



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
MARCH 12, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

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

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes from the Regular Meeting of February 12, 2025.

4. OLD BUSINESS

4.1 **PAB DISCUSSION OF PREVIOUSLY REVIEWED PUD RECOMMENDATIONS** *(Formal consideration of any text amendments will be readvertised with a new case number and ordinance references at the June 11, 2025 regular PAB meeting.)*

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENT - PLANNED UNIT DEVELOPMENT OVERLAY - ORDINANCE 2024- AMENDING THE LAND DEVELOPMENT CODE SECTION 4.03.01 PLANNED UNIT DEVELOPMENT (PUD) OVERLAY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends the Land Development Code criteria and standards for Planned Unit Developments (PUDs).*

5. BOARD BUSINESS

5.1 Update on City Commission Visioning held on Thursday, February 27, 2025 at City Golf Course Clubhouse.

6. STAFF REPORT

7. PUBLIC COMMENT

8. ADJOURNMENT

THE NEXT PAB REGULAR MEETING IS SCHEDULED FOR WEDNESDAY, APRIL 9, 2025 AT 5PM.

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Planning Department (904) 310-3135.

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Zoning Map Amendment < 10 Acres

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Kelly Gibson, Planning and
Conservation Director

Katie Newton, Paralegal

A handwritten signature in blue ink that reads "Sylvie McCann".

Date: March
04, 2025

Submitted By: Sylvie McCann,
Administrative Coordinator



**MINUTES PLANNING
ADVISORY BOARD
REGULAR MEETING
FEBRUARY 12, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER 5:00 PM

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Victoria Robas (Chair)	Peter Stevenson (Vice-Chair)
Mark Bennett	Barbara Gingher
Daphne Forehand	Nick Gillette
Richard Doster	

MEMBERS ABSENT:

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Margaret Pearson, Senior Planner
Morgan Ohlendorf, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Meeting Minutes for the Regular Meeting of December 11, 2024.

Vice-Chair Stevenson asked for clarification about a statement from Member Bennett regarding item 5.1 and the validity of the Action Taken motion. Mrs. Gibson confirmed that the action is still valid as written and provided additional information to the Board.

ACTION TAKEN: A motion was made by Member Gingher, seconded by Vice-Chair Stevenson, to approve the Minutes for the Regular Meeting of December 11, 2024, 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 City Commission and Planning Advisory Board Joint Special Meeting of January 8, 2025.

Vice-Chair Stevenson wanted to revise his comment under item 4.1.4 bottom area to "... but the recommended next steps, in the LDC, was not followed." He also suggested a revision to the final statement of that paragraph to say "LDC Section 1.03.04 and 1.03.05 needed some clean up." Lastly, he suggested amending the 2nd paragraph following this last one to read "...Nassau County input, if available, regarding the issue of paid parking, such as parking at/on the beach."

DRAFT

Member Gillette commented that he felt the Minutes were unclear about the direction given to the PAB and suggested that they should better encapsulate what was accomplished in the meeting.

The Board discussed defining objectives and common priorities mentioned between previous PAB meetings and the Joint Special Meeting of January 8, 2025.

ACTION TAKEN: A motion was made to approve the Minutes for the City Commission and Planning Advisory Board Joint Special Meeting of January 8, 2025, with the noted amendments.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

Member Bennett added that he believes that Planning Staff should give the Board direction as to which projects the Board should prioritize.

Chair Robas commented that she has compiled a list of important projects and will be sharing them with the Board and Staff.

4. STAFF REPORT

4.1 2024 Administrative Reviews Report

Mrs. Gibson presented the 2024 Administrative Reviews Report, giving an overview of administrative reviews that took place over the past year. She suggested that this report can be provided monthly at the pleasure of the Board.

Member Gillette asked how many lots were created as a result of these projects. Mrs. Gibson answered that there was a net gain of one lot.

Member Gillette asked if these applications were submitted to Staff and if there were additional applications for other projects. Mrs. Gibson answered in the affirmative. Member Gillette applauded the Staff's quick turnaround time on these projects.

4.2 Presentation of 2024 Annual Report for Planning & Conservation *(to be provided at meeting)*

Mrs. Gibson shared a report that highlights the accomplishments and major projects of the Planning & Conservation Department in 2024.

Member Doster asked if someone in the City prepares a press release to share this information with the public.

Member Gillette asked if Staff could provide additional information about the permits reviewed and the number of approved site plans.

The Board discussed producing incentives for redevelopment within the City.

Vice-Chair Stevenson asked for clarification between Annexations applications and Voluntary Annexation Petitions, as noted in this report. Mrs. Gibson explained.

4.3 Presentation of 2025 Planning Projects and Regulatory Requirements *(to be provided at meeting)*

Mrs. Gibson presented Staff's 2025 Planning Projects, including several state-mandated projects that are currently in progress.

Chair Robas asked for more information about the Adaptation Plan. Mrs. Gibson shared that the Adaptation Plan is related to flooding vulnerabilities and is designed to identify next steps in building resiliency.

Member Bennett asked for more information about the Water Supply Plan Update and if there were any plans to utilize wastewater in the future. Mrs. Gibson responded that there are requirements for using reclaimed water and that the Utilities Department has already started implementing the proper systems for this.

The Board discussed water/sewer annexations and stated that they would like to see that included in the Water Supply Plan Update.

Mrs. Gibson also shared that the Board will be reviewing the Comprehensive Plan in September 2026 to determine if changes in the Land Development Code and Comprehensive Plan are necessary.

Member Doster inquired about the Public Art Ordinance updates and asked if public art is the same as civic art. Mrs. Gibson clarified that unlike civic art, public art takes place on public property but isn't necessarily initiated by the government.

Member Bennett asked if the Board was still considering revising Land Development Code Section 1.03.05 among other things. Mrs. Gibson answered that this is a topic that can be discussed further but that it is not part of the ongoing projects, so she did not include it in this presentation.

4.4 Reminder: City Commission Visioning Workshop on Thursday, February 27, 2025 from 1-5pm at City Golf Course Clubhouse

5. **BOARD BUSINESS**

5.1 Follow-up discussion from January 8, 2025, City Commission and Planning Advisory Board Joint Meeting.

Chair Robas shared her list of key themes from the Joint Meeting, including the larger topics of Community Character, Natural Resources Protection/Preservation, and Sustainability. She asked the Board to provide additional topics and to prioritize items to emphasize focus on only a few items over the course of the upcoming year.

Member Doster shared his thoughts about the Joint Meeting and emphasized the importance of planning for the future and protecting the character of the community. He also suggested that the Board discusses and defines property rights, with an emphasis on neighborhood character and public spaces.

Board Members discussed at length and suggested inclusion of the following items: parking standards, neighborhoods and the existing sense of community, Street/Sidewalks and walkability improvement to increase safety, PUDs, and commercial redevelopment.

Member Forehand suggested that the Board prioritizes items that the Board has already invested significant work and time in the last months.

After some discussion, the Board agreed to put the majority of their focus on the topics of PUDs, landscaping, parking standards, and commercial redevelopment.

Member Bennett asked the Board about the interpretation of LDC 1.03.04 and 1.03.05, and if they would be amenable to discuss these sections of code again.

Member Forehand asked Staff about the current interpretation of LDC 1.03.04 and 1.03.05. Mrs. Gibson answered that applications that would be impacted by 1.03.04 and 1.03.05 are sent to the Board of Adjustment for review.

The Board decided to add 1.03.04 and 1.03.05 to their list of prioritized discussion topics.

Mrs. Gibson notified the Board that LDC amendments will be made before the Board in June 2024.

The Board decided to focus on individual topics, starting with PUDs at the next regular meeting of the PAB. Member Forehand clarified that the Board will not be voting on anything at the next meeting.

Member Forehand also shared that she would like to see more user-friendly language and graphics incorporated into the Land Development Code.

DRAFT

5.2 Election of Chair and Vice Chair

Member Gillette and Member Bennett nominated Member Doster to the role of Chair.

Member Gillette and Member Bennett nominated Member Forehand to the role of Vice-Chair.

6. PUBLIC COMMENT

Margaret Kirkland, 1377 Plantation Point Drive, speaking on behalf of Conserve Nassau, urged the Board to do something about over-development and emphasized how it impacts quality of life, property value, and the environment.

7. ADJOURNMENT 7:12 PM

Morgan Ohlendorf, Recording Secretary

Victoria Robas, Chair

4.03.00 DESIGN STANDARDS FOR OVERLAY DISTRICTS

4.03.01 Standards for Planned Unit Development (PUD) Overlay

A. Purpose

It is the purpose of the PUD overlay district to provide flexible land use and design and to allow planned diversification and integration of uses and structures, while retaining to the City the authority to establish limitations and regulations thereon for the benefit of the public health, welfare, and safety. A PUD overlay district is intended to promote economical and efficient land use, an improved level of amenities, appropriate and harmonious variety in physical development, creative design, variety of housing types, and a better urban environment.

The purpose of the PUD overlay district is to provide flexible land use and design that seamlessly integrates with and enhances the existing character of Fernandina Beach. This includes incorporating features that strengthen the unique identity and charm of the city, strategically protecting sensitive environmental features, and encouraging creative and efficient land use. While preserving the City's authority to ensure public health, welfare, and safety, the PUD overlay is intended to offer increased protection of vulnerable lands, foster harmonious development, support a variety of housing types, and contribute to a vibrant urban environment that complements the City's character.

B. A PUD overlay district shall must have the following characteristics:

1. Unified control for development purposes;
2. Unified site design, planned and developed as a whole, in a single development operation or a programmed series of development operations, including lands, buildings, structures, and uses;
3. Civic spaces, recreation, or open space in residential developments which provide opportunities for resident social interaction;
4. Commercial land uses, if any, which provide convenient service, employment, and access, and yet remain separated from residential areas by the use of landscaping and natural buffers; and
5. Conservation of natural resources enhanced landscaping and tree canopy protection as set forth in Chapter 3 or Chapter 4.

C. A PUD shall must provide a public benefit. When evaluating an application, public benefit items will be considered individually and as a whole to determine the appropriateness of the project. At a minimum, two (2) or more of the following public benefit conditions shall must result from the implementation of the proposed PUD:

1. Replacement of nonconforming development;
2. Creation of publicly accessible open space, such as plazas or parks;
3. Improved waterfront protection and enhancement of views of the oceanfront, and or riverfront, or Ron Sapp Egans Creek Greenway areas;
4. Preservation of designated historically or culturally significant structures;
5. Replacement or rehabilitation of obsolete, blighted, or underutilized buildings; or
6. Provision of bicycle paths and walkways that provide public access to public open space or water bodies; or
7. Creates new and/or retains existing Affordable Housing; or

8. Provides for residential and non-residential mixed-use development in the same structure or on a unified site; or
 9. Increases buffers to protect native vegetation against Egans Creek Greenway; or
 10. Incorporates lands to be placed in Conservation Future Land Use Category or protected by a conservation easement; or
 11. Increases landscape buffers beyond the minimum required; or
 12. Adds at least one point of vehicular interconnect with adjoining development; or
 13. Protects one or more private trees capable of meeting heritage tree designation; or
 14. Provides stormwater management improvements that exceed the minimum requirements to correct existing stormwater deficiencies within the surrounding area through improvements.
- D. An application for a PUD **shall must** contain comprehensive and detailed plans for development of the site, including building locations, building dimensions, building elevations, location, and dimensions of accessory structures, landscaping, open space, amenities, and detailed plans for infrastructure.
- E. An application for approval of a PUD **shall must** include a description of the program for provision, operation, and maintenance of areas, improvements, facilities, and services intended for common use by some or all of the occupants of the PUD, but which will not be provided, operated, or maintained at general public expense.
- F. A PUD overlay district is permissible in the following zoning districts: R-1, RLM, R-2, R-3, MU-1, **MU-8**, C-1, and C-2.
- G. A PUD overlay district is prohibited within the Coastal High Hazard Area as established in the Comprehensive Plan.
- H. The following general design standards **shall must** be used in evaluating a PUD:
1. The preferred access to a PUD is an arterial or major collector street. A PUD **shall must** be located and designed to minimize traffic impacts in established residential neighborhoods.
 2. The natural topography, soils, natural vegetation, and surface water **shall must** be preserved and utilized through the careful location and design recreation areas, open space, and drainage facilities. Open space areas **shall must** utilize wetlands, floodplains, shorelines and other natural features.
- I. The following specific design requirements apply to PUD development:
- ~~1. The minimum land area for a PUD is five (5) acres, except as set forth in Section 4.03.01(I)(2) below.~~
 - ~~2. Where a minimum of twenty-five (25) percent of the dwellings in a residential PUD are set aside to meet affordable housing needs, the minimum land area may be reduced to two (2) acres.~~ RENUMBER FOLLOWING
 3. ~~A residential PUD shall include two (2) or more housing types.~~ Permissible housing types include: **mixed-use**, single-family attached, single-family detached, townhouse, duplex, triplex, and multi-family buildings.

4. Within a residential PUD, five (5) percent of the land area ~~shall~~ **must** be designed and used for civic, ~~or~~ recreational, ~~or open space~~ purposes. Water bodies and wetlands ~~shall~~ **must** not be included within the calculation of land area set aside for civic, ~~or~~ recreational, ~~or open space~~ purposes.
 5. Where residential uses are permissible in the underlying zoning district, the maximum residential density ~~shall~~ **must** comply with the density standards set forth in Table 4.01.01.
 6. Where nonresidential uses are permissible in the underlying zoning district, the maximum floor area ratio shall ~~must~~ not exceed 0.21.
 7. Within a mixed-use PUD, the following standards apply:
 - a. A minimum of five (5) percent of the land area ~~shall~~ **must** be designed and used for civic, ~~recreation, or open space~~ purposes;
 - b. A maximum of fifty (50) percent of the land area ~~shall~~ **must** be devoted to nonresidential uses;
 - c. A maximum of eighty (80) percent of the land area ~~shall~~ **must** be devoted to residential uses; and
 - d. Water bodies, ~~and~~ wetlands, ~~and stormwater facilities~~ ~~shall~~ **must** not be included within the calculation of land area set aside for civic, ~~or~~ recreational, ~~or open space~~.
- J. The following site design standards may deviate from the standards applicable to the underlying zoning district, and, upon approval of a site plan for the PUD, ~~shall~~ **must** become binding upon all development within the PUD:
- ~~1.~~ **1. Permissible Principal Uses;**
 - ~~2.~~ **2. Permissible Accessory Uses**
 - ~~1-3.~~ **3. Minimum building setbacks;**
 - ~~2-4.~~ **4. Maximum building height;**
 - ~~3-5.~~ **5. Minimum ~~p~~ parking ratios;**
 - ~~4-6.~~ **6. Maximum impervious surface ratio;**
 - ~~5-7.~~ **7. Minimum lot width; and**
 - ~~8.~~ **8. Floor Area Ratio;**
 - ~~9.~~ **9. Roadway Standards;**
 - ~~10.~~ **10. Maximum number of residential structures; and**
 - ~~11-6.~~ **6. Landscape design.**

Explanation:

Planned Unit Developments (PUDs) are zoning overlays that allow for flexible and creative development while ensuring public benefits are received to the community beyond the minimum established in the existing Land Development Code. They are established by ordinance through a rigorous approval process, requiring a recommendation from the Planning Advisory Board (PAB), followed by two readings of an ordinance at the City Commission for final approval. A process that takes approximately four (4) months and requires initial technical compliance review. PUDs must continue to comply with density and intensity requirements directed in the Comprehensive Plan.

The Planning Advisory Board initiated a comprehensive review of PUD regulations in December 2023. This included research on PUD practices across Florida, led by intern Emily Flint, which revealed key insights into minimum acreage requirements, allowed uses, and open space provisions.

Based on this research and subsequent discussions, the PAB directed the drafting of text amendments to enhance the flexibility and public benefits of PUDs in Fernandina Beach.

Key Highlights from the research:

- Minimum Acreage: Varies across the state, with some cities having no minimum and others ranging from 1 to 20 acres. Considerations include city characteristics, land availability, and alignment with comprehensive plans.*
- Uses: PUDs are often divided by use (residential, mixed-use, commercial). Density and intensity generally cannot exceed the underlying zoning district.*
- Open and Recreational Space: Many cities require 20% of the site to be open space, dedicated and maintained by the managing entity. Setbacks, water bodies, and golf courses are often not fully counted towards this requirement.*

Following the presentation and discussion, the PAB directed LDC Text Amendments with the goal of enhancing the flexibility of PUD applications in Fernandina Beach. These amendments propose a multi-faceted approach to make PUDs a more accessible and versatile development tool:

- 1. Eliminating Minimum Acreage Requirements: This removes a significant barrier to entry for smaller projects, opening opportunities for diverse development on underutilized parcels.*
- 2. Expanding Qualifying Criteria: By broadening the range of projects that qualify for PUD consideration, the city encourages a wider variety of creative and innovative development proposals.*
- 3. Allowing More Deviations from Minimum Site Design Standards: This provides greater design flexibility, enabling developers to tailor projects to the specific needs and opportunities of each site.*

The drafted amendments underscore the importance of providing affordable housing, encouraging mixed-use development, increased conservation, and increased open space, as key public benefits that PUDs can bring to the community. This approach to updating Fernandina Beach's PUD standards is based on extensive research and thoughtful board discussion and aims to foster innovative, diverse, and community-oriented development projects. Staff recommends approval of the requested changes.

Planned Unit Development Research Summary

Regulations pertaining to Planned Unit Developments (PUDs) across Florida have several common objectives. These include cohesive development, innovative and efficient designs, and the creation of pedestrian oriented communities. Municipalities across the state have different specific regulations, but common trends are present regarding acreage requirements, allowable uses, and open and recreational spaces. This document summarizes policies adopted across the state regarding these characteristics, and how the City of Fernandina Beach may use this information to update its PUD standards.

