



AGENDA  
FERNANDINA BEACH CITY COMMISSION  
REGULAR MEETING  
MARCH 15, 2016  
6:00 P.M.  
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 Mark Stalaker of Bible Baptist Church.*

4. PROCLAMATION / PRESENTATION

4.1. PROCLAMATION – SUNSHINE WEEK

**PROCLAMATION – SUNSHINE WEEK** – *Recognizes March 13-19, 2016, as “Sunshine Week.” City Clerk Caroline Best will be present to accept the Proclamation.*

Documents: [Proclamation Sunshine Week.pdf](#)

4.2. PROCLAMATION – PURPLE DAY FOR EPILEPSY AWARENESS

**PROCLAMATION – PURPLE DAY FOR EPILEPSY AWARENESS** – *Recognizes March 26, 2016 as “Purple Day” for epilepsy awareness. Ms. Heather Pinckney and her daughter, Laurel Pinckney will be present to accept the Proclamation.*

Documents: [Proclamation Epilepsy.pdf](#)

4.3. PRESENTATION – COMMUNITY REDEVELOPMENT AREA (CRA) UPDATE

**PRESENTATION – COMMUNITY REDEVELOPMENT AREA (CRA) UPDATE** – *CRA Advisory Board Chair Arlene Filkoff will provide a Monthly Progress Update.*

Documents: [CRA Update Presentation.pdf](#)

4.4. PRESENTATION – AMELIA TREE CONSERVANCY

**PRESENTATION – AMELIA TREE CONSERVANCY** – *Amelia Tree Conservancy Chair Margaret Kirkland, Landscape Designer Arthur Herman, and Civil Engineer Robert Prager will provide a presentation regarding the creation of a tree commission.*

Documents: [Presentation Amelia Tree Conservancy.pdf](#)

4.5. BUDGET SUMMARY / INVESTMENT SUMMARY

**BUDGET SUMMARY / INVESTMENT SUMMARY** – City Manager Martin will answer any questions regarding the budget summary for February 2016.

**Documents:** [Budget Summary Investment Summary.pdf](#)

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

6. CONSENT AGENDA

6.1. UPDATING REIMBURSABLE EXPENSES – UPDATED

**UPDATING REIMBURSABLE EXPENSES – UPDATED**  
RESOLUTION 2016-14 APPROVING THE SETTLEMENT AGREEMENT IN THE CASE OF ROBIN JOY MARLEY V. CITY OF FERNANDINA BEACH; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves a Settlement Agreement with Robin Joy Marley.*

**Documents:** [Resolution 2016-14.pdf](#)

6.2. FINAL PLAT APPROVAL – SHELL COVE

**FINAL PLAT APPROVAL – SHELL COVE** - RESOLUTION 2016-35 APPROVING FINAL PLAT, PAB CASE 2016-04 TITLED “SHELL COVE”; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Accepts and approves the plat titled “Shell Cove” as a final plat.*

**Documents:** [Resolution 2016-35.pdf](#)

6.3. URBAN AND COMMUNITY FORESTRY GRANT APPLICATION

**URBAN AND COMMUNITY FORESTRY GRANT APPLICATION** - RESOLUTION 2016-36 APPROVING THE SUBMITTAL OF ONE URBAN AND COMMUNITY FORESTRY GRANT APPLICATION AND TO ENTER INTO AN URBAN AND COMMUNITY FORESTRY GRANT MEMORANDUM OF AGREEMENT WITH THE STATE OF FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, DIVISION OF FORESTRY; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes the execution of the Urban and Community Forestry Grant Memorandum of Agreement between the City of Fernandina Beach, Florida and the Florida Department of Agriculture and Consumer Services.*

**Documents:** [Resolution 2016-36.pdf](#)

7. RESOLUTIONS

7.1. COMPLAINT FOR INJUNCTIVE RELIEF AND DAMAGES - MARCO DESTIN, INC. (ALVIN’S ISLAND)

**COMPLAINT FOR INJUNCTIVE RELIEF AND DAMAGES - MARCO DESTIN, INC. (ALVIN’S ISLAND)** – RESOLUTION 2016-37 APPROVING THE CITY ATTORNEY TO PROCEED WITH A COMPLAINT FOR INJUNCTIVE RELIEF AND DAMAGES AGAINST MARCO DESTIN, INC. (ALVIN’S ISLAND) FOR FAILURE TO COMPLY WITH THE CITY SIGN CODE AND FAILURE TO OBTAIN A BUSINESS TAX RECEIPT UNDER STATE LAW; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes the City Attorney to serve the Summons to proceed with the Complaint for Injunctive Relief and Damages against Marco Destin, Inc.*

Documents: [Resolution 2016-37.pdf](#)

## 8. ORDINANCES – FIRST READING

### 8.1. LAND DEVELOPMENT CODE AMENDMENT – TRADE SERVICES

#### **LAND DEVELOPMENT CODE AMENDMENT – TRADE**

**SERVICES - ORDINANCE 2016-05** AMENDING THE LAND DEVELOPMENT CODE SPECIFIC TO THE TABLE OF LAND USES CHAPTER 2, SECTION 2.03.02 TO ALLOW TRADE AND REPAIR SERVICES WITHIN THE C-1 ZONING DISTRICT AND ADDING SUPPLEMENTAL STANDARDS TO CHAPTER 6, SECTION 6.02.28 SPECIFIC TO C-1 ZONED PROPERTIES, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends the Land Development Code specific to trade services.*

Documents: [Ordinance 2016-05.pdf](#)

### 8.2. ZONING CHANGE – 8 FLAGS SHOPPING CENTER

#### **ZONING CHANGE – 8 FLAGS SHOPPING CENTER -**

**ORDINANCE 2016-06** CHANGING THE CITY'S ZONING MAP TO ASSIGN A ZONING CATEGORY OF GENERAL COMMERCIAL (C-2) FOR PARCELS TOTALING 9.49 ACRES OF LAND LOCATED ON S. 14TH STREET BETWEEN LIME AND JASMINE STREETS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Assigns a Zoning Category of General Commercial (C-2) to 9.49 acres located on S. 14<sup>th</sup> Street between Lime and Jasmine Streets.*

Documents: [Ordinance 2016-06.pdf](#)

## 9. ORDINANCES – SECOND READING

### 9.1. LAND DEVELOPMENT CODE AMENDMENT – LAND USE DEFINITIONS

#### **LAND DEVELOPMENT CODE AMENDMENT – LAND USE**

**DEFINITIONS - ORDINANCE 2016-03** AMENDING THE LAND DEVELOPMENT CODE SPECIFIC TO LAND USE DEFINITIONS AS CONTAINED IN CHAPTER 1, SECTION 1.07.00, AND CHAPTER 2, SECTION 2.03.02; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends the Land Development Code specific to Land Use Definitions.*

Documents: [Ordinance 2016-03.pdf](#)

### 9.2. CODE AMENDMENT – VEHICLES FOR HIRE

#### **CODE AMENDMENT – VEHICLES FOR HIRE - ORDINANCE**

**2016-04** AMENDING THE CODE OF ORDINANCES CHAPTER 86, ARTICLE III, TITLED VEHICLES FOR HIRE; AMENDING SECTION 86-91, DEFINITIONS, BY DEFINING TYPES OF VEHICLES FOR HIRE; AMENDING SECTION 86-112 BY REMOVING AND AMENDING SIGN REQUIREMENTS; AMENDING SECTION 86-136 BY REQUIRING TAXICABS TO POST RATE SCHEDULES CONSPICUOUSLY IN VEHICLES; AMENDING SECTION 86-140 BY REMOVING THE REQUIREMENT FOR LEATHER, VINYL, OR SOME SIMILAR NONABSORBENT FABRIC UPHOLSTERY WHICH CAN BE EASILY CLEANED; PROVIDING FOR SEVERABILITY; AND

BE EASILY OBTAINED, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE. *Synopsis: Amends various sections of the City Code pertaining to Vehicles for Hire.*

**Documents:** [Ordinance 2016-04.pdf](#)

## 10. BOARD APPOINTMENT

### 10.1. HISTORIC DISTRICT COUNCIL

**HISTORIC DISTRICT COUNCIL** – 1 appointment.

**Documents:** [HDC Board Appointment.pdf](#)

### 10.2. PLANNING ADVISORY BOARD

**PLANNING ADVISORY BOARD** – 1 appointment.

**Documents:** [PAB Board Appointment.pdf](#)

## 11. DISCUSSION – DIRECTION – ACTION ITEM

## 12. CITY MANAGER REPORTS

## 13. CITY ATTORNEY REPORTS

## 14. CITY CLERK REPORTS

## 15. MAYOR/COMMISSIONER COMMENTS

## 16. 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.
  - IN ACCORDANCE WITH STATE LAW, ITEMS NOT ON THE AGENDA MAY BE BROUGHT UP FOR DISCUSSION BUT NO ACTION MAY BE TAKEN BY THE CITY COMMISSION. IF APPROPRIATE THE ITEM MAY BE SCHEDULED ON A FUTURE AGENDA.
  - THE MAYOR WILL DETERMINE THE ORDER OF THE SPEAKERS AND MAY IMPOSE MORE RESTRICTIVE TIME LIMITS.
  - ONE PERSON WILL SPEAK AT A TIME AND ADDRESS COMMENTS TO THE MAYOR, NOT INDIVIDUAL CITY COMMISSION MEMBERS.
  - THE CITY COMMISSION MAY ASK QUESTIONS OF SPEAKERS WHO WILL HAVE ONE MINUTE TO RESPOND. ADDITIONAL TIME MAY BE GRANTED AT THE DISCRETION OF THE MAYOR OR BY A MOTION BY THE CITY COMMISSION.
  - SPEAKERS MAY FILE COPIES OF THEIR REMARKS WITH THE CITY CLERK WHO WILL MAKE THEM AVAILABLE TO THE COMMISSION.
  - FERNANDINA BEACH CITIZENS WILL SPEAK BEFORE NONRESIDENTS AND SPEAKERS WILL LIMIT REMARKS TO THE SPECIFIC SUBJECT MATTER.
  - DISCUSSION – DIRECTION - ACTION ITEMS MAY BE ACTED UPON BY THE CITY COMMISSION BY EITHER MOTION AND VOTE IN ACCORDANCE WITH ROBERTS RULES OF ORDER, OR BY A CONSENSUS OF THE CITY COMMISSION.

- PURSUANT TO RESOLUTION 95-32, IF AN ITEM IS NOT ON THE AGENDA IT REQUIRES A FOUR-FIFTHS VOTE OF THE CITY COMMISSION DECLARING THE ITEM AN EMERGENCY BEFORE ACTION CAN BE TAKEN.
- QUASI-JUDICIAL - DENOTES THAT THE ITEM MUST BE CONDUCTED AS A QUASI-JUDICIAL HEARING IN ACCORDANCE WITH CITY COMMISSION ESTABLISHED PROCEDURE AND FLORIDA STATUTES. ANY PERSON WISHING TO APPEAL ANY QUASI-JUDICIAL DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE.

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

CITY COMMISSION AGENDA ITEM  
City of Fernandina Beach



SUBJECT: **Proclamation**  
Sunshine Week

ITEM TYPE:  Ordinance  Resolution  Other  
 Proclamation  Presentation

REQUESTED ACTION: **Presentation**

SYNOPSIS: Attached is a Proclamation recognizing March 13-19, 2016, as "Sunshine Week." City Clerk Caroline Best will be present to accept the Proclamation.

FISCAL IMPACT: N/A

2015 STRATEGIC PRIORITIES:  Waterfront Funding (Priority 1)  Fire Department (Priority 1)  
 8<sup>th</sup> Street (Priority 1)  Department Goals (Priority 1)  
 Trolley System (Priority 2)  Beach Renourishment (Priority 2)  
 4 Year Terms (Priority 2)  8<sup>th</sup> Street Entrance (Priority 2)  
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

DEPARTMENT DIRECTOR Submitted by: Caroline Best, *CBest* Date: 2/17/16  
City Clerk  
CONTROLLER Approved as to Budget Compliance Date:  
CITY ATTORNEY Approved as to Form and Legality Date:  
CITY MANAGER Approved Agenda Item for 3/15/16 *DLM* Date: 2/17/16

COMMISSION ACTION:  Approved As Recommended  Disapproved  
 Approved With Modification  Postponed to Time Certain  
 Other  Tabled

# Proclamation

**WHEREAS**, James Madison, the father of our federal Constitution, wrote that “consent of the governed” requires that the people be able to “arm themselves with the power which knowledge gives.” Sunshine Week supports the principles of open government and the public’s right to know and have access to public records; and

**WHEREAS**, Sunshine Week is a national initiative to open a dialogue about the importance of open government and freedom of information; and

**WHEREAS**, an open and accessible government is vital to establishing and maintaining the people’s trust and confidence in their government and in the government’s ability to effectively serve its citizens; and

**WHEREAS**, every citizen in our participatory democracy has an inherent right to access government meetings and public records. Providing all persons the right of access, to public records and government meetings is a high priority of the City of Fernandina Beach; and

**WHEREAS**, the City of Fernandina Beach is committed to openness and transparency in all aspects of its operations and seeks to set a high standard in this regard.

**NOW, THEREFORE**, I, John A. Miller, by virtue of the authority vested in me as Mayor of the City of Fernandina Beach, Florida, do hereby proclaim the week of March 13 - 19, 2016 as

## “SUNSHINE WEEK”

in Fernandina Beach, Florida where we are committed during this Sunshine Week, and throughout the year to work diligently to enhance the public’s access to government records and information, to increase information provided electronically and online, and to ensure that all meetings of deliberative bodies under our jurisdiction, and its committees, are fully noticed and open to the public.

**IN WITNESS WHEREOF**, I hereunto set my hand and caused the Official Seal of the City of Fernandina Beach, Florida, to be affixed this 15<sup>th</sup> day of March, 2016.

CITY OF FERNANDINA BEACH

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JOHN A. MILLER  
Mayor - Commissioner

CITY COMMISSION AGENDA ITEM  
City of Fernandina Beach



SUBJECT: **Proclamation**  
Purple Day for Epilepsy Awareness

ITEM TYPE:  Ordinance  Resolution  Other  
 Proclamation  Presentation

REQUESTED ACTION: **Presentation**

SYNOPSIS: Attached is a Proclamation recognizing March 26, 2016 as "Purple Day" for epilepsy awareness. Ms. Heather Pinckney and daughter Laurel Pinckney will be present to accept the Proclamation.

FISCAL IMPACT: N/A

2015 STRATEGIC PRIORITIES:  Waterfront Funding (Priority 1)  Fire Department (Priority 1)  
 8<sup>th</sup> Street (Priority 1)  Department Goals (Priority 1)  
 Trolley System (Priority 2)  Beach Renourishment (Priority 2)  
 4 Year Terms (Priority 2)  8<sup>th</sup> Street Entrance (Priority 2)  
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

DEPARTMENT DIRECTOR Submitted by: Caroline Best, *C Best* Date: 2/17/16  
City Clerk

CONTROLLER Approved as to Budget Compliance Date:

CITY ATTORNEY Approved as to Form and Legality Date:

CITY MANAGER Approved Agenda Item for 3/15/16 *DLM* Date: 2/17/16

COMMISSION ACTION:  Approved As Recommended  Disapproved  
 Approved With Modification  Postponed to Time Certain  
 Other  Tabled

# Proclamation

**WHEREAS**, as long ago as 400 B.C., Hippocrates, the Father of Medicine, rejected ancient beliefs that epilepsy was a sacred visitation from the gods or that it was a curse from the gods; that people afflicted with the disorder held prophetic powers....Hippocrates believed epilepsy was a brain disorder; and

**WHEREAS**, epilepsy, also known as a seizure disorder today, is a neurological condition characterized by a sudden, brief attack of altered consciousness, motor activity or sensory phenomena. Over 65 million people have epilepsy worldwide. It is estimated that 400,000 Floridians are living with this disorder; and 1 in 26 people in the U.S. will develop epilepsy at some point in their lifetime and 1 in 10 will have a seizure; and

**WHEREAS**, epilepsy has many possible causes, including illness, brain injury, abnormal brain development, lack of oxygen at birth, brain tumor, infection and brain hemorrhage. In sixty percent of the cases, the cause is unknown and can affect anyone, at any age and at any time; and

**WHEREAS**, motivated by her own struggles with epilepsy, a young Cassidy Megan wanted to educate people about epilepsy in an effort to dispel myths and inform those with seizures that they are not alone by creating an international day for epilepsy awareness, known worldwide as Purple Day; and

**WHEREAS**, the lack of education about this disorder has contributed to age-old myths, superstitions and prejudices. The stigma associated with epilepsy is sometimes worse than the disorder itself. People who have epilepsy make reliable and conscientious employees, they are intelligent, productive, safety conscious, cooperative and attend school and work regularly. They need a supportive environment and opportunity to become productive citizens.

