



AGENDA
FERNANDINA BEACH CITY COMMISSION
REGULAR MEETING
AUGUST 19, 2025
6:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE / INVOCATION

Invocation by Reverend John Kasper of Blackrock Baptist Church

4. PROCLAMATION / PRESENTATIONS

4.1 PROCLAMATION - 9TH ANNUAL "TERRY KELLY SKATE JAM" - *In recognition of the Friends of Fernandina Skate Park's 9th Annual Terry Kelly Skate Jam. Friends of Fernandina Skate Park President Waldemar Borrero, Vice President Kenny Pinson, Treasurer Mike Nichols, Secretary Alex Johnston, Event Manager Tiffinnie Taylor, Vendor Coordinator Tori Lancaster, Music Coordinator Jenn Burns, and Sponsorship Coordinator Melissa Oliver will be in attendance to accept.*

4.2 PRESENTATION - FLOOD ADAPTATION PLAN - *In accordance with Florida Statute 308.093, coastal municipalities are required to conduct a coordinated approach to address impacts and to improve resilience to flooding and sea level rise. Halff Senior Resilience Planner Patrick Doty AICP, CFM will be in attendance to present the City's final Flood Adaptation Plan.*

4.3 PRESENTATION - AIRPORT RATES AND CHARGES - *Airport Director Nathan Coyle will be in attendance to present.*

4.4 PRESENTATION - BUDGET SUMMARY - *Comptroller Susan Carless will review the July 2025 budget summary and be available to answer any questions.*

4.5 PRESENTATION - PROJECT UPDATES - *Deputy City Manager Jeremiah Glisson will provide an update on current and/or pending projects.*

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

6. CONSENT AGENDA

6.1 APPROVAL OF MINUTES - *City Commission Regular Meeting - May 20, 2025; City Commission Workshop - June 3, 2025; City Commission Regular Meeting - June 3, 2025; City Commission Regular Meeting - June 17, 2025; City Commission Workshop - July 1, 2025, and the City Commission Regular Meeting - July 1, 2025.*

6.2 LEASE ASSIGNMENT - HABITAT FOR HUMANITY OF JACKSONVILLE, INC. - RESOLUTION 2025-138 **CONSENTING TO THE ASSIGNMENT AND ASSUMPTION OF LEASE**

AGREEMENT FOR PROPERTY OWNED BY THE CITY OF FERNANDINA BEACH AT THE PECK CENTER FROM NASSAU HABITAT FOR HUMANITY, INC, TO HABITAT FOR HUMANITY OF JACKSONVILLE, INC; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Assigns the existing Peck Center Habitat for Humanity lease to their new name: Habitat for Humanity of Jacksonville, Inc.*

- 6.3 **AWARD OF INVITATION TO BID 25-21 - MAE CONTRACTING, LLC. - RESOLUTION 2025-139** AWARDING INVITATION TO BID 25-21 TO MAE CONTRACTING, LLC FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the award of ITB 25-21 to MAE Contracting, LLC to provide fencing at City facilities.*
- 6.4 **PURCHASE APPROVAL - FIRE DEPARTMENT - RESOLUTION 2025-140** APPROVING THE PURCHASE OF A SKEETER QRV AIRPORT RESCUE AND FIREFIGHTING (ARFF) VEHICLE FOR THE FIRE DEPARTMENT; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the purchase and funding of a Skeeter QRV Airport Rescue and Firefighting Vehicle for the Fire Department.*
- 6.5 **GRANT AGREEMENT AMENDMENT - FLORIDA DEPARTMENT OF TRANSPORTATION - RESOLUTION 2025-141** AUTHORIZING FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSPORTATION GRANT AGREEMENT #440024-1-94-23 AMENDMENT 1 FOR THE DESIGN AND CONSTRUCTION OF NEW HANGARS AT THE FERNANDINA BEACH MUNICIPAL AIRPORT; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes approval and execution of FDOT Public Transportation Grant Agreement Amendment 1 (PTGA) #440024-1-94-23 for design and construction of new hangars at the Fernandina Beach Municipal Airport.*

