permissible encroachment be changed to 10 FT from the rear property line versus the current 5 FT.

Members agreed that no encroachments should be within 10 FT of the rear property line.

5.2 Vision 2045 Update and Board Discussion

Ms. Gibson provided Board members with the latest overview of WGI's progress to date.

Board members agreed that they will provide feedback on this draft to staff by November 19, 2021

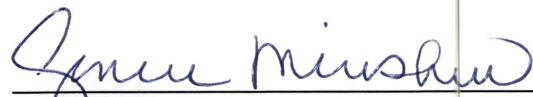
6. STAFF REPORT

7. PUBLIC COMMENT

No parties wished to speak.

8. ADJOURNMENT 7:56


Taylor Hartmann, Recording Secretary


Genece Minshew, Chair



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
DECEMBER 8, 2021**

1. CALL TO ORDER 5:00

2. ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan

MEMBERS ABSENT:

Brandy Carvalho

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary
Andrew Crozier, WGI (Virtual)

3. PLEDGE OF ALLEGIANCE

Chair Minshew reviewed a few housekeeping guidelines and congratulated Member Robas and Member Gingher on their reappointments to the PAB.

4. APPROVAL OF MEETING MINUTES

4.1 Approval of Minutes for the PAB Regular Meeting of November 10, 2021.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as presented.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5. OLD BUSINESS

5.1 Vision 2045 Plan Presentation by WGI with Board and Public Discussion

(All draft documents will be uploaded to the Vision 2045 website by December 8, 2021.)

Official kick-off of the 4-week public comment period from December 8, 2021 - January 5, 2022

Ms. Gibson provided the Board a brief overview of the history of the Vision 2045 Plan and introduced WGI Consultant, Andrew Crozier.

Mr. Crozier presented a PowerPoint slideshow of the Vision 2045 Plan format and content. This included a timeline of what activities have taken place since the start of this process in May 2021, a mission statement of the Vision, main themes, implementation methods, and appendices for additional supporting documentation.

Ms. Gibson stated that PDF and text forms of this presentation, as well as a comment box, are available on the City website.

Chair Minshew opened the public comment forum.

Eric Schmidt, virtual, spoke of the opportunity to meet with the consultants and felt that it was a very productive way to provide input.

With no other parties wishing to speak, Chair Minshew closed the public comment forum.

Commissioner Kreger, stated that he had anticipated seeing more individuals and inquired whether there would be an additional opportunity for public outreach.

Members commended staff and WGI on the incredible amount of time and effort that has been put into the Vision Plan.

Julie Ferriera, 501 Date Street, inquired about seeing more of the document and possibly pushing back the public comment and/or workshop until after the holiday.

Betsey Huben, inquired about possibly distributing copies of the document to locations such as the Chamber of Commerce and public library.

Richard Timm, Phone, 2126 Shell Cove Circle, offered the suggestion of providing a brief video that summarizes the document.

Members all agreed that more face-to-face time with the public is necessary.

6. NEW BUSINESS

- 6.1 PAB 2021-0009 - Final Plat: Crane Island - Phase 2E, Scott Borowski, Clary & Associates, Agent for The Range at Crane Island, LLC.

Member Robas inquired about the total number of platted lots on Crane Island.

Mr. Platt confirmed that the Crane Island subdivision will only have 113 platted parcels versus the original proposed 169 platted parcels.

Julie Ferriera, 501 Date St., inquired about whether the property owners are considering the large mature tree canopy and its protection during construction.

Mr. Platt explained that staff works with the contractors and homeowners regularly to ensure maximum tree preservation.

Ted Griffin, 2427 High Rigger Rd., inquired whether there will always be public access. Mr. Platt confirmed that yes, there will always be a 5-acre public park available to all.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0009 to the City Commission; AND that PAB case 2021-0009 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 6.2 PAB 2021-0010 - Final Plat: Crane Island - Phase 2C, Scott Borowski, Clary & Associates, Agent for The Range at Crane Island, LLC.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0010 to the City Commission; AND that PAB case 2021-0010 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

6.3 CITY OF FERNANDINA BEACH, AGENT FOR IP HOLDINGS GROUP, LLC, NASSAU TRUST LLC, AND MACEDONIA AME CHURCH.

Expansion of Local Downtown Historic District Boundary to include:

BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1","3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4".

Willing property owners have requested to be included in the City's locally adopted downtown historic district boundary. LDC Section 8.03.02 (M) requires that the Planning Advisory Board make recommendations for the consideration of the Historic District Expansion before proceeding to the City Commission for final decision making through an ordinance. After following all applicable review and notice criteria provided in LDC Section 8.03.02, the Historic District Council (reference HDC 2021-0033) completed its review and issued a recommendation of approval at its regular meeting on October 21, 2021. Staff continues to support the district's expansion.

Sal Cumella, City of Fernandina Beach Preservation Planner, provided the Board with a slideshow presentation of all properties requesting the historic district designation. This included the criteria they each meet in order to qualify as a contributing historic structure.

Public comment was opened

Mike Kegler, 325 St., provided a brief explanation of the corner stone that was recently unearthed at the Macedonia church .

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of the Expansion of Local Downtown Historic District Boundary to include: BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1","3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4" to the City Commission; AND that this recommendation as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

6.4 LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB CASES 2021-12, 2021-13, 2021- 14, 2021-15, 2021-16)

The following Land Development Code Text Amendments have been reviewed and discussed over the past several months in noticed public meetings by the Planning Advisory Board. The hearing to be conducted on this agenda is for final recommendations by the PAB before moving the items to the City Commission for decision making through several ordinances. The City Commission will consider items at two public hearings anticipated for January 18, 2022 and February 15, 2022. Draft and final minutes of all prior public meetings conducted in these cases may be obtained by contacting the Department of Planning and Conservation.

Prior meeting dates include: 9/8/21, 9/22/21, 10/13/21, 10/27/21, and 11/10/21.

6.4.1 CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-12): MINOR AMENDMENTS TO ADDRESS ERRORS, OMISSIONS AND CORRECTIONS INCLUDING SECTION 1.03.05 CONSTRUCTION OR DEMOLITION OF STRUCTURES ON COMBINED LOTS TO ADDRESS PROCEDURAL REQUIREMENTS FOR SEEKING A VARIANCE; AND AMENDING SECTION 1.07.00 DEFINITION OF VARIANCE; AND SECTION 2.03.02 ADDING CEMETERIES AS PERMISSIBLE WITHIN REC ZONING DISTRICT, ADDING HEALTH CLUBS AND GYMS AS PERMISSIBLE IN C-1 ZONING DISTRICT, ADDING MUSIC,

DANCING, PHOTOGRAPHY, OR ART STUDIOS AS PERMISSIBLE IN C-1 ZONING DISTRICT; AND SECTION 4.05.12 TO INCLUDE REFERENCE FOR PORT BUFFER REQUIREMENTS CONSISTENT WITH THE COMPREHENSIVE PLAN; AND SECTION 5.01.03 CLARIFYING ACCESSORY STRUCTURE SETBACKS TO INCLUDE FRONT YARD SETBACK MEASUREMENT; AND SECTION 5.01.05 TO CLARIFY THE MEASUREMENT OF FENCES AND WALLS; AND SECTION 5.01.06 ALLOWING FOR VINYL DUMPSTER ENCLOSURES AND ADDING AN EXEMPTION FOR INDUSTRIAL USES ON I-2 ZONED PROPERTIES; AND SECTION 6.02.04 CLARIFYING SUPPLEMENTAL STANDARDS FOR MOTORIZED VEHICLE SALES WITHIN THE MU-8 ZONING DISTRICT; AND SECTION 8.01.02(D) TO REFERENCE PREVIOUSLY CORRECTED PARKING STANDARDS WITHIN THE COMMUNITY REDEVELOPMENT AREA (CRA); and SECTION 7.01.04(a) FOOTNOTE 2 TO REFERENCE TO CRA PARKING STANDARDS; AND AMENDING SECTION 11.02.01 TO PROVIDE ADDITIONAL NOTICE REQUIREMENTS FOR CERTAIN APPLICATIONS; AND AMENDING 11.02.03 EXPANDING MAILED NOTICE REQUIREMENTS TO 500 FEET; AND AMENDING 11.07.01 CLARIFYING APPEALS OF ADMINISTRATIVE DECISIONS

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0012 to the City Commission; AND that PAB case 2021-0012 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

642 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-13):** CITY COMMISSION DIRECTED TREE ORDINANCE UPDATES INCLUDING AMENDING SECTION 4.05.03 LANDSCAPE REQUIREMENTS, SECTION 4.05.04 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT, SECTION 4.05.10 STANDARDS FOR RETENTION AND DETENTION PONDS, ADDING SECTION 10.03.01 (c) ADMINISTRATIVE WAIVERS FOR TREE PROTECTION, 11.05.03 INSTALLATION AND MAINTENANCE GUARANTEES FOR LANDSCAPING

Mr. Platt provided a review of the history of the proposed changes.

Member Robas inquired about the potential expansion of a wetland buffer. Mr. Platt confirmed that staff is currently working on updating and expanding the wetland layer in GIS and will use that data to conduct a thorough analysis of this proposed amendment, to be presented at a later date.

Members discussed an email that was submitted by the Amelia Tree Conservancy recommending using the classification of “native shade tree”. Concerns were raised about locations such as Fletcher Avenue and the ability for native shade trees to thrive in high salt environments.

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0013 to the City Commission; AND that PAB case 2021-0013 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

643 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-14):** FLORIDA STATUTE DIRECTED MOBILE FOOD DISPENSING “FOOD TRUCKS” ADDING DEFINITIONS IN LDC SECTION 1.00.07, ADDING MOBILE FOOD TRUCK PARK AS A

USE SUBJECT TO SUPPLEMENTAL STANDARDS IN LDC SECTION 2.03.02 AND PROVIDING SUPPLEMENTAL STANDARDS IN LDC SECTION 6.02.15.

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Stevenson to recommend approval of PAB case 2021-0014 to the City Commission; AND that PAB case 2021-0014 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 644 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-15): ENCROACHMENTS TO ADD DEFINITIONS IN LDC SECTION 1.07.00 FOR DECKS, BALCONIES, AND PORCHES AND AMENDING SECTION 4.02.03 (a) ADDING A PORCH ENCROACHMENT ALLOWANCE AND CLARIFYING DECK SETBACKS**

Mr. Platt reviewed discussions held over previous PAB regular meetings and workshops and the Board agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0015 to the City Commission; AND that PAB case 2021-0015 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 645 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-16): OLD TOWN DESIGN STANDARDS IN SECTIONS 8.01.01.02 (c)(3) AND (J) TO CLARIFY SPECIFIC ALLOWANCES FOR THE DEVELOPMENT OF CONNECTING ELEMENTS BETWEEN SIDE YARD AND FRONTAGE CORRIDORS**

Mr. Platt provided the Board with a brief overview of the history of Old Town's platted lots of record and why the visibility corridors are such a key design element.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Robas to recommend approval of PAB case 2021-0016 to the City Commission; AND that PAB case 2021-0016 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

7. BOARD BUSINESS

- 7.1 Elect Vice-Chair

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Gingher to elect Member Robas as Vice-Chair.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

Chair Minshew stated that she felt this has been a highly productive year and thanked everyone for their dedication and energy.

8. STAFF REPORT

9. PUBLIC COMMENT

No parties wished to speak.

10. ADJOURNMENT 7:22

Taylor Hartmann. Recording Secretary

Genece Minshew, Chair

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Ordinance 2022-07
Land Development Code Amendment - Old Town Design Standards

ITEM TYPE: Ordinance (w/ fiscal impact)

REQUESTED ACTION: Consider Ordinance 2022-07 at First Reading

SYNOPSIS: This Land Development Code (LDC) amendment was prepared to address the Old Town Design Standards to clarify specific allowances for the development of connecting elements in side yard corridors. The Planning Advisory Board (PAB), at its December 8, 2021, Regular Meeting, issued a recommendation of approval.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve proposed Ordinance 2022-07 at First Reading.

Kelly Gibson, Planning Director	12/30/2021
Monica Benischeck, Administrative Services Manager	12/30/2021
Dale Martin, City Manager	1/10/2022
Tammi E. Bach, City Attorney	1/10/2022

A handwritten signature in blue ink that reads 'Sylvie McCann'.

Date: December 15, 2021

Submitted By: Sylvie McCann, Administrative Coordinator

COMMISSION ACTION: Approve

ORDINANCE 2022-07

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE (LDC) SECTION 8.01.01.02 TO CLARIFY SPECIFIC ALLOWANCES FOR DEVELOPMENT OF CONNECTING ELEMENTS WITHIN SIDE YARD CORRIDORS IN OLD TOWN; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach has applied for an LDC text amendment to clarify specific allowances for development of “connecting” elements within side yard corridors in Old Town; and

WHEREAS, the City Commission adopted a unified Land Development Code (LDC) 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, the Historic District Council held a public hearings on November 18, 2021 to discuss and consider public comment on the requested LDC Text Amendments;

WHEREAS, the Planning Advisory Board (PAB), acting as the City’s Local Planning Agency, considered the application at its Regular Meeting on Wednesday, December 8, 2021, and issued a recommendation of approval for the requested amendments; and

WHEREAS, notice of public hearing on such Land Development Code amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on November 24, 2021.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the amendments attached hereto as Exhibit “A,” amending multiple LDC Sections to clarify specific allowances for development of “connecting” elements within side yard corridors in Old Town.

SECTION 2. 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 3. This Ordinance shall become effective immediately upon enactment.

ENACTED this 15th day of February, 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Mayor - Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

Date of First Reading: January 18, 2022

Date of Second Reading/Final Hearing: _____

Date of Publication:

ORDINANCE 2022-07
EXHIBIT "A"

8.01.01.02 Specific Requirements within the OT-1 and OT-2 Zoning Districts

C. General requirements

1. Guidelines adopted by reference: The Old Town Preservation and Design Guidelines are hereby adopted by reference and incorporated herein.
2. Purpose In the Old Town Historic District, the major emphasis is on building placement according to the historic plan and appropriate scale and construction, rather than architectural styles. Building form is discussed in the context of building typology rather than architectural styles. Typological discussions concentrate on the architectural elements that make a building compatible with the context of Old Town. Variances to the guidelines may be granted based on architectural merit. These regulations do not supersede existing codes covering health and safety issues.

3. Building types

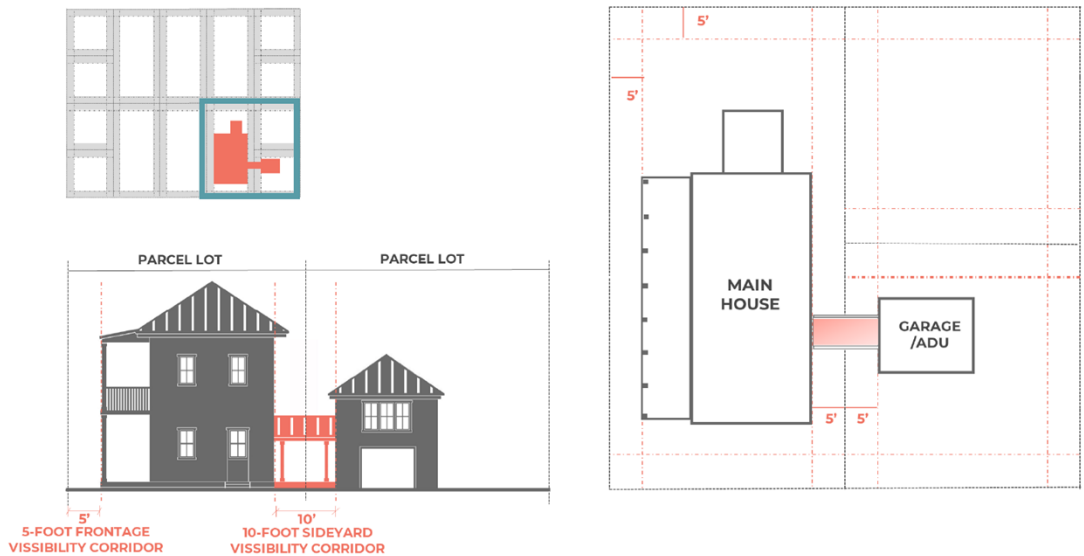
- c. Connecting elements are those architectural components that link primary and outbuildings with each other or act as a transition to the landscape. Connecting elements are considered to be ~~enclosed~~ open spaces that are not ~~permanently-conditioned~~ climate controlled. Connecting elements create openness and give human scale to the building elements and allow owners to take advantage of the climate. Connecting elements include, but are not restricted to, porches, pergolas, colonnades, loggias, breezeways, and carports. The design of connecting elements ~~shall~~ must be compatible with the typology and scale of the building elements; however, these elements can take on many inventive forms to achieve this result. Additions of connecting elements to registered historic structures must comply with required yard corridor dimensions and must be taken on with great care from both an architectural and technical point of view.

J. Lot visibility corridors

The term "visibility corridor" is used in place of "setbacks" to emphasize the spatial effect of building placement. Careful siting of properly scaled building elements on a lot ensures that the historic lot divisions remain visible regardless of the architectural style or number of buildings that exist within the City at any given time. The visibility corridors are subdivided into frontage corridors, side yard corridors and mid-lot corridors.

2. For side yard corridors there ~~shall~~ must be a required minimum setback of five (5) feet separating lots on the north-south orientation. If two (2) or more adjacent properties are owned, then the corridor dimensions are cumulative. Primary and outbuildings ~~shall~~ may not cross lot lines without the use of an open space or connecting element that maintains the dimensions 10-foot dimensional requirement of the side yard corridor, and does not exceed 16 feet in height from the finished floor elevation (FFE) to the peak of the roof.

EXAMPLE:



4. ~~Every point of the required corridors shall be open from its lowest point to the sky unobstructed, except for the ordinary projection of sills, belt courses, buttresses, ornamental features, chimneys, and eaves, provided that none of such projections shall project into a side yard any more than twenty-four (24) inches. Connecting elements such as balconies, porches, or bay windows may also be allowed as projections under these dimensional restrictions. Landscape elements are not covered under this restriction. Reserved.~~

Print

Planning Advisory Board (PAB) - Submission #8396

Date Submitted: 12/1/2021

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 (≤ 10 acres \$2,500 / > 10acres \$5,000)

☐

Land Use Map Amendment (≤ 10 acres \$2,500 / > 10acres \$5,000)

☒

LDC Text Amendment (\$1,500)

☐

Comp Plan Amendment (\$5,000)

☐

Subdivision Plat " Preliminary (≤ 20 units \$3,000 / > 20 units \$5,000)

☐

Subdivision Plat " Final (\$1,500)

☐

Vacation of R.O.W. (\$3,500)

☐

Small Cell Outside R.O.W. (per application) (\$500)

☐

Voluntary Annexation (\$2,000)

☐

Development of Regional Impact: Amend Development Order (\$1,500)

☐

New Telecommunications Structure (\$2,000)

☐

Revision to each PAB Application - 1/2 cost of original application fee (To offset additional display ad fee)

pab 2022



IMPORTANT NOTES

Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, you’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 “ see LDC Section 11.01.08.



Preliminary Subdivision Plat “ see LDC Section 11.01.05.



Final Subdivision Plat “ LDC Section 11.01.05.



Zoning Map Changes “ 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 forty-five (45) days before the date of the Planning Advisory Board’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, Owner’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 City’s Comprehensive Plan.



o A justification for the proposed amendment(s) or action(s).

Have you met with a planner for a pre-application meeting?*

Yes

What was the date of your pre-application meeting?*

12/1/2021

If you have yet to have a pre-application meeting, please choose a date and time to schedule your meeting now. Every Tuesdays are reserved for pre-application appointments.*

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser’s Website’s Map Search](#)

Site Address*

204 Ash Street

City*

Fernandina Beach

State*

FL

Zip*

32034

Parcel ID #(s)*

00-00-31-1800-0270-0010

Lot*

29-34

Block*

270

Subdivision*

COFB

Zoning District*

C-3

Future Land Use Designation*

Central Business District

REVIEW TYPE*

☐ Zoning Map Amendment ≤ 10 acres

☐ Zoning Map Amendment > 10 acres

☒ LDC Text Amendment

☐ Comp Plan Amendment

☐ Subdivision Plat “ Preliminary ≤ 20 units

☐ Subdivision Plat “ Preliminary > 20 units

☐ Subdivision Plat “ Final

☐ Vacation of R.O.W.

☐ Voluntary Annexation

☐ Revision to PAB Application

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

City of

Last Name*

Fernandina Beach

Company (if applicable)

City of Fernandina Beach

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

FL

Zip*

32034

Telephone Number*

9043103480

Email Address*

kgibson@fbfl.org

OWNER'S AGENT

If other than owner. If an agent will be representing the owner, an Owner’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

9043103480

E-mail Address

planninginfo@fbfl.city

PROJECT INFORMATION

Previous Planning/Zoning Approvals

Summary of Request (more detailed information to be provided in required letter of intent)*

CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-16): OLD TOWN DESIGN STANDARDS IN SECTIONS 8.01.01.02 (c)(3) AND (J) TO CLARIFY SPECIFIC ALLOWANCES FOR THE DEVELOPMENT OF CONNECTING ELEMENTS BETWEEN SIDE YARD AND FRONTAGE CORRIDORS

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*

12/1/2021

Upload Supporting Documentation*

11 12 21.jpg



Upload 2

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Upload 3

Choose File

No file selected

Upload 4

Choose File

No file selected

DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning



City of Fernandina Beach

OFFICE OF THE CITY ATTORNEY

MEMORANDUM

TO: Historic District Council

CC: Sal Cumella, Historic Preservation Planner and
Planning and Conservation Department

FROM: Tammi E. Bach, City Attorney

DATE: September 10, 2021

RE: Lot Visibility Corridors (Side Yard Corridors)
Reconsideration of Old Town Cases

As you know, Board Member Spino has asked the staff to include two cases for reconsideration on the September 16, 2021 HDC agenda. Member Spino must make a motion to reconsider each case (Cases 2021-0018 and 2021-0025) on September 16, 2021, and I hope that his motion will be seconded and ultimately pass to allow the HDC to rehear these cases.

The decisions made by the HDC do not set precedent, as I have advised you many times. However, the subsections of the Land Development Code dealing with lot visibility corridors, specifically side yard corridors, are not clear and have been applied in an inconsistent manner.

Section 8.01.01.02(I) Lot Visibility Corridors

2. For side yard corridors there shall be a required minimum setback of five (5) feet separating lots on the north-south orientation. If two (2) or more adjacent properties are owned, then the corridor dimensions are cumulative. Primary and outbuildings shall not cross lot lines without the use of an open space or connecting element that maintains the dimensions of the side yard corridor.

4. Every point of the required corridors shall be open from its lowest point to the sky unobstructed, except for the ordinary projection of sills, belt courses, buttresses, ornamental features, chimneys, and eaves, provided that none of such projections shall project into a side yard any more than twenty-four (24) inches. Connecting elements such as balconies, porches, or bay windows may also be allowed as projections under these dimensional restrictions. Landscape elements are not covered under this restriction.

Inconsistent application of land development regulations to different cases may leave the HDC (City) open to constitutional challenges based upon fairness and equal protection principles. Decisions made by the HDC regarding encroachments into side yard corridors over the last several years are not consistent with regard to the extent of the encroachments permitted. Unlike architectural details which are difficult to compare between cases, an encroachment is an encroachment. Therefore, it is more likely that a

constitutional equal protection claim could be maintained for inconsistent application of the regulations dealing with encroachments into side yard corridors.

I believe the above-referenced cases should be reheard keeping in mind how the subsections of Section 8.01.01.02 of the Land Development Code (LDC) have been interpreted and applied in other cases with regard to the extent of encroachments into side yard corridors.

We must then review the regulations in Section 8.01.01.02 of the LDC and revise the language to clarify the intent of the HDC and City Commission with regard to side yard corridors. If the language of the LDC is amended, the HDC can apply the lot visibility regulations to new cases with confidence that they will be applied fairly.

OT VIEW CORRIDOR
LDC Text Amendments
December 2021

Summary: The Historic District Council has struggled to maintain consistency in its review and consideration of connecting elements that extend into required setbacks within the Old Town Historic District. This has resulted in confusion for applicants/owners, staff, and the board. In an effort to clarify intention, and to achieve consistency for future projects, staff presented three options for possible LDC text amendments to the board for discussion and direction at their Thursday, November 18, 2021 regular meeting. After board deliberation and a unanimous vote, the Historic District Council wishes to forward the following recommended amendments to chapter 8 of the Land Development Code to the Planning Advisory Board for consideration.

Background/ Old Town Plan: Sited on a bluff above the Amelia River, the original Old Town plan consisted of some 13 blocks arranged around a Plaza at the western edge of the settlement. Each block was made up of four to six peonias, a basic urban lot type established by the Law of the Indies, and as many as eight media peonias or half lots. The size of the peonia was based in part on its use as a residential lot that provided an area for agriculture. The Spanish used the vara (equivalent of 33-inches today) to establish the size of the peonia (46-feet, 6-inches x 93-feet) and media peonia (46-feet, 6-inches x 46-feet, 6-inches). By 1937, the original settlement had been expanded to some 20 full blocks and seven smaller blocks – all made up of peonias and media peonias. As dictated by the Law of the Indies, the Spanish plan provided for the orderly distribution of buildings based on type with civic and religious structures sited near the plaza. Most of the structures of the original settlement were primarily residential.

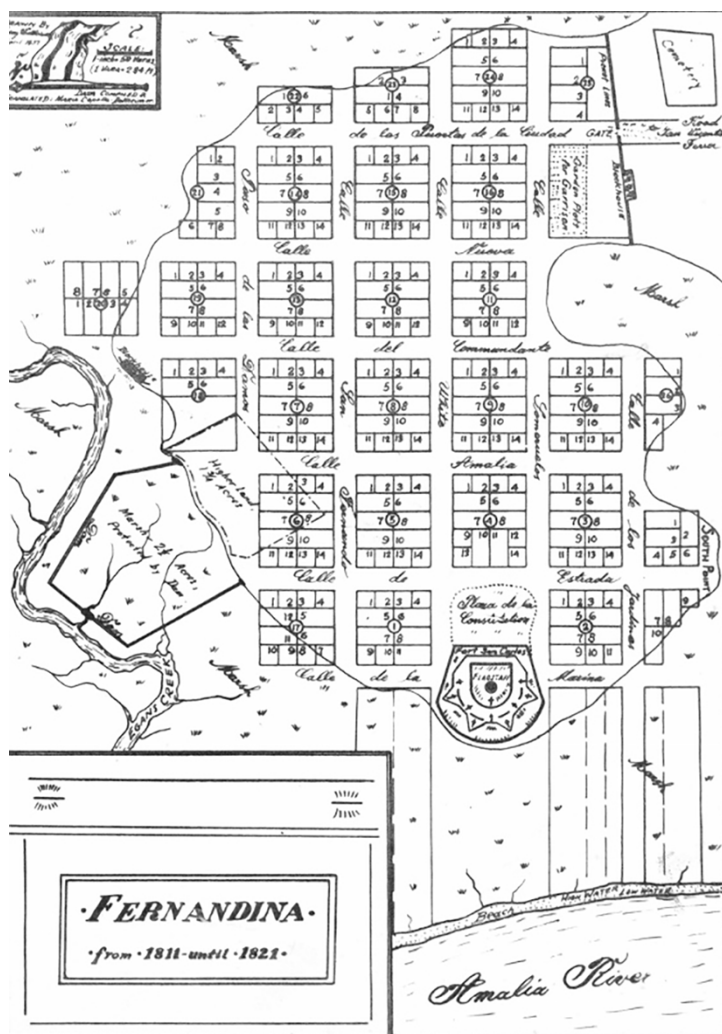
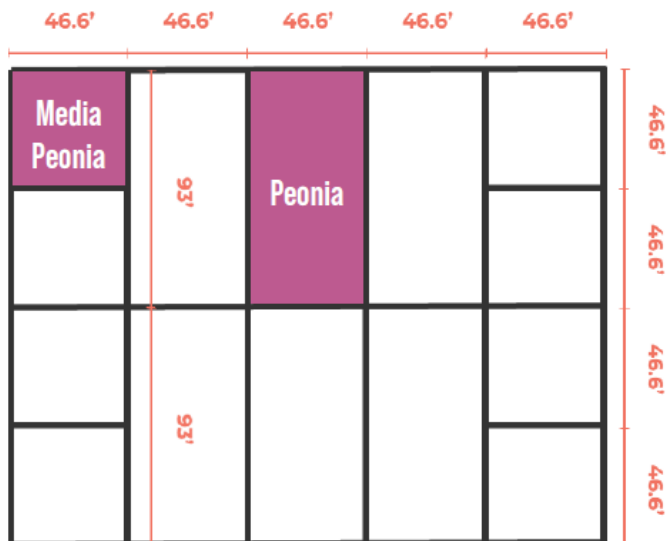


Figure 1 (left): Map of Old Town drawn by Franz Dollheimer in April 1937 based on data compiled and translated by Maria Copella Dollheimer.

Figure 2 (below): Typical block with peonia (original, full lots) and media peonia (original, half lots).



OT VIEW CORRIDOR
LDC Text Amendments
December 2021

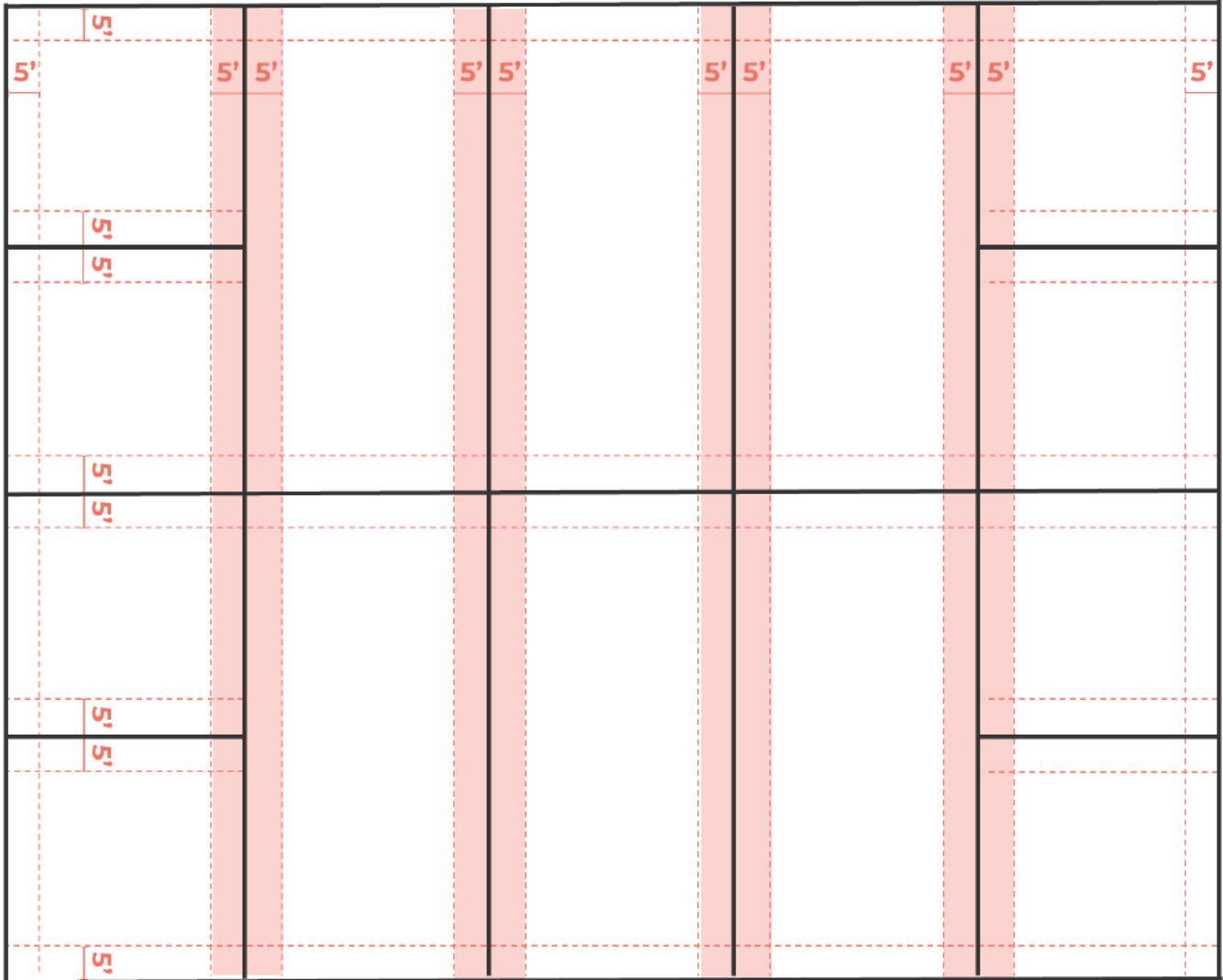


Figure 3 (above): Side-yard Corridors plan diagram for a typical block.

OT VIEW CORRIDOR
LDC Text Amendments
December 2021

Chapter 8 HISTORIC DISTRICTS AND THE AMELIA RIVER WATERFRONT COMMUNITY REDEVELOPMENT AREA

8.01.01.02 Specific Requirements within the OT-1 and OT-2 Zoning Districts

C. General requirements

1. Guidelines adopted by reference: The Old Town Preservation and Design Guidelines are hereby adopted by reference and incorporated herein.
2. Purpose In the Old Town Historic District, the major emphasis is on building placement according to the historic plan and appropriate scale and construction, rather than architectural styles. Building form is discussed in the context of building typology rather than architectural styles. Typological discussions concentrate on the architectural elements that make a building compatible with the context of Old Town. Variances to the guidelines may be granted based on architectural merit. These regulations do not supersede existing codes covering health and safety issues.

3. Building types

a....

b....

c. Connecting elements are those architectural components that link primary and outbuildings with each other or act as a transition to the landscape. Connecting elements are considered to be **enclosed open** spaces that are not **permanently conditioned climate controlled**. Connecting elements create openness and give human scale to the building elements and allow owners to take advantage of the climate. Connecting elements include, but are not restricted to, porches, pergolas, colonnades, loggias, breezeways, and carports. The design of connecting elements **shall must** be compatible with the typology and scale of the building elements; however, these elements can take on many inventive forms to achieve this result. Additions of connecting elements to registered historic structures **must comply with required yard corridor dimensions and** must be taken on with great care from both an architectural and technical point of view.

J. Lot visibility corridors

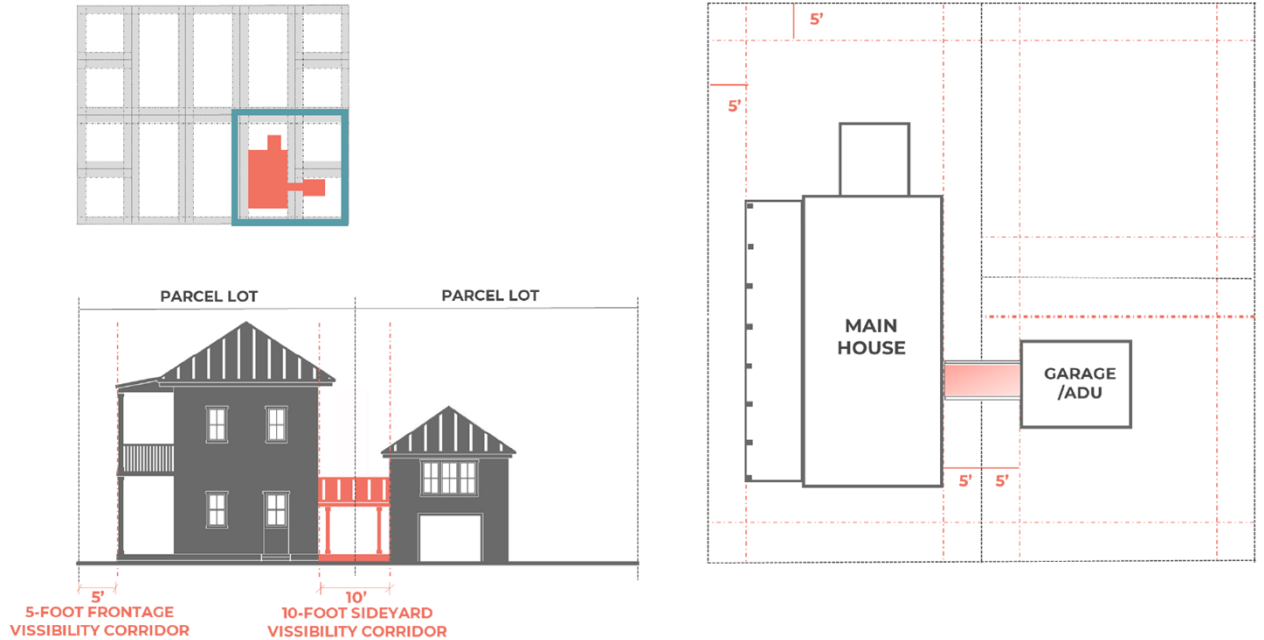
The term "visibility corridor" is used in place of "setbacks" to emphasize the spatial effect of building placement. Careful siting of properly scaled building elements on a lot ensures that the historic lot divisions remain visible regardless of the architectural style or number of buildings that exist within the City at any given time. The visibility corridors are subdivided into frontage corridors, side yard corridors and mid-lot corridors.

1...

2. For side yard corridors there **shall must** be a required minimum setback of five (5) feet separating lots on the north-south orientation. If two (2) or more adjacent properties are owned, then the corridor dimensions are cumulative. Primary and outbuildings shall not cross lot lines without the use of an open space or connecting element that maintains the **10-foot dimensional requirement** of the side yard corridor, **and does not exceed 16 feet in height from the finished floor elevation (FFE) to the peak of the roof.**

EXAMPLE

OT VIEW CORRIDOR
LDC Text Amendments
December 2021



3...

4. Every point of the required corridors shall be open from its lowest point to the sky unobstructed, except for the ordinary projection of sills, belt courses, buttresses, ornamental features, chimneys, and eaves, provided that none of such projections shall project into a side yard any more than twenty-four (24) inches. Connecting elements such as balconies, porches, or bay windows may also be allowed as projections under these dimensional restrictions. Landscape elements are not covered under this restriction.

5...

APPROVED



**MINUTES
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
NOVEMBER 18, 2021**

1. **CALL TO ORDER 5:00**
2. **ROLL CALL / DETERMINATION OF QUORUM**

MEMBERS PRESENT

James Pozzetta	Teresa Duncan
Michael Spino	Tammi Kosack
Michael Harrison (Chair)	Froilan Esclusa (Alt 1)
Tim Poynter (Alt 2)	

MEMBERS ABSENT:

None

OTHERS PRESENT:

Tammi Bach, City Attorney
Sal Cumella, Historic Preservation Planner
Taylor Hartmann, Recording Secretary

No members disclosed ex parte communications.

City Attorney Tammi Bach explained the Quasi-Judicial hearing procedures and approval and denial processes regarding variances.

Ms. Hartmann administered the oath for all parties that would be giving testimony.

3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF MEETING MINUTES**

4.1 Approval of Minutes for the Regular Meeting of October 21, 2021.

Member Spino noted an addition to Item 6.1 as Member Pozzetta seconded the motion.

Chair Harrison noted that a certificate of appreciation was presented to Member Morrison and members thanked him for his dedication and service to the HDC.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Spino to approve the minutes as presented.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5. **OLD BUSINESS**

5.1 **HDC 2021-0029 - COTNER ASSOCIATES, INC., AGENT FOR FRANK & REBECCA POSTMA, 12 S. 6TH STREET**
Certificate of Approval (COA) to demolish and reconstruct additions, add pool, paver terrace, and

associated fencing. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

John Cotner, 1627 Atlantic Avenue, agent for the applicant, provided the Board with an overview of changes made to the proposed plans since the conceptual approval in August 2021; the changes pertaining adjusting the front window configuration and exterior siding style.

Member Spino expressed concern about the removal of the current asbestos siding and the presence of the original wood siding and inquired about possible alternatives if none is present. He also suggested that a conditional approval with a list of suggested replacement materials might be an option.

Public Hearing was opened and closed with no parties wishing to speak.

Mr. Cumella provided the Board with a brief overview of how residential garages have historically been completely detached from the primary structure. He also stated that the particular location and design of the proposed garage would not significantly alter the current streetscape.

ACTION TAKEN: A motion was made by Member Spino, seconded by Member Kosack to approve HDC case 2021-0029 with the condition that new construction siding dimensions should be differentiated from original construction; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0029, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant approval with conditions at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes, carried.

6. NEW BUSINESS

6.1 HDC 2021-0038 - ROBERT ALLEN, 818 SAN FERNANDO STREET

Certificate of Approval (COA) for a 360 sq. ft. accessory structure. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Robert Allen, 818 San Fernando Street, applicant, spoke about wanting to clean up the property and replace a former utility shed that was torn down due to its poor condition.

Members asked for clarity on the type of window that will be installed. Mr. Cumella confirmed that it is a single-hung window.

Mr. Allen confirmed that the window will have a grid pattern and the exterior siding will be painted to match the principal structure.

Public Hearing was opened and closed with no parties wishing to speak.

Member Kosack expressed concern for the low height of the proposed shed as compared to the tall and somewhat narrow house.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Spino to approve HDC case 2021-0038 with the condition that a dimensioned survey is submitted showing compliance with the 5 foot side and rear yard visibility corridors; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0038, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Old Town Fernandina Preservation Design Guidelines to warrant approval with conditions at this time.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

6.2 HDC 2021-0040 - MIRANDA ARCHITECTS, AGENT FOR KARI BURGESS-WATKINS, 220 N. 3RD STREET

Certificate of Approval (COA) to construct front/rear porches, accessory dwelling unit, accessory structure, and pool. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Jose Miranda, 309 ½ Centre Street, agent for the applicant, stated that the proposed project will be done in phases, as materials are available.

Public Hearing was opened.

Chip Ross, 210 N. 3rd Street, spoke as a neighbor of the property being presented and stated that he is in favor of the proposed renovations.

Member Esclusa inquired about the proposed pool finishes. Mr. Miranda confirmed that the pool deck will be comprised of concrete pavers.

ACTION TAKEN: A motion was made by Member Pozzetta, seconded by Member Kosack to approve HDC case 2021-0040 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0040, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes, carried.

6.3 HDC 2021-0041 - COTNER ASSOCIATES, INC., AGENT FOR LEE THOMAS, 330 S. 7TH STREET

Certificate of Approval (COA) to demolish and reconstruct accessory structure, accessory dwelling unit, and 1-story addition to primary structure. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

John Cotner, 1627 Atlantic Avenue, agent for the applicant, provided the Board with an overview of the proposed plans which include a change to the originally submitted aluminum fence which will instead be a wood shadowbox style fence that is 42" high.

Member Spino inquired about any potential tree loss. Mr. Cotner stated that there are no trees in the immediate path of the proposed plans.

Public Hearing was opened and closed with no parties wishing to speak.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Pozzetta to approve HDC case 2021-0041 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0041, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes, carried.

7. BOARD BUSINESS

7.1 Land Development Code Text Amendments: Direction for Old Town View Corridor

Mr. Cumella reviewed the current LDC language as it relates the Old Town View Corridor guidelines and 3 possible options for amending what is and/or isn't permissible.

Chair Harrison stated that he feels it is equally important to protect the Old Town grid as well as how it relates to each property. He also stated that a clear definition should be discussed and agreed upon regarding the definition of connecting elements.

Member Spino commended Mr. Cumella for his work in preparing the proposed LDC text amendment document and also expressed concern over wanting to ensure that Staff has the specific language needed to provide citizens with clear expectations of the visibility corridor.

Member Poynter stated that he felt people should have a bit of latitude in order to present the best possible design.

Bill Kavanaugh, 112 N. 6th Street, spoke about Old Town being focused on indoor and outdoor living with porches and green spaces. He also spoke in favor of allowing open aired connecting elements in the visibility corridor.

Ms. Bach provided the Board with some proposed changes so to clarify the definition of connecting elements.

Members all agreed that Option 2, which allows for unconditioned and open aired connecting elements within the visibility corridor is the best option and the one to recommend to the Planning Advisory Board as an LDC text amendment.

Member Spino asked all Board members to contact commissioners and recommend Chair Harrison for reappointment.

8. STAFF REPORT

8.1 Staff Certificate of Approval - October 2021

9. PUBLIC COMMENT

No parties wished to speak.

10. ADJOURNMENT 7:01


Taylor Hartmann, Recording Secretary


Michael Harrison, Chair



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
DECEMBER 8, 2021**

1. CALL TO ORDER 5:00

2. ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan

MEMBERS ABSENT:

Brandy Carvalho

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary
Andrew Crozier, WGI (Virtual)

3. PLEDGE OF ALLEGIANCE

Chair Minshew reviewed a few housekeeping guidelines and congratulated Member Robas and Member Gingher on their reappointments to the PAB.

4. APPROVAL OF MEETING MINUTES

4.1 Approval of Minutes for the PAB Regular Meeting of November 10, 2021.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as presented.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5. OLD BUSINESS

5.1 Vision 2045 Plan Presentation by WGI with Board and Public Discussion

(All draft documents will be uploaded to the Vision 2045 website by December 8, 2021.)

Official kick-off of the 4-week public comment period from December 8, 2021 - January 5, 2022

Ms. Gibson provided the Board a brief overview of the history of the Vision 2045 Plan and introduced WGI Consultant, Andrew Crozier.

Mr. Crozier presented a PowerPoint slideshow of the Vision 2045 Plan format and content. This included a timeline of what activities have taken place since the start of this process in May 2021, a mission statement of the Vision, main themes, implementation methods, and appendices for additional supporting documentation.

Ms. Gibson stated that PDF and text forms of this presentation, as well as a comment box, are available on the City website.

Chair Minshew opened the public comment forum.

Eric Schmidt, virtual, spoke of the opportunity to meet with the consultants and felt that it was a very productive way to provide input.

With no other parties wishing to speak, Chair Minshew closed the public comment forum.

Commissioner Kreger, stated that he had anticipated seeing more individuals and inquired whether there would be an additional opportunity for public outreach.

Members commended staff and WGI on the incredible amount of time and effort that has been put into the Vision Plan.

Julie Ferriera, 501 Date Street, inquired about seeing more of the document and possibly pushing back the public comment and/or workshop until after the holiday.

Betsey Huben, inquired about possibly distributing copies of the document to locations such as the Chamber of Commerce and public library.

Richard Timm, Phone, 2126 Shell Cove Circle, offered the suggestion of providing a brief video that summarizes the document.

Members all agreed that more face-to-face time with the public is necessary.

6. NEW BUSINESS

- 6.1 PAB 2021-0009 - Final Plat: Crane Island - Phase 2E, Scott Borowski, Clary & Associates, Agent for The Range at Crane Island, LLC.

Member Robas inquired about the total number of platted lots on Crane Island.

Mr. Platt confirmed that the Crane Island subdivision will only have 113 platted parcels versus the original proposed 169 platted parcels.

Julie Ferriera, 501 Date St., inquired about whether the property owners are considering the large mature tree canopy and its protection during construction.

Mr. Platt explained that staff works with the contractors and homeowners regularly to ensure maximum tree preservation.

Ted Griffin, 2427 High Rigger Rd., inquired whether there will always be public access. Mr. Platt confirmed that yes, there will always be a 5-acre public park available to all.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0009 to the City Commission; AND that PAB case 2021-0009 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 6.2 PAB 2021-0010 - Final Plat: Crane Island - Phase 2C, Scott Borowski, Clary & Associates, Agent for The Range at Crane Island, LLC.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0010 to the City Commission; AND that PAB case 2021-0010 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

6.3 CITY OF FERNANDINA BEACH, AGENT FOR IP HOLDINGS GROUP, LLC, NASSAU TRUST LLC, AND MACEDONIA AME CHURCH.

Expansion of Local Downtown Historic District Boundary to include:

BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1","3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4".