**NOW, THEREFORE**, I, John A. Miller by virtue of the authority vested in me as Mayor of the City of Fernandina Beach, Florida, do hereby proclaim the day of March 26, 2016, as

## **“PURPLE DAY”**

for epilepsy awareness and urge all citizens to join with me in supporting epilepsy awareness and Purple Day by wearing purple on March 26, 2016.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Official Seal of the City of Fernandina Beach, Florida, to be affixed this 15<sup>th</sup> day of March, 2016.

CITY OF FERNANDINA BEACH

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JOHN A. MILLER  
Commissioner-Mayor

CITY COMMISSION AGENDA ITEM  
City of Fernandina Beach



SUBJECT: **Presentation**  
CRA Update

ITEM TYPE:  Ordinance  Resolution  Other  
 Proclamation  Presentation

REQUESTED ACTION: **None**

SYNOPSIS: CRA Advisory Board Chair Arlene Filkoff will provide a Monthly Progress Update.

FISCAL IMPACT: N/A

2015 STRATEGIC PRIORITIES:  Waterfront Funding (Priority 1)  Fire Department (Priority 1)  
 8<sup>th</sup> Street (Priority 1)  Department Goals (Priority 1)  
 Trolley System (Priority 2)  Beach Renourishment (Priority 2)  
 4 Year Terms (Priority 2)  8<sup>th</sup> Street Entrance (Priority 2)  
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

DEPARTMENT DIRECTOR Submitted by: Adrienne Burke, *AB* Date: 2/18/16  
CDD Director  
CONTROLLER Approved as to Budget Compliance Date:  
CITY ATTORNEY Approved as to Form and Legality Date:  
CITY MANAGER Approved Agenda Item for 3/15/2016 *DLM* Date: 2/18/16

COMMISSION ACTION:  Approved As Recommended  Disapproved  
 Approved With Modification  Postponed to Time Certain  
 Other  Tabled

CITY COMMISSION AGENDA ITEM  
City of Fernandina Beach



SUBJECT: **Presentation**  
Amelia Tree Conservancy

ITEM TYPE:  Ordinance  Resolution  Other  
 Proclamation  Presentation

REQUESTED ACTION: N/A

SYNOPSIS: Amelia Tree Conservancy Chair Margaret Kirkland, Landscape Designer Arthur Herman, and Civil Engineer Robert Prager will provide a presentation regarding the creation of a tree commission.

The Amelia Tree Conservancy believes that Fernandina Beach, along with the rest of Amelia Island, is at a critical point in terms of losing the remainder of the maritime forest canopy that provides important benefits to the health, well-being and economic future of area residents. To address this problem, the Amelia Tree Conservancy proposes that the City create a Tree Commission that will contribute to a knowledge-based system for managing the urban forest. The presenters will describe how this system will work and how it will elevate the quality of development in a way that will retain more of the canopy. They will also demonstrate why it is important to have a Commission focused specifically on trees. The presenters will utilize examples from this community and others to demonstrate how the Tree Commission can help retain the canopy and incorporate appropriate development practices in the community.

FISCAL IMPACT: N/A

2015 STRATEGIC PRIORITIES:  Waterfront Funding (Priority 1)  Fire Department (Priority 1)  
 8<sup>th</sup> Street (Priority 1)  Department Goals (Priority 1)  
 Trolley System (Priority 2)  Beach Renourishment (Priority 2)  
 4 Year Terms (Priority 2)  8<sup>th</sup> Street Entrance (Priority 2)  
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

DEPARTMENT DIRECTOR Submitted by: Dale L. Martin, City Manager Date: 2/26/16  
CONTROLLER Approved as to Budget Compliance Date:  
CITY ATTORNEY Approved as to Form and Legality Date:  
CITY MANAGER Approved Agenda Item for 03/15/2016 *DLM* Date: 2/26/16

COMMISSION ACTION:  Approved As Recommended  Disapproved  
 Approved With Modification  Postponed to Time Certain  
 Other  Tabled

CITY COMMISSION AGENDA ITEM  
City of Fernandina Beach



SUBJECT: **BUDGET SUMMARY**  
February 2016

ITEM TYPE:  Ordinance  Resolution  Other  
 Proclamation  Presentation

REQUESTED ACTION: None

SYNOPSIS: Budget Summary Report for February 2016, Investment Summary, and Accounts Receivable Summary.

FISCAL IMPACT: N/A

2015 STRATEGIC PRIORITIES:  Waterfront Funding (Priority 1)  Fire Department (Priority 1)  
 8<sup>th</sup> Street (Priority 1)  Department Goals (Priority 1)  
 Trolley System (Priority 2)  Beach Renourishment (Priority 2)  
 4 Year Terms (Priority 2)  8<sup>th</sup> Street Entrance (Priority 2)  
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

DEPARTMENT DIRECTOR Submitted by: Patti Clifford, *PAC* Date: 3/9/2016  
Director's Title  
CONTROLLER Approved as to Budget Compliance *PAC* Date: 3/9/2016  
CITY ATTORNEY Approved as to Form and Legality Date:  
CITY MANAGER Approved Agenda Item for 3/15/2016 *DLM* Date: 3/9/2016

COMMISSION ACTION:  Approved As Recommended  Disapproved  
 Approved With Modification  Postponed to Time Certain  
 Other  Tabled

# Monthly Budget Report

## February 2016

**Overall:** Five months or 41.7% into fiscal year 2015/2016. Electric Franchise Fee revenue has been accrued for the months of January and February. Some expenses may be light due to a processing lag - we generally do not accrue items during the year with Sanitation costs and Marina Fuel being the exceptions. We will prepare budget amendments through the year to ensure budgeted amounts are not exceeded on a line by line basis.

### **General Fund:** (001)

Total General Fund Revenues at 67.44% of the annual budgeted amount is high due to the timing of property tax receipts, more than \$9.2 million received to date. \$250,000 has been accrued year to date for Franchise Fees. Specific lines we are tracking are detailed below.

|   | 15/16<br>Budget   | Feb 16<br>YTD \$ | Feb 16<br>YTD % | Feb 15<br>YTD \$ | Feb 15<br>YTD % |
|---|-------------------|------------------|-----------------|------------------|-----------------|
| Local Option Gas Tax                        | 222,462           | 98,531           | 44.3%           | 96,756           | 45.6%           |
| Small County Surtax<br>(one cent sales tax) | 1,445,224         | 565,993          | 39.2%           | 526,838          | 38.3%           |
| Half Cent Sales Tax                         | 726,445           | 295,633          | 40.7%           | 273,717          | 39.0%           |
| Franchise Fees                              | 1,325,000         | 569,498          | 43.0%           | 495,978          | 36.2%           |
| <b>Total FY 15/16 Bud</b>                   | <b>3,719,131,</b> |                  |                 |                  |                 |
| Total FY 14/15 Actual                       | 3,692,753         |                  |                 |                  |                 |
| Total FY 14/15 Bud                          | 3,659,183         |                  |                 |                  |                 |

The Clerk's budget is over the 41.7% due to payment to the Supervisor of Elections for the November election. The HR department is above the 41.7% mark due to payment for annual kronos maintenance fees.

### **Special Revenue Funds:** (100-190)

Revenues plus Cash Balance Forward exceed Expenditures for all Special Revenue Funds. Because the 2015 Taxable Value for the CRA remains lower than the base year, it did not attract any incremental taxes from the City or the County this fiscal year.

### **Debt Service Funds:** (220 -240)

Semiannual interest payments were recorded in the GO Bond Debt Service Fund, Fund 220, and the Marina Debt Service Fund, Fund 240.

### **Capital Improvement Funds:** (300-330)

Revenues plus Cash Balance Forward exceed Expenditures for all Capital Improvement Funds.

### **Golf Course:** (410)

Revenues exceeded expenditures year to date due to recording annual memberships in October. Memberships were down \$15,370 or 13.2% February year to date this year compared to last February. Margins on Pro Shop Sales are exceeding budget at 83% of costs compared to the budgeted 67%. F&B Sales are higher than F&B costs including labor year to date by \$8,687. The margin on F&B Sales is below budget.

**Airport:** (420)

Revenues exceeded Expenditures for the month and year to date.

**Sanitation:** (440)

Revenues exceeded Expenditures for the month and year to date.

**Wastewater:** (450)

Revenues exceeded Expenditures for the month and year to date. Revenue from Wastewater Fees was \$64,733 or 3.0% higher than last February year to date.

**Water:** (460)

Revenues exceeded Expenditures for the year to date. Revenue from Water Fees was \$34,781 or 2.4% higher than last February year to date. Revenue is tracking slightly lower than budget.

**Storm Water Management:** (470)

Revenues exceeded Expenditures for the month and year to date.

**Marina:** (480)

Revenues exceeded Expenditures for the month and year to date. Slip rental revenue was \$20,795 or 7.6% higher than last February year to date. The margin on Fuel Sales is higher than the budgeted ratio.

**Central Garage:** (510)

Revenue exceeded Expenditures for the month and year to date. The Cost of Goods Sold is light. This Fund is meant to be self-supporting.

**Utility Billing and Utility Administration:** (520 – 530)

Revenues exceeded Expenditures for the month and year to date in Utility Billing. As was anticipated in the budget, Revenues plus Cash Balance Forward exceed Expenditures in Utility Admin.

## INVESTMENT SUMMARY

2/29/2016

| <u>Investment</u>        | <u>Bank</u>                    | <u>Account Number</u> | <u>2/29/2016</u>    | <u>Matures</u> | <u>Interest Rate</u> |
|--------------------------|--------------------------------|-----------------------|---------------------|----------------|----------------------|
| A                        | First Bank P R Santurce        | 33767ARB9             | 248,000.00          | 5/1/2017       | 0.95%                |
| A                        | Ally Bank Midvale Utah         | 02006LVG5             | 246,000.00          | 5/1/2017       | 0.90%                |
| <hr/>                    |                                |                       |                     |                |                      |
| B                        | Bank of China New York City    | 06426TJC4             | 248,000.00          | 7/1/2016       | 0.60%                |
| <hr/>                    |                                |                       |                     |                |                      |
| C                        | Bank India New York            | 06279HBX0             | 248,000.00          | 10/26/2016     | 0.65%                |
| C                        | Santander Bk Wilmington DE     | 80280JJT9             | 246,000.00          | 11/4/2016      | 0.65%                |
| <hr/>                    |                                |                       |                     |                |                      |
| D                        | Everbank Jacksonville FL       | 29976DD72             | 248,000.00          | 1/27/2017      | 0.65%                |
| D                        | Safra National Bank New York   | 78658QRS4             | 246,000.00          | 1/30/2017      | 0.65%                |
| <hr/>                    |                                |                       |                     |                |                      |
| Cemetery                 | Compass Bank Birmingham        | 20451PMU7             | 248,000.00          | 7/31/2017      | 1.30%                |
| Perpetual                | Discover Bank Greenwood Del    | 254672TA6             | 247,000.00          | 7/30/2018      | 1.70%                |
| Funds                    | American Express Fed Svgs Bank | 02587CEC0             | 247,000.00          | 7/29/2019      | 2.05%                |
| <hr/>                    |                                |                       |                     |                |                      |
| SBA                      | SBA                            | 151001-A              | 5,788,899.87        | -              | -                    |
| <b>Total Investments</b> |                                |                       | <b>8,260,899.87</b> |                |                      |

City of Fernandina Beach  
 Accounts Receivable Analysis  
 3/9/2016

| Utility Billing - Current Accounts  |                           |                                 |                            | Avg Mo'ly Billing         |                    |             |
|---|---------------------------|---------------------------------|----------------------------|---------------------------|--------------------|-------------|
| Number of Customers   |                           | Delinquency Days                | \$                         |                           |                    |             |
| 8,300   | Active Customers          |                                 |                            | \$ 980,500.00             |                    |             |
| 298   |                           | 30                              | 30,588.15                  |                           |                    |             |
| 38  |                           | 60                              | 2,659.69                   |                           |                    |             |
| 9   |                           | 90                              | 1,650.07 *                 |                           |                    |             |
| -   |                           | 120                             | - *                        |                           |                    |             |
| -   |                           | 150                             | - *                        |                           |                    |             |
| 298   |                           | Total                           | \$ 34,897.91               | * Payment plan in place   |                    |             |
| Utility Billings - Closed accounts (not yet turned over to Collection Agency) |                           |                                 |                            |                           |                    |             |
| 97  | Closed accts.             | 26 accts. w/delinquent balances | \$ 3,865.24                |                           |                    |             |
| Utility Billings in Collections   |                           |                                 |                            |                           |                    |             |
| Year based on final billing date  | # of Accounts Transferred | Amt of \$ Transferred           | Amt of \$ Recovered by CCI | Amt of \$ Recovered by UB | Total \$ Recovered | % recovered |
| 2012  | 176                       | 29,067.50                       | 2,077.65                   | 7,957.49                  |                    | 34.52%      |
| 2013 (thru Dec)   | 163                       | 28,466.08                       | 936.65                     | 5,522.03                  |                    | 22.69%      |
| 2014 (thru Dec)   | 140                       | 20,272.45                       | 461.39                     | 3,015.57                  |                    | 17.15%      |
| 2015 (thru Nov)   | 113                       | 20,799.66                       | 150.00                     | 2,633.12                  |                    | 0.00%       |
|   |                           | \$ 98,605.69                    | \$ 3,625.69                | \$ 19,128.21              | \$ 22,753.90       | 23.08%      |
| Recovered to date   |                           | \$ (22,753.90)                  |                            |                           |                    |             |
| Balance currently at CCI  |                           | \$ 75,851.79                    |                            |                           |                    |             |

| Airport             |               |                  |             | Avg Mo'ly Billing |
|---------------------|---------------|------------------|-------------|-------------------|
| Number of Customers |               | Delinquency Days | \$          |                   |
| 87                  | ALL Customers |                  |             | \$42,512.60       |
| 7                   |               | 30               | 9,430.00    |                   |
| 0                   |               | 60               | -           |                   |
| 0                   |               | 90               | -           |                   |
| 0                   |               | 120              | -           |                   |
| 0                   |               | 150+             | -           |                   |
| 7                   |               | Sub Total        | \$ 9,430.00 |                   |

| Marina              |               |                          |        | Avg Mo'ly Billing |
|---------------------|---------------|--------------------------|--------|-------------------|
| Number of Customers |               | Delinquency Days         | \$     |                   |
| 45                  | ALL Customers |                          |        | \$21,836          |
| 1                   |               | 30                       | 312.40 |                   |
| 1                   |               | 60                       | 294.16 |                   |
| 0                   |               | 90                       | -      |                   |
| 0                   |               | 120                      | -      |                   |
| 0                   |               | 150+                     | -      |                   |
|                     |               |                          | 606.56 |                   |
| Jack Daniels        | 606.56        | Called +emailed will pay |        | 30+60             |
|                     | 606.56        |                          |        |                   |

| Peck Center & Other City Leases |               |                  |           | Avg Mo'ly Billing |
|---------------------------------|---------------|------------------|-----------|-------------------|
| Number of Customers             |               | Delinquency Days | \$        |                   |
| 9                               | ALL Customers |                  |           | 12,521.54         |
| 2                               |               | 30               | 482.88    |                   |
| 0                               |               | 60               | -         |                   |
| 0                               |               | 90               | -         |                   |
| 0                               |               | 120+             | -         |                   |
| 2                               |               | Sub Total        | \$ 482.88 |                   |