Minimum Acreage

The minimum acreage for PUDs varies across the state. Considerations include the characteristics of the city/county and land available for PUDs. Acreage requirements fall in line with the comprehensive plan and any other applicable land use regulations. Several cities have no minimum size requirements (Lakeland, Jacksonville Beach, Destin, and St. Augustine). Minimum sizes range from one acre (Bradenton, Panama City, and St. Petersburg) up to twenty acres (Indian Harbour Beach).

Volusia county does not have a minimum acreage but requires that 20% of the ground area is common open space and that 10% of this area is preserved in its natural state. New Smyrna Beach provides different acreage requirements based on the geographic area of the proposed development and its use. Many municipalities also offer exceptions to acreage requirements based on the character of the proposed development and surrounding area, feasibility, and preservation of natural resources.

Fernandina Beach generally has small lot sizes that are available for development. One approach for minimum acreage requirements would be to stagger requirements based on affordable housing integration or preservation of natural resources. Under this structure, an appropriate minimum size could be 3 acres for standard residential PUDs, reduced to 2 acres with the integration of affordable housing. Proposed mixed use developments may be required to have a larger size, such as 5 acres, to ensure cohesive development that does not have a negative impact on surrounding areas-especially residential neighborhoods. There can be flexibility in these requirements based on project feasibility, benefits to the public, and preservation of existing natural resources.

Uses

PUDs are generally divided based on their use. For example, the City of Alachua divides PUDs into districts based on uses including residential, traditional neighborhoods,

employment centers, and commercial uses. Indian Harbour Beach divides use types into primary residential and nonresidential. Bradenton divides their planned developments into three categories: residential, professional/commercial/industrial, and mixed use. Panama City recognizes residential and mixed-use categories.

Cities also place limitations on the proportion of commercial and residential uses. For example, Indian Harbour Beach does not allow commercial uses within a PUD unless there are 200 or more residential dwelling units. A general guideline across the state is that density and intensity of development cannot exceed that of the underlying zoning district and of the comprehensive plan.

The City of Fernandina Beach could adequately support residential and mixed-use PUDs. The code can reflect this structure and provide specific requirements for each category of development. This would ensure that regulations are specific to the character of the proposed project and help ensure the character of the island is preserved. Several varying requirements are minimum size, landscaping/buffering standards, public access to commercial areas, preservation, and open space. Like other cities, the density and intensity of the development in Fernandina Beach should adhere to the underlying zoning district, comprehensive plan, and characteristics of surrounding area.

Open and Recreational Space

Common open space broadly encompasses civic gathering areas and recreational spaces for residents in a PUD. Open space requirements vary across the state, but many cities and counties require roughly 20% of the site to be open space. These areas must be dedicated by deed and continuously maintained by the managing entity. Setbacks and right-of ways are not included in open space calculations. Water bodies and golf courses may be included but are limited in terms of credit toward space requirements. For example, Indian Harbour Beach states that 25% of the gross acreage of the development must be common recreation and open space and that golf courses and water areas cannot exceed 50% of the credit toward meeting this requirement.

The City of Fernandina Beach should clarify requirements for common open and recreational spaces. The terms open space and recreational space should be clearly defined and have their own sets of requirements/guidelines. Like Volusia County, requiring 20% open space and 10% preservation would help to ensure the historic character of the city is retained as PUDs are integrated. Recreational areas should incorporate both active and passive uses to best serve the residents of the PUD.

Planned Unit Development (PUD) Research

Planned Unit Development (PUD) projects ensure that development projects are aligned with the goals of the managing entity and region in which they reside, promoting development in an efficient and cohesive manner. PUD guidelines have been established throughout Florida at the county and city level. The following document serves as a reference of PUD requirements across the state as of June 2024.

County PUD Guidelines

Broward County

https://library.municode.com/fl/broward_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH39ZO_ARTXXPLDEDI_S39-335DE

- Common open space must be expressed in the Master Development Plan (MDP) and preserved for its intended purpose
- No minimum lot size or distance between structures is required but must be specified by the MDP
- There must be a setback of 25ft abutting all public road rights-of-way
- There is no maximum height except as specified by the MDP
- Density must conform with the future land use outlined in the comprehensive plan

Planned districts exist for a variety of uses including agricultural centers, residential communities, commercial centers, special complexes, and industrial parks. Most of the specific requirements are met through the MDP and its approval process. Mixed uses are permitted and deviations from the MDP and standards may require approval. Planned residential communities allow for a variety of residential unit types, if they are in accordance with the Broward County Land Use Plan, and accessory nonresidential uses are also permissible.

Nassau County

https://library.municode.com/fl/nassau_county/codes/code_of_ordinances?nodeId=APXALADECO_ORDINANCE_NO._97-19NACOFI_ART25PLUNDEPU

Nassau County has established planned unit developments (PUDs) as a means for encouraging flexibility and innovativeness in development design, allowing developers to deviate from the strict application of conventional zoning districts. PUDs must be harmonious with the purpose and intent of PD ordinances and the Nassau County Comprehensive Plan.

Requirements

- Minimum area of ten upland acres
- Unified ownership or control
- Accessibility to dwellings via public or privately owned roads. County vehicles must be permitted to access the private roads
- Public infrastructure facilities must follow Land Development Code
- Open space
 - Evaluated based on conformance with the comprehensive plan as well as resulting recreational activities, protection of environmentally sensitive areas, protection of areas of

historical or archaeological significance, community design contributions, and encouraging compatibility of adjoining land uses

- Parking areas, rights-of-way, and minimum spacings between units are not included in usable open space calculations
- The planning and zoning board determines the open-space credit given from water bodies such as public beaches
- Common open spaces can be administered through an association or nonprofit corporation, if specific requirements are met

Volusia County

https://library.municode.com/fl/volusia_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH72LAPL_ARTIIIZO_DIV8SURE_S72-289PLUNDERE

Requirements

- Unified ownership
- Commercial structures primarily serve the needs of MPUD residents
 - Only accessible from roads within the MPUD
 - Unless otherwise stipulated in the development agreement, commercial operation shall not begin until certificates of occupancy have been issued for all dwelling units
- Utilities are placed underground with exceptions granted by the county council
- 20% of the RPUD project must be common open space
 - Dedicated by plat, deed, or another suitable instrument
 - Active or passive recreational areas such as picnic tables, playgrounds, nature trails, golf courses, swimming pools and tennis courts
 - 10% of common open space must be preserved in its natural state to aid in tree protection. Passive recreational use may be permitted in these areas.
 - Qualities of common open or public space include accessibility, visibility, security, and interconnection
 - Provisions for maintenance of common space are provided in the development agreement

Leon County

https://library.municode.com/fl/leon_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH10LADECO_ARTVIZO_DIV6ZODIOFZOMA_SDVIPLUNDEDEREIM_S10-6.696PLUNDE

Eligibility

- Minimum area of five acres
 - No minimum area where the proposed use is required to be approved as a PUD by the Comprehensive Plan
- Must be a single, discrete area of land sufficient width and depth to accommodate the proposed use
- Unified control/ownership

A PUD concept plan is used to establish allowable land uses and intensity/density of the development. There are several stages of review before the implementation of a PUD.

City PUD Guidelines

Alachua

https://library.municode.com/fl/alachua/codes/code_of_ordinances?nodeId=PTIICOOR_ART3ZODI_S3.6PLDEPDDI

Broadly stated, the purpose is to encourage innovative land planning and site design concepts that conform with City goals, assuring development that is efficient and high in quality.

In Alachua County, Planned Development (PD) standards are divided into four types:

- PD-R: Commercial uses are allowed to primarily serve development residents.
- PD-TND: Flexible, mixed-use framework. Encourage development of compact mixed-use, small-lot, pedestrian-oriented communities. Provides an alternative to conventional development.
- PD-EC: PD specific to mixed employment uses. Office, research, light industrial, limited neighborhood commercial, and high-density residential uses are included.
- PD-COMM: Mixed-use retail and office development. Moderate and high-density residential uses are integrated into the development above street levels and as stand-alone use.

Alachua county requires a PD master plan which ensures that the proposed land use is consistent with the comprehensive plan and surrounding development. It identifies and describes factors such as location of open space, sensitive lands & environmental resources, transportation plans, water and wastewater systems, and public facilities. This ensures adequate infrastructure and encourages a high level of planning for the proposed development.

A planned development agreement is also required to ensure that all conditions are met for approval of the master plan. This provides the opportunity to specify provisions such as environmental protection and monitoring, dividing the development into phases, and any other necessary conditions to ensure that the master plan is upheld, and the development is maintained within the guidelines of the master plan.

Each of the four PD types are required to meet different standards. Specific information can be found in section 3.6 of Alachua Couty code. General guidelines are described below.

PD-R (Planned Development- Residential District)

- The minimum area of the development is 10 acres (can be exempt as City Commission finds necessary)
- The density of development be established in the PD Master Plan and consistent with the Comprehensive Plan.
- Uses: Must be consistent with the underlying zoning district

Public facilities standards require that PD districts are consistent with City laws and standards regarding potable water, wastewater, and other infrastructure requirements. Certain street design standards may be exempted as the City Commission finds appropriate.

PD-TND (Planned Development-Traditional Neighborhood Development District)

Development size

- Minimum: 10 contiguous acres (can be exempt as City Commission finds necessary).
- Optimal size to encourage pedestrian activity is preferred. This standard is five to ten minute (0.25 to 0.5 mile) walk to meet most daily needs.

Uses

- Mixed use and variety in housing types are encouraged to fulfill the purpose of PD-TND zoning
 - Minimum of 15% of land area must be devoted to nonresidential uses
 - Partially integrated and vertical mixed-use structures are encouraged
 - Density and intensity can exceed allowance in underlying base zoning district to sufficiently support a pedestrian-oriented environment

Setbacks and design

- Minimum buffers from adjoining residential development or zone districts are required
- Buildings close to the sidewalk line are encouraged
 - Front-loaded garage setback 2 feet behind the front of the dwelling
 - Maximum linear distance between the front of the garage and the sidewalk is 18 feet
 - Setbacks only apply to the enclosed portions of buildings
 - Second story balcony floors must be at least nine feet above grade but can extend up to five feet over the lot line fronting a sidewalk
- Residential building footprints cannot exceed 50% of the lot
 - Attached dwellings may exceed this footprint if at least 30% of the lot area is developed as private open space
- Nonresidential footprint must not exceed 70% of the lot unless a minimum of 10% of the lot area is developed as private open space

Development standards

- Off-street parking and loading are established in the Parking Master Plan (Part of the PD Master Plan)
 - Alternative parking strategies should be considered to maximize pedestrian-oriented focus of the development
 - Avoid off-street parking between a building and the street it fronts
- Landscape/tree protection requirements are established in the PD Master Plan master landscape plan
 - Emphasis is placed on integration of land uses. Suburban-style landscape buffers between different land uses should be avoided.
 - Shade trees are provided on both sides of the street except for alleys
 - Setbacks: Maximum of five feet from back of curb, maximum of 40 feet on-center, each tree is surrounded by 25ft² of pervious surface
 - Trees must comply with tree protection/landscape/xeriscape standards
 - Understory/ornamental trees can be utilized where overhead utilities exist

Signage

Any modifications to Section 6.5 shall be specified in the master sign plan as part of the PD Master Plan. The theme of signage should be consistent with the surrounding area, and a uniform façade and design detail plan should be used for all signage in the development.

Exterior Lighting

Any modifications to Section 6.4 shall be specified in the master lighting plan as part of the PD Master Plan.

Open space

Open space is intended to compensate for smaller lot sizes and should be used to enhance the community. Open space standards set out in Section 6.7 cannot be reduced. The development should contain a mixture of formal and informal open spaces. Some portion of the formal open space should serve as a gathering area for residents.

All PD-TND districts with an area over 300 acres shall preserve or establish a buffer with a minimum width of 100 feet as feasible.

Building configuration

- Public buildings should be located on prominent sites located on or adjacent to a square, plaza, or village green as possible. The PD Master Plan designates the general location of civic lots and buildings.
- Private buildings define street edge with a consistent and narrow setback
- Building types should be organized to develop a common and harmonious architecture and landscaping to create an intimate and personal feel, but not to create a uniform appearance.

Environmental Protection

Development must comply with Section 6.9. Environmental protection standards shall not be reduced.

Public facilities

Public facilities standards require that PD districts are consistent with City laws and standards regarding potable water, wastewater, and other infrastructure requirements. However, to promote the pedestrian-oriented focus of these developments, streets should be narrower than in most neighborhoods. Sidewalks should be resurfaced on both sides of the street, street parallel parking should be provided, and rear lanes for access should be included.

PD-EC (Planned Development- Employment Center District)

- PD-EC district must have an area of at least 10 acres (can be exempt as City Commission finds necessary)
- PD-EC is intended to provide a mix of employment uses, subject to regulations applicable to the PD-EC district.
 - Medium and high-density residential uses are allowed but cannot exceed 25% of the entire building square footage of the district

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- Commercial: Retail sales and services are allowed but cannot exceed 25% of the entire building square footage of the district
- The underlying base zone district dimensional standards shall be incorporated but may be modified in ways that are consistent with the intent and goals of the PD-EC district and scale and character of development in the City.
- Development standards must be consistent with Article 6, unless specifically modified by the PD Master Plan.
- A 50-foot landscaped perimeter buffer is required but can be modified by the City Commission based on adverse impacts to adjacent properties and rights-of-way. Up to 100% of the buffer may be credited towards common open space requirements if the City Commission finds that the buffer is consistent with Section 6.7.

Public facilities standards require that PD districts are consistent with City laws and standards regarding potable water, wastewater, and other infrastructure requirements. Certain street design standards may be exempted as the City Commission finds appropriate.

PD-COMM (Planned Development-Commercial District)

- PD-COMM district must have an area of at least 10 acres (can be exempt as City Commission finds necessary)
- Allowed uses are regulated by the applicable PD-COMM district. A mix of retail and office with moderate and higher density residential uses above street level is encouraged.
- The density of development be established in the PD Master Plan and consistent with the Comprehensive Plan. Density can exceed what was allowed in the previously existing base zoning district.
- The underlying base zone district dimensional standards shall be incorporated but may be modified in ways that are consistent with the intent and goals of the PD-EC district and scale and character of development in the City.

Public facilities standards require that PD districts are consistent with City laws and standards regarding potable water, wastewater, and other infrastructure requirements. Certain street design standards may be exempted as the City Commission finds appropriate.

Modifications are permitted for the following development standards in PD Districts

Development Standard	Modification Procedure
Off-street parking and loading	Master parking plan
Landscape/Tree protection	Alternative landscaping plan
Exterior Lighting	Master lighting plan
Signage	Master sign plan

Table 1. Modifications for PD Districts

Modifications are **prohibited** for standards including **open space, environmental protection, and concurrency management**. All modifications must be consistent with the general intent and purpose of the PD district.

Indian Harbour Beach

https://library.municode.com/fl/indian_harbour_beach/codes/code_of_ordinances?nodeId=APXAZO_ARTXIISCDIRE_S10DIINPUPLUNDE

The City of Indian Harbour Beach defines a PUD as an area of land developed with a designated final development plan to provide for a variety of residential and compatible uses and a common open space. The intent is to encourage and permit variation in residential development to better serve the inhabitants of the community. They state that ingenuity, imagination, and flexibility are necessary to maintain the intent of this section while departing from conventional use and dimension requirements of other zoning districts and subdivision regulations.

Permitted Uses in PUDs

- Primary residential
 - Single family detached and multi-family residential dwelling units
 - Includes apartments
 - Semidetached, attached, and multistory structures
- Nonresidential
 - Religious structures
 - Public or semipublic gathering spaces
 - Cultural spaces
 - Recreational spaces
 - Commercial areas
- Use limitations
 - Nonresidential uses must be compatible with, and secondary to, residential use.
 - Buildings for nonresidential use cannot be built or established prior to the primary residential buildings or uses it is designed or intended to serve.

Ownership: The PUD must be under unified ownership or control. If the site is not under sole ownership, the developer must have written consent of all fee owners and anyone with legal or equitable interest in the property to represent them in the submission of the application and process of obtaining a PUD. All owners are bound to the confines of the PUD.

Common open space administration methods

- Public dedication to the city of the common open space
- Establishment of an association or nonprofit corporation of all individuals or corporations owning a property in the PUD to ensure maintenance of all common open space
- Developer retains ownership, control, and maintenance of all common open space
- Privately owned common spaces must conform to intended use through deed restrictions, which will include a prohibition against partition.

Common spaces, public facilities, and recreational facilities must be specified in the development schedule and constructed/fully improved at a rate that is equal to or exceeding the percentage of dwelling units completed at a given time.

Land use regulations

Size and Density

- The minimum size is 20 acres.
- There must be at least 200 residential dwelling units if the development plan provides for any commercial uses.
- The maximum density is determined by the city council upon recommendation of the planning and zoning board based on characteristics of the area in question and infrastructure limitations
 - Density will never exceed 6 dwelling units per acre exclusive of areas adjacent to public streets, rights of way, and public or private waterways and submerged lands
- 25% of the gross site acreage must be used for common recreation and open space
 - Must be permanently set aside and designated on the site plan
 - Includes active or passive recreation areas
 - Golf courses and water areas cannot be credited toward more than ½ of this requirement
 - Water areas are limited to permanent water bodies with docks or piers with planted and maintained grass around all sides and a 5:1 minimum sloped edge 20 feet into the lake
- No minimum lot area is required within a PUD district
- Access is required to all dwelling units and permitted use in accordance with health and safety standards.

Setbacks

- Minimum distances between structures changes based on number of stories
 - 2 stories or less: 15-foot setback required
 - 3 stories: 20-foot setback required
 - 4 stories: 25-foot setback required
- 25-foot setback required from nearest part of any building wall to the edge of any public right of way or private street
 - Maintained between walls of all structures and perimeter of the PUD
- 50% of waterway frontage along a property bordering a navigable waterway must be left open as a breezeway
- Oceanfront properties must adhere to the oceanfront building setback line

Design Limitations

- The maximum length of a structure is 200 feet.
- Commercial area cannot exceed 5% of the total gross acreage of the site
 - If there are over 500 dwelling units, up to 7% of acreage may be used, if buffering prevents any detrimental effect on residential uses
- The minimum floor area for a single-family dwelling is 1,250 square feet.

- The minimum floor area for a multi-family dwelling is 1,200 square feet.
- 25 square feet of landscaping are required for every parking space in a common parking area
- Utilities are underground
- Minimum construction requirements adhere to IHB Subdivision Regulations, but street, sidewalk, and drainage design requirements can be waived by the city council with the recommendation of the city engineer.
- Trees with 8-inch DBH must be preserved with exceptions for easement/drainage facilities, structure dimensions, being within 10ft of a proposed structure, driveways, or golf courses/active recreation areas

Proposed PUDs go through several steps including a tentative development plan and preliminary development plan application with exhibits describing the site and topographic maps of the area. It is reviewed by the planning and zoning board, then the city council. After approval and recording of the preliminary application, the final development plan must be completed and reviewed by the city engineer, building official, and city attorney before being voted on by the city council.

Bradenton

https://library.municode.com/fl/bradenton/codes/code_of_ordinances?nodeId=PTIILAUSSRE_CH3.0DIRE_3.4SPDIRE

Bradenton uses planned development projects (PDPs) to allow more flexibility for innovative projects. They encourage preservation of environmentally sensitive lands, creation of green space, and interactive community designs through these standards.

General information

- Minimum size of one acre
 - Can be waived if PCD director determines a smaller property could contribute meaningfully
 - Noncontiguous lots in the same comp plan neighborhood can be used with PCD approval
- Additional standards may be required; LUR standards are not circumvented or reduced without proper justification
- PCD director, public works and fire must discuss conceptual plans and general development schemes
- Land uses are limited to comprehensive plan FLUM designations

Infrastructure

Parking and vehicular access should be applied to achieve a high-quality design that reflects standards of safety, interconnectivity, establishing a pedestrian-friendly environment, and landscaping. Applicants are required to provide thorough analysis of roadways and traffic patterns.

The standards for streets, drainage and utilities, and concurrency cannot be reduced in a PDP. PDPs may require additional improvements to public facilities which should be proposed in the approval process and will be evaluated by the city.

Proposed development plans for PDPs must adequately demonstrate the preservation of natural, cultural, and historic resources. PDPs that fall partially in the Conservation district must meet all underlying requirements. All portions in the district must be common open space maintained by the

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developer or HOA. Additional stipulations may be required, especially regarding coastal resources. An 8x22-foot concrete recycling pad, fenced or screened in, and with landscaping on all three sides, is required in addition to trash dumpsters.

Residential PDPs

Density

- Limitations outlined in the FLUM/comprehensive plan
- If in a residential district, density cannot exceed land use atlas density
- Conservation district areas are not included in acreage for density calculations
- Maximum density is not guaranteed, but design factors will be used to recommend maximum density as appropriate

Open space

- Must make up at least 25% of site area
- Excludes roadways, parking areas, private yards, landscaped areas under 250 square feet, and stormwater retention areas
- Recommended forms are recreation fields, courses, fairways, pedestrian or bicycle paths/walkways, and larger landscaped areas
- Private yards designated as non-disturbed buffers or conservation easements may be eligible

Recreation areas

- Ratio is one acre per 500 residents
- PCD director may recommend ratio of one acre per 200 dwelling units or more
- Recreation area must be at least ½ acre unless PDP is less than two acres
- Recreation areas include benches, trees, open/grassy areas (including fields), pedestrian and bike paths, play/exercise facilities, etc.
 - Pedestrian and bike paths must be in specialized corridors
 - No credit for sidewalks along roadways except for specially designed incidental connection points
 - PCD director may give higher credit for facilities used by the public

Parking

- Two per dwelling unit plus one per ten units as visitor parking
- On-street parking only counts toward visitor parking
- Recreation areas for developments with 50 units or more require one parking space per ten dwelling units
- Designs requesting different ratios than these standards must be quantified and justified

Setbacks

- Two story buildings
 - 35 feet from property line with street frontage
 - 50 feet from major collector or arterial road
 - 15 feet from interior private road

- Buildings more than two stories
 - Additional 10-foot setback from any property line per additional story

A landscape buffer with a minimum width of 25 feet from all property lines is required unless otherwise stipulated in the PDP approval.

Accessory structures may be approved as appropriate.

A neighborhood activity center with a defined area limited to one acre or 5% of the overall development can be integrated into the design. Examples include light retail, restaurants, personal services, offices, etc.

Professional, commercial, and industrial PDPs

- Maximum floor area ratios of 0.35 (professional), 0.50 (commercial), and 1.0 (industrial)
- Open space must make up at least 25% of site area (excluding roadways, parking areas, stormwater retention, and landscaped areas less than 250 square feet)
- Principal buildings must be set back 50 feet from street rights of way and adjacent residential land use atlas districts
- Permitted uses are the same as the land use atlas districts unless otherwise stipulated in approval. All uses must be consistent with FLUM and the comprehensive plan.
- A 50-foot landscape buffer is required unless otherwise stipulated in approval
- Accessory structures may be approved in accordance with nonresidential accessory uses and with approval

Mixed-use PDPs

- Proposed uses must be consistent with FLUM and comprehensive plan
- If more than one land use category is used, the components within the PDP must be consistent with FLUM components
- Mixed use PDPs should comply with standards in other PDP types, but some variation may be evaluated and recommended for approval

Lakeland

https://library.municode.com/fl/lakeland/codes/land_development_code?nodeId=LADECO_ART7PLUNDEST_7.2STPLUNDEZO

General Requirements for PUD designation

- Planned and carried out under unified control
- Principle and accessory uses and structures are compatible with the development and the surrounding area
- Carried out in accordance with the comprehensive plan
- Includes a program for the full maintenance and operation of common areas and facilities

Environmental Compatibility

- Proposed without hazards to persons or property from flooding, erosion, or other dangers greater than would arise from conventional development under the comprehensive plan

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- Soils, ground water, drainage, and topography are appropriate to the proposed use in kind and pattern
 - Special surveys, samples, and tests of site characteristics may be used as necessary to determine appropriateness of proposed development

Use Restrictions

- Lot area, setbacks, and height are established by the Site Development and Standards Plan
- Each dwelling must have access to a public street
- Internal street design must be in accordance with subdivisions (public roads) and requirements established by the Public Works Department (private roads). Widths are to be determined by function and anticipated traffic volume.

Other requirements

- City Commission must review Site Development and Standards Plan in accordance with code, the Comprehensive Plan, and public health, safety, and welfare
- Assurances will be required and included as part of the Site Development and Standards Plan
- The City Commission must determine that public facilities need will be adequately met
- No minimum land area requirements

Cocoa Beach

https://library.municode.com/fl/cocoa_beach/codes/land_development_code?nodeId=APXBLADECO_CHIIZODI_ARTIVESOVPLDEDI_S2-26PLDEPD

General guidelines for planned developments (PDs)

- Unified control
- Minimum size of three acres
- Uses can be mixed residential and nonresidential but must be in accordance with the City Comprehensive Plan FLUM.
- The development must assign an acreage to each residential type to ensure densities in accordance with city charter guidelines
- Non-residential development may occur at a maximum floor area ratio of 3.0.
- Size and dimensional regulations are identified and set forth in the development agreement and master plan or preliminary engineering plans
- Perimeters should encourage interconnectivity and synergy among and between uses
 - If City Commission determines a buffer is needed, it must be dedicated on the plat and held in common ownership
 - Buffer plantings must be at least 75% native and compatible with soil PH and hydrology
- Street and sidewalk designs should maximize pedestrian use and safety
 - Key elements include ¼ mile block sizes, interconnected roadways, and orientation of buildings toward prominent public spaces
 - Sidewalks have a width minimum of 6ft, pedestrian transportation trails have a minimum of 8 feet. These must be provided within a new PD or any new/redeveloped subdivisions within a PD.

- Street lighting and signage should promote aesthetics and pedestrian-oriented practices
 - Minimize off-site light spillage, provide adequate lighting on walkways, trails, and pedestrian areas, ensure lighting does not interfere with residential activities and that glare is not visible on adjacent properties

An environmental impact assessment is required to show the existing environmental elements and the potential positive and negative impacts because of the proposed development.

Plans must also include stormwater management, traffic impacts, parking, school capacity, and utilities in accordance with code.

Landscape plans

- Must show locations and layout of landscape islands, buffers, and fencing
- Planted materials must be certified as Florida number one grades and standards and installed pursuant to plan specifications or as approved by the city
- Landscaping specifications must be consistent with the Institute for Agricultural Sciences (IFAS) standards and best practices
- After installation, the applicant's landscape architect must certify that landscape materials have been appropriately installed

Fort Walton Beach

https://library.municode.com/fl/fort_walton_beach/codes/land_development_code?nodeId=CH4DEST_4.06.00DESTPLUNDEPU

General Requirements

- Minimum area of two acres
- Permissible uses are limited to those for the underlying zoning district
- The maximum residential density, floor area ratio (FAR), maximum lot coverage, and setbacks must adhere to those for the underlying zoning district
- Building height and compatibility must be consistent with 4.00.02 and 4.00.03.
 - 25-foot lot frontage
 - Overhangs at least 8 feet above ground level and eave no more than 3 feet

Compatibility Standards

- Landscaped perimeter buffers are required when the adjacent zoning district provides for less intense development as measured by residential density and floor area ratio
- Gathering spaces should be located and buffered to protect adjacent properties from noise, light, and privacy loss
- Dumpsters cannot be located adjacent to property zoned for residential use
- Loudspeakers should be located to protect adjacent residential zoned property from noise

Jacksonville Beach

https://library.municode.com/fl/jacksonville_beach/codes/code_of_ordinances?nodeId=PTIICOOR_CH34LADECO_ARTVIIIZODI_DIV2ZODIP_EUSACUSCOUSDISTOREPALOSTSUSTLASTSISTENST_S34-348PLUNDEDIPU

Standards

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- No minimum acreage
- Unified ownership or control
- Density not to exceed that of the RM-2 zoning district
- Maximum building height of 35 feet
- Safe and adequate access via public, right-of-way, or private roads with permitted city vehicle access
- Off street parking and loading in compliance with article VIII, division 1
- Public facilities in accordance with Article X
- Recreation and open space
 - 20% of gross land must be reserved for common recreation and usable open space
 - On-site water bodies can account for up to 50% of open space
 - Parking areas, street rights-of-way, and minimum spacing are excluded from open space calculations
 - Common space and recreational facilities are included in the development plan
 - Privately-owned common space must conform to its intended use. Restrictions and/or covenants will be placed in each deed to ensure maintenance and prohibit partition.
 - Nonprofit organizations or associations proposing to maintain common space must meet specific requirements
 - Open spaces must be compatible and proposed development must have compatibility with surrounding land uses
 - The preliminary development plan must not diminish public beach access and must be consistent with the comprehensive plan
- The city council can impose conditions of the development plan to ensure it accomplishes the purpose of the code and Comprehensive Plan. The planning commission can make recommendations to the city council regarding this subject.

Panama City

https://library.municode.com/fl/panama_city/codes/code_of_ordinances?nodeId=SPBUNLADECO_CH104ZODI_ARTIIAPLUNDEPU_S104-41PLUNDEPU

Panama City divides their PUDs into two types: residential and mixed-use. Residential PUDs include any type of housing unit, in any combination, and are predominantly residential. Mixed use PUDs are predominately non-residential.

Requirements

- PUDs are reserved for instances where benefits are only feasibly achieved through a PUD
- The base zoning district's allowable uses control at least 75% of development in a PUD
- Deviation from strict development standards results in exceptional amenities, design excellence, etc.
- The minimum size for a PUD is one acre
- No minimum lot area or width are required
 - Density must comply with the density outlined in the comprehensive plan/future land use

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- Lot lines must be shown on the master concept plan

Destin

https://library.municode.com/fl/destin/codes/land_development_code?nodeId=DELADECO_ART7LAUSTYDEINZORECO_7.14.00PLUNDE

Requirements

- No minimum lot size
- For detached structures:
 - Minimum side yard of five feet
 - Minimum rear yard of ten feet
 - For detached, single family dwellings with more than three stories, the side yard shall be increased by two feet for each story over the third story
 - Corner lots and through lots shall provide the full front setback along street frontage to which the structure is oriented and a minimum of ten-foot setback along the other street frontage
 - Two or more freestanding structures on the same lot must be at least ten feet apart, except for SHMU, NHMU, and TCMU FLU designations
- Every dwelling unit must have access to a public road or street
- Access, circulation, parking, and loading must be provided in accordance with code
- Streets must meet or exceed city standards
- Private roads are prohibited unless an HOA is established in accordance with state statute
 - HOA is responsible for construction, maintenance, and control of such roadways
 - If sidewalks, utilities, and stormwater are provided for in the right-of-way, the right-of-way for private streets and cul-de-sac may be reduced to 40 feet in width and 90 feet in diameter. Utilities and stormwater can also be provided through easements.
 - The city cannot accept a private street that fails to meet minimum right-of-way requirements.

New Smyrna Beach

https://library.municode.com/fl/new_smyrna_beach/codes/code_of_ordinances?nodeId=PTIILADERE_ARTVZODI_501.00ESDI

Requirements and regulations

- Minimum parcel size of 0.75 acres in traditional city areas. This can be reduced to include work force housing or preservation of historic buildings.
- Minimum parcel size outside of traditional city areas (such as in the Corridor Overlay Zone) are 5.0 acres for residential and 2.0 for non-residential
 - Residential use is defined as 50% or more of developed land or proposed building square footage being designated for residential uses, including live-work units
- If the PUD is subdivided, minimum lot size must be described in the proposed master planned unit development
- Minimum yard size must be described in the master PUD agreement and city commission will consider whether it will have adverse effects on adjoining properties.
- Off-street parking and loading requirements must be met in accordance with code

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- No off-street parking and loading may occur in a required landscape buffer area
- All parking areas must contain a minimum of 20% interior landscaping excluding required landscape buffer areas
- A transportation analysis is required
- The maximum residential density is 18 units per acre mainland and 12 units per acre beachside

St. Augustine

https://library.municode.com/fl/st._augustine/codes/code_of_ordinances?nodeId=PTIICOR_CH28ZO_ARTIIIIZODIDIRE_DIV9PLUNDEPU_S28-290IMPU

Standards and Criteria-standalone residential and mixed-use subdivisions

- Ground occupied by buildings and structures for area devoted to residential use cannot exceed 35% of the total ground area of that portion of the PUD
- Density and intensity must be consistent with the Comprehensive Plan
- The PUD can decrease residential lot size if overall density is not increased, and the excess land is used as open space
 - Open space should be used as an active or passive recreation area, park, or conservation area
 - Open spaces shall be dedicated to the City of St. Augustine or maintained by an association of PUD community residents
 - Open spaces will be recorded and may not be encroached on by residential, commercial or industrial, primary or secondary use
- Minimum yard and lot size, dwelling unit type, height and frontage requirements, and use restrictions are waived for the PUD if it is compliant the spirit and intent of the regulations
 - The city commission may require adherence to minimum zone requirements within certain portions of the site
- Legal documentation of open space is required
- Each unit is provided visual and acoustical privacy, particularly by using fences, walks, and landscaping
- Community facility specifications must conform to relevant rules and regulations

Residential subdivisions and mixed-use subdivisions require master plans for trees and stormwater, as well as descriptions of signage, design standards, interconnectivity, and sense of place.

PUDs with mixed use must describe other potential uses in enough detail to evaluate consistency with the Comprehensive Plan, community benefits, and the integration of residential and other uses.

Standards and criteria-Redevelopment and infill PUD developments

These criteria typically apply to areas that have already been developed, and the proposed PUD involves razing the existing development and rebuilding or renovating it to change the character of existing development.

- Redevelopment should respect the existing development patterns and provide for compatibility, quality, and integrity of the existing area and neighborhoods. The PUD should contribute to the surrounding area and increase its value
- Required to demonstrate consideration of existing neighborhoods and street patterns
 - Describe impacts on community patterns, the economy, the environment, transportation & infrastructure analysis, natural features, and scenic opportunities
 - Demonstrate appropriate design, massing, screening, and architectural techniques
 - Statement of how PUD is consistent with character, history, and cultural and natural features that create a sense of place
- Required to include a description of existing buildings' condition, potential demolition issues, and renovations as applicable
 - Site design description evaluating issues pertaining to access, driveways, parking, maneuverability, and landscaping, including tree removal, is required if necessary.
- Required to include a detailed drawing and clear description of old and new streetscape to demonstrate compatibility, rhythm, and form
 - Design standards for entry corridors must be demonstrated

St. Petersburg

https://library.municode.com/fl/st._petersburg/codes/code_of_ordinances?nodeId=PTIISTPECO_CH16LADERE_S16.50.290PLUNDEPU

St. Petersburg uses planned unit development standards to address cases where larger tracts of land are available than in the usual predominant smaller-parcel development pattern.

Site Requirements

- Minimum of one acre of contiguous land
- All common service infrastructure must adhere to city standards and specifications
- Plans for the entire site must be recorded before a certificate of occupancy is issued for any unit

Maximum development potential is governed by the zoning district

Site and building design

Perimeter buildings

- Consistent with scale, massing, height, setbacks, and rhythm of buildings on adjacent properties
- Primary entrances must face the street
 - If there are two street frontages, both should appear to be a front façade through architecturally consistent windows, doorways, and porches
- All entrances must be connected to paved sidewalks; the developer must construct public sidewalks on the perimeter of the property if none exist
- Vehicular access, traffic circulation, and off-street parking areas must be consistent with the abutting blocks
 - Individual driveways for perimeter buildings are not allowed unless it is consistent with the surrounding area

- Plans must include facilities for vehicles, pedestrians, and bicyclists to travel between all areas

Interior buildings

- Setbacks are half the required setback for perimeter buildings
- Maximum height is twice the limit of the zoning district
 - Interior buildings exceeding normally prescribed height for the district must be set back at least 100 feet from all properties, as indicated in the master plan, and be buffered by perimeter buildings
- Setbacks between interior buildings are established by building and fire codes

General site and building design

- Parking must comply with standards for proposed uses
- 5% of the site area must be dedicated for common open space and recreation
 - Accessible from all areas
 - Seating, pedestrian lighting, and other basic amenities are required
 - Playgrounds/tot lots are required if more than 50% of the dwelling units are two or more bedrooms, unless it is a 55+ community
- All dwelling units must have private outdoor living spaces
- Buildings with any side exceeding 100ft long must have articulated roofline
 - Contiguous groups of dwelling units cannot be more than 250 feet long
- Contiguous townhouse units must be vertically oriented to visually break up the horizontal mass of the building
- Buildings more than three stories tall must be designed with identifiable base, middle, and top portions to break up the vertical mass
- Each first-floor residential unit must have an individual primary doorway

Tallahassee

https://library.municode.com/fl/tallahassee/codes/land_development_code?nodeId=LADECO_CH10ZO_ARTIVZODIDEST_DIV1GE_S10-165PLUNDEPUZODIREPR

Minimum requirements

- Minimum area of three acres (with some exceptions)
- Tracts must be adjoining and sufficient width and depth for proposed uses
 - Tracts that are divided by a right-of-way dedicated to a governmental entity are considered adjoining
- Unified control/ownership

There are several steps of review, and applications are required to contain extensive information regarding infrastructure, facilities, impacts, etc. in the concept plan. The city commission can approve changes to standards such as development standards and site circulation.

Select Year: 2024 ▼ Go

The 2024 Florida Statutes (including 2025 Special Session C)

Title XXXIII	Chapter 553	View Entire Chapter
REGULATION OF TRADE, COMMERCE, INVESTMENTS, AND SOLICITATIONS	BUILDING CONSTRUCTION STANDARDS	

553.79 Permits; applications; issuance; inspections.—

(1)(a) After the effective date of the Florida Building Code adopted as herein provided, it shall be unlawful for any person, firm, corporation, or governmental entity to construct, erect, alter, modify, repair, or demolish any building within this state without first obtaining a permit therefor from the appropriate enforcing agency or from such persons as may, by appropriate resolution or regulation of the authorized state or local enforcing agency, be delegated authority to issue such permits, upon the payment of such reasonable fees adopted by the enforcing agency. The enforcing agency is empowered to revoke any such permit upon a determination by the agency that the construction, erection, alteration, modification, repair, or demolition of the building for which the permit was issued is in violation of, or not in conformity with, the provisions of the Florida Building Code. Whenever a permit required under this section is denied or revoked because the plan, or the construction, erection, alteration, modification, repair, or demolition of a building, is found by the local enforcing agency to be not in compliance with the Florida Building Code, the local enforcing agency shall identify the specific plan or project features that do not comply with the applicable codes, identify the specific code chapters and sections upon which the finding is based, and provide this information to the permit applicant. A plans reviewer or building code administrator who is responsible for issuing a denial, revocation, or modification request but fails to provide to the permit applicant a reason for denying, revoking, or requesting a modification, based on compliance with the Florida Building Code or local ordinance, is subject to disciplinary action against his or her license pursuant to s. [468.621\(1\)\(i\)](#). Installation, replacement, removal, or metering of any load management control device is exempt from and shall not be subject to the permit process and fees otherwise required by this section.

(b) A local enforcement agency shall post each type of building permit application, including a list of all required attachments, drawings, or other requirements for each type of application, on its website. A local enforcement agency must post and update the status of every received application on its website until the issuance of the building permit. Completed applications, including payments, attachments, drawings, or other requirements or parts of the completed permit application, must be able to be submitted electronically to the appropriate building department. Accepted methods of electronic submission include, but are not limited to, e-mail submission of applications in Portable Document Format or submission of applications through an electronic fill-in form available on the building department's website or through a third-party submission management software. Completed applications, including payments, attachments, drawings, or other requirements or parts of the completed permit application, may also be submitted in person in a nonelectronic format, at the discretion of the building official.

(c) A local government that issues building permits may send a written notice of expiration, by e-mail or United States Postal Service, to the owner of the property and the contractor listed on the permit, no less than 30 days before a building permit is set to expire. The written notice must identify the permit that is set to expire and the date the permit will expire.

(d) A local enforcement agency must allow requests for inspections to be submitted electronically to the local enforcement agency's appropriate building department. Acceptable methods of electronic submission include, but are not limited to, e-mail or fill-in form available on the website of the building department or through a third-

party submission management software or application that can be downloaded on a mobile device. Requests for inspections may be submitted in a nonelectronic format, at the discretion of the building official.

(e) A local enforcement agency must post its procedures for processing, reviewing, and approving submitted building permit applications on its website.

(f) A local government may not require a contract between a builder and an owner for the issuance of a building permit or as a requirement for the submission of a building permit application.

(2)(a)1. Except as provided in subsection (8), an enforcing agency may not issue any permit for construction, erection, alteration, modification, repair, or demolition of any building or structure until the local building code administrator or inspector has reviewed the plans and specifications required by the Florida Building Code, or local amendment thereto, for such proposal and found the plans to be in compliance with the Florida Building Code. If the local building code administrator or inspector finds that the plans are not in compliance with the Florida Building Code, the local building code administrator or inspector shall identify the specific plan features that do not comply with the applicable codes, identify the specific code chapters and sections upon which the finding is based, and provide this information to the local enforcing agency. If the building code administrator, plans examiner, or inspector requests another local enforcing agency employee or a person contracted by the local enforcing agency to review the plans and that employee or person identifies specific plan features that do not comply with the applicable codes, the building code administrator, plans examiner, or inspector must provide this information to the local enforcing agency. The local enforcing agency shall provide this information to the permit applicant.

2. An enforcing agency may not issue any permit for construction, erection, alteration, modification, repair, or demolition of any building until the appropriate firesafety inspector certified pursuant to s. 633.216 has reviewed the plans and specifications required by the Florida Building Code, or local amendment thereto, for such proposal and found that the plans comply with the Florida Fire Prevention Code and the Life Safety Code. Any building or structure which is not subject to a firesafety code shall not be required to have its plans reviewed by the firesafety inspector.

3. Any building or structure that is exempt from the local building permit process may not be required to have its plans reviewed by the local building code administrator. Industrial construction on sites where design, construction, and firesafety are supervised by appropriate design and inspection professionals and which contain adequate in-house fire departments and rescue squads is exempt, subject to local government option, from review of plans and inspections, providing owners certify that applicable codes and standards have been met and supply appropriate approved drawings to local building and firesafety inspectors.

4. The enforcing agency shall issue a permit to construct, erect, alter, modify, repair, or demolish any building or structure when the plans and specifications for such proposal comply with the Florida Building Code and the Florida Fire Prevention Code and the Life Safety Code as determined by the local authority in accordance with this chapter and chapter 633.

(b) After the local enforcing agency issues a permit, the local enforcing agency may not make or require any substantive changes to the plans or specifications except changes required for compliance with the Florida Building Code, the Florida Fire Prevention Code, or the Life Safety Code, or local amendments thereto. If a local enforcing agency makes or requires substantive changes to the plans or specifications after a permit is issued, the local enforcing agency must identify the specific plan features that do not comply with the applicable codes, identify the specific code chapters and sections upon which the finding is based, and provide the information to the permitholder in writing.

(c)1. A plans examiner or inspector who fails to provide the building code administrator with the reasons for making or requiring substantive changes to the plans or specifications is subject to disciplinary action against his or her certificate under s. 468.621(1)(i).

2. A building code administrator who fails to provide a permit applicant or permitholder with the reasons for making or requiring substantive changes to the plans or specifications is subject to disciplinary action against his or her certificate under s. 468.621(1)(i).

(3) Except as provided in this chapter, the Florida Building Code, after the effective date of adoption pursuant to the provisions of this part, shall supersede all other building construction codes or ordinances in the state, whether at the local or state level and whether adopted by administrative regulation or by legislative enactment. However, this subsection does not apply to the construction of manufactured homes as defined by federal law. Nothing contained in this subsection shall be construed as nullifying or divesting appropriate state or local agencies of authority to make inspections or to enforce the codes within their respective areas of jurisdiction.

(4) The Florida Building Code, after the effective date of adoption pursuant to the provisions of this part, may be modified by local governments to require more stringent standards than those specified in the Florida Building Code, provided the conditions of s. 553.73(4) are met.

(5)(a) During new construction or during repair or restoration projects in which the structural system or structural loading of a building is being modified, the enforcing agency shall require a special inspector to perform structural inspections on a threshold building pursuant to a structural inspection plan prepared by the engineer or architect of record. The structural inspection plan must be submitted to and approved by the enforcing agency before the issuance of a building permit for the construction of a threshold building. The purpose of the structural inspection plan is to provide specific inspection procedures and schedules so that the building can be adequately inspected for compliance with the permitted documents. The special inspector may not serve as a surrogate in carrying out the responsibilities of the building official, the architect, or the engineer of record. The contractor's contractual or statutory obligations are not relieved by any action of the special inspector. The special inspector shall determine that a professional engineer who specializes in shoring design has inspected the shoring and reshoring for conformance with the shoring and reshoring plans submitted to the enforcing agency. A fee simple title owner of a building, which does not meet the minimum size, height, occupancy, occupancy classification, or number-of-stories criteria which would result in classification as a threshold building under s. 553.71(12), may designate such building as a threshold building, subject to more than the minimum number of inspections required by the Florida Building Code.

(b) The fee owner of a threshold building shall select and pay all costs of employing a special inspector, but the special inspector shall be responsible to the enforcement agency. The inspector shall be a person certified, licensed, or registered under chapter 471 as an engineer or under chapter 481 as an architect.

(c) The architect or engineer of record may act as the special inspector provided she or he is on the Board of Professional Engineers' or the Board of Architecture and Interior Design's list of persons qualified to be special inspectors. School boards may utilize employees as special inspectors provided such employees are on one of the professional licensing board's list of persons qualified to be special inspectors.

(d) The licensed architect or registered engineer serving as the special inspector shall be permitted to send her or his duly authorized representative to the job site to perform the necessary inspections provided all required written reports are prepared by and bear the seal of the special inspector and are submitted to the enforcement agency.

(6) A state or local enforcement agency may perform virtual inspections at the discretion of the enforcement agency. However, a state or local enforcement agency may not perform virtual inspections for structural inspections on a threshold building. For purposes of this subsection, the term "virtual inspection" means a form of visual inspection which uses visual or electronic aids to allow a building code administrator or an inspector, or team of inspectors, to perform an inspection without having to be physically present at the job site during the inspection.

(7)(a) A local enforcement agency must refund 10 percent of the permit and inspection fees to a permitholder if:

1. The inspector or building code administrator determines that the work, which requires the permit, fails an inspection; and
2. The inspector or building code administrator fails to provide, within 5 business days after the inspection, the permitholder or his or her agent with a reason, based on compliance with the Florida Building Code, Florida Fire Prevention Code, or local ordinance, for why the work failed the inspection.

(b) If any permit and inspection fees are refunded under paragraph (a), the surcharges provided in s. 468.631 or s. 553.721 must be recalculated based on the amount of the permit and inspection fees after the refund.

(8) A permit may not be issued for any building construction, erection, alteration, modification, repair, or addition unless the applicant for such permit complies with the requirements for plan review established by the Florida Building Commission within the Florida Building Code. However, the code shall set standards and criteria to authorize preliminary construction before completion of all building plans review, including, but not limited to, special permits for the foundation only, and such standards shall take effect concurrent with the first effective date of the Florida Building Code. After submittal of the appropriate construction documents, the building official may issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the entire building or structure have been submitted. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk and without assurance that a permit for the entire structure will be granted. Corrections may be required to meet the requirements of the technical codes.

(9) Each enforcement agency shall require that, on every threshold building:

(a) The special inspector, upon completion of the building and prior to the issuance of a certificate of occupancy, file a signed and sealed statement with the enforcement agency in substantially the following form: To the best of my knowledge and belief, the construction of all structural load-bearing components described in the threshold inspection plan complies with the permitted documents, and the specialty shoring design professional engineer has ascertained that the shoring and reshoring conforms with the shoring and reshoring plans submitted to the enforcement agency.

(b) Any proposal to install an alternate structural product or system to which building codes apply be submitted to the enforcement agency for review for compliance with the codes and made part of the enforcement agency's recorded set of permit documents.

(c) All shoring and reshoring procedures, plans, and details be submitted to the enforcement agency for recordkeeping. Each shoring and reshoring installation shall be supervised, inspected, and certified to be in compliance with the shoring documents by the contractor.

(d) All plans for the building which are required to be signed and sealed by the architect or engineer of record contain a statement that, to the best of the architect's or engineer's knowledge, the plans and specifications comply with the applicable minimum building codes and the applicable firesafety standards as determined by the local authority in accordance with this chapter and chapter 633.

(10) No enforcing agency may issue a building permit for construction of any threshold building except to a licensed general contractor, as defined in s. [489.105\(3\)\(a\)](#), or to a licensed building contractor, as defined in s. [489.105\(3\)\(b\)](#), within the scope of her or his license. The named contractor to whom the building permit is issued shall have the responsibility for supervision, direction, management, and control of the construction activities on the project for which the building permit was issued.

(11) Any state agency whose enabling legislation authorizes it to enforce provisions of the Florida Building Code may enter into an agreement with any other unit of government to delegate its responsibility to enforce those provisions and may expend public funds for permit and inspection fees, which fees may be no greater than the fees charged others. Inspection services that are not required to be performed by a state agency under a federal delegation of responsibility or by a state agency under the Florida Building Code must be performed under the alternative plans review and inspection process created in s. [553.791](#) or by a local governmental entity having authority to enforce the Florida Building Code.

(12) An enforcing authority may not issue a building permit for any building construction, erection, alteration, modification, repair, or addition unless the permit either includes on its face or there is attached to the permit the following statement: "NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies."

(13) The local enforcing agency may not issue a building permit to construct, develop, or modify a public swimming pool without proof of application, whether complete or incomplete, for an operating permit pursuant to s. [514.031](#). A certificate of completion or occupancy may not be issued until such operating permit is issued. The

local enforcing agency shall conduct its review of the building permit application upon filing and in accordance with this chapter. The local enforcing agency may confer with the Department of Health, if necessary, but may not delay the building permit application review while awaiting comment from the Department of Health.

(14) Nothing in this section shall be construed to alter or supplement the provisions of part I of this chapter relating to manufactured buildings.

(15) One-family and two-family detached residential dwelling units are not subject to plan review by the local fire official as described in this section or inspection by the local fire official as described in s. 633.216, unless expressly made subject to the plan review or inspection by local ordinance.

(16)(a) A property owner, regardless of whether the property owner is the one listed on the application for the building permit, may close a building permit by complying with the following requirements:

1. The property owner may retain the original contractor listed on the permit or hire a different contractor appropriately licensed in this state to perform the work necessary to satisfy the conditions of the permit and to obtain any necessary inspections in order to close the permit. If a contractor other than the original contractor listed on the permit is hired by the property owner to close the permit, such contractor is not liable for any defects in the work performed by the original contractor and is only liable for the work that he or she performs.

2. The property owner may assume the role of an owner-builder, in accordance with ss. 489.103(7) and 489.503(6).

3. For purposes of this section, the term “close” means that the requirements of the permit have been satisfied.

(b) If a building permit is expired and its requirements have been substantially completed, as determined by the local enforcement agency, the permit may be closed without having to obtain a new building permit, and the work required to close the permit may be done pursuant to the building code in effect at the time the local enforcement agency received the application for the permit, unless the contractor has sought and received approval from the local enforcement agency for an alternative material, design, or method of construction.

(c) A local enforcement agency may close a building permit 6 years after the issuance of the permit, even in the absence of a final inspection, if the local enforcement agency determines that no apparent safety hazards exist.

(17)(a) A local enforcement agency may not deny issuance of a building permit to; issue a notice of violation to; or fine, penalize, sanction, or assess fees against an arms-length purchaser of a property for value solely because a building permit applied for by a previous owner of the property was not closed. The local enforcement agency shall maintain all rights and remedies against the property owner and contractor listed on the permit.

(b) The local enforcement agency may not deny issuance of a building permit to a contractor solely because the contractor is listed on other building permits that were not closed.

(18) Certifications by contractors authorized under the provisions of s. 489.115(4)(b) shall be considered equivalent to sealed plans and specifications by a person licensed under chapter 471 or chapter 481 by local enforcement agencies for plans review for permitting purposes relating to compliance with the wind resistance provisions of the code or alternate methodologies approved by the commission for one and two family dwellings. Local enforcement agencies may rely upon such certification by contractors that the plans and specifications submitted conform to the requirements of the code for wind resistance. Upon good cause shown, local government code enforcement agencies may accept or reject plans sealed by persons licensed under chapter 471, chapter 481, or chapter 489. A truss-placement plan is not required to be signed and sealed by an engineer or architect unless prepared by an engineer or architect or specifically required by the Florida Building Code.

(19)(a) The Florida Building Commission shall establish, within the Florida Building Code adopted by rule, standards for permitting residential buildings or structures moved into or within a county or municipality when such structures do not or cannot comply with the code. However, such buildings or structures shall not be required to be brought into compliance with the building code in force at the time the building or structure is moved, provided:

1. The building or structure is structurally sound and in occupiable condition for its intended use;
2. The occupancy use classification for the building or structure is not changed as a result of the move;
3. The building is not substantially remodeled;

4. Current fire code requirements for ingress and egress are met;
5. Electrical, gas, and plumbing systems meet the codes in force at the time of construction and are operational and safe for reconnection; and
6. Foundation plans are sealed by a professional engineer or architect licensed to practice in this state, if required by the building code for all residential buildings or structures of the same occupancy class;

(b) The building official shall apply the same standard to a moved residential building or structure as that applied to the remodeling of any comparable residential building or structure to determine whether the moved structure is substantially remodeled. The cost of moving the building and the cost of the foundation on which the moved building or structure is placed shall not be included in the cost of remodeling for purposes of determining whether a moved building or structure has been substantially remodeled.