Willing property owners have requested to be included in the City's locally adopted downtown historic district boundary. LDC Section 8.03.02 (M) requires that the Planning Advisory Board make recommendations for the consideration of the Historic District Expansion before proceeding to the City Commission for final decision making through an ordinance. After following all applicable review and notice criteria provided in LDC Section 8.03.02, the Historic District Council (reference HDC 2021-0033) completed its review and issued a recommendation of approval at its regular meeting on October 21, 2021. Staff continues to support the district's expansion.

Sal Cumella, City of Fernandina Beach Preservation Planner, provided the Board with a slideshow presentation of all properties requesting the historic district designation. This included the criteria they each meet in order to qualify as a contributing historic structure.

Public comment was opened

Mike Kegler, 325 St., provided a brief explanation of the corner stone that was recently unearthed at the Macedonia church .

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of the Expansion of Local Downtown Historic District Boundary to include: BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1","3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4" to the City Commission; AND that this recommendation as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

6.4 LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB CASES 2021-12, 2021-13, 2021- 14, 2021-15, 2021-16)

The following Land Development Code Text Amendments have been reviewed and discussed over the past several months in noticed public meetings by the Planning Advisory Board. The hearing to be conducted on this agenda is for final recommendations by the PAB before moving the items to the City Commission for decision making through several ordinances. The City Commission will consider items at two public hearings anticipated for January 18, 2022 and February 15, 2022. Draft and final minutes of all prior public meetings conducted in these cases may be obtained by contacting the Department of Planning and Conservation.

Prior meeting dates include: 9/8/21, 9/22/21, 10/13/21, 10/27/21, and 11/10/21.

6.4.1 CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-12): MINOR AMENDMENTS TO ADDRESS ERRORS, OMISSIONS AND CORRECTIONS INCLUDING SECTION 1.03.05 CONSTRUCTION OR DEMOLITION OF STRUCTURES ON COMBINED LOTS TO ADDRESS PROCEDURAL REQUIREMENTS FOR SEEKING A VARIANCE; AND AMENDING SECTION 1.07.00 DEFINITION OF VARIANCE; AND SECTION 2.03.02 ADDING CEMETERIES AS PERMISSIBLE WITHIN REC ZONING DISTRICT, ADDING HEALTH CLUBS AND GYMS AS PERMISSIBLE IN C-1 ZONING DISTRICT, ADDING MUSIC,

DANCING, PHOTOGRAPHY, OR ART STUDIOS AS PERMISSIBLE IN C-1 ZONING DISTRICT; AND SECTION 4.05.12 TO INCLUDE REFERENCE FOR PORT BUFFER REQUIREMENTS CONSISTENT WITH THE COMPREHENSIVE PLAN; AND SECTION 5.01.03 CLARIFYING ACCESSORY STRUCTURE SETBACKS TO INCLUDE FRONT YARD SETBACK MEASUREMENT; AND SECTION 5.01.05 TO CLARIFY THE MEASUREMENT OF FENCES AND WALLS; AND SECTION 5.01.06 ALLOWING FOR VINYL DUMPSTER ENCLOSURES AND ADDING AN EXEMPTION FOR INDUSTRIAL USES ON I-2 ZONED PROPERTIES; AND SECTION 6.02.04 CLARIFYING SUPPLEMENTAL STANDARDS FOR MOTORIZED VEHICLE SALES WITHIN THE MU-8 ZONING DISTRICT; AND SECTION 8.01.02(D) TO REFERENCE PREVIOUSLY CORRECTED PARKING STANDARDS WITHIN THE COMMUNITY REDEVELOPMENT AREA (CRA); and SECTION 7.01.04(a) FOOTNOTE 2 TO REFERENCE TO CRA PARKING STANDARDS; AND AMENDING SECTION 11.02.01 TO PROVIDE ADDITIONAL NOTICE REQUIREMENTS FOR CERTAIN APPLICATIONS; AND AMENDING 11.02.03 EXPANDING MAILED NOTICE REQUIREMENTS TO 500 FEET; AND AMENDING 11.07.01 CLARIFYING APPEALS OF ADMINISTRATIVE DECISIONS

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0012 to the City Commission; AND that PAB case 2021-0012 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

642 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-13):** CITY COMMISSION DIRECTED TREE ORDINANCE UPDATES INCLUDING AMENDING SECTION 4.05.03 LANDSCAPE REQUIREMENTS, SECTION 4.05.04 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT, SECTION 4.05.10 STANDARDS FOR RETENTION AND DETENTION PONDS, ADDING SECTION 10.03.01 (c) ADMINISTRATIVE WAIVERS FOR TREE PROTECTION, 11.05.03 INSTALLATION AND MAINTENANCE GUARANTEES FOR LANDSCAPING

Mr. Platt provided a review of the history of the proposed changes.

Member Robas inquired about the potential expansion of a wetland buffer. Mr. Platt confirmed that staff is currently working on updating and expanding the wetland layer in GIS and will use that data to conduct a thorough analysis of this proposed amendment, to be presented at a later date.

Members discussed an email that was submitted by the Amelia Tree Conservancy recommending using the classification of “native shade tree”. Concerns were raised about locations such as Fletcher Avenue and the ability for native shade trees to thrive in high salt environments.

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0013 to the City Commission; AND that PAB case 2021-0013 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

643 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-14):** FLORIDA STATUTE DIRECTED MOBILE FOOD DISPENSING “FOOD TRUCKS” ADDING DEFINITIONS IN LDC SECTION 1.00.07, ADDING MOBILE FOOD TRUCK PARK AS A

USE SUBJECT TO SUPPLEMENTAL STANDARDS IN LDC SECTION 2.03.02 AND PROVIDING SUPPLEMENTAL STANDARDS IN LDC SECTION 6.02.15.

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Stevenson to recommend approval of PAB case 2021-0014 to the City Commission; AND that PAB case 2021-0014 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 644 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-15): ENCROACHMENTS TO ADD DEFINITIONS IN LDC SECTION 1.07.00 FOR DECKS, BALCONIES, AND PORCHES AND AMENDING SECTION 4.02.03 (a) ADDING A PORCH ENCROACHMENT ALLOWANCE AND CLARIFYING DECK SETBACKS**

Mr. Platt reviewed discussions held over previous PAB regular meetings and workshops and the Board agreed on the proposed amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0015 to the City Commission; AND that PAB case 2021-0015 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 645 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-16): OLD TOWN DESIGN STANDARDS IN SECTIONS 8.01.01.02 (c)(3) AND (J) TO CLARIFY SPECIFIC ALLOWANCES FOR THE DEVELOPMENT OF CONNECTING ELEMENTS BETWEEN SIDE YARD AND FRONTAGE CORRIDORS**

Mr. Platt provided the Board with a brief overview of the history of Old Town's platted lots of record and why the visibility corridors are such a key design element.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Robas to recommend approval of PAB case 2021-0016 to the City Commission; AND that PAB case 2021-0016 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

7. BOARD BUSINESS

- 7.1 Elect Vice-Chair

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Gingher to elect Member Robas as Vice-Chair.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

Chair Minshew stated that she felt this has been a highly productive year and thanked everyone for their dedication and energy.

8. STAFF REPORT

9. PUBLIC COMMENT

No parties wished to speak.

10. ADJOURNMENT 7:22

Taylor Hartmann. Recording Secretary

Genece Minshew, Chair

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Ordinance 2021-37
Code Amendment - Conservation and Preservation of Land

ITEM TYPE: Ordinance (w/ fiscal impact)

REQUESTED ACTION: Consider Ordinance 2021-37 at Second Reading.

SYNOPSIS: Ordinance 2018-13 was enacted by the City Commission at its Regular Meeting on June 19, 2018, establishing a comprehensive land conservation and preservation program including a land conservation trust fund. This Ordinance amends Chapter 42, Article VIII of the City's Code of Ordinances by amending the processes by which the City identifies and acquires property for conservation purposes.

FISCAL IMPACT: No fiscal impact to the conservation fund is anticipated.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission enact proposed Ordinance 2021-37 at Second Reading.

Monica Benischeck, Administrative Services Manager	12/30/2021
Dale Martin, City Manager	1/10/2022
Pauline Testagrose, Comptroller	1/10/2022
Tammi E. Bach, City Attorney	1/10/2022

Date: December 22, 2021

Submitted By: Katie Newton, Legal Assistant

COMMISSION ACTION: Enact

ORDINANCE 2021-37

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING ARTICLE VIII, CONSERVATION AND PRESERVATION OF LAND UNDER CHAPTER 42, ENVIRONMENT; AMENDING SECTION 42-190 OBJECTIVES; AMENDING SECTION 42-192 DEFINITIONS; AMENDING SECTION 42-193 LAND CONSERVATION TRUST FUND; AMENDING SECTION 42-194 ADMINISTRATION; AMENDING SECTION 42-196 CRITERIA FOR EVALUATION OF LANDS; AMENDING SECTION 42-197 ACQUISITION LIST; AMENDING SECTION 42-198 NOMINATION OF ACQUISITION PROPOSALS; AMENDING SECTION 42-199 PROCEDURES FOR SELECTIONS AND PURCHASE PROCEDURES; AMENDING SECTION 42-200 MANAGEMENT AND USE OF ENVIRONMENTALLY SENSITIVE LANDS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission is unanimously committed to land conservation and proper management of environmentally sensitive lands; and

WHEREAS, in 2018, the City Commission passed Ordinance 2018-13, establishing a comprehensive land conservation and preservation program including a land conservation trust fund; and

WHEREAS, the Commission directed staff to clarify the process for identifying and acquiring lands for conservation; and

WHEREAS, it is in the best interests of residents and visitors for the City to amend the conservation and land management program to ensure that the City's precious natural resources are protected.

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

SECTION 1. It is hereby proposed that Section 42-190 of the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended to read as follows:

Sec. 42-190. - Objectives.

The objectives of the Fernandina Beach Land Conservation Program are the acquisition, conservation, preservation, restoration, and maintenance of:

- (1) Vital and significant threatened natural lands, marine forests, upland and wetland communities;
- (2) Environmentally sensitive lands;
- (3) Lands that have been altered but are capable of being restored;
- (4) Improved or unimproved lands that may be useful for conservation; and
- (5) Interests in lands such as conservation easements, scenic easements and any other interests, located within and adjacent to the City, for the benefit of present and future generations.

(6) open space in the floodplain in order to reduce flooding and restore the natural benefits.

SECTION 2. It is hereby proposed that Section 42-192 of the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended to read as follows:

The following words and phrases, when used in this article, ~~shall~~ have the meanings ascribed to them in this section:

Acquisition project means 1 or more parcels of land that have been approved by the commission for conservation or preservation.

Acquisition proposal means an application for nomination or recommendation of 1 or more parcels of land, or interests in land, for conservation or preservation.

Buffer land means land which is adjacent to publicly owned environmental land, or privately held land permanently dedicated to conservation, or that land which is an in-holding within publicly owned environmental land, and which, if not acquired, would threaten the environmental integrity of the existing resource, or if acquired, would enhance the environmental integrity and connectivity of the resource.

Environmentally sensitive land means any land area and/or water resources that may be determined to contain naturally occurring and relatively unaltered flora, fauna, or geologic conditions. Environmentally sensitive lands may include historical and archeological resources, wetlands, wetland transition areas, estuarine shoreline areas; 100 year floodplains, open space, dune systems, wildlife habitat, and aquifer recharge areas. *See City of Fernandina Beach 2030 Comprehensive Plan Definitions and Acronyms.*

Management means the preservation, enhancement, restoration, conservation, monitoring, or maintenance of the natural resource values of lands which have been acquired or approved for management under this program, including provision of appropriate public access.

Natural resource-based recreation means all forms of uses which are consistent with the goals of this program and are compatible with the specific parcel. Such uses ~~shall include but are not be~~ limited to hiking, nature photography, bird-watching, kayaking, canoeing, swimming, hunting and fishing.

Nonprofit organization means an organization as defined in section 501 of the United States Internal Revenue Code, which includes among its primary goals the conservation of natural resources and the protection of the environment.

Open space means a parcel of land in a primarily open and/or undeveloped condition that may be suitable for any of the following: natural areas; wildlife and native plant habitat; important wetlands or watershed lands; wetland transition areas; stream or creek corridors; passive or low-impact activities; areas of little or no disturbance; and/or trails for non-motorized activities. See also City of Fernandina Beach 2030 Comprehensive Plan Definitions and Acronyms.

~~*Target protection areas* means larger areas of environmentally sensitive land or other land within which are located specific sites which generally satisfy the initial screening criteria and meet the goals of this program.~~

Water Body Identification number (WBID) means an assessment unit that is intended to represent Florida's waterbodies at the watersheds or sub-watershed scale. WBIDs have a unique identification number that is tracked by the Florida Department of Environment.

SECTION 4. It is hereby proposed that Section 42-194 of the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended to read as follows:

Sec. 42-194. - Administration.

The program ~~shall be~~ is managed by the City Manager through the designated administrative staff. The Commission retains the authority to approve application proposals, borrowings, disbursements and disposition of property. The Commission may approve interlocal or other agreements for the management of any portion or all of the program.

The three-step process for identifying and acquiring conservation land is as follows:

1. The City will identify vacant land in the City limits or that can be annexed into the City limits suitable for fee simple acquisition or conservation easements.
2. The City will determine if identified properties have a willing property owner to sell or enter into a conservation easement.
3. The City Manager (or designee) may independently or in partnership with the North Florida Land Trust (Reference Resolution 2020-19, as amended) or other City Commission-designated party will contact the owners of the properties on the City Acquisition List as established in Section 142-196 to determine if they are willing to sell and then negotiate a contract.
4. The City Commission will approve and fund or reject the proposed contract.

SECTION 5. It is hereby proposed that Section 42-195 of the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended to read as follows:

Sec. 42-195. - Properties eligible for acquisition and management.

- (1) Properties eligible to be considered for acquisition and management under the program ~~shall be~~ are only those lands, or interests in them, described in this article that are available from willing and voluntary participants.
- (2) Acquisition of property ~~shall not be~~ is not constrained based on the immediate availability of management money.
- (3) Any property not on the acquisition list which is offered for conveyance or donation to the City and is proposed for management under this program ~~shall be evaluated as provided for in this article and~~ may only be accepted and approved for management by the Commission.

SECTION 6. It is hereby proposed that Section 42-196 of the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended to read as follows:

Sec. 42-196. - ~~Criteria for evaluation of lands~~ Eligibility for acquisition and management.

~~(1) — The evaluation of each acquisition proposal shall be based on satisfying at least 1 or more of the initial screening criteria below. Qualified sites shall then be further prioritized by secondary evaluative criteria listed below under subsection (2) of this section. The initial screening criteria are:~~

~~—— (a) — Land with the most rare, unique and endangered habitats found in the city;~~

~~—— (b) — Land offering the best human social values, including equitable geographic distribution, appropriate access for natural resource-based recreation, and enhancement of the aesthetic setting of the city;~~

~~—— (c) — Land which protects the most water resource values, including aquifer recharge, water quality, wetland dependent species habitat, and flood control;~~

~~—— (d) — Land containing the most biological value, including biodiversity, listed species habitat, connectivity, restoration potential, and ecological quality;~~

~~—— (e) — Land which enhances or protects the environment total value of current conservation lands through function as a buffer, ecological link, or habitat corridor;~~

~~—— (f) — Land which can be used to expand the Egans Creek Greenway system and parks; or~~

~~—— (g) — Land which can be used for passive parks or open space as defined by the City of Fernandina Beach 2030 Comprehensive Plan.~~

~~(2) — Those proposed acquisition proposals which are initially qualified under the screening criteria shall be evaluated and ranked by the city's administrative staff using secondary ranking criteria based on site visit information which confirms or refutes the initial screening criteria evaluation, and based on comparative size (to prefer larger of similar parcels), vulnerability to destruction (to prefer most threatened of qualified parcels), overall resource ecological quality (to prefer highest quality of similar parcels) and the estimated feasibility and costs of management (to prefer most manageable parcels).~~

~~(3) — The commission shall approve and make a part hereof the attached initial list of target protection areas within which are located specific sites which generally satisfy the initial screening criteria and meet the goals of the program. Inclusion on this list is not a guarantee of any specific purchase. All specific proposals will be evaluated and ranked by the administrative staff for a recommendation of approval to the commission. In accordance with the goals, policies and procedures of this article, the following list is the first list of target protection areas adopted for consideration:~~

~~—— (a) — All designated conservation or preservation lands on the future land use map of the city's comprehensive plan with predominantly native vegetative cover.~~

~~—— (b) — All natural resource protection areas, as shown on the future land use map.~~

~~—— (c) — All undeveloped lands with predominantly native vegetative cover.~~

~~(4) — The city manager shall prepare and periodically update, for presentation to the commission, a Fernandina Beach Conservation Lands Program manual or brochure, developed by administrative staff, which, upon approval by the commission, shall be used as a guide for implementing the provisions of~~

~~this article, and shall also include the initial and secondary criteria listed hereinabove for evaluating acquisition proposals.~~

The eligibility of lands for public conservation are vacant properties within the existing municipal boundary or properties which are contiguous and may annexed into the City Limits with any of the following characteristics:

- a. Lands which can be used to expand the Egan's Creek Greenway system [Egan's Creek WBID 2127A]; or
- b. Lands partially or wholly containing wetlands; or
- c. Lands partially or wholly in the 100-year and 500-year flood plain; or
- d. Lands in Alligator Creek watershed [Escambia Slough / Alligator Creek WBID 2124B]; or
- e. Lands that contains maritime hammock canopy; or
- f. Lands which can be used for passive parks or open space as defined by the City of Fernandina Beach 2030 Comprehensive Plan.
- g. Lands which protect water resource values, including aquifer recharge, water quality, wetland-dependent species habitat, and flood control; or
- h. Lands containing biological value, including biodiversity, listed species habitat, connectivity, restoration potential, and ecological quality; or
- i. Lands which enhance or protect the environment total value of current conservation lands through function as a buffer, ecological link, or habitat corridor.

SECTION 7. It is hereby proposed that Section 42-197 of the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended to read as follows:

Sec. 42-197. - Acquisition or Easement List.

~~The overall Fernandina Beach Conservation Program Acquisition List shall consist of 2 specific lists: the target protection areas list and the active acquisition list. The commission shall approve both in accordance with the procedures set forth below:~~

~~(1) — The target protection areas list shall consist of lands representing the highest natural resource values (such as natural resource protection areas), but generally not specific parcels, and is initially approved by the commission and updated periodically by the commission. It is established and updated in accordance with program goals, procedures and criteria.~~

~~(2) — The active acquisition list shall consist of criteria-qualified sites that have been selected from target protection areas, as well as qualified acquisition proposals submitted by the public, all of which have received positive responses from the property owners. The active acquisition list shall be updated periodically according to program procedures and criteria. Site acquisition proposals that receive the highest evaluations pursuant to the program criteria and for which acquisition is feasible will be placed on this list, pending approval by the commission.~~

~~(3) — Once approved by the commission, the city shall actively pursue acquisition of projects on the active acquisition list. All sites shall be pursued on a voluntary basis only, without the use of the city's eminent domain powers.~~

~~(4) — Projects will only be removed from the active acquisition list by successful purchase of the site, approval of the next succeeding list, withdrawal of positive interest by the property owner, or by resolution of the commission. Projects removed may still be considered at a later time.~~

The City Manager (or designee) will annually prepare a list of the vacant properties in each category listed in Section 142-196. Properties will be removed from the list as they are purchased, developed or no longer eligible.

Priority for acquisition or easement, in no particular order, are as follows:

- a. Lands which can be used to expand the Egan's Creek Greenway system;
- b. Lands constrained from receiving municipal wastewater services in avoidance of septic development;
- c. Lands partially or wholly containing wetlands;
- d. Lands partially or wholly in the 100-year and 500-year flood plain;
- e. Lands in Alligator Creek watershed;
- f. Other Environmentally Sensitive Lands (ESL).

SECTION 8. It is hereby proposed that Section 42-198 of the Code of Ordinances, City of Fernandina Beach, Florida, be hereby repealed and reserved.

~~Sec. 42-198.—Nomination of acquisition proposals and candidate sites.~~

~~(1) — Specific site consideration will be given to all individual properties which lie within the target protection areas list and which have generated a positive interest response to a letter of acquisition inquiry sent by the city's designated contact.~~

~~(2) — Public and landowner applications nominating properties for acquisition may be submitted at any time, during or after the first annual public solicitation meeting (described below), by any person or organization, including the city, Nassau County, or other regional, state or federal agencies.~~

~~(3) — All nominations shall be made by filing an application with the city manager, which will then be forwarded to designated administrative staff for review.~~

~~(4) — The first such public solicitation meeting of the City Commission will take place by the end of the first year of implementation of the program. Future meetings will be held annually in conjunction with the city's budget cycle.~~

~~(5) — If the applicant has an ownership interest in any real property covered by an application for proposed acquisition, such interest shall be disclosed in the same manner as required of zoning applicants, as required by the land development code and state law.~~

~~(6) — If the applicant does not have an ownership interest in the real property covered by an application or if the applicant is a governmental agency, the name and address of the owner as listed in the property appraiser's records shall be provided with the application.~~

SECTION 9. It is hereby proposed that Section 42-199 of the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended to read as follows:

Sec. 42-199. - Procedure for selection of acquisition proposals for placement on the active acquisition list and subsequent purchase procedures.

(1) — ~~Administrative staff will send letters of inquiry to all property owners within the target protection areas. Positive responses will be forwarded to designated staff for preliminary review, using the initial screening criteria.~~

(2) — ~~After the first annual public solicitation of nominations, property owner and publicly nominated projects will be forwarded first to city staff for the mailing of inquiry letters. Designated staff using the initial screening criteria will review all positive responses.~~

(3) — ~~Nominated properties that do not fulfill the purposes of the program or do not satisfy the initial criteria will not be evaluated further. The city manager will notify the nominating person of the decision. If the nominating person disagrees with the decision of the city manager, that person may appeal the decision to the commission by filing an appeal with the city manager within 30 days after the date of mailing of the decision. The commission will conduct a hearing on the appeal and render a decision, which shall constitute final agency action.~~

(4) — ~~Proposals which satisfy the initial screening are then considered by the administrative staff for secondary criteria review and ranking. Staff shall consider with each proposal: boundary and location maps for each site, descriptions of the biological and hydrological characteristics, including initial criteria satisfied, a summary of its potential for appropriate use, development potential of the site and adjacent land, an assessment of the management needs and costs, the assessed value, and any potentially available matching funds. This acquisition proposal information shall be in the initial criteria screening report.~~

(5) — ~~Upon completion of the initial criteria screening report, the commission shall hold a public hearing to consider the recommendations regarding each site, the applicants' and landowners' comments, and comments from the public. A courtesy notice shall be provided to the owners of properties which are the subject of the hearing, although failure to notify said owners shall not invalidate these proceedings. The commission shall evaluate all qualified proposals using the secondary ranking criteria, the initial criteria screening report, and public comments, then propose top ranked proposals for the active acquisition list at this hearing. Subsequent meetings may be called to complete this task.~~

(6) — ~~The commission shall vote on whether to approve all or part of the proposed active acquisition list and any additions that may be added to it. Additions may be added but any additional properties must be subjected to the entire evaluation process.~~

(7) — ~~After approval of the list, the administrative staff will prepare a project design report for each project, including appraisals, title research, history and purpose of project, and program qualifications.~~

(8) — ~~The commission, after approval of the active acquisition list and the administrative staff's recommendations for negotiations, will instruct staff to negotiate for purchase for each listed project, with optional use of a 3rd party nonprofit organization negotiator, as authorized by the commission.~~

(9) — ~~Upon successful completion of negotiations, staff will present to the commission the proposed contract terms for review and approval. Staff will also forward the recommendations for contracts recommended for approval and for contracts that should not proceed as negotiated.~~

The City Manager (or designee), North Florida Land Trust (NFLT) or other City Commission designated party will contact the owners of the properties on the City Acquisition List to determine if they are willing to sell.

- (a) If the seller is willing to sell, the City Manager (or designee), NFLT, or other City Commission designated party will negotiate a sales contract which contains the following:
 - 1. Description or survey of lands for purchase by the City for the sole purpose of preserving the land in its natural state in perpetuity; or
 - 2. Description or survey of lands to be purchased for conservation easement with detailing terms for perpetual maintenance of the property in an underdeveloped natural state; and
 - 3. A 120-day study period in which the City can decide to purchase the property at the negotiated price, make a counteroffer, or not purchase the land for any reason.
- (b) Property will be purchased in “as is condition” unless otherwise agreed to by the City.
- (c) During the study period the City or its representatives may enter the property and conduct studies at reasonable time. the City will indemnify the seller for any damages resulting from tests on the property and to carry insurance to cover this indemnity.
- (d) Sale will not be contingent on a survey or appraisal but maybe obtained at the City’s discretion and City paying the cost.
- (e) If seller is not willing to sell, negotiate the possibility of a “right of first refusal” if the land should become available for sale in the future.

SECTION 10. It is hereby proposed that Section 42-200 of the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended to read as follows:

Sec. 42-200. - Management plans and use of environmentally sensitive lands.

Lands acquired contiguous or near the Greenway will be incorporated into the Egans Creek Greenway Management Plan.

The remainder of acquired properties will be managed by the Parks and Recreation Department and in a manner as described by a management plan.

(a) No later than 60 days following the date of acquisition, an interim management plan for any property acquired ~~shall~~ will be submitted by staff to the Commission for approval and ~~shall~~ be implemented by the City Manager pursuant to the Commission's direction. An interim management plan must be implemented within 2 years after acquisition of the property. Prior to the expiration of 2 years, either a new management plan ~~shall~~ will be implemented, or by affirmative action of the Commission, the interim plan ~~shall~~ will continue.

(b) A final management plan, with required review and updating every 10 years, ~~shall~~ will be prepared, for each property, and ~~shall~~ will:

(1) Identify such management activities as are necessary to preserve, enhance, restore, conserve, maintain, or monitor the resource, as appropriate; and

(2) Identify such uses as are consistent with the preservation, enhancement, restoration, conservation, and maintenance of the resource; and

(3) Estimate of the annual costs of managing the project.

(c) If a final management plan is submitted within 60 days prior to closing, an interim management plan ~~shall~~is not be required.

(d) Annually, the 10-year management plans prepared during the preceding year ~~shall~~ must be submitted to the Commission for review and update. Each 10-year management plan ~~shall~~ will be updated at least every 5 years from the last date of Commission approval, and may be amended as often as required.

(e) All management plans ~~shall~~ must be consistent with the purposes set forth herein. All properties acquired or managed through program ~~shall~~ will be managed in accordance with the approved management plan for that property.

(f) No use, infrastructure, or improvement ~~shall~~ will be permitted on any property acquired or managed under the program that is inconsistent with the purposes of the program or that is not provided by an approved management plan for the property.

(g) The City will seek cooperative management arrangements with other agencies and entities.

(h) Purchasing land using program funds permanently extinguishes all development rights except those strictly compatible with the purposes and goals of the program.

(i) Public access is an important element of management and this program. Examples of permitted uses, subject to compatibility with specific parcels, include: hiking, nature photography, bird-watching, kayaking, canoeing, swimming, hunting and fishing. The program will also make the acquired sites available, with minimal risk to the environmental integrity of the site, to educate Nassau County's school-age population and the general public about the uniqueness and importance of the City's ecosystems and natural communities.

~~(10) — Passive use parks will be an element of this program.~~

SECTION 11. Severability. In the event that any word, phrase, clause, sentence or paragraph hereof shall be held invalid by any court of competent jurisdiction, such holding shall not affect any other word, clause, phrase, sentence or paragraph hereof.

SECTION 12. Effective Date. This Ordinance shall take effect immediately upon its final passage and adoption.

ENACTED this 18th day of January, 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

Date of First Reading: December 21, 2021

Date of Second Reading/Final Hearing: January 18, 2022

Date of Advertisement: January 5, 2022

ORDINANCE 2018-13

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, CREATING ARTICLE VIII, CONSERVATION AND PRESERVATION OF LAND UNDER CHAPTER 42, ENVIRONMENT; CREATING SECTION 42-190 OBJECTIVES; CREATING SECTION 42-191 PURPOSE AND INTENT; CREATING SECTION 42-192 DEFINITIONS; CREATING SECTION 42-193 LAND CONSERVATION TRUST FUND; CREATING SECTION 42-194 ADMINISTRATION; CREATING SECTION 42-195 PROPERTIES ELIGIBLE FOR ACQUISITION AND MANAGEMENT; CREATING SECTION 42-196 CRITERIA FOR EVALUATION OF LANDS; CREATING SECTION 42-197 ACQUISITION LIST; CREATING SECTION 42-198 NOMINATION OF ACQUISITION PROPOSALS; CREATING SECTION 42-199 PROCEDURES FOR SELECTIONS AND PURCHASE PROCEDURES; CREATING SECTION 42-200 MANAGEMENT AND USE OF ENVIRONMENTALLY SENSITIVE LANDS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on January 24, 2018, the City Commission met in a workshop to set their primary goals for the next twelve months; and

WHEREAS, the City Commission is unanimously committed to land conservation and proper management of environmentally sensitive lands; and

WHEREAS, the City Commission has directed the City Manager and City Attorney to propose an ordinance creating a conservation and land management program and trust fund to benefit residents and visitors of Fernandina Beach; and

WHEREAS, it is in the best interests of residents and visitors for the City to adopt and commit to a conservation and land management program to ensure that the City's precious natural resources are protected.

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

SECTION 1. It is hereby proposed that the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended by adding a new article under Chapter 42, titled "Article VIII Conservation and Preservation of Land" which shall read as follows:

ARTICLE VIII. CONSERVATION AND PRESERVATION OF LAND

SECTION 2. It is hereby proposed that the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended by adding a new section to be numbered 42-190 which section shall read as follows:

Sec. 42-190. - Objectives.

The objectives of the Fernandina Beach Land Conservation Program are the acquisition, conservation, preservation, restoration, and maintenance of:

- (1) Vital and significant threatened natural lands, marine forests, upland and wetland communities;
- (2) Environmentally sensitive lands;
- (3) Lands that have been altered but are capable of being restored;
- (4) Improved or unimproved lands that may be useful for conservation; and
- (5) Interests in lands such as conservation easements, scenic easements and any other interests, located within and adjacent to the city, for the benefit of present and future generations.

SECTION 3. It is hereby proposed that the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended by adding a new section to be numbered 42-191 which section shall read as follows:

Sec. 42-191. - Purpose and intent of article.

The purposes and intent of this article are as follows:

- (1) To acquire, protect and manage environmentally sensitive lands that contain natural upland or wetland communities, native plant communities, rare and endangered flora and fauna, endemic species, endangered species habitat, a diversity of species, significant water resources, or outstanding aesthetic or other natural features, maximizing protection of unique or endangered habitats;
- (2) To acquire, protect and manage environmentally sensitive lands that offer the best human social value, including equitable geographic distribution, natural resource-based recreation, and protection of water resources, local ecological awareness, and enhancement of the aesthetic setting of the city;
- (3) To acquire, protect and manage environmentally sensitive lands that serve to recharge the city's and county's aquifers and protect wetlands and surface water resources to ensure the delivery of clean and plentiful water supplies and provide flood control;
- (4) To acquire, protect and manage environmentally sensitive lands containing the most biological value, including biodiversity, listed species habitat, connectivity, restoration potential, and ecological quality;
- (5) To protect present conservation or preservation lands by acquiring, protecting and managing adjacent properties which, if not acquired, would threaten the environmental integrity of the existing resource, or which, if acquired, would enhance and buffer the environmental integrity of the resource, and add to resource connectivity;

- (6) To restore the natural functions, as necessary, to any impacted and vulnerable habitats which would then contribute significantly to fulfilling this program's goals;
- (7) To help implement the objectives and policies of the Comprehensive Plan which have been promulgated to preserve and protect environmental protection areas designated in the Plan and other natural marine forest resources, wetlands, endangered species habitat, and vulnerable rare habitats;
- (8) To identify the city's best and most endangered environmental lands for acquisition, protection and management by evaluating the biological and hydrological characteristics and viability of the resource, the vulnerability of the resource to degradation or destruction, and the feasibility of managing the resource to maintain its natural attributes;
- (9) To manage acquired environmentally sensitive lands with the primary objectives of maintaining and preserving their natural resource values, and providing appropriate natural resource based recreational and educational opportunities, by employing management techniques that are most appropriate for each native community so that our natural heritage may be preserved and appreciated by and for present and future generations;
- (10) To preserve lands that may not qualify as environmentally sensitive, but are otherwise worthy of restoration and preservation for the health, safety and welfare of the citizenry;
- (11) To acquire and manage interests in land such as conservation easements, scenic easements and any other interests that may assist in conservation or preservation of lands;
- (12) To protect natural resources which lie within the boundaries of other conservation land acquisition programs, where funds would leverage significant other matching sources of funding for other agency acquisition projects that would not be available without such a local match, or which would result in considerably higher funding rank in another program and to enter into interlocal or other agreements for conservation and preservation;
- (13) To cooperate actively with other acquisition, conservation, and resource management programs, including, but not limited to, such programs as, the State of Florida Conservation and Recreation Lands program, the Land Acquisition Trust Fund, Florida Forever, and North Florida Land Trust, where the purposes of such programs are consistent with the purposes of this program.
- (14) To provide for acquisition, maintenance and preservation of a system of passive parks.

SECTION 4. It is hereby proposed that the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended by adding a new section to be numbered 42-192 which section shall read as follows:

Sec. 42-192. - Definitions.

The following words and phrases, when used in this article, shall have the meanings ascribed to them in this section:

Acquisition project means 1 or more parcels of land that have been approved by the commission for conservation or preservation.

Acquisition proposal means an application for nomination or recommendation of 1 or more parcels of land, or interests in land, for conservation or preservation.

Buffer land means land which is adjacent to publicly owned environmental land, or privately held land permanently dedicated to conservation, or that land which is an in-holding within publicly owned environmental land, and which, if not acquired, would threaten the environmental integrity of the existing resource, or if acquired, would enhance the environmental integrity and connectivity of the resource.

Environmentally sensitive land means any land area and/or water resources that may be determined to contain naturally occurring and relatively unaltered flora, fauna, or geologic conditions. Environmentally sensitive lands may include historical and archeological resources, wetlands, wetland transition areas, estuarine shoreline areas; 100 year floodplains, open space, dune systems, wildlife habitat, and aquifer recharge areas. *See City of Fernandina Beach 2030 Comprehensive Plan Definitions and Acronyms.*

Management means the preservation, enhancement, restoration, conservation, monitoring, or maintenance of the natural resource values of lands which have been acquired or approved for management under this program, including provision of appropriate public access.

Natural resource-based recreation means all forms of uses which are consistent with the goals of this program and are compatible with the specific parcel. Such uses shall include but not be limited to hiking, nature photography, bird-watching, kayaking, canoeing, swimming, hunting and fishing.

Nonprofit organization means an organization as defined in section 501 of the United States Internal Revenue Code, which includes among its primary goals the conservation of natural resources and the protection of the environment.

Target protection areas means larger areas of environmentally sensitive land or other land within which are located specific sites which generally satisfy the initial screening criteria and meet the goals of this program.

SECTION 5. It is hereby proposed that the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended by adding a new section to be numbered 42-193 which section shall read as follows:

Sec. 42-193. - Land conservation trust fund.

The city commission hereby establishes the Fernandina Beach Land Conservation Trust Fund (the "fund") for use in acquiring and managing conservation and preservation lands in the city and for any purposes set forth in the Fernandina Beach Land Conservation Program (the "program"). The fund shall receive and disburse monies in accordance with the provisions in this section.

(1) The fund may receive and apply monies from the following sources:

a. All monies accepted by the city in the form of federal, state, or other governmental grants, reimbursements, allocations, or appropriations, foundation or private grants, donations for acquisition of environmentally sensitive lands and payments provided for mitigation activity associated with such acquisition activity.

b. All monies from additional allocations as may be made by the city commission from time to time for the purposes set forth in the program.

c. All interest or other income generated from the sources identified herein except where monies received have been otherwise designated or restricted.

d. Funds from borrowing from any lawful source including without limitation loans or bonds; interlocal or other public or private agreements.

e. To invest any funds held in reserves or sinking funds, or any funds not required for immediate disbursement, in such investments as may be authorized for trust funds under F.S. § 215.47 as amended.

(2) The fund shall be maintained in a separate and segregated trust fund of the city to be used solely for the authorized purposes set forth in the program.

(3) Disbursements from the fund shall be made for the following authorized purposes:

a. Acquisition of properties which have been approved for purchase by resolution of the city commission.

b. Costs associated with each acquisition including, but not limited to, appraisals, surveys, title search work, real property taxes, documentary stamps and surtax fees, and other transaction costs.

c. Costs of administering the program, including any loans from the general fund for funding start-up costs until such time as the fund is closed. Administration of the program may be conducted by city staff or by contract with a private entity.

d. To undertake and carry out studies and analyses of program needs and ways of meeting those needs.

e. To acquire and dispose of real and personal property or any interest therein when such acquisition is necessary or appropriate to protect the natural environment, provide public access or public recreational facilities, preserve wildlife habitat areas or provide access to management of acquired lands; to acquire interests in land by means of land exchanges; and to enter into alternatives to the acquisition of fee interests in land, including the acquisition of easements, life estates, leases, and leaseback arrangements, and to make any other disbursements consistent with the purposes of the program.

f. To fund acquisitions consistent with the comprehensive plan or land development code.

g. To provide funding in cooperation with other local, regional, state, or federal public land acquisition programs or public-private ventures. The city may enter into agreements to acquire lands jointly or for eventual resale to other public land programs in Nassau County.

h. To borrow money through loans or the issuance of bonds for the purposes provided herein, to provide for and secure the payment thereof, and to provide for the rights of the holders thereof.

i. To insure and procure insurance against any loss in connection with any of the trust's operations, including without limitation:

1. The repayment of any loans to mortgage lenders or mortgage loans;
2. Any project;
3. Any bonds of the city; and
4. Insurance may be procured in such amounts and from such insurers, including the federal government, as may be deemed necessary or desirable by the city.

- j. To engage the services of private consultants on a contract basis for rendering professional and technical assistance and advice.
- k. To identify parcels of land that would be appropriate acquisitions.
- l. To do any and all things necessary or convenient to carry out the purposes of and exercise the powers given and granted herein to the full extent of the law

SECTION 6. It is hereby proposed that the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended by adding a new section to be numbered 42-194 which section shall read as follows:

Sec. 42-194. - Administration.

The program shall be managed by the city manager through the designated administrative staff. The commission retains the authority to approve application proposals, borrowings, disbursements and disposition of property. The commission may approve interlocal or other agreements for the management of any portion or all of the program.

SECTION 7. It is hereby proposed that the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended by adding a new section to be numbered 42-195 which section shall read as follows:

Sec. 42-195. - Properties eligible for acquisition and management.

- (1) Properties eligible to be considered for acquisition and management under the program shall be only those lands, or interests in them, described in this article that are available from willing and voluntary participants.
- (2) Acquisition of property shall not be constrained based on the immediate availability of management money.
- (3) Any property not on the acquisition list which is offered for conveyance or donation to the city and is proposed for management under this program shall be evaluated as provided for in this article and may only be accepted and approved for management by the commission.

SECTION 8. It is hereby proposed that the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended by adding a new section to be numbered 42-196 which section shall read as follows:

Sec. 42-196. - Criteria for evaluation of lands for acquisition and management.

- (1) The evaluation of each acquisition proposal shall be based on satisfying at least 1 or more of the initial screening criteria below. Qualified sites shall then be further prioritized by secondary evaluative criteria listed below under subsection (2) of this section. The initial screening criteria are:
 - (a) Land with the most rare, unique and endangered habitats found in the city;

(b) Land offering the best human social values, including equitable geographic distribution, appropriate access for natural resource-based recreation, and enhancement of the aesthetic setting of the city;

(c) Land which protects the most water resource values, including aquifer recharge, water quality, wetland-dependent species habitat, and flood control;

(d) Land containing the most biological value, including biodiversity, listed species habitat, connectivity, restoration potential, and ecological quality;

(e) Land which enhances or protects the environment total value of current conservation lands through function as a buffer, ecological link, or habitat corridor;

(f) Land which can be used to expand the Egans Creek Greenway system and parks; or

(g) Land which can be used for passive parks or open space as defined by the City of Fernandina Beach 2030 Comprehensive Plan.

(2) Those proposed acquisition proposals which are initially qualified under the screening criteria shall be evaluated and ranked by the city's administrative staff using secondary ranking criteria based on site visit information which confirms or refutes the initial screening criteria evaluation, and based on comparative size (to prefer larger of similar parcels), vulnerability to destruction (to prefer most threatened of qualified parcels), overall resource ecological quality (to prefer highest quality of similar parcels) and the estimated feasibility and costs of management (to prefer most manageable parcels).

(3) The commission shall approve and make a part hereof the attached initial list of target protection areas within which are located specific sites which generally satisfy the initial screening criteria and meet the goals of the program. Inclusion on this list is not a guarantee of any specific purchase. All specific proposals will be evaluated and ranked by the administrative staff for a recommendation of approval to the commission. In accordance with the goals, policies and procedures of this article, the following list is the first list of target protection areas adopted for consideration:

(a) All designated conservation or preservation lands on the future land use map of the city's comprehensive plan with predominantly native vegetative cover.

(b) All natural resource protection areas, as shown on the future land use map.

(c) All undeveloped lands with predominantly native vegetative cover.

(4) The city manager shall prepare and periodically update, for presentation to the commission, a Fernandina Beach Conservation Lands Program manual or brochure, developed by administrative staff, which, upon approval by the commission, shall be used as a guide for implementing the provisions of this article, and shall also include the initial and secondary criteria listed hereinabove for evaluating acquisition proposals.

SECTION 9. It is hereby proposed that the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended by adding a new section to be numbered 42-197 which section shall read as follows:

Sec. 42-197. - Acquisition list.

The overall Fernandina Beach Conservation Program Acquisition List shall consist of 2 specific lists: the target protection areas list and the active acquisition list. The commission shall approve both in accordance with the procedures set forth below:

(1) The target protection areas list shall consist of lands representing the highest natural resource values (such as natural resource protection areas), but generally not specific parcels, and is initially approved by the commission and updated periodically by the commission. It is established and updated in accordance with program goals, procedures and criteria.

(2) The active acquisition list shall consist of criteria-qualified sites that have been selected from target protection areas, as well as qualified acquisition proposals submitted by the public, all of which have received positive responses from the property owners. The active acquisition list shall be updated periodically according to program procedures and criteria. Site acquisition proposals that receive the highest evaluations pursuant to the program criteria and for which acquisition is feasible will be placed on this list, pending approval by the commission.

(3) Once approved by the commission, the city shall actively pursue acquisition of projects on the active acquisition list. All sites shall be pursued on a voluntary basis only, without the use of the city's eminent domain powers.

(4) Projects will only be removed from the active acquisition list by successful purchase of the site, approval of the next succeeding list, withdrawal of positive interest by the property owner, or by resolution of the commission. Projects removed may still be considered at a later time.

SECTION 10. It is hereby proposed that the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended by adding a new section to be numbered 42-198 which section shall read as follows:

Sec. 42-198. - Nomination of acquisition proposals and candidate sites.

(1) Specific site consideration will be given to all individual properties which lie within the target protection areas list and which have generated a positive interest response to a letter of acquisition inquiry sent by the city's designated contact.

(2) Public and landowner applications nominating properties for acquisition may be submitted at any time, during or after the first annual public solicitation meeting (described below), by any person or organization, including the city, Nassau County, or other regional, state or federal agencies.

(3) All nominations shall be made by filing an application with the city manager, which will then be forwarded to designated administrative staff for review.

(4) The first such public solicitation meeting of the City Commission will take place by the end of the first year of implementation of the program. Future meetings will be held annually in conjunction with the city's budget cycle.

(5) If the applicant has an ownership interest in any real property covered by an application for proposed acquisition, such interest shall be disclosed in the same manner as required of zoning applicants, as required by the land development code and state law.

(6) If the applicant does not have an ownership interest in the real property covered by an application or if the applicant is a governmental agency, the name and address of the owner as listed in the property appraiser's records shall be provided with the application.

SECTION 11. It is hereby proposed that the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended by adding a new section to be numbered 42-199 which section shall read as follows:

Sec. 42-199. - Procedure for selection of acquisition proposals for placement on the active acquisition list and subsequent purchase procedures.

(1) Administrative staff will send letters of inquiry to all property owners within the target protection areas. Positive responses will be forwarded to designated staff for preliminary review, using the initial screening criteria.

(2) After the first annual public solicitation of nominations, property owner and publicly nominated projects will be forwarded first to city staff for the mailing of inquiry letters. Designated staff using the initial screening criteria will review all positive responses.

(3) Nominated properties that do not fulfill the purposes of the program or do not satisfy the initial criteria will not be evaluated further. The city manager will notify the nominating person of the decision. If the nominating person disagrees with the decision of the city manager, that person may appeal the decision to the commission by filing an appeal with the city manager within 30 days after the date of mailing of the decision. The commission will conduct a hearing on the appeal and render a decision, which shall constitute final agency action.

(4) Proposals which satisfy the initial screening are then considered by the administrative staff for secondary criteria review and ranking. Staff shall consider with each proposal: boundary and location maps for each site, descriptions of the biological and hydrological characteristics, including initial criteria satisfied, a summary of its potential for appropriate use, development potential of the site and adjacent land, an assessment of the management needs and costs, the assessed value, and any potentially available matching funds. This acquisition proposal information shall be in the initial criteria screening report.

(5) Upon completion of the initial criteria screening report, the commission shall hold a public hearing to consider the recommendations regarding each site, the applicants' and landowners' comments, and comments from the public. A courtesy notice shall be provided to the owners of properties which are the subject of the hearing, although failure to notify said owners shall not invalidate these proceedings. The commission shall evaluate all qualified proposals using the secondary ranking criteria, the initial criteria screening report, and public comments, then propose top-ranked proposals for the active acquisition list at this hearing. Subsequent meetings may be called to complete this task.

(6) The commission shall vote on whether to approve all or part of the proposed active acquisition list and any additions that may be added to it. Additions may be added but any additional properties must be subjected to the entire evaluation process.

(7) After approval of the list, the administrative staff will prepare a project design report for each project, including appraisals, title research, history and purpose of project, and program qualifications.

(8) The commission, after approval of the active acquisition list and the administrative staff's recommendations for negotiations, will instruct staff to negotiate for purchase for each listed project, with optional use of a 3rd party nonprofit organization negotiator, as authorized by the commission.

(9) Upon successful completion of negotiations, staff will present to the commission the proposed contract terms for review and approval. Staff will also forward the recommendations for contracts recommended for approval and for contracts that should not proceed as negotiated.

SECTION 12. It is hereby proposed that the Code of Ordinances, City of Fernandina Beach, Florida, be hereby amended by adding a new section to be numbered 42-200 which section shall read as follows:

Sec. 42-200. - Management plans and use of environmentally sensitive lands.

(1) No later than 60 days from the date of acquisition, an interim management plan for any property acquired shall be submitted by staff to the commission for approval and shall be implemented by the city manager pursuant to the commission 's direction. An interim management plan must be implemented within 2 years after acquisition of the property. Prior to the expiration of 2 years, either a new management plan shall be implemented or, by affirmative action of the commission, the interim plan shall continue.