# Budget Summary Report

Fiscal Year to Date Thru February 2016

41.790

Fund 001

## GENERAL FUND

### Revenues

|   | Budgeted                 | Current Revenue | YTD Revenue   | Uncollected Bal | % Collected      |
|---|--------------------------|-----------------|---------------|-----------------|------------------|
| Total Property Taxes                    | 10,332,000.00            | 312,545.70      | 9,258,945.80  | 1,073,054.20    | 89.61            |
| Total Local Option Taxes                | 1,667,686.00             | 175,704.85      | 664,523.82    | 1,003,162.18    | 39.85            |
|   | 0.00                     | 0.00            | 0.00          | 0.00            | 0.00             |
| <b>TOTAL LOCAL BUSINESS TAX FEES</b>    | 171,000.00               | 2,611.86        | 150,249.04    | 20,750.96       | 87.86            |
| Total Building Permits                  | 563,200.00               | 53,434.50       | 256,291.50    | 306,908.50      | 45.51            |
| <b>TOTAL ELECTRIC FRANCHISE FEES</b>    | 1,325,000.00             | 64,214.29       | 569,498.46    | 755,501.54      | 42.98            |
| <b>TOTAL GAS FRANCHISE FEES</b>         | 15,000.00                | 2,597.00        | 4,412.87      | 10,587.13       | 29.42            |
| Other CDD Permits/Fees                  | 234,700.00               | 32,403.50       | 129,781.63    | 104,918.37      | 55.30            |
| Total Federal Grants                    | 40,000.00                | 0.00            | 0.00          | 40,000.00       | 0.00             |
| Total State Grants                      | 0.00                     | 0.00            | 0.00          | 0.00            | 0.00             |
| Total State Shared Revenues             | 965,382.00               | 83,143.77       | 403,398.58    | 561,983.42      | 41.79            |
| Total Grants from Other Local Units     | 154,046.00               | 13,415.23       | 50,357.69     | 103,688.31      | 32.69            |
| Total Payments in Lieu of Taxes         | 50,000.00                | 0.00            | 0.00          | 50,000.00       | 0.00             |
| Total Public Safety Fees/Services       | 558,000.00               | 34,483.03       | 160,682.69    | 397,317.31      | 28.80            |
| Admin Fee-Water                         | 0.00                     | 0.00            | 0.00          | 0.00            | 0.00             |
|   | 0.00                     | 0.00            | 0.00          | 0.00            | 0.00             |
| Total Recreation Revenues               | 699,000.00               | 57,734.69       | 238,084.70    | 460,915.30      | 34.06            |
| Total Fines/Judgments                   | 11,500.00                | 994.59          | 4,754.85      | 6,745.15        | 41.35            |
| Total Code Violation Fines              | 0.00                     | 0.00            | 0.00          | 0.00            | 0.00             |
| Total Other Fines/Forfeits              | 13,200.00                | 521.95          | 2,899.25      | 10,300.75       | 21.96            |
| Total Interest/Other Earnings           | 162,735.00               | 15,537.62       | 62,954.60     | 99,780.40       | 38.69            |
| Total Sale of Assets/Insurance Proceeds | 0.00                     | 0.00            | 0.00          | 0.00            | 0.00             |
| Other Miscellaneous Revenues            | 72,300.00                | 1,062.05        | 104,838.70    | -32,538.70      | 145.01           |
| Total Transfers Other Than Enterprise   | 1,740,000.00             | 145,000.00      | 725,000.00    | 1,015,000.00    | 41.67            |
| Total Transfers Other Than Enterprise   | 0.00                     | 0.00            | 0.00          | 0.00            | 0.00             |
| Total Enterprise Transfers              | 480,000.00               | 39,999.99       | 199,999.95    | 280,000.05      | 41.67            |
| Total Budgeted Surplus                  | 5,255,836.00             | 0.00            | 0.00          | 5,255,836.00    | 0.00             |
| <b>Total Revenues</b>                   | <del>24,510,585.00</del> | 1,035,404.62    | 12,986,674.13 | 11,523,910.87   | <del>52.98</del> |

19,254,749

12,986,674.13

### Expenditures

| Department                    | Budgeted     | Current Expend | YTD Expend   | YTD Encumb | Unencumb Bal | Unexpend Bal | % Exp |
|-------------------------------|--------------|----------------|--------------|------------|--------------|--------------|-------|
| Operating Expenditures        |              |                |              |            |              |              |       |
| CITY COMMISSION               | 280,500.00   | 20,878.80      | 108,583.52   | 0.00       | 171,916.48   | 171,916.48   | 38.71 |
| CITY CLERK                    | 448,713.00   | 41,056.73      | 191,509.96   | 1,575.00   | 255,628.04   | 257,203.04   | 43.03 |
| CITY MANAGER                  | 575,905.00   | 37,049.91      | 208,520.72   | 0.00       | 367,384.28   | 367,384.28   | 36.21 |
| FINANCE                       | 615,912.00   | 44,428.14      | 256,554.31   | 0.00       | 359,357.69   | 359,357.69   | 41.65 |
| INFORMATION TECHNOLOGY        | 638,578.00   | 51,405.51      | 201,973.15   | 6,610.20   | 429,994.65   | 436,604.85   | 32.66 |
| HUMAN RESOURCES               | 258,973.00   | 18,058.06      | 109,475.07   | 0.00       | 149,497.93   | 149,497.93   | 42.27 |
| LEGAL                         | 299,439.00   | 21,504.13      | 105,771.69   | 0.00       | 193,667.31   | 193,667.31   | 35.32 |
| CITY HALL MAINTENANCE ACCOUNT | 269,758.00   | 14,104.09      | 91,223.84    | 2,795.00   | 175,739.16   | 178,534.16   | 34.85 |
|                               | 0.00         | 0.00           | 0.00         | 0.00       | 0.00         | 0.00         | 0.00  |
| FACILITIES MAINTENANCE        | 490,920.00   | 35,477.84      | 196,933.78   | 0.00       | 293,986.22   | 293,986.22   | 40.12 |
| POLICE                        | 4,591,886.00 | 321,100.36     | 1,782,505.69 | 15,000.40  | 2,794,379.91 | 2,809,380.31 | 39.15 |

# Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 001

## GENERAL FUND

|  |                      |                     |                     |                   |                      |                      |              |
|--|----------------------|---------------------|---------------------|-------------------|----------------------|----------------------|--------------|
| FIRE                                       | 4,333,321.00         | 300,474.85          | 1,602,963.54        | 6,802.33          | 2,723,555.13         | 2,730,357.46         | 37.15        |
| BUILDING                                   | 654,208.00           | 45,656.65           | 235,618.04          | 7,872.09          | 410,717.87           | 418,589.96           | 37.22        |
| PLANNING                                   | 393,299.00           | 24,275.62           | 128,134.78          | 0.00              | 265,164.22           | 265,164.22           | 32.58        |
| CODE ENFORCEMENT                           | 150,749.00           | 9,622.72            | 54,005.93           | 0.00              | 96,743.07            | 96,743.07            | 35.83        |
| STREET DIVISION                            | 1,776,277.00         | 113,584.26          | 656,179.79          | 40,968.09         | 1,079,129.12         | 1,120,097.21         | 39.25        |
| DOWNTOWN DISTRICT                          | 55,041.00            | 3,173.39            | 14,343.68           | 0.00              | 40,697.32            | 40,697.32            | 26.06        |
| LIBRARY                                    | 10,222.00            | 501.60              | 3,548.45            | 150.00            | 6,523.55             | 6,673.55             | 36.18        |
| RECREATION CENTER                          | 940,423.00           | 75,446.74           | 367,195.07          | 5,294.40          | 567,933.53           | 573,227.93           | 39.61        |
| PARKS                                      | 172,814.00           | 11,540.84           | 51,545.36           | 16,361.00         | 104,907.64           | 121,268.64           | 39.29        |
| PECK                                       | 405,506.00           | 27,843.79           | 134,501.86          | 0.00              | 271,004.14           | 271,004.14           | 33.17        |
| YOUTH PROGRAMS                             | 233,951.00           | 13,320.01           | 76,816.52           | 0.00              | 157,134.48           | 157,134.48           | 32.83        |
| AQUATICS                                   | 305,222.00           | 25,930.58           | 101,054.95          | 7,729.23          | 196,437.82           | 204,167.05           | 35.64        |
| CEMETERY                                   | 0.00                 | 0.00                | 0.00                | 0.00              | 0.00                 | 0.00                 | 0.00         |
| OTHER SERVICES                             | 44,750.00            | 0.00                | 7,142.53            | 0.00              | 37,607.47            | 37,607.47            | 15.96        |
| <b>Operating Expenditures Subtotal</b>     | <b>17,946,367.00</b> | <b>1,256,434.62</b> | <b>6,686,102.23</b> | <b>111,157.74</b> | <b>11,149,107.03</b> | <b>11,260,264.77</b> | <b>37.88</b> |
| <b>TRANSFERS</b>                           | <b>2,094,015.00</b>  | <b>174,501.27</b>   | <b>872,506.35</b>   | <b>0.00</b>       | <b>1,221,508.65</b>  | <b>1,221,508.65</b>  | <b>41.67</b> |
| <b>Transfers &amp; Operating Subtotals</b> | <b>20,040,382.00</b> | <b>1,430,935.89</b> | <b>7,558,608.58</b> | <b>111,157.74</b> | <b>12,370,615.68</b> | <b>12,481,773.42</b> | <b>38.27</b> |
| <b>Total Contingency</b>                   | <b>114,000.00</b>    | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>       | <b>114,000.00</b>    | <b>114,000.00</b>    | <b>0.00</b>  |

|                                  |                      |                     |                     |                     |                      |                      |              |
|----------------------------------|----------------------|---------------------|---------------------|---------------------|----------------------|----------------------|--------------|
| <b>RESERVES</b>                  | <b>4,356,203.00</b>  | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         | <b>4,356,203.00</b>  | <b>4,356,203.00</b>  | <b>0.00</b>  |
| <b>Total Expenditures</b>        | <b>24,510,585.00</b> | <b>1,430,935.89</b> | <b>7,558,608.58</b> | <b>111,157.74</b>   | <b>16,840,818.68</b> | <b>16,951,976.42</b> | <b>31.29</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>          | <b>-395,531.27</b>  | <b>5,428,065.55</b> | <b>5,316,907.81</b> |                      |                      |              |

**Budget Summary Report**

Fiscal Year to Date Thru February 2016

Fund 100

**LAW ENFORCEMENT TRUST FUND****Revenues**

|                        | <b>Budgeted</b>  | <b>Current Revenue</b> | <b>YTD Revenue</b> | <b>Uncollected Bal</b> | <b>% Collected</b> |
|------------------------|------------------|------------------------|--------------------|------------------------|--------------------|
| Total LETF Revenues    | 2,000.00         | 0.00                   | 420.00             | 1,580.00               | 21.00              |
| Total Budgeted Surplus | 23,400.00        | 0.00                   | 0.00               | 23,400.00              | 0.00               |
| <b>Total Revenues</b>  | <b>25,400.00</b> | <b>0.00</b>            | <b>420.00</b>      | <b>24,980.00</b>       | <b>1.65</b>        |

**Expenditures**

| <b>Department</b>                | <b>Budgeted</b>  | <b>Current Expend</b> | <b>YTD Expend</b> | <b>YTD Encumb</b> | <b>Unencumb Bal</b> | <b>Unexpend Bal</b> | <b>% Exp</b> |
|----------------------------------|------------------|-----------------------|-------------------|-------------------|---------------------|---------------------|--------------|
| Total Operating Expenses         | 0.00             | 0.00                  | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Total Operating Expenses         | 1,000.00         | 0.00                  | 0.00              | 0.00              | 1,000.00            | 1,000.00            | 0.00         |
| Total LETF Capital Expenses      | 22,000.00        | 0.00                  | 19,782.51         | 0.00              | 2,217.49            | 2,217.49            | 89.92        |
| Total LETF Reserves              | 2,400.00         | 0.00                  | 0.00              | 0.00              | 2,400.00            | 2,400.00            | 0.00         |
| <b>Total Expenditures</b>        | <b>25,400.00</b> | <b>0.00</b>           | <b>19,782.51</b>  | <b>0.00</b>       | <b>5,617.49</b>     | <b>5,617.49</b>     | <b>77.88</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>      | <b>0.00</b>           | <b>-19,362.51</b> | <b>-19,362.51</b> |                     |                     |              |

**Budget Summary Report**

Fiscal Year to Date Thru February 2016

Fund 110

**FEDERAL FORFEITURE****Revenues**

|                        | <b>Budgeted</b>   | <b>Current Revenue</b> | <b>YTD Revenue</b> | <b>Uncollected Bal</b> | <b>% Collected</b> |
|------------------------|-------------------|------------------------|--------------------|------------------------|--------------------|
| Total Revenue          | 80,000.00         | 0.00                   | 2,055.92           | 77,944.08              | 2.57               |
| Total Interest Earned  | 0.00              | 0.00                   | 0.00               | 0.00                   | 0.00               |
| Total Other Revenue    | 0.00              | 0.00                   | 0.00               | 0.00                   | 0.00               |
| Total Budgeted Surplus | 80,260.00         | 0.00                   | 0.00               | 80,260.00              | 0.00               |
| <b>Total Revenues</b>  | <b>160,260.00</b> | <b>0.00</b>            | <b>2,055.92</b>    | <b>158,204.08</b>      | <b>1.28</b>        |

**Expenditures**

| <b>Department</b>                | <b>Budgeted</b>   | <b>Current Expend</b> | <b>YTD Expend</b> | <b>YTD Encumb</b>  | <b>Unencumb Bal</b> | <b>Unexpend Bal</b> | <b>% Exp</b> |
|----------------------------------|-------------------|-----------------------|-------------------|--------------------|---------------------|---------------------|--------------|
| Total Operating Expenses         | 28,000.00         | 2,800.47              | 13,899.70         | 0.00               | 14,100.30           | 14,100.30           | 49.64        |
| Total Capital Expenses           | 100,800.00        | 0.00                  | 8,155.76          | 89,148.00          | 3,496.24            | 92,644.24           | 96.53        |
| Total Contingency/Reserves       | 31,460.00         | 0.00                  | 0.00              | 0.00               | 31,460.00           | 31,460.00           | 0.00         |
| <b>Total Expenditures</b>        | <b>160,260.00</b> | <b>2,800.47</b>       | <b>22,055.46</b>  | <b>89,148.00</b>   | <b>49,056.54</b>    | <b>138,204.54</b>   | <b>69.39</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>       | <b>-2,800.47</b>      | <b>-19,999.54</b> | <b>-109,147.54</b> |                     |                     |              |

# Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 120

## CDBG HOUSING

### Revenues

|                        | Budgeted    | Current Revenue | YTD Revenue | Uncollected Bal | % Collected |
|------------------------|-------------|-----------------|-------------|-----------------|-------------|
| Total Grants           | 0.00        | 0.00            | 0.00        | 0.00            | 0.00        |
| Total Interest Earned  | 0.00        | 0.00            | 0.00        | 0.00            | 0.00        |
| Total Budgeted Surplus | 0.00        | 0.00            | 0.00        | 0.00            | 0.00        |
| <b>Total Revenues</b>  | <b>0.00</b> | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b>     | <b>0.00</b> |

### Expenditures

| Department                       | Budgeted    | Current Expend | YTD Expend  | YTD Encumb  | Unencumb Bal | Unexpend Bal | % Exp       |
|----------------------------------|-------------|----------------|-------------|-------------|--------------|--------------|-------------|
| Total Operating Expenses         | 0.00        | 0.00           | 0.00        | 0.00        | 0.00         | 0.00         | 0.00        |
| Total Capital Expenses           | 0.00        | 0.00           | 0.00        | 0.00        | 0.00         | 0.00         | 0.00        |
| Total Transfers Out              | 0.00        | 0.00           | 0.00        | 0.00        | 0.00         | 0.00         | 0.00        |
| Total Reserves                   | 0.00        | 0.00           | 0.00        | 0.00        | 0.00         | 0.00         | 0.00        |
| <b>Total Expenditures</b>        | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>  | <b>0.00</b>  | <b>0.00</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> |              |              |             |

## Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 130

### CDBG-ECONOMIC DEVELOPMENT

### Revenues

|                        | Budgeted          | Current Revenue | YTD Revenue | Uncollected Bal   | % Collected |
|------------------------|-------------------|-----------------|-------------|-------------------|-------------|
| Total Impact Fees      | 0.00              | 0.00            | 0.00        | 0.00              | 0.00        |
| FDOT Grant             | 0.00              | 0.00            | 0.00        | 0.00              | 0.00        |
| Total Interest Earned  | 0.00              | 0.00            | 0.00        | 0.00              | 0.00        |
| Total Loan Repayment   | 0.00              | 0.00            | 0.00        | 0.00              | 0.00        |
| Total Transfers        | 0.00              | 0.00            | 0.00        | 0.00              | 0.00        |
| Total Budgeted Surplus | 112,700.00        | 0.00            | 0.00        | 112,700.00        | 0.00        |
| Total Reserve          | 0.00              | 0.00            | 0.00        | 0.00              | 0.00        |
| <b>Total Revenues</b>  | <b>112,700.00</b> | <b>0.00</b>     | <b>0.00</b> | <b>112,700.00</b> | <b>0.00</b> |