(20) Notwithstanding any other provision of law, state agencies responsible for the construction, erection, alteration, modification, repair, or demolition of public buildings, or the regulation of public and private buildings, structures, and facilities, shall be subject to enforcement of the Florida Building Code by local jurisdictions. This subsection applies in addition to the jurisdiction and authority of the Department of Financial Services to inspect state-owned buildings. This subsection does not apply to the jurisdiction and authority of the Department of Agriculture and Consumer Services to inspect amusement rides or the Department of Financial Services to inspect state-owned buildings and boilers.

(21)(a) A local enforcing agency, and any local building code administrator, inspector, or other official or entity, may not require as a condition of issuance of a one- or two-family residential building permit the inspection of any portion of a building, structure, or real property that is not directly impacted by the construction, erection, alteration, modification, repair, or demolition of the building, structure, or real property for which the permit is sought.

(b) This subsection does not apply to a building permit sought for:

1. A substantial improvement as defined in s. [161.54](#) or as defined in the Florida Building Code.
2. A change of occupancy as defined in the Florida Building Code.
3. A conversion from residential to nonresidential or mixed use pursuant to s. [553.507\(3\)](#) or as defined in the Florida Building Code.
4. A historic building as defined in the Florida Building Code.

(c) This subsection does not prohibit a local enforcing agency, or any local building code administrator, inspector, or other official or entity, from:

1. Citing any violation inadvertently observed in plain view during the ordinary course of an inspection conducted in accordance with the prohibition in paragraph (a).
2. Inspecting a physically nonadjacent portion of a building, structure, or real property that is directly impacted by the construction, erection, alteration, modification, repair, or demolition of the building, structure, or real property for which the permit is sought in accordance with the prohibition in paragraph (a).
3. Inspecting any portion of a building, structure, or real property for which the owner or other person having control of the building, structure, or real property has voluntarily consented to the inspection of that portion of the building, structure, or real property in accordance with the prohibition in paragraph (a).
4. Inspecting any portion of a building, structure, or real property pursuant to an inspection warrant issued in accordance with ss. [933.20-933.30](#).

(d) This subsection is repealed upon receipt by the Secretary of State of the written certification by the chair of the Florida Building Commission that the commission has adopted an amendment to the Florida Building Code which substantially incorporates this subsection, including the prohibition in paragraph (a), as part of the code and such amendment has taken effect.

(22) If an assessment of a new building's interior radio coverage and signal strength under the Florida Fire Prevention Code determines that installation of a two-way radio communication enhancement system is required, a contractor having the appropriate license issued by the department must submit a design to the local authority having jurisdiction for a two-way radio communication enhancement system to correct noncompliant radio coverage. The local authority having jurisdiction may not withhold issuance of a temporary certificate of occupancy

for the building based solely on the need for a two-way radio communication enhancement system. Upon approval of the design by the local authority having jurisdiction, the jurisdiction must require the installation of the two-way radio communication enhancement system within 12 months after the issuance of a temporary certificate of occupancy. An extension for a temporary certificate of occupancy may not be unnecessarily withheld.

(23) For the purpose of inspection and record retention, site plans or building permits may be maintained in the original form or in the form of an electronic copy at the worksite. These plans and permits must be open to inspection by the building official or a duly authorized representative, as required by the Florida Building Code.

(24)(a) A political subdivision of this state may not adopt or enforce any ordinance or impose any building permit or other development order requirement that:

1. Contains any building, construction, or aesthetic requirement or condition that conflicts with or impairs corporate trademarks, service marks, trade dress, logos, color patterns, design scheme insignia, image standards, or other features of corporate branding identity on real property or improvements thereon used in activities conducted under chapter 526 or in carrying out business activities defined as a franchise by Federal Trade Commission regulations in 16 C.F.R. ss. 436.1, et. seq.; or

2. Imposes any requirement on the design, construction, or location of signage advertising the retail price of gasoline in accordance with the requirements of ss. 526.111 and 526.121 which prevents the signage from being clearly visible and legible to drivers of approaching motor vehicles from a vantage point on any lane of traffic in either direction on a roadway abutting the gas station premises and meets height, width, and spacing standards for Series C, D, or E signs, as applicable, published in the latest edition of Standard Alphabets for Highway Signs published by the United States Department of Commerce, Bureau of Public Roads, Office of Highway Safety.

(b) This subsection does not affect any requirement for design and construction in the Florida Building Code.

(c) All such ordinances and requirements are hereby preempted and superseded by general law. This subsection shall apply retroactively.

(d) This subsection does not apply to property located in a designated historic district.

(25)(a) A local law, ordinance, or regulation may not prohibit or otherwise restrict the ability of a private property owner to obtain a building permit to demolish his or her single-family residential structure located in a coastal high-hazard area, moderate flood zone, or special flood hazard area according to a Flood Insurance Rate Map issued by the Federal Emergency Management Agency for the purpose of participating in the National Flood Insurance Program if the lowest finished floor elevation of such structure is at or below base flood elevation as established by the Florida Building Code or a higher base flood elevation as may be required by local ordinance, whichever is higher, provided that such permit otherwise complies with all applicable Florida Building Code, Florida Fire Prevention Code, and Life Safety Code requirements, or local amendments thereto.

(b) An application for a demolition permit sought under this subsection may only be reviewed administratively for compliance with the Florida Building Code, the Florida Fire Prevention Code, and the Life Safety Code, or local amendments thereto, and any regulations applicable to a similarly situated parcel. Applications may not be subject to any additional local land development regulations or public hearings. A local government may not penalize a private property owner for a demolition that is in compliance with the demolition permit.

(c) If a single-family residential structure is demolished pursuant to a demolition permit, a local government may not impose additional regulatory or building requirements on the new single-family residential structure constructed on the site of the demolished structure which would not otherwise be applicable to a similarly situated vacant parcel.

(d) This subsection does not apply to any of the following:

1. A structure designated on the National Register of Historic Places.
2. A privately owned single-family residential structure designated historic by a local, state, or federal governmental agency on or before January 1, 2022.
3. A privately owned single-family residential structure designated historic after January 1, 2022, by a local, state, or federal governmental agency with the consent of its owner.

History.—s. 10, ch. 74-167; s. 4, ch. 77-365; s. 10, ch. 83-160; s. 1, ch. 83-352; s. 2, ch. 84-24; s. 3, ch. 84-365; s. 2, ch. 85-97; s. 2, ch. 86-135; s. 2, ch. 87-287; s. 5, ch. 87-349; s. 2, ch. 88-142; s. 1, ch. 88-378; s. 1, ch. 91-7; s. 4, ch. 93-249; ss. 57, 260, ch. 94-119; s. 7, ch.

94-284; s. 461, ch. 94-356; s. 72, ch. 95-144; s. 2, ch. 95-379; s. 14, ch. 96-298; s. 73, ch. 96-388; s. 1175, ch. 97-103; ss. 48, 49, ch. 98-287; ss. 82, 83, 84, 135, ch. 2000-141; ss. 27, 34, 35, 37, ch. 2001-186; ss. 2, 3, 4, 6, ch. 2001-372; s. 666, ch. 2003-261; s. 10, ch. 2005-147; s. 36, ch. 2010-176; s. 1, ch. 2011-82; s. 73, ch. 2012-5; s. 15, ch. 2012-13; s. 150, ch. 2013-183; s. 16, ch. 2013-193; s. 126, ch. 2014-17; s. 22, ch. 2014-154; ss. 19, 39, ch. 2016-129; s. 36, ch. 2017-3; s. 3, ch. 2017-149; s. 5, ch. 2019-75; s. 11, ch. 2019-86; s. 131, ch. 2020-2; s. 15, ch. 2021-25; s. 3, ch. 2021-201; s. 2, ch. 2021-212; s. 4, ch. 2021-224; s. 3, ch. 2022-136; s. 1, ch. 2023-229; s. 1, ch. 2023-296; s. 227, ch. 2024-6; s. 3, ch. 2024-191.

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE SECTION 4.03.01 PLANNED UNIT DEVELOPMENT (PUD) OVERLAY; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Fernandina Beach is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City of Fernandina Beach is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City of Fernandina Beach hereby publishes the following information:

¹ See Section 166.041(4)(c), Florida Statutes.

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The proposed ordinance serves to address the public health, safety, morals, and welfare of the City of Fernandina Beach.

Planned Unit Developments (PUDs) are zoning overlays that allow for flexible and creative development while ensuring public benefits are received to the community beyond the minimum established in the existing Land Development Code. They are established by ordinance through a rigorous approval process, requiring a recommendation from the Planning Advisory Board (PAB), followed by two readings of an ordinance at the City Commission for final approval. A process that takes approximately four (4) months and requires initial technical compliance review. PUDs must continue to comply with density and intensity requirements directed in the Comprehensive Plan.

The Planning Advisory Board initiated a comprehensive review of PUD regulations in December 2023. This included research on PUD practices across Florida, led by intern Emily Flint, which revealed key insights into minimum acreage requirements, allowed uses, and open space provisions. Based on this research and subsequent discussions, the PAB directed the drafting of text amendments to enhance the flexibility and public benefits of PUDs in Fernandina Beach.

Key Highlights from the research:

- Minimum Acreage: Varies across the state, with some cities having no minimum and others ranging from 1 to 20 acres. Considerations include city characteristics, land availability, and alignment with comprehensive plans.*
- Uses: PUDs are often divided by use (residential, mixed-use, commercial). Density and intensity generally cannot exceed the underlying zoning district.*
- Open and Recreational Space: Many cities require 20% of the site to be open space, dedicated and maintained by the managing entity. Setbacks, water bodies, and golf courses are often not fully counted towards this requirement.*

Following the presentation and discussion, the PAB directed LDC Text Amendments with the goal of enhancing the flexibility of PUD applications in Fernandina Beach. These amendments propose a multi-faceted approach to make PUDs a more accessible and versatile development tool:

- 1. Eliminating Minimum Acreage Requirements: This removes a significant barrier to entry for smaller projects, opening opportunities for diverse development on underutilized parcels.*
- 2. Expanding Qualifying Criteria: By broadening the range of projects that qualify for PUD consideration, the city encourages a wider variety of creative and innovative development proposals.*
- 3. Allowing More Deviations from Minimum Site Design Standards: This provides greater design flexibility, enabling developers to tailor projects to the specific needs and opportunities of each site.*

The drafted amendments underscore the importance of providing affordable housing, encouraging mixed-use development, increased conservation, and increased open space, as key public benefits that PUDs can bring to the community. This approach to updating Fernandina Beach's PUD standards is based on extensive research and thoughtful board discussion and aims to foster innovative, diverse, and community-oriented development projects. Staff recommends approval of the requested changes.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of Fernandina Beach, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and

(c) An estimate of the City of Fernandina Beach regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

Provides an option for a larger range of property owners to consider when looking at potential development of a particular property.

Direct impacts involve the cost associated with the application of a zoning change.

4. Additional information the governing body deems useful (if any):

The proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated and, therefore, the proposed ordinance does not affect only businesses.

ORDINANCE 2024-19

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE SECTION 4.03.01 PLANNED UNIT DEVELOPMENT (PUD) OVERLAY; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted a unified Land Development Code on September 5, 2006, which became effective on October 1, 2006; and

WHEREAS, the City of Fernandina Beach has applied for a Land Development Code Section 4.03.01 text amendment to the standards for Planned Unit Developments (PUDs); 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 July 31, 2024; and

WHEREAS, the Planning Advisory Board (PAB), acting as the City's Local Planning Agency, considered the application at its Regular Meeting on Wednesday, August 14, 2024, and unanimously recommended approval; and

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

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the Land Development Code Amendments, attached hereto as Exhibit "A," to modify the criteria and standards for Planned Unit Developments (PUDs) to promote affordable housing, mixed-use projects, increased conservation, and open space.

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 adoption.

ENACTED this ____ day of _____, 2024.

CITY OF FERNANDINA BEACH

BRADLEY M. BEAN
Commissioner - Mayor

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



TAMMI E. BACH
City Attorney

Date of 1st Reading: September 17, 2024

Date of Publication:

Date of 2nd Reading:

Planning Advisory Board (PAB)

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 (\$2,500)

☐

Revision to each PAB Application \$400

2024 Submission Deadlines + Meetings Calendar

Application Deadline (4:30pm)	Nov 01 2023	Nov 29 2023	Jan 03 2023	Jan 31 2024	Feb 28 2024	Mar 27 2024	May 01 2024	May 29 2024	July 03 2024	July 31 2024	Aug 28 2024	Oct 02 2024	Nov 30 2024	Nov 27 2024
Meeting Date	Dec 13 2023	Jan 10 2024	Feb 14 2024	Mar 13 2024	Apr 10 2024	May 08 2024	June 12 2024	Jul 10 2024	Aug TBD 2024	Sep 11 2024	Oct 09 2024	Nov 13 2024	Dec 11 2024	Jan 08 2025

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?*

1/1/2024

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser's Website → Map Search](#)

Site Address*

204 Ash Street

City*

Fernandina Beach

State*

FL

Zip*

32034

Parcel ID #(s)*

NA

Lot*

NA

Block*

NA

Subdivision*

NA

Zoning District*

R-2 w/PUD



Future Land Use Designation*

Mixed Use



REVIEW TYPE*

- | | |
|--|--|
| ☐ Zoning Map Amendment ≤ 10 acres | ☐ Subdivision Plat – Preliminary > 20 units |
| ☐ Zoning Map Amendment > 10 acres | ☐ Subdivision Plat – Final |
| ☒ LDC Text Amendment | ☐ Vacation of R.O.W. |
| ☐ Comp Plan Amendment | ☐ Voluntary Annexation |
| ☐ Subdivision Plat – Preliminary ≤ 20 units | ☐ 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*

904-310-3480

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

Jeremiah

Last Name

Glisson

Mailing Address

204 Ash Street

City

Fernandina Beach

State

FL

Zip

32034

Telephone Number

904-310-3480

E-mail Address

jglisson@fbfl.org

PROJECT INFORMATION**Previous Planning/Zoning Approvals**

NA

Summary of Request (more detailed information to be provided in required letter of intent)*

LDC Text Amendments for PUD Overlay

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.
- ☒ I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.

I/We understand that the City Staff may install a Notice of Hearing sign on the property 14 days before the scheduled hearing and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name*

City of

Applicant Last Name*

Fernandina Beach

Today's Date*

7/10/2024

Upload Supporting Documentation*

PUD Draft Language - August Regular Meeting.pdf



Upload 2

Choose File

No fi...sen

Upload 3

Choose File

No fi...sen

Upload 4

Choose File

No fi...sen

DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
AUGUST 14, 2024
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER 4:59

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Victoria Robas (Chair)	Peter Stevenson (Vice-Chair)
Daphne Forehand	Mark Bennett
Nick Gillette	Richard Doster

MEMBERS ABSENT:

Barbara Gingher

OTHERS PRESENT:

Margaret Pearson, Senior Planner
Tammi Bach, City Attorney
Kelly Gibson, Planning & Conservation Deputy Director
Morgan Ohlendorf, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of the Minutes for the Special Meeting of July 10, 2024.

Vice-chair Stevenson pointed out two grammatical corrections under Item 6.1 along with Member Doster who also pointed out a grammatical correction under the same item.

ACTION TAKEN: A motion was made by Vice-Chair Stevenson, seconded by Member Doster, to approve the Minutes with the noted amendments.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

4. NEW BUSINESS

4.1 **PAB CASE 2024-0009** REQUEST FOR PRELIMINARY PLAT OF EIGHT (8) TOWNHOMES AND ONE (1) SINGLE FAMILY HOME AT 1110 S. 13TH STREET TOTALING APPROXIMATELY 1.29 ACRE. APPLICANT: GILLETTE & ASSOCIATES, AGENT FOR DALE COLE, OWNER OF SEA LA VIE AMELIA LLC

DRAFT

Member Gillette recused himself from case 2024-0009 due to a personal conflict of interest.

Mrs. Pearson, Senior Planner, presented the staff report and recommended approval.

Member Bennett questioned where Tract One is identified in the agenda packet. Mrs. Pearson clarified that it will be for stormwater and open space.

Vice-Chair Stevenson asked how many trees will be lost in the process of this approval. Mrs. Gibson presented the plan from the TRC meeting and identified the tree mitigation and planting requirements table.

Board members requested a copy of the tree mitigation be sent to them. Mrs. Gibson will provide this document to all members by email.

Vice-Chair Stevenson disclosed that he spoke with Theresa Prince, attorney for the owner.

Member Doster expressed concerns about the character of this development and how it would fit into the current cityscape.

Asa Gillette, Gillette & Associates, 31 S. 4th Street, agent for the owner, reasoned that the proposed 9 parcel development follows the Land Development Code, Comprehensive Plan, and although the land use would allow development of 14 parcels, the project was reduced in order to comply with tree preservation and drainage requirements from the LDC.

Member Doster asked Mr. Gillette about the engineering firm's process regarding a project and its impact on the neighborhood. Mr. Gillette explained their set of rules and how they must follow regulations, and also felt that this project would fit with the surrounding area.

Member Bennett asked Tammi Bach, City Attorney, about the previous rezoning of the property. Mrs. Bach explained the illegality of contract planning to the Board.

Member Forehand asked if the units would be used as resort rental dwelling units. Mr. Gillette answered that he's not aware that they would.

Public Hearing was opened.

Margaret Kirkland, 1377 Plantation Point Drive, spoke on behalf of Conserve Nassau and expressed concerns with increasing density, the decrease in lot sizes, the removal of trees, increased impervious areas.

Joyce Tuten, 2120 Beech Street, asked about the total number of trees removed and questioned whether any more trees could be saved. Mrs. Gibson explained the tree mitigation.