(2) A final management plan, with required review and updating every 10 years, shall be prepared, for each property, and shall:

(a) Identify such management activities as are necessary to preserve, enhance, restore, conserve, maintain, or monitor the resource, as appropriate; and

(b) Identify such uses as are consistent with the preservation, enhancement, restoration, conservation, and maintenance of the resource; and

(c) Estimate the annual costs of managing the project.

(3) If the final management plan is submitted within 60 days prior to closing, an interim management plan shall not be required.

(4) Annually, the 10-year management plans prepared during the preceding year shall be submitted to the commission for review and update. Each 10-year management plan shall be updated at least every 5 years from the last date of commission approval, and may be amended as often as required.

(5) All management plans shall be consistent with the purposes set forth herein. All properties acquired or managed through program shall be managed in accordance with the approved management plan for that property.

(6) No use, infrastructure, or improvement shall be permitted on any property acquired or managed under the program that is inconsistent with the purposes of the program or that is not provided by an approved management plan for the property.

(7) The city will seek cooperative management arrangements with other agencies and entities.

(8) Purchasing land using program funds permanently extinguishes all development rights except those strictly compatible with the purposes and goals of the program.

(9) Public access is an important element of management and this program. Examples of permitted uses, subject to compatibility with specific parcels, include: hiking, nature photography, bird-watching, kayaking, canoeing, swimming, hunting and fishing. The program will also make the acquired sites available, with minimal risk to the environmental integrity of the site, to educate Nassau County's school-age population and the general public about the uniqueness and importance of the city's ecosystems and natural communities.

(10) Passive use parks will be an element of this program.

SECTION 13. Severability. In the event that any word, phrase, clause, sentence or paragraph hereof shall be held invalid by any court of competent jurisdiction, such holding shall not affect any other word, clause, phrase, sentence or paragraph hereof.

SECTION 14. Effective Date. This Ordinance shall take effect immediately upon its final passage and adoption.

ADOPTED this 19th day of June, 2018.

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

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, June 19, 2018, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2018-13

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, CREATING ARTICLE VIII, CONSERVATION AND PRESERVATION OF LAND UNDER CHAPTER 42, ENVIRONMENT; CREATING SECTION 42-190 OBJECTIVES; CREATING SECTION 42-191 PURPOSE AND INTENT; CREATING SECTION 42-192 DEFINITIONS; CREATING SECTION 42-193 LAND CONSERVATION TRUST FUND; CREATING SECTION 42-194 ADMINISTRATION; CREATING SECTION 42-195 PROPERTIES ELIGIBLE FOR ACQUISITION AND MANAGEMENT; CREATING SECTION 42-196 CRITERIA FOR EVALUATION OF LANDS; CREATING SECTION 42-197 ACQUISITION LIST; CREATING SECTION 42-198 NOMINATION OF ACQUISITION PROPOSALS; CREATING SECTION 42-199 PROCEDURES FOR SELECTIONS AND PURCHASE PROCEDURES; CREATING SECTION 42-200 MANAGEMENT AND USE OF ENVIRONMENTALLY SENSITIVE LANDS; 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.

Note:

Please run as a DISPLAY in the June 6, 2018 edition of the News Leader.

Please send proof of publication to:

City Clerk's Office

City Hall, 204 Ash Street

Fernandina Beach, FL 32034

904-310-3115

January 5, 2022
NewsLeader Edition

**NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH**

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, January 18, 2022, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2021-37

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING ARTICLE VIII, CONSERVATION AND PRESERVATION OF LAND UNDER CHAPTER 42, ENVIRONMENT; AMENDING SECTION 42-190 OBJECTIVES; AMENDING SECTION 42-192 DEFINITIONS; AMENDING SECTION 42-193 LAND CONSERVATION TRUST FUND; AMENDING SECTION 42-194 ADMINISTRATION; AMENDING SECTION 42-196 CRITERIA FOR EVALUATION OF LANDS; AMENDING SECTION 42-197 ACQUISITION LIST; AMENDING SECTION 42-198 NOMINATION OF ACQUISITION PROPOSALS; AMENDING SECTION 42-199 PROCEDURES FOR SELECTIONS AND PURCHASE PROCEDURES; AMENDING SECTION 42-200 MANAGEMENT AND USE OF ENVIRONMENTALLY SENSITIVE LANDS; 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.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Ordinance 2021-38
Amending the Master Fee Schedule - Golf

ITEM TYPE: Ordinance (w/ fiscal impact)

REQUESTED ACTION: Consider Ordinance 2021-38 at Second Reading.

SYNOPSIS: With the development of the annual City budget, all departments are required to evaluate the fees charged for each of our services. The City sets the fees based on the cost to provide the services and facility rentals.

At its August 17, 2021, meeting, the City Commission enacted the FY 2021-22 master fee schedule, and discussed allowing the Golf Course to increase or decrease fees according to market conditions. Additionally, the fee for "Context-Sensitive Review" was incorrectly entered in the Planning Department fee schedule. This proposed ordinance makes these changes.

This Ordinance was approved at First Reading on December 21, 2021.

FISCAL IMPACT: See above summary.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission enact proposed Ordinance 2021-38 at Second Reading.

Monica Benischeck, Administrative Services Manager	12/30/2021
Dale Martin, City Manager	1/10/2022
Pauline Testagrose, Comptroller	1/10/2022
Tammi E. Bach, City Attorney	1/10/2022

Date: December 22, 2021

Submitted By: Katie Newton, Legal Assistant

COMMISSION ACTION: Enact

ORDINANCE 2021-38

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING FEES FOR THE GOLF COURSE, AND PLANNING AND CONSERVATION DEPARTMENT FOR FISCAL YEAR 2021/2022; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach Commission must establish and amend user fees by Ordinance; and

WHEREAS, each year fees are reviewed and revised to ensure that the cost of providing services is fully covered by an appropriate user fee; and

WHEREAS, the City Commission, at their August 17, 2021, Regular Meeting, enacted the FY 2021-2022 Master Fee schedule, and discussed allowing the Golf Course to increase or decrease fees according to market conditions; and

WHEREAS, the fee for "Context-Sensitive Review" was incorrectly entered in the Planning and Conservation Department fee schedule.

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

SECTION 1. The City Commission hereby amends the Master Fee Schedule, attached hereto as Exhibit A, with the amendments to the Golf Course and Planning and Conservation Department for Fiscal Year 2021/2022.

SECTION 2. 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 take effect on immediately upon final adoption.

ENACTED this 18th day of January, 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY



CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

Date of First Reading: December 21, 2021

Date of Second Reading/Final Hearing: January 18, 2022

Date of Advertisement: January 5, 2022

Ordinance 2021-38
Exhibit "A"

AIRPORT

Ground Lease Rental Rate (annually)

Aeronautical land lease rate	\$0.20/Square Foot
Non-aeronautical land lease rate	\$0.35/Square Foot

Fixed Base Operator (FBO) and Specialized Aviation Service Operations (SASO) Fee Schedule

Facility Leasehold (FBO or SASO)

Contact Airport Director for additional information	Facility Rent Charge or as Negotiated
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Ground Leasehold (FBO or SASO)

Contact Airport Director for additional information	Facility Rent Charge or as Negotiated
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Sublease to FBO

Authorized under FBO Lease	No Charge
Aeronautical Use Not Authorized under FBO Lease	\$150.00/Year
Non-Aeronautical Use not Authorized under FBO Lease	As Negotiated

Sublease to SASO by Leasehold SASO	\$150.00/Year
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Independent Aeronautical Operator or Mobile Service Provider Doing Annual Business on the Airport	\$150.00/Year
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Independent Aeronautical Operator or Mobile Service Provider Who Does Five (5) Days or Less of Annual Business on the Airport to no more than One (1) Airport Client	\$50.00/Year
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Display Signage Fee at Airport Entrance	\$10.00/Day/Side
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Special Use Permit (non-based aircraft; contact Airport Director for additional information)

Banner pickup	\$300.00/Year
Balloon/Blimp Mooring	\$25.00/Day

Ordinance 2021-38**Exhibit "A"****Ultralight Aircraft Permit**

Registration and Facility Use Permit	\$125.00/yr
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Bulk Hangar Rates (Daily)

Single-engine (< 40' wingspan)	\$30.00
Single-engine (> 40' wingspan), multi-engine (< 48' wingspan)	\$65.00
Multi-engine (> 48' Wingspan), turbine	\$100.00

AIRPORT (continued)**Bulk Hangar Rates (Monthly; adjusted annually per CPI)**

Single-engine (< 40' wingspan)	\$250.00
Single-engine (> 40' wingspan), multi-engine (< 48' wingspan)	\$325.00
Multi-engine (> 48' Wingspan), turbine	\$500.00

Vehicle Parking/Storage Fee

Daily (paved; < 24 hours)	No charge
Short-term parking (paved; ≤ 5 days; permit required)	No charge
Long-term parking (gravel; permit required)	\$5.00/day; \$60.00/month

NOTE: Improperly parked/non-permitted vehicles may be towed at owner's expense.

Terminal Observation Deck (Capacity- 115 Individuals)

General public (open access; sunrise to sunset)	No Charge
Airport tenant/Fernandina Beach employee (reserved access)	\$50.00/hr; \$250 daily
Others (reserved access)	\$100/hour; \$500 daily
Government agencies	No Charge
Special events	As Negotiated

NOTE: Additional professional cleaning fee may be charged at sole discretion of Airport Director.

Terminal Conference Room (Capacity- 46 Individuals)

Ordinance 2021-38**Exhibit "A"**

Airport tenant/Fernandina Beach employee	\$10.00/hr (2-hr minimum)
Others	\$35.00/hr (2-hr minimum); \$200/Day
Government agencies	No Charge

NOTE: Additional professional cleaning fee may be charged at sole discretion of Airport Director.

Building Fees (2018 base rate, base rate adjusted annually per CPI or rental terms; pre-tax)

Building 1	\$300.00/month
Building 2	\$300.00/month
Building 3	\$300.00/month
Building 4	\$300.00/month
Building 5	\$300.00/month
Building 6	\$300.00/month
Building 7	\$300.00/month
Building 8	\$400.00/month
Building 9	\$575.00/month
Buildings 1 - 7 (with additional space)	\$335.00/month
Building 8 (with additional space)	\$435.00/month
Storage Units B, C, D, E, F, H	\$5.60/sf/yr
Storage Units A, G	\$12.00/sf/yr

BUILDING**Building Plan Review Fee (based upon cost of construction)**

≤ \$5,000	\$15.00
\$5,001 - < \$25,000	\$50.00
\$25,001 - ≤ \$50,000	\$75.00
\$50,001 - < \$100,000	\$100.00
\$100,001 - ≤ \$500,000	\$150.00
\$500,001 - ≤ \$1,000,000	\$200.00
\$1,000,001 - ≤ \$5,000,000	\$250.00
\$5,000,001 - ≤ \$10,000,000	\$750.00
> \$10,000,000	\$1,500

Subsequent review of previously submitted plans

Residential	\$40.00
Commercial	\$50.00

All-inclusive Building Permit Fee

Minimum permit	\$45.00
Base: construction cost ≤ \$5,000,000	\$8.00/\$1,000
Additional: construction cost > \$5,000,000 and ≤ \$10,000,000	\$3.50/\$1,000
Additional: construction cost > \$10,000,000	\$2.00/\$1,000

Construction cost determined by GREATER of following:

- a. all labor, materials, profit, and overhead
- b. contract cost
- c. total building area (sf) multiplied by:
 1. residential new construction covered sf multiplied by \$85.00
 2. commercial new construction covered sf multiplied by \$115.00

Other Building Permit Fees

Siding/roof repair ≤ 100 sf	Exempt
Siding/roof repair > 100 sf or all siding/roof replacement	\$90.00
Pre-fabricated accessory structures ≤ 150 sf	Exempt
Pre-fabricated accessory structures > 151 sf and ≤ 250 sf	\$80.00
Pre-fabricated accessory structures > 251 sf	\$80.00 for first \$1,000 construction cost; \$7.00 per additional \$1,000 construction cost
Construction trailer	\$30.00
Water heater replacement	\$50.00
Renew expired/revoked permit (as approved by Building Official)	\$35.00

Inspection Fees

Courtesy or partial inspection	\$35.00
Construction inspection	\$50.00
After-hours inspection (residential)	\$100
After-hours inspection (commercial)	\$150

Miscellaneous

Administrative letter of Code Determination	\$100.00
Fire/storm damage determination for power re-connection	\$35.00

Non-sufficient fund check fee

Original check of value $\leq$ \$50.00	\$25.00
Original check of value $>$ \$50.00 but $\leq$ \$299.00	\$30.00
Original check value $\geq$ \$300	\$40.00 or 5% of check value (whichever is more)

Note: The above fees are the most common fees associated with the Building Department. Other fees for less common permits or projects may apply. Please consult with the Building Official.

CITY CLERK

Photocopies (including Public Records Requests):

8½ X 11	\$0.15/page
8½ X 11 (Double-sided)	\$0.20/page
8½ X 14	\$0.15/page
8½ X 14 (Double-sided)	\$0.20/page
11 X 17	\$0.25/page
Certified Copies	\$1.00/copy
CD	\$0.50
DVD	\$2.00
Thumb Drive	\$8.00

Lien Letters

Regular request (within 5 business days)	\$20.00
Rush request (within 2 business days)	\$40.00

Public Record Requests

Public Records Request Extensive Use Fee:

Calculated when the nature or volume of requested public records is such to require extensive use of information technology resources, extensive use of clerical or supervisory assistance, or both.

Actual Cost Incurred

CITY MANAGER

Horseback riding permit	\$25.00/yr
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CODE ENFORCEMENT

Local Business Tax Receipt (LBTR)

LBTR fee (annual)	See Code Sec. 74-80
Copy of previously issued LBTR	\$5.00
Penalty for failure to obtain LBTR prior to conduct of business	\$250 (plus required LBTR)
LBTR re-inspection fee	\$25.00

Resort Rental Dwelling Permit

New application	\$300
Annual renewal	\$200
Copy of previously issued Resort Rental Dwelling permit	\$5.00
Penalty for operating resort rental without appropriate permit	\$250/day

Miscellaneous Permits

Dining with Dogs (new)	\$40.00
Copy of previously issued Dining with Dogs permit	\$25.00
Right-of-way encroachment	\$35.00/yr
Street artists/performers	\$300/yr
Confiscation of illegal signs	\$25.00/sign

IMPACT FEES

Residential Development (per sf of heated area)

Public Facilities	\$0.44
Fire Protection	\$0.36
Police Protection	\$0.26
Parks and Recreation	\$2.89

Non-Residential Development (per sf of floor area)

Public Facilities	\$0.44
Fire Protection	\$0.36
Police Protection	\$0.26
Parks and Recreation	\$0.00

Ordinance 2021-38**GOLF COURSE****Exhibit "A"**

All Golf Course Fees, excluding annual memberships, are subject to a 25% increase or 25% decrease depending on the annual inflation rate.

Greens Fees (Non-Residents)

18 holes (cart)	\$60.00
9 holes (cart)	\$35.00
18 holes (walk)	\$35.00
9 holes (walk)	\$20.00
Replay 18 holes (cart)	\$35.00
Replay 9 holes (cart)	\$20.00
Twilight 18 holes (cart; effective 1:00 PM and later)	\$40.00
Twilight 9 holes (cart; effective 1:00 PM and later)	\$25.00
Twilight 18 holes (walk; effective 1:00 PM and later)	\$30.00
Twilight 9 holes (walk; effective 1:00 PM and later)	\$15.00

Greens Fees (Residents; proof of residency required)

18 holes (cart)	\$45.00
9 holes (cart)	\$25.00
18 holes (walk)	\$25.00
9 holes (walk)	\$15.00
Replay 18 holes (cart)	\$25.00
Replay 9 holes (cart)	\$15.00
Twilight 18 holes (cart; effective 1:00 PM and later)	\$30.00
Twilight 9 holes (cart; effective 1:00 PM and later)	\$20.00
Twilight 18 holes (walk; effective 1:00 PM and later)	\$20.00
Twilight 9 holes (walk; effective 1:00 PM and later)	\$10.00

Greens Fees (Juniors; 17-years old and younger)

18 holes (cart)	\$30.00
9 holes (cart)	\$20.00
18 holes (walk)	\$20.00
9 holes (walk)	\$10.00

Toptracer Fees

First player	\$30.00
First player (Lighthouse, Beach Card)	\$20.00
Additional player (each)	\$10.00

Driving Range Fees

Large bucket	\$9.00
Small bucket	\$6.00

Prices do NOT include sales tax

Memberships

Lighthouse Card (Non-Residents)	\$5,000
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Includes unlimited green/cart fees; discounted Toptracer fees; 10% discount on food, beverage, and merchandise.

Lighthouse Card (Residents; proof of residency required)	\$3,500
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Includes unlimited green/cart fees; discounted Toptracer fees; 10% discount on food, beverage, and merchandise.

Beach Card (Non-Residents)

18 holes (cart; \$50/round)	\$200/year
9 holes (cart; \$30/round)	\$100/year
18 holes (walk; \$30/round)	\$100/year
9 holes (walk; \$15/round)	\$100/year

Beach Card (Residents; proof of residency required)

18 holes (cart; \$35/round)	\$180/year
9 holes (cart; \$20/round)	\$70/year
18 holes (walk; \$20/round)	\$70/year
9 holes (walk; \$10/round)	\$70/year

Prices do NOT include sales tax

ding on season and market conditions (with approval by City Manager or his/her designee)

PARKS AND RECREATION

<u>Program:</u>
<u>AQUATICS</u>
Pool
Daily Public Swim:
Daily Lap Swim
Individual Monthly Pool Pass
Couples Monthly Pool Pass
Family Monthly Pool Pass
Individual 4 Month Pool Pass
Couples 4 Month Pool Pass
Family 4 Month Pool Pass
Individual 12 Month Pool Pass
Couple 12 Month Pool Pass
Family 12 Month Pool Pass
Pool Rental
Private Pool Rental, 2 hrs
Private Pool Rental, 2 hrs
Commercial Pool Rental, 2 hrs
Swim Lessons
Swim Lessons, Levels 1 and 2 and Stroke Clinics (1 Week.)

Swim Lessons, Levels 3 and 4 (2 weeks.)
Private Swim Lessons, 1 Session
Private Swim Lessons, 4 Sessions
Aqua Aerobics
Daily Aqua Aerobics, 1 Class
Monthly Aqua Aerobics (1 Class Per Day, Any Class)
Monthly Aqua Aerobics (2 Classes Per Day, Any Classes)
4-Month Aqua Aerobics (1 Class Per Day, Any Class)
POOL/WEIGHT ROOM COMBINATIONS
Fitness-Weight Room/Pool Pass 1 Month Individual
Fitness-Weight Room/Pool Pass 1 Month Couple
Fitness-Weight Room/Pool Pass 1 Month Family
Fitness-Weight Room/Pool Pass 4 Month Individual
Fitness-Weight Room/Pool Pass 4 Month Couple
Fitness-Weight Room/Pool Pass 4 Month Family
Fitness-Weight Room/Pool Pass 12 Month Individual
Fitness-Weight Room/Pool Pass 12 Month Couple
Fitness-Weight Room/Pool Pass 12 Month Family
FITNESS ROOMS
Atlantic Fitness Room/Peck Weight Room Daily Use
Atlantic Fitness Room/Peck Weight Room 1 Month Individual

Atlantic Fitness Room/Peck Weight Room 1 Month Couple
Atlantic Fitness Room/Peck Weight Room 1 Month Family
Atlantic Fitness Room/Peck Weight Room 4 Month Individual
Atlantic Fitness Room/Peck Weight Room 4 Month Couple
Atlantic Fitness Room/Peck Weight Room 4 Month Family
Atlantic Fitness Room/Peck Weight Room 12 Month Individual
Atlantic Fitness Room/Peck Weight Room 12 Month Couple
Atlantic Fitness Room/ Peck Weight Room 12 Month Family
Scuba
Try Diving Experience, Individual
Try Diving Experience, Couple (Friend or Family)
Try Diving Experience, Group, Up To 6 (Friend Or Family)
PADI Open Water Scuba, eLearner
CEMETERY
Cemetery Lots
Tree Lot (For Cremated Internments Only)
Deed Transfer Fee
Burial Permits (Includes Disinterment)
Monument Permits
Perpetual Care Fee In Ancient Section
Cancellation of Auto Pay
Buy Back Price for lot sold for \$50 or less
Buy Back Price for lot sold for \$51-\$100
Buy Back Price for lot sold for \$350-\$450
Buy Back Price for lot sold for \$525-\$600
Buy Back Price for lot sold for \$795 and up
GYM USE (VOLLEYBALL/SOCCER)
Daily Gym Use
RENTALS
Rooms

Atlantic Auditorium Commercial Full Day
Atlantic Auditorium Commercial Half Day
Atlantic Auditorium Private Full Day
Atlantic Auditorium Private Half Day
Atlantic Auditorium Civic Full Day
Atlantic Auditorium Civic Half Day
MLK Auditorium Commercial Full Day
MLK Auditorium Commercial Half Day
MLK Auditorium Private Full Day
MLK Auditorium Private Half Day
MLK Auditorium Civic Full Day
MLK Auditorium Civic Half Day
Peck Gym Commercial Full Day
Peck Gym Commercial Half Day
Peck Gym Private Full Day
Peck Gym Private Half Day
Peck Gym Civic Full Day
Peck Gym Civic Half Day
Peck Reception Commercial Full Day
Peck Reception Commercial Half Day
Peck Reception Private Full Day
Peck Reception Private Half Day
Peck Reception Civic Full Day
Peck Reception Civic Half Day
Peck Auditorium Commercial Full Day
Peck Auditorium Commercial Half Day
Peck Auditorium Private Full Day
Peck Auditorium Private Day
Peck Auditorium Civic Full Day
Peck Auditorium Civic Half Day
Attendant Fee
Additional Rental Time
Kitchen
Sound System (Atlantic and Peck Auditorium)
Athletic Fields
Civic Rate

Commercial Rate
Private Use Day
Private Use Night
Civic Rate Night
Lights
Field Prep
Marquee
Marquee (Renter)
Marquee (Commercial Advertising)
Youth League Usage Fee (non-City)
Youth League Usage Fee (non-City)
Park Pavilions, Green Space, Parking Lots
Park Pavilions Full Day
Park Pavilions Full Day
Park Pavilions Full Day - Commercial Use
Park Pavilions Full Day - Commercial Use
Park Pavilion Full Day (With Available Electricity)
Park Pavilion Full Day (With Available Electricity)
Park Pavilion Full Day (With Available Electricity)-Commercial Use
Park Pavilion Full Day (With Available Electricity)-Commercial Use
Park Pavilions Half Day
Park Pavilions Half Day
Park Pavilions Half Day - Commercial Use
Park Pavilions Half Day - Commercial Use
Park Pavilion Half Day (With Available Electricity)
Park Pavilion Half Day (With Available Electricity)
Park Pavilion Half Day (With Available Electricity)-Commercial Use
Park Pavilion Half Day (With Available Electricity)-Commercial Use
Open/Green Space Half Day Private Use
Open/Green Space Half Day Private Use
Open/Green Space Full Day Private Use
Open/Green Space Full Day Private Use
Open/Green Space Half Day Commercial Use
Open/Green Space Full Day Commercial Use
Open/Green Space Half Day Non Profit
Open/Green Space Half Day Non-Profit
Open/Green Space Full Day Non Profit
Open/Green Space Full Day Non Profit
SCHOOL, AFTER SCHOOL AND CAMP
After School Program - 3 Or More Days

Tennis/Pickleball Tournament
Tennis Court Key
City Resident ID Card
LIGHTHOUSE TOUR & FEES
Lighthouse Tour
Private Lighthouse Tour (Weekday)
Private Lighthouse Tour (Weekend)
Lighthouse DVD
Lighthouse Filming Fee
Lighthouse Filming Fee - Additional Hours
GREENWAY TOUR
Greenway Tour (Golfcart)
BEACH WHEELCHAIR RENTAL
Beach Wheelchair
Beach Wheelchair
Beach Wheelchair Delivery Fee
SPECIAL EVENTS
Special Event Permit Fee (200 or less attendees)
Special Events Permit (More than 200 attendees)
Special Event Late Fee
Parade Permit Fee
Banner Permit (Centre/8th; Lime/8th; Pole)
Banner Hanging Fee (Centre and 8th)
Banner Hanging Fee (Lime and 8th)
Pole Banner Hanging Fee
Tent Permit
Parking Lot Half Day Private Use
Parking Lot Full Day Private Use
Parking Lot Half Day Commercial Use
Parking Lot Full Day Commercial Use
Parking Lot Half Day Non-Profit
Parking Lot Half Day Non-Profit (Non-City)
Parking Lot Full Day Non-Profit
Parking Lot Full Day Non Profit (Non-City)
Barricades

Cones
Water Usage For Parks
Power Usage Fee
Commercial Running/Biking Events
Overnight Parking Fee
Storage Fee
Picnic Table Fee
Filming Permit Fee
Filming Permit Late Fee
Street/Parking Lot/Right Of Way Closure

Active and Retired US Military and their immediate family may
City Residents may bring up to four visiting family members fo
Financial assistance is available to City residents only.

The following fees are set by the instructors/coaches/coordinatc
or are determined by outside providers (i.e. tours, overnight stay
Karate, Tennis, Youth Soccer Camps, Adult Athletic Tourname
Camps, Kids Night Out, Athletic Leagues, Teen Trips, Aquatic

1. **Underline** new items.
2. **Strikethrough** items to be removed.
3. **Highlight** all changes for FY 2021/2022
4. Do not remove any items that remain the same!

Current Fee:
\$3.00 City
\$5.00 Non-City
\$3.00 City
\$5.00 Non-City
\$30.00 City
\$38.00 Non-City
\$50.00 City
\$63.00 Non-City
\$65.00 City
\$81.00 Non-City
\$90.00 City
\$113.00 Non-City
\$150.00 City
\$188.00 Non-City
\$195.00 City
\$244.00 Non-City
\$240.00 City
\$300.00 Non-City
\$400.00 City
\$500.00 Non-City
\$520.00 City
\$650.00 Non-City
City \$90.00 (\$35.00 Each Addl. Hr) 1 Guard
City \$110.00 (\$45.00 Each Addl. Hr) 2 Guards
City \$130.00 (\$55.00 Each Addl. Hr) 3 Guards
Non-City \$113.00 (\$46.00 Each Addl. Hr) 1 Guard
Non-City \$138.00 (\$59.00 Each Addl. Hr) 2 Guards
Non-City \$163.00 (\$71.00 Each Addl. Hr) 3 Guards
\$180.00 1 Guard
\$220.00 2 Guards
\$260.00 3 Guards
\$45.00 City
\$56.00 Non-City

\$65.00 City
\$81.00 Non-City
\$25.00 City
\$31.00 Non-City
\$75.00 City
\$94.00 Non-City
\$5.00 City
\$6.00 Non-City
\$50.00 City
\$63.00 Non-City
\$65.00 City
\$81.00 Non-City
\$48.00 City
\$60.00 Non-City
\$80.00 City
\$100.00 Non-City
\$104.00 City
\$130.00 Non-City
\$144.00 City
\$180.00 Non-City
\$240.00 City
\$300.00 Non-City
\$312.00 City
\$390.00 Non-City
\$384.00 City
\$480.00 Non-City
\$640.00 City
\$800.00 Non-City
\$832.00 City
\$1,040.00 Non-City
\$3.00 City
\$5.00 Non-City
\$25.00 City
\$31.00 Non-City

\$40.00 City
\$50.00 Non-City
\$65.00 City
\$81.00 Non-City
\$75.00 City
\$94.00 Non-City
\$120.00 City
\$150.00 Non-City
\$195.00 City
\$244.00 Non-City
\$225.00 City
\$282.00 Non-City
\$360.00 City
\$450.00 Non-City
\$585.00 City
\$732.00.00 Non-City
\$50.00 City
\$62.00 Non-City
\$80.00 City
\$100.00 Non-City
\$150.00 City
\$188.00 Non-City
\$120.00 All
\$1,300.00 City
\$1,625.00 Non-City
\$435.00 City
\$544.00 Non-City
\$75.00
\$40.00
\$40.00
\$455.00
\$3.00 City
\$5.00 Non-City

\$1,250.00/Includes Kitchen and Wifi
\$625.00/Includes Kitchen and Wifi
\$700.00/Includes Kitchen and Wifi
\$876.00/Includes Kitchen and Wifi
\$350.00/Includes Kitchen and Wifi
\$438.00/Includes Kitchen and Wifi
\$450.00/Includes Kitchen and Wifi
\$225.00/Includes Kitchen and Wifi
\$790.00/ Includes Kitchen and Wifi
\$395.00/Includes Kitchen and Wifi
\$420.00/Includes Kitchen and Wifi City
\$526.00/Includes Kitchen and Wifi Non-City
\$210.00/Includes Kitchen and Wifi City
\$263.00/Includes Kitchen and Wifi Non-City
\$262.00/Includes Kitchen and Wifi
\$131.00/Includes Kitchen and Wifi
\$800.00/Includes Wifi
\$350.00/Includes Wifi
\$600.00 City/Includes Wifi
\$720.00 Non-City/Includes Wifi
\$300.00 City/Includes Wifi
\$360.00 Non-City/Includes Wifi
\$350.00/Includes Wifi
\$175.00/Includes Wifi
\$450.00/Includes Wifi
\$225.00/Includes Wifi
\$300.00 City/Includes Wifi
\$360.00 Non-City/Includes Wifi
\$150.00 City /Includes Wifi
\$180.00 Non-City/Includes Wifi
\$150.00/Includes Wifi
\$75.00/Includes Wifi
\$650.00/Includes Wifi
\$325.00/Includes Wifi
\$450.00 City/Includes Wifi
\$540.00 Non-City/Includes Wifi
\$225.00 City/Includes Wifi
\$270.00 Non-City/Includes Wifi
\$300.00/Includes Wifi
\$150.00/Includes Wifi
\$20.00/Hour
100.00/Hour
Included With Rental
\$50.00/Day
\$75.00/Field

\$200.00/Field
\$100.00/Field City
\$125.00/Field Non-City
\$150.00 City/Field Includes Lights
\$188.00 Non-City/Field Includes Lights
\$150.00/Field Includes Lights
\$20.00/Hour
\$100.00
\$20.00/Day/Side (Upon Availability Only)
\$15.00/Day/Side (Upon Availability Only)
\$50.00/Day/Side (Upon Availability Only)
\$50.00 City
\$63.00 Non-City
\$75.00 City
\$93.75 Non-City
al Use
al Use
\$25.00 City
\$31.00 Non-City
\$50.00 City
\$62.50 Non-City
al Use
al Use
\$150.00 City
\$188.00 Non-City
\$300.00 City
\$375.00 Non-City
\$500.00 City
\$750.00 Non-City
\$150.00 City
\$188.00 Non-City
\$300.00 City
\$375.00 Non-City
\$60.00/Week. City

\$50.00/Week Additional Siblings City
\$74.00/Week. Non-City
\$64.00 Additional Siblings Non-City
\$23.00/Day City
\$15.00/Day Additional Sibling City
\$31.00/Day Non-City
\$21.00/Day Additional Sibling Non-City
\$20.00/Week
\$15.00/Week Additional Sibling
\$25 Per Week Per Child
\$90.00/Week Additional Sibling City
\$125.00/Week. Non-City
\$115.00/Week Additional Sibling Non-City
\$33.00 City
\$23.00 Additional Siblings City
\$41.00 Non-City
\$31.00 Additional Siblings Non-City
\$50.00/Week. City
\$40.00 /Week Additonal Sibling City
\$63.00/Week. Non-City
\$53.00/Week Additonal Sibling Non-City
\$23.00 City
\$10.00 Additional Siblings
\$31.00 Non-City
\$21.00 Additional Siblings Non-City
\$90.00/Week City
\$75.00/Additional Siblings City
\$112.00/Week Non-City
\$102.00/Additional Siblings
\$33.00/Day City
\$23.00/Additional Siblings
\$41.00/Day Non-City
\$31.00/Additional Siblings

20% of Net Profit From Tennis Pro
\$20.00
1 Free/ \$5.00 per Duplicate
\$5.00/Adult
\$3.00/12 & Under
\$200.00
\$250.00
\$200.00/2 Hours
\$100.00/Hour
\$100.00
\$300.00
\$100.00
\$50.00 For Up To 3 Locations
\$75.00
\$50.00
\$15.00/Pole
\$40.00 For Up To 2 Tents
\$125.00 City
\$160.00 Non-City
\$175.00 City
\$220.00 City
\$500.00
\$750.00
\$150.00
\$188.00
\$300.00
\$375.00
\$17.00/Barricade

\$2.00/Cone
\$75.00/Day City
\$94.00/Day Non-City
Usage Amount (\$75.00/Day Minimum) City
Usage Amount (\$94.00/Day Minimum) Non-City
\$5.00/Person
\$25.00/Vehicle
\$100/Day
\$100.00/For 3
\$200.00 Per Day
\$300.00
\$500.00 Per Day

y receive the City rate on all fees
or a daily use.

ors providing the programs, are based on the numbers of games per season
ys, meals).
ents, Senior Trips, Adventure
Trips (tubing, manatee swim, diving, etc.), Infant Survival Swimming.

Proposed Fees (21/22)
\$3.00 City
\$5.00 Non-City
\$3.00 City
\$5.00 Non-City
\$30.00 City
\$38.00 Non-City
\$50.00 City
\$63.00 Non-City
\$65.00 City
\$81.00 Non-City
\$90.00 City
\$113.00 Non-City
\$150.00 City
\$188.00 Non-City
\$195.00 City
\$244.00 Non-City
\$240.00 City
\$300.00 Non-City
\$400.00 City
\$500.00 Non-City
\$520.00 City
\$650.00 Non-City
City \$110 (\$55 Each Addl. Hr) 1 Guard
City \$150 (\$75 Each Addl. Hr) 2 Guards
City \$190 (\$95 Each Addl. Hr) 3 Guards
Non City \$138 (\$69 each Addl Hr) 1 Guard
Non City \$188 (\$94 each Addl Hr) 2 Guards
Non City \$238 (\$119 each Addl Hr) 3 Guards
Commercial \$220 (\$110 each Addl Hr) 1 Guard
Commercial \$300 (\$150 each Addl Hr) 2 Guards
Commercial \$380 (\$190 each Addl Hr) 3 Guards
\$45.00 City
\$56.00 Non-City

\$65.00 City
\$81.00 Non-City
\$25.00 City
\$31.00 Non-City
\$75.00 City
\$94.00 Non-City
\$5.00 City
\$6.00 Non-City
\$50.00 City
\$63.00 Non-City
\$65.00 City
\$81.00 Non-City
<u>\$200.00 City</u>
<u>\$252.00 Non-City</u>
\$48.00 City
\$60.00 Non-City
\$80.00 City
\$100.00 Non-City
\$104.00 City
\$130.00 Non-City
\$144.00 City
\$180.00 Non-City
\$240.00 City
\$300.00 Non-City
\$312.00 City
\$390.00 Non-City
\$384.00 City
\$480.00 Non-City
\$640.00 City
\$800.00 Non-City
\$832.00 City
\$1,040.00 Non-City
\$3.00 City
\$5.00 Non-City
\$25.00 City
\$31.00 Non-City

\$40.00 City
\$50.00 Non-City
\$65.00 City
\$81.00 Non-City
\$75.00 City
\$94.00 Non-City
\$120.00 City
\$150.00 Non-City
\$195.00 City
\$244.00 Non-City
\$225.00 City
\$282.00 Non-City
\$360.00 City
\$450.00 Non-City
\$585.00 City
\$732.00.00 Non-City
\$50.00 City
\$62.00 Non-City
\$80.00 City
\$100.00 Non-City
\$150.00 City
\$188.00 Non-City
\$250.00 (Price now includes check-out Dives)
\$1,500.00 City
\$1,850.00 Non-City
\$500.00 City
\$625.00 Non-City
\$75.00
\$40.00
\$40.00
\$455.00
\$50.00
\$200.00
\$300.00
\$600.00
\$800.00
\$1,000.00
\$3.00 City
\$5.00 Non-City

\$1,250.00/Includes Kitchen and Wifi
\$625.00/Includes Kitchen and Wifi
\$700.00/Includes Kitchen and Wifi City
\$876.00/Includes Kitchen and Wifi Non-City
\$350.00/Includes Kitchen and Wifi City
\$438.00/Includes Kitchen and Wifi Non-City
\$450.00/Includes Kitchen and Wifi
\$225.00/Includes Kitchen and Wifi
\$790.00/ Includes Kitchen and Wifi
\$395.00/Includes Kitchen and Wifi
\$450.00 City/Includes Kitchen and WIFI
\$540.00 Non-City/Includes Kitchen and WIFI
\$225.00 City/Includes Kitchen and WIFI
\$270.00 Non-City/Includes Kitchen and WIFI
\$300.00/Includes Kitchen and WIFI
\$150.00/Includes Kitchen and WIFI
\$800.00/Includes Wifi
\$400.00/Includes WIFI
\$600.00 City/Includes Wifi
\$720.00 Non-City/Includes Wifi
\$300.00 City/Includes Wifi
\$360.00 Non-City/Includes Wifi
\$350.00/Includes Wifi
\$175.00/Includes Wifi
\$450.00/Includes Wifi
\$225.00/Includes Wifi
\$300.00 City/Includes Wifi
\$360.00 Non-City/Includes Wifi
\$150.00 City /Includes Wifi
\$180.00 Non-City/Includes Wifi
\$150.00/Includes Wifi
\$75.00/Includes Wifi
\$650.00/Includes Wifi
\$325.00/Includes Wifi
\$420.00/Includes and Wifi City
\$526.00/Includes and Wifi Non-City
\$210.00/Includes and Wifi City
\$263.00/Includes and Wifi Non-City
\$262.00/Includes and Wifi
\$131.00/Includes and Wifi
\$20.00/Hour
100.00/Hour
Included With Rental
\$50.00/Day
\$75.00/Field City

\$95.00/Field Non-City
\$200.00/Field
\$100.00/Field City
\$125.00/Field Non-City
\$150.00 City/Field Includes Lights
\$188.00 Non-City/Field Includes Lights
\$120.00/Field Includes Lights City
\$150.00/Field Includes Lights Non-City
\$20.00/Hour
\$100.00
\$20.00/Day/Side (Upon Availability Only)
\$15.00/Day/Side (Upon Availability Only)
\$50.00/Day/Side (Upon Availability Only)
\$30.00 per non-City participant (excluding City employees)
\$50.00 City
\$63.00 Non-City
\$100.00.00 City
\$126.00.00 Non-City
\$75.00 City
\$93.75 Non-City
\$150.00 City
\$187.50 Non-City
\$25.00 City
\$31.00 Non-City
\$50.00 City
\$62.00.00 Non-City
\$50.00 City
\$62.50 Non-City
\$100.00.00 City
\$125.00 Non-City
\$200.00 City
\$250.00 Non-City
\$400.00 City
\$500.00 Non-City
\$500.00 City
\$750.00 Non-City
\$150.00 City
\$188.00 Non-City
\$300.00 City
\$375.00 Non-City
\$60.00/Week. City

awaiting results from f

\$50.00/Week Additional Siblings City
\$74.00/Week. Non-City
\$64.00 Additional Siblings Non-City
\$23.00/Day City
\$15.00/Day Additional Sibling City
\$31.00/Day Non-City
\$21.00/Day Additional Sibling Non-City
\$20.00/Week
\$15.00/Week Additional Sibling
\$25 Per Week Per Child
\$90.00/Week Additional Sibling City
\$125.00/Week. Non-City
\$115.00/Week Additional Sibling Non-City
\$33.00 City
\$23.00 Additional Siblings City
\$41.00 Non-City
\$31.00 Additional Siblings Non-City
\$50.00/Week. City
\$40.00 /Week Additonal Sibling City
\$63.00/Week. Non-City
\$53.00/Week Additonal Sibling Non-City
\$23.00 City
\$10.00 Additional Siblings
\$31.00 Non-City
\$21.00 Additional Siblings Non-City
\$90.00/Week City
\$80.00/Additional Siblings City
\$112.00/Week Non-City
\$102.00/Additional Siblings
\$33.00/Day City
\$23.00/Additional Siblings
\$41.00/Day Non-City
\$31.00/Additional Siblings

20% of Net Profit From Tennis Pro
\$20.00
1 Free/ \$5.00 per Duplicate
\$5.00/Adult
\$3.00/12 & Under
\$200.00
\$250.00
<u>\$15.00 each</u>
\$200.00/2 Hours
\$100.00/Hour
<u>\$5.00/Adult</u>
<u>\$3.00/12 & Under</u>
<u>\$30.00/ up to 1 Week City</u>
<u>\$38.00/ up to 1 Week Non-City</u>
<u>\$25.00/for in City-Limits delivery & pickup</u>
\$100.00
\$300.00
\$25.00
\$50.00 For Up To 3 Locations
\$75.00
\$50.00
\$15.00/Pole
\$25.00
\$200.00 City
\$250.00 Non-City
\$400.00 City
\$500.00 Non-City
\$500.00
\$750.00
\$150.00
\$188.00
\$300.00
\$375.00
\$17.00/Barricade

\$2.00/Cone
\$75.00/Day City
\$94.00/Day Non-City
Usage Amount (\$75.00/Day Minimum) City
Usage Amount (\$94.00/Day Minimum) Non-City
\$5.00/Person
\$25.00/Vehicle
\$100/Day
\$100.00/For 3
\$200.00 Per Day
\$300.00
\$500.00 Per Day

on

fee assesment

PLANNING & CONSERVATION

Board of Adjustment

Administrative Appeal

Variance - Residential

Variance - Non-Residential/Multi-Family/ 2 or more residential units/Mixed Use

Historic District Council

Certificate of Approval: Staff

Certificate of Approval Board - Residential (1 single family home)

Certificate of Approval Board - Commercial/ Multi-Family/ 2 or more residential units/Mixed Use

Demolition of Primary Structure - Non-Contributing

Demolition of Primary Structure - Contributing

Variance - Residential

Variance - Non-Residential/Multi-Family/2 or more residential units/Mixed Use

After-the-fact approval for Board C.O.A.

After-the-fact approval for Staff C.O.A.

~~Newsrack Fee (New Location)~~

~~Newsrack Fee (Annual Renewal)~~

HDC Amendment Fees (offset of staff time and advertising)

Planning Advisory Board

Large Scale Future Land Use Map Amendment

Small Scale Future Land Use Map Amendment

Comprehensive Plan Text Amendment

Change of Zoning Designation: Large Scale

Change of Zoning Designation: Small Scale

Land Development Code Text Amendment

Water/ Sewer Agreement

Voluntary Annexation

~~Development of Regional Impact:-~~

~~Amend Development Order~~ PUD Modification or similar

Re-Plat / Preliminary Plat (less than 20 units)

Re-Plat / Preliminary Plat (20+ units)

Re-Plat / Final Plat

Vacate/ Open Public right-of-way

New Telecommunications Structure

Collocation or Modification of Existing Structure (within public ROW)

Small Cell outside ROW (per application)

Application Fee for Each Revision to PAB Applications (offset of additional display ad fees)

Technical Review Committee

TRC Engineering Review (consultant hourly rate)

TRC Staff Review Application Fee:

Initial Submittal + 2 resubmittals

3rd and subsequent resubmittals or major amendments

Change of Use Determination Letter

Site Infrastructure Permit

First \$1,000 of job cost

Plus for each additional \$1,000 of job cost

Tree Protection and Site Inspection Fee

Tree Removal Permit Fees

Fees:

Base Fee, up to 3 trees

Each Additional Tree

Tree Inspection Fee: Residential- Single Lot and Small -scale commercial of no greater than 5 trees removed

Tree Inspection Fee: Subdivision, Mixed Use, Non-Residential

In Lieu Fee (Tree Replacement for 2.5" DBH)

Underbrushing Permit Fee (NO TREE REMOVAL)

Zoning Review Permit

Non-structural fence

Exempted accessory structures (< 12' ridge ht, ≤ 150 s.f., non-aluminum)

Exempted Residential Deck (≤ 12" above grade and ≤ 150 s.f.)

After-the-Fact Zoning Permit

Administrative

Plan Review (as connected to issuance of building permits)

Expedited Plan Review - as connected to issuance of building permits (5 business days)

DEP Letter plus 1 Revision

DEP Letter – 2nd and later Revisions

~~Zoning sign-off for alcoholic beverage license~~

Zoning Certification Letter

Due Diligence Letter

Minor Subdivision/ Lot Line Adjustment

Context Sensitive Review Determination

NSF Check Fee (up to)

Public School Concurrency Administrative Review Fee

Plan Copies

Hard Copy of Comprehensive Plan

Land Development Code

CRA Design Guidelines

Design Guidelines for Downtown or Old Town

~~Oversize Building plans (for delivery to copier)~~

Maps

~~Map: 8 ½ x 11~~

~~Map: 11 x 17~~

~~Map: 17 x 22 (black and white only)~~

~~Map: 24 x 36 (black and white only)~~

~~Map: 34 x 42 (black and white only)~~

~~Additional Map copies~~

~~SHAPE Files~~

Miscellaneous Fees

Administrative Waiver

Administrative Waiver (for Tree Protection only)

Traffic Concurrency Determination

Amendment to Development Order

Parking in Lieu Fee (surface space)*payment to be made at time of building permit issuance

Parking in Lieu Fee (structured space)*payment to be made at time of building permit issuance

Temporary Use

As provided in LDC Section 5.02.00

Seasonal Sales

Movable Module Storage Units (PODs) (15 day permit)

Construction Trailer / Model Home / Sales Office

Tent Permit (includes Seasonal Fee + Tent Fee + Fire Marshal Fee)

Signs

Value of sign:

\$0-\$100.00

\$101.00-\$500.00

\$501.00-\$1,000.00
plus for each \$1,000.00
~~Pickup of Illegal Signs~~——

Current Fee:

\$500.00

\$1,000.00

\$2,500.00

\$25.00

\$250.00

\$400.00

\$1,500.00

\$7,500.00

\$1,000.00

\$2,500.00

\$1,500.00

\$100.00

Moved to Business Licenses

\$5,000.00

\$2,500.00

\$5,000.00

\$5,000.00

\$2,500.00

\$1,500.00

\$300.00

\$2,000.00

\$1,500.00

\$3,000.00

\$5,000.00

\$1,500.00

\$3,500.00

\$400.00

\$125.00

\$400 +2% of project construction cost (whichever is greater)
(maximum cost \$5,500.00)

1/2 cost of original application fee

\$50.00

\$160.00

\$14.00

See cost for tree removal inspections

\$500.00

~~\$100.00~~

\$200.00

\$1,000.00

\$400.00

\$250.00

\$500.00

\$200.00

\$35.00
~~\$50.00~~
\$100.00
\$250.00
\$600.00
~~40~~ \$400.00
\$40.00 or 5% of Face Value (whichever is greater)

\$50.00
\$50.00
\$50.00
\$50.00

\$400.00

\$2,500.00

\$2,000.00
\$9,000.00

\$100.00
\$25.00
\$100.00
\$160.00

\$60.00
\$70.00

\$80.00

\$7.00

Proposed Fee:

\$2,500.00

\$5,000.00

\$2,500.00

\$5,000.00

1/2 cost of original application fee

\$2,500.00

\$50.00

\$250.00

ater) for up to \$5,500)

\$150.00

\$100.00

\$50.00

\$100.00 (all others require General Building Permit + fees)

\$100.00 (all others require General Building Permit + fees)

\$200.00

\$100.00

\$100.00

Notes:

Requested increase to maintain the integrity of established policy direction in the LDC.

Requested increase to maintain the integrity of established policy direction in the LDC.

Requested increase to maintain the integrity of established policy direction in the LDC.

Requested increase to maintain the integrity of established policy direction in the LDC.

Due to increased number of times applicants are amending prior approvals. The cost to the City has increased

Fees added as result of changes in state law for processing telecom facilities.
Fees added as result of changes in state law for processing telecom facilities.
Fees added as result of changes in state law for processing telecom facilities.

Consistent with Tree Committee Findings.

Currently, collected as an admin fee.

Consistent with CC direction- Allows for small scale projects to move forward with LDC compliance review
Consistent with CC direction- Allows for small scale projects to move forward with LDC compliance review
Consistent with CC direction- Allows for small scale projects to move forward with LDC compliance review
Doubled permit cost as after the fact

Collection of fee and processing takes longer than actual task. Staff requests to remove fee and reduce time sp

Fee needed to capture time spent processing and coordinating with NCSB.

Consistent with Tree Committee Findings, pending LDC Revisions.

In Business Licenses Fees

for advertising and staff processing.

only.
only.
only.

ent processing.

POLICE

Services

Copy of Accident/Incident Report	\$2.00
Fingerprinting	\$5.00

Special Events (three-hour minimum duration)

Police Officer	\$38.00/hr
Police Supervisor (one required for 4-7 officers)	\$48.00/hr
Police Service Aide	\$24.00/hr

FIRE

Plan Reviews

Site Plan Review (Technical Review Committee)	\$100
Multi-family/commercial structures	45% of Building Permit Fee
First re-submittal	No charge
Second re-submittal	\$110
Third re-submittal	4x original fee
Minor revised plan review (after approval)	\$40.00
Review of new plans after approval	\$68.00

Inspection Fees

Penalty for starting work without Fire Permit	2x original permit fee
Re-inspection for unprepared site	\$55.00
Each additional re-inspection for unprepared site	\$110
After-hours/weekend/holiday inspections (2 hours allocated)	\$110
After-hours/weekend/holiday inspections (ea. additional hour)	\$55.00
Annual/periodic/mandated State inspections	\$50.00
Annual/periodic/mandated State Inspections (facility > 3,000 sf)	\$50.00 + \$7.00/1,000 sf (\$300 maximum)

Fire Sprinkler Systems

Fee for systems with > 50 sprinkler heads	\$80.00 (+\$1.00/head > 50)
Private fire service water mains	\$100.00
Additional hydrostatic test inspections	\$54.00 ea.

Note: Above fees include cost of review, one hydrostatic inspection, and one final inspection.

Fire Alarm Systems

Fire alarm control panel and $\leq$ 10 devices	\$60.00
Fire alarm control panel and > 10 devices	\$60.00 (+\$1.50/device)

FIRE (continued)

Kitchen Hoods

Commercial kitchen exhaust hood	\$60.00
Kitchen hood fire suppression system	\$60.00

Other Permits/Services

Address assignments	\$20.00
Address assignment verification letter	\$20.00
Aircraft hangars	\$50.00
Aircraft refueling vehicles	\$50.00
Bonfires	\$100
Carnivals and fairs	\$50.00
Cutting and welding operations	\$50.00
Explosives	\$100
Fire insurance rating verification letter	\$10.00
Public fireworks display	\$100
Hot work operations	\$50.00
Local Business Tax Receipt (LBTR) inspection	\$25.00
Miscellaneous construction/installation	\$50.00
Temporary sale of consumer fireworks	\$50.00
Tents, canopies, other membrane structures	\$25.00
Other required permits (FL Fire Prevention Code)	\$50.00

Special Event Services

Fire engine	\$60.00/hr
Ambulance	\$40.00/hr
Firefighter/paramedic/Emergency Medical Technician	\$35.00/hr
Ocean Rescue lifeguard (2 guard min; 1 guard/35 swimmers)	\$25.00/hr

Emergency Medical Service Transport Services

Basic Life Support	\$550
Advanced Life Support	\$700
Mileage	\$11.00/mile

SANITATION

Effective April 6, 2021

Monthly Commercial Sanitation Rate Schedule (1)

Service	Once/wk	Twice/wk	3/week	4/week	5/week	6/week	7/week
Totes	\$18.24	\$36.48	\$54.72	\$72.96	\$91.20	\$109.44	\$127.68
2yd dump	\$55.23	\$110.46	\$165.69	\$220.92	\$276.15	\$331.38	\$386.61
4yd dump	\$110.44	\$220.88	\$331.32	\$441.76	\$552.20	\$662.64	\$773.08
6yd dump	\$165.66	\$331.32	\$496.98	\$662.64	\$828.30	\$993.96	\$1,159.62
8yd dump	\$220.87	\$441.74	\$662.61	\$883.48	\$1,104.35	\$1,325.22	\$1,546.09
Larger dumpsters available (contact for cost)							

Add'l collect	Per Tote	2yd dump	4yd dump	6yd dump	8yd dump
Fee	\$4.26	\$12.46	\$24.93	\$37.39	\$49.86

Other Services

Roll-Off (20yd dump)	\$300.07 per collection (plus disposal charges [per ton])
Compactor Service Rate	\$324.38 per collection (plus disposal charges [per ton])

(1) Service agreement provides for annual increase based upon specific Consumer Price Index**SANITATION (continued)**

Effective April 6, 2021

Monthly Residential Sanitation Rate Schedule (1)

Service (twice-weekly solid waste, weekly recycling, weekly bulk, weekly yard waste)

1 Tote	\$19.59
2 Totes	\$39.18
1 Tote (roll out/in service)	\$34.02
2 Totes (roll out/in service)	\$68.04

Other Services

Appliances/White Goods	\$16.98 (per item)
------------------------	--------------------

(1) Service agreement provides for annual increase based upon specific Consumer Price Index

STORMWATER

Residential Fees

Residential single-family	\$12.00/mo
Residential single-family (private stormwater system)	\$6.00/mo
Residential multi-family (per residential unit)	\$6.00/mo
Residential multi-family (private stormwater system; per residential unit)	\$3.00/mo

Commercial Fees

Commercial unit	\$12.00/mo
Commercial unit (private stormwater system)	\$6.00/mo
Multi-unit commercial facility (per commercial unit)	\$6.00/mo
Multi-unit commercial facility (private stormwater system; per commercial unit)	\$3.00/mo

Miscellaneous Fees

New applicants/delinquent customers deposit	3 mos service charge
Late payment	1.50% of monthly fee

STREETS

Driveway permit	\$35.00
Right-of-way encroachment	\$35.00
Right-of-way removal (unpermitted items [excluding temporary signs; see CODE ENFORCEMENT])	\$100

Right-of-way Use Permits

Poles (each)	\$5.00
Roadway cuts (paved road)	\$100
Roadway cuts (unpaved road)	\$50.00
Jack and bore	\$100
Landscaping	\$35.00

WASTEWATER

Base Facility Charges:

Meter Size

5/8 Inch
1.0 Inch
2.0 Inch
3.0 Inch
4.0 Inch

Multi-Family (Service Size Rate) + #units Per Dwelling Unit

Sewer only residential Per Dwelling Unit

Multi-Commercial (Service Size Rate) + #business Per
Business w/fixtures

Commodity Charges:

Usage Block

1
2

Industrial Facilities:

Only domestic type wastewater will be accepted from industrial sites. All industrial wastewater will be accepted from an industrial customer's lift station. This meter will be accessible and read monthly by the utility for accuracy.

Monthly Usage (gallons)

Domestic sewage
Per 12,775 gallons

Septic Tank Waste Disposal:

Private or Commercial Vehicle disposing of Domestic septic
Tank waste at City's Wastewater treatment plant.

Sample and analysis for BOD at the request of the City Manager
and subject to same Requirements of 82-181.

- (1) Rates represent charges for inside the City customers. Outside the City customers
- (2) General service customers represent customers that are not single family residential

Customer Connection Charge:

Low Pressure 2 inch service

Larger than 2" tap

Road Bore 2 inch line

Core Manhole for service

2" Force main extensions

4" Force main extensions

6" Gravity extension

8" Gravity extension

Asphalt Repairs

Current Fee:

<u>Single Family</u>	<u>General</u> ⁽²⁾
\$30.00	\$30.00
\$72.32	\$72.32
\$227.53	\$227.53
\$453.29	\$453.29
\$801.15	\$801.15

\$28.22

\$49.26

\$30.00

Rate Per 100 Cubic Feet

Current Fee:

<u>Monthly Usage (CCF)</u>	<u>Residential</u>	<u>General</u> ⁽²⁾
0 – 10	\$2.25	\$2.25
>10		\$2.25

wastewater shall be metered at the discharge of the
he City and yearly check by the customer and city for

\$59.63

0.046 per gal

\$58.35 per analysis

s are charged an additional 25% surcharge.
al.

Current Fee:

Per New Connection	\$1,000.00
Per New Connection	Actual
	Cost
	\$500.00
	\$500.00
	\$10.00/ft
	\$20.00/ft
	\$35.00/ft
	\$50.00/fl
	Actual Cost

WATER

WATER SERVICE MISCELLANEOUS SERVICE CHARGES^(1,2)

<u>Description</u>	<u>Application</u>	<u>Current Fee:</u>
Customer Deposit	New Applicants or delinquent customers	3 Months of service
Returned Check Charge	Per Occurrence	\$29.00
Turn on / Turn off for Non-payment	Per Occurrence	\$65.00
Hydrant Flow test	Per Hydrant	\$100.00
Backflow device testing	Per Backflow	\$100.00
Account Processing Fee	Per Occurrence	\$10.00
Service Call	Per Occurrence	\$45.00
Late Payment Fee	Amount of Unpaid Utility Bill	18% Rate Annually
Meter Installation:		
5/8 Inch x 3/4 Inch Meter	Per New Connection	\$100.00
1.0 Inch Meter	Per New Connection	\$165.00
Larger Meters	Per New Connection	Actual Cost 20%

**Customer
Connecti
on
Charge:**

- 2" or smaller service tap	Per New Connection	\$1,000.00
Larger than 2" tap	Per New Connection	Actual Cost

Road Bore 3" and smaller 2" Water Main Extension 4" to 8" Water Main Extension Fire Hydrant Installation		\$500.00
		\$10.00/ft
		\$50.00/ft
		\$3,500.00
Second Meter Box next to existing	Per 3/4" Connection	\$250.00

Current Fee:

**Base
Facility
Charges:**

<u>Meter Size</u>	<u>Single Family</u>	<u>General ⁽²⁾</u>
5/8 Inch	\$11.96	\$11.96
1.0 Inch	\$27.59	\$27.59
2.0 Inch	\$84.89	\$84.89
3.0 Inch	\$168.24	\$168.24
4.0 Inch	N/A	\$262.01
6.0 Inch	N/A	\$522.54

Current Fee:

Multi-Family
(Service Size Rate)
+ Per Dwelling Unit plus Base Facility \$10.42

Multi-Comm
(Service Size Rate)+
Per Business \$11.96

Commodity

Charges: Rate Per 100 Cubic Feet

Monthly Usage (CCF)

<u>Usage Block</u>	<u>Residential</u>	<u>General</u> ⁽²⁾	
1	\$1.18	\$1.58	0 – 4
2	\$1.58	\$1.58	4 – 10
3	\$1.67	\$1.58	10 - 16
4	\$1.87	\$1.58	16 - 24
5	\$2.28	\$1.58	>24

Fire Line & Hydrant Charges

2 Inch \$6.55
4 Inch \$20.46
6 Inch \$40.92
8 Inch \$65.48
10 Inch \$94.11

Hydrant
per month
(connection only) \$37.00

(1) Rates represent charges for inside the City customers. Outside

(2) General service customers represent all customers that are not

January 5, 2022
NewsLeader Edition

**NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH**

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, January 18, 2022, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2021-38

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING FEES FOR THE GOLF COURSE, AND PLANNING AND CONSERVATION DEPARTMENT FOR FISCAL YEAR 2021/2022; 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.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Ordinance 2021-39
Voluntary Annexation - FPU Parcels

ITEM TYPE: Ordinance (w/ fiscal impact)

REQUESTED ACTION: Consider Ordinance 2021-39 at Second Reading.

SYNOPSIS: As part of the amended franchise agreement passed by the City Commission on August 3, 2021, Florida Public Utilities agreed to the annexation of three of its parcels that are contiguous to the City limits. This item was not voted on at the December 21, 2021, City Commission meeting, as it was heard as a quasi-judicial item.

FISCAL IMPACT: Tax revenue generated from these parcels.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission enact proposed Ordinance 2021-39 at Second Reading.

Kelly Gibson, Planning Director	12/30/2021
Monica Benischeck, Administrative Services Manager	12/30/2021
Dale Martin, City Manager	1/10/2022
Tammi E. Bach, City Attorney	1/10/2022

Date: December 22, 2021

Submitted By: Katie Newton, Legal Assistant

COMMISSION ACTION: Enact

ORDINANCE 2021-39

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ANNEXING THREE PARCELS TOTALING APPROXIMATELY 2.85 ACRES OF LAND LOCATED AT PARCEL NUMBER 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000, CONTIGUOUS TO THE CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owners of approximately 2.85 acres of land located at 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000, contiguous to the City limits and identified in Exhibit A, request 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 2021-0008, at its October 13, 2021, meeting and recommended approval of the annexations; 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 September 29, 2021; 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 parcels of real property totaling approximately 2.85 acres of land located at 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000, 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.

ENACTED this 18th day of January 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Mayor - Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



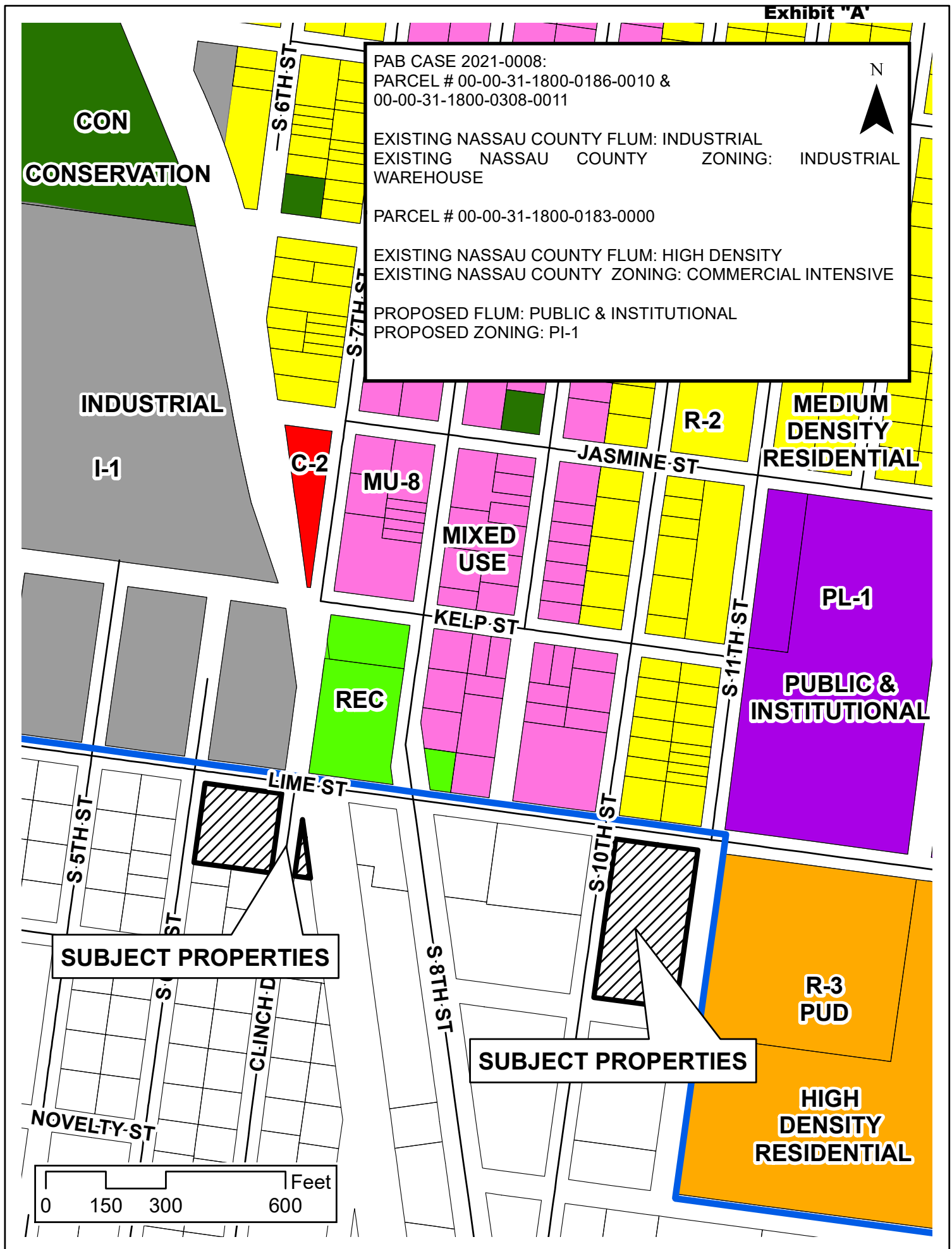
CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

Date of First Reading: December 21, 2021

Date of Second Reading: January 18, 2022

Date of Publication: December 31, 2021 and January 5, 2022



CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 1st day of September, 2021 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Florida Public Utilities Company (hereinafter collectively referred to as the "Applicants").

WHEREAS, this Annexation Agreement/ Petition for Annexation (hereinafter referred to as "Agreement") shall be considered entered into upon execution, where the actual annexation of land shall occur once the subject property becomes contiguous to any boundary demarking the incorporated area of the City of Fernandina Beach and upon the execution of an Ordinance by the City Commission of the City authorizing and approving the execution of such annexation, consistent with the mutual promises, covenants and acknowledgments agreed to by the City Commission and the Applicants, as contained in this Agreement; and

WHEREAS, the Applicants collectively, are the owners of record of the parcel of land known and described as follows, comprising the property which is the subject of this Agreement (the "Property"):

PARCEL ID#: 00-00-31-1800-0186; 00-00-31-1800-0308-0011; 00-00-31-1800-0183-0000

GENERALLY DESCRIBED AS: _____

ADDRESSED AS: 602 Lime St; N/A; 1200 S 10TH 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

NOW, THEREFORE, in consideration of the mutual promises, covenants and acknowledgments stated herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Effective Date:** This Agreement shall become effective upon execution.
2. **Execution:** The parties hereto agree to execute any and all such documents as are reasonably necessary to carry out the terms and provisions of this Agreement.
3. **Binding Effect:** The parties hereto do covenant and agree that this Agreement and its Exhibits, shall be binding on their successors and assigns, including the political subdivisions as the City of Fernandina Beach.
4. **Water and/or Sanitary Sewer:** The Applicants shall be permitted to tap into the City's water and/or sanitary sewer system at a point determined by the City. The Applicants shall also be responsible for payment to the City of any and all applicable fees that are assessable under City Ordinance and State Law.

5. Land Use and Zoning: Upon Annexation of the Property, and until the adoption by the City Commission of the City's Comprehensive Plan and zoning district for the Property, the Comprehensive Plan (including future land use) and zoning ordinances and regulations shall remain in full force and effect for the Property, and shall be enforced by the City. The City shall adopt the future land use designation and zoning district for the Property that most closely approximate to the current Nassau County future land use designation and zoning district for the Property regarding allowable uses and development standards.

6. Governing Law: The laws of the State of Florida shall govern the interpretation, validity and construction of the terms and provisions of this Agreement. If any term or provision of this Agreement is declared illegal or invalid for any reason by a court of competent jurisdiction, the remaining terms and provisions of this Agreement shall, nevertheless, remain in full force and effect.

7. Entire Agreement: The parties hereto acknowledge that this Agreement constitutes the sole agreement between the parties; that all prior proposals and agreements, whether oral or written, are hereby superseded; and that this Agreement may not be changed, altered or modified except in writing and signed by the parties hereto. The parties hereto further acknowledge that, in entering into this Agreement, each party has not been induced by, has not relied upon, and has not included as part of the basis of the bargain herein, any representation or statement, whether expressed or implied, made by any agent, representative or employee, which representation or statement is not approved by the other at any public hearing or work session of the City Commission or otherwise made as part of the official public record in the proceedings related to this Agreement. This Agreement binds the Applicants' Property to being annexed into the City once the Property becomes contiguous to any boundary demarking the incorporated area of the City of Fernandina Beach and upon the execution of an Ordinance by the City Commission of the City authorizing and approving the execution of such agreement, consistent with the mutual promises, covenants and acknowledgments agreed to by the City Commission.

8. Default: In the event either of the parties default in the performance of the obligations set forth in this Agreement, then the other may, upon notice to defaulting party, allow the defaulting party sixty (60) days to cure the default or provide evidence to the non-defaulting party that such default will be cured in a timely manner if it cannot be cured during said period. If the defaulting party fails to cure such default or provide such evidence as provided above, then, with notice to defaulting party, the other party may begin proceedings to require specific performance of this Agreement or bring suit for damages for breach of the Agreement. The prevailing party shall be entitled to a reasonable attorney's fee for having brought such action.

8. Recording: This Agreement shall run with the land and a copy of this Agreement for Annexation shall be filed and recorded by the City Clerk's Office with the Nassau County Clerk of Circuit Court.

IN WITNESS WHEREOF, the City and Applicant(s) have caused this instrument to be executed by their respective proper parties duly authorized to execute the same on the day and the year first above written.

CITY OF FERNANDINA BEACH

ATTEST:

DALE L. MARTIN
City Manager

CAROLINE BEST
City Clerk

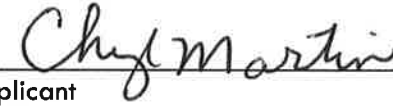
APPROVED AS TO FORM AND LEGALITY:



TAMMI E. BACH
City Attorney

APPLICANT(S)

By: 
Applicant

By: 
Applicant

STATE OF FLORIDA }
COUNTY OF NASSAU } ss

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization,

this 1st day of September, 2021,

by Michael CASSEL.


Notary Public

Christine Minton
Printed Name
Expires

HH 160135
My Commission

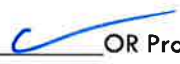
Personally Known  OR Produced Identification _____ ID Produced: _____



EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORT

A. Michael Hickox
Nassau County Property Appraiser



Results

00-00-31-1800-0183-0000

FLORIDA PUBLIC UTILITIES CO

401 S DIXIE HWY

WEST PALM BEACH, FL
334015807

1200 S 10TH ST
FERNANDINA BEACH
32034

1102 S 10TH ST (CHANGED PER
FB- DUPLICATE ADDRESS)

0.00

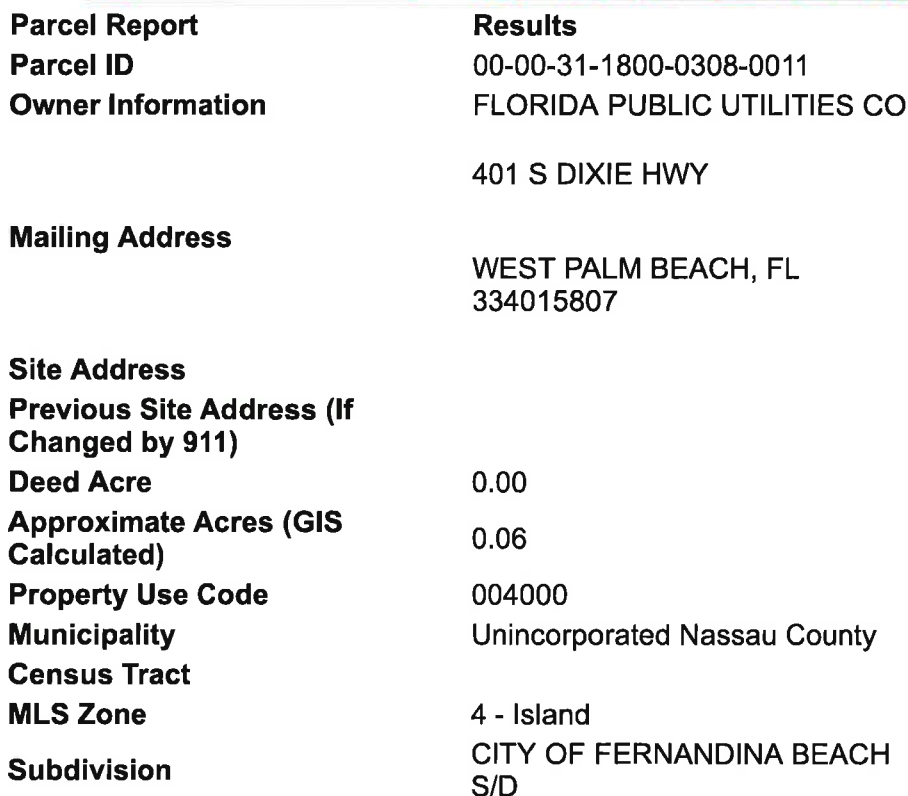
1.90

009100

Unincorporated Nassau County

4 - Island

A. Michael Hickox
Nassau County Property Appraiser

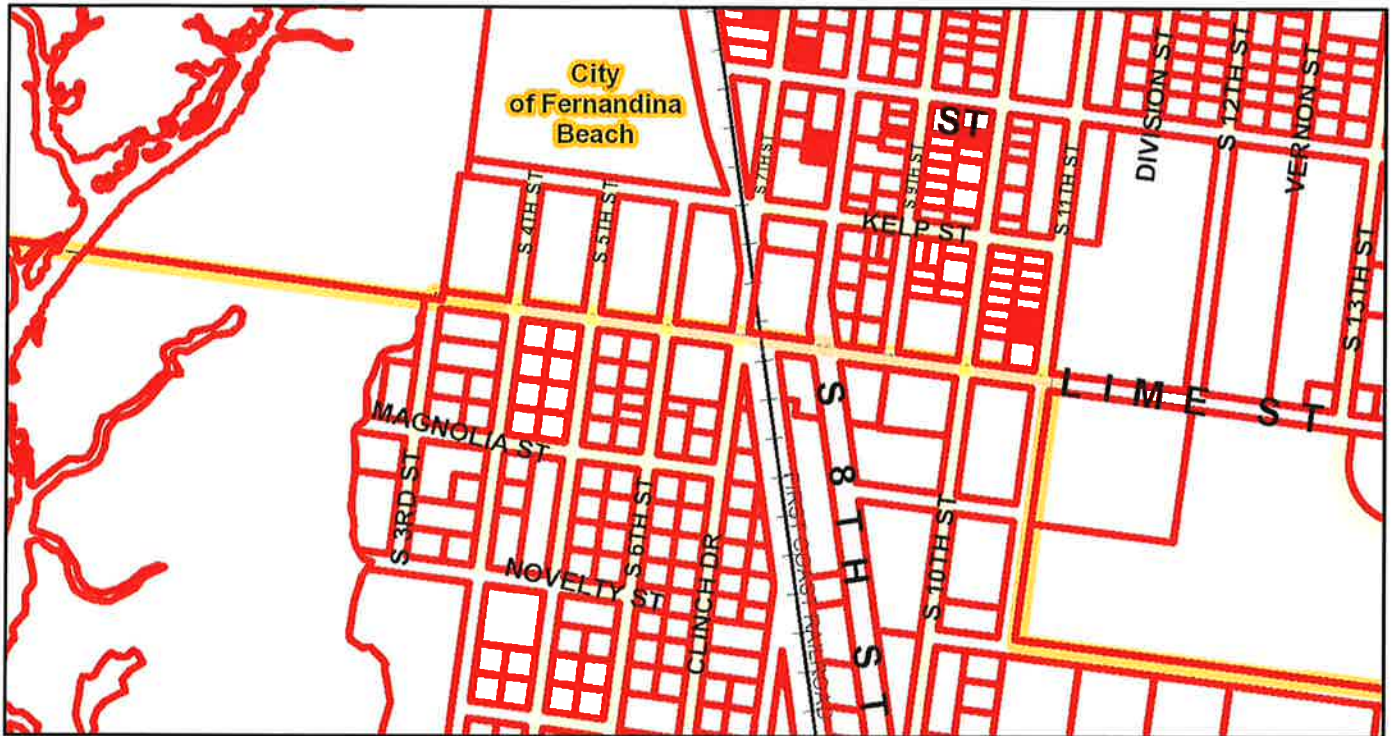


904-491-7300



www.NassauFLPA.com

A. Michael Hickox
Nassau County Property Appraiser



Parcel Report

Parcel ID

Owner Information

Results

00-00-31-1800-0186-0010

FLORIDA PUBLIC UTILITIES CO

401 S DIXIE HWY

Mailing Address

WEST PALM BEACH, FL
334015807

Site Address

602 LIME ST
FERNANDINA BEACH
32034

**Previous Site Address (If
Changed by 911)**

NEW SITE - LOT 186-1
(RELOCATED FROM ??)

Deed Acre

0.00

**Approximate Acres (GIS
Calculated)**

0.89

Property Use Code

009100

Municipality

Unincorporated Nassau County

Census Tract

MLS Zone

4 - Island



**APPLICATION FOR VOLUNTARY ANNEXATION,
 SMALE-SCALE FUTURE LAND USE AND ZONING MAP ASSIGNMENT**

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	Florida Public Utilities Company/City of Fernandina Beach				
AGENT:	COFB				
REQUESTED ACTION:	Voluntary Annexation, Assignment of a Future Land Use Map Category of Public & Institutional, and Zoning Map assignment of PI-1				
LOCATION:	South of Lime Street				
CURRENT ZONING:	Industrial Warehouse & Commercial Intensive				
CURRENT LAND USE:	Industrial & High Density				
EXISTING USES ON SITE:	Laydown yard, Vacant, Utilities				
PROPERTY SIZE:	The Three Parcels Total Approximately: 2.85 Acres of Land				
ADJACENT PROPERTIES:	<u>Direction</u>	<u>Existing Use(s)</u>	<u>Year Built</u>	<u>Zoning</u>	<u>FLUM</u>
	<u>North</u>				
	a. 602 Lime St. b. Clinch Drive c. 1200 10 th St.	a. Warehouse b. Vacant c. Substation	a. n/a b. n/a c. n/a	a. I-1 b. REC c. R-2	a. Industrial b. Recreation c. Medium Density Residential
	<u>South</u>				
	a. 602 Lime St. b. Clinch Drive c. 1200 S. 10 th St.	a. SFR b. SFR c. Mobile Home Park	a. 1940 & 1981 b. 1981 c. n/a	a. RS-2 b. RS-2 c. Commercial Intensive	a. High Density b. High Density c. High Density
	<u>East</u>				
	a. 602 Lime St. b. Clinch Drive c. 1200 S. 10 th St.	a. Vacant/ RR b. RR c. Apartments	a. n/a b. n/a c. 1980	a. Industrial WH b. Commercial Intensive c. R-2	a. Industrial b. Commercial c. Medium Density Residential
	<u>West</u>				
	a. 602 Lime St. b. Clinch Drive c. 1200 S. 10 th St.	a. SFR b. Laydown yard c. Businesses	a. 1950 b. n/a c. 1986 & 1977	a. RS-2 b. Industrial WH c. Commercial Intensive	a. High Density b. Industrial c. 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:

As outlined in Section 15 of Ordinance 2021-24, Florida Public Utilities executed a voluntary annexation petition for three parcels of land located South of Lime Street which are immediately contiguous to the city limits. Florida Public Utilities provides an essential public service and as such the Public and Institutional land use and zoning are the most appropriate assignment.

The western most parcel, 602 Limes Street, is laydown yard with one structure located in the northwest corn of the site. Just east of this parcel is a small vacant triangle shaped property that is immediately adjacent to the railroad tracks. The eastern most parcel is an electrical substation.

CONSISTENCY WITH THE COMPREHENSIVE PLAN / LAND DEVELOPMENT CODE:

This voluntary annexation is 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 proposed intensities are consistent with the surrounding properties. The subject parcels 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 as required by its Comprehensive Plan.

<i>Applicable Policy Reference</i>	<i>Applicable Policy Reference</i>
CP 1.02.02	✓
CP 1.02.04	✓
CP 1.02.07	✓
CP 1.02.10	✓
CP 1.0716	✓
CP 4.01.01	✓
CP 4.01.02	✓
LDC 11.01.07	✓

CONCLUSION AND STAFF RECOMMENDATIONS:

The requested action is sufficiently compliant with the City's Comprehensive Plan and Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the Public & Institutional Future Land Use Map (FLUM) category and Public and Institutional (PI-1) zoning map assignment. Following the recommendation of the Planning Advisory Board, the application will move forward to the City Commission in the form of three separate ordinances.

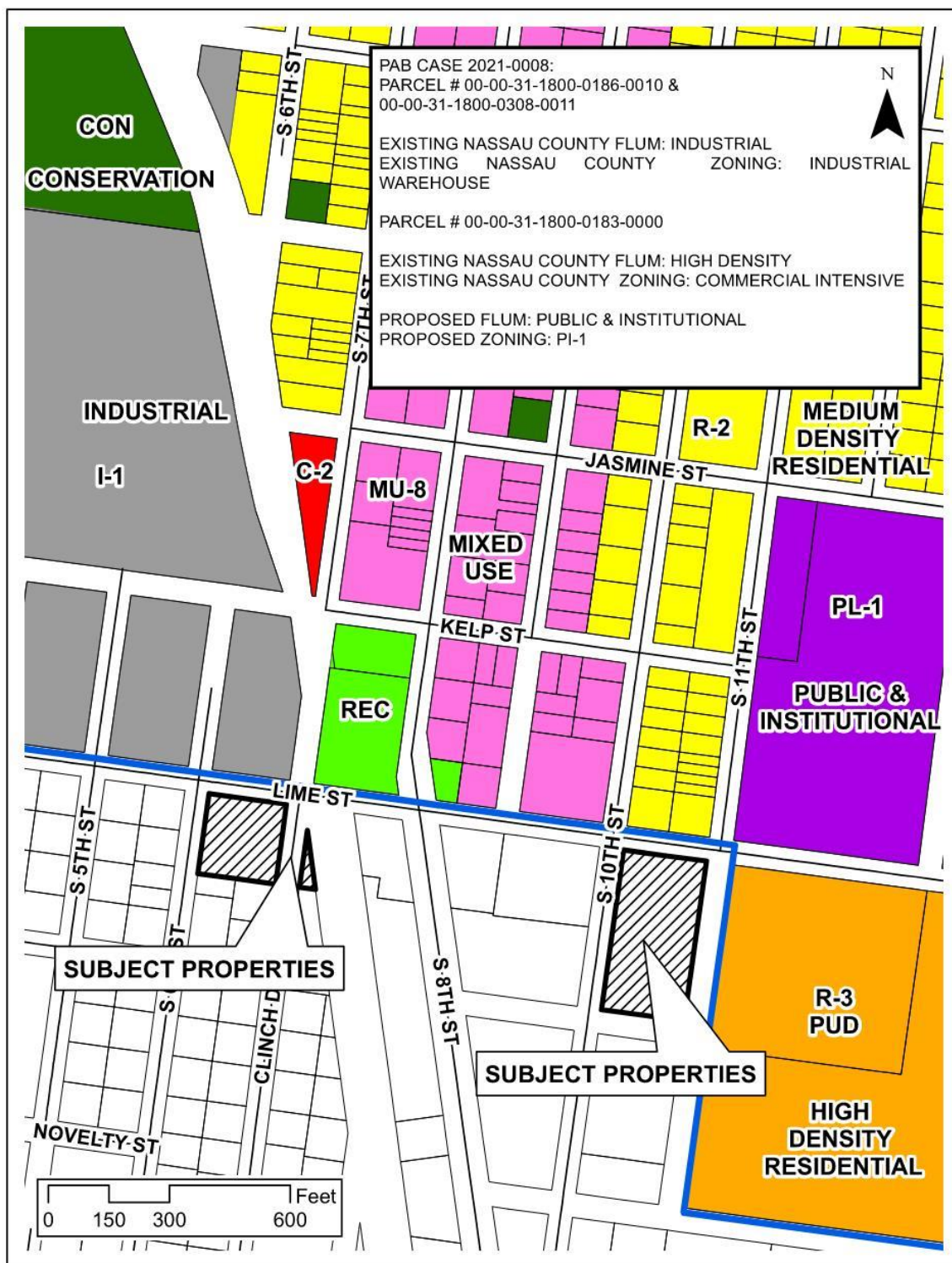
MOTION TO CONSIDER:

I move to recommend **(approval or denial)** of PAB case number 2021-0008 to the City Commission requesting that a voluntary annexation, assignment of the Public & Institutional (PI) Future Land Use Map category and Public & Institutional (PI-1) zoning map assignment as described be **(approved or denied)** and that PAB case 2021-0008, 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.



STAFF REPORT
PAB 2021-008 (AX, LU, CZ)
Planning Advisory Board Hearing
October 13, 2021

Jacob M. Platt
Senior Planner



**APPROVED
APPROVED**



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
OCTOBER 13, 2021**

1. CALL TO ORDER 5:00 P.M.

ROLL CALL / DETERMINATION OF QUORUM

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
John Boylan	Brandy Carvalho

MEMBERS ABSENT:

Barbara Gingher

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Special Workshop of August 25, 2021.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Boylan to approve the minutes as presented.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

3.2 Approval of Minutes for the Regular Meeting of September 8, 2021.

Next to last page, 5.2 3rd to the bottom duplicated, remove one out.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

3.3 Approval of Minutes for the Special Workshop of September 22, 2021.

1st page Board business, sent to "Staff" not all members.

ACTION TAKEN: A motion was made by Member Gingher, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

Chair Minshew stated that no letter was forwarded to the Commission regarding the request for direction addressing the recent appeal. City Attorney Bach clarified the position of the City Commission regarding that request. She mentioned that Staff has now modified its approach with potential applicants. Member Bennett commented that Staff should avoid mentioning how the City Commission would respond to applications.

Ms. Robas commented about Staff dealing with applications that hold conflicts between FLUM and Zoning. She also spoke of the issues with Multi-Use properties on 8th Street.

4. OLD BUSINESS

No Old Business.

5. NEW BUSINESS

5.1 PAB 2021-0008 - FLORIDA PUBLIC UTILITIES COMPANY,

Request for voluntary annexation, Future Land Use Map (FLUM) Amendment, and zoning map assignment for parcels: 00-00-31-1800-0186-0010; 00-00-31-1800-0308-0011, and 00-00-31-1800-0183-0000

Mr. Platt presented the case referring to all three subject properties and recommended approval. He spoke of the Florida Public Utilities original franchise agreement. He explained that this agreement required that an office be located within the City limit, that since that office closed a few years ago, and in order to continue to have a presence within the City, the annexation of these properties would meet the agreement's requirement.

Nathalie Jackson, 1251 S. 6th Street, asked if her property would be affected with this annexation. Chair Minshew answered that this would not affect

Felica Foster, Lot 1, 1300 S. 10th Street and Beverly F. Lot 14, asked if anything would change regarding the subject property. Mr. Platt explained that all that would change will be the boundary including these properties within the city boundaries.

Member Stevenson asked Staff to confirm that this would executing this section of the agreement.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson, to recommend approval of PAB case number 2021-0008 to the City Commission requesting that a voluntary annexation, assignment of the Public & Institutional (PI) Future Land Use Map category and Public & Institutional (PI-1) zoning map assignment as described be approved and that PAB case 2021-0008, as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

6. BOARD BUSINESS

6.1 Vision 2045 Progress Update

Ms. Gibson explained that the document provided by WGI to the City 3 weeks ago was deemed insufficient to meet the City's needs, did not reflect the direction that Staff felt the documents should be headed towards, and would not be creating a document that would help move the City forward over the next 24 years. She then stated that after meeting with WGI and the City Manager, a decision was made to go back to the drawing board so it can be reframed and reformatted into a more concise and clearer document. She added that additional meetings with WGI would take place before this document would

be reformatted. She mentioned that she hopes to receive some documents to be able to put on the agenda to be discussed at the next Special Meeting of October 27, 2021.

6.2 Discuss Land Development Code Text Amendments (continued from prior workshop)

Mr. Platt said that text amendment changes will be presented at the next meeting of October 27, 2021 at 3:00 p.m.

Members discussed the recent demolition of the structure at 302 Centre Street and what new construction is planned.

Chair Minshew asked for an overview of any upcoming activities for the next 3 months as far as cases and discussions. Mr. Platt noted that Staff will continue to work on LDC corrections. As for application, Mr. Platt said he doesn't have many in the work except one possible application for LDC Text Amendment regarding rentals of accessory dwellings within Old Town area.

Ms. Bach spoke of some legislative bills to be presented, preemption Bill 280, and the request of a business impact statement for all ordinances.

Chair Minshew asked about the status of the two comprehensive plan amendments sent to Tallahassee.

Member Stevenson mentioned that there is chatter about expansion of the CRA. Ms. Bach said that the CRA Board is set to meet next Tuesday October 19, 2021 at 5:00 p.m. She also gave an update regarding Brett's Waterway Restaurant including the appeal, the analysis of the structure, and results of that analysis and plan on presented this analysis at the next Board of Adjustment meeting of October 20, 2021.

Member Robas asked about the slated additional tentative meetings in November and December. Mr. Platt noted he would look at the calendar and provide some alternate dates to lock down.

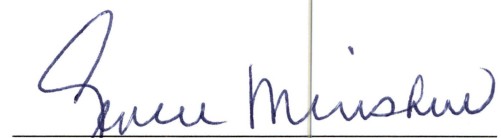
7. **STAFF REPORT**

8. **PUBLIC COMMENT**

9. **ADJOURNMENT 5:53 P.M.**



Sylvie McCann, Recording Secretary



Genece Minshew, Chair

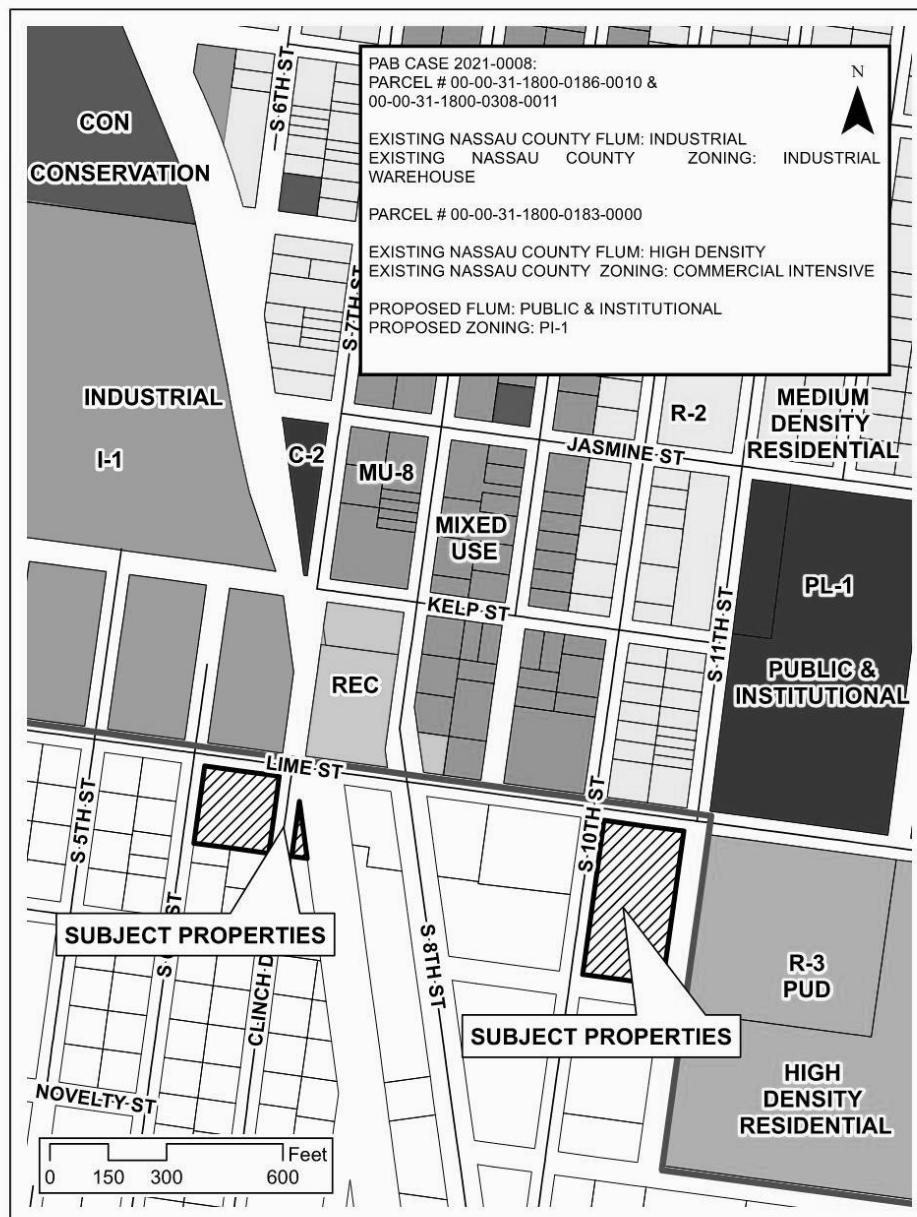


**NOTICE OF PUBLIC HEARING
PLANNING ADVISORY BOARD
CITY OF FERNANDINA BEACH**

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **October 13, 2021, at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following

VOLUNTARY ANNEXATION/ FUTURE LAND USE MAP AMENDMENT/ ZONING CHANGE

PAB CASE 2021-0008: CITY OF FERNANDINA BEACH, REQUESTS ANNEXATION OF PROPERTIES CONSISTING OF LOTS 1, 2, 7, & 8, OF BLOCK 186, PART OF LOTS 1 & 2 OF BLOCK 308, LOTS 1, 2, 3, 4, 5, 6, 7, & 8, OF BLOCK 183, ASSIGNMENT OF THE PUBLIC & INSTITUTIONAL (PI) FUTURE LAND USE MAP CATEGORY AND PUBLIC & INSTITUTIONAL (PI-1) ZONING DISTRICT FOR PROPERTY TOTALING APPROXIMATELY 2.85 ACRES OF LAND.



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. The PAB serves as a recommending committee. Every application is submitted to the City Commission for final decision making.

Copies of the applications may be inspected in the office of the Planning Department, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. To make an appointment with a planner, please call 904-310-3480.

Thank you so much.

Note to News Leader:

**** This ad cannot be included in the legal or the classified section of the newspaper. ****
Please run as a DISPLAY ad in the Wednesday, September 29, 2021 issue.

ORDINANCE 2021-24

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, GRANTING AND RESTATING A FRANCHISE TO THE FLORIDA PUBLIC UTILITIES COMPANY, ITS SUCCESSORS AND ASSIGNS, IN AND FOR THE CITY OF FERNANDINA BEACH, FLORIDA, FOR THE OPERATION AND DISTRIBUTION AND/OR SALE OF ELECTRIC ENERGY AND FIXING THE TERM, CONDITIONS, AND LIMITATIONS RELATIVE TO THE OPERATION AND MAINTENANCE OF ELECTRIC UTILITIES; AND AMENDING ORDINANCE 96-4 AS AMENDED BY ORDINANCE 96-9 AS AMENDED BY ORDINANCE 2003-05 AND AS AMENDED BY ORDINANCE 2013-13; AMENDING SECTION 15 TO PROVIDE THAT GRANTEE (FPUC) WILL EXECUTE ANNEXATION PETITIONS FOR THREE PARCELS OF PROPERTY CONTIGUOUS TO CITY LIMITS; AMENDING SECTION 22 TO PROVIDE FOR AT LEAST ONE PHYSICAL LOCATION IN THE CITY WHERE CUSTOMERS CAN PAY ELECTRIC BILLS IN PERSON; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, THE CITY OF FERNANDINA BEACH HEREBY ORDAINS:

SECTION A. It is hereby proposed that this Franchise as created by Ordinance 96-4 and as amended by Ordinance 96-9, Ordinance 2003-05 and Ordinance 2013-13 be first restated in its entirety (Sections 1-22), then be amended as herein specifically provided and certain sections reserved and repealed as provided herein.

SECTION B. It is hereby proposed that Sections 1- 10 are hereby restated as follows:

SECTION 1. That the City of Fernandina Beach, Florida (herein called the "Grantor") hereby grants to Florida Public Utilities Company, a Florida Corporation (herein called "Grantee"), its successors and assigns for the term of thirty (30) years beginning from the effective date of final adoption of ~~this~~ Ordinance 2013-13 and terminating on midnight of the last day of the thirty (30) year term, the following franchise:

(a) The nonexclusive right, privilege and authority or franchise to construct or otherwise acquire and to own, maintain, equip and operate plants and works and all necessary or desirable appurtenances thereto according to the latest edition of the National Electric Safety Code as prescribed by the Bureau of Standards, for the manufacture, generation, purchase, transmission, distribution, supply and sale of electric energy and to use and occupy the present and future streets and other public places including avenues, roads, alleys, lanes, bridges, parks and ways within the present and any future constructing, installing, maintaining, renewing, replacing, repairing, owning and operating all necessary facilities including poles, pole lines, appendages thereto, used or useful for the purpose of transmitting electric energy and for distributing, supplying and selling electric energy to Grantor and its successors and to persons and corporations inhabitants thereof, as well as to persons and corporations beyond the present or future corporate limits of Grantor.

It is expressly understood and agreed that if any pole or poles erected by Grantee shall unreasonably interfere with the right of public or private abutting property owners, that upon due protest in writing by such owner, the Grantee shall relocate said pole or poles at some satisfactory point, at its own expense.

SECTION 2. At all times during the term of this franchise Grantee shall promptly and without discrimination furnish an adequate supply of electric energy at standard voltage within approved and reasonably acceptable limits to Grantor and its successors, and to persons and corporations inhabitants thereof who request the same and agree to abide by Grantee's reasonable rules and regulations. Grantee shall use due care to construct and maintain its facilities in a manner that will not unreasonably interfere with the proper use by the public of the streets and other public places of the Grantor and shall use care and caution in making any opening in any of the streets and other public places of Grantor for the purpose of erecting, repairing and/or maintaining its facilities to prevent injury to persons and property and Grantee shall, at its expense, replace and restore all streets and other public places so opened to their former condition as nearly as practicable and within a reasonable time. No first class streets or any other street that has been built or resurfaced in the last five years shall be opened for the purpose of installing underground service without written approval of the City Manager.

SECTION 3. At all times during the term of this franchise Grantee shall make promptly such extensions to existing facilities as may be required by one or more customers, or for the prospective customers, in accordance by with the requirements of the Florida Public Service Commission. Grantee shall not be liable for any interruption of service or failure of supply of electric energy due to accidents unconnected with negligence on the part of Grantee, its agents or assigns, or to causes beyond the reasonable control of Grantee and such interruptions shall not constitute a breach of this franchise, provided Grantee shall use diligence to restore service within a reasonable time.

SECTION 4. That all rates and rules and regulations established by Grantee from time to time shall at all times be reasonable and Grantee's rates for electricity shall at all times be subject to such regulation as may be provided by law.

SECTION 5. Without prejudice to any other rights of Grantee, any person who shall willfully and unlawfully remove or damage any of the property, equipment and/or appliances of Grantee, used or useful in rendering such public service, shall be fined in the sum of not more than five hundred dollars (\$500.00) for each such property, equipment and/or appliances or part thereof so removed or damaged.

SECTION 6. All rights herein granted and authorized shall be subject to and governed by this ordinance, the laws of the State of Florida and applicable regulations and rulings of the Florida Public Service Commission or its successors, provided that Grantor expressly reserves unto itself all of its police power to adopt general ordinances necessary to protect the safety and welfare of the general public in relation to the rights hereby granted not inconsistent with the provisions of this ordinance.

SECTION 7. Grantee shall save and keep Grantor harmless from any and all liability by reason of damage or injury to any person or property whatsoever on account of the negligence of Grantee in the installation, maintenance and operation of its facilities and equipment and the transmission of electrical power; provided Grantee shall have been notified by Grantor, in writing, of any claim against Grantor on account thereof, and shall have ample opportunity to defend same.

SECTION 8. Grantee shall install and maintain meters for measuring electric current and shall have the right of ingress and egress to the premises of each consumer, from time to time, for the purpose of reading, repairing, testing and maintaining Grantee's meters and appurtenances. Such meters and appurtenances shall at all times remain the property of Grantee and shall be removable at any time.

SECTION 9. Within thirty (30) days after the last day of each month after the approval of this grant during the term of this franchise, the Grantee, or its successors or assigns shall pay to the Grantor, or its successors, at Grantor's option, as part of the consideration for the granting of this franchise, a sum equal to an amount of up to six percent (6%) of the gross sales of electricity within the City of Fernandina Beach for the

preceding month, it being understood that the Grantor determines the percentage to be paid by the Grantee which percentage shall not exceed six percent (6%).

SECTION 10. Grantor hereby reserves the right at and after the expiration or termination of this grant to purchase the property of Grantee within Nassau County, and, as a condition precedent to the taking effect of this grant, Grantee shall give and grant to Grantor, and, by its acceptance hereof, Grantee shall conclusively deemed to have given and granted to Grantor, the right to purchase so reserved. The purchase price of the property shall be determined by three (3) qualified appraisers; one appraiser being appointed by the Grantor, one appraiser appointed by Grantee, and the two thus appointed shall appoint a third appraiser. The final price to be paid for the system is to be the fair market value decided by the majority vote of the three appraisers. If the Grantee does not appoint an appraiser within sixty (60) days after being requested by the Grantor to do so, the appraisal shall be made by the appraisal firm appointed by the Grantor and their appraisal shall be the purchase price to be paid by the Grantor.

The Grantee shall be responsible for the cost incurred by its appraiser, the Grantor will be responsible for the cost incurred by its appraiser, and the Grantor and Grantee shall share equally in the costs of the third appraiser.

The Grantor will notify the Grantee, in writing, at least six (6) months prior to the expiration date of this franchise, or any extension thereof, of Grantor's intent to exercise the purchase option hereby reserved; Grantor shall thereafter close on such purchase within six (6) months after approval of financing of such purchase or shall be deemed to have waived its right to so purchase the system.

SECTION 11. Reserved and repealed via Ordinance 2013-13.

SECTION C. It is further proposed that Sections 12-14 are hereby restated as follows:

SECTION 12. Grantee by its acceptance hereof agrees to observe, perform, and keep all of the agreements, undertakings and conditions hereof to be observed, performed and kept by Grantee.

SECTION 13. In consideration of Grantee's undertaking hereunder as evidenced by its acceptance hereof, Grantor agrees not to engage in the business of distribution and selling electric energy during the life of this franchise or any extension thereof in competition with Grantee, its successors and assigns.

SECTION 14. Grantee by the acceptance hereof further agrees to erect and maintain without cost, except for electric energy to be charged according to the published rates of Grantee, such street lights as the Grantor shall from time to time consider necessary and proper to meet the reasonable needs of the Grantor for lighting streets and other public ways. It being expressly understood, however, that in the event said Grantor shall request the erecting or placing of any particular light and shall subsequently request the discontinuance of said light prior to the expiration of this franchise, then the Grantor shall reimburse the Grantee for its expense in the erection and removing of such discontinued light. The intention being that the Grantee will make any just and reasonable extension of its electric light system which may be requested by the Grantor commensurate with a fair and compensatory return on the fair market value of the property used and useful in furnishing such extension.

SECTION D. It is further proposed that Section 15, repealed and reserved by Ordinance 2013-13 be added to read as follows:

SECTION 15. Grantee agrees to execute voluntary annexation petitions with the Grantor (City) within sixty (60) days of the effective date of this Ordinance for three (3) parcels of property located in unincorporated Nassau County on Amelia Island and described as: Parcel 1 - located at 602 Lime Street,

Parcel ID# 00-00-31-1800-0186-0010, Parcel 2 - located at 1200 10th Street South, Parcel ID# 00-00-31-1800-0183-0000 and Parcel 3 – located east of Clinch Drive, south of Lime Street adjacent to Parcel 2 described above and having Parcel ID# 00-00-31-1800-0308-0011.

SECTION E. It is further hereby proposed that Sections 16-17 are hereby restated as follows:

SECTION 16. Grantor shall have the power to employ an independent auditor to audit the records of the Grantee for any year of operation under this franchise that the Grantor so desires. Any auditor employed by the Grantor shall be a Certified Public Accountant, licensed in the state of Florida. The Grantee hereby agrees to cooperate in every way possible with an auditor employed by the Grantor for such purpose.

SECTION 17. All of the terms, provisions and conditions of this ordinance shall inure to and be binding upon the respective successors and assigns of Grantor and Grantee, and shall apply to the present and any future corporate limits of Grantor or its successors.

SECTION 18. Reserved and repealed via Ordinance 2013-13.

SECTION F. It is further proposed that Sections 19-20 are hereby restated as follows:

SECTION 19. This ordinance shall become effective upon its final passage and shall be in full force and effect from such time, Grantee's written acceptance of the franchise granted herein shall relate back to the effective date of this ordinance; such written acceptance from the Grantee shall be filed with Grantor's City Clerk and the filing of the acceptance shall be a condition to the grant of the franchise.

SECTION 20. Should any section or provisions of this ordinance or any portion hereof be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder as a whole or as to any part, or other than the part declared to be invalid.

SECTION 21. Reserved and repealed via Ordinance 2013-13.

SECTION G. It is further proposed that Section 22 is hereby amended as follows:

SECTION 22. ~~OFFICE AND MAINTENANCE FACILITIES LOCATION.~~ Grantee agrees that it ~~shall, will provide~~ during the term of this agreement at least one (1) physical location in the City limits where customers can pay their electric bills in person, and such location can be a separate business entity that has agreed with Grantee to be an authorized pay agent (i.e. Walmart). ~~maintain a local business office and maintenance facilities on Amelia Island. Such office and maintenance facilities' shall be located within the city limits of Grantor providing, however that Grantor shall not, through its statutory authority to enact ordinances and resolutions, pass, adopt, change or in any way effect rules, regulations, ordinances, taxes, land use plans or other requirements which result in abnormal or non-uniform economic costs being imposed on Grantee due to the presence and/or physical location of Grantee's office and maintenance facilities within Grantee's city limits. Grantee further agrees that all services and functions provided locally by Grantee on the effective date of this agreement shall be maintained during the term of this agreement, provided however, that Grantee shall have the right to adopt and adjust these services and functions to comply with governmentally imposed rules, regulations or orders and to take advantage of new technologies, systems and equipment, and to effect any changes which are uniform and Citywide in scope.~~

SECTION H. EFFECTIVE DATE. This Ordinance shall take effect immediately upon final passage and adoption.

ADOPTED this 3rd day of August, 2021.

CITY OF FERNANDINA BEACH



MICHAEL A. LEDNOVICH
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



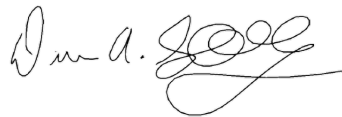
CAROLINE BEST
City Clerk



TAMMI E. BACH
City Attorney

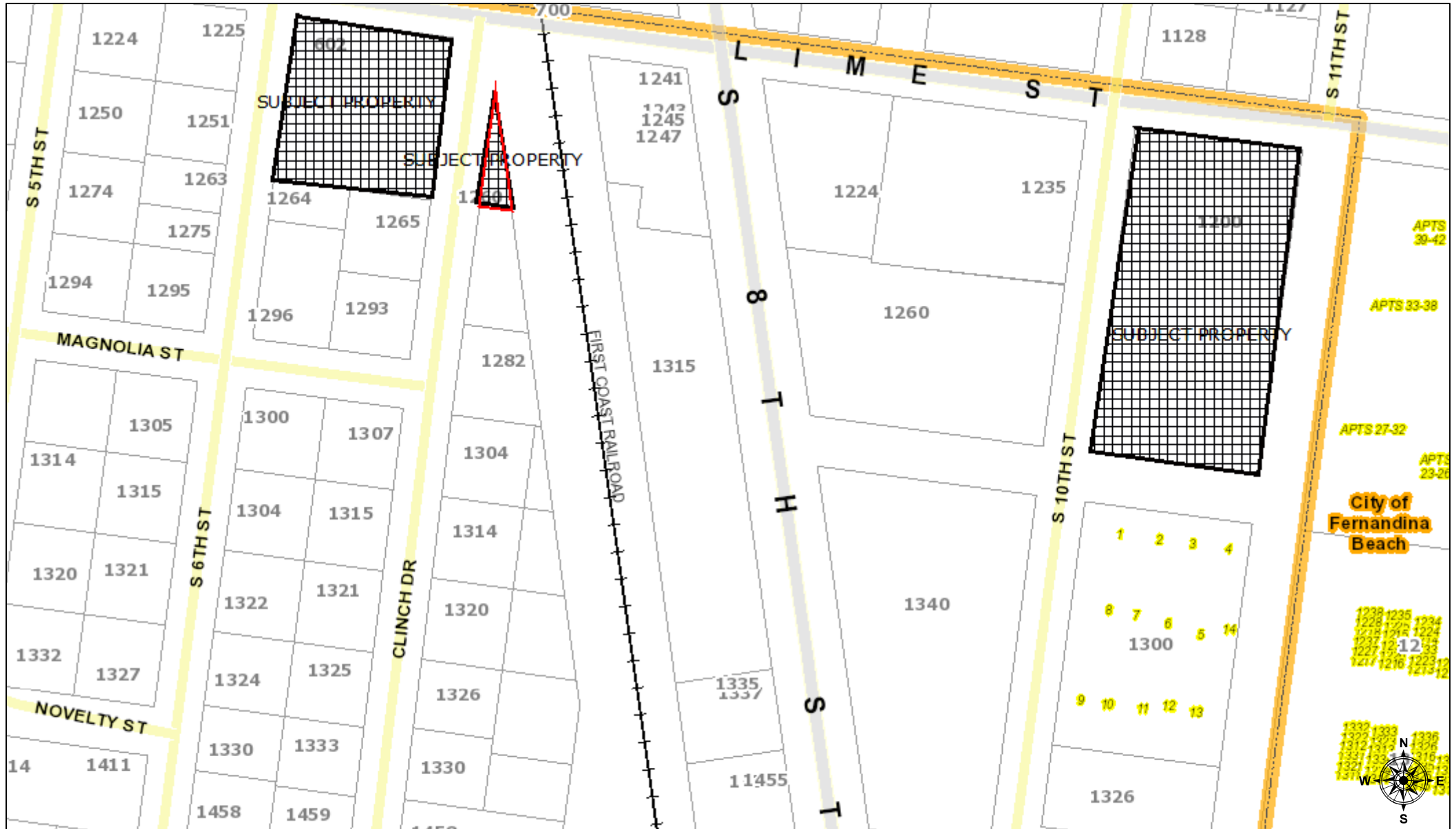
First Reading: July 6, 2021
Second Reading/Final Hearing: August 3, 2021

FLORIDA PUBLIC UTILITIES COMPANY

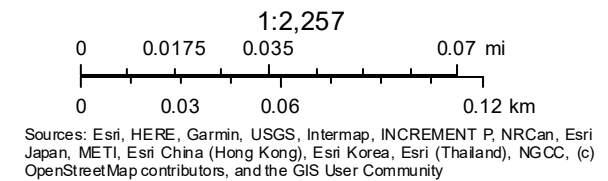


AVP, Electric Distribution

FPU PARCELS



June 29, 2021



July 21, 2021 News Leader Edition

NOTICE OF PUBLIC HEARING CITY COMMISSION CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, August 3, 2021, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2021-24

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, GRANTING AND RESTATING A FRANCHISE TO THE FLORIDA PUBLIC UTILITIES COMPANY, ITS SUCCESSORS AND ASSIGNS, IN AND FOR THE CITY OF FERNANDINA BEACH, FLORIDA, FOR THE OPERATION AND DISTRIBUTION AND/OR SALE OF ELECTRIC ENERGY AND FIXING THE TERM, CONDITIONS, AND LIMITATIONS RELATIVE TO THE OPERATION AND MAINTENANCE OF ELECTRIC UTILITIES; AND AMENDING ORDINANCE 96-4 AS AMENDED BY ORDINANCE 96-9 AS AMENDED BY ORDINANCE 2003-05 AND AS AMENDED BY ORDINANCE 2013-13; AMENDING SECTION 15 TO PROVIDE THAT GRANTEE (FPUC) WILL EXECUTE ANNEXATION PETITIONS FOR THREE PARCELS OF PROPERTY CONTIGUOUS TO CITY LIMITS; AMENDING SECTION 22 TO PROVIDE FOR AT LEAST ONE PHYSICAL LOCATION IN THE CITY WHERE CUSTOMERS CAN PAY ELECTRIC BILLS IN PERSON; 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.



December 27, 2021

Board of Nassau County Commission
96135 Nassau Place, Suite #1
Yulee, FL 32097

United States Postal Service Certified Mail: 7020 2450 0002 0266 3834

RE: NOTICE OF ANNEXATION OF THREE PARCELS TOTALING APPROXIMATELY 2.85 ACRES OF LAND LOCATED AT PARCEL NUMBER 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000, CONTIGUOUS TO THE CITY LIMITS

Honorable Commissioners:

In accordance with FS 171.044, please see the Notice of Public Hearing (attached) scheduled for Tuesday, January 18, 2022, at 6:00pm of an Ordinance of the City Commission of the City of Fernandina Beach annexing approximately 2.85 acres of land as follows:

. ORDINANCE 2021-39

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ANNEXING THREE PARCELS TOTALING APPROXIMATELY 2.85 ACRES OF LAND LOCATED AT PARCEL NUMBER 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000, CONTIGUOUS TO THE CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

If you have any questions regarding this annexation, please do not hesitate to let us know.

Sincerely,
City of Fernandina Beach


Caroline Best, CMC
City Clerk
Attachment(s)

cc: Taco Pope, Nassau County Manager
Kelly Gibson, Planning Manager
Tammi Bach, City Attorney
Thad Crowe, Director, Nassau County Department of Planning and Economic Development

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, January 18, 2022, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2021-39

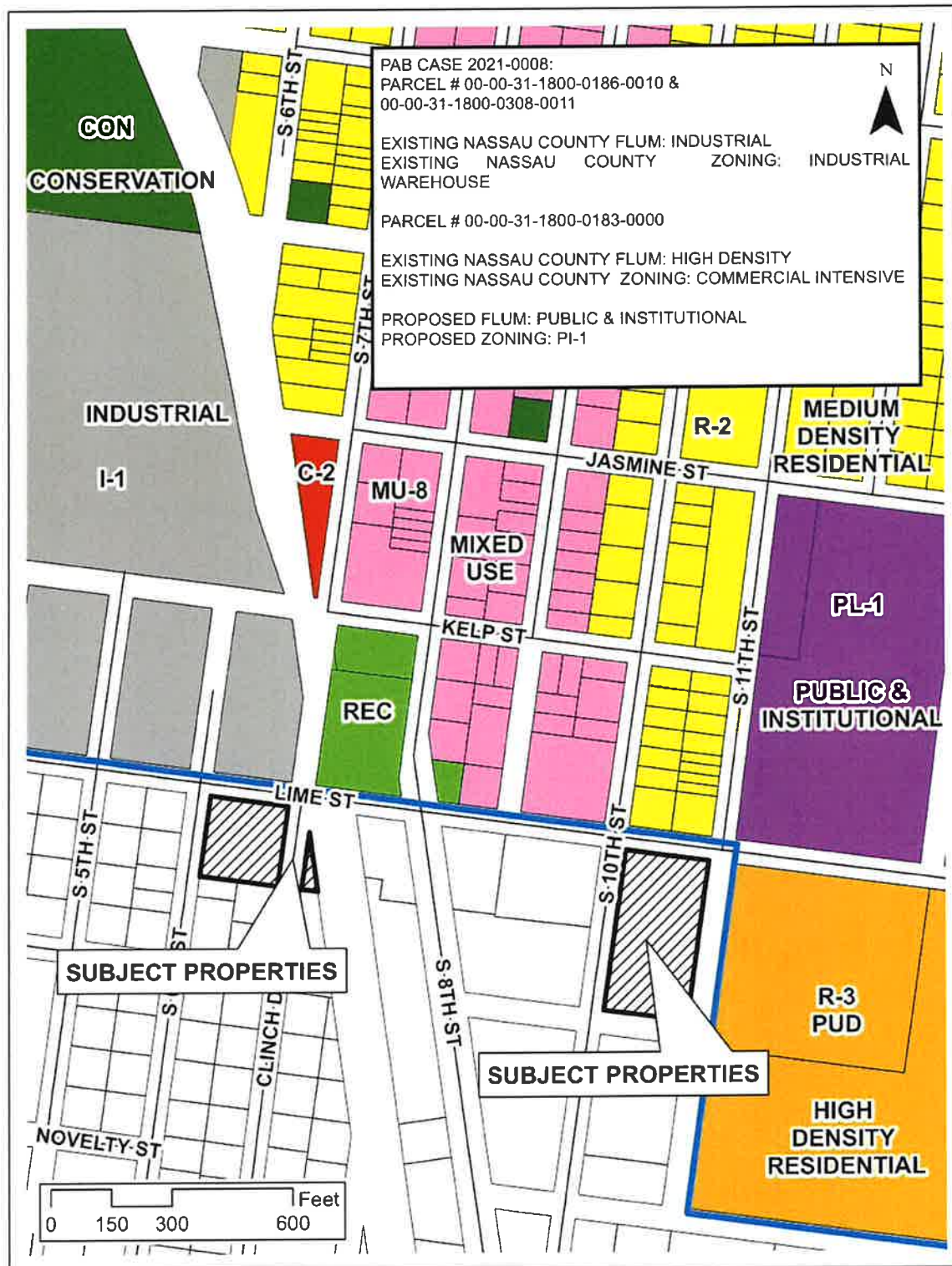
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ORDINANCE 2021-40

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A FUTURE LAND USE MAP CATEGORY OF PUBLIC & INSTITUTIONAL (PI) FOR 2.85 ACRES OF LAND LOCATED AT 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2021-41

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A ZONING CATEGORY OF PUBLIC & INSTITUTIONAL (PI-1) FOR 2.85 ACRES OF LAND LOCATED AT 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, 00-00-31-1800-0183-0000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.



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Copies of the applications with description by metes and bounds and the ordinance can be obtained in the office of the City Clerk, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. For information on the application, please

contact the Staff of the City Clerk's Office at 310-3115.

Note:

Please run as a DISPLAY in the December 31, 2021 and January 5, 2022 editions of the News Leader.

Please send proof of publication to:

*City Clerk's Office
City Hall, 204 Ash Street
Fernandina Beach, FL 32034
904-310-3115*

DECEMBER 31, 2021

NEWSLEADER EDITION

NOTICE OF PUBLIC HEARING CITY COMMISSION CITY OF FERNANDINA BEACH

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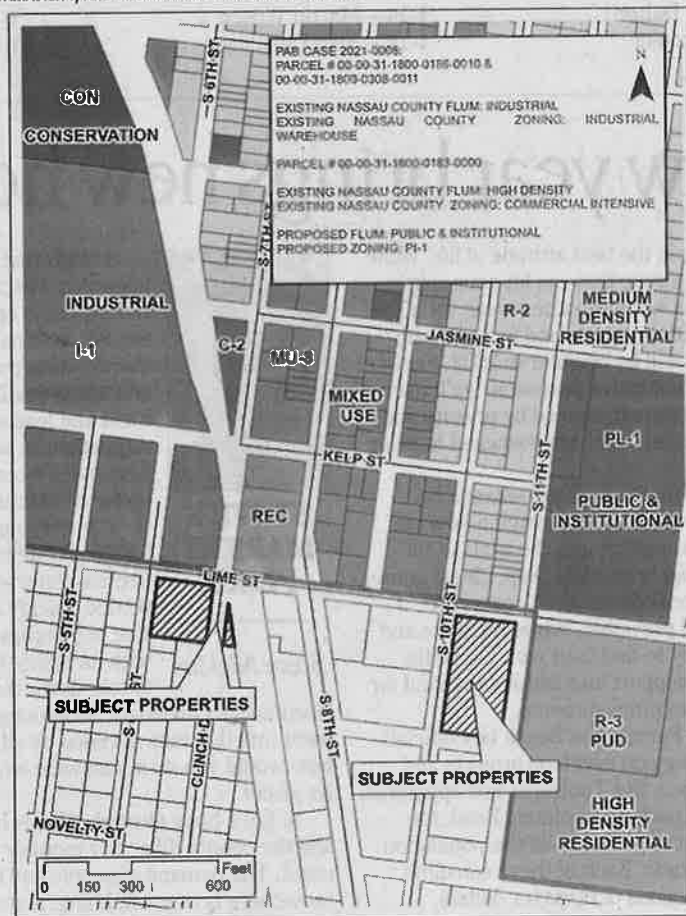
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January 5, 2022

NewsLeader Edition

NOTICE OF PUBLIC HEARING CITY COMMISSION CITY OF FERNANDINA BEACH

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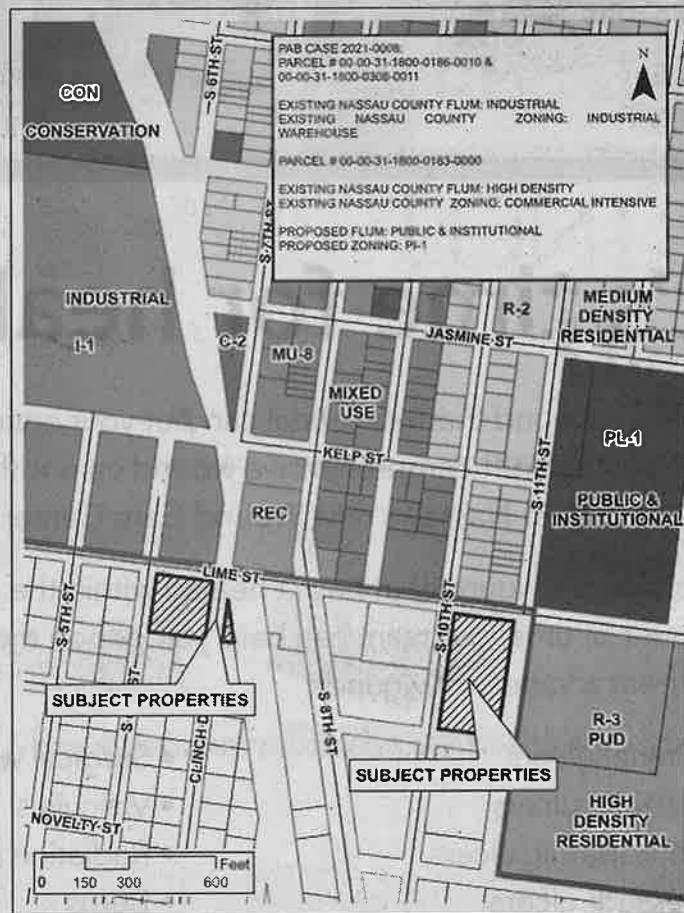
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CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Ordinance 2021-40
Future Land Use Map Assignment - Florida Public Utilities Company Parcels

ITEM TYPE: Ordinance (w/o fiscal impact)

REQUESTED ACTION: Consider Ordinance 2021-40 at Second Reading.

SYNOPSIS: As part of the amended franchise agreement with Florida Public Utilities, three parcels contiguous to the City are being annexed. Applicant is requesting a Future Land Use assignment of "Public & Institutional."

This Ordinance was approved at First Reading on December 21, 2021.

FISCAL IMPACT: None.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission enact proposed Ordinance 2021-10 at Second Reading.

Kelly Gibson, Planning Director	12/30/2021
Monica Benischeck, Administrative Services Manager	12/30/2021
Dale Martin, City Manager	1/10/2022
Tammi E. Bach, City Attorney	1/10/2022

Date: December 22, 2021

Submitted By: Katie Newton, Legal Assistant

COMMISSION ACTION: Enact

ORDINANCE 2021-40

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A FUTURE LAND USE MAP CATEGORY OF PUBLIC & INSTITUTIONAL (PI) FOR 2.85 ACRES OF LAND LOCATED AT 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning Advisory Board (PAB) acting as the designated Local Planning Agency, reviewed and held a public hearing on October 13, 2021, 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 September 29, 2021.

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 Public & Institutional (PI) 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 Industrial & High Density to City of Fernandina Beach Public & Institutional (PI).

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.

ENACTED this 18th day of January, 2021.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Mayor - Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



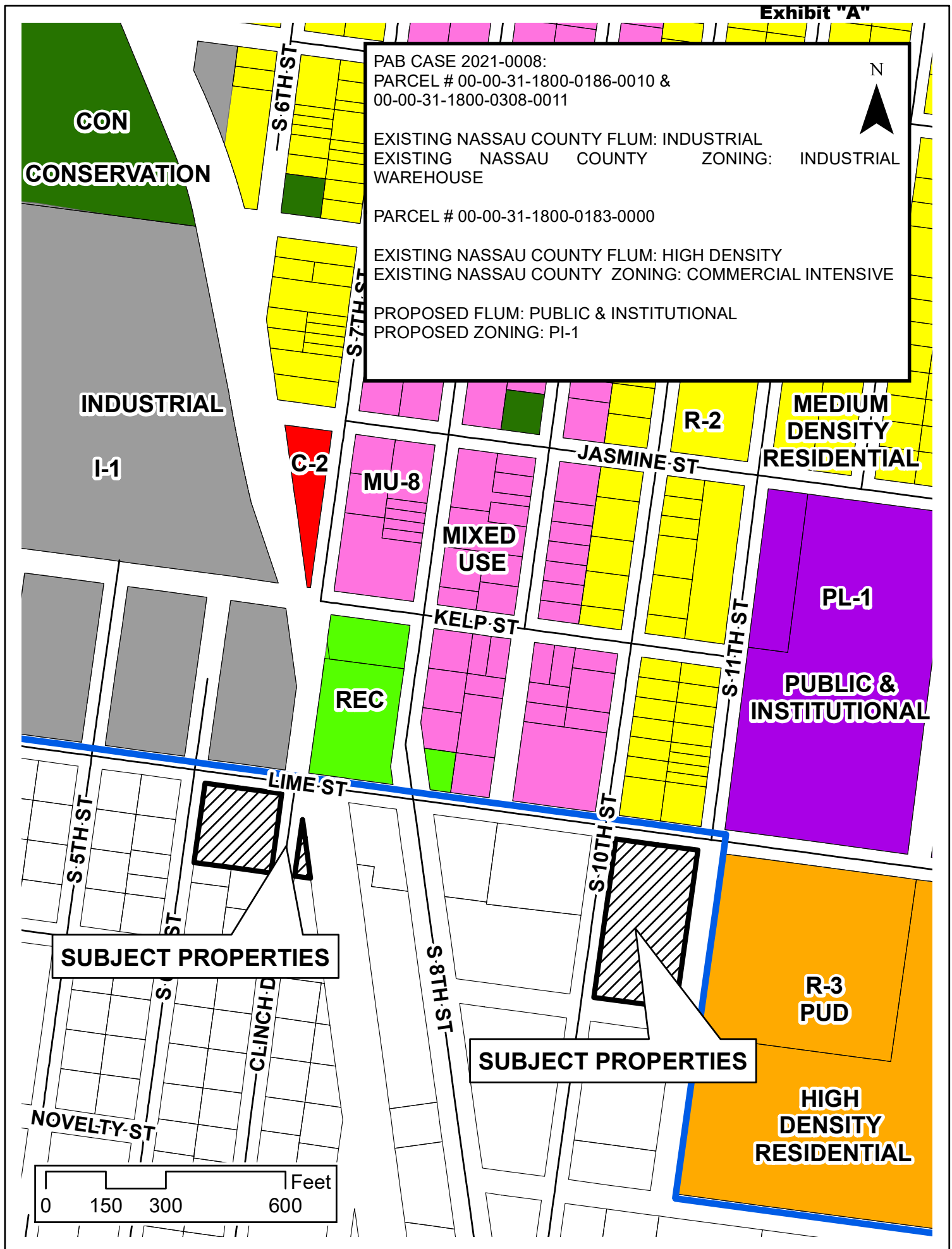
CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

Date of First Reading: December 21, 2021

Date of Second/Final Reading: January 18, 2022

Date of Publication: December 31, 2021 and January 5, 2022



CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 1st day of September, 2021 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Florida Public Utilities Company (hereinafter collectively referred to as the "Applicants").

WHEREAS, this Annexation Agreement/ Petition for Annexation (hereinafter referred to as "Agreement") shall be considered entered into upon execution, where the actual annexation of land shall occur once the subject property becomes contiguous to any boundary demarking the incorporated area of the City of Fernandina Beach and upon the execution of an Ordinance by the City Commission of the City authorizing and approving the execution of such annexation, consistent with the mutual promises, covenants and acknowledgments agreed to by the City Commission and the Applicants, as contained in this Agreement; and

WHEREAS, the Applicants collectively, are the owners of record of the parcel of land known and described as follows, comprising the property which is the subject of this Agreement (the "Property"):

PARCEL ID#: 00-00-31-1800-0186; 00-00-31-1800-0308-0011; 00-00-31-1800-0183-0000

GENERALLY DESCRIBED AS: _____

ADDRESSED AS: 602 Lime St; N/A; 1200 S 10TH 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

NOW, THEREFORE, in consideration of the mutual promises, covenants and acknowledgments stated herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Effective Date:** This Agreement shall become effective upon execution.
2. **Execution:** The parties hereto agree to execute any and all such documents as are reasonably necessary to carry out the terms and provisions of this Agreement.
3. **Binding Effect:** The parties hereto do covenant and agree that this Agreement and its Exhibits, shall be binding on their successors and assigns, including the political subdivisions as the City of Fernandina Beach.
4. **Water and/or Sanitary Sewer:** The Applicants shall be permitted to tap into the City's water and/or sanitary sewer system at a point determined by the City. The Applicants shall also be responsible for payment to the City of any and all applicable fees that are assessable under City Ordinance and State Law.

5. Land Use and Zoning: Upon Annexation of the Property, and until the adoption by the City Commission of the City's Comprehensive Plan and zoning district for the Property, the Comprehensive Plan (including future land use) and zoning ordinances and regulations shall remain in full force and effect for the Property, and shall be enforced by the City. The City shall adopt the future land use designation and zoning district for the Property that most closely approximate to the current Nassau County future land use designation and zoning district for the Property regarding allowable uses and development standards.

6. Governing Law: The laws of the State of Florida shall govern the interpretation, validity and construction of the terms and provisions of this Agreement. If any term or provision of this Agreement is declared illegal or invalid for any reason by a court of competent jurisdiction, the remaining terms and provisions of this Agreement shall, nevertheless, remain in full force and effect.

7. Entire Agreement: The parties hereto acknowledge that this Agreement constitutes the sole agreement between the parties; that all prior proposals and agreements, whether oral or written, are hereby superseded; and that this Agreement may not be changed, altered or modified except in writing and signed by the parties hereto. The parties hereto further acknowledge that, in entering into this Agreement, each party has not been induced by, has not relied upon, and has not included as part of the basis of the bargain herein, any representation or statement, whether expressed or implied, made by any agent, representative or employee, which representation or statement is not approved by the other at any public hearing or work session of the City Commission or otherwise made as part of the official public record in the proceedings related to this Agreement. This Agreement binds the Applicants' Property to being annexed into the City once the Property becomes contiguous to any boundary demarking the incorporated area of the City of Fernandina Beach and upon the execution of an Ordinance by the City Commission of the City authorizing and approving the execution of such agreement, consistent with the mutual promises, covenants and acknowledgments agreed to by the City Commission.

8. Default: In the event either of the parties default in the performance of the obligations set forth in this Agreement, then the other may, upon notice to defaulting party, allow the defaulting party sixty (60) days to cure the default or provide evidence to the non-defaulting party that such default will be cured in a timely manner if it cannot be cured during said period. If the defaulting party fails to cure such default or provide such evidence as provided above, then, with notice to defaulting party, the other party may begin proceedings to require specific performance of this Agreement or bring suit for damages for breach of the Agreement. The prevailing party shall be entitled to a reasonable attorney's fee for having brought such action.

8. Recording: This Agreement shall run with the land and a copy of this Agreement for Annexation shall be filed and recorded by the City Clerk's Office with the Nassau County Clerk of Circuit Court.

IN WITNESS WHEREOF, the City and Applicant(s) have caused this instrument to be executed by their respective proper parties duly authorized to execute the same on the day and the year first above written.

CITY OF FERNANDINA BEACH

ATTEST:

DALE L. MARTIN
City Manager

CAROLINE BEST
City Clerk

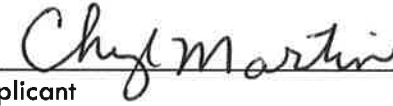
APPROVED AS TO FORM AND LEGALITY:



TAMMI E. BACH
City Attorney

APPLICANT(S)

By: 
Applicant

By: 
Applicant

STATE OF FLORIDA }
COUNTY OF NASSAU } ss

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization,

this 1st day of September, 2021,

by Michael CASSEL.


Notary Public

Christine Minton
Printed Name
Expires

HH 160135
My Commission

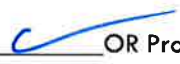
Personally Known  OR Produced Identification _____ ID Produced: _____



EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORT

A. Michael Hickox
Nassau County Property Appraiser



Results

00-00-31-1800-0183-0000

FLORIDA PUBLIC UTILITIES CO

401 S DIXIE HWY

WEST PALM BEACH, FL
334015807

1200 S 10TH ST
FERNANDINA BEACH
32034

1102 S 10TH ST (CHANGED PER
FB- DUPLICATE ADDRESS)

0.00

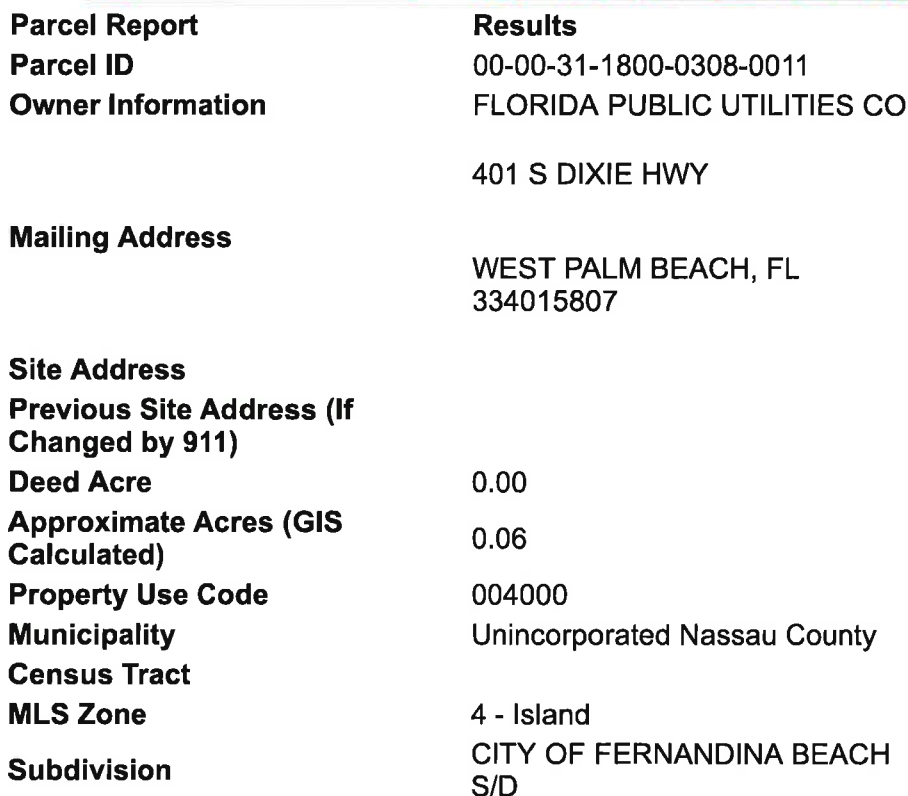
1.90

009100

Unincorporated Nassau County

4 - Island

A. Michael Hickox
Nassau County Property Appraiser

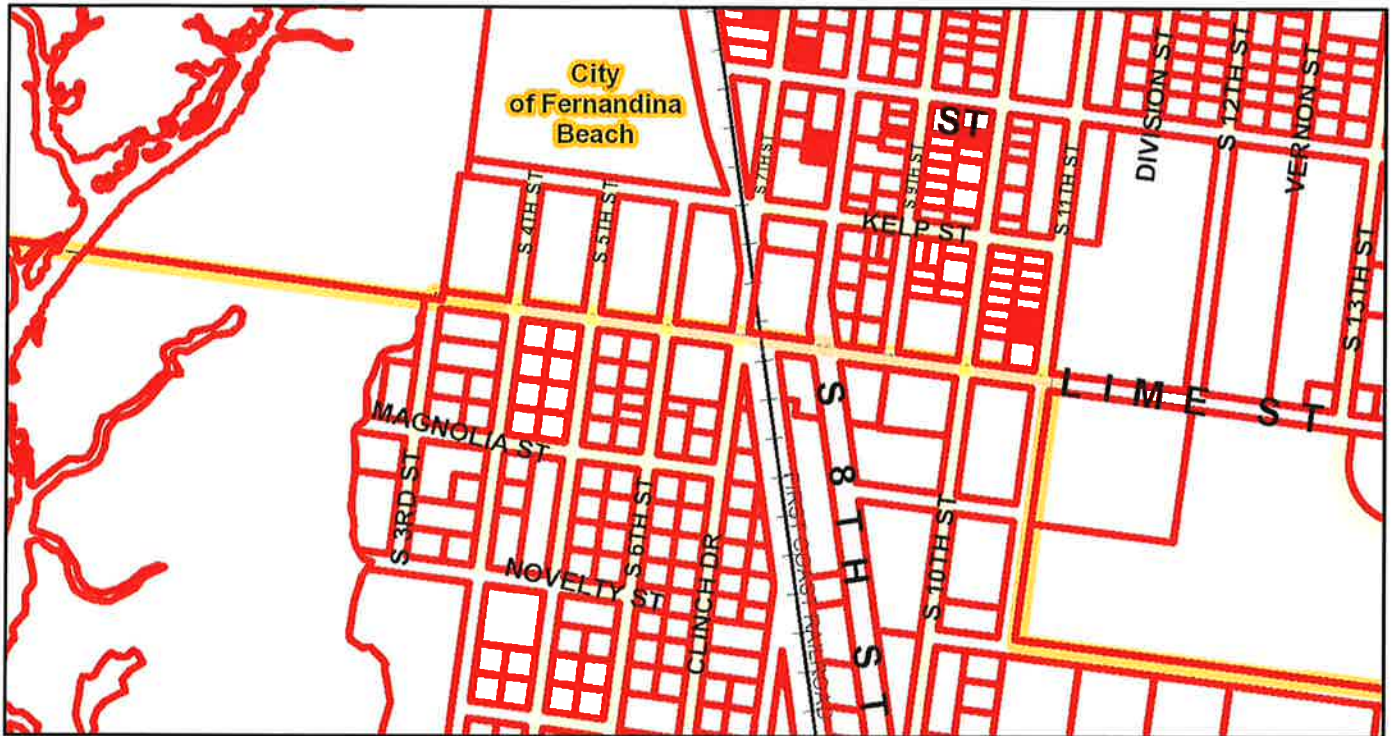


904-491-7300



www.NassauFLPA.com

A. Michael Hickox
Nassau County Property Appraiser



Parcel Report

Parcel ID

Owner Information

Results

00-00-31-1800-0186-0010

FLORIDA PUBLIC UTILITIES CO

401 S DIXIE HWY

Mailing Address

WEST PALM BEACH, FL
334015807

Site Address

602 LIME ST
FERNANDINA BEACH
32034

**Previous Site Address (If
Changed by 911)**

NEW SITE - LOT 186-1
(RELOCATED FROM ??)

Deed Acre

0.00

**Approximate Acres (GIS
Calculated)**

0.89

Property Use Code

009100

Municipality

Unincorporated Nassau County

Census Tract

MLS Zone

4 - Island



**APPLICATION FOR VOLUNTARY ANNEXATION,
 SMALE-SCALE FUTURE LAND USE AND ZONING MAP ASSIGNMENT**

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	Florida Public Utilities Company/City of Fernandina Beach				
AGENT:	COFB				
REQUESTED ACTION:	Voluntary Annexation, Assignment of a Future Land Use Map Category of Public & Institutional, and Zoning Map assignment of PI-1				
LOCATION:	South of Lime Street				
CURRENT ZONING:	Industrial Warehouse & Commercial Intensive				
CURRENT LAND USE:	Industrial & High Density				
EXISTING USES ON SITE:	Laydown yard, Vacant, Utilities				
PROPERTY SIZE:	The Three Parcels Total Approximately: 2.85 Acres of Land				
ADJACENT PROPERTIES:	<u>Direction</u>	<u>Existing Use(s)</u>	<u>Year Built</u>	<u>Zoning</u>	<u>FLUM</u>
	<u>North</u>				
	a. 602 Lime St. b. Clinch Drive c. 1200 10 th St.	a. Warehouse b. Vacant c. Substation	a. n/a b. n/a c. n/a	a. I-1 b. REC c. R-2	a. Industrial b. Recreation c. Medium Density Residential
	<u>South</u>				
	a. 602 Lime St. b. Clinch Drive c. 1200 S. 10 th St.	a. SFR b. SFR c. Mobile Home Park	a. 1940 & 1981 b. 1981 c. n/a	a. RS-2 b. RS-2 c. Commercial Intensive	a. High Density b. High Density c. High Density
	<u>East</u>				
	a. 602 Lime St. b. Clinch Drive c. 1200 S. 10 th St.	a. Vacant/ RR b. RR c. Apartments	a. n/a b. n/a c. 1980	a. Industrial WH b. Commercial Intensive c. R-2	a. Industrial b. Commercial c. Medium Density Residential
	<u>West</u>				
	a. 602 Lime St. b. Clinch Drive c. 1200 S. 10 th St.	a. SFR b. Laydown yard c. Businesses	a. 1950 b. n/a c. 1986 & 1977	a. RS-2 b. Industrial WH c. Commercial Intensive	a. High Density b. Industrial c. 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:

As outlined in Section 15 of Ordinance 2021-24, Florida Public Utilities executed a voluntary annexation petition for three parcels of land located South of Lime Street which are immediately contiguous to the city limits. Florida Public Utilities provides an essential public service and as such the Public and Institutional land use and zoning are the most appropriate assignment.

The western most parcel, 602 Limes Street, is laydown yard with one structure located in the northwest corn of the site. Just east of this parcel is a small vacant triangle shaped property that is immediately adjacent to the railroad tracks. The eastern most parcel is an electrical substation.

CONSISTENCY WITH THE COMPREHENSIVE PLAN / LAND DEVELOPMENT CODE:

This voluntary annexation is 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 proposed intensities are consistent with the surrounding properties. The subject parcels 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 as required by its Comprehensive Plan.

<i>Applicable Policy Reference</i>	<i>Applicable Policy Reference</i>
CP 1.02.02	✓
CP 1.02.04	✓
CP 1.02.07	✓
CP 1.02.10	✓
CP 1.0716	✓
CP 4.01.01	✓
CP 4.01.02	✓
LDC 11.01.07	✓

CONCLUSION AND STAFF RECOMMENDATIONS:

The requested action is sufficiently compliant with the City's Comprehensive Plan and Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the Public & Institutional Future Land Use Map (FLUM) category and Public and Institutional (PI-1) zoning map assignment. Following the recommendation of the Planning Advisory Board, the application will move forward to the City Commission in the form of three separate ordinances.