### Expenditures

| Department                       | Budgeted          | Current Expend | YTD Expend  | YTD Encumb  | Unencumb Bal      | Unexpend Bal      | % Exp       |
|----------------------------------|-------------------|----------------|-------------|-------------|-------------------|-------------------|-------------|
| Total Capital Expenses           | 112,700.00        | 0.00           | 0.00        | 0.00        | 112,700.00        | 112,700.00        | 0.00        |
| Total Reserves                   | 0.00              | 0.00           | 0.00        | 0.00        | 0.00              | 0.00              | 0.00        |
| <b>Total Expenditures</b>        | <b>112,700.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>112,700.00</b> | <b>112,700.00</b> | <b>0.00</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>       | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> |                   |                   |             |

**Budget Summary Report**

Fiscal Year to Date Thru February 2016

Fund 140

**SEWER IMPACT****Revenues**

|   | <b>Budgeted</b>   | <b>Current Revenue</b> | <b>YTD Revenue</b> | <b>Uncollected Bal</b> | <b>% Collected</b> |
|---|-------------------|------------------------|--------------------|------------------------|--------------------|
| Total Impact Fees-Sewer Impact Fund     | 0.00              | 0.00                   | 0.00               | 0.00                   | 0.00               |
| Total Interest Earned-Sewer Impact Fund | 0.00              | 0.00                   | 0.00               | 0.00                   | 0.00               |
| Total Impact Fees                       | 232,100.00        | 21,469.25              | 123,268.31         | 108,831.69             | 53.11              |
| Total Other Revenue                     | 0.00              | 0.00                   | 0.00               | 0.00                   | 0.00               |
| Total Surplus-Sewer Impact Fund         | 40,000.00         | 0.00                   | 0.00               | 40,000.00              | 0.00               |
| <b>Total Revenues</b>                   | <b>272,100.00</b> | <b>21,469.25</b>       | <b>123,268.31</b>  | <b>148,831.69</b>      | <b>45.30</b>       |

**Expenditures**

| <b>Department</b>                         | <b>Budgeted</b>   | <b>Current Expend</b> | <b>YTD Expend</b> | <b>YTD Encumb</b> | <b>Unencumb Bal</b> | <b>Unexpend Bal</b> | <b>% Exp</b> |
|---|-------------------|-----------------------|-------------------|-------------------|---------------------|---------------------|--------------|
| Total Operating Expense                   | 0.00              | 0.00                  | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Total Transfers to Debt-Sewer Impact Fund | 0.00              | 0.00                  | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Total Transfers                           | 228,000.00        | 19,000.00             | 95,000.00         | 0.00              | 133,000.00          | 133,000.00          | 41.67        |
| Total Reserves-Sewer Impact Fund          | 44,100.00         | 0.00                  | 0.00              | 0.00              | 44,100.00           | 44,100.00           | 0.00         |
| <b>Total Expenditures</b>                 | <b>272,100.00</b> | <b>19,000.00</b>      | <b>95,000.00</b>  | <b>0.00</b>       | <b>177,100.00</b>   | <b>177,100.00</b>   | <b>34.91</b> |
| <b>Revenues vs. Expenditures</b>          | <b>0.00</b>       | <b>2,469.25</b>       | <b>28,268.31</b>  | <b>28,268.31</b>  |                     |                     |              |

**Budget Summary Report**

Fiscal Year to Date Thru February 2016

Fund 145

**WATER IMPACT FEES****Revenues**

|   | <b>Budgeted</b>  | <b>Current Revenue</b> | <b>YTD Revenue</b> | <b>Uncollected Bal</b> | <b>% Collected</b> |
|---|------------------|------------------------|--------------------|------------------------|--------------------|
| Total Interest Earned-Water Impact Fund | 0.00             | 0.00                   | 0.00               | 0.00                   | 0.00               |
| Total Impact Fees-Water Impact Fund     | 96,000.00        | 13,512.75              | 59,418.11          | 36,581.89              | 61.89              |
| Total Surplus-Water Impact Fund         | 0.00             | 0.00                   | 0.00               | 0.00                   | 0.00               |
| <b>Total Revenues</b>                   | <b>96,000.00</b> | <b>13,512.75</b>       | <b>59,418.11</b>   | <b>36,581.89</b>       | <b>61.89</b>       |

**Expenditures**

| <b>Department</b>                | <b>Budgeted</b>  | <b>Current Expend</b> | <b>YTD Expend</b> | <b>YTD Encumb</b> | <b>Unencumb Bal</b> | <b>Unexpend Bal</b> | <b>% Exp</b> |
|----------------------------------|------------------|-----------------------|-------------------|-------------------|---------------------|---------------------|--------------|
| Total Transfers                  | 96,000.00        | 8,000.00              | 40,000.00         | 0.00              | 56,000.00           | 56,000.00           | 41.67        |
| Total Reserves-Water Impact Fees | 0.00             | 0.00                  | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| <b>Total Expenditures</b>        | <b>96,000.00</b> | <b>8,000.00</b>       | <b>40,000.00</b>  | <b>0.00</b>       | <b>56,000.00</b>    | <b>56,000.00</b>    | <b>41.67</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>      | <b>5,512.75</b>       | <b>19,418.11</b>  | <b>19,418.11</b>  |                     |                     |              |

# Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 150

## UTILITY TAX

### Revenues

|                        | Budgeted            | Current Revenue   | YTD Revenue       | Uncollected Bal     | % Collected  |
|------------------------|---------------------|-------------------|-------------------|---------------------|--------------|
| Total Utility Revenues | 1,666,000.00        | 140,571.91        | 693,842.33        | 972,157.67          | 41.65        |
| Total Interest Earned  | 0.00                | 0.10              | 0.34              | -0.34               | 0.00         |
| Total Cash Balance Fwd | 125,400.00          | 0.00              | 0.00              | 125,400.00          | 0.00         |
| <b>Total Revenues</b>  | <b>1,791,400.00</b> | <b>140,572.01</b> | <b>693,842.67</b> | <b>1,097,557.33</b> | <b>38.73</b> |

### Expenditures

| Department                       | Budgeted            | Current Expend    | YTD Expend        | YTD Encumb        | Unencumb Bal        | Unexpend Bal        | % Exp        |
|----------------------------------|---------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------|
| Total Transfers Out              | 1,740,000.00        | 145,000.00        | 725,000.00        | 0.00              | 1,015,000.00        | 1,015,000.00        | 41.67        |
| Total Reserves                   | 51,400.00           | 0.00              | 0.00              | 0.00              | 51,400.00           | 51,400.00           | 0.00         |
| <b>Total Expenditures</b>        | <b>1,791,400.00</b> | <b>145,000.00</b> | <b>725,000.00</b> | <b>0.00</b>       | <b>1,066,400.00</b> | <b>1,066,400.00</b> | <b>40.47</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>         | <b>-4,427.99</b>  | <b>-31,157.33</b> | <b>-31,157.33</b> |                     |                     |              |

# Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 160

## LOCAL LAW ENF BLOCK GRANT

### Revenues

|                            | Budgeted      | Current Revenue | YTD Revenue | Uncollected Bal | % Collected |
|----------------------------|---------------|-----------------|-------------|-----------------|-------------|
| Total State Grant          | 0.00          | 0.00            | 0.00        | 0.00            | 0.00        |
| Total Interest Earned      | 0.00          | 0.00            | 0.00        | 0.00            | 0.00        |
| Total Interest Earned-LBG  | 0.00          | 0.00            | 0.00        | 0.00            | 0.00        |
| Total Cash Balance Forward | 571.00        | 0.00            | 0.00        | 571.00          | 0.00        |
| Total City Match           | 0.00          | 0.00            | 0.00        | 0.00            | 0.00        |
| <b>Total Revenues</b>      | <b>571.00</b> | <b>0.00</b>     | <b>0.00</b> | <b>571.00</b>   | <b>0.00</b> |

### Expenditures

| Department                       | Budgeted      | Current Expend | YTD Expend  | YTD Encumb  | Unencumb Bal  | Unexpend Bal  | % Exp       |
|----------------------------------|---------------|----------------|-------------|-------------|---------------|---------------|-------------|
| Total Operating Expenses         | 0.00          | 0.00           | 0.00        | 0.00        | 0.00          | 0.00          | 0.00        |
| Total Capital Expenses           | 0.00          | 0.00           | 0.00        | 0.00        | 0.00          | 0.00          | 0.00        |
| Total Refund-Prior Year Grant    | 0.00          | 0.00           | 0.00        | 0.00        | 0.00          | 0.00          | 0.00        |
| Total Refund-Prior Year Grant    | 571.00        | 0.00           | 0.00        | 0.00        | 571.00        | 571.00        | 0.00        |
| <b>Total Expenditures</b>        | <b>571.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>571.00</b> | <b>571.00</b> | <b>0.00</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> |               |               |             |

# Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 170

## CEMETERY

### Revenues

|                                 | Budgeted          | Current Revenue  | YTD Revenue      | Uncollected Bal   | % Collected |
|---------------------------------|-------------------|------------------|------------------|-------------------|-------------|
| Total Sales/Fees                | 104,100.00        | 16,185.00        | 59,125.71        | 44,974.29         | 56.80       |
| Total Interest Earned           | 0.00              | 2,725.70         | 11,416.21        | -11,416.21        | 0.00        |
| Total Other Revenue             | 0.00              | 0.00             | 0.00             | 0.00              | 0.00        |
| Total Transfers                 | 0.00              | 0.00             | 0.00             | 0.00              | 0.00        |
| Total Budgeted Cash Balance Fwd | 895,700.00        | 0.00             | 0.00             | 895,700.00        | 0.00        |
| <b>Total Revenues</b>           | <b>999,800.00</b> | <b>18,910.70</b> | <b>70,541.92</b> | <b>929,258.08</b> | <b>7.06</b> |

### Expenditures

| Department                       | Budgeted          | Current Expnd    | YTD Expnd        | YTD Encumb       | Unencumb Bal      | Unexpnd Bal       | % Exp       |
|----------------------------------|-------------------|------------------|------------------|------------------|-------------------|-------------------|-------------|
| Total Personnel Expenses         | 66,136.00         | 5,140.61         | 27,376.86        | 0.00             | 38,759.14         | 38,759.14         | 41.39       |
| Total Operating Expenses         | 23,294.00         | 853.75           | 7,233.69         | 0.00             | 16,060.31         | 16,060.31         | 31.05       |
| Total Capital Expenses           | 2,800.00          | 1,898.88         | 1,898.88         | 0.00             | 901.12            | 901.12            | 67.82       |
| Total Reserves                   | 893,000.00        | 0.00             | 0.00             | 0.00             | 893,000.00        | 893,000.00        | 0.00        |
| Total Contingency                | 14,570.00         | 0.00             | 0.00             | 0.00             | 14,570.00         | 14,570.00         | 0.00        |
| <b>Total Expenditures</b>        | <b>999,800.00</b> | <b>7,893.24</b>  | <b>36,509.43</b> | <b>0.00</b>      | <b>963,290.57</b> | <b>963,290.57</b> | <b>3.65</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>       | <b>11,017.46</b> | <b>34,032.49</b> | <b>34,032.49</b> |                   |                   |             |

# Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 180

## COMMUNITY REDEVELOPMENT AREA

### Revenues

|                            | Budgeted    | Current Revenue | YTD Revenue | Uncollected Bal | % Collected |
|----------------------------|-------------|-----------------|-------------|-----------------|-------------|
| Total Taxes                | 0.00        | 0.00            | 0.00        | 0.00            | 0.00        |
| Total Interest             | 0.00        | 0.00            | 0.00        | 0.00            | 0.00        |
| Total Transfers            | 0.00        | 0.00            | 0.00        | 0.00            | 0.00        |
| Total Cash Balance Forward | 0.00        | 0.00            | 0.00        | 0.00            | 0.00        |
| <b>Total Revenues</b>      | <b>0.00</b> | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b>     | <b>0.00</b> |

### Expenditures

| Department                       | Budgeted    | Current Expend | YTD Expend  | YTD Encumb  | Unencumb Bal | Unexpend Bal | % Exp       |
|----------------------------------|-------------|----------------|-------------|-------------|--------------|--------------|-------------|
| Total Operating Expense          | 0.00        | 0.00           | 0.00        | 0.00        | 0.00         | 0.00         | 0.00        |
| Total Capital                    | 0.00        | 0.00           | 0.00        | 0.00        | 0.00         | 0.00         | 0.00        |
| Total Transfers Out              | 0.00        | 0.00           | 0.00        | 0.00        | 0.00         | 0.00         | 0.00        |
| Total Reserves                   | 0.00        | 0.00           | 0.00        | 0.00        | 0.00         | 0.00         | 0.00        |
| <b>Total Expenditures</b>        | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>  | <b>0.00</b>  | <b>0.00</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> |              |              |             |

**Budget Summary Report**

Fiscal Year to Date Thru February 2016

Fund 190

**LAW ENFORCEMENT RECOVERY****Revenues**

|                            | <b>Budgeted</b>   | <b>Current Revenue</b> | <b>YTD Revenue</b> | <b>Uncollected Bal</b> | <b>% Collected</b> |
|----------------------------|-------------------|------------------------|--------------------|------------------------|--------------------|
| Total LERF Revenue         | 143,000.00        | 12,825.00              | 27,675.00          | 115,325.00             | 19.35              |
| Total Cash Balance Forward | 85,300.00         | 0.00                   | 0.00               | 85,300.00              | 0.00               |
| <b>Total Revenues</b>      | <b>228,300.00</b> | <b>12,825.00</b>       | <b>27,675.00</b>   | <b>200,625.00</b>      | <b>12.12</b>       |

**Expenditures**

| <b>Department</b>                | <b>Budgeted</b>   | <b>Current Expend</b> | <b>YTD Expend</b> | <b>YTD Encumb</b> | <b>Unencumb Bal</b> | <b>Unexpend Bal</b> | <b>% Exp</b> |
|----------------------------------|-------------------|-----------------------|-------------------|-------------------|---------------------|---------------------|--------------|
| Total Operating Expenses         | 70,000.00         | 9,786.37              | 29,073.06         | 4,800.00          | 36,126.94           | 40,926.94           | 48.39        |
| Total LERF Capital Expenses      | 95,500.00         | 2,519.86              | 25,946.66         | 63,646.69         | 5,906.65            | 69,553.34           | 93.82        |
| Total LERF Reserves              | 62,800.00         | 0.00                  | 0.00              | 0.00              | 62,800.00           | 62,800.00           | 0.00         |
| <b>Total Expenditures</b>        | <b>228,300.00</b> | <b>12,306.23</b>      | <b>55,019.72</b>  | <b>68,446.69</b>  | <b>104,833.59</b>   | <b>173,280.28</b>   | <b>54.08</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>       | <b>518.77</b>         | <b>-27,344.72</b> | <b>-95,791.41</b> |                     |                     |              |

**Budget Summary Report**

Fiscal Year to Date Thru February 2016

Fund 220

**BOND DEBT SERVICE****Revenues**

|                                   | <b>Budgeted</b>   | <b>Current Revenue</b> | <b>YTD Revenue</b> | <b>Uncollected Bal</b> | <b>% Collected</b> |
|-----------------------------------|-------------------|------------------------|--------------------|------------------------|--------------------|
| Total Interest Earned-GOB Fund    | 0.00              | 0.00                   | 0.00               | 0.00                   | 0.00               |
| Total Transfers from General Fund | 345,000.00        | 28,750.00              | 143,750.00         | 201,250.00             | 41.67              |
| Total Cash Balance Forward        | 83,800.00         | 0.00                   | 0.00               | 83,800.00              | 0.00               |
| <b>Total Revenues</b>             | <b>428,800.00</b> | <b>28,750.00</b>       | <b>143,750.00</b>  | <b>285,050.00</b>      | <b>33.52</b>       |

**Expenditures**

| <b>Department</b>                | <b>Budgeted</b>   | <b>Current Expend</b> | <b>YTD Expend</b> | <b>YTD Encumb</b> | <b>Unencumb Bal</b> | <b>Unexpend Bal</b> | <b>% Exp</b> |
|----------------------------------|-------------------|-----------------------|-------------------|-------------------|---------------------|---------------------|--------------|
| Total Debt Service               | 424,484.00        | 0.00                  | 27,741.80         | 0.00              | 396,742.20          | 396,742.20          | 6.54         |
| TOTAL TRANSFER OUT               | 0.00              | 0.00                  | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Total Reserves-GOB Debt Service  | 4,316.00          | 0.00                  | 0.00              | 0.00              | 4,316.00            | 4,316.00            | 0.00         |
| <b>Total Expenditures</b>        | <b>428,800.00</b> | <b>0.00</b>           | <b>27,741.80</b>  | <b>0.00</b>       | <b>401,058.20</b>   | <b>401,058.20</b>   | <b>6.47</b>  |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>       | <b>28,750.00</b>      | <b>116,008.20</b> | <b>116,008.20</b> |                     |                     |              |

# Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 230

## UTILITY DEBT SERVICE

### Revenues

|                            | Budgeted            | Current Revenue   | YTD Revenue         | Uncollected Bal     | % Collected  |
|----------------------------|---------------------|-------------------|---------------------|---------------------|--------------|
| Total Interest             | 0.00                | 0.00              | 0.00                | 0.00                | 0.00         |
| Total Transfers            | 2,754,098.00        | 229,508.17        | 1,147,540.85        | 1,606,557.15        | 41.67        |
| Total Cash Balance Forward | 189,402.00          | 0.00              | 0.00                | 189,402.00          | 0.00         |
| <b>Total Revenues</b>      | <b>2,943,500.00</b> | <b>229,508.17</b> | <b>1,147,540.85</b> | <b>1,795,959.15</b> | <b>38.99</b> |

### Expenditures

| Department                       | Budgeted            | Current Expend    | YTD Expend          | YTD Encumb          | Unencumb Bal        | Unexpend Bal        | % Exp       |
|----------------------------------|---------------------|-------------------|---------------------|---------------------|---------------------|---------------------|-------------|
| Total Debt Service               | 2,754,998.00        | 0.00              | 0.00                | 0.00                | 2,754,998.00        | 2,754,998.00        | 0.00        |
| Total Transfer Out               | 0.00                | 0.00              | 0.00                | 0.00                | 0.00                | 0.00                | 0.00        |
| Total Reserves                   | 188,502.00          | 0.00              | 0.00                | 0.00                | 188,502.00          | 188,502.00          | 0.00        |
| Total Reserves                   | 0.00                | 0.00              | 0.00                | 0.00                | 0.00                | 0.00                | 0.00        |
| <b>Total Expenditures</b>        | <b>2,943,500.00</b> | <b>0.00</b>       | <b>0.00</b>         | <b>0.00</b>         | <b>2,943,500.00</b> | <b>2,943,500.00</b> | <b>0.00</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>         | <b>229,508.17</b> | <b>1,147,540.85</b> | <b>1,147,540.85</b> |                     |                     |             |

## Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 240

### MARINA DEBT SERVICE

## Revenues

|                            | Budgeted          | Current Revenue | YTD Revenue      | Uncollected Bal  | % Collected  |
|----------------------------|-------------------|-----------------|------------------|------------------|--------------|
| Total Transfers In         | 117,938.00        | 9,828.17        | 49,140.85        | 68,797.15        | 41.67        |
| Total Cash Balance Forward | 25,836.00         | 0.00            | 0.00             | 25,836.00        | 0.00         |
| <b>Total Revenues</b>      | <b>143,774.00</b> | <b>9,828.17</b> | <b>49,140.85</b> | <b>94,633.15</b> | <b>34.18</b> |

## Expenditures

| Department                       | Budgeted          | Current Expend  | YTD Expend       | YTD Encumb       | Unencumb Bal      | Unexpend Bal      | % Exp        |
|----------------------------------|-------------------|-----------------|------------------|------------------|-------------------|-------------------|--------------|
| Total Debt Service               | 117,938.00        | 0.00            | 19,360.01        | 0.00             | 98,577.99         | 98,577.99         | 16.42        |
| Total Transfers                  | 0.00              | 0.00            | 0.00             | 0.00             | 0.00              | 0.00              | 0.00         |
| Total Reserves                   | 25,836.00         | 0.00            | 0.00             | 0.00             | 25,836.00         | 25,836.00         | 0.00         |
| <b>Total Expenditures</b>        | <b>143,774.00</b> | <b>0.00</b>     | <b>19,360.01</b> | <b>0.00</b>      | <b>124,413.99</b> | <b>124,413.99</b> | <b>13.47</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>       | <b>9,828.17</b> | <b>29,780.84</b> | <b>29,780.84</b> |                   |                   |              |

**Detail Budget Report**

Fiscal Year to Date Thru February 2016

Fund 300

**CAPITAL IMPROVEMENT****Revenues**

|              |  | Budgeted   | Current Revenue | YTD Revenue | Uncollected Bal | % Collected |
|--------------|--|------------|-----------------|-------------|-----------------|-------------|
| 300-312.4000 | LOCAL OPTION GAS TAX                   | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-312.6000 | SMALL COUNTY SURTAX                    | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
|              | Total Local Option Taxes               | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-331.1000 | FED GRANT DOWNTOWN COMFORT STATION     | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-331.2000 | FED GRANT FIRE PREVENTION TRAILER      | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-331.3000 | FEDERAL GRANT FIRE TRUCK               | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-331.3010 | FBIP-BOAT RAMP                         | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-331.4000 | FEDERAL HOMELAND SECURITY FEMA         | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-331.4010 | FEDERAL USDA                           | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-331.7000 | BEACH STABILIZATION FEDERAL            | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-334.3600 | STATE GRANT                            | 6,900.00   | 3,484.86        | 3,277.82    | 3,622.18        | 47.50       |
| 300-334.3800 | STATE GRANT FRDAP                      | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-334.3810 | FRDAP                                  | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-334.3820 | FRDAP GRANT-SEASIDE PARK               | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-334.3830 | FRDAP SKATE PARK                       | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-334.3840 | FRDAP MLK POOL                         | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-334.3850 | FRDAP MAIN BEACH PARK                  | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-334.3860 | FRDAP LIGHTHOUSE                       | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-334.3870 | FIND                                   | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-334.3880 | FIND BOAT RAMP                         | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-334.4100 | STATE GRANT-BEACH PRESERVATION         | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-334.4110 | STATE GRANT-EMERGENCY DUNE ENHANCEMENT | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-334.4200 | LAND WATER CONSERVATION GRANT          | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-334.4220 | STATE GRANT FIRE RESCUE UNIT           | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-334.7000 | STATE GRANTS RECREATION MASTER PLAN    | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-334.7001 | COUNTY GRANT FIRE DEPT SHUTTERS        | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
|              | Total State Grants                     | 6,900.00   | 3,484.86        | 3,277.82    | 3,622.18        | 47.50       |
| 300-335.4400 | 8TH CENT GAS TAX                       | 100,000.00 | 8,113.59        | 40,567.95   | 59,432.05       | 40.57       |
|              | Total Gas Tax                          | 100,000.00 | 8,113.59        | 40,567.95   | 59,432.05       | 40.57       |
| 300-337.7000 | COUNTY GRANTS                          | 4,050.00   | 2,009.57        | 2,009.57    | 2,040.43        | 49.62       |
| 300-337.7100 | TDC GRANT                              | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-337.7110 | CPI LIGHTHOUSE GRANT                   | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-337.7120 | CPI DUNE REVEG GRANT                   | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-337.7130 | CPI NORTH BEACH PARK GRANT             | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-337.7140 | HICKORY STREET/COUNTY PORTION          | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-337.7150 | ST JOHNS RIVER MGMT-STORMWATER 1ST AVE | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-337.7160 | GRANT REVENUE-SKATE PARK               | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-337.7165 | GRANT REVENUE-SOCCER                   | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-337.7166 | GRANT REV-TDC RESTORATION FOUNDATION   | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-337.7200 | FOL CONTRIBUTION                       | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
|              | Total Other Grants                     | 4,050.00   | 2,009.57        | 2,009.57    | 2,040.43        | 49.62       |
| 300-360.1000 | LOAN PROCEEDS                          | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-361.1000 | INTEREST EARNED                        | 1,000.00   | 264.31          | 983.50      | 16.50           | 98.35       |
| 300-361.2000 | UNREALIZED GAIN-SBA                    | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-361.4000 | INTEREST ON PAVING ASSESSMENTS         | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
|              | Total Interest Earned                  | 1,000.00   | 264.31          | 983.50      | 16.50           | 98.35       |
| 300-363.2000 | PAYMENT ON PAVING ASSESSMENTS          | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |
| 300-369.9000 | OTHER REVENUE                          | 0.00       | 0.00            | 0.00        | 0.00            | 0.00        |

# Detail Budget Report

Fiscal Year to Date Thru February 2016

Fund 300

## CAPITAL IMPROVEMENT

### Revenues

|  | Budgeted            | Current Revenue   | YTD Revenue       | Uncollected Bal     | % Collected  |
|--|---------------------|-------------------|-------------------|---------------------|--------------|
| Total Other Revenues                       | 0.00                | 0.00              | 0.00              | 0.00                | 0.00         |
| 300-381.1000 TRANSFER IN/GENERAL           | 1,133,500.00        | 94,458.34         | 472,291.70        | 661,208.30          | 41.67        |
| 300-381.1010 TRANSFER IN PECK/GENERAL      | 0.00                | 0.00              | 0.00              | 0.00                | 0.00         |
| 300-381.2200 GOB DEBT SERVICE FUND         | 0.00                | 0.00              | 0.00              | 0.00                | 0.00         |
| 300-381.3100 TRANSFER IN/CAPITAL EXPANSION | 0.00                | 0.00              | 0.00              | 0.00                | 0.00         |
| Total Transfers In                         | 1,133,500.00        | 94,458.34         | 472,291.70        | 661,208.30          | 41.67        |
| 300-384.0000 LAND ACQUISITION LOAN         | 0.00                | 0.00              | 0.00              | 0.00                | 0.00         |
| 300-384.0001 OTHER FINANCING SOURCES       | 1,743,500.00        | 0.00              | 0.00              | 1,743,500.00        | 0.00         |
| Total Loans                                | 1,743,500.00        | 0.00              | 0.00              | 1,743,500.00        | 0.00         |
| 300-389.1000 CASH BALANCE FORWARD          | 578,550.00          | 0.00              | 0.00              | 578,550.00          | 0.00         |
| 300-389.1005 CASH BALANCE FORWARD F2       | 0.00                | 0.00              | 0.00              | 0.00                | 0.00         |
| 300-389.1010 CASH BALANCE FORWARD-BOND     | 0.00                | 0.00              | 0.00              | 0.00                | 0.00         |
| Total Cash Balance FWD                     | 578,550.00          | 0.00              | 0.00              | 578,550.00          | 0.00         |
| <b>Total Revenues</b>                      | <b>3,567,500.00</b> | <b>108,330.67</b> | <b>519,130.54</b> | <b>3,048,369.46</b> | <b>14.55</b> |







# Detail Budget Report

Fiscal Year to Date Thru February 2016

Fund 300

## CAPITAL IMPROVEMENT

### Expenditures

|                   | Department                   | Budgeted            | Current Expend   | YTD Expend        | YTD Encumb        | Unencumb Bal        | Unexpend Bal        | % Exp        |
|-------------------|------------------------------|---------------------|------------------|-------------------|-------------------|---------------------|---------------------|--------------|
| 300-3000-572.6516 | ARC BABY POOL IMPROVEMENTS   | 45,000.00           | 694.50           | 694.50            | 32,725.00         | 11,580.50           | 44,305.50           | 74.27        |
| 300-3000-572.6517 | SOLAR PANELS FOR ARC POOL    | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| 300-3000-572.6518 | ANIMAL RESCUE CENTER         | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| 300-3000-572.6520 | LAND ACQUISITION-SELL PROPER | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| 300-3000-572.6530 | LAND ACQUISITION-BABY BURNS  | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| 300-3000-572.6540 | LAND ACQUISITION-BURNS PROP  | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| 300-3000-572.6560 | HICKORY STREET PROJECT       | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| 300-3000-572.6570 | LAND ACQUISITION BOND        | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| 300-3000-572.6580 | LAND ACQUISITION RAYONIER    | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| 300-3000-572.7100 | PRINCIPAL FOR POWELL PROP-BK | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| 300-3000-572.7200 | INTEREST POWELL PROP-BOND    | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| 300-3000-581.9500 | LAND AQUISITION RESERVE      | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| 300-3000-581.9505 | RESERVE F2                   | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| 300-3000-581.9510 | EGANS CREEK GREENWAY/BOND    | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| 300-3000-581.9520 | RESERVE                      | 449,130.00          | 0.00             | 0.00              | 0.00              | 449,130.00          | 449,130.00          | 0.00         |
| 300-3000-581.9530 | OTHER FINANCING SOURCES      | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| 300-3000-581.9900 | CONTINGENCY                  | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Total - Dept 3000 | CAPITAL IMPROVEMENT          | 3,567,500.00        | 64,529.71        | 184,158.58        | 194,551.89        | 3,188,789.53        | 3,383,341.42        | 10.62        |
|                   | <b>Total Expenditures</b>    | <b>3,567,500.00</b> | <b>64,529.71</b> | <b>184,158.58</b> | <b>194,551.89</b> | <b>3,188,789.53</b> | <b>3,383,341.42</b> | <b>10.62</b> |

**Budget Summary Report**

Fiscal Year to Date Thru February 2016

Fund 310

**CAPITAL EXPANSION****Revenues**

|                               | <b>Budgeted</b>     | <b>Current Revenue</b> | <b>YTD Revenue</b> | <b>Uncollected Bal</b> | <b>% Collected</b> |
|-------------------------------|---------------------|------------------------|--------------------|------------------------|--------------------|
| Total Grants                  | 0.00                | 0.00                   | 0.00               | 0.00                   | 0.00               |
| Total Grants                  | 35,000.00           | 0.00                   | 0.00               | 35,000.00              | 0.00               |
| Total Interest Earned         | 1,000.00            | 216.17                 | 804.37             | 195.63                 | 80.44              |
| Police Impact Fees            | 25,000.00           | 2,887.26               | 14,498.37          | 10,501.63              | 57.99              |
| Fire Impact Fees              | 50,000.00           | 5,794.41               | 29,096.54          | 20,903.46              | 58.19              |
| Sanitation Impact Fees        | 0.00                | 0.00                   | 0.00               | 0.00                   | 0.00               |
| Recreation/Parks Impact Fees  | 300,000.00          | 38,828.40              | 167,943.75         | 132,056.25             | 55.98              |
| Administration Impact Fees    | 70,000.00           | 7,865.26               | 39,495.37          | 30,504.63              | 56.42              |
| Total Transfers IN            | 0.00                | 0.00                   | 0.00               | 0.00                   | 0.00               |
| Budgeted Cash Fwd-Police      | 50,750.00           | 0.00                   | 0.00               | 50,750.00              | 0.00               |
| Budgeted Cash Fwd-Fire        | 218,980.00          | 0.00                   | 0.00               | 218,980.00             | 0.00               |
| Budgeted Cash Fwd-Sanitation  | 0.00                | 0.00                   | 0.00               | 0.00                   | 0.00               |
| Budgeted Cash Fwd-Rec & Parks | 995,970.00          | 0.00                   | 0.00               | 995,970.00             | 0.00               |
| Budgeted Cash Fwd-Admin       | 283,000.00          | 0.00                   | 0.00               | 283,000.00             | 0.00               |
| <b>Total Revenues</b>         | <b>2,029,700.00</b> | <b>55,591.50</b>       | <b>251,838.40</b>  | <b>1,777,861.60</b>    | <b>12.41</b>       |