ACTION TAKEN: A motion was made by Vice-Chair Stevenson, seconded by Member Bennett, to recommend approval of PAB case 2024-0009 to the City Commission requesting that a Preliminary Plat for Sea La Vie subdivision, be approved and that PAB case 2024-0009, as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

4.2 PAB CASE 2024- 0010 LDC AMENDMENTS TO AMEND PLANNED UNIT DEVELOPMENT (PUD) STANDARDS

Mrs. Gibson presented the staff report and recommended approval.

Vice-Chair Stevenson shared concerns from the public about PUDs.

DRAFT

Mrs. Gibson described some of the benefits of PUDs and the flexibility they provide. Mrs. Bach clarified that PUDs can not deny developments that are allowable under the current LDC, but PUDs allow more opportunities for staff to review projects.

Member Forehand asked why 4.03.01(I)(6) was struck out completely. Member Gillette suggested keeping 4.03.01(I)(6) but specifying its limitations.

Member Bennett asked for the definition of “open space” and “open recreational space.” Mrs. Gibson clarified that “open recreational space” was a misprint and corrected the language presented.

Member Forehand questioned the additions of section 4.03.01(C)(7) to 4.03.01(C)(14). Mrs. Gibson explained that these points clarify what classifies as ‘public benefit’ and Member Gillette expanded by saying that the additional points clarify the opportunities for PUDs.

Vice-Chair Stevenson suggested the “Egans Creek Greenway” be changed to the “Ron Sapp Egans Creek Greenway.” Mrs. Gibson concurred.

Member Doster asked for clarification on who defines the “unique identity and charm of the City” as presented in 4.03.01(A) and if that could be further defined. Mrs. Gibson, Member Gillette and Mrs. Bach agreed that this is better left undefined but discussed by Board Members at the time a project is presented.

Public Hearing was opened.

Mr. Ferreira, a member of the audience, expressed concerns about the Live Local Act and any future developments that could possibly create egress and ingress curb cuts off of S. 15th Street. Mrs. Bach explained the difference between state, county, and city roads and their individual role in the enforcement of the Live Local Act.

Public Hearing was closed.

Board Members resumed discussion about LDC amendments. Member Gillette recommended adding “Roadway Standards” to 4.03.01(J). The Board collectively agreed that they do not want to include buffer and sidewalk standards within that section.

Chair Robas re-opened the floor for public comment.

Joyce Tuten, 2120 Beech Street, commented on wordsmith and the flexibility of the amended PUD standards language.

ACTION TAKEN: A motion was made by Member Gillette, seconded by Vice-Chair Stevenson, to recommend approval of PAB case 2024-0010 to the City Commission requesting LDC Text Amendments with the noted amendments by Staff and the ones proposed by the Board Members.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

5. BOARD BUSINESS

5.1 Continue Board Discussion to amend Parking Standards and Parking Minimums with Staff Presentation of preliminary research outcomes and suggested areas for consideration of future code changes.

Mrs. Gibson recommended deferring this topic to the next meeting to a date certain of September 11, 2024, in order to allow more time for Staff to prepare additional information.

Member Bennett asked if there was any consideration for golf cart parking space.

DRAFT

Lauree Hemke, 751 Barrington Drive, commented on sidewalks and connectivity.

6. STAFF REPORT

Mrs. Gibson formally introduced Margaret Pearson as the new PAB Staff liaison.

7. PUBLIC COMMENT

No members of the public wished to speak.

8. ADJOURNMENT 7:04 PM

Morgan Ohlendorf, Recording Secretary

Victoria Robas, Chair



NOTICE OF PUBLIC HEARING PLANNING ADVISORY BOARD CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Wednesday, August 14, 2024, at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following:

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2024-0010: CITY OF FERNANDINA BEACH REQUESTS TO MODIFY STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY AS PROVIDED IN SECTION 4.03.01 BY REVISING PURPOSE, CHARACTERISTICS, DESIGN REQUIREMENTS AND SITE STANDARDS.

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.

Strategic Planning Session

February 27, 2025

Fernandina Beach Municipal
Golf Course



FERNANDINA BEACH
FLORIDA

Agenda

Welcome & Overview

Department Presentations

10-minute Break

Commission Priorities

10-minute break

Public Comment

Prioritization

Next Steps & Close Out

Mission Statement

We are dedicated to exceptional service to the community to enhance the quality of life, and provide for the well-being of our citizens, guests and environment, while preserving our history.

We will achieve this mission through recruiting and retaining quality employees, teamwork, community involvement, civic duty, fiscal stability, caring, integrity, fairness, responsible planning and a commitment to excellence.

Department Presentations





Police Operation

- **Training-** Continue to foster a culture of learning and growing through training by both in-house and outside instructors and college tuition reimbursement.
- **Outreach-** Increase and diversify public and social media outreach. Through additional social media platforms and in-person events.
- **Cross Training-** Build upon the already established vision of cross training for redundancy and mentoring.
- **General Orders-** Continue with weekly General Order review to ensure that we are evolving to accepted practices.



Police Capital

- **Increase staffing by one (1) Officer.** This will build upon the focus to enhance our patrol squads to a total six (6) employees.
- **Replace our ageing (45) Mobile Data Terminals (MDT) which are mostly end of life.** The plan is to spread the cost over a five (5) year contract. The cost is approximately \$242,432 which would be approximately \$48,486 per year.
- **Replace our ageing Electronic Control Devices (Taser) which are all end of life.** The plan is to spread the cost over a five (5) year contract. The cost is approximately \$201,965 which would be approximately \$40,393 per year.

Fire Department Operations



CONTINUE TO UPDATE FACILITIES

- Improve staff living conditions and modernize both Ocean Rescue Headquarters and Station 1 to enhance operational readiness and ensure long-term sustainability of these critical facilities.
- Improve response and turnout times to exceed national standards.

EXPAND TRAINING CAPABILITIES

- Continue to expand department capabilities to provide in-house training for Fire, EMS, and Ocean Rescue personnel.
- Expanding our training capabilities will reduce the need to send staff to external locations, improving efficiency and preparedness.



EXPAND COMMUNITY ENGAGEMENT EFFORTS TO INCLUDE

- Increased recruitment initiatives
- Enhanced public engagement programs
- Growth of the CPR training program
- Increased public education on fire and emergency response preparedness
- Provide additional beach safety community outreach programs



IMPROVE TECHNOLOGY

- Replace all mobile computers across the department fleet to maintain high standards of reliability for mobile computing and patient care tablets.

DEPARTMENT STANDARD OPERATING GUIDELINES

- Continue to review, revise, and implement all department Standard Operating Guidelines (SOGs) for Fire, EMS, and Ocean Rescue to ensure best practices and operational efficiency.



Fire Department Capital



STATION 1

- Replace any remaining tile to match the new flooring scheduled for this fiscal year, paint all interior walls to refresh the space and improve overall living conditions.
- Install the Purvis Dispatching System to enhance 911 call processing, improve communication, and reduce response times. **\$48,000**

OCEAN RESCUE HQ

- Updates to Bay Floors.
- Replace any windows and doors that were not replaced this fiscal year.

TRAINING

- **Addition to training tower:** Expand in-house training capabilities to include; advancing hose lines, firefighter survival, mayday, victim search, ventilation, and special operations training evolutions. **\$130,000**

TECHNOLOGY IMPROVEMENT

- Replace (27) Fire and Ocean Rescue Toughbooks and tablets to ensure uniformity across IT mobile devices for public safety. The cost is distributed over a five-year contract, with an annual expense of **\$24,965.37**, totaling **\$124,826.85**.



Public Works – Operations

Streets- Facilities – Fleet - Sanitation

Streets Division – Maintenance of all City right-of-ways, public lots; \$2 million budget

- ROW maintenance, milling in-house, partnering with County on full County road assessment
- Improved walkability & pedestrian safety

Facilities Division – Maintenance of 69 City facilities; \$1.1 million budget (maintenance \$ budgeted within department's budgets)

- Improved “proactive” Maintenance of 69 buildings covering numerous services for the City.
- Work order backlog, tired facilities, rising costs to outsource

Fleet Division – Maintenance of 240 rolling units, \$1.23 million budget (maintenance/operational costs of fleet is centralized, less Golf Course))

- Continue to appropriately fund Vehicle Rotation Plan; rising costs, right size fleet

Sanitation – service of commercial garbage collection and residential garbage, recycling, and yard debris collection; \$3.5 million budget

- 6,700 residential units & 500 business serviced by Waste Management
- Contract expires in January of 2029



Public Works – Capital

Streets- Facilities – Fleet - Sanitation

Streets Division:

- Improve the City's sidewalk network
- Street Resurfacing (72-mile road network)
 - Increase funding due to growing backlog of street resurfacing projects, goal 20yr rotation
 - Replacement front end loader (\$275k)

Fleet Division:

- Follow vehicle rotation plan to acquire approximately \$2 million in replacement assets. These assets are part of a Fleet inventory valued at \$20 million.

Facilities Division:

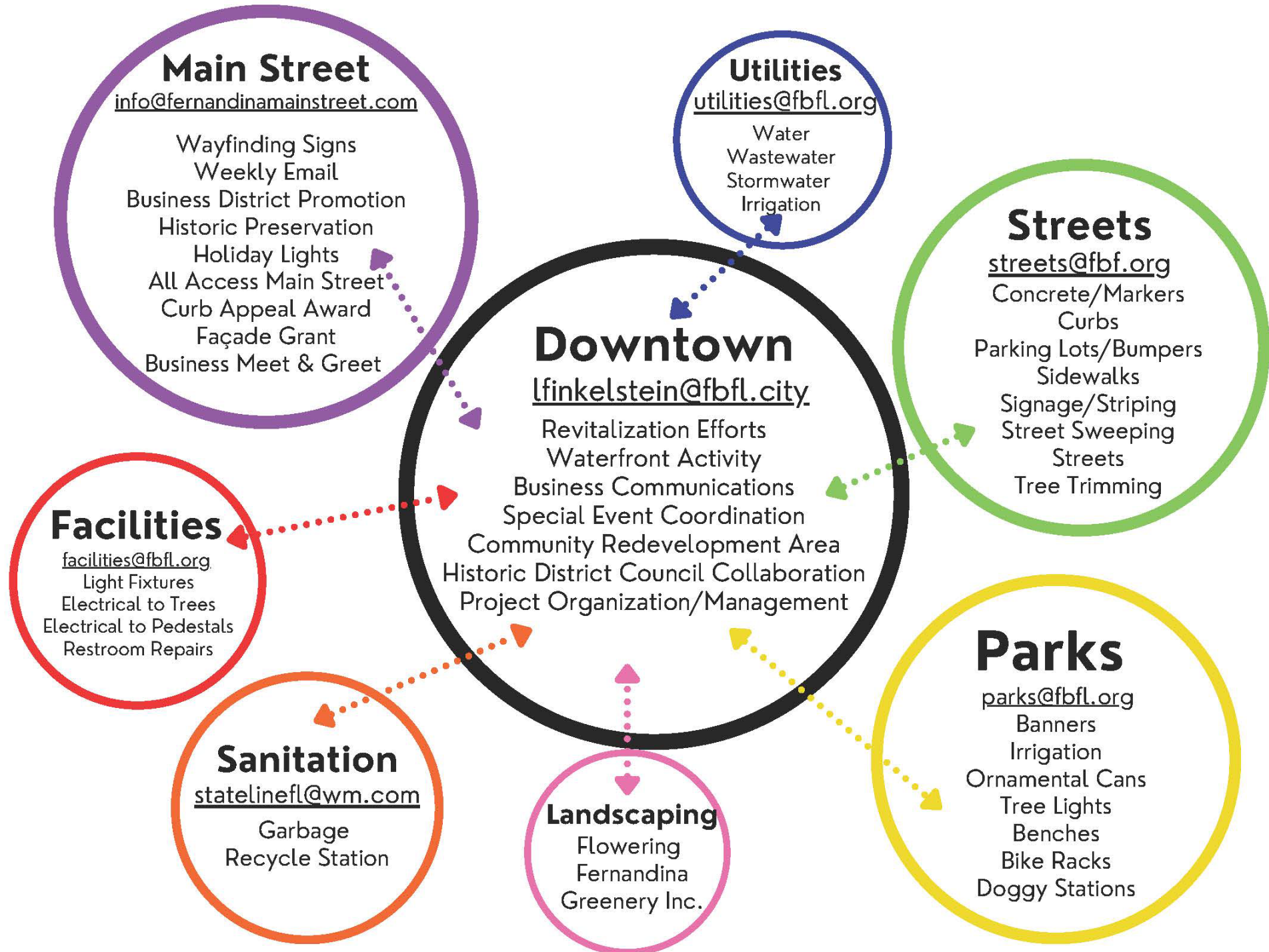
- Support projects to various City facilities to extend useful life of structures.
- Prioritize facility replacement
 - Atlantic Recreation Center
 - MLK Center
 - City Hall



Downtown Operations

- Enhance Overall Appearance
 - Landscape Maintenance/Planting
 - General Maintenance (bulb replacement, electrical pedestals, trash cans, etc.)
 - Memorial Bench Sales/Installation/Maintenance
 - Litter/Street Sweeping
- Improve Coordination/Communication with DT Stakeholders
 - Capital Projects
 - Special Events
 - Business Disruptions
 - Trash Service/Shared Dumpsters
- Productive Collaboration
 - Fernandina Beach Main Street
 - Keep Nassau Beautiful
 - Flowering Fernandina
 - Bartram Garden Club
- Increase Downtown Accessibility
 - Parking Management Solutions
 - Improved Pedestrian Safety
 - One-way Streets
 - All Access Main Street Program
 - St. Marys Ferry Service





Downtown Capital

- Waterfront Park
- Alachua Street
 - Stormwater Management
 - Sidewalks/Curbing
 - Trees
 - Paving
- Downtown Revitalization Project
 - Underground Infrastructure Replacement
 - Sidewalks
 - Streetlights
 - Undergrounding Utilities East of 4th Street
 - Landscape Walls
 - Streetscape Elements
- Streetscape N 2nd Street, Alachua to Broome
- Demolition/Replacement for 1 S Front Street
- Design/Construction of Riverwalk
- Amelia River Bulkhead Additions/Replacement



Stormwater Operations



Review and prioritize drainage repair and improvements

Currently have 21 outstanding maintenance/ small improvement projects that will commit current staff for next 9 to 10 months

This does not include preventative maintenance and hurricane preparation efforts



Evaluate staffing needs to maintain level of service

Current staff is a crew of 4 and 1 Supervisor. Administrative support provided by Utility Administration

Recommend adding 4 additional staff to provide flexibility to address maintenance and improvement activities and improve our level of service

Stormwater Capital



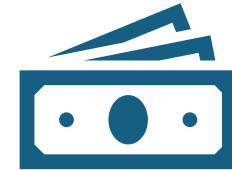
Update of stormwater master plan in coordination with Nassau County

Develop basin model of City drainage, including associated County facilities
Identify current limitations to capacity and prioritize upgrades



Currently have \$6.5M in outstanding projects identified in current master plan

Continue design and permitting of current projects under development



Evaluate funding for identified projects

Current fee structure can support increased staff, maintenance and small improvement projects
Recommend looking into a bond in order to complete larger infrastructure projects

Wastewater Operations



IMPLEMENT FORMAL ASSET
MANAGEMENT PROGRAM AND
OPTIMIZE WORK ORDER SYSTEM



PROMOTE DEVELOPMENT AND
TRAINING OF STAFF



MAINTAIN LEVEL OF CUSTOMER
SERVICE AND WASTEWATER
TREATMENT STANDARDS



IMPROVE ENFORCEMENT OF
FOG PROGRAM REQUIREMENTS

Wastewater Capital

- Implementation of Surface Water Discharge Elimination (SB 64 requirement by 2032)
 - Currently budgeted \$7M for treatment plant improvements
 - Will require relocation of Streets and Parks Department storage facilities and modifications to the Police shooting range
- Continued investigation into Infiltration and Inflow
- Continued rehabilitation of lift stations, and gravity collection systems



Water Operations



Promote development
and training of staff



Maintain level of
customer service and
water quality



Promote water
conservation and
minimize water loss

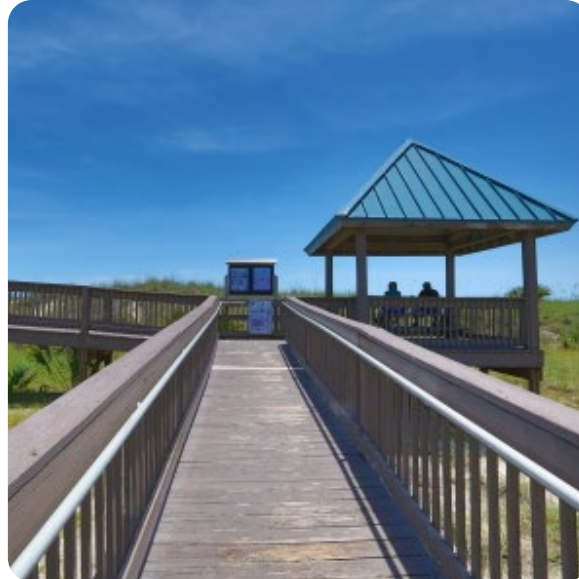


Improve backflow
prevention enforcement
procedure

Water Capital

- Implementation of Reuse system to accompany Surface Water Discharge Elimination (SB64, 2032, \$1M budget)
- Water meter change out will be complete FY 25/26
- Implementation of AMI Fixed Base system in FY 26/27
 - Allows customers to monitor water usage and enables leak detection
 - Removes the need for full time meter reader





Parks & Recreation Operations

Enhance Parks & Facilities – Maintain and improve existing parks, ensure equitable access, and implement sustainable design and maintenance practices.

Expand Connectivity & Access – Work with Nassau County Board of Health, Nassau County and The City's Operations teams to Improve multi-modal connections (trails, sidewalks, bike paths) and ensure barrier-free access to recreational areas.

Preserve Open Space & Natural Areas – Acquire and protect land for parks, conservation, and recreation while maintaining environmental sustainability.