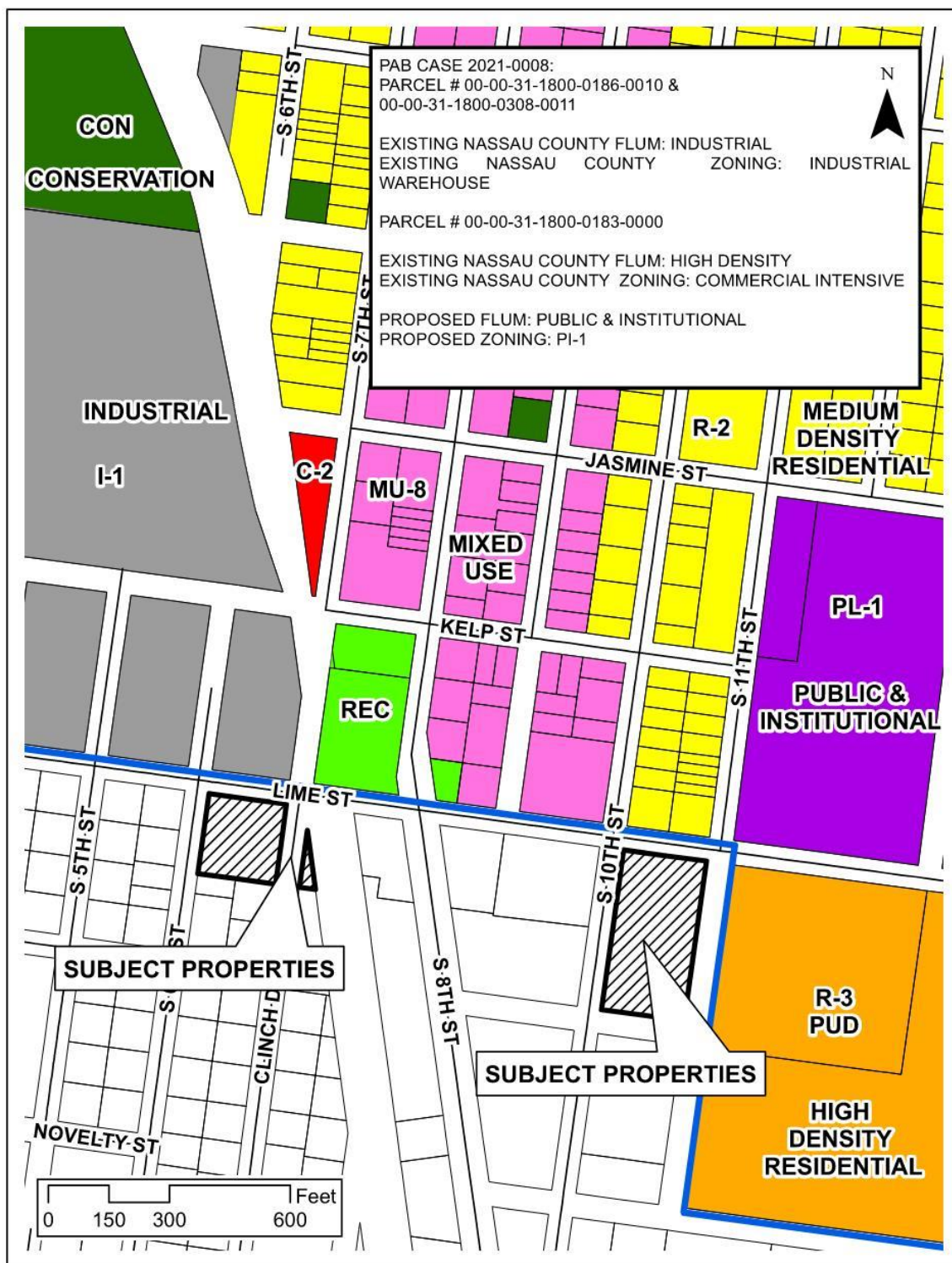
MOTION TO CONSIDER:

I move to recommend **(approval or denial)** of PAB case number 2021-0008 to the City Commission requesting that a voluntary annexation, assignment of the Public & Institutional (PI) Future Land Use Map category and Public & Institutional (PI-1) zoning map assignment as described be **(approved or denied)** and that PAB case 2021-0008, 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.



STAFF REPORT
PAB 2021-008 (AX, LU, CZ)
Planning Advisory Board Hearing
October 13, 2021

Jacob M. Platt
Senior Planner



**APPROVED
APPROVED**



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
OCTOBER 13, 2021**

1. CALL TO ORDER 5:00 P.M.

ROLL CALL / DETERMINATION OF QUORUM

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
John Boylan	Brandy Carvalho

MEMBERS ABSENT:

Barbara Gingher

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Special Workshop of August 25, 2021.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Boylan to approve the minutes as presented.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

3.2 Approval of Minutes for the Regular Meeting of September 8, 2021.

Next to last page, 5.2 3rd to the bottom duplicated, remove one out.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

3.3 Approval of Minutes for the Special Workshop of September 22, 2021.

1st page Board business, sent to "Staff" not all members.

ACTION TAKEN: A motion was made by Member Gingher, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

Chair Minshew stated that no letter was forwarded to the Commission regarding the request for direction addressing the recent appeal. City Attorney Bach clarified the position of the City Commission regarding that request. She mentioned that Staff has now modified its approach with potential applicants. Member Bennett commented that Staff should avoid mentioning how the City Commission would respond to applications.

Ms. Robas commented about Staff dealing with applications that hold conflicts between FLUM and Zoning. She also spoke of the issues with Multi-Use properties on 8th Street.

4. OLD BUSINESS

No Old Business.

5. NEW BUSINESS

5.1 PAB 2021-0008 - FLORIDA PUBLIC UTILITIES COMPANY,

Request for voluntary annexation, Future Land Use Map (FLUM) Amendment, and zoning map assignment for parcels: 00-00-31-1800-0186-0010; 00-00-31-1800-0308-0011, and 00-00-31-1800-0183-0000

Mr. Platt presented the case referring to all three subject properties and recommended approval. He spoke of the Florida Public Utilities original franchise agreement. He explained that this agreement required that an office be located within the City limit, that since that office closed a few years ago, and in order to continue to have a presence within the City, the annexation of these properties would meet the agreement's requirement.

Nathalie Jackson, 1251 S. 6th Street, asked if her property would be affected with this annexation. Chair Minshew answered that this would not affect

Felica Foster, Lot 1, 1300 S. 10th Street and Beverly F. Lot 14, asked if anything would change regarding the subject property. Mr. Platt explained that all that would change will be the boundary including these properties within the city boundaries.

Member Stevenson asked Staff to confirm that this would executing this section of the agreement.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson, to recommend approval of PAB case number 2021-0008 to the City Commission requesting that a voluntary annexation, assignment of the Public & Institutional (PI) Future Land Use Map category and Public & Institutional (PI-1) zoning map assignment as described be approved and that PAB case 2021-0008, as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

6. BOARD BUSINESS

6.1 Vision 2045 Progress Update

Ms. Gibson explained that the document provided by WGI to the City 3 weeks ago was deemed insufficient to meet the City's needs, did not reflect the direction that Staff felt the documents should be headed towards, and would not be creating a document that would help move the City forward over the next 24 years. She then stated that after meeting with WGI and the City Manager, a decision was made to go back to the drawing board so it can be reframed and reformatted into a more concise and clearer document. She added that additional meetings with WGI would take place before this document would

be reformatted. She mentioned that she hopes to receive some documents to be able to put on the agenda to be discussed at the next Special Meeting of October 27, 2021.

6.2 Discuss Land Development Code Text Amendments (continued from prior workshop)

Mr. Platt said that text amendment changes will be presented at the next meeting of October 27, 2021 at 3:00 p.m.

Members discussed the recent demolition of the structure at 302 Centre Street and what new construction is planned.

Chair Minshew asked for an overview of any upcoming activities for the next 3 months as far as cases and discussions. Mr. Platt noted that Staff will continue to work on LDC corrections. As for application, Mr. Platt said he doesn't have many in the work except one possible application for LDC Text Amendment regarding rentals of accessory dwellings within Old Town area.

Ms. Bach spoke of some legislative bills to be presented, preemption Bill 280, and the request of a business impact statement for all ordinances.

Chair Minshew asked about the status of the two comprehensive plan amendments sent to Tallahassee.

Member Stevenson mentioned that there is chatter about expansion of the CRA. Ms. Bach said that the CRA Board is set to meet next Tuesday October 19, 2021 at 5:00 p.m. She also gave an update regarding Brett's Waterway Restaurant including the appeal, the analysis of the structure, and results of that analysis and plan on presented this analysis at the next Board of Adjustment meeting of October 20, 2021.

Member Robas asked about the slated additional tentative meetings in November and December. Mr. Platt noted he would look at the calendar and provide some alternate dates to lock down.

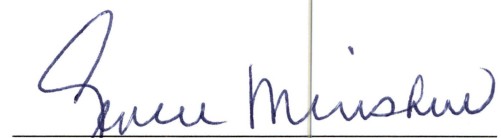
7. **STAFF REPORT**

8. **PUBLIC COMMENT**

9. **ADJOURNMENT 5:53 P.M.**



Sylvie McCann, Recording Secretary



Genece Minshew, Chair

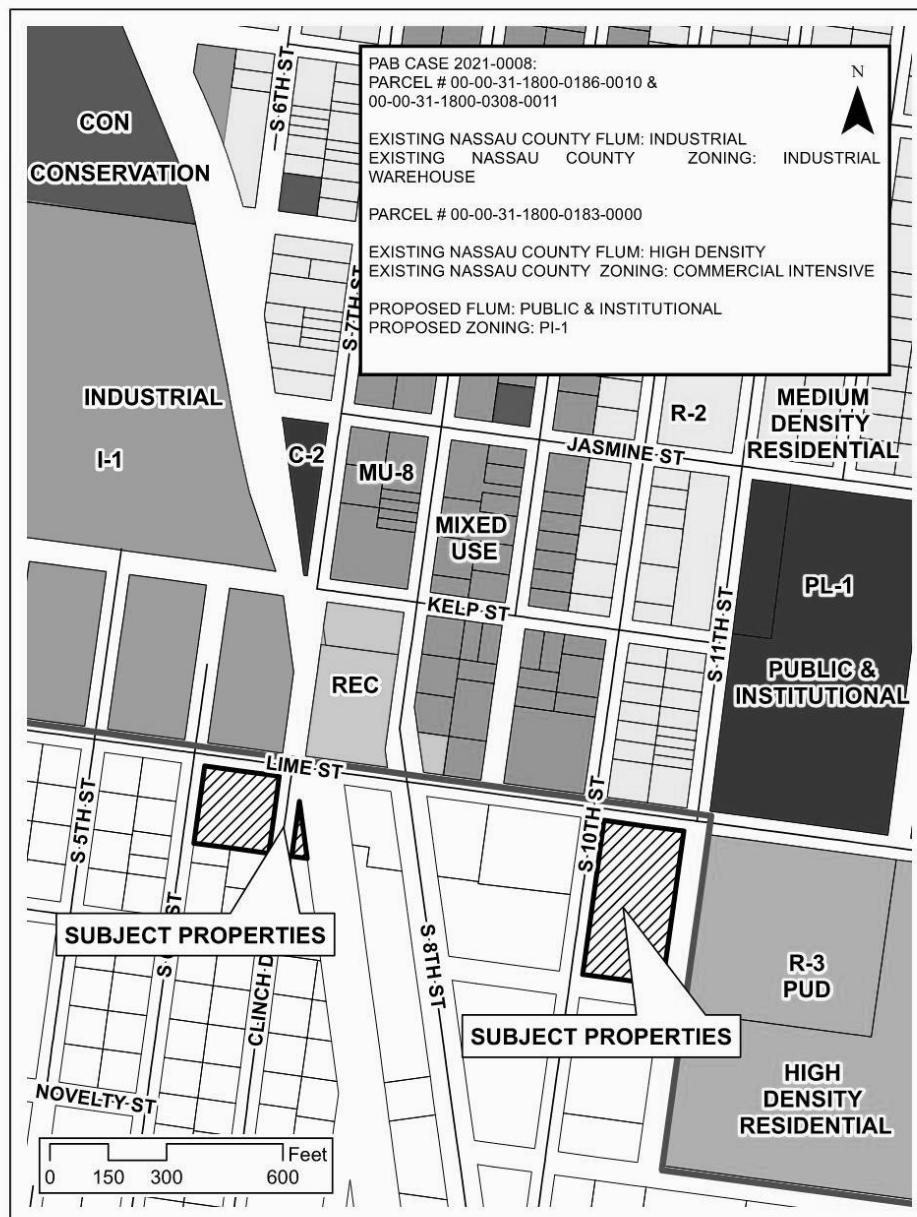


**NOTICE OF PUBLIC HEARING
PLANNING ADVISORY BOARD
CITY OF FERNANDINA BEACH**

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **October 13, 2021, at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following

VOLUNTARY ANNEXATION/ FUTURE LAND USE MAP AMENDMENT/ ZONING CHANGE

PAB CASE 2021-0008: CITY OF FERNANDINA BEACH, REQUESTS ANNEXATION OF PROPERTIES CONSISTING OF LOTS 1, 2, 7, & 8, OF BLOCK 186, PART OF LOTS 1 & 2 OF BLOCK 308, LOTS 1, 2, 3, 4, 5, 6, 7, & 8, OF BLOCK 183, ASSIGNMENT OF THE PUBLIC & INSTITUTIONAL (PI) FUTURE LAND USE MAP CATEGORY AND PUBLIC & INSTITUTIONAL (PI-1) ZONING DISTRICT FOR PROPERTY TOTALING APPROXIMATELY 2.85 ACRES OF LAND.



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. The PAB serves as a recommending committee. Every application is submitted to the City Commission for final decision making.

Copies of the applications may be inspected in the office of the Planning Department, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. To make an appointment with a planner, please call 904-310-3480.

Thank you so much.

Note to News Leader:

**** This ad cannot be included in the legal or the classified section of the newspaper. ****
Please run as a DISPLAY ad in the Wednesday, September 29, 2021 issue.

ORDINANCE 2021-24

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, GRANTING AND RESTATING A FRANCHISE TO THE FLORIDA PUBLIC UTILITIES COMPANY, ITS SUCCESSORS AND ASSIGNS, IN AND FOR THE CITY OF FERNANDINA BEACH, FLORIDA, FOR THE OPERATION AND DISTRIBUTION AND/OR SALE OF ELECTRIC ENERGY AND FIXING THE TERM, CONDITIONS, AND LIMITATIONS RELATIVE TO THE OPERATION AND MAINTENANCE OF ELECTRIC UTILITIES; AND AMENDING ORDINANCE 96-4 AS AMENDED BY ORDINANCE 96-9 AS AMENDED BY ORDINANCE 2003-05 AND AS AMENDED BY ORDINANCE 2013-13; AMENDING SECTION 15 TO PROVIDE THAT GRANTEE (FPUC) WILL EXECUTE ANNEXATION PETITIONS FOR THREE PARCELS OF PROPERTY CONTIGUOUS TO CITY LIMITS; AMENDING SECTION 22 TO PROVIDE FOR AT LEAST ONE PHYSICAL LOCATION IN THE CITY WHERE CUSTOMERS CAN PAY ELECTRIC BILLS IN PERSON; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, THE CITY OF FERNANDINA BEACH HEREBY ORDAINS:

SECTION A. It is hereby proposed that this Franchise as created by Ordinance 96-4 and as amended by Ordinance 96-9, Ordinance 2003-05 and Ordinance 2013-13 be first restated in its entirety (Sections 1-22), then be amended as herein specifically provided and certain sections reserved and repealed as provided herein.

SECTION B. It is hereby proposed that Sections 1- 10 are hereby restated as follows:

SECTION 1. That the City of Fernandina Beach, Florida (herein called the "Grantor") hereby grants to Florida Public Utilities Company, a Florida Corporation (herein called "Grantee"), its successors and assigns for the term of thirty (30) years beginning from the effective date of final adoption of ~~this~~ Ordinance 2013-13 and terminating on midnight of the last day of the thirty (30) year term, the following franchise:

(a) The nonexclusive right, privilege and authority or franchise to construct or otherwise acquire and to own, maintain, equip and operate plants and works and all necessary or desirable appurtenances thereto according to the latest edition of the National Electric Safety Code as prescribed by the Bureau of Standards, for the manufacture, generation, purchase, transmission, distribution, supply and sale of electric energy and to use and occupy the present and future streets and other public places including avenues, roads, alleys, lanes, bridges, parks and ways within the present and any future constructing, installing, maintaining, renewing, replacing, repairing, owning and operating all necessary facilities including poles, pole lines, appendages thereto, used or useful for the purpose of transmitting electric energy and for distributing, supplying and selling electric energy to Grantor and its successors and to persons and corporations inhabitants thereof, as well as to persons and corporations beyond the present or future corporate limits of Grantor.

It is expressly understood and agreed that if any pole or poles erected by Grantee shall unreasonably interfere with the right of public or private abutting property owners, that upon due protest in writing by such owner, the Grantee shall relocate said pole or poles at some satisfactory point, at its own expense.

SECTION 2. At all times during the term of this franchise Grantee shall promptly and without discrimination furnish an adequate supply of electric energy at standard voltage within approved and reasonably acceptable limits to Grantor and its successors, and to persons and corporations inhabitants thereof who request the same and agree to abide by Grantee's reasonable rules and regulations. Grantee shall use due care to construct and maintain its facilities in a manner that will not unreasonably interfere with the proper use by the public of the streets and other public places of the Grantor and shall use care and caution in making any opening in any of the streets and other public places of Grantor for the purpose of erecting, repairing and/or maintaining its facilities to prevent injury to persons and property and Grantee shall, at its expense, replace and restore all streets and other public places so opened to their former condition as nearly as practicable and within a reasonable time. No first class streets or any other street that has been built or resurfaced in the last five years shall be opened for the purpose of installing underground service without written approval of the City Manager.

SECTION 3. At all times during the term of this franchise Grantee shall make promptly such extensions to existing facilities as may be required by one or more customers, or for the prospective customers, in accordance by with the requirements of the Florida Public Service Commission. Grantee shall not be liable for any interruption of service or failure of supply of electric energy due to accidents unconnected with negligence on the part of Grantee, its agents or assigns, or to causes beyond the reasonable control of Grantee and such interruptions shall not constitute a breach of this franchise, provided Grantee shall use diligence to restore service within a reasonable time.

SECTION 4. That all rates and rules and regulations established by Grantee from time to time shall at all times be reasonable and Grantee's rates for electricity shall at all times be subject to such regulation as may be provided by law.

SECTION 5. Without prejudice to any other rights of Grantee, any person who shall willfully and unlawfully remove or damage any of the property, equipment and/or appliances of Grantee, used or useful in rendering such public service, shall be fined in the sum of not more than five hundred dollars (\$500.00) for each such property, equipment and/or appliances or part thereof so removed or damaged.

SECTION 6. All rights herein granted and authorized shall be subject to and governed by this ordinance, the laws of the State of Florida and applicable regulations and rulings of the Florida Public Service Commission or its successors, provided that Grantor expressly reserves unto itself all of its police power to adopt general ordinances necessary to protect the safety and welfare of the general public in relation to the rights hereby granted not inconsistent with the provisions of this ordinance.

SECTION 7. Grantee shall save and keep Grantor harmless from any and all liability by reason of damage or injury to any person or property whatsoever on account of the negligence of Grantee in the installation, maintenance and operation of its facilities and equipment and the transmission of electrical power; provided Grantee shall have been notified by Grantor, in writing, of any claim against Grantor on account thereof, and shall have ample opportunity to defend same.

SECTION 8. Grantee shall install and maintain meters for measuring electric current and shall have the right of ingress and egress to the premises of each consumer, from time to time, for the purpose of reading, repairing, testing and maintaining Grantee's meters and appurtenances. Such meters and appurtenances shall at all times remain the property of Grantee and shall be removable at any time.

SECTION 9. Within thirty (30) days after the last day of each month after the approval of this grant during the term of this franchise, the Grantee, or its successors or assigns shall pay to the Grantor, or its successors, at Grantor's option, as part of the consideration for the granting of this franchise, a sum equal to an amount of up to six percent (6%) of the gross sales of electricity within the City of Fernandina Beach for the

preceding month, it being understood that the Grantor determines the percentage to be paid by the Grantee which percentage shall not exceed six percent (6%).

SECTION 10. Grantor hereby reserves the right at and after the expiration or termination of this grant to purchase the property of Grantee within Nassau County, and, as a condition precedent to the taking effect of this grant, Grantee shall give and grant to Grantor, and, by its acceptance hereof, Grantee shall conclusively be deemed to have given and granted to Grantor, the right to purchase so reserved. The purchase price of the property shall be determined by three (3) qualified appraisers; one appraiser being appointed by the Grantor, one appraiser appointed by Grantee, and the two thus appointed shall appoint a third appraiser. The final price to be paid for the system is to be the fair market value decided by the majority vote of the three appraisers. If the Grantee does not appoint an appraiser within sixty (60) days after being requested by the Grantor to do so, the appraisal shall be made by the appraisal firm appointed by the Grantor and their appraisal shall be the purchase price to be paid by the Grantor.

The Grantee shall be responsible for the cost incurred by its appraiser, the Grantor will be responsible for the cost incurred by its appraiser, and the Grantor and Grantee shall share equally in the costs of the third appraiser.

The Grantor will notify the Grantee, in writing, at least six (6) months prior to the expiration date of this franchise, or any extension thereof, of Grantor's intent to exercise the purchase option hereby reserved; Grantor shall thereafter close on such purchase within six (6) months after approval of financing of such purchase or shall be deemed to have waived its right to so purchase the system.

SECTION 11. Reserved and repealed via Ordinance 2013-13.

SECTION C. It is further proposed that Sections 12-14 are hereby restated as follows:

SECTION 12. Grantee by its acceptance hereof agrees to observe, perform, and keep all of the agreements, undertakings and conditions hereof to be observed, performed and kept by Grantee.

SECTION 13. In consideration of Grantee's undertaking hereunder as evidenced by its acceptance hereof, Grantor agrees not to engage in the business of distribution and selling electric energy during the life of this franchise or any extension thereof in competition with Grantee, its successors and assigns.

SECTION 14. Grantee by the acceptance hereof further agrees to erect and maintain without cost, except for electric energy to be charged according to the published rates of Grantee, such street lights as the Grantor shall from time to time consider necessary and proper to meet the reasonable needs of the Grantor for lighting streets and other public ways. It being expressly understood, however, that in the event said Grantor shall request the erecting or placing of any particular light and shall subsequently request the discontinuance of said light prior to the expiration of this franchise, then the Grantor shall reimburse the Grantee for its expense in the erection and removing of such discontinued light. The intention being that the Grantee will make any just and reasonable extension of its electric light system which may be requested by the Grantor commensurate with a fair and compensatory return on the fair market value of the property used and useful in furnishing such extension.

SECTION D. It is further proposed that Section 15, repealed and reserved by Ordinance 2013-13 be added to read as follows:

SECTION 15. Grantee agrees to execute voluntary annexation petitions with the Grantor (City) within sixty (60) days of the effective date of this Ordinance for three (3) parcels of property located in unincorporated Nassau County on Amelia Island and described as: Parcel 1 - located at 602 Lime Street,

Parcel ID# 00-00-31-1800-0186-0010, Parcel 2 - located at 1200 10th Street South, Parcel ID# 00-00-31-1800-0183-0000 and Parcel 3 – located east of Clinch Drive, south of Lime Street adjacent to Parcel 2 described above and having Parcel ID# 00-00-31-1800-0308-0011.

SECTION E. It is further hereby proposed that Sections 16-17 are hereby restated as follows:

SECTION 16. Grantor shall have the power to employ an independent auditor to audit the records of the Grantee for any year of operation under this franchise that the Grantor so desires. Any auditor employed by the Grantor shall be a Certified Public Accountant, licensed in the state of Florida. The Grantee hereby agrees to cooperate in every way possible with an auditor employed by the Grantor for such purpose.

SECTION 17. All of the terms, provisions and conditions of this ordinance shall inure to and be binding upon the respective successors and assigns of Grantor and Grantee, and shall apply to the present and any future corporate limits of Grantor or its successors.

SECTION 18. Reserved and repealed via Ordinance 2013-13.

SECTION F. It is further proposed that Sections 19-20 are hereby restated as follows:

SECTION 19. This ordinance shall become effective upon its final passage and shall be in full force and effect from such time, Grantee's written acceptance of the franchise granted herein shall relate back to the effective date of this ordinance; such written acceptance from the Grantee shall be filed with Grantor's City Clerk and the filing of the acceptance shall be a condition to the grant of the franchise.

SECTION 20. Should any section or provisions of this ordinance or any portion hereof be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder as a whole or as to any part, or other than the part declared to be invalid.

SECTION 21. Reserved and repealed via Ordinance 2013-13.

SECTION G. It is further proposed that Section 22 is hereby amended as follows:

SECTION 22. ~~OFFICE AND MAINTENANCE FACILITIES LOCATION.~~ Grantee agrees that it ~~shall, will provide~~ during the term of this agreement at least one (1) physical location in the City limits where customers can pay their electric bills in person, and such location can be a separate business entity that has agreed with Grantee to be an authorized pay agent (i.e. Walmart). ~~maintain a local business office and maintenance facilities on Amelia Island. Such office and maintenance facilities' shall be located within the city limits of Grantor providing, however that Grantor shall not, through its statutory authority to enact ordinances and resolutions, pass, adopt, change or in any way effect rules, regulations, ordinances, taxes, land use plans or other requirements which result in abnormal or non-uniform economic costs being imposed on Grantee due to the presence and/or physical location of Grantee's office and maintenance facilities within Grantee's city limits. Grantee further agrees that all services and functions provided locally by Grantee on the effective date of this agreement shall be maintained during the term of this agreement, provided however, that Grantee shall have the right to adopt and adjust these services and functions to comply with governmentally imposed rules, regulations or orders and to take advantage of new technologies, systems and equipment, and to effect any changes which are uniform and Citywide in scope.~~

SECTION H. EFFECTIVE DATE. This Ordinance shall take effect immediately upon final passage and adoption.

ADOPTED this 3rd day of August, 2021.

CITY OF FERNANDINA BEACH



MICHAEL A. LEDNOVICH
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



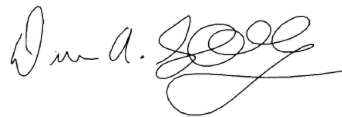
CAROLINE BEST
City Clerk



TAMMI E. BACH
City Attorney

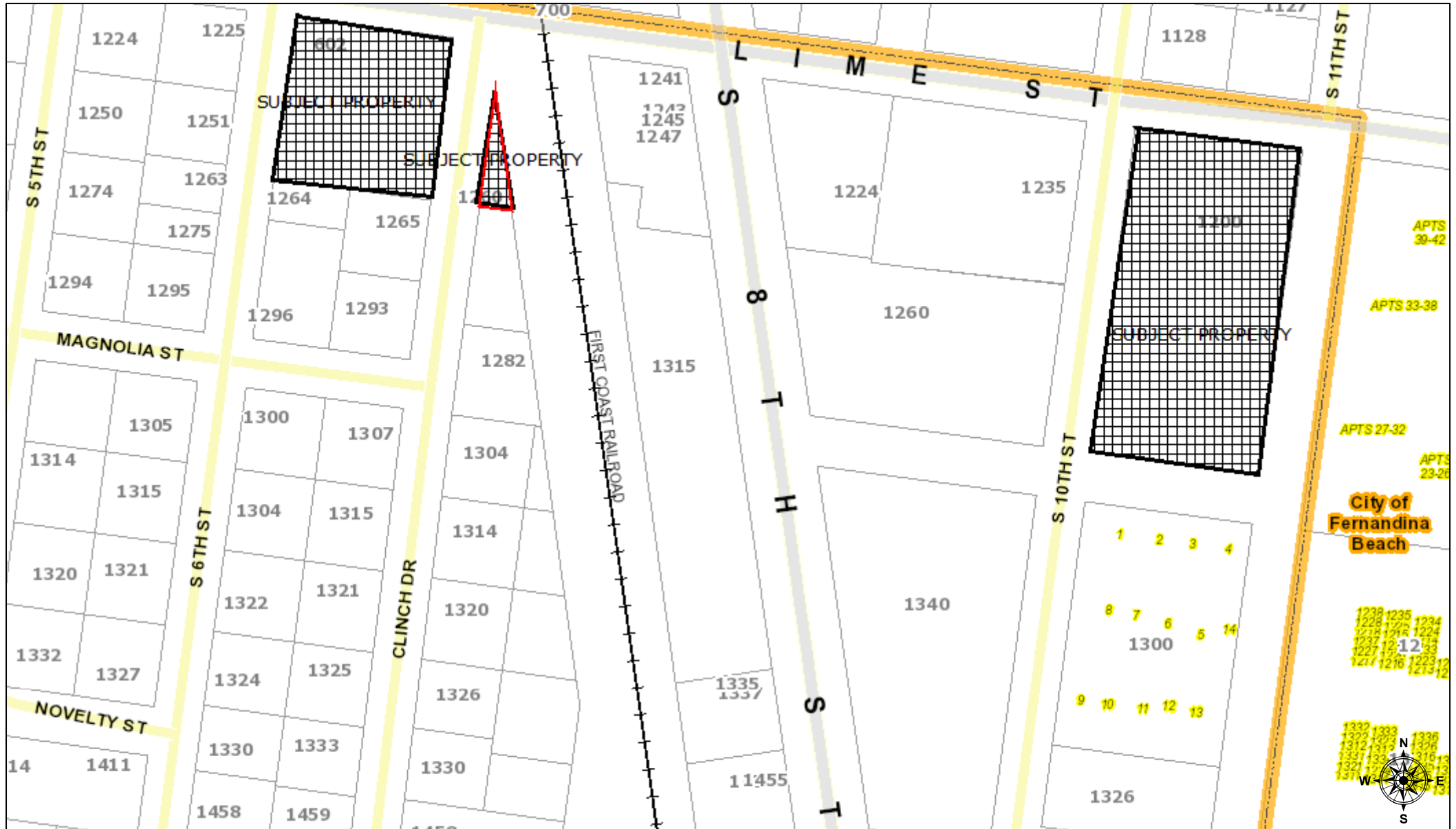
First Reading: July 6, 2021
Second Reading/Final Hearing: August 3, 2021

FLORIDA PUBLIC UTILITIES COMPANY

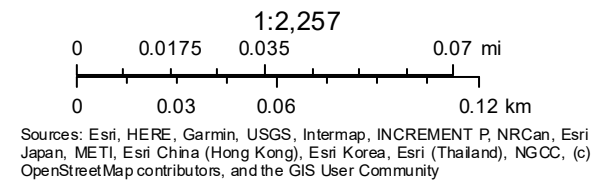


AVP, Electric Distribution

FPU PARCELS



June 29, 2021



July 21, 2021 News Leader Edition

NOTICE OF PUBLIC HEARING CITY COMMISSION CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, August 3, 2021, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2021-24

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, GRANTING AND RESTATING A FRANCHISE TO THE FLORIDA PUBLIC UTILITIES COMPANY, ITS SUCCESSORS AND ASSIGNS, IN AND FOR THE CITY OF FERNANDINA BEACH, FLORIDA, FOR THE OPERATION AND DISTRIBUTION AND/OR SALE OF ELECTRIC ENERGY AND FIXING THE TERM, CONDITIONS, AND LIMITATIONS RELATIVE TO THE OPERATION AND MAINTENANCE OF ELECTRIC UTILITIES; AND AMENDING ORDINANCE 96-4 AS AMENDED BY ORDINANCE 96-9 AS AMENDED BY ORDINANCE 2003-05 AND AS AMENDED BY ORDINANCE 2013-13; AMENDING SECTION 15 TO PROVIDE THAT GRANTEE (FPUC) WILL EXECUTE ANNEXATION PETITIONS FOR THREE PARCELS OF PROPERTY CONTIGUOUS TO CITY LIMITS; AMENDING SECTION 22 TO PROVIDE FOR AT LEAST ONE PHYSICAL LOCATION IN THE CITY WHERE CUSTOMERS CAN PAY ELECTRIC BILLS IN PERSON; 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.



December 27, 2021

Board of Nassau County Commission
96135 Nassau Place, Suite #1
Yulee, FL 32097

United States Postal Service Certified Mail: 7020 2450 0002 0266 3834

RE: NOTICE OF ANNEXATION OF THREE PARCELS TOTALING APPROXIMATELY 2.85 ACRES OF LAND LOCATED AT PARCEL NUMBER 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000, CONTIGUOUS TO THE CITY LIMITS

Honorable Commissioners:

In accordance with FS 171.044, please see the Notice of Public Hearing (attached) scheduled for Tuesday, January 18, 2022, at 6:00pm of an Ordinance of the City Commission of the City of Fernandina Beach annexing approximately 2.85 acres of land as follows:

. ORDINANCE 2021-39

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ANNEXING THREE PARCELS TOTALING APPROXIMATELY 2.85 ACRES OF LAND LOCATED AT PARCEL NUMBER 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000, CONTIGUOUS TO THE CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

If you have any questions regarding this annexation, please do not hesitate to let us know.

Sincerely,
City of Fernandina Beach


Caroline Best, CMC
City Clerk
Attachment(s)

cc: Taco Pope, Nassau County Manager
Kelly Gibson, Planning Manager
Tammi Bach, City Attorney
Thad Crowe, Director, Nassau County Department of Planning and Economic Development

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, January 18, 2022, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2021-39

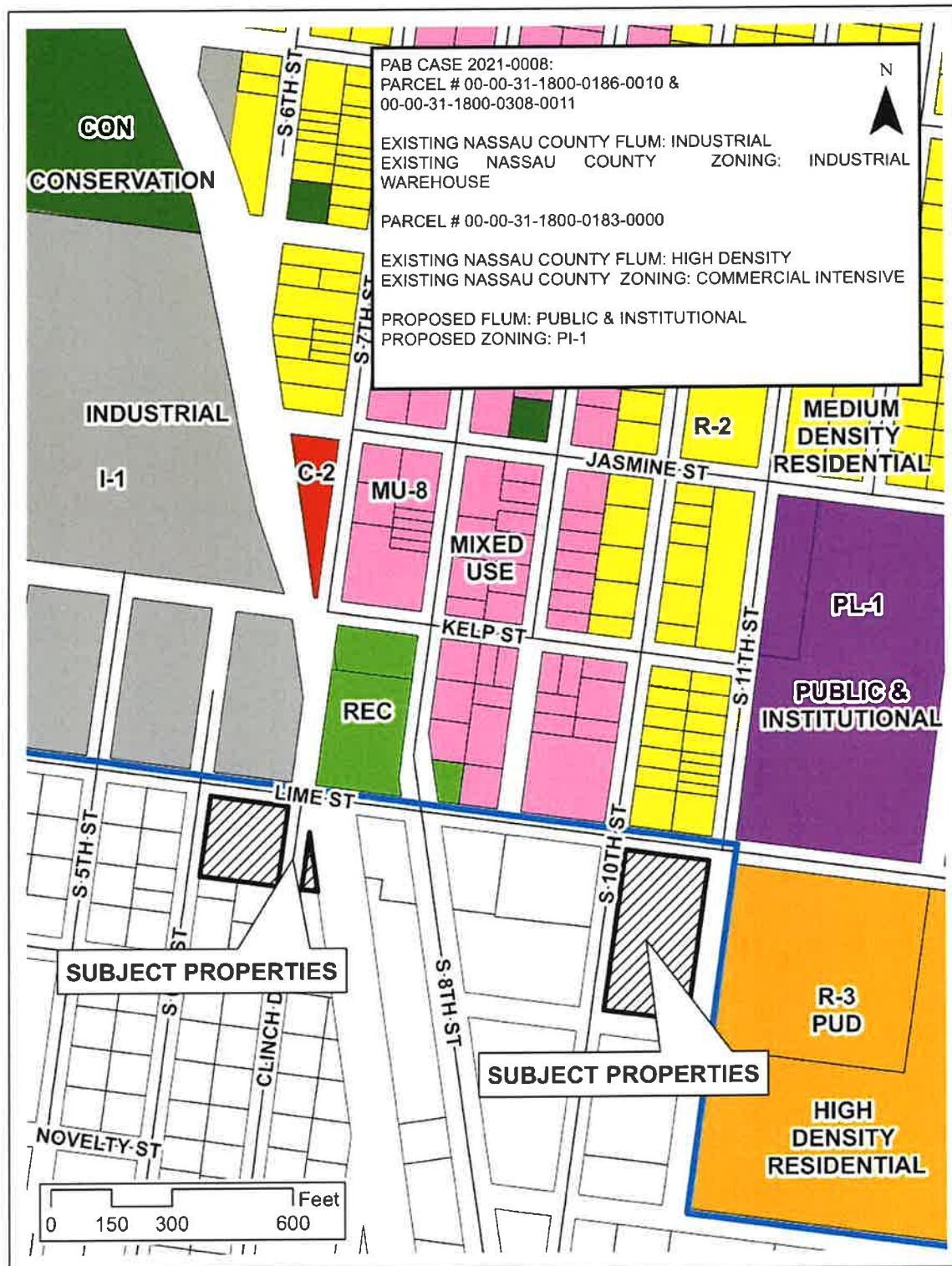
AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ANNEXING THREE PARCELS TOTALING APPROXIMATELY 2.85 ACRES OF LAND LOCATED AT PARCEL NUMBER 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000, CONTIGUOUS TO THE CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2021-40

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A FUTURE LAND USE MAP CATEGORY OF PUBLIC & INSTITUTIONAL (PI) FOR 2.85 ACRES OF LAND LOCATED AT 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2021-41

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A ZONING CATEGORY OF PUBLIC & INSTITUTIONAL (PI-1) FOR 2.85 ACRES OF LAND LOCATED AT 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, 00-00-31-1800-0183-0000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.



Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Copies of the applications with description by metes and bounds and the ordinance can be obtained in the office of the City Clerk, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. For information on the application, please

contact the Staff of the City Clerk's Office at 310-3115.

Note:

Please run as a DISPLAY in the December 31, 2021 and January 5, 2022 editions of the News Leader.

Please send proof of publication to:

City Clerk's Office

City Hall, 204 Ash Street

Fernandina Beach, FL 32034

904-310-3115

DECEMBER 31, 2021

NEWSLEADER EDITION

NOTICE OF PUBLIC HEARING CITY COMMISSION CITY OF FERNANDINA BEACH

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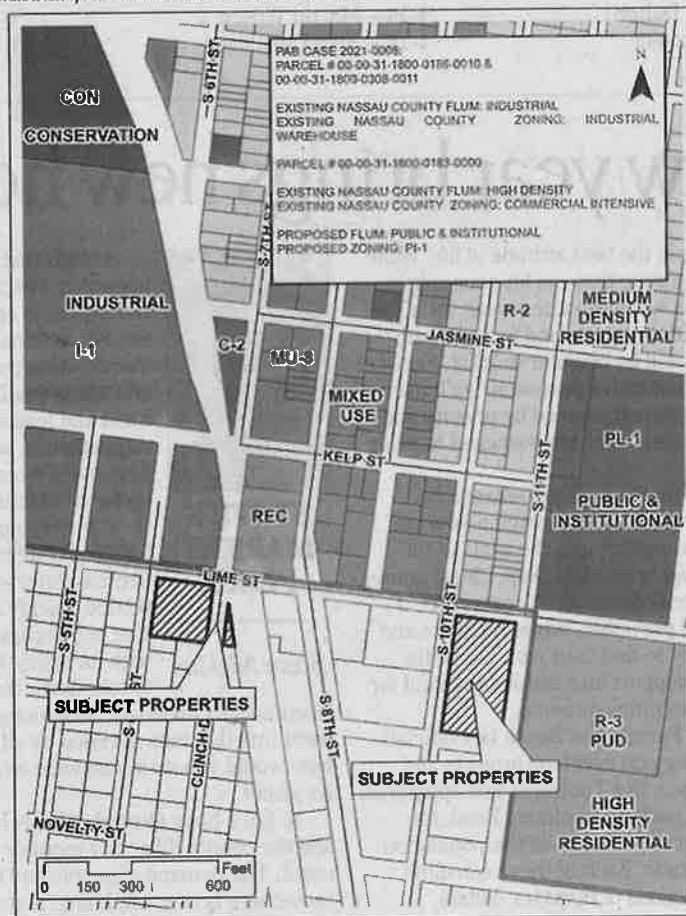
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January 5, 2022

NewsLeader Edition

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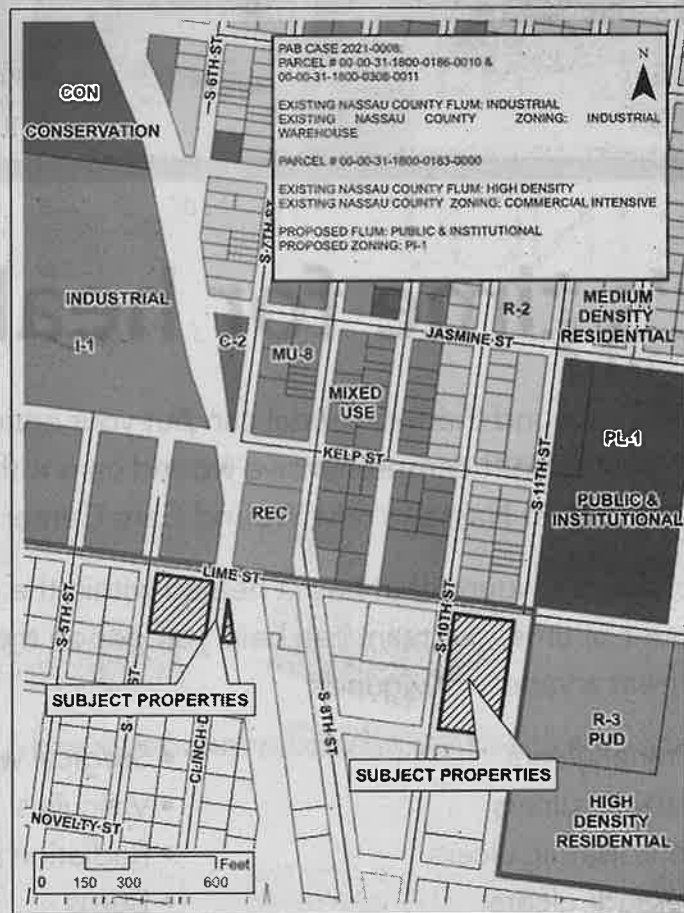
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CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Ordinance 2021-41
Zoning Assignment - Florida Public Utilities Company Parcels

ITEM TYPE: Ordinance (w/o fiscal impact)

REQUESTED ACTION: Consider Ordinance 2021-41 at Second Reading.

SYNOPSIS: Applicants are seeking a voluntary annexation, assignment of City Future Land Use Map category of Public & Institutional, and corresponding zoning districts of PI-1 for parcels described in the ordinance title. This Ordinance was not voted on at the December 21, 2021, City Commission meeting, as it was heard as a quasi-judicial item.

FISCAL IMPACT: None.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission enact proposed Ordinance 2021-41 at Second Reading.

Kelly Gibson, Planning Director	12/30/2021
Monica Benischeck, Administrative Services Manager	12/30/2021
Dale Martin, City Manager	1/10/2022
Tammi E. Bach, City Attorney	1/10/2022



Date: December 22, 2021

Submitted By: Katie Newton, Legal Assistant

COMMISSION ACTION: Enact

ORDINANCE 2021-41

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A ZONING CATEGORY OF PUBLIC & INSTITUTIONAL (PI-1) FOR 2.85 ACRES OF LAND LOCATED AT 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, 00-00-31-1800-0183-0000; 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 October 13, 2021, 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 September 29, 2021.

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 & Institutional (PI-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 Industrial Warehouse & Commercial Intensive to City of Fernandina Beach Public & 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.

ENACTED this 18th day of January, 2021.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Mayor - Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



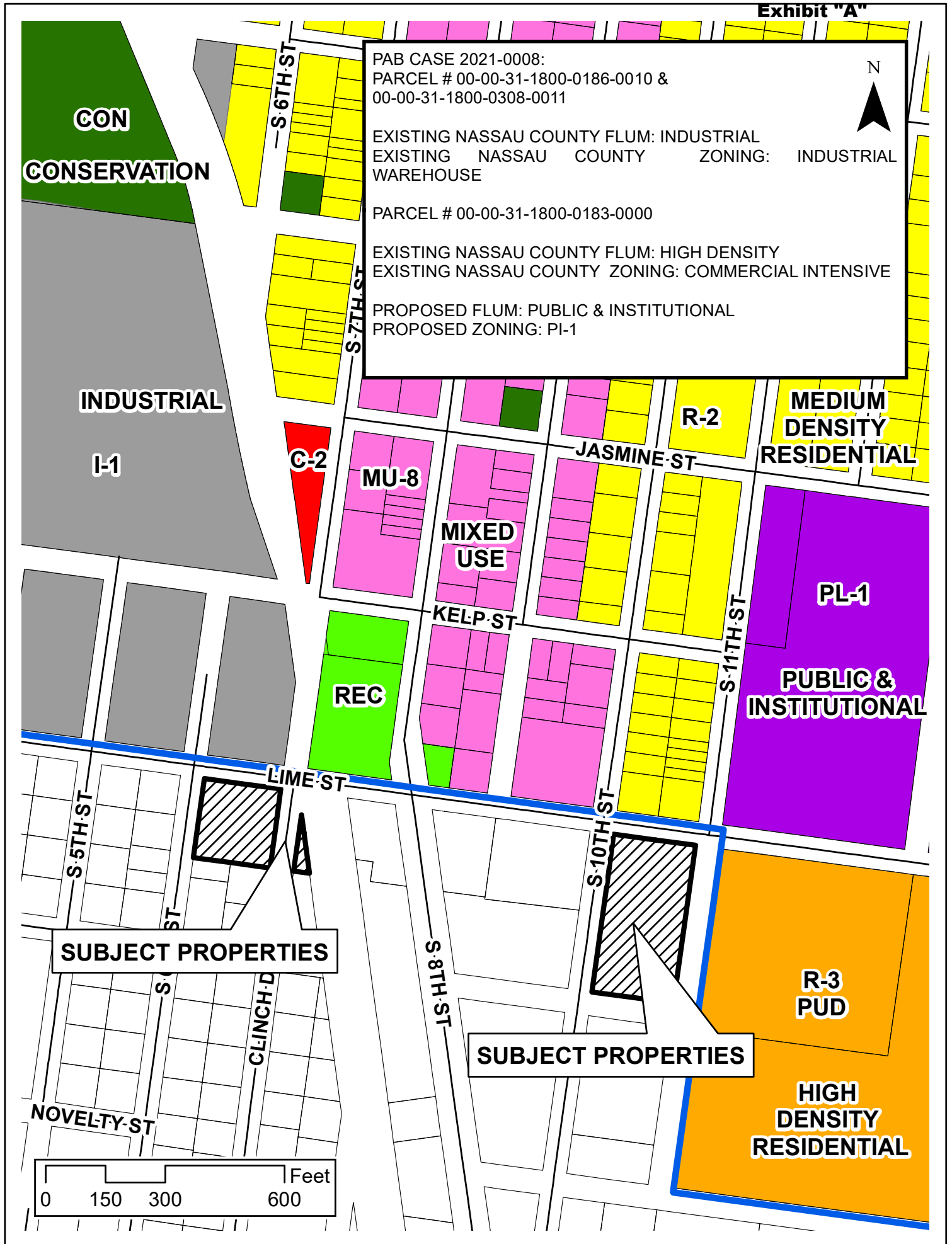
CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

Date of First Reading: December 21, 2021

Date of Second/Final Reading: January 18, 2022

Date of Publication: December 31, 2021 and January 5, 2022



PAB CASE 2021-0008:
 PARCEL # 00-00-31-1800-0186-0010 &
 00-00-31-1800-0308-0011

EXISTING NASSAU COUNTY FLUM: INDUSTRIAL
 EXISTING NASSAU COUNTY ZONING: INDUSTRIAL
 WAREHOUSE

PARCEL # 00-00-31-1800-0183-0000

EXISTING NASSAU COUNTY FLUM: HIGH DENSITY
 EXISTING NASSAU COUNTY ZONING: COMMERCIAL INTENSIVE

PROPOSED FLUM: PUBLIC & INSTITUTIONAL
 PROPOSED ZONING: PI-1

SUBJECT PROPERTIES

SUBJECT PROPERTIES

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 1st day of September, 2021 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Florida Public Utilities Company (hereinafter collectively referred to as the "Applicants").