**Expenditures**

| <b>Department</b>                   | <b>Budgeted</b>     | <b>Current Expend</b> | <b>YTD Expend</b> | <b>YTD Encumb</b> | <b>Unencumb Bal</b> | <b>Unexpend Bal</b> | <b>% Exp</b> |
|-------------------------------------|---------------------|-----------------------|-------------------|-------------------|---------------------|---------------------|--------------|
| Total Administration Expenditures   | 210,000.00          | 0.00                  | 0.00              | 0.00              | 210,000.00          | 210,000.00          | 0.00         |
| Total Police Expenditures           | 0.00                | 0.00                  | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Total Fire Equipment Expenditures   | 0.00                | 0.00                  | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Fire Equipment Expenditures         | 0.00                | 0.00                  | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Total Sanitation Expenditures       | 0.00                | 0.00                  | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Total Recreation/Parks Expenditures | 780,600.00          | 6,032.51              | 70,010.10         | 59,370.34         | 651,219.56          | 710,589.90          | 16.57        |
| Admin-Transfer out                  | 0.00                | 0.00                  | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Administration Expenditures         | 0.00                | 0.00                  | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Budgeted Reserves-Police            | 75,850.00           | 0.00                  | 0.00              | 0.00              | 75,850.00           | 75,850.00           | 0.00         |
| Budgeted Reserves-Fire              | 269,280.00          | 0.00                  | 0.00              | 0.00              | 269,280.00          | 269,280.00          | 0.00         |
| Budgeted Reserves-Sanitation        | 0.00                | 0.00                  | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Budgeted Reserves-Recreation/Parks  | 651,170.00          | 0.00                  | 0.00              | 0.00              | 651,170.00          | 651,170.00          | 0.00         |
| Budgeted Reserves-Administration    | 42,800.00           | 0.00                  | 0.00              | 0.00              | 42,800.00           | 42,800.00           | 0.00         |
| <b>Total Expenditures</b>           | <b>2,029,700.00</b> | <b>6,032.51</b>       | <b>70,010.10</b>  | <b>59,370.34</b>  | <b>1,900,319.56</b> | <b>1,959,689.90</b> | <b>6.37</b>  |
| <b>Revenues vs. Expenditures</b>    | <b>0.00</b>         | <b>49,558.99</b>      | <b>181,828.30</b> | <b>122,457.96</b> |                     |                     |              |

## Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 330

### WASTEWATER IMPROVEMENT

#### Revenues

|   | Budgeted            | Current Revenue  | YTD Revenue       | Uncollected Bal     | % Collected |
|---|---------------------|------------------|-------------------|---------------------|-------------|
| Total Interest Earned-Improvement Fund  | 0.00                | 212.69           | 121.30            | -121.30             | 0.00        |
| Total Transfers from WW Fund            | 250,000.00          | 20,833.33        | 104,166.65        | 145,833.35          | 41.67       |
| Total Cash Balance Fwd-Improvement Fund | 2,237,555.00        | 0.00             | 0.00              | 2,237,555.00        | 0.00        |
| Total Loan Proceeds-Improvement Fund    | 0.00                | 0.00             | 0.00              | 0.00                | 0.00        |
| <b>Total Revenues</b>                   | <b>2,487,555.00</b> | <b>21,046.02</b> | <b>104,287.95</b> | <b>2,383,267.05</b> | <b>4.19</b> |

#### Expenditures

| Department                              | Budgeted            | Current Expend   | YTD Expend        | YTD Encumb        | Unencumb Bal        | Unexpend Bal        | % Exp       |
|---|---------------------|------------------|-------------------|-------------------|---------------------|---------------------|-------------|
| Total Operating Expenses                | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00        |
| Total Capital Expenses-Improvement Fund | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00        |
| Total Debt Services                     | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00        |
| Total Reserves-Improvement Fund         | 2,487,555.00        | 0.00             | 0.00              | 0.00              | 2,487,555.00        | 2,487,555.00        | 0.00        |
| <b>Total Expenditures</b>               | <b>2,487,555.00</b> | <b>0.00</b>      | <b>0.00</b>       | <b>0.00</b>       | <b>2,487,555.00</b> | <b>2,487,555.00</b> | <b>0.00</b> |
| <b>Revenues vs. Expenditures</b>        | <b>0.00</b>         | <b>21,046.02</b> | <b>104,287.95</b> | <b>104,287.95</b> |                     |                     |             |

# Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 410

## GOLF COURSE

### Revenues

|                         | Budgeted            | Current Revenue   | LY      | YTD Revenue       | Uncollected Bal   | % Collected  |
|-------------------------|---------------------|-------------------|---------|-------------------|-------------------|--------------|
| Total Fees              | 971,623.00          | 75,964.92         | 400,874 | 406,466.12        | 565,156.88        | 41.83        |
| Total Rentals           | 493,225.00          | 29,448.55         | 157,135 | 154,051.29        | 339,173.71        | 31.23        |
| Total Other Sales       | 10,920.00           | 320.00            |         | 2,704.73          | 8,215.27          | 24.77        |
| Total Interest Earned   | 0.00                | 0.00              |         | 0.00              | 0.00              | 0.00         |
| Total Other Revenue     | 1,367.00            | 6,990.87          |         | 16,733.05         | -15,366.05        | 224.07       |
| Total Transfers In      | 237,000.00          | 19,750.00         |         | 98,750.00         | 138,250.00        | 41.67        |
| Total Loan Forgiveness  | 0.00                | 0.00              |         | 0.00              | 0.00              | 0.00         |
| Total Budgeted Cash Fwd | -620,500.00         | 0.00              |         | 0.00              | -620,500.00       | 0.00         |
| <b>Total Revenues</b>   | <b>1,093,635.00</b> | <b>132,474.34</b> |         | <b>678,705.19</b> | <b>414,929.81</b> | <b>62.06</b> |

### Expenditures

| Department                       | Budgeted            | Current Expend    | YTD Expend        | YTD Encumb        | Unencumb Bal      | Unexpend Bal      | % Exp        |
|----------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|
| Total Personnel Expenses         | 727.00              | 60.59             | 519.62            | 0.00              | 207.38            | 207.38            | 71.47        |
| Total Operating Expenses         | 1,495,958.00        | 108,269.04        | 538,559.39        | 0.00              | 957,398.61        | 957,398.61        | 36.00        |
| Total Capital Expenses           | 80,000.00           | 0.00              | 0.00              | 0.00              | 80,000.00         | 80,000.00         | 0.00         |
| Total Debt Service               | 140,451.00          | 54.51             | 407.21            | 0.00              | 140,043.79        | 140,043.79        | 0.29         |
| Total Transfers                  | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              | 0.00         |
| Total Contingency                | -623,501.00         | 0.00              | 0.00              | 0.00              | -623,501.00       | -623,501.00       | 0.00         |
| <b>Total Expenditures</b>        | <b>1,093,635.00</b> | <b>108,384.14</b> | <b>539,486.22</b> | <b>0.00</b>       | <b>554,148.78</b> | <b>554,148.78</b> | <b>49.33</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>         | <b>24,090.20</b>  | <b>139,218.97</b> | <b>139,218.97</b> |                   |                   |              |

|                | BUD     | FEB YTD |
|----------------|---------|---------|
| PRO SHOP SALES | 140,155 | 33,961  |
| COF GS         | 83,101  | 18,571  |
| IT \$          | 56,194  | 15,390  |
| % OF COST      | 66.92%  | 82.87%  |
| F + B SALES    | 319,945 | 120,090 |
| COF GS         | 267,386 | 111,403 |
| IT \$          | 52,559  | 8,687   |
| % OF COST      | 19.66%  | 7.80%   |

## Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 420

### AIRPORT

### Revenues

|                            | Budgeted            | Current Revenue  | YTD Revenue       | Uncollected Bal     | % Collected  |
|----------------------------|---------------------|------------------|-------------------|---------------------|--------------|
| Total Grants/Contributions | 388,000.00          | 7,752.80         | 23,652.49         | 364,347.51          | 6.10         |
| Total Leases/Rents         | 593,497.00          | 46,957.77        | 232,855.95        | 360,641.05          | 39.23        |
| Total Other Revenue        | 25,000.00           | 11,388.96        | 16,952.35         | 8,047.65            | 67.81        |
| Total Transfers In         | 0.00                | 0.00             | 0.00              | 0.00                | 0.00         |
| Total Cash Balance Fwd     | 780,941.00          | 0.00             | 0.00              | 780,941.00          | 0.00         |
| <b>Total Revenues</b>      | <b>1,787,438.00</b> | <b>66,099.53</b> | <b>273,460.79</b> | <b>1,513,977.21</b> | <b>15.30</b> |

### Expenditures

| Department                       | Budgeted            | Current Expend   | YTD Expend        | YTD Encumb       | Unencumb Bal        | Unexpend Bal        | % Exp        |
|----------------------------------|---------------------|------------------|-------------------|------------------|---------------------|---------------------|--------------|
| Total Personnel Expenses         | 93,929.00           | 5,661.63         | 32,442.49         | 0.00             | 61,486.51           | 61,486.51           | 34.54        |
| Total Operating Expenses         | 251,645.00          | 17,669.00        | 80,063.39         | 7,600.01         | 163,981.60          | 171,581.61          | 34.84        |
| Total Capital Expenses           | 441,500.00          | 9,205.88         | 26,395.84         | 76,108.15        | 338,996.01          | 415,104.16          | 23.22        |
| Total Debt Service               | 70,976.00           | 0.00             | 0.00              | 0.00             | 70,976.00           | 70,976.00           | 0.00         |
| Total Transfers                  | 0.00                | 0.00             | 0.00              | 0.00             | 0.00                | 0.00                | 0.00         |
| Total Contingency                | 929,388.00          | 0.00             | 0.00              | 0.00             | 929,388.00          | 929,388.00          | 0.00         |
| <b>Total Expenditures</b>        | <b>1,787,438.00</b> | <b>32,536.51</b> | <b>138,901.72</b> | <b>83,708.16</b> | <b>1,564,828.12</b> | <b>1,648,536.28</b> | <b>12.45</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>         | <b>33,563.02</b> | <b>134,559.07</b> | <b>50,850.91</b> |                     |                     |              |

# Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 440

## SANITATION

### Revenues

|                                 | Budgeted            | Current Revenue   | YTD Revenue       | Uncollected Bal     | % Collected  |
|---------------------------------|---------------------|-------------------|-------------------|---------------------|--------------|
| Total Grant Revenue             | 0.00                | 0.00              | 0.00              | 0.00                | 0.00         |
| Total Garbage Fees              | 2,225,000.00        | 190,153.71        | 948,065.64        | 1,276,934.36        | 42.61        |
| Total Shrimp Fest Fees          | 0.00                | 0.00              | 0.00              | 0.00                | 0.00         |
| Total Interest Earned           | 0.00                | 39.88             | 148.40            | -148.40             | 0.00         |
| Total Sale of Assets            | 0.00                | 0.00              | 0.00              | 0.00                | 0.00         |
| Total Recycling Program         | 0.00                | 0.00              | 0.00              | 0.00                | 0.00         |
| Total Other Revenue             | 25,000.00           | 3,332.82          | 6,852.15          | 18,147.85           | 27.41        |
| Total Transfers In              | 0.00                | 0.00              | 0.00              | 0.00                | 0.00         |
| Total Budgeted Cash Balance Fwd | 196,900.00          | 0.00              | 0.00              | 196,900.00          | 0.00         |
| <b>Total Revenues</b>           | <b>2,446,900.00</b> | <b>193,526.41</b> | <b>955,066.19</b> | <b>1,491,833.81</b> | <b>39.03</b> |

### Expenditures

| Department                       | Budgeted            | Current Expend    | YTD Expend        | YTD Encumb       | Unencumb Bal        | Unexpend Bal        | % Exp        |
|----------------------------------|---------------------|-------------------|-------------------|------------------|---------------------|---------------------|--------------|
| Total Personnel Expenses         | 0.00                | 0.00              | 0.00              | 0.00             | 0.00                | 0.00                | 0.00         |
| Total Operating Expenses         | 2,229,300.00        | 171,228.41        | 910,651.88        | 0.00             | 1,318,648.12        | 1,318,648.12        | 40.85        |
| Total Capital Expenses           | 0.00                | 0.00              | 0.00              | 0.00             | 0.00                | 0.00                | 0.00         |
| Total Debt Service               | 0.00                | 0.00              | 0.00              | 0.00             | 0.00                | 0.00                | 0.00         |
| Total Transfers to GF            | 60,000.00           | 5,000.00          | 25,000.00         | 0.00             | 35,000.00           | 35,000.00           | 41.67        |
| Total Reserves/Contingency       | 157,600.00          | 0.00              | 0.00              | 0.00             | 157,600.00          | 157,600.00          | 0.00         |
| <b>Total Expenditures</b>        | <b>2,446,900.00</b> | <b>176,228.41</b> | <b>935,651.88</b> | <b>0.00</b>      | <b>1,511,248.12</b> | <b>1,511,248.12</b> | <b>38.24</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>         | <b>17,298.00</b>  | <b>19,414.31</b>  | <b>19,414.31</b> |                     |                     |              |

**Budget Summary Report**

Fiscal Year to Date Thru February 2016

Fund 450

**WASTEWATER****Revenues**

|                                | Budgeted            | Current Revenue   | LY<br>YTD Revenue | YTD Revenue         | Uncollected Bal     | % Collected  |
|--------------------------------|---------------------|-------------------|-------------------|---------------------|---------------------|--------------|
| Total Sewer Fees-WW Fund       | 5,330,100.00        | 433,834.67        | 2,156,244         | 2,220,976.76        | 3,109,123.24        | 41.67        |
| Total Interest Earned-WW Fund  | 7,031.00            | 806.04            |                   | 2,329.17            | 4,701.83            | 33.13        |
| Total Other Revenue-WW Fund    | 40,000.00           | 0.00              |                   | 0.00                | 40,000.00           | 0.00         |
| Total Cash Balance Fwd-WW Fund | 3,453,869.00        | 0.00              |                   | 0.00                | 3,453,869.00        | 0.00         |
| <b>Total Revenues</b>          | <b>8,831,000.00</b> | <b>434,640.71</b> |                   | <b>2,223,305.93</b> | <b>6,607,694.07</b> | <b>25.18</b> |

**Expenditures**

| Department                                | Budgeted            | Current Expend    | YTD Expend          | YTD Encumb        | Unencumb Bal        | Unexpend Bal        | % Exp        |
|---|---------------------|-------------------|---------------------|-------------------|---------------------|---------------------|--------------|
| Total Personnel Expenses-WW Fund          | 1,064,871.00        | 69,958.63         | 385,179.28          | 0.00              | 679,691.72          | 679,691.72          | 36.17        |
| Total Operating Expenses-WW Fund          | 1,347,309.00        | 84,152.16         | 412,987.36          | 7,797.98          | 926,523.66          | 934,321.64          | 31.23        |
| Total Capital Expenses-WW Fund            | 1,131,600.00        | 83,684.44         | 247,908.93          | 455,491.81        | 428,199.26          | 883,691.07          | 62.16        |
| Total Debt Service-WW Fund                | 0.00                | 0.00              | 0.00                | 0.00              | 0.00                | 0.00                | 0.00         |
| Transfer to GF-WW Fund                    | 260,000.00          | 21,666.66         | 108,333.30          | 0.00              | 151,666.70          | 151,666.70          | 41.67        |
| Transfer to Utility Admin-WW Fund         | 0.00                | 0.00              | 0.00                | 0.00              | 0.00                | 0.00                | 0.00         |
| Transfer to Debt Fund-WW Fund             | 0.00                | 0.00              | 0.00                | 0.00              | 0.00                | 0.00                | 0.00         |
| Transfer to Utility Acquisition Debt Fund | 651,989.00          | 54,332.42         | 271,662.10          | 0.00              | 380,326.90          | 380,326.90          | 41.67        |
| Transfer to Water-WW Fund                 | 600,000.00          | 50,000.00         | 250,000.00          | 0.00              | 350,000.00          | 350,000.00          | 41.67        |
| Transfer to Sewer Capital-WW Fund         | 250,000.00          | 20,833.33         | 104,166.65          | 0.00              | 145,833.35          | 145,833.35          | 41.67        |
| Total Contingency-WW Fund                 | 3,525,231.00        | 0.00              | 0.00                | 0.00              | 3,525,231.00        | 3,525,231.00        | 0.00         |
| <b>Total Expenditures</b>                 | <b>8,831,000.00</b> | <b>384,627.64</b> | <b>1,780,237.62</b> | <b>463,289.79</b> | <b>6,587,472.59</b> | <b>7,050,762.38</b> | <b>25.41</b> |
| <b>Revenues vs. Expenditures</b>          | <b>0.00</b>         | <b>50,013.07</b>  | <b>443,068.31</b>   | <b>-20,221.48</b> |                     |                     |              |

**Budget Summary Report**

Fiscal Year to Date Thru February 2016

Fund 460

**WATER****Revenues**

|                                   | Budgeted            | Current Revenue   | <i>LY</i><br>YTD Revenue | YTD Revenue         | Uncollected Bal     | % Collected  |
|-----------------------------------|---------------------|-------------------|--------------------------|---------------------|---------------------|--------------|
| Total Water Fees                  | 3,753,023.00        | 276,123.01        | <i>1,468,338</i>         | 1,503,119.52        | 2,249,903.48        | 40.05        |
| Total Interest Earned-Water Fund  | 2,300.00            | 219.14            |                          | 1,287.52            | 1,012.48            | 55.98        |
| Total Other Revenue-Water Fund    | 21,000.00           | 4,316.01          |                          | 11,907.95           | 9,092.05            | 56.70        |
| Total Transfers In Wastewater     | 600,000.00          | 50,000.00         |                          | 250,000.00          | 350,000.00          | 41.67        |
| Total Bond Proceeds               | 0.00                | 0.00              |                          | 0.00                | 0.00                | 0.00         |
| Total Cash Balance Fwd-Water Fund | 2,411,677.00        | 0.00              |                          | 0.00                | 2,411,677.00        | 0.00         |
| <b>Total Revenues</b>             | <b>6,788,000.00</b> | <b>330,658.16</b> |                          | <b>1,766,314.99</b> | <b>5,021,685.01</b> | <b>26.02</b> |

**Expenditures**

| Department                                   | Budgeted            | Current Expend    | YTD Expend          | YTD Encumb        | Unencumb Bal        | Unexpend Bal        | % Exp        |
|--|---------------------|-------------------|---------------------|-------------------|---------------------|---------------------|--------------|
| Total Personnel Expenses-Water Fund          | 928,562.00          | 65,803.27         | 354,083.30          | 0.00              | 574,478.70          | 574,478.70          | 38.13        |
| Total Operating Expenses-Water Fund          | 1,361,388.00        | 77,180.03         | 344,433.22          | 13,274.00         | 1,003,680.78        | 1,016,954.78        | 26.28        |
| Total Capital Expenses-Water Fund            | 303,500.00          | -720.38           | 97,317.83           | 96,133.14         | 110,049.03          | 206,182.17          | 63.74        |
| Total Debt Service-Water Fund                | 0.00                | 0.00              | 0.00                | 0.00              | 0.00                | 0.00                | 0.00         |
| Transfers from Water to GF                   | 160,000.00          | 13,333.33         | 66,666.65           | 0.00              | 93,333.35           | 93,333.35           | 41.67        |
| Transfers from Water to GF                   | 0.00                | 0.00              | 0.00                | 0.00              | 0.00                | 0.00                | 0.00         |
| Transfer to Utility Acquisition Debt Service | 1,778,109.00        | 148,175.75        | 740,878.75          | 0.00              | 1,037,230.25        | 1,037,230.25        | 41.67        |
| Total Contingency-Water Fund                 | 2,256,441.00        | 0.00              | 0.00                | 0.00              | 2,256,441.00        | 2,256,441.00        | 0.00         |
| <b>Total Expenditures</b>                    | <b>6,788,000.00</b> | <b>303,772.00</b> | <b>1,603,379.75</b> | <b>109,407.14</b> | <b>5,075,213.11</b> | <b>5,184,620.25</b> | <b>25.23</b> |
| <b>Revenues vs. Expenditures</b>             | <b>0.00</b>         | <b>26,886.16</b>  | <b>162,935.24</b>   | <b>53,528.10</b>  |                     |                     |              |

## Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 470

### STORM WATER MANAGEMENT

### Revenues

|                            | Budgeted          | Current Revenue  | YTD Revenue       | Uncollected Bal   | % Collected  |
|----------------------------|-------------------|------------------|-------------------|-------------------|--------------|
| Total Grant Revenue        | 0.00              | 0.00             | 0.00              | 0.00              | 0.00         |
| Total Grant Revenue        | 0.00              | 0.00             | 0.00              | 0.00              | 0.00         |
| Total Fee for Services     | 270,908.00        | 29,998.63        | 121,217.57        | 149,690.43        | 44.74        |
| Total Interest             | 0.00              | 0.00             | 0.00              | 0.00              | 0.00         |
| Total Transfers            | 21,515.00         | 1,792.92         | 8,964.60          | 12,550.40         | 41.67        |
| Total Cash Balance Forward | 296,877.00        | 0.00             | 0.00              | 296,877.00        | 0.00         |
| <b>Total Revenues</b>      | <b>589,300.00</b> | <b>31,791.55</b> | <b>130,182.17</b> | <b>459,117.83</b> | <b>22.09</b> |

### Expenditures

| Department                       | Budgeted          | Current Expend   | YTD Expend        | YTD Encumb       | Unencumb Bal      | Unexpend Bal      | % Exp        |
|----------------------------------|-------------------|------------------|-------------------|------------------|-------------------|-------------------|--------------|
| Total Personnel Expenses         | 59,083.00         | 1,197.25         | 5,986.25          | 0.00             | 53,096.75         | 53,096.75         | 10.13        |
| Total Operating Expenses         | 312,290.00        | 3,907.86         | 43,680.01         | 0.00             | 268,609.99        | 268,609.99        | 13.99        |
| Total Capital Expenses           | 160,000.00        | 8,210.33         | 21,465.37         | 11,000.00        | 127,534.63        | 138,534.63        | 20.29        |
| Total Debt Service               | 43,030.00         | 0.00             | 43,030.18         | 0.00             | -0.18             | -0.18             | 100.00       |
| Total Contingency                | 14,897.00         | 0.00             | 0.00              | 0.00             | 14,897.00         | 14,897.00         | 0.00         |
| <b>Total Expenditures</b>        | <b>589,300.00</b> | <b>13,315.44</b> | <b>114,161.81</b> | <b>11,000.00</b> | <b>464,138.19</b> | <b>475,138.19</b> | <b>21.24</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>       | <b>18,476.11</b> | <b>16,020.36</b>  | <b>5,020.36</b>  |                   |                   |              |

# Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 480

MARINA

## Revenues

|                                | Budgeted            | Current Revenue   | LY YTD Revenue    | Uncollected Bal     | % Collected  |
|--------------------------------|---------------------|-------------------|-------------------|---------------------|--------------|
| Total Grant Revenue            | 355,200.00          | 0.00              | 0.00              | 355,200.00          | 0.00         |
| Total Slip Rentals-Permanent   | 250,000.00          | 18,414.06         | 92,739.18         | 157,260.82          | 37.10        |
| Total Big P                    | 0.00                | 0.00              | 0.00              | 0.00                | 0.00         |
| Total Slip Rentals-Transient   | 480,000.00          | 23,373.60         | 201,001.10        | 278,998.90          | 41.88        |
| Total Slip Rentals-Non-Taxable | 7,000.00            | 0.00              | 2,445.00          | 4,555.00            | 34.93        |
| Total Business Rentals         | 54,500.00           | 3,937.53          | 22,371.11         | 32,128.89           | 41.05        |
| Total Moorings                 | 38,000.00           | 1,424.00          | 12,814.00         | 25,186.00           | 33.72        |
| Total Merchandise for Resale   | 0.00                | 175.38            | 926.17            | -926.17             | 0.00         |
| Total Services-Nontaxable      | 1,600.00            | 42.00             | 1,225.24          | 374.76              | 76.58        |
| Total Services-Taxable         | 0.00                | 149.40            | 1,080.45          | -1,080.45           | 0.00         |
| Total Gasoline/Fuel            | 1,325,200.00        | 46,544.79         | 485,111.58        | 840,088.42          | 36.61        |
| Total Interest Earned          | 0.00                | 0.00              | 0.00              | 0.00                | 0.00         |
| Total Rents                    | 10,700.00           | 2,483.16          | 6,091.80          | 4,608.20            | 56.93        |
| Total Other Revenue            | 250.00              | 34.65             | 107.59            | 142.41              | 43.04        |
| Total Transfers In             | 307,000.00          | 25,583.34         | 127,916.70        | 179,083.30          | 41.67        |
| Total Loan Proceeds            | 0.00                | 0.00              | 0.00              | 0.00                | 0.00         |
| Total Cash Balance Forward     | -389,340.00         | 0.00              | 0.00              | -389,340.00         | 0.00         |
| <b>Total Revenues</b>          | <b>2,440,110.00</b> | <b>122,161.91</b> | <b>953,829.92</b> | <b>1,486,280.08</b> | <b>39.09</b> |

Handwritten notes: LY, 275,390, 296,185

## Expenditures

| Department                       | Budgeted            | Current Expend   | YTD Expend        | YTD Encumb        | Unencumb Bal        | Unexpend Bal        | % Exp        |
|----------------------------------|---------------------|------------------|-------------------|-------------------|---------------------|---------------------|--------------|
| Total Personnel Expenses         | 0.00                | 0.00             | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Total Operating Expenses         | 1,794,209.00        | 84,197.23        | 605,671.22        | 33,410.00         | 1,155,127.78        | 1,188,537.78        | 35.62        |
| Total Capital Expenses           | 445,200.00          | 0.00             | 0.00              | 10,335.00         | 434,865.00          | 445,200.00          | 2.32         |
| Total Debt Service               | 423,381.00          | 0.00             | 0.00              | 0.00              | 423,381.00          | 423,381.00          | 0.00         |
| Total Transfers Out              | 117,938.00          | 9,828.17         | 49,140.85         | 0.00              | 68,797.15           | 68,797.15           | 41.67        |
| Total Contingency-Marina Fund    | -340,618.00         | 0.00             | 0.00              | 0.00              | -340,618.00         | -340,618.00         | 0.00         |
| <b>Total Expenditures</b>        | <b>2,440,110.00</b> | <b>94,025.40</b> | <b>654,812.07</b> | <b>43,745.00</b>  | <b>1,741,552.93</b> | <b>1,785,297.93</b> | <b>28.63</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>         | <b>28,136.51</b> | <b>299,017.85</b> | <b>255,272.85</b> |                     |                     |              |

Handwritten summary:

|                  | BUDGET    | YTD     | % OF BUD |
|------------------|-----------|---------|----------|
| FUEL SALES       | 1,325,200 | 485,112 | 36.61%   |
| FUEL COSTS       | 1,053,000 | 341,309 | 32.41%   |
| COST/SALES RATIO | 79.46%    | 70.36%  |          |

**Budget Summary Report**

Fiscal Year to Date Thru February 2016

Fund 510

**CENTRAL GARAGE****Revenues**

|                            | <b>Budgeted</b>     | <b>Current Revenue</b> | <b>YTD Revenue</b> | <b>Uncollected Bal</b> | <b>% Collected</b> |
|----------------------------|---------------------|------------------------|--------------------|------------------------|--------------------|
| Total Interest Earned      | 130,000.00          | 0.00                   | 0.00               | 130,000.00             | 0.00               |
| Total Other Revenue        | 87,500.00           | 20,825.31              | 34,773.04          | 52,726.96              | 39.74              |
| Total General Fund Fees    | 385,500.00          | 35,898.80              | 148,130.91         | 237,369.09             | 38.43              |
| Total Enterprise Fund Fees | 97,250.00           | 5,653.91               | 49,117.24          | 48,132.76              | 50.51              |
| Total Gas/Oil Revenues     | 370,750.00          | 15,232.86              | 85,459.68          | 285,290.32             | 23.05              |
| TOTAL TRANSFERS IN         | 50,000.00           | 4,166.67               | 20,833.35          | 29,166.65              | 41.67              |
| Total Cash Balance Fwd     | -71,000.00          | 0.00                   | 0.00               | -71,000.00             | 0.00               |
| <b>Total Revenues</b>      | <b>1,050,000.00</b> | <b>81,777.55</b>       | <b>338,314.22</b>  | <b>711,685.78</b>      | <b>32.22</b>       |

**Expenditures**

| <b>Department</b>                | <b>Budgeted</b>     | <b>Current Expend</b> | <b>YTD Expend</b> | <b>YTD Encumb</b> | <b>Unencumb Bal</b> | <b>Unexpend Bal</b> | <b>% Exp</b> |
|----------------------------------|---------------------|-----------------------|-------------------|-------------------|---------------------|---------------------|--------------|
| Total Personnel Expenses         | 229,998.00          | 17,357.88             | 96,053.51         | 0.00              | 133,944.49          | 133,944.49          | 41.76        |
| Total Operating Expenses         | 68,812.00           | 4,310.52              | 24,847.65         | 0.00              | 43,964.35           | 43,964.35           | 36.11        |
| Total Capital Expenses           | 137,500.00          | 0.00                  | 0.00              | 0.00              | 137,500.00          | 137,500.00          | 0.00         |
| Total Cost Goods Sold            | 615,200.00          | 40,623.81             | 162,730.74        | 3,991.09          | 448,478.17          | 452,469.26          | 27.10        |
| Totals Transfers to GF           | 0.00                | 0.00                  | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Totals Transfers to GF           | 0.00                | 0.00                  | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Total Contingency                | -1,510.00           | 0.00                  | 0.00              | 0.00              | -1,510.00           | -1,510.00           | 0.00         |
| <b>Total Expenditures</b>        | <b>1,050,000.00</b> | <b>62,292.21</b>      | <b>283,631.90</b> | <b>3,991.09</b>   | <b>762,377.01</b>   | <b>766,368.10</b>   | <b>27.39</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>         | <b>19,485.34</b>      | <b>54,682.32</b>  | <b>50,691.23</b>  |                     |                     |              |

**Budget Summary Report**

Fiscal Year to Date Thru February 2016

Fund 520

**UTILITY BILLING****Revenues**

|                            | <b>Budgeted</b>   | <b>Current Revenue</b> | <b>YTD Revenue</b> | <b>Uncollected Bal</b> | <b>% Collected</b> |
|----------------------------|-------------------|------------------------|--------------------|------------------------|--------------------|
| Total Admin Fees           | 32,000.00         | 2,623.42               | 12,663.01          | 19,336.99              | 39.57              |
| Total Interest Earned      | 75,000.00         | 0.00                   | 0.00               | 75,000.00              | 0.00               |
| Total Other Revenue        | 476,200.00        | 39,683.36              | 198,704.62         | 277,495.38             | 41.73              |
| Total General Fund Fees    | 0.00              | 0.00                   | 0.00               | 0.00                   | 0.00               |
| Total Enterprise Fund Fees | 0.00              | 0.00                   | 0.00               | 0.00                   | 0.00               |
| Total Enterprise Fund Fees | 0.00              | 0.00                   | 0.00               | 0.00                   | 0.00               |
| Total Cash Balance Forward | 31,300.00         | 0.00                   | 0.00               | 31,300.00              | 0.00               |
| <b>Total Revenues</b>      | <b>614,500.00</b> | <b>42,306.78</b>       | <b>211,367.63</b>  | <b>403,132.37</b>      | <b>34.40</b>       |

**Expenditures**

| <b>Department</b>                | <b>Budgeted</b>   | <b>Current Expend</b> | <b>YTD Expend</b> | <b>YTD Encumb</b> | <b>Unencumb Bal</b> | <b>Unexpend Bal</b> | <b>% Exp</b> |
|----------------------------------|-------------------|-----------------------|-------------------|-------------------|---------------------|---------------------|--------------|
| Total Personnel Expenses         | 304,280.00        | 23,555.86             | 129,802.33        | 0.00              | 174,477.67          | 174,477.67          | 42.66        |
| Total Operating Expenses         | 124,892.00        | 13,965.08             | 50,255.19         | 125.00            | 74,511.81           | 74,636.81           | 40.34        |
| Total Depreciation Expense       | 0.00              | 0.00                  | 0.00              | 0.00              | 0.00                | 0.00                | 0.00         |
| Total Mach/Equip                 | 150,000.00        | 0.00                  | 0.00              | 0.00              | 150,000.00          | 150,000.00          | 0.00         |
| Total Contingency                | 35,328.00         | 0.00                  | 0.00              | 0.00              | 35,328.00           | 35,328.00           | 0.00         |
| <b>Total Expenditures</b>        | <b>614,500.00</b> | <b>37,520.94</b>      | <b>180,057.52</b> | <b>125.00</b>     | <b>434,317.48</b>   | <b>434,442.48</b>   | <b>29.32</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>       | <b>4,785.84</b>       | <b>31,310.11</b>  | <b>31,185.11</b>  |                     |                     |              |

# Budget Summary Report

Fiscal Year to Date Thru February 2016

Fund 530

## UTILITES ADMINISTRATION

### Revenues

|                            | Budgeted          | Current Revenue  | YTD Revenue       | Uncollected Bal   | % Collected  |
|----------------------------|-------------------|------------------|-------------------|-------------------|--------------|
| Total Interest Earned      | 0.00              | 0.00             | 0.00              | 0.00              | 0.00         |
| Total Other Revenue        | 313,000.00        | 26,083.32        | 130,416.60        | 182,583.40        | 41.67        |
| Total General Fund Fees    | 0.00              | 0.00             | 0.00              | 0.00              | 0.00         |
| Total Enterprise Fund Fees | 0.00              | 0.00             | 0.00              | 0.00              | 0.00         |
| Total Cash Balance Forward | 122,200.00        | 0.00             | 0.00              | 122,200.00        | 0.00         |
| <b>Total Revenues</b>      | <b>435,200.00</b> | <b>26,083.32</b> | <b>130,416.60</b> | <b>304,783.40</b> | <b>29.97</b> |

### Expenditures

| Department                       | Budgeted          | Current Expend   | YTD Expend        | YTD Encumb        | Unencumb Bal      | Unexpend Bal      | % Exp        |
|----------------------------------|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|--------------|
| Total Personnel Expenses         | 316,681.00        | 24,392.27        | 132,179.89        | 0.00              | 184,501.11        | 184,501.11        | 41.74        |
| Total Operating Expenses         | 42,723.00         | 1,123.05         | 10,579.83         | 0.00              | 32,143.17         | 32,143.17         | 24.76        |
| Total Depreciation Expense       | 0.00              | 0.00             | 0.00              | 0.00              | 0.00              | 0.00              | 0.00         |
| Total Contingency                | 75,796.00         | 0.00             | 0.00              | 0.00              | 75,796.00         | 75,796.00         | 0.00         |
| <b>Total Expenditures</b>        | <b>435,200.00</b> | <b>25,515.32</b> | <b>142,759.72</b> | <b>0.00</b>       | <b>292,440.28</b> | <b>292,440.28</b> | <b>32.80</b> |
| <b>Revenues vs. Expenditures</b> | <b>0.00</b>       | <b>568.00</b>    | <b>-12,343.12</b> | <b>-12,343.12</b> |                   |                   |              |



**UPDATED**  
**RESOLUTION 2016-14**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA APPROVING THE SETTLEMENT AGREEMENT IN THE CASE OF ROBIN JOY MARLEY V. CITY OF FERNANDINA BEACH; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on December 1, 2014, the City of Fernandina Beach was served with a lawsuit from, Robin Joy Marley v. City of Fernandina Beach, Fourth Judicial Circuit Court Case No. 14-CA-000504;

WHEREAS, PGIT, the City's insurer, requested that the City Commission approve a Settlement Agreement with Robin Joy Marley which includes Mrs. Marley's reinstatement to the position of Human Resources Director, back pay in the amount of \$102,185.91 and reimbursable expenses up to \$6,117.19 paid by City;

WHEREAS, on February 3, 2016, the City Commission approved the Settlement Agreement with Mrs. Marley and later received documentation supporting reimbursement for medical and tuition expenses to Mrs. Marley in the amount of \$6,568.14.

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

SECTION 1. The City Commission hereby approves the reimbursement to Mrs. Marley for lost medical and tuition benefits in the amount of \$6,568.14 as part of the settlement in the case of Robin Joy Marley v. City of Fernandina Beach, Fourth Judicial Circuit Court Case No. 14-CA-000504.

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

ADOPTED this 15th day of March, 2016.

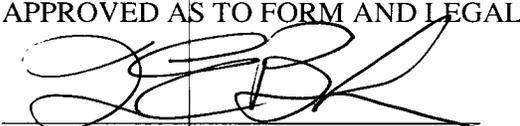
CITY OF FERNANDINA BEACH

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

ATTEST:

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

APPROVED AS TO FORM AND LEGALITY:

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

CITY COMMISSION AGENDA ITEM  
City of Fernandina Beach



SUBJECT: **Resolution 2016-35**  
Final Plat - Shell Cove

ITEM TYPE:  Ordinance  Resolution  Other  
 Proclamation  Presentation

REQUESTED ACTION: **Approve Resolution 2016-35**

SYNOPSIS: The applicant is requesting approval of a Final Plat for a new subdivision to be called Shell Cove. Shell Cove is a forty-eight lot single-family residential development. Common amenities beyond the required stormwater management ponds, landscaping, and signage associated with the development include conservation areas with pedestrian walkways and access to the Egans Creek Greenway which is located immediately adjacent to the subdivision location. Access to the subdivision will be through a "circular" one-way street that will "loop" off of Citrona Drive. The street will become a public right-of-way and be maintained by the City.

The City approved this property's use under a Planned Unit Development on October 6, 2015. The PAB reviewed the preliminary plat at its regular meeting on November 12, 2015 and issued a recommendation of approval. The City Commission approved the preliminary plat at its Regular Meeting on December 15, 2015. The applicant is ready for final plat approval.

FISCAL IMPACT: Fees and increased property values associated with the construction of forty-eight single-family homes on vacant land.

2015 STRATEGIC PRIORITIES:  Waterfront Funding (Priority 1)  Fire Department (Priority 1)  
 8<sup>th</sup> Street (Priority 1)  Department Goals (Priority 1)  
 Trolley System (Priority 2)  Beach Renourishment (Priority 2)  
 4 Year Terms (Priority 2)  8<sup>th</sup> Street Entrance (Priority 2)  
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2016-35. *DLM*

DEPARTMENT DIRECTOR Submitted by: Adrienne Burke, *AB* Date: 2/26/2016  
CDD Director  
CONTROLLER Approved as to Budget Compliance *PTC* Date: 3/2/16  
CITY ATTORNEY Approved as to Form and Legality *TEB* Date: 3/4/16  
CITY MANAGER Approved Agenda Item for 03/15/2016 *DLM* Date: 2/29/2016

COMMISSION ACTION:  Approved As Recommended  Disapproved  
 Approved With Modification  Postponed to Time Certain  
 Other  Tabled

RESOLUTION 2016- 35

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING FINAL PLAT, PAB CASE 2016-04 TITLED "SHELL COVE"; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Robinson Creek 35, LLC has applied to the City Commission of the City of Fernandina Beach, Florida, for approval of a final plat titled " Shell Cove"; and

WHEREAS, staff has reviewed the applicant's request for final plat and found the request to be compliant with the City's Comprehensive Plan and Land Development Code; and

WHEREAS, the Technical Review Committee issued a Local Development Order on October 23, 2015, to allow for clearing of land and installation of site infrastructure; and

WHEREAS, on December 15, 2015, the City Commission approved Resolution 2015-175 endorsing the Shell Cove preliminary plat; and

WHEREAS, on February 9, 2016, the Planning Advisory Board reviewed the final plat and issued a recommendation of approval.

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

Section 1. The plat titled "Shell Cove," is hereby accepted and approved as a final plat.

Section 2. This Resolution shall take effect immediately upon passage.

ADOPTED this 15<sup>th</sup> day of March, 2016.

CITY OF FERNANDINA BEACH

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

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

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

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



**APPLICATION FOR FINAL PLAT**  
**SHELL COVE**

**APPLICATION & SURROUNDING AREA INFORMATION:**

|                               |   |  |                   |               |              |
|-------------------------------|---|--|-------------------|---------------|--------------|
| <b>OWNER/APPLICANT:</b>       | Robinson Creek 35, LLC  |  |                   |               |              |
| <b>AGENT:</b>                 | Nick Gillette, P.E.   |  |                   |               |              |
| <b>REQUESTED ACTION:</b>      | Final Plat of Shell Cove (48 lots)                            |  |                   |               |              |
| <b>LOCATION:</b>              | Citrona Drive (SE Corner of Citrona Drive and Hickory Street) |  |                   |               |              |
| <b>CURRENT ZONING:</b>        | R-2/ CON with PUD Overlay                                     |  |                   |               |              |
| <b>CURRENT LAND USE:</b>      | Medium Density Residential/ Conservation                      |  |                   |               |              |
| <b>EXISTING USES ON SITE:</b> | Vacant  |  |                   |               |              |
| <b>PROPERTY SIZE:</b>         | 7.41 Acres (Parcel #: 00-00-31-1180-0020-0000)                |  |                   |               |              |
| <b>ADJACENT PROPERTIES:</b>   | <u>Direction</u>  | <u>Existing Use(s)</u>                 | <u>Year Built</u> | <u>Zoning</u> | <u>FLUM</u>  |
|                               | North   | Unimproved Hickory Street Right of Way | N/A               | N/A           | N/A          |
|                               | South   | Unimproved Indigo Street Right of Way  | N/A               | N/A           | N/A          |
|                               | East  | Vacant/Greenway                        | N/A               | CON           | Conservation |
|                               | West  | Citrona Drive Right of Way             | N/A               | N/A           | N/A          |

\*\*\* All required application materials have been received. All fees have been paid. All required notices have been made. All copies of required materials are part of the official record and have been made available on the City's website, the City Clerk's Office and at the Community Development Department Office. \*\*\*

**SUMMARY OF REQUEST AND BACKGROUND INFORMATION:**

The applicant is requesting approval of a Final Plat for a new subdivision to be called Shell Cove. Shell Cove is a 48 lot single-family residential development. Common amenities beyond the required stormwater management ponds, landscaping, and signage associated with the development, include conservation areas with pedestrian walkways and access to the Egans Creek Greenway which is located immediately adjacent to the subdivision location. Access to the subdivision will be through a one-way street that will enter and exit onto Citrona Drive. The internal streets will become public right-of-way and be maintained by the City. The City approved this property's use under a Planned Unit Development on October 6, 2015. The PAB reviewed the preliminary plat at its regular meeting on November 12, 2015 and issued a recommendation of approval. The City Commission approved the preliminary plat at its regular meeting on December 15, 2015. The applicant is ready for final plat approval.

**Subdivision terms/process:**

A preliminary plat (also known as a site plan or engineering plan) provides for a complete review of the *technical data* and engineering drawings associated with the construction of roads and installation of utilities and stormwater facilities. The Preliminary Plat is submitted for review and approval. Upon approval, the developer is authorized to move forward with the installation of improvements necessary to support the development (clearing/grading, roads, water, sewer, stormwater, etc.). Once the improvements are completed, inspected and accepted by the City, the Final Plat is submitted for review and approval; the developer may then convey lots and vertical construction can begin.

The Preliminary Plat for Shell Cove was submitted for review to the Technical Review Committee (TRC) in September 2015 (SPR 2015-01); the plat received final approval on October 23, 2015 (approval letter attached). In accordance with subdivision requirements of the Land Development Code, the TRC-approved



**STAFF REPORT  
PAB 2016-04 (Final Plat)  
Planning Advisory Board Hearing  
February 10, 2016**

Preliminary Plat was considered by the Planning Advisory Board for a recommendation to the City Commission. The City Commission approved the preliminary plat on December 15, 2015. Site work has commenced and the property owner is now ready to complete the final plat process.

**CONSISTENCY WITH THE COMPREHENSIVE PLAN:**

**Policy 1.02.02. The approval of all development shall be subject to the availability of adequate levels of service for all facilities and services that are subject to concurrency management requirements.**

The City has five public facilities that have adopted levels of service: Transportation, Water, Sewer, Drainage, and Solid Waste. While the City's ability to maintain adopted levels of services for these items was confirmed at the time of the original approval of development rights for this property, the City's TRC review also confirms service capabilities. The City can serve this property as proposed. At 48 units, the developed density of this site will be 6.48 units per acre (8 units per acre is allowable under R-2 zoning).

**Policy 1.02.03. The City shall ensure that the location, scale, timing, and design of development is coordinated with the availability of public facilities and services. The City seeks to ensure compact development patterns that integrate neighborhood and commercial activities and promote connectivity through the use of sidewalks, bike lanes and alternative low-speed shared-use vehicle paths in order to achieve a reduction in vehicular trips on arterial roadways. The purpose of this policy is to prevent the proliferation of urban sprawl and to achieve cost effective and energy efficient land development patterns and avoid or eliminate existing patterns that may be described as:**

- a. Areas of urban development or uses, which are not functionally related to land uses which predominate the adjacent area;
- b. Areas of urban development or uses which fail to maximize the use of existing public facilities;
- c. Areas of urban development or uses which fail to use areas within which public services are currently provided; and
- d. Leapfrog/scattered development or ribbon/strip commercial development patterns.

The proposed development is consistent with the Comprehensive Plan's direction for compact urban development. The subject property lies in an area of existing urban development. No leapfrog development is occurring. The development is accessed by County improved and maintained roadways. In order to support reduced vehicle miles traveled, the developer will provide a sidewalk along Citrona Drive with a crosswalk connection to the sidewalks located on the west side of Citrona Drive, connecting to the schools.

**Policy 4.01.01. The following level of service standards are hereby adopted, and shall be used as the basis for determining the availability of facility capacity and the demand generated by a development.**

| Facility/Service Area            | Level of Service Standard  |
|----------------------------------|--|
| Wastewater Treatment System      | 300 gallons per day per ERU (Equivalent Residential Unit)                  |
| Solid Waste Facilities           | Average Solid Waste Generation Rate: 5.9 pounds per capita per day         |
| Stormwater Management Facilities | See Policy 4.02.01   |
| Potable Water                    | Water Allocation Level of Service: 350 gallons per day per ERU (Equivalent |



**STAFF REPORT  
PAB 2016-04 (Final Plat)  
Planning Advisory Board Hearing  
February 10, 2016**

|  |   |
|--|---|
| <b>Facilities</b>                          | <b>Residential Unit)</b>  |
| <b>Fire-Rescue Services</b>                | <b>240-second travel time to 90% of the incidents (EMS with AED or BLS) &amp; 480-second travel time to 90% of the incidents (ALS Response)</b> |
| <b>Police and Law Enforcement Services</b> | <b>Response Time: 3 minutes or less for emergency calls and 7 minutes or less for non-emergency calls</b>                                       |

**Policy 4.01.02. All subdivisions, multifamily, commercial, industrial, city, and institutional projects shall provide for retention of stormwater resulting from project, unless off-site shared facilities are available. For projects within areas designated for “zero discharge,” storage shall accommodate a ten (10)-year, twenty-four (24)-hour storm event. For all other areas, retention shall accommodate the greater of: (a) the first one-half (1/2) inch of stormwater within the boundaries of their project, or (b) the first one (1) inch of storm flow from all roofs, sidewalks, paved surfaces, and parking areas (at 100 percent runoff), whether paved or not. The project shall also provide detention for all storm flows. Detention shall prevent peak flows after development from exceeding the peak flow prior to development.**

All public facilities and services are currently available to the development and each service is able to maintain or exceed its level of service standards as required by Policy 4.01.01 and Policy 4.02.01, specific to stormwater management.

**CONSISTENCY WITH THE LAND DEVELOPMENT CODE:**

**11.01.02 Requirements for Subdivision Plats (Preliminary and Final)**

- A. A preliminary subdivision plat shall be required when new streets, water lines, and sewer lines are required; when three or more residential lots are created; and where one nonresidential lot is created or proposed for development. Where new streets, water lines, and sewer lines are not required, the preliminary and final plat may be combined into a single submittal. A preliminary plat provides for a complete review of technical data and preliminary engineering drawings prior to completion of the final plat for recording.**
- B. In addition to the information required in Section 11.01.03, all applications for preliminary subdivision plat approval shall contain the following information:**
  - 1. The name, addresses, telephone number, facsimile number, and email address of the person preparing the plat.**
  - 2. The date of preparation and date(s) of any modifications, a north arrow, and a written and graphic scale.**
  - 3. The proposed name of the subdivision.**
  - 4. Development specifications for the tract: area, proposed number and layout of lots and blocks, location, names, and widths of proposed roadways, consistent with this LDC and the Future Transportation Circulation Map of the Comprehensive Plan.**
  - 5. All contiguous properties shall be identified by subdivision title, plat book and page, or, if un-platted, the land shall be so designated, and otherwise identified.**
  - 6. Location of land to be dedicated or reserved for public use for rights-of-way, streets, sidewalks, bike trails, pedestrian trails, easements, schools, parks, open spaces, or other public uses. Proposed street names shall be included.**
  - 7. Locations of utilities, utility service, connections to existing utility facilities, and easements necessary to provide access to the utility facilities for maintenance or other activity.**
  - 8. Location of the nearest available public water supply and wastewater disposal system.**
  - 9. A topographic survey, soils report, grading plan, and an erosion control plan.**



**STAFF REPORT  
PAB 2016-04 (Final Plat)  
Planning Advisory Board Hearing  
February 10, 2016**

10. Existing surface water bodies, wetlands, streams, and canals, including the location of the mean high water line for each feature.
11. A preliminary surface drainage plan showing direction of flow and methods of stormwater retention.
12. A floodplain map indicating