Enrich Community Recreation – Offer diverse programs for all ages, promote health and wellness, and enhance communication about recreation opportunities.

Strengthen Our Team & Leadership – Invest in staff development, improve collaboration, and foster a culture of innovation and service excellence.



Parks & Recreation Capital

Youth Athletics:

- **Ybor Alvarez Sports Complex:** Soccer and Softball Reconfiguration
- **Charles Albert Field and Practice Field (MLK Center):** Reconstruction
- **Poe Pinson Skatepark:** Expansion

Cemetery:

- **Bosque Bello Cemetery :** Columbarium

Maintenance:

- **Playground Equipment:** Sunrise and Main Beach Park
- **Shade Structures:** Updates
- **Boardwalks:** 4N, 35S, 38, and 27 (Removed in 2019). Continue Maintenance of existing structures.





Golf Operations

- **Continue to Improve Course Conditions:** Ensure the golf course is maintained to a high standard, regular updates to the greens, fairways, bunkers, and tee boxes for a quality playing experience.
- **Increase Banquet Events:** Book events within the community to create revenues in rentals and F&B sales. Create social & casual golfing opportunities, such as "9 and Dine", where golfers can play a round followed by dinner or drinks at the clubhouse.
- **Tournaments and Events:** Host as many outside tournaments, charity fund raisers, Jr golf events, and leagues as possible. Spark Golf TUESDAYS Apr8th – Sept 30th @ 5PM
- **Improve Marketing Presence:** Actively market the course through the City and the golf course Facebook account, Email monthly newsletters and club updates. Advertise in local newspaper, magazine, and multi-media maps of the island. Static ad placement with electronic signage on Kiosks in 4 island hotel lobbies.
- **Increase Golf Clinics and Lessons:** Hire an Independent Contractor (PGA MEMBER) to offer beginner-friendly clinics or group lessons to help new players learn the game. Host specific golf lessons for women, seniors, and families.



Golf Capital

- **Secondary Water Source:** The deep well supplies water for irrigation and to fill the pond at North 9. Due to the age and deterioration of the well and pump, it is vulnerable to failure. Failure would leave the course without water. Reclaimed water is scheduled to be available in 5 to 7 years and will serve as the primary water source.
- **Golf Course Equipment:** Continue 5-year Rotation Plan.
- **Kitchen Purchases:** New grill and banquet cabinet.
- **Restaurant/Bar Upgrade:** Renovate the restaurant's existing bar to enhance the guest experience.
- **Golf Course Renovation:** Start a planning process ASAP and to begin project in the next 5 years. (1) one 9-hole layout at a time. 2025 cost ranges around 3.5 million dollars per 9-holes.

Airport Operations

Provide a Safe and Reliable Airport – Provide FAA mandated safety areas around the airport, ensure facilities that meet demands of critical aircraft, minimize obstructions to air navigation through compatible surrounding land use.

Enhance Long-term Fiscal Sustainability – Maximize business effectiveness, promote aviation business activity, enhance airport's role as a local and regional economic asset.

Minimize Negative Environmental Impacts – Identify major environmental considerations and minimize impacts through considerate development planning.

Maintain/Enhance Efficient Operation – Plan facilities to accommodate operational demand and aircraft fleet mix, promote opportunities to capitalize on new infrastructure & growth areas.





Airport Capital Plan

Safety and Reliability:

- **Acquire Fire Fighting Vehicle (2025):** Acquire airport fire fighting vehicle for Station 2.
- **Runway 13/31 Rehabilitation (2026/2027):** Rehabilitate pavement, lighting, and stormwater.
- **Taxiway B Rehabilitation (2027/2028):** Rehabilitate pavement, lighting, and stormwater.
- **T-hangar Taxilane Rehabilitation (2025/2026):** Rehabilitate t-hangar taxilanes and entrance road to t-hangars.

Planning for the Future:

- **Airport Master Plan Update (2025):** Engage with stakeholders and public to provide a road map for efficiently and safely meeting aviation demand.
- **Ybor Alvarez Development (2025 – 2028):** Complete an Environmental Assessment, extend Taxiway D to connect Ybor Alvarez, construct new t-hangars, and enter ground leases for private hangar development.



Marina Operations

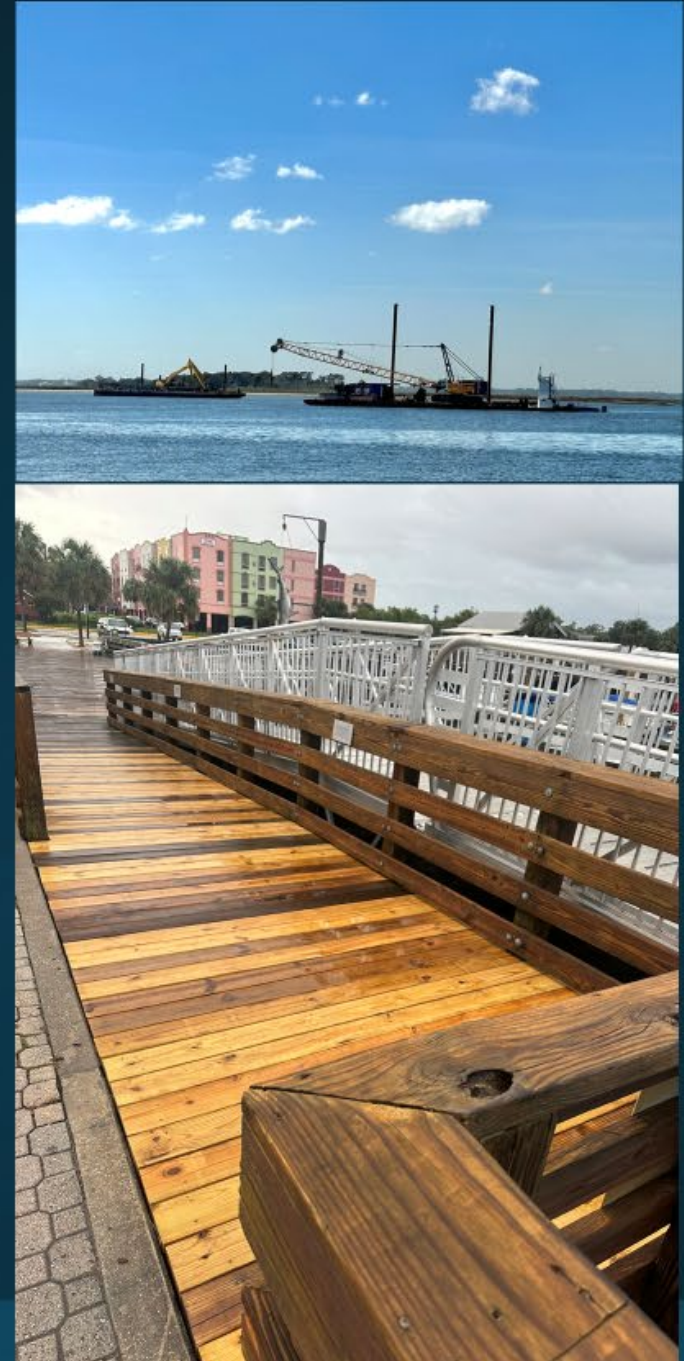


- **Cost Control & Expense Reduction**
 - Credit card fee reduction, ACH
 - Local business sponsorship opportunities
- **Staff development & Training**
 - Florida Fuel safety certifications, A&B and C operator
 - Oasis training- workplace ethics, harassment, safety
- **Customer Experience & Community Engagement**
 - Local fishing tournaments
 - Partner with Shrimp Festival committee; shrimp boat tours, MC awards
 - Partnerships with downtown merchants and hotels discounts to boaters; Hampton Inn
- **Revenue Growth & Diversification**
 - Hybrid annual slip holder rate
 - St. Marys ferry service
 - Targeted marketing- annual migration, great loop, yacht club rendezvous



Marina Capital

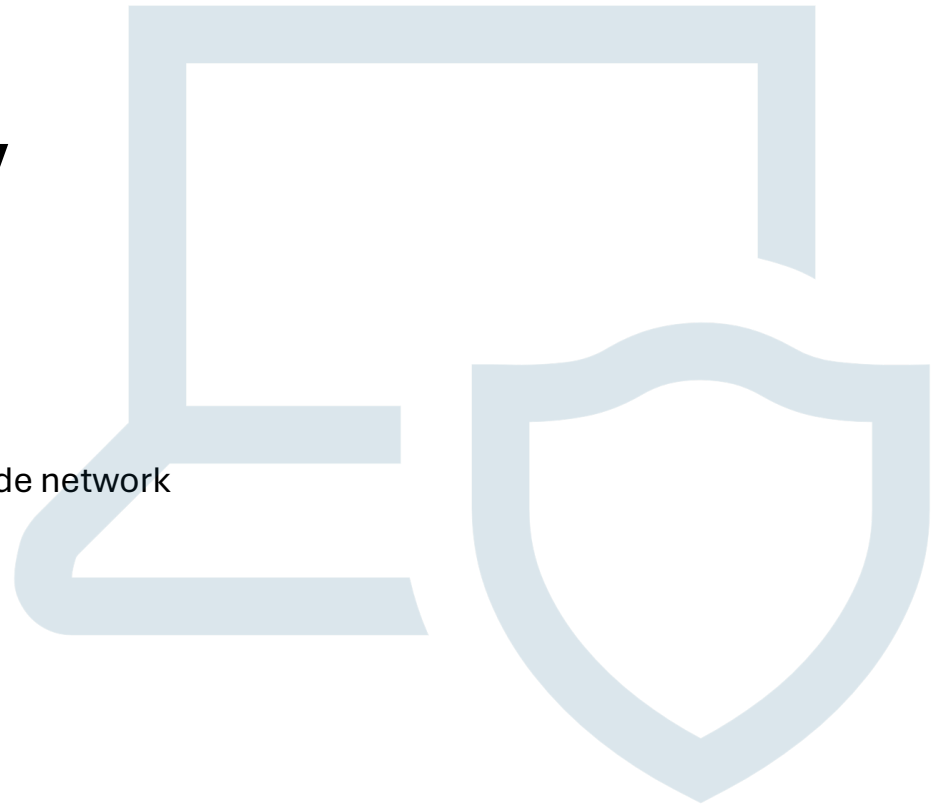
- **Fuel Tank Replacement:** determine relocation, realign fuel lines
- **Maintenance Dredging:** partially funded by Florida Inland Navigation District grant
- **Dock Rehabilitation:** Invest in aging docks, maintain high level of safety & guest satisfaction.
- **Boat Ramp:** Reconstruction and realignment of downtown ramp.
- **City Boardwalk:** strategic maintenance with consideration Waterfront Park, Brett's Waterway Cafe





Information Technology Operations

- Citywide cybersecurity concerns
- Support 16 individual sites connected to one enterprise-wide network
- Migrating to a new payment processor – Invoicecloud
- Migrating to new permitting/inspection software – CityView
- Ongoing support issues – “Helpdesk Tickets”
- Hardware refresh of EOL hardware - Citywide



Information Technology Capital



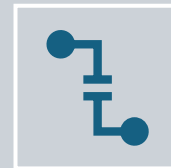
Storage needs continually expand, especially to maintain DR plan



Almost all hardware is replaced at 5-to-8-year intervals



PCs, servers and storage have a useful life on the shorter end of that



Networking equipment which consists of switches, routers, firewalls, and access point tend to have a useful life closer 7 to 8 years

Building Operations



Apply for International Accreditation Service (IAS) Recognition



Increase Building Meetings to include yearly trades meetings



Increase Community Rating System (CRS) Rating



Increase Building Code Effectiveness Grading Schedule (BCEGS) Rating



Launching CityView (new permitting system) and ForeRunner (floodplain management system)

Planning and Conservation Operations

- Adopt the 2045 Vision Plan
- Update Municipal Services Impact Fees
- Increase Preservation Activities
- Continue to host seasonal interns
- Update Land Development Code
- Evaluation and Appraisal Report Due 9/1/26
- Adaptation Plan Completed 2025

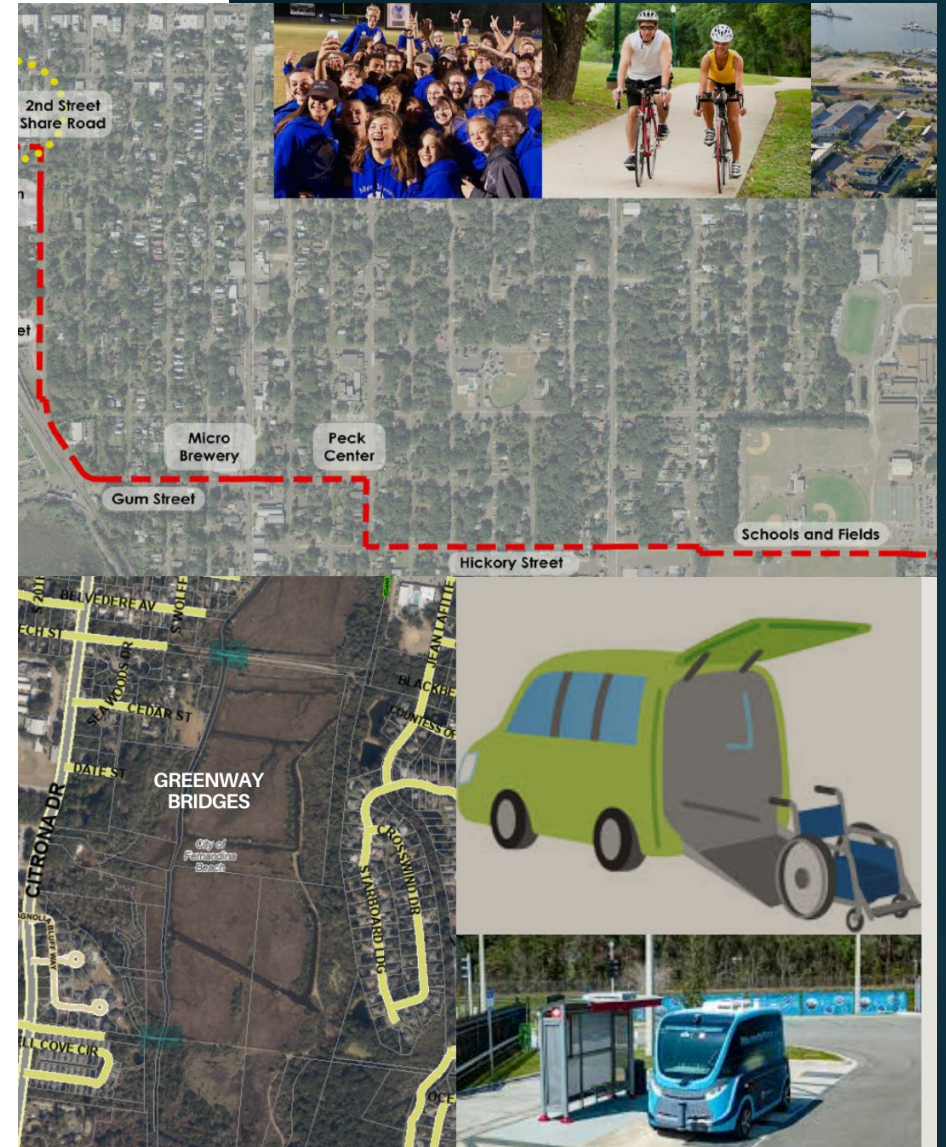
Vision 2045 Key Themes & Goals



Theme	Goal
Environmental Sustainability & Resiliency	• Protect and increase the City's tree canopy • Increase acreage of land dedicated to recreation and conservation • Remove all septic tanks in the City • Further improve protection of wetlands and coastal areas • Increase the City's resiliency to climate change and sea-level rise
Preservation of Character	• Ensure preservation and upkeep of historic assets • Preserve the existing building stock • Ensure new buildings are in line with community character • Reinforce community's social connections and small town charm
Livability	• Better balance tourism with the needs of residents • Improve living conditions for seniors • Expand affordable housing opportunities • Ensure opportunities for young professionals and families • Maintain socio-economic diversity
Future Ready Infrastructure, Utilities, and Public Facilities	• Establish a resilient Smart Grid that is fully hardened against future storms, supplied by renewable energy sources, supports electric vehicles (EVs), and supported by expanded and modernized broadband infrastructure • Ensure all City owned and/or operated public facilities will incorporate sustainable future proofing (SFP) design principles
Mobility & Transportation	• Complete sidewalk and bike networks • Improve accessibility for senior and disabled citizens • Establish transit options around the island • Establish transit connections to off-island populations and jobs

Planning and Conservation Capital

- Funding for Expanded Transit Services
- ADA Van for Greenway Tours
- Greenway bridge repair and replacements at Beech and Hickory Streets
- Conservation Land Purchases
- Multi-use trail expansion Schools to Downtown
- Connect Gaps in Sidewalks



Finance Operations



Staff development

Assess the current knowledge & abilities within the department

Compare with organizational goals

Identify strengths and deficits



Process modernization

Assess our current processes

Compare them to reporting requirements and requests from stakeholders

Determine resources or training needed



Develop a plan and implement training

Finance

Use

Use the information gathered when determining operational needs to:

- Identify solutions needed
- Determine a course of action to ascertain which product or service will meet the needs

Coordinate

Coordinate with IT, HR and other departments

- Develop an implementation plan with various contributors

Budget

Budget accordingly based on the information above

Code Enforcement Operations

Staff Changes 2025-2026 – Out of a small staff of three, two key employees, the Director and the Senior Code Enforcement Officer, will be retiring in the next 14 months. This leaves the Administrative Coordinator.

Preparing for Staff Changes – The Administrative Coordinator wants to become a Code Enforcement Officer. Some training has already taken place. While providing field training, a part-time Staff Assistant is needed to continue the support needs of the department and the CEAB. This hire needs to be as soon as possible.

Urgency of Preparation – The goal is to make this transition seamless for our citizens, business owners, visitors and staff. The Staff Assistant can start out as part-time, getting trained and allowing field training for the proposed Officer. As much training as possible needs to take place for both positions, by the time the retirement of the forementioned employees takes place.

Sea Turtle Nesting Season Personnel – During the Spring/Summer 2025 Nassau County Shore Protection Project (SPP), lighting surveys, follow-up, and reporting are required per the permit for three years. A seasonal part-time person will need to be trained by the Code Enforcement Director, who is the only knowledgeable, experienced person to do so. This needs to take place this summer, 2025.

Pride in Our Team – The Code Enforcement team has worked diligently to provide excellent customer service to everyone that we serve. The voluntary compliance rate is 98%. I have the utmost pride in the Code Enforcement staff. The goal is to keep this level of service with no interruptions.

The top picture is of the original house that Code Enforcement cited and worked with the property owners. The picture to the right is the property in compliance. The bottom picture is what the property looks like today.

This is an example of a Code Enforcement success story where everyone wins.



Human Resources Operations

Recruit and Retain a Highly Competent Workforce – Ensure compensation plan is equitable & competitive; assist departments with talent acquisition, development strategies to help retention; enhance new hire orientation & onboarding process; target turnover rate of less than 10% (27%, 15%, 11%, 12%).

Provide a Cost-Effective & Innovative Employee Benefits– Enhance & facilitate an effective benefit program that includes activities focused on preventative health & wellness measures; increase employee engagement in benefit fair & wellness challenges; work with benefit consultant to obtain cost-saving proposals on insurance plans and options for FY 2025-26.

Implement a Comprehensive Training Program – Improve communication and interpersonal skills, build better relationships with customers & co-workers; enhance safety training to reduce incidents; provide career development opportunities for succession planning, growth, advancement; & improve staff productivity, performance and job satisfaction.

Ensure compliance with labor laws, policies and procedures – Update personnel policies and train staff to ensure best practices are in place that align with organizational objectives and collective bargaining agreements.

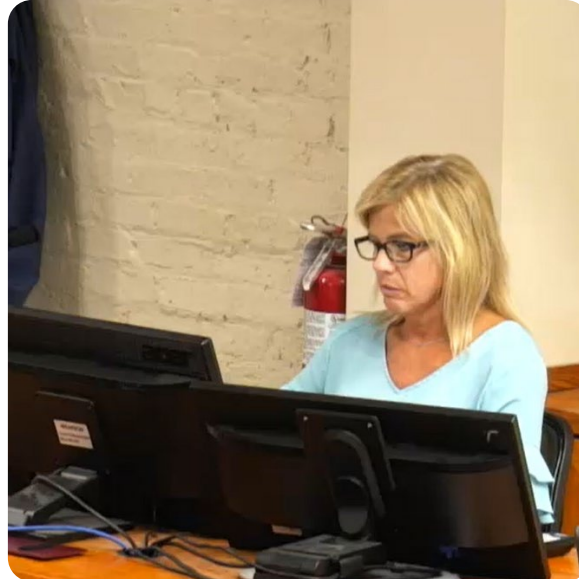


City Attorney- Grants Administration Operations

- The Legal Department ensures that the City remains compliant with laws and proposes legally acceptable ways to accomplish the City's overall goals, policies and objectives.
- When a permanent City Attorney is selected, additional Department goals may be identified.
- Grants Administration intends to introduce consideration of specific grant opportunities into annual budget and Capital Projects processes.
- Strategy is to provide a list and description of City-eligible grants to Directors and the City Commission during annual budgeting processes to streamline identification of grants to pursue during the upcoming FY and inform related budgeting decisions. Some to consider authorizing for FY 2025/2026:

City Attorney- Grants Administration

- FDEP Trail-Go Grant, max \$200K for maintenance of trails;
- small match (Aug).
- The FDEP Florida Recreation Development Grant (FRDAP), max \$200K;
- 100% match (Sept).
- The FDEP Coastal Partnership Initiative (CPI), max \$60K in grant funds;
- 100% match (Sept).
- FDOS Historic Preservation Small Matching Grant, max \$50K;
- no match (April).
- FDOS Historic Preservation Special Category Grant, max \$500K;
- 25% match (April).
- FEMA Assistance to Firefighters Grant Program, max \$1 million;
- 5% match (November).
- FDEP Resilient Florida Implementation Grant. No maximum award;
- 50% match (July 2026).



City Clerk's Operating

Citizen service, public relations, legislative process, administration, protecting & managing the public record.

- Municipal elections.
- City Commission regular meeting, special meeting, workshop agenda's, actions taken and minutes.
- Records management: indexing, retention, scheduling, and disposition.
- Advisory board/committee appointments, term expirations, training records.
- Ordinance codification.
- Legal advertisements in compliance with applicable Ordinances and Florida Statutes.
- Record/file/advertise official documents with the Nassau County Clerk of the Court.
- Audit accounts payable checks in compliance with Charter provisions and purchasing policies and procedures.
- Mayor and Commissioner correspondence.

CREATE ITEM

Select Agenda

Sections and Items

AGENDA ITEMS

Agenda Item Name

Test item #2

Item Category

Department

City Clerk

Item ID

189

CANCEL CREATE ITEM CREATE AND ADD NEW

Social Media Archiving

Account: City of Fernandina Beach Government

Owned by: Mary Hamburg

Album: All

City of Fernandina Beach Government

1 day ago

Do you have experience in architecture, design, history, preservation or archaeology AND live in the City? If so, we need your expertise to serve on the Historic District Council!

To apply to this board or others, visit www.fbfl.us/392/vacancie4s

CALL FOR VOLUNTEERS

City of Fernandina Beach Government

1 day ago

The Coalition for the Homeless of Nassau County will activate a cold night shelter at the MLK Jr. Recreation Center (1200 Elm Street) on Sunday, February 16, starting at 6:00pm until the morning of Tuesday, February 18.

City Clerk's Capital



FACILITATES & SUPPORT MUNICIPAL SERVICES TYPICALLY DOES NOT HAVE CAPITAL NEEDS. EXPENSES ARE DRIVEN BY TECHNOLOGY ADVANCEMENTS AND CHANGES INITIATED BY COMMISSION, FLORIDA STATUTE, AND CHARTER.



RECENT CAPITAL PROJECTS INCLUDE CLOSED-CAPTIONED MEETINGS. VOTING SOFTWARE, CIVIC CLERK, LASERFICHE, SWAGIT, JUSTFOIA, ARCHIVE SOCIAL



UPCOMING – MEETING MANAGEMENT SOFTWARE LAUNCH

Fernandina Beach, FL

Item 8.1

City Commission

February 4th, 2025 7:59 pm

much land left to tap onto the

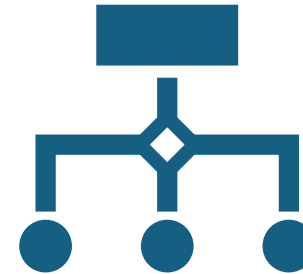
City Manager Operations

Organization Assessment & Adjustment – Streamline reporting and span of control

Focusing on Development & Resources – Achieve goals through strategic assessment of current plans and pursuit of relevant funding opportunities

High Performance Board – focus on broad policy issues, clear expectations, & administrative efficiencies.

The Dignity Index – Elevating Community Dialogue



Keys to success for high-performing board teams



City Manager Capital

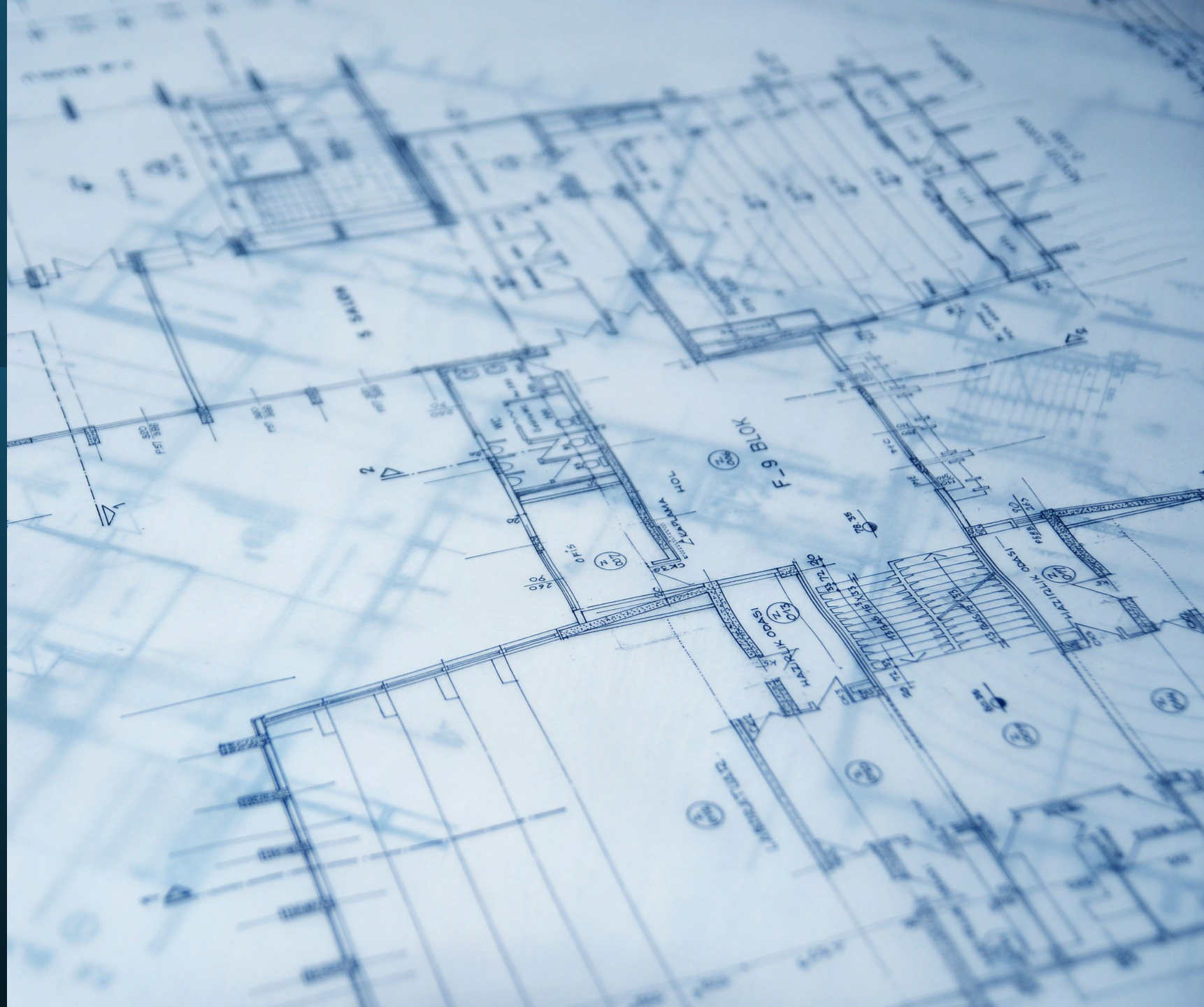
Seawall – permitting, Phase 1 construction, funding plan and strategy for remaining sections

Waterfront Activation – demolition of existing restaurant, community engagement and design for next concept

Trail System – continued collaboration with County, FDOT and local trail groups for expansion and connectivity

Beach Harmonization – continued collaboration for Seaside Park construction and Main Beach concepts

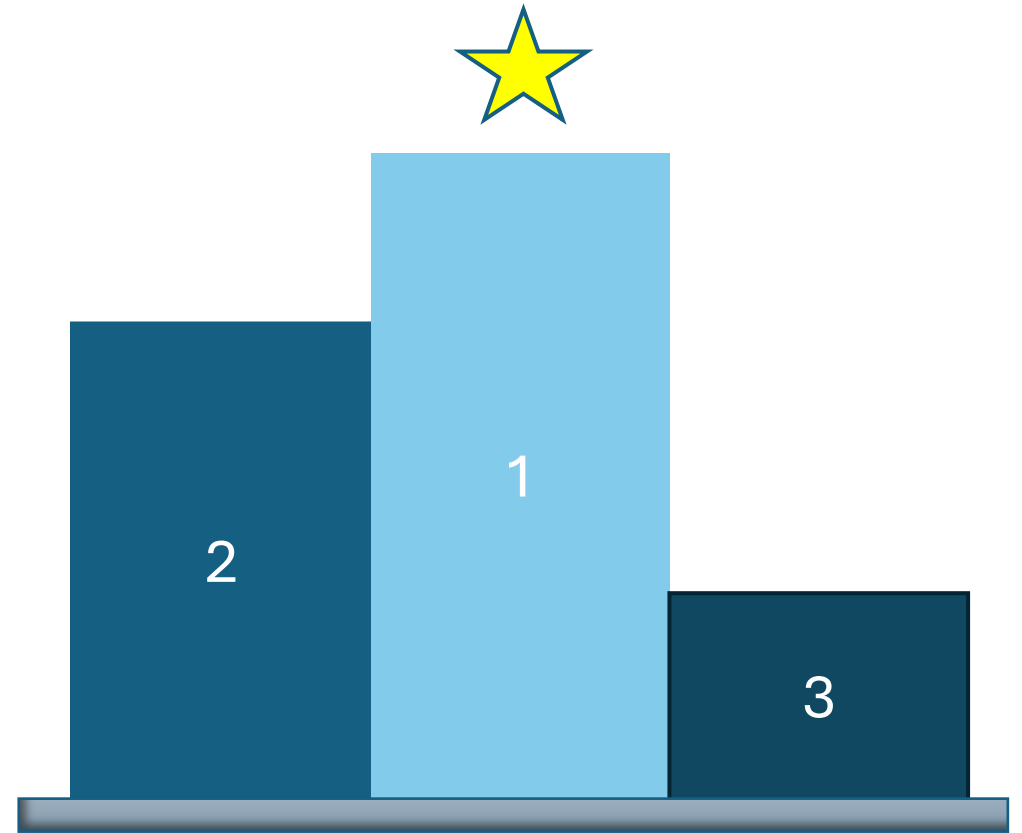
Commission Priorities



Public Comment



Prioritization Process



Next Steps

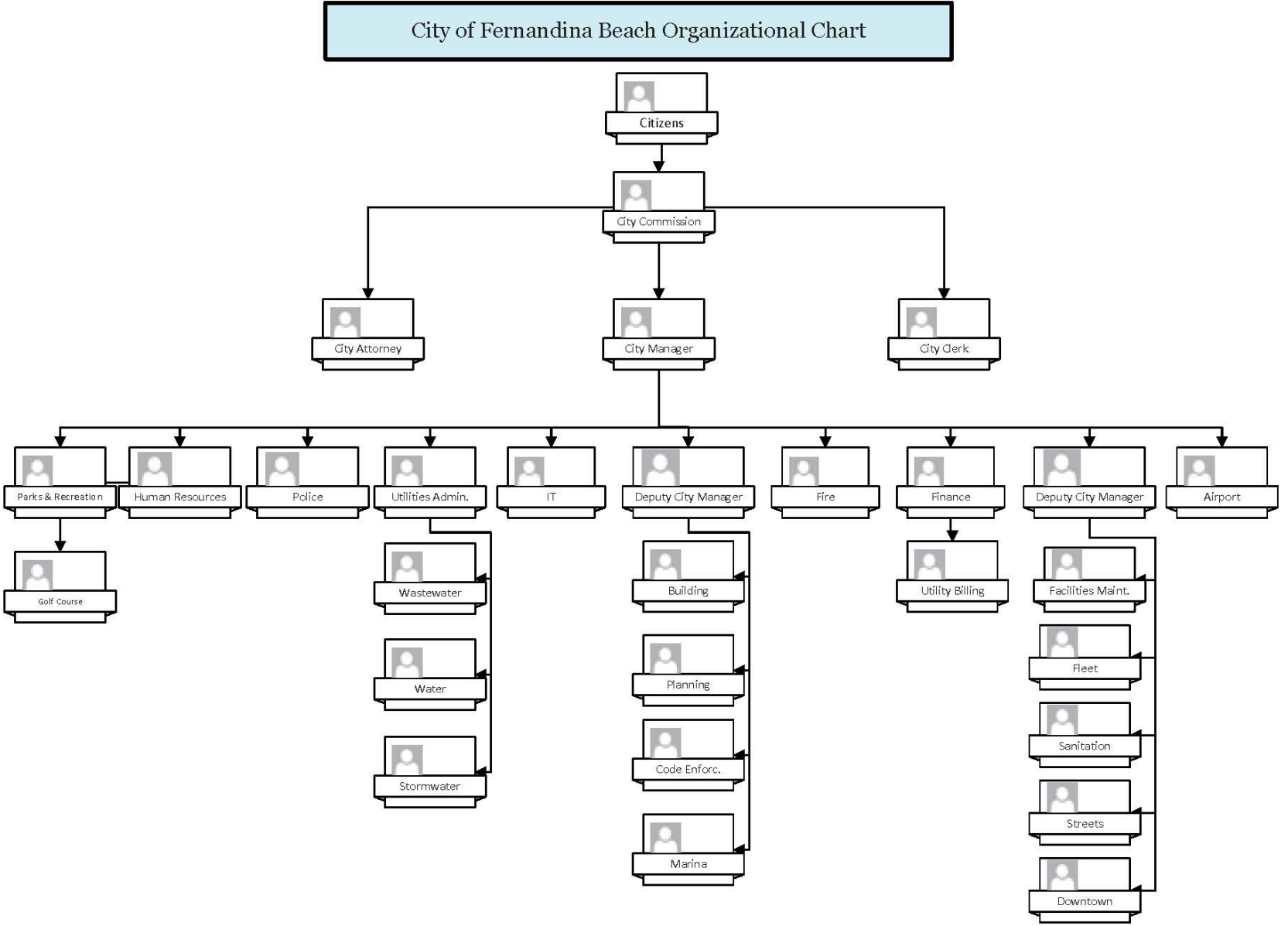
Review Budget Calendar

Commissioner Budget Meetings

CIP Plan Adoption

Budget Workshops

Budget Hearings



Org Chart Concept