WHEREAS, this Annexation Agreement/ Petition for Annexation (hereinafter referred to as "Agreement") shall be considered entered into upon execution, where the actual annexation of land shall occur once the subject property becomes contiguous to any boundary demarking the incorporated area of the City of Fernandina Beach and upon the execution of an Ordinance by the City Commission of the City authorizing and approving the execution of such annexation, consistent with the mutual promises, covenants and acknowledgments agreed to by the City Commission and the Applicants, as contained in this Agreement; and

WHEREAS, the Applicants collectively, are the owners of record of the parcel of land known and described as follows, comprising the property which is the subject of this Agreement (the "Property"):

PARCEL ID#: 00-00-31-1800-0186; 00-00-31-1800-0308-0011; 00-00-31-1800-0183-0000

GENERALLY DESCRIBED AS: _____

ADDRESSED AS: 602 Lime St; N/A; 1200 S 10TH 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

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:

T E B

TAMMI E. BACH
City Attorney

APPLICANT(S)

By: *Michael Cassel*
Applicant

By: *Christine Minton*
Applicant

STATE OF FLORIDA }
COUNTY OF NASSAU } ss

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization,

this 1st day of September, 2021,

by Michael Cassel.

Christine Minton
Notary Public

Christine Minton
Printed Name
Expires

HH 160135
My Commission

Personally Known *✓* OR Produced Identification _____ ID Produced: _____



EXHIBIT A

NASSAU COUNTY PROPERTY APPRAISER
PARCEL REPORT

A. Michael Hickox
Nassau County Property Appraiser



Results

00-00-31-1800-0183-0000

FLORIDA PUBLIC UTILITIES CO

401 S DIXIE HWY

WEST PALM BEACH, FL
334015807

1200 S 10TH ST
FERNANDINA BEACH
32034

1102 S 10TH ST (CHANGED PER
FB- DUPLICATE ADDRESS)

0.00

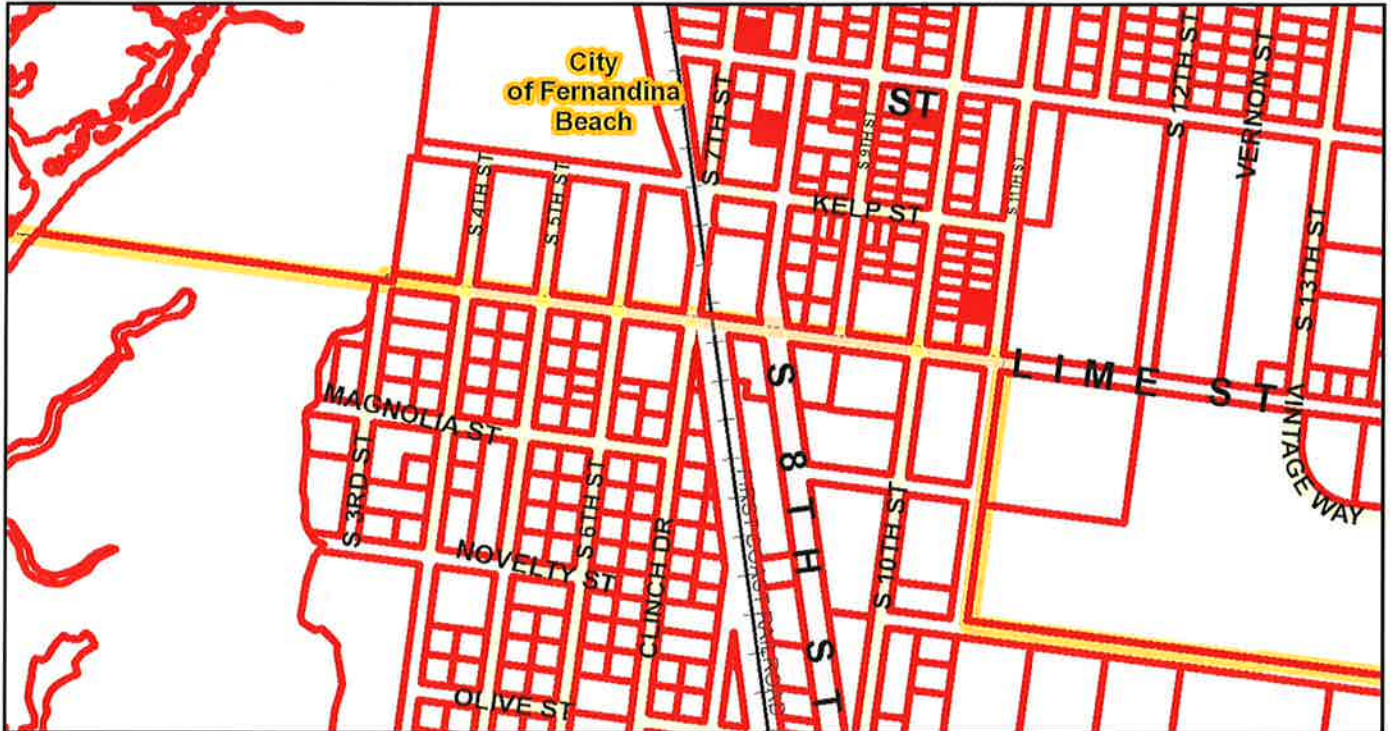
1.90

009100

Unincorporated Nassau County

4 - Island

A. Michael Hickox
Nassau County Property Appraiser



Results

00-00-31-1800-0308-0011

FLORIDA PUBLIC UTILITIES CO

401 S DIXIE HWY

WEST PALM BEACH, FL
334015807

Previous Site Address (If Changed by 911)

0.00

0.06

004000

Unincorporated Nassau County

4 - Island

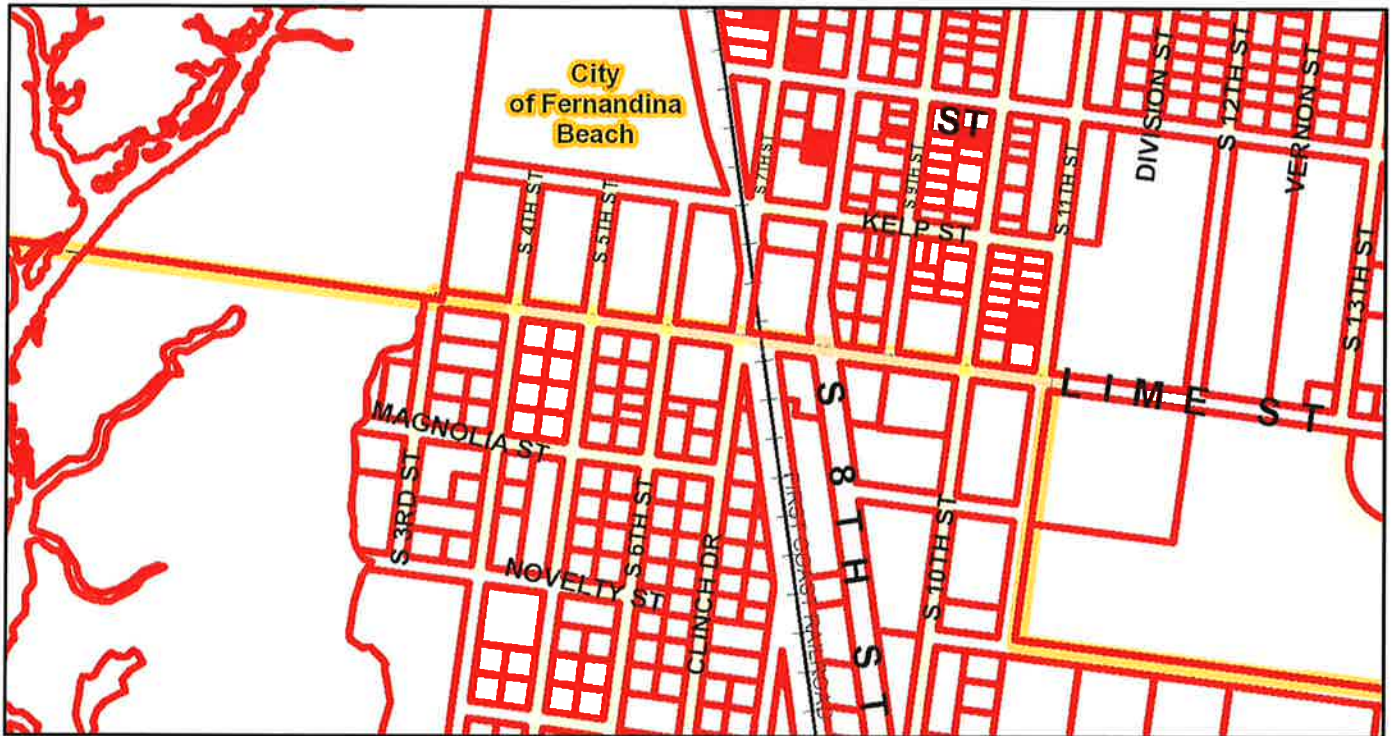
CITY OF FERNANDINA BEACH
S/D

904-491-7300



www.NassauFLPA.com

A. Michael Hickox
Nassau County Property Appraiser



Parcel Report

Parcel ID

Owner Information

Results

00-00-31-1800-0186-0010

FLORIDA PUBLIC UTILITIES CO

401 S DIXIE HWY

Mailing Address

WEST PALM BEACH, FL
334015807

Site Address

602 LIME ST
FERNANDINA BEACH
32034

**Previous Site Address (If
Changed by 911)**

NEW SITE - LOT 186-1
(RELOCATED FROM ??)

Deed Acre

0.00

**Approximate Acres (GIS
Calculated)**

0.89

Property Use Code

009100

Municipality

Unincorporated Nassau County

Census Tract

MLS Zone

4 - Island



**APPLICATION FOR VOLUNTARY ANNEXATION,
 SMALE-SCALE FUTURE LAND USE AND ZONING MAP ASSIGNMENT**

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	Florida Public Utilities Company/City of Fernandina Beach				
AGENT:	COFB				
REQUESTED ACTION:	Voluntary Annexation, Assignment of a Future Land Use Map Category of Public & Institutional, and Zoning Map assignment of PI-1				
LOCATION:	South of Lime Street				
CURRENT ZONING:	Industrial Warehouse & Commercial Intensive				
CURRENT LAND USE:	Industrial & High Density				
EXISTING USES ON SITE:	Laydown yard, Vacant, Utilities				
PROPERTY SIZE:	The Three Parcels Total Approximately: 2.85 Acres of Land				
ADJACENT PROPERTIES:	<u>Direction</u>	<u>Existing Use(s)</u>	<u>Year Built</u>	<u>Zoning</u>	<u>FLUM</u>
	<u>North</u>				
	a. 602 Lime St. b. Clinch Drive c. 1200 10 th St.	a. Warehouse b. Vacant c. Substation	a. n/a b. n/a c. n/a	a. I-1 b. REC c. R-2	a. Industrial b. Recreation c. Medium Density Residential
	<u>South</u>				
	a. 602 Lime St. b. Clinch Drive c. 1200 S. 10 th St.	a. SFR b. SFR c. Mobile Home Park	a. 1940 & 1981 b. 1981 c. n/a	a. RS-2 b. RS-2 c. Commercial Intensive	a. High Density b. High Density c. High Density
	<u>East</u>				
	a. 602 Lime St. b. Clinch Drive c. 1200 S. 10 th St.	a. Vacant/ RR b. RR c. Apartments	a. n/a b. n/a c. 1980	a. Industrial WH b. Commercial Intensive c. R-2	a. Industrial b. Commercial c. Medium Density Residential
	<u>West</u>				
	a. 602 Lime St. b. Clinch Drive c. 1200 S. 10 th St.	a. SFR b. Laydown yard c. Businesses	a. 1950 b. n/a c. 1986 & 1977	a. RS-2 b. Industrial WH c. Commercial Intensive	a. High Density b. Industrial c. 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:

As outlined in Section 15 of Ordinance 2021-24, Florida Public Utilities executed a voluntary annexation petition for three parcels of land located South of Lime Street which are immediately contiguous to the city limits. Florida Public Utilities provides an essential public service and as such the Public and Institutional land use and zoning are the most appropriate assignment.

The western most parcel, 602 Limes Street, is laydown yard with one structure located in the northwest corn of the site. Just east of this parcel is a small vacant triangle shaped property that is immediately adjacent to the railroad tracks. The eastern most parcel is an electrical substation.

CONSISTENCY WITH THE COMPREHENSIVE PLAN / LAND DEVELOPMENT CODE:

This voluntary annexation is 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 proposed intensities are consistent with the surrounding properties. The subject parcels 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 as required by its Comprehensive Plan.

<i>Applicable Policy Reference</i>	<i>Applicable Policy Reference</i>
CP 1.02.02	✓
CP 1.02.04	✓
CP 1.02.07	✓
CP 1.02.10	✓
CP 1.0716	✓
CP 4.01.01	✓
CP 4.01.02	✓
LDC 11.01.07	✓

CONCLUSION AND STAFF RECOMMENDATIONS:

The requested action is sufficiently compliant with the City's Comprehensive Plan and Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the Public & Institutional Future Land Use Map (FLUM) category and Public and Institutional (PI-1) zoning map assignment. Following the recommendation of the Planning Advisory Board, the application will move forward to the City Commission in the form of three separate ordinances.

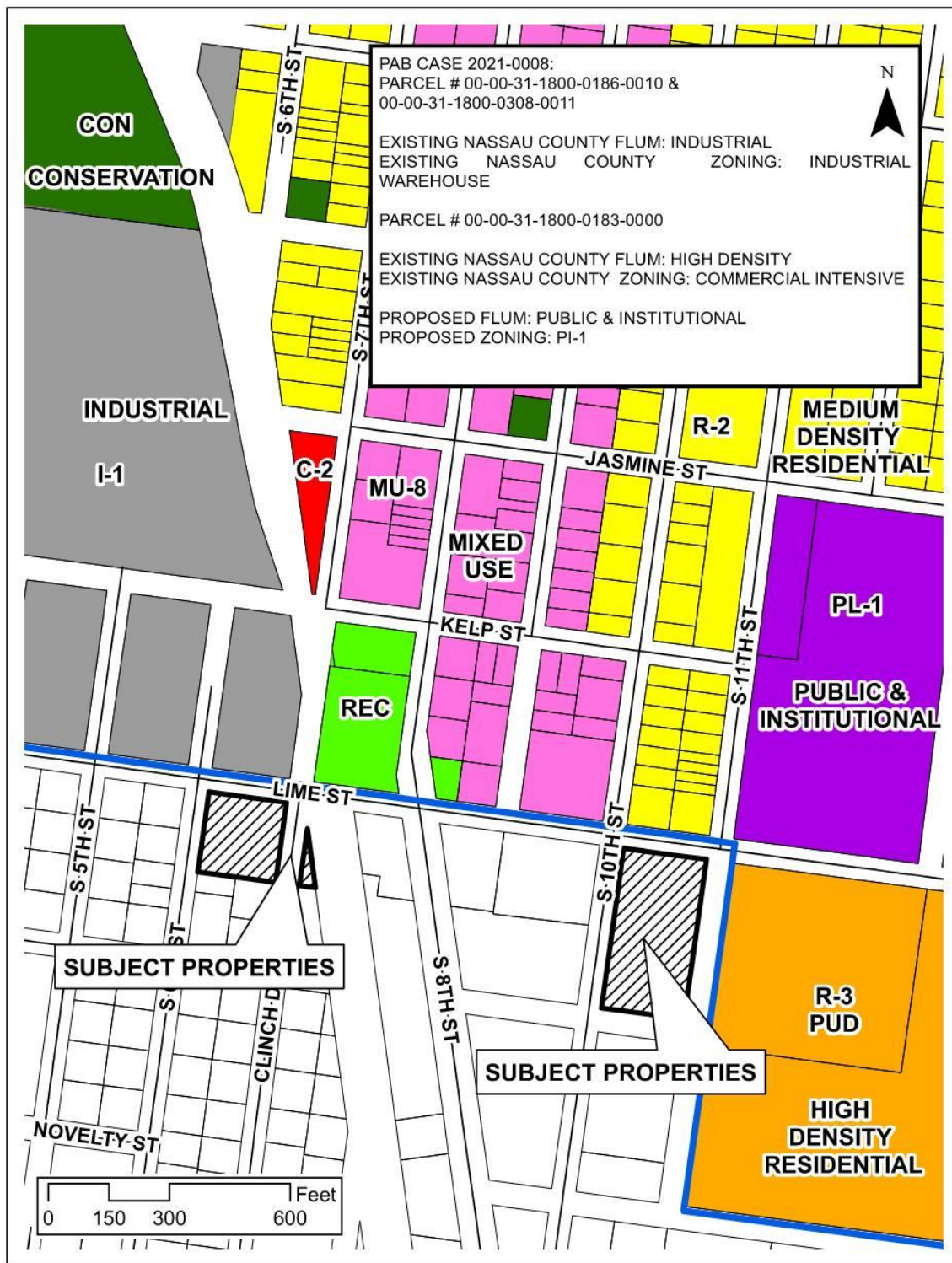
MOTION TO CONSIDER:

I move to recommend **(approval or denial)** of PAB case number 2021-0008 to the City Commission requesting that a voluntary annexation, assignment of the Public & Institutional (PI) Future Land Use Map category and Public & Institutional (PI-1) zoning map assignment as described be **(approved or denied)** and that PAB case 2021-0008, 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.



STAFF REPORT
PAB 2021-008 (AX, LU, CZ)
Planning Advisory Board Hearing
October 13, 2021

Jacob M. Platt
Senior Planner



**APPROVED
APPROVED**



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
OCTOBER 13, 2021**

1. CALL TO ORDER 5:00 P.M.

ROLL CALL / DETERMINATION OF QUORUM

Genece Minshew (Chair)
Victoria Robas
John Boylan

Mark Bennett
Peter Stevenson
Brandy Carvalho

MEMBERS ABSENT:

Barbara Gingher

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Special Workshop of August 25, 2021.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Boylan to approve the minutes as presented.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

3.2 Approval of Minutes for the Regular Meeting of September 8, 2021.

Next to last page, 5.2 3rd to the bottom duplicated, remove one out.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

3.3 Approval of Minutes for the Special Workshop of September 22, 2021.

1st page Board business, sent to "Staff" not all members.

ACTION TAKEN: A motion was made by Member Gingher, seconded by Member Robas to approve the minutes as amended.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

Chair Minshew stated that no letter was forwarded to the Commission regarding the request for direction addressing the recent appeal. City Attorney Bach clarified the position of the City Commission regarding that request. She mentioned that Staff has now modified its approach with potential applicants. Member Bennett commented that Staff should avoid mentioning how the City Commission would respond to applications.

Ms. Robas commented about Staff dealing with applications that hold conflicts between FLUM and Zoning. She also spoke of the issues with Multi-Use properties on 8th Street.

4. OLD BUSINESS

No Old Business.

5. NEW BUSINESS

5.1 PAB 2021-0008 - FLORIDA PUBLIC UTILITIES COMPANY,

Request for voluntary annexation, Future Land Use Map (FLUM) Amendment, and zoning map assignment for parcels: 00-00-31-1800-0186-0010; 00-00-31-1800-0308-0011, and 00-00-31-1800-0183-0000

Mr. Platt presented the case referring to all three subject properties and recommended approval. He spoke of the Florida Public Utilities original franchise agreement. He explained that this agreement required that an office be located within the City limit, that since that office closed a few years ago, and in order to continue to have a presence within the City, the annexation of these properties would meet the agreement's requirement.

Nathalie Jackson, 1251 S. 6th Street, asked if her property would be affected with this annexation. Chair Minshew answered that this would not affect

Felica Foster, Lot 1, 1300 S. 10th Street and Beverly F. Lot 14, asked if anything would change regarding the subject property. Mr. Platt explained that all that would change will be the boundary including these properties within the city boundaries.

Member Stevenson asked Staff to confirm that this would executing this section of the agreement.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson, to recommend approval of PAB case number 2021-0008 to the City Commission requesting that a voluntary annexation, assignment of the Public & Institutional (PI) Future Land Use Map category and Public & Institutional (PI-1) zoning map assignment as described be approved and that PAB case 2021-0008, as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken by voice vote and being all ayes, carried.

6. BOARD BUSINESS

6.1 Vision 2045 Progress Update

Ms. Gibson explained that the document provided by WGI to the City 3 weeks ago was deemed insufficient to meet the City's needs, did not reflect the direction that Staff felt the documents should be headed towards, and would not be creating a document that would help move the City forward over the next 24 years. She then stated that after meeting with WGI and the City Manager, a decision was made to go back to the drawing board so it can be reframed and reformatted into a more concise and clearer document. She added that additional meetings with WGI would take place before this document would

be reformatted. She mentioned that she hopes to receive some documents to be able to put on the agenda to be discussed at the next Special Meeting of October 27, 2021.

6.2 Discuss Land Development Code Text Amendments (continued from prior workshop)

Mr. Platt said that text amendment changes will be presented at the next meeting of October 27, 2021 at 3:00 p.m.

Members discussed the recent demolition of the structure at 302 Centre Street and what new construction is planned.

Chair Minshew asked for an overview of any upcoming activities for the next 3 months as far as cases and discussions. Mr. Platt noted that Staff will continue to work on LDC corrections. As for application, Mr. Platt said he doesn't have many in the work except one possible application for LDC Text Amendment regarding rentals of accessory dwellings within Old Town area.

Ms. Bach spoke of some legislative bills to be presented, preemption Bill 280, and the request of a business impact statement for all ordinances.

Chair Minshew asked about the status of the two comprehensive plan amendments sent to Tallahassee.

Member Stevenson mentioned that there is chatter about expansion of the CRA. Ms. Bach said that the CRA Board is set to meet next Tuesday October 19, 2021 at 5:00 p.m. She also gave an update regarding Brett's Waterway Restaurant including the appeal, the analysis of the structure, and results of that analysis and plan on presented this analysis at the next Board of Adjustment meeting of October 20, 2021.

Member Robas asked about the slated additional tentative meetings in November and December. Mr. Platt noted he would look at the calendar and provide some alternate dates to lock down.

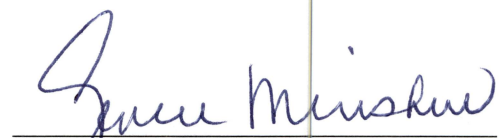
7. **STAFF REPORT**

8. **PUBLIC COMMENT**

9. **ADJOURNMENT 5:53 P.M.**



Sylvie McCann, Recording Secretary



Genece Minshew, Chair

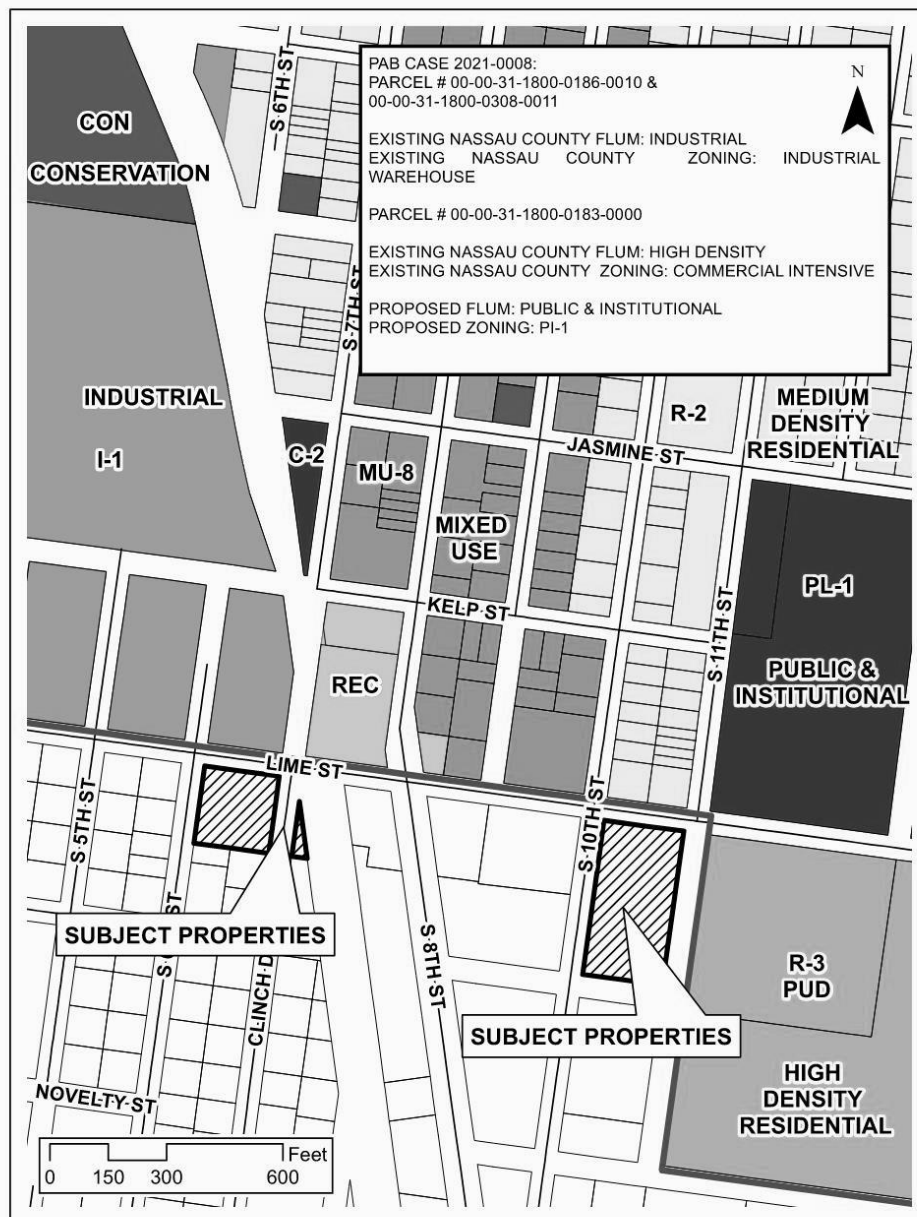


**NOTICE OF PUBLIC HEARING
PLANNING ADVISORY BOARD
CITY OF FERNANDINA BEACH**

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **October 13, 2021, at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following

VOLUNTARY ANNEXATION/ FUTURE LAND USE MAP AMENDMENT/ ZONING CHANGE

PAB CASE 2021-0008: CITY OF FERNANDINA BEACH, REQUESTS ANNEXATION OF PROPERTIES CONSISTING OF LOTS 1, 2, 7, & 8, OF BLOCK 186, PART OF LOTS 1 & 2 OF BLOCK 308, LOTS 1, 2, 3, 4, 5, 6, 7, & 8, OF BLOCK 183, ASSIGNMENT OF THE PUBLIC & INSTITUTIONAL (PI) FUTURE LAND USE MAP CATEGORY AND PUBLIC & INSTITUTIONAL (PI-1) ZONING DISTRICT FOR PROPERTY TOTALING APPROXIMATELY 2.85 ACRES OF LAND.



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. The PAB serves as a recommending committee. Every application is submitted to the City Commission for final decision making.

Copies of the applications may be inspected in the office of the Planning Department, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. To make an appointment with a planner, please call 904-310-3480.

Thank you so much.

Note to News Leader:

**** This ad cannot be included in the legal or the classified section of the newspaper. ****
Please run as a DISPLAY ad in the Wednesday, September 29, 2021 issue.

ORDINANCE 2021-24

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, GRANTING AND RESTATING A FRANCHISE TO THE FLORIDA PUBLIC UTILITIES COMPANY, ITS SUCCESSORS AND ASSIGNS, IN AND FOR THE CITY OF FERNANDINA BEACH, FLORIDA, FOR THE OPERATION AND DISTRIBUTION AND/OR SALE OF ELECTRIC ENERGY AND FIXING THE TERM, CONDITIONS, AND LIMITATIONS RELATIVE TO THE OPERATION AND MAINTENANCE OF ELECTRIC UTILITIES; AND AMENDING ORDINANCE 96-4 AS AMENDED BY ORDINANCE 96-9 AS AMENDED BY ORDINANCE 2003-05 AND AS AMENDED BY ORDINANCE 2013-13; AMENDING SECTION 15 TO PROVIDE THAT GRANTEE (FPUC) WILL EXECUTE ANNEXATION PETITIONS FOR THREE PARCELS OF PROPERTY CONTIGUOUS TO CITY LIMITS; AMENDING SECTION 22 TO PROVIDE FOR AT LEAST ONE PHYSICAL LOCATION IN THE CITY WHERE CUSTOMERS CAN PAY ELECTRIC BILLS IN PERSON; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, THE CITY OF FERNANDINA BEACH HEREBY ORDAINS:

SECTION A. It is hereby proposed that this Franchise as created by Ordinance 96-4 and as amended by Ordinance 96-9, Ordinance 2003-05 and Ordinance 2013-13 be first restated in its entirety (Sections 1-22), then be amended as herein specifically provided and certain sections reserved and repealed as provided herein.

SECTION B. It is hereby proposed that Sections 1- 10 are hereby restated as follows:

SECTION 1. That the City of Fernandina Beach, Florida (herein called the "Grantor") hereby grants to Florida Public Utilities Company, a Florida Corporation (herein called "Grantee"), its successors and assigns for the term of thirty (30) years beginning from the effective date of final adoption of ~~this~~ Ordinance 2013-13 and terminating on midnight of the last day of the thirty (30) year term, the following franchise:

(a) The nonexclusive right, privilege and authority or franchise to construct or otherwise acquire and to own, maintain, equip and operate plants and works and all necessary or desirable appurtenances thereto according to the latest edition of the National Electric Safety Code as prescribed by the Bureau of Standards, for the manufacture, generation, purchase, transmission, distribution, supply and sale of electric energy and to use and occupy the present and future streets and other public places including avenues, roads, alleys, lanes, bridges, parks and ways within the present and any future constructing, installing, maintaining, renewing, replacing, repairing, owning and operating all necessary facilities including poles, pole lines, appendages thereto, used or useful for the purpose of transmitting electric energy and for distributing, supplying and selling electric energy to Grantor and its successors and to persons and corporations inhabitants thereof, as well as to persons and corporations beyond the present or future corporate limits of Grantor.

It is expressly understood and agreed that if any pole or poles erected by Grantee shall unreasonably interfere with the right of public or private abutting property owners, that upon due protest in writing by such owner, the Grantee shall relocate said pole or poles at some satisfactory point, at its own expense.

SECTION 2. At all times during the term of this franchise Grantee shall promptly and without discrimination furnish an adequate supply of electric energy at standard voltage within approved and reasonably acceptable limits to Grantor and its successors, and to persons and corporations inhabitants thereof who request the same and agree to abide by Grantee's reasonable rules and regulations. Grantee shall use due care to construct and maintain its facilities in a manner that will not unreasonably interfere with the proper use by the public of the streets and other public places of the Grantor and shall use care and caution in making any opening in any of the streets and other public places of Grantor for the purpose of erecting, repairing and/or maintaining its facilities to prevent injury to persons and property and Grantee shall, at its expense, replace and restore all streets and other public places so opened to their former condition as nearly as practicable and within a reasonable time. No first class streets or any other street that has been built or resurfaced in the last five years shall be opened for the purpose of installing underground service without written approval of the City Manager.

SECTION 3. At all times during the term of this franchise Grantee shall make promptly such extensions to existing facilities as may be required by one or more customers, or for the prospective customers, in accordance by with the requirements of the Florida Public Service Commission. Grantee shall not be liable for any interruption of service or failure of supply of electric energy due to accidents unconnected with negligence on the part of Grantee, its agents or assigns, or to causes beyond the reasonable control of Grantee and such interruptions shall not constitute a breach of this franchise, provided Grantee shall use diligence to restore service within a reasonable time.

SECTION 4. That all rates and rules and regulations established by Grantee from time to time shall at all times be reasonable and Grantee's rates for electricity shall at all times be subject to such regulation as may be provided by law.

SECTION 5. Without prejudice to any other rights of Grantee, any person who shall willfully and unlawfully remove or damage any of the property, equipment and/or appliances of Grantee, used or useful in rendering such public service, shall be fined in the sum of not more than five hundred dollars (\$500.00) for each such property, equipment and/or appliances or part thereof so removed or damaged.

SECTION 6. All rights herein granted and authorized shall be subject to and governed by this ordinance, the laws of the State of Florida and applicable regulations and rulings of the Florida Public Service Commission or its successors, provided that Grantor expressly reserves unto itself all of its police power to adopt general ordinances necessary to protect the safety and welfare of the general public in relation to the rights hereby granted not inconsistent with the provisions of this ordinance.

SECTION 7. Grantee shall save and keep Grantor harmless from any and all liability by reason of damage or injury to any person or property whatsoever on account of the negligence of Grantee in the installation, maintenance and operation of its facilities and equipment and the transmission of electrical power; provided Grantee shall have been notified by Grantor, in writing, of any claim against Grantor on account thereof, and shall have ample opportunity to defend same.

SECTION 8. Grantee shall install and maintain meters for measuring electric current and shall have the right of ingress and egress to the premises of each consumer, from time to time, for the purpose of reading, repairing, testing and maintaining Grantee's meters and appurtenances. Such meters and appurtenances shall at all times remain the property of Grantee and shall be removable at any time.

SECTION 9. Within thirty (30) days after the last day of each month after the approval of this grant during the term of this franchise, the Grantee, or its successors or assigns shall pay to the Grantor, or its successors, at Grantor's option, as part of the consideration for the granting of this franchise, a sum equal to an amount of up to six percent (6%) of the gross sales of electricity within the City of Fernandina Beach for the

preceding month, it being understood that the Grantor determines the percentage to be paid by the Grantee which percentage shall not exceed six percent (6%).

SECTION 10. Grantor hereby reserves the right at and after the expiration or termination of this grant to purchase the property of Grantee within Nassau County, and, as a condition precedent to the taking effect of this grant, Grantee shall give and grant to Grantor, and, by its acceptance hereof, Grantee shall conclusively deemed to have given and granted to Grantor, the right to purchase so reserved. The purchase price of the property shall be determined by three (3) qualified appraisers; one appraiser being appointed by the Grantor, one appraiser appointed by Grantee, and the two thus appointed shall appoint a third appraiser. The final price to be paid for the system is to be the fair market value decided by the majority vote of the three appraisers. If the Grantee does not appoint an appraiser within sixty (60) days after being requested by the Grantor to do so, the appraisal shall be made by the appraisal firm appointed by the Grantor and their appraisal shall be the purchase price to be paid by the Grantor.

The Grantee shall be responsible for the cost incurred by its appraiser, the Grantor will be responsible for the cost incurred by its appraiser, and the Grantor and Grantee shall share equally in the costs of the third appraiser.

The Grantor will notify the Grantee, in writing, at least six (6) months prior to the expiration date of this franchise, or any extension thereof, of Grantor's intent to exercise the purchase option hereby reserved; Grantor shall thereafter close on such purchase within six (6) months after approval of financing of such purchase or shall be deemed to have waived its right to so purchase the system.

SECTION 11. Reserved and repealed via Ordinance 2013-13.

SECTION C. It is further proposed that Sections 12-14 are hereby restated as follows:

SECTION 12. Grantee by its acceptance hereof agrees to observe, perform, and keep all of the agreements, undertakings and conditions hereof to be observed, performed and kept by Grantee.

SECTION 13. In consideration of Grantee's undertaking hereunder as evidenced by its acceptance hereof, Grantor agrees not to engage in the business of distribution and selling electric energy during the life of this franchise or any extension thereof in competition with Grantee, its successors and assigns.

SECTION 14. Grantee by the acceptance hereof further agrees to erect and maintain without cost, except for electric energy to be charged according to the published rates of Grantee, such street lights as the Grantor shall from time to time consider necessary and proper to meet the reasonable needs of the Grantor for lighting streets and other public ways. It being expressly understood, however, that in the event said Grantor shall request the erecting or placing of any particular light and shall subsequently request the discontinuance of said light prior to the expiration of this franchise, then the Grantor shall reimburse the Grantee for its expense in the erection and removing of such discontinued light. The intention being that the Grantee will make any just and reasonable extension of its electric light system which may be requested by the Grantor commensurate with a fair and compensatory return on the fair market value of the property used and useful in furnishing such extension.

SECTION D. It is further proposed that Section 15, repealed and reserved by Ordinance 2013-13 be added to read as follows:

SECTION 15. Grantee agrees to execute voluntary annexation petitions with the Grantor (City) within sixty (60) days of the effective date of this Ordinance for three (3) parcels of property located in unincorporated Nassau County on Amelia Island and described as: Parcel 1 - located at 602 Lime Street,

Parcel ID# 00-00-31-1800-0186-0010, Parcel 2 - located at 1200 10th Street South, Parcel ID# 00-00-31-1800-0183-0000 and Parcel 3 – located east of Clinch Drive, south of Lime Street adjacent to Parcel 2 described above and having Parcel ID# 00-00-31-1800-0308-0011.

SECTION E. It is further hereby proposed that Sections 16-17 are hereby restated as follows:

SECTION 16. Grantor shall have the power to employ an independent auditor to audit the records of the Grantee for any year of operation under this franchise that the Grantor so desires. Any auditor employed by the Grantor shall be a Certified Public Accountant, licensed in the state of Florida. The Grantee hereby agrees to cooperate in every way possible with an auditor employed by the Grantor for such purpose.

SECTION 17. All of the terms, provisions and conditions of this ordinance shall inure to and be binding upon the respective successors and assigns of Grantor and Grantee, and shall apply to the present and any future corporate limits of Grantor or its successors.

SECTION 18. Reserved and repealed via Ordinance 2013-13.

SECTION F. It is further proposed that Sections 19-20 are hereby restated as follows:

SECTION 19. This ordinance shall become effective upon its final passage and shall be in full force and effect from such time, Grantee's written acceptance of the franchise granted herein shall relate back to the effective date of this ordinance; such written acceptance from the Grantee shall be filed with Grantor's City Clerk and the filing of the acceptance shall be a condition to the grant of the franchise.

SECTION 20. Should any section or provisions of this ordinance or any portion hereof be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder as a whole or as to any part, or other than the part declared to be invalid.

SECTION 21. Reserved and repealed via Ordinance 2013-13.

SECTION G. It is further proposed that Section 22 is hereby amended as follows:

SECTION 22. ~~OFFICE AND MAINTENANCE FACILITIES LOCATION.~~ Grantee agrees that it ~~shall, will provide~~ during the term of this agreement at least one (1) physical location in the City limits where customers can pay their electric bills in person, and such location can be a separate business entity that has agreed with Grantee to be an authorized pay agent (i.e. Walmart). ~~maintain a local business office and maintenance facilities on Amelia Island. Such office and maintenance facilities' shall be located within the city limits of Grantor providing, however that Grantor shall not, through its statutory authority to enact ordinances and resolutions, pass, adopt, change or in any way effect rules, regulations, ordinances, taxes, land use plans or other requirements which result in abnormal or non uniform economic costs being imposed on Grantee due to the presence and/or physical location of Grantee's office and maintenance facilities within Grantee's city limits. Grantee further agrees that all services and functions provided locally by Grantee on the effective date of this agreement shall be maintained during the term of this agreement, provided however, that Grantee shall have the right to adopt and adjust these services and functions to comply with governmentally imposed rules, regulations or orders and to take advantage of new technologies, systems and equipment, and to effect any changes which are uniform and Citywide in scope.~~

SECTION H. EFFECTIVE DATE. This Ordinance shall take effect immediately upon final passage and adoption.

ADOPTED this 3rd day of August, 2021.

CITY OF FERNANDINA BEACH



MICHAEL A. LEDNOVICH
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



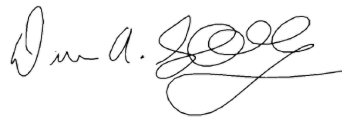
CAROLINE BEST
City Clerk



TAMMI E. BACH
City Attorney

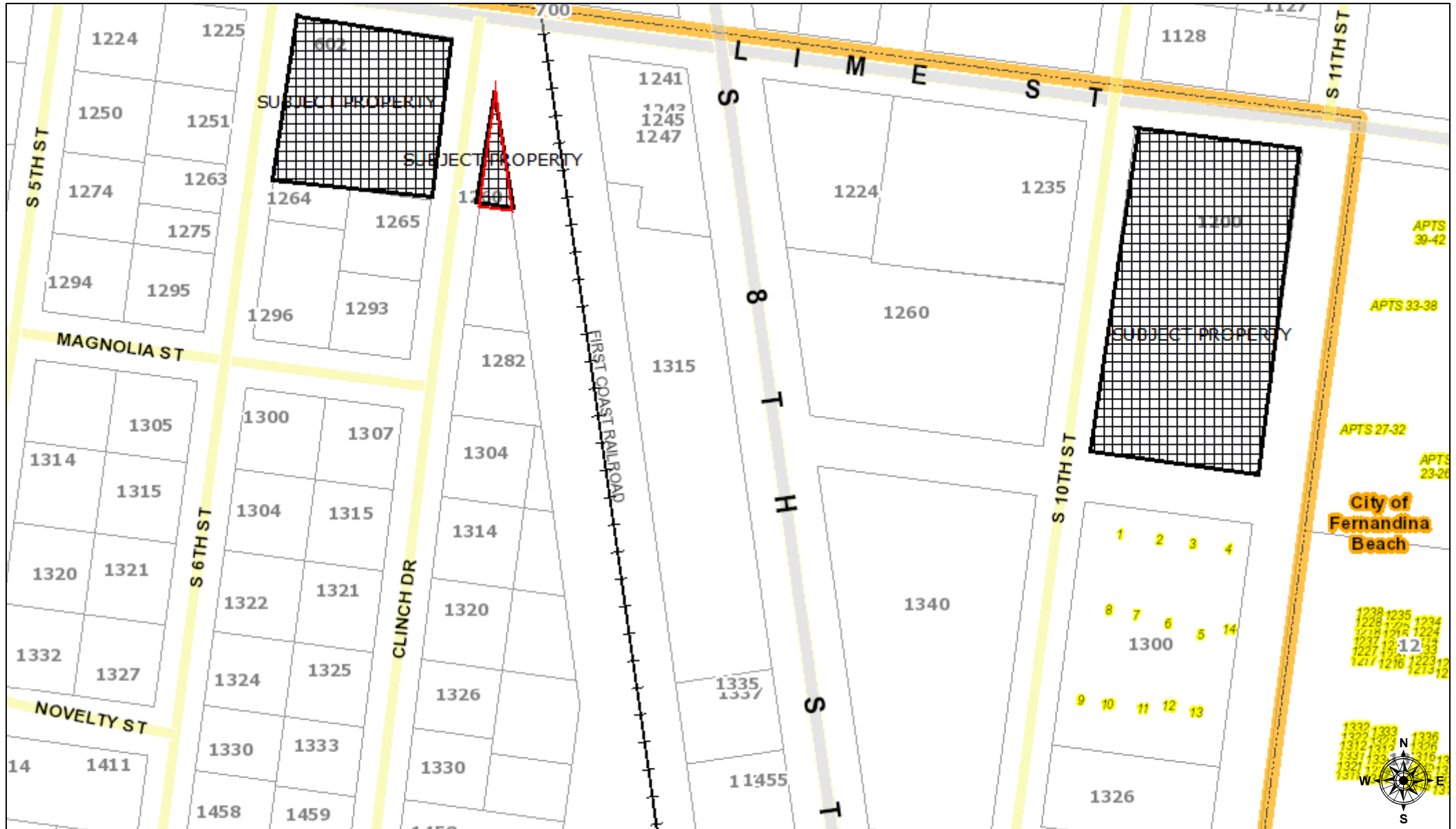
First Reading: July 6, 2021
Second Reading/Final Hearing: August 3, 2021

FLORIDA PUBLIC UTILITIES COMPANY

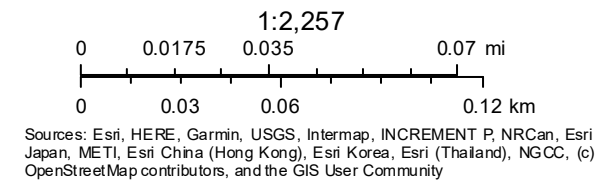


AVP, Electric Distribution

FPU PARCELS



June 29, 2021



July 21, 2021 News Leader Edition

NOTICE OF PUBLIC HEARING CITY COMMISSION CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, August 3, 2021, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2021-24

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, GRANTING AND RESTATING A FRANCHISE TO THE FLORIDA PUBLIC UTILITIES COMPANY, ITS SUCCESSORS AND ASSIGNS, IN AND FOR THE CITY OF FERNANDINA BEACH, FLORIDA, FOR THE OPERATION AND DISTRIBUTION AND/OR SALE OF ELECTRIC ENERGY AND FIXING THE TERM, CONDITIONS, AND LIMITATIONS RELATIVE TO THE OPERATION AND MAINTENANCE OF ELECTRIC UTILITIES; AND AMENDING ORDINANCE 96-4 AS AMENDED BY ORDINANCE 96-9 AS AMENDED BY ORDINANCE 2003-05 AND AS AMENDED BY ORDINANCE 2013-13; AMENDING SECTION 15 TO PROVIDE THAT GRANTEE (FPUC) WILL EXECUTE ANNEXATION PETITIONS FOR THREE PARCELS OF PROPERTY CONTIGUOUS TO CITY LIMITS; AMENDING SECTION 22 TO PROVIDE FOR AT LEAST ONE PHYSICAL LOCATION IN THE CITY WHERE CUSTOMERS CAN PAY ELECTRIC BILLS IN PERSON; 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.



December 27, 2021

Board of Nassau County Commission
96135 Nassau Place, Suite #1
Yulee, FL 32097

United States Postal Service Certified Mail: 7020 2450 0002 0266 3834

RE: NOTICE OF ANNEXATION OF THREE PARCELS TOTALING APPROXIMATELY 2.85 ACRES OF LAND LOCATED AT PARCEL NUMBER 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000, CONTIGUOUS TO THE CITY LIMITS

Honorable Commissioners:

In accordance with FS 171.044, please see the Notice of Public Hearing (attached) scheduled for Tuesday, January 18, 2022, at 6:00pm of an Ordinance of the City Commission of the City of Fernandina Beach annexing approximately 2.85 acres of land as follows:

. ORDINANCE 2021-39

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ANNEXING THREE PARCELS TOTALING APPROXIMATELY 2.85 ACRES OF LAND LOCATED AT PARCEL NUMBER 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000, CONTIGUOUS TO THE CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

If you have any questions regarding this annexation, please do not hesitate to let us know.