7. RESOLUTIONS

- 7.1 **AWARD OF REQUEST FOR PROPOSALS 25-05 - PAID PARKING MANAGEMENT - RESOLUTION 2025-142** AWARDING REQUEST FOR PROPOSAL 25-05 FOR PARKING MANAGEMENT SERVICES TO SP+ PARKING OR ONE PARKING INC. OR ELITE PARKING SERVICES; AUTHORIZING STAFF TO NEGOTIATE CONTRACT TERMS AND CONDITIONS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Awards RFP 2025-05 for paid parking management to one of the three final companies (SP+ Parking, One Parking Inc., or Elite Parking Services) and authorizing staff to negotiate contract terms and conditions.*
- 7.2 **FLOOD ADAPTATION PLAN - RESILIENT FLORIDA GRANT - RESOLUTION 2025-143** APPROVING THE FLOOD ADAPTATION PLAN TO SUPPORT COMMUNITY RESILIENCE; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the City of Fernandina Beach Flood Adaptation Plan as prepared by consultant Halff and supported by City staff. Presentation by Halff.*
- 7.3 **FIVE-YEAR CAPITAL IMPROVEMENT PLAN APPROVAL - RESOLUTION 2025-144** APPROVING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2025/2026 THROUGH 2029/2030; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the City's five-year Capital Improvement Plan for Fiscal Years 2025/2026 through 2029/2030.*

8. ORDINANCE - FIRST READING

- 8.1 **MASTER FEE SCHEDULE - ORDINANCE 2025-09 ESTABLISHING AND AMENDING FEES FOR THE AIRPORT, BUILDING, BUSINESS SERVICES, CODE ENFORCEMENT, CEMETERY, CITY CLERK'S OFFICE, CITY MANAGER'S OFFICE, FIRE, GOLF CLUB, MARINA, PARKS AND RECREATION, PLANNING AND CONSERVATION, POLICE, SANITATION, STORMWATER, STREETS, WASTEWATER, WATER, AND IMPACT FEES, EXCLUDING WATER AND SEWER IMPACT FEES FOR FY 2025/2026; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.** *Synopsis: Establishes the FY 2025-2026 Master Fee Schedule.*

9. ORDINANCE - SECOND READING

- 9.1 **COMPREHENSIVE PLAN TEXT AMENDMENTS - WATER SUPPLY FACILITIES WORK PLAN - ORDINANCE 2025-03 AMENDING THE 2030 COMPREHENSIVE PLAN PUBLIC FACILITIES ELEMENT TO UPDATE THE CITY'S WATER SUPPLY FACILITIES WORK PLAN IN ACCORDANCE WITH FLORIDA STATUTE SECTION 373.709 (REGIONAL WATER SUPPLY PLANNING); PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.** *Synopsis: The City of Fernandina Beach requests a Comprehensive Plan Text amendment to update its Water Supply Facilities Work Plan in accordance with 373.709, Florida Statutes.*
- 9.2 **LAND DEVELOPMENT CODE TEXT AMENDMENTS - LANDSCAPING, BUFFERS, AND TREE PROTECTION - ORDINANCE 2025-04 AMENDING THE LAND DEVELOPMENT CODE SECTION 1.07.00 ACRONYMS AND DEFINITIONS, SECTION 4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION, SECTIONS 4.05.01 GENERALLY, 4.05.02 APPLICABILITY, 4.05.03 LANDSCAPE MATERIALS STANDARDS, 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANS AND RENUMBERING SECTIONS WHICH FOLLOW AND INCORPORATING PLAIN OR CLARIFYING LANGUAGE IN SECTIONS 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANS, AND 4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT; AND MODIFYING SECTION 4.05.07 PARKING LOT LANDSCAPING REQUIREMENTS; AND SECTION 4.05.13 HARDSHIP RELIEF IN APPLICABILITY TO ONLY LANDSCAPE STANDARDS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.** *Synopsis: Amends the Land Development Code to modify Chapter 1 definitions and landscaping sections and subsections contained in Chapter 4, consistent with the Planning Advisory Board direction.*
- 9.3 **LAND DEVELOPMENT CODE TEXT AMENDMENTS - ACRONYMS, DEFINITIONS, WATERFRONT MIXED USE - ORDINANCE 2025-06 AMENDING THE LAND DEVELOPMENT CODE TO ADD TERMS IN SECTION 1.07.00 ACRONYMS AND DEFINITIONS TO DEFINE HEALTH STUDIOS, PERSONAL TRAINER, RESIDE/OWNER OCCUPIED, ROOFTOP GARDEN; AMENDING SECTION 2.03.02 TABLE OF LAND USES TO LOCATE HEALTH STUDIOS; AMENDING SECTION 3.03.03 DEVELOPMENT WITHIN WETLANDS TO EXEMPT W-1 (WATERFRONT MIXED USE) PROPERTIES FROM WETLAND BUFFER REQUIREMENTS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.** *Synopsis: Request to add terms to Land Development Code Section 1.07.00 Acronyms and Definitions and amend Section 3.03.03 to exempt W-1 from the wetland buffer requirements, consistent with the Planning Advisory Board direction.*
- 9.4 **LAND DEVELOPMENT CODE TEXT AMENDMENTS - PARKING STANDARDS AND PARKING LOT DESIGN - ORDINANCE 2025-07 AMENDING LAND DEVELOPMENT CODE**