Sincerely,
City of Fernandina Beach


Caroline Best, CMC
City Clerk
Attachment(s)

cc: Taco Pope, Nassau County Manager
Kelly Gibson, Planning Manager
Tammi Bach, City Attorney
Thad Crowe, Director, Nassau County Department of Planning and Economic Development

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, January 18, 2022, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2021-39

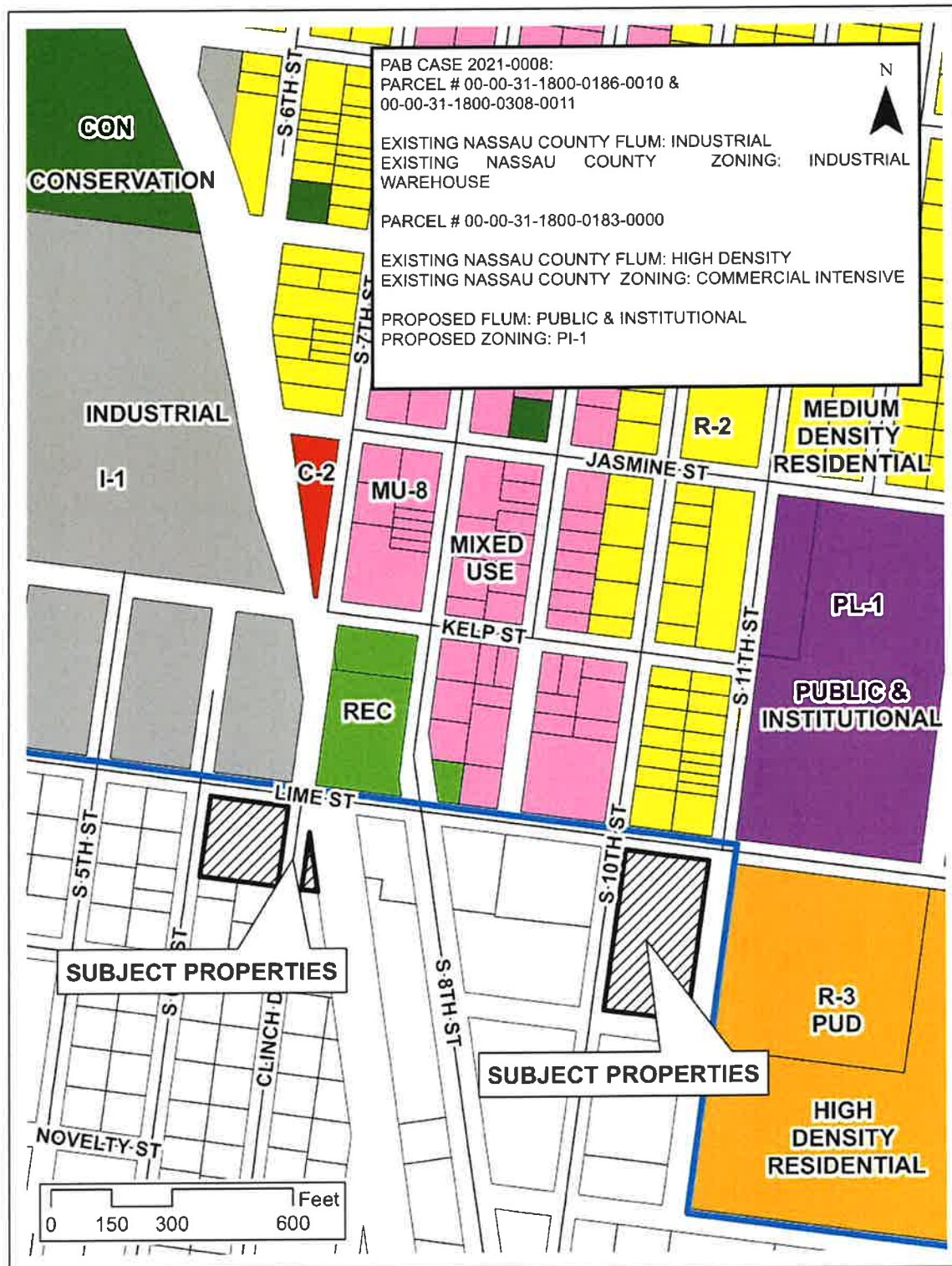
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ORDINANCE 2021-40

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A FUTURE LAND USE MAP CATEGORY OF PUBLIC & INSTITUTIONAL (PI) FOR 2.85 ACRES OF LAND LOCATED AT 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2021-41

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A ZONING CATEGORY OF PUBLIC & INSTITUTIONAL (PI-1) FOR 2.85 ACRES OF LAND LOCATED AT 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, 00-00-31-1800-0183-0000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.



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Copies of the applications with description by metes and bounds and the ordinance can be obtained in the office of the City Clerk, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. For information on the application, please

contact the Staff of the City Clerk's Office at 310-3115.

Note:

Please run as a DISPLAY in the December 31, 2021 and January 5, 2022 editions of the News Leader.

Please send proof of publication to:

City Clerk's Office

City Hall, 204 Ash Street

Fernandina Beach, FL 32034

904-310-3115

DECEMBER 31, 2021

NEWSLEADER EDITION

NOTICE OF PUBLIC HEARING CITY COMMISSION CITY OF FERNANDINA BEACH

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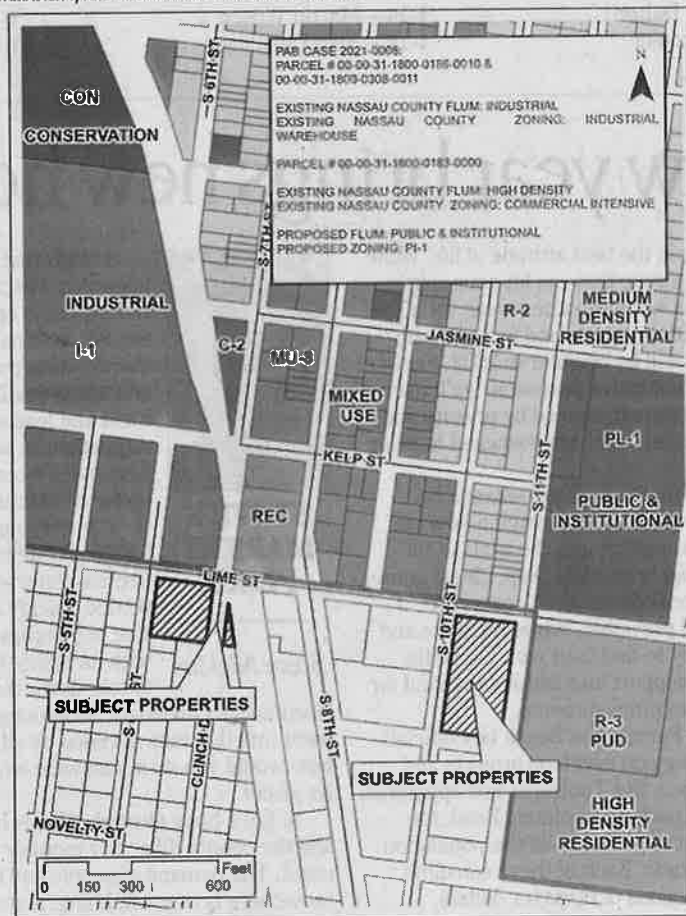
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ORDINANCE 2021-41

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A ZONING CATEGORY OF PUBLIC & INSTITUTIONAL (PI-1) FOR 2.85 ACRES OF LAND LOCATED AT 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, 00-00-31-1800-0183-0000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.



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January 5, 2022

NewsLeader Edition

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ORDINANCE 2021-39

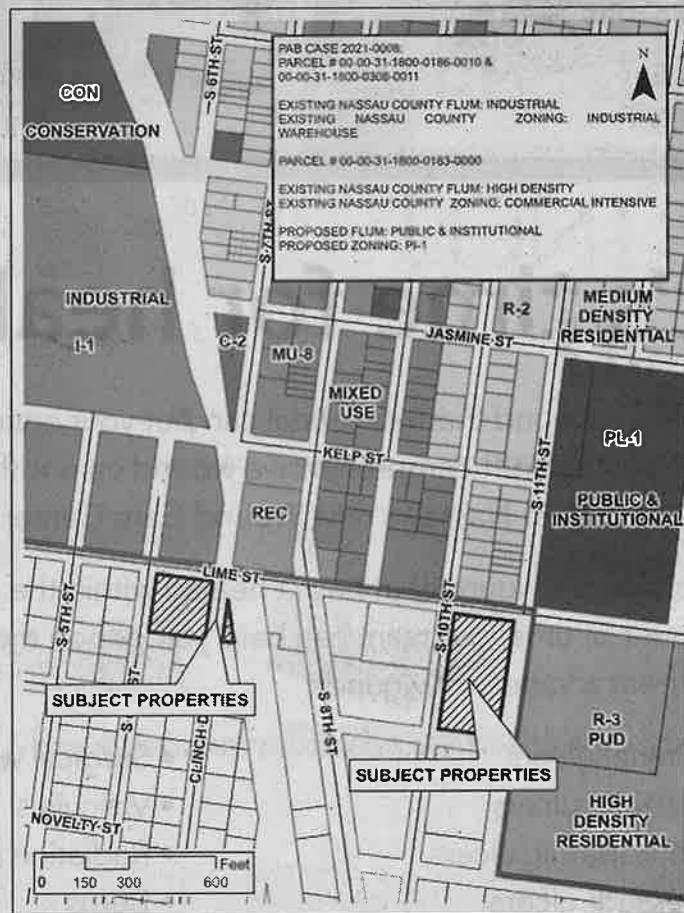
AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ANNEXING THREE PARCELS TOTALING APPROXIMATELY 2.85 ACRES OF LAND LOCATED AT PARCEL NUMBER 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000, CONTIGUOUS TO THE CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2021-40

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A FUTURE LAND USE MAP CATEGORY OF PUBLIC & INSTITUTIONAL (PI) FOR 2.85 ACRES OF LAND LOCATED AT 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, & 00-00-31-1800-0183-0000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2021-41

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ASSIGNING A ZONING CATEGORY OF PUBLIC & INSTITUTIONAL (PI-1) FOR 2.85 ACRES OF LAND LOCATED AT 00-00-31-1800-0186-0010, 00-00-31-1800-0308-0011, 00-00-31-1800-0183-0000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.



Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Copies of the applications with description by metes and bounds and the ordinance can be obtained in the office of the City Clerk, City Hall, 204 Ash Street, between the hours of 8:00 AM - 5:00 PM, Monday through Friday. For information on the application, please contact the Staff of the City Clerk's Office at 310-3115.

CITY COMMISSION AGENDA ITEM

City of Fernandina Beach



SUBJECT: Amelia River Waterfront Community Redevelopment Agency Advisory Board - seven appointments

ITEM TYPE: Board Appointment

REQUESTED ACTION: Consider board appointments.

SYNOPSIS: In accordance with Resolution 2012-118, the Amelia River Waterfront Community Redevelopment Agency Advisory Board (CRAAB) shall consist of seven members. Members shall either reside within the City or shall be engaged in business within the City. The composition and representative membership of the Board shall be as follows:

Three - Legal Professional or Financial Professional or Marketing/ Advertising/ Branding Legal Professional or Financial Professional or Marketing/Advertising/Branding Professional or Economic Development Professional or General Contractor or Developer or Project Manager or Real Estate Professional or Architect or Engineer or Landscape Professional or Former City Commissioner;

Two - City Residents or Property Owners or Business Owners;

One - Business Owner or Property Owner (or their agent) within the Amelia River Waterfront CRA;

One - Resident of the Amelia River Waterfront CRA or within a one mile radius

*Retired Professionals/ Individuals are acceptable.

Mr. David Cook hereby submits, for the Honorable City Commission's consideration, an application to fill **one of two CRAAB City Residents or Property Owners or Business Owners** seats.

Mr. Frank Damato hereby submits, for the Honorable City Commission's consideration, an application to fill the **one CRAAB Business Owner or Property Owner** seat.

Ms. Lisa Finkelstein hereby submits, for the Honorable City Commission's consideration, an application to fill **one of three CRAAB Legal Professional or Financial Professional or Marketing/ Advertising/ Branding Legal Professional or Financial Professional or Marketing/Advertising/Branding Professional or Economic Development Professional or General Contractor or Developer or Project Manager or Real Estate Professional or Architect or Engineer or Landscape Professional or Former City Commissioner** seats.

Mr. Alan Ortvals, hereby submits, for the Honorable City Commission's consideration, an application to fill one seat.

Mr. Bruce Palmer, hereby submits, for the Honorable City Commission's consideration, an application to fill one seat.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S):

Caroline Best, City Clerk 1/11/2022

Monica Benischek, Administrative Services Manager 1/11/2022

Dale Martin, City Manager 1/11/2022

Date: December 22, 2021

Submitted By: Kim Briley, Deputy City Clerk

COMMISSION ACTION: Approve

OKT252021PM2:20

CITY CLERK'S OFFICE



Form Center

CITY OF FERNANDINA BEACH

By signing in or creating an account, some fields will auto-populate with your information and your submitted forms will be saved and accessible to you.

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 E. Cook Jr

Home Mailing Street Address*

751 WREN Dr.

City*

Fernandina Beach

Zip Code*

32034

Primary Phone*

(C) 904-753-1703

Secondary Phone

904-261-5858

Please note that board materials are distributed electronically.

Email to receive board materials

shrimperdave@gmail.com

Employer

Self

Position Title

Owner/Operator

Business Address

500 South Front St.

City

Fernandina Beach Fl

Zip

32034

Select the advisory board/committee you are applying for:*

-- Select One -- CRA

Additional board that you are applying for:*

-- Select One -- N/A

Why are you interested in serving on this Board? Please explain.

Help CRA

Eligibility

Are you a resident of the City?

☐ Yes

☒ No

Do you hold a public office?

☐ Yes

☒ No

Are you employed by the City?

☐ Yes

☒ No

Are you currently serving on a Board?

☐ Yes

☒ No

Length of time:

72 years

Office name:

Position:

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:

Organization or Commissioner sponsoring nomination (if applicable):

Educational Background: (Check all that apply)

- ☒ High School
- ☐ BS/A
- ☐ J.D.
- ☐ Ph.D.
- ☐ AA
- ☐ MS/A

Other:

Major areas of study:

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.

Date*

Oct 29, 2021

Applicant's Signature*



protected by reCAPTCHA

☒ Receive an email copy of this form.

Email address



This field is not part of the form submission.

* indicates a required field



Contact

Fernandina Beach Offices

204 Ash Street
Fernandina Beach, FL 32034
Phone: 904-277-7300

Quick Links

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[Employment Opportunities](#)
[Municipal Code](#)
[Online Payments](#)

Helpful Links

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[Contact Us](#)
[Legal Notices](#)

Kim Briley

From: noreply@civicplus.com
Sent: Friday, November 12, 2021 10:36 AM
To: Caroline Best; Kim Briley
Subject: Online Form Submittal: Advisory Board/Committee Application

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

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	Frank Damato
Home Mailing Street Address	241 Beech Street
City	Fernandina Beach
Zip Code	32034
Primary Phone	9045566422
Secondary Phone	<i>Field not completed.</i>

Please note that board materials are distributed electronically.

Email to receive board materials	fpdamato@bellsouth.net
Employer	EHSS, LLC
Position Title	Consultant/Partner
Business Address	241 Beech Street

City	Fernandina Beach
Zip	32034
Select the advisory board/committee you are applying for:	CRA Advisory Board
Additional board that you are applying for:	None
Why are you interested in serving on this Board? Please explain.	I'm currently renting a home at 241 Beech St while construction of my home at 111 South 3rd Street is completed. As a downtown homeowner, I will have a vested interest in the development of the waterfront area.
Eligibility	
Are you a resident of the City?	Yes
Length of time:	Eleven years in the city and over 31 years total on the island.
Do you hold a public office?	No
Office name:	<i>Field not completed.</i>
Are you employed by the City?	No
Position:	<i>Field not completed.</i>
Are you currently serving on a Board?	No
Board Name:	<i>Field not completed.</i>
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

Field not completed.

If yes, please provide details:

Major Affiliations:

None

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:

I'm a Certified Safety Professional and Industrial Hygienist with community noise monitoring experience.

Organization or Commissioner sponsoring nomination (if applicable):

Field not completed.

Educational Background:
(Check all that apply)

BS/A

Field not completed.

Other:

Vocational Education and Training

Major areas of study:

Florida's Public Records Law, Chapter 119, Florida Statutes, states:

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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	11/12/21
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Applicant's Signature	Frank Damato
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Email not displaying correctly? [View it in your browser.](#)

Kim Briley

From: noreply@civicplus.com
Sent: Monday, November 15, 2021 4:45 PM
To: Caroline Best; Kim Briley
Subject: Online Form Submittal: Advisory Board/Committee Application

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

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	Lisa Finkelstein
Home Mailing Street Address	lisa@fernandinamainstreet.com
City	Fernandina Beach
Zip Code	32034
Primary Phone	9046247147
Secondary Phone	5704013155-

Please note that board materials are distributed electronically.

Email to receive board materials	lisa@fernandinamainstreet.com
Employer	Fernandina Beach Main Street
Position Title	Executive Director
Business Address	309 1/2 Center Street, Ste 205

City	Fernandina Beach
Zip	32034
Select the advisory board/committee you are applying for:	CRA Advisory Board
Additional board that you are applying for:	None
Why are you interested in serving on this Board? Please explain.	The CRA is part of the Fernandina Beach Main Street District and as such, we are already focused on economic development, historic preservation, and streetscape design elements within this geographic area.
Eligibility	
Are you a resident of the City?	Yes
Length of time:	13 months
Do you hold a public office?	No
Office name:	<i>Field not completed.</i>
Are you employed by the City?	No
Position:	<i>Field not completed.</i>
Are you currently serving on a Board?	No
Board Name:	<i>Field not completed.</i>
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

Field not completed.

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):	Restoration Foundation Board (1yr), Rotary Club-Amelia Sunrise, Secretary (6 mo), Shrimp Fest Committee (1yr), MMI Preparatory School Board Member, Chair of Advancement Committee (5 yr), CAN Do Economic Development Corporation, Vice-Chair (6 yr)
--	---

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:	Small business manager/owner (26 yrs); Education and training provided through National Main Street and Florida Main Street affiliation; current work as Executive Director of FBMS with requirement of 20% of time devoted to working on CRA
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Organization or Commissioner sponsoring nomination (if applicable):	Fernandina Beach Main Street
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Educational Background: (Check all that apply)	High School, BS/A
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Field not completed.

Other:

Major areas of study:	Business Administration, Management
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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

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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	11-15-21
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Applicant's Signature	Lisa Finkelstein
-----------------------	------------------

Email not displaying correctly? [View it in your browser.](#)

Lisa K. Finkelstein, CFRE

lkfinkelstein@gmail.com | 570.401.3155

Objective

- Leverage my extensive professional and non-profit experience to collaborate with businesses and volunteers to create and sustain a vibrant, thriving community

Work Experience

FERNANDINA BEACH MAIN STREET

Executive Director, Nov 2020 – Present

- Responsible for all aspects of financial management, volunteer recruitment and development, and administrative actions.
- Recruited volunteers for four Councils and established consistent meeting schedules for each.
- Created signature fundraising event to support operations, raising over \$40,000 in first year.
- Cultivated collaborative relationships with City of Fernandina Beach and other local organizations to drive progress.

BOY SCOUTS OF AMERICA | MINSI TRAILS COUNCIL

Assistant Scout Executive, Finance & Administration, May 2020 – Oct 2020

Sr Development Director, Feb 2015 – May 2020

District Executive, Dec 2012 – Jan 2015

- Responsible for Finance and Development Departments in Council with \$3.7 million budget.
- Increased year-over-year operating funds raised in Annual Fund appeal, Foundation Grants, Special Events, Major Gifts, Executive Board campaign
- Recruited and successfully managed volunteer special event committees to increase net proceeds and develop key community and business relationships
- Provided oversight and support to Field Staff team for thirteen annual community fundraising events, including identification and recruitment of key community volunteers
- Implemented new CRM system (Blackbaud) to improve donor cultivation and enhance stewardship
- Involved in strategic planning, budget preparation, and financial reporting as part of management team
- Managed operations for Scout district which included over 600 youth and 130 volunteers
- Responsible for all youth and volunteer recruiting, leader support, and fundraising activities

ATTICK'S INC.

Owner, 2002 – 2012

VP Purchasing, 1986 – 2002

- Owner/Operator of wholesale distribution business importing artificial floral, garden, and home décor products with annual sales of \$2.6 million, serving 9 states with 21 employees
- Responsible for all aspects of administrative, sales, and logistics management
- Implemented point of sale inventory management system to increase efficiency and accuracy
- Maintained company website and developed marketing materials for seasonal product lines

Activities and Leadership

ASSOCIATION OF FUNDRAISING PROFESSIONALS, EASTERN PA CHAPTER

Executive Board Member, 2020 – 2021

Board Member, 2015 – 2021

- Chaired committee tasked with planning Philanthropy Institute; a full-day educational seminar for fundraising professionals

MMI PREPARATORY SCHOOL

Executive Board Member, 2017 – Present

Vice Chairman – 2020 – 2021

- Provided support and guidance to Head of School for a private college preparatory school, grades 6-12

CAN DO ECONOMIC DEVELOPMENT CORPORATION

Member of Board of Directors, 2011 - 2019

Officer, Vice-Chairman, 2015 - 2017

Chairman, Marketing Committee, 2013 - 2015

- Board supports the mission to improve the quality of life in the Greater Hazleton Area through the creation and retention of a full range of employment opportunities
- Collaborated with Downtown Alliance for Progress (DHAP) and Keystone Main Street on initiative to revitalize downtown Hazleton through the Broad Street Corridor Project
- Served as Chair for the Marketing committee responsible for actively marketing the region to attract national corporations

ROTARY

Rotary Club of Amelia Sunrise, 2021 - present

Rotary Club of Bethlehem, 2019 - 2020

Rotary Club of Hazleton, 2007 - 2017

- Offices held include Foundation Committee Chair, District Foundation Chair, Executive Board Member, Vice-President, Secretary
- Projects include: Kidz Coatz, Clean Water Grants in Mexico, Ecuador, and Guatemala

Certifications and Awards

- CFRE (Certified Fundraising Executive), August 2018
- American Grant Writers Association/ Certified Grant Writer, November 2013
- YWCA PEARL Award winner, Entrepreneurship/Self-Employed, 2009
- Dale Carnegie Course Highest Award for Achievement, 2006

Education

BACHELOR OF SCIENCE | ALBRIGHT COLLEGE

- Major: Business Administration Management

CERTIFICATE PROGRAM | THE NONPROFIT CENTER AT LA SALLE UNIVERSITY

- Excellence in Nonprofit Management Series, 10 Courses, Completed January 2019

Caroline Best

From: noreply@civicplus.com
Sent: Wednesday, December 22, 2021 5:26 PM
To: Caroline Best; Kim Briley
Subject: Online Form Submittal: Advisory Board/Committee Application

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

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	<i>Field not completed.</i>

Please note that board materials are distributed electronically.

Email to receive board materials	Jerry.hester32@gmail.com
Employer	FBI (Retired)
Position Title	Special Agent
Business Address	<i>Field not completed.</i>

City	<i>Field not completed.</i>
Zip	<i>Field not completed.</i>
Select the advisory board/committee you are applying for:	CRA Advisory Board
Additional board that you are applying for:	Marina Advisory Board
Why are you interested in serving on this Board? Please explain.	I have been in engaged in public service my entire adult life: military, state government, federal government. I am recently retired, and wish to continue to use my experiences and expertise in service of my community.
Eligibility	
Are you a resident of the City?	Yes
Length of time:	<i>Field not completed.</i>
Do you hold a public office?	No
Office name:	<i>Field not completed.</i>
Are you employed by the City?	No
Position:	<i>Field not completed.</i>
Are you currently serving on a Board?	No
Board Name:	<i>Field not completed.</i>
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

Field not completed.

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):

I am recently retired from a position which prohibited this type of public service, so I have not been on any boards.

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:

I am a retired FBI Agent with an expertise in local government issues in the State of Florida. Previous experience: Auditor for the State of Ohio, specialized experience in local and state government entities.

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:

B.S. in Accounting, minor in Business Management.

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?	<i>Field not completed.</i>
---	-----------------------------

By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Date	12/22/2021
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Applicant's Signature	Jerry Hester
-----------------------	--------------

Email not displaying correctly? [View it in your browser.](#)

Caroline Best

From: noreply@civicplus.com
Sent: Friday, December 24, 2021 2:20 PM
To: Caroline Best; Kim Briley
Subject: Online Form Submittal: Advisory Board/Committee Application

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

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	Alan hopkins
Home Mailing Street Address	733B Tarpon Avenue
City	Fernandina Beach
Zip Code	32034
Primary Phone	8054328285
Secondary Phone	<i>Field not completed.</i>

Please note that board materials are distributed electronically.

Email to receive board materials	Alan.hopkins@manchesterfinancial.com
Employer	Manchester Financial
Position Title	Economist
Business Address	2815 Townsgate Road,

City	Thousand Oaks
Zip	91361
Select the advisory board/committee you are applying for:	CRA Advisory Board
Additional board that you are applying for:	Planning Advisory Board
Why are you interested in serving on this Board? Please explain.	Change is coming. I would like to help in guiding the community in this very important process going forward. I recently moved here from California and I found an amazing group of people who are dedicated to protecting and preserving a wonderful community. I want to add to that. As an economist who studies demographics I believe this County and City will see substantial changes in the next 10 years. I would like to try to help ensure that these changes make the city a better place while and after they happen.
Eligibility	
Are you a resident of the City?	Yes
Length of time:	<i>Field not completed.</i>
Do you hold a public office?	No
Office name:	<i>Field not completed.</i>
Are you employed by the City?	No
Position:	<i>Field not completed.</i>
Are you currently serving on a Board?	No
Board Name:	<i>Field not completed.</i>
Potential Conflict of Interest:	
Have you ever been engaged in the management/ownership of any business enterprise that	No

has a financial interest with
the City of Fernandina
Beach?

Field not completed.

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):

Board of Directors Alliance for the Arts Thousand Oaks
California

Board of Directors Era Aviation Anchorage Alaska

President Wellness Community Thousand Oaks California

Board of Trustees Cancer Support Group Thousand Oaks
California

Board of Governors Sherwood Country Club Thousand Oaks
California

Qualifications:

Please list any specific
qualifications, education or
experience that would
directly relate to the Board
for which you are being
recommended:

Masters degree in Business Administration Pepperdine
University

Chief Economist Manchester Financial for 25 years. Oversee
and manage approximately \$800,000,000 in assets.

Organization or
Commissioner sponsoring
nomination (if applicable):

Common sense

Educational Background:
(Check all that apply)

MS/A

Field not completed.

Other:

Field not completed.

Major areas of study:

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
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By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Date	12/24/2024
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Applicant's Signature	Alan hopkins
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Email not displaying correctly? [View it in your browser.](#)

Caroline Best

From: noreply@civicplus.com
Sent: Wednesday, December 22, 2021 7:07 PM
To: Caroline Best; Kim Briley
Subject: Online Form Submittal: Advisory Board/Committee Application

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

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	Jack Knocke
Home Mailing Street Address	2809 oceanview ct
City	Fernandina Beach
Zip Code	32034
Primary Phone	470-295-4365
Secondary Phone	<i>Field not completed.</i>

Please note that board materials are distributed electronically.

Email to receive board materials	Jack@iotadvisorgroup.com
Employer	Self employed
Position Title	Consultant
Business Address	<i>Field not completed.</i>

City	<i>Field not completed.</i>
Zip	<i>Field not completed.</i>
Select the advisory board/committee you are applying for:	CRA Advisory Board
Additional board that you are applying for:	Housing Authority
Why are you interested in serving on this Board? Please explain.	I have spent several months with a group of passionate residents who are interested in seeing the waterfront become the best use for the community. During that time I learned a great deal of the history of the waterfront, learned much about the proper operation of successful CRAs in Florida, spoke to many stakeholders in the city and met with numerous waterfront and CRA property owners to gain a perspective of what is possible. I would like to direct this knowledge and experience for the good of the community.
Eligibility	
Are you a resident of the City?	Yes
Length of time:	2016 full time
Do you hold a public office?	No
Office name:	<i>Field not completed.</i>
Are you employed by the City?	No
Position:	<i>Field not completed.</i>
Are you currently serving on a Board?	No
Board Name:	<i>Field not completed.</i>
Potential Conflict of Interest:	
Have you ever been engaged in the	No

management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach?

Field not completed.

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):

Kraft Tennis Partners-Vice President 1 yr
FBWDCA. Board Pres. 1yr

Prev. Board Pres. Homestretch (GA) 3 yrs

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:

Director at Verizon-marketing, project Mgt,
Education-BBA accounting, MBA Finance, CPA(inactive)
Former Adjunct Professor FSCJ-Business, Entrepreneurship
Consultant, City Resident, Property Owner in FB
President of FBWDCA

Organization or Commissioner sponsoring nomination (if applicable):

Field not completed.

Educational Background:
(Check all that apply)

High School, BS/A, MS/A

Field not completed.

Other:

Accounting, Finance

Major areas of study:

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	12/22/21
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Applicant's Signature	Jack Knocke
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Email not displaying correctly? [View it in your browser.](#)

Kim Briley

From: noreply@civicplus.com
Sent: Monday, November 15, 2021 1:57 PM
To: Caroline Best; Kim Briley
Subject: Online Form Submittal: Advisory Board/Committee Application

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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	Alan Ortvals
Home Mailing Street Address	aortvals@ibjonline.com
City	Fernandina Beach
Zip Code	32034
Primary Phone	6184444739
Secondary Phone	<i>Field not completed.</i>

Please note that board materials are distributed electronically.

Email to receive board materials	aortvals@ibjonline.com
Employer	Retired
Position Title	<i>Field not completed.</i>
Business Address	2401 SAFE HARBOR LN

City	Fernandina Beach
Zip	32034
Select the advisory board/committee you are applying for:	CRA Advisory Board
Additional board that you are applying for:	None
Why are you interested in serving on this Board? Please explain.	The riverfront is of great importance to the future of the community and I have extensive knowledge in economic development that I think would be helpful in planning its use and carrying out that plan.
Eligibility	
Are you a resident of the City?	Yes
Length of time:	1 year
Do you hold a public office?	No
Office name:	<i>Field not completed.</i>
Are you employed by the City?	No
Position:	<i>Field not completed.</i>
Are you currently serving on a Board?	No
Board Name:	<i>Field not completed.</i>
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

Field not completed.

If yes, please provide details:

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:

M.A. in Urban Affairs from St. Louis University (1980). Commercial District Manager for the City of St. Louis (1981-85). Economic Development Director, Granite City, IL (1985-94). Executive Director, Southwestern Illinois Development Authority (1994-2000). Senior Vice President, Clark Properties (2000-2003). Owner, president and publisher, Illinois Business Journal (2003-2019).

Organization or Commissioner sponsoring nomination (if applicable):

Field not completed.

Educational Background:
(Check all that apply)

MS/A

Other:

Provided assistance to other municipalities on the creation of TIF districts and other economic development tools

Field not completed.

Major areas of study:

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 (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes

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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	11/15/2021
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Applicant's Signature	Alan J. Ortals
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Email not displaying correctly? [View it in your browser.](#)

Caroline Best

From: noreply@civicplus.com
Sent: Wednesday, December 29, 2021 3:41 PM
To: Caroline Best; Kim Briley
Subject: Online Form Submittal: Advisory Board/Committee Application

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

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	Tina Smith
Home Mailing Street Address	510 Dade St
City	Fernandina Beach
Zip Code	32034
Primary Phone	704-589-1965
Secondary Phone	<i>Field not completed.</i>

Please note that board materials are distributed electronically.

Email to receive board materials	tina@sellingnassau.com
Employer	Island Life Realty Amelia
Position Title	Owner / Broker
Business Address	501 Centre St

City	Fernandina Beach
Zip	32034
Select the advisory board/committee you are applying for:	CRA Advisory Board
Additional board that you are applying for:	None
Why are you interested in serving on this Board? Please explain.	I live downtown and I work downtown. I practice real estate every day in this local market. I am in constant communication with the general public. I understand how property can be utilized at its highest and best value for everyone.. And above all I am excited to see the great things that can be done in our city.
Eligibility	
Are you a resident of the City?	Yes
Length of time:	5 years
Do you hold a public office?	No
Office name:	<i>Field not completed.</i>
Are you employed by the City?	No
Position:	<i>Field not completed.</i>
Are you currently serving on a Board?	No
Board Name:	<i>Field not completed.</i>
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

Field not completed.

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):	Owner/ President of 4 Real Estate Companies and Broker In Charge . 15 years of management with the above companies
--	---

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:	Residential Real Estate, Commercial Real Estate, designing and overseeing the building or residential homes, help with development and sales of Multi Family dwellings in small city area
---	---

Organization or Commissioner sponsoring nomination (if applicable):	<i>Field not completed.</i>
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Educational Background: (Check all that apply)	High School
---	-------------

Other:	3 years of College
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Major areas of study:	Real Estate, Property Management, Construction
-----------------------	--

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	December 29,2021
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Applicant's Signature	Tina Smith
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Email not displaying correctly? [View it in your browser.](#)

Ballot
**Amelia River Waterfront Community Redevelopment Agency Advisory
Board (CRAAB) – Seven Vacancies/Eight Applicants**

Membership requirements: CRAAB shall consist of seven members as indicated below

Ballot		Ranking:
Select 3: Legal Professional or Financial Professional or Marketing/ Advertising/ Branding Professional or Economic Development Professional or General Contractor or Developer or Project Manager or Real Estate Professional or Architect or Engineer or Landscape Professional or Former City Commissioner (Retired Professionals/Individuals are acceptable)	Lisa Finkelstein	
	Jerry Hester	
	Alan Hopkins	
	Jack Knocke	
	Alan Ortvals	
	Tina Smith	
Select 2: City Residents or Property Owners or Business Owners	David Cook	
	Frank Damato	
	Lisa Finkelstein	
	Jerry Hester	
	Alan Hopkins	
	Jack Knocke	
	Alan Ortvals	
	Tina Smith	

Select 1: Resident of the Amelia River Waterfront CRA or within one-mile radius	Tina Smith	
	Frank Damato	

Meeting Schedule: At the organizational meeting, the Board shall establish a meeting schedule which shall be held, at least, monthly.

RESOLUTION 2012-118

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ESTABLISHING A COMMUNITY REDEVELOPMENT AGENCY (CRA) ADVISORY BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Resolution 2004-71 declared the City Commission to be the Community Redevelopment Agency pursuant to Florida Statutes Section 163.357; and

WHEREAS, the City's Community Redevelopment Agency is interested in receiving recommendations and advice from property owners, businesses, real estate and design professionals and citizens regarding the Amelia River Waterfront Community Redevelopment Area (CRA);

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

Section 1. **CREATION.** The Amelia River Waterfront Community Redevelopment Agency (CRA) Advisory Board is hereby created.

Section 2. **PURPOSE.** The Amelia River Waterfront CRA Advisory Board is charged with the task of advising the Community Redevelopment Agency on issues including implementation of the CRA Plan by providing recommendations and assistance in identifying and prioritizing projects to be undertaken as consistent with the CRA Plan. The focus of this group is economic development of properties in the City's established CRA and the adjoining Central Business District with specific consideration on attracting and retaining businesses.

Section 3. **MEMBERSHIP.** The Amelia River Waterfront CRA Advisory Board shall consist of seven (7) members. Members shall either reside within the City of Fernandina Beach or shall be engaged in business within the City of Fernandina Beach. The composition and representative membership of the Board shall be as follows:

*3- Legal Professional or Financial Professional or Marketing/ Advertising/ Branding Professional or Economic Development Professional or General Contractor or Developer or Project Manager or Real Estate Professional or Architect or Engineer or Landscape Professional or Former City Commissioner

2- City Residents or Property Owners or Business Owners

1- Business Owner or Property Owner (or their agent) within the Amelia River Waterfront CRA

1- Resident of the Amelia River Waterfront CRA or within one-mile radius

7 Total Voting Members

*Retired Professionals/ Individuals are acceptable

Section 4. **TERM OF MEMBERSHIP.** Members appointed to the Amelia River Waterfront CRA Advisory Board shall serve for terms of three (3) years and may be re-appointed. Terms for members first appointed shall be staggered so that two members shall serve for two (2) years and the remaining for three (3) years. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant.

Section 5. **QUORUM.** A quorum shall consist of four (4) members.

Section 6. **MEETINGS.** The Amelia River Waterfront CRA Advisory Board shall hold an organizational meeting within thirty (30) days of the effective date of this resolution. At the organizational meeting, a Chairperson shall be elected to serve for a period of one (1) year and a new Chairperson shall be elected each subsequent year. At the organizational meeting, the Board shall

establish a meeting schedule which shall be held, at least, monthly.

Section 7. ATTENDANCE. Any member, who misses three (3) consecutive Amelia River Waterfront CRA Advisory Board meetings, unless otherwise excused by the Chairperson, shall automatically be removed from membership.

Section 8. SUNSHINE LAW. Meetings of the Amelia River Waterfront CRA Advisory Board are "public meetings" as defined by Florida Statutes Section 286.011 and are open to the public and are otherwise subject to Florida's "Sunshine Law". Reasonable notice of the time and place of all meetings shall be given consistent with Florida Law and Fernandina Beach City policy.

Section 9. PROCEDURAL RULES. The City of Fernandina Beach City Commission Rule of Procedure shall be followed in conducting meetings of the Amelia River Waterfront CRA Advisory Board.

Section 10. STAFFING. The City Manager shall appoint a City employee to serve as the staff member for the Amelia River Waterfront CRA Advisory Board.

Section 11. AMENDMENT. This Resolution, and all provisions herein, may be amended at the discretion of the CRA Agency by an affirmative vote of a majority of members present at a regularly scheduled meeting.

Section 12. EFFECTIVE DATE. This Resolution shall take effect immediately upon passage.

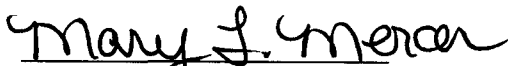
ADOPTED this 7th day of August, 2012.

CITY OF FERNANDINA BEACH



ARLENE R. FILKOFF
Commissioner - Mayor

ATTEST:


MARY MERCER
City Clerk

APPROVED AS TO FORM:



TAMMI E. BACH
City Attorney



CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Resolution 2012- 118
Establishing the Amelia River Waterfront CRA Advisory Board

DEPARTMENT: Community Development Department- Planning

ATTACHMENTS: ☐ Ordinance ☒ Resolution
☐ Support Documents ☐ Other

RECOMMENDED ACTION: APPROVE RESOLUTION 2012- 118

SUMMARY: The CRA Agency took action to recommend establishing a CRA Advisory Board at its July 17, 2012 quarterly meeting. This resolution provides the mechanism with which an advisory board can be established.

RATIONALE: To create an advisory board capable of providing recommendations and assistance to the CRA Agency in identifying and prioritizing projects to be undertaken as consistent with the CRA Plan. The focus of this group will be on the economic development of properties in the City's established CRA and the adjoining Central Business District with specific consideration on attracting and retaining businesses.

FISCAL IMPACT: None.

CITY ATTORNEY COMMENTS: No additional comments

DEPARTMENT HEAD Submitted: Kelly N. Gibson/Marshall McCrary Date: 7/18/2012

FINANCE DEPARTMENT Requested Agenda Regular Meeting Date: 8/7/2012

CITY ATTORNEY Approved as to Budget Requirements Date:

CITY MANAGER Approved as to Form TEB Date: 7/26/12

Approved Agenda Item For 08-07-12 quid Date: 7/30/12

COMMISSION ACTION: ☒ Approved As Recommended ☐ Disapproved
☐ Approved With Modification ☐ Postponed to Time Certain
☐ Other ☐ Tabled

Approved at the City Commission
Regular Meeting
Held on 8-7-12
Voted: 5-0 Initial: MD

cc: Kelly Gibson
sent 8/22/12
rmm

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: CRA Advisory Board Appointments

DEPARTMENT: City Clerk

ATTACHMENTS: ☐ Ordinance ☐ Resolution
☐ Support Documents ☒ Other

RECOMMENDED ACTION: Consideration of approval of board appointments to the Community Redevelopment Agency (CRA) in accordance with the CRA recommendation to establish a CRA Advisory Board at its July 17, 2012 quarterly meeting, and Resolution #2012-118 which established a CRA Advisory Board on August 7, 2012.

SUMMARY: The Community Redevelopment Agency (CRA) Advisory Board shall consist of seven (7) members. Members shall either reside within the City of Fernandina Beach or shall be engaged in business within the City of Fernandina Beach. The composition and representative membership of the Board shall be as follows:

*3 – Legal Professional or Financial Professional or Marketing/Advertising/Branding Professional or Economic Development Professional or General Contractor or Developer or Project Manager or Real Estate Professional or Architect or Engineer or Landscape Professional or Former City Commissioner

*(*Retired Professionals/Individuals are acceptable)*

2 – City Residents or Property Owners or Business Owners

1 – Business Owner or Property Owner (or their agent) within the Amelia River Waterfront CRA

1 – Resident of the Amelia River Waterfront CRA or within one-mile radius

CRA Advisory Board Members shall serve for terms of three (3) years; however, terms for members first appointed shall be staggered so that two members shall serve for two (2) years and the remaining for three (3) years. The following citizens have submitted their board application/resume for consideration for appointment members to the CRA Advisory Board:

- Lou Goldman (Real Estate Professional/General Contractor/Property Owner Downtown & CRA area/City resident CRA area)
- Tony Herndon (City Resident/Business Owner)
- Marla McDaniel (City Resident CRA area/Property Owner)
- Mike Zaffaroni (City Resident/Landscape Professional)
- Cindy Jackson (Downtown/CRA area Business Owner)
- Debra Stephenson (Retired Professional/ City Resident)
- Andrew Curtin (Retired Professional/ City Resident)
- Asa Gillette (Practicing Engineer/ City Resident/ Downtown Business Owner)

The above applicants listed are City residents and/or engaged in business within the City of Fernandina Beach.

RATIONALE: To fulfill requirements of Resolution #2012-118

FISCAL IMPACT: None.

CITY ATTORNEY COMMENTS: N/A

DEPARTMENT HEAD	Submitted: Mary L. Mercer, City Clerk <i>(initials)</i>	Date: 8/8/2012
	Requested Agenda Regular Meeting	Date: 8/21/2012
FINANCE DEPARTMENT	Approved as to Budget Requirements N/A	Date:
CITY ATTORNEY	Approved as to Form N/A	Date:
CITY MANAGER	Approved Agenda Item For 8-21-12 <i>je</i>	Date: 8-9-12

COMMISSION ACTION:

☒ Approved As Recommended	☐ Disapproved
☐ Approved With Modification	☐ Postponed to Time Certain
☐ Other	☐ Tabled

The City Commission voted to appoint the following members to the CRA Advisory Board for three (3) year terms:

Loy Goldman, Mike Zaffaroni, Debra Stephenson, Andrew Curtin, and Lisa Gillette.

For two (2) year terms:

Tony Herndon and Marla McDaniel

Ms. Cindy Jackson withdrew her application at this time.

SECTIONS IN CONFLICT; SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
Synopsis: Approving a Franchise Agreement with Advanced Disposal Services Stateline, LLC for a period of six (6) years.

APPROVED: 5-0 with the latest changes to the Agreement as outlined by City Attorney Bach.

9. BOARD APPOINTMENTS

9.1 AUDIT COMMITTEE- 4 Appointments. Moved to the next City Commission meeting.

ACTION TAKEN: It was the consensus of the Commission to place this item on the next City Commission agenda and include all applicants resumes including the previous Audit Committee members and the Commission would consider all applicants and choose a committee of 4 plus appoint 1 City Commissioner for a total of five (5) on the Audit Committee.

9.2 BOARD OF ADJUSTMENT – 2 Appointments

ACTION TAKEN: The City Commission voted 5-0 to reappoint Pat Gass and Wyndham Riotte for a three year term expiring June 2015.

9/3 PLANNING ADVISORY BOARD – 1 Appointment. .

ACTION TAKEN: The City Commission voted 5-0 to appoint Charles W. Rogers as Alternate #2 for a three year term expiring June 2015.

10. DISCUSSION – DIRECTION – ACTION ITEMS

10.1 COMMUNITY REDEVELOPMENT AREA (CRA) UPDATE.

ACTION TAKEN: It was the consensus of the Commission for: (1) the City Commission to remain the CRA Agency; (2) The CRA Agency continue meeting quarterly; (3) the CRA Agency to create an Advisory Board; (4) for the CRA Agency to re-set the base year; and (5) for the CRA Agency to keep the boundaries the same as they currently are.

- 11. CITY MANAGER REPORTS –** City Manager Joe Gerrity announced his attendance at two meetings, one being the Safety Committee and the other regarding Workers' Compensation Insurance. Being the percentage rate of the insurance is calculated by the percentage of accidents incurred; Mr. Gerrity reported the City's insurance rate is higher than had been in the past noting a higher Worker's Compensation bill. City Manager Joe Gerrity expressed his desire to have the safety sign reinstated showing the public the running total of accident free days worked with the hopes that the visual will increase safety awareness.

- 12. CITY ATTORNEY REPORTS –** No reports at this time.

- 13. CITY CLERK REPORTS –** No reports at this time.

- 14. MAYOR/COMMISSIONER COMMENTS –**

Commissioner Pelican: Expressed her thanks to all those who contributed toward the fireworks display and invited everyone to a firework fund raiser to be held Wednesday, June 20, 2012 at the Crab Trap from 5-7 pm.

Commissioner Poynter: Addressed the public regarding this budget period and difficult decision making of the Commission that no action is directed to any one individual or group and the budget has many moving parts necessary to keep the City running efficiently. He stated that no action or decision

The 2012 Florida Statutes

Title XI
COUNTY ORGANIZATION AND
INTERGOVERNMENTAL RELATIONS

Chapter 163
INTERGOVERNMENTAL
PROGRAMS

[View Entire
Chapter](#)

163.357

(1)(a) As an alternative to the appointment of not fewer than five or more than seven members of the agency, the governing body may, at the time of the adoption of a resolution under s. 163.355, or at any time thereafter by adoption of a resolution, declare itself to be an agency, in which case all the rights, powers, duties, privileges, and immunities vested by this part in an agency will be vested in the governing body of the county or municipality, subject to all responsibilities and liabilities imposed or incurred.

(b) The members of the governing body shall be the members of the agency, but such members constitute the head of a legal entity, separate, distinct, and independent from the governing body of the county or municipality. If the governing body declares itself to be an agency which already exists, the new agency is subject to all of the responsibilities and liabilities imposed or incurred by the existing agency.

(c) A governing body which consists of five members may appoint two additional persons to act as members of the community redevelopment agency. The terms of office of the additional members shall be for 4 years, except that the first person appointed shall initially serve a term of 2 years. Persons appointed under this section are subject to all provisions of this part relating to appointed members of a community redevelopment agency.

(d) As provided in an interlocal agreement between the governing body that created the agency and one or more taxing authorities, one or more members of the board of commissioners of the agency may be representatives of a taxing authority, including members of that taxing authority's governing body, whose membership on the board of commissioners of the agency would be considered an additional duty of office as a member of the taxing authority governing body.

(2) Nothing in this part prevents the governing body from conferring the rights, powers, privileges, duties, and immunities of a community redevelopment agency upon any entity in existence on July 1, 1977, which has been authorized by law to function as a downtown development board or authority or as any other body the purpose of which is to prevent and eliminate slums and blight through community redevelopment plans. Any entity in existence on July 1, 1977, which has been vested with the rights, powers, privileges, duties, and immunities of a community redevelopment agency is subject to all provisions and responsibilities imposed by this part, notwithstanding any provisions to the contrary in any law or amendment thereto which established the entity. Nothing in this act shall be construed to impair or diminish any powers of any redevelopment agency or other entity as referred to herein in existence on the effective date of this act or to repeal, modify, or amend any law establishing such entity, except as specifically set forth herein.

History.—s. 2, ch. 77-391; s. 75, ch. 79-400; s. 2, ch. 83-231; s. 5, ch. 84-356; s. 3, ch. 2006-307.