SECTION 7.01.04 PARKING STANDARDS AND PARKING LOT DESIGN TO AFFIRM PARKING MAXIMUM REQUIREMENTS, TO ENABLE A FEE IN LIEU FOR PARKING WITHIN THE 8TH STREET MIXED USE OVERLAY/(MU-8) ZONING, ADDING CLARIFYING LANGUAGE IN TABLE 7.01.04(A) PARKING SPACE REQUIREMENTS, INCORPORATING STANDARDS FOR BARBER SHOPS, BEAUTY SALONS, NAIL SALONS, SKINCARE, OR TATTOO PARLORS, AND MODIFYING THE STANDARDS FOR MEDICAL OFFICES AND CLINICS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends the Land Development Code to modify parking standards and requirements for specific uses, consistent with the Planning Advisory Board direction.*

- 9.5 **LAND DEVELOPMENT CODE TEXT AMENDMENTS - HISTORIC DISTRICT COUNCIL - ORDINANCE 2025-08 AMENDING LAND DEVELOPMENT CODE SECTION 9.03.01(B) MEMBERSHIP, REMOVING ALTERNATES FROM THE HISTORIC DISTRICT COUNCIL TO ESTABLISH A SEVEN (7) REGULAR VOTING MEMBER COUNCIL; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.** *Synopsis: Amending the Historic District Council membership to seven (7) voting members and eliminating alternate members.*

10. BOARD APPOINTMENTS

- 10.1 **BOARD OF ADJUSTMENT** - two appointments

11. CITY MANAGER REPORTS

12. CITY CLERK REPORTS

13. CITY ATTORNEY REPORTS

14. MAYOR/COMMISSIONER COMMENTS

15. ADJOURNMENT

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- A THREE (3) MINUTE TIME LIMIT MAY BE IMPOSED FOR ALL SPEAKERS (EXCEPT IN A QUASI-JUDICIAL HEARING). A "REQUEST TO SPEAK" FORM IS AVAILABLE ON THE COUNTER AT THE ENTRANCE TO THE COMMISSION CHAMBERS. THE FORM SHOULD BE GIVEN TO THE CITY CLERK UPON COMPLETION.
 - THE MAYOR WILL DETERMINE THE ORDER OF THE SPEAKERS AND MAY IMPOSE MORE RESTRICTIVE TIME LIMITS.
 - ONE PERSON WILL SPEAK AT A TIME AND ADDRESS COMMENTS TO THE MAYOR, NOT INDIVIDUAL CITY COMMISSION MEMBERS.
 - THE CITY COMMISSION MAY ASK QUESTIONS OF SPEAKERS WHO WILL HAVE ONE MINUTE TO RESPOND. ADDITIONAL TIME MAY BE GRANTED AT THE DISCRETION OF THE MAYOR OR BY A MOTION BY THE CITY COMMISSION.
 - SPEAKERS MAY FILE COPIES OF THEIR REMARKS WITH THE CITY CLERK WHO WILL MAKE THEM AVAILABLE TO THE COMMISSION.
 - MULTI-MEDIA PRESENTATIONS MUST BE SUBMITTED TO THE CITY CLERK NO LATER THAN THE FRIDAY BEFORE THE MEETING.
 - FERNANDINA BEACH CITIZENS WILL SPEAK BEFORE NONRESIDENTS AND SPEAKERS WILL LIMIT REMARKS TO THE SPECIFIC SUBJECT MATTER.

- DISCUSSION – DIRECTION - ACTIONS ITEMS MAY BE ACTED UPON BY THE CITY COMMISSION BY EITHER A MOTION AND VOTE IN ACCORDANCE WITH ROBERTS RULES OF ORDER, OR BY A CONSENSUS OF THE CITY COMMISSION.
- PURSUANT TO RESOLUTION 95-32, IF AN ITEM IS NOT ON THE AGENDA IT REQUIRES A FOUR-FIFTHS VOTE OF THE CITY COMMISSION DECLARING THE ITEM AN EMERGENCY BEFORE ACTION CAN BE TAKEN.
- *QUASI-JUDICIAL* - DENOTES THAT THE ITEM MUST BE CONDUCTED AS A QUASI-JUDICIAL HEARING IN ACCORDANCE WITH CITY COMMISSION ESTABLISHED PROCEDURE AND FLORIDA STATUTES. ANY PERSON WISHING TO APPEAL ANY QUASI-JUDICIAL DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE.
- AT THE DISCRETION OF THE MAYOR, A RECESS MAY BE SCHEDULED EVERY NINETY MINUTES.

Persons with disabilities requiring accommodations in order to participate should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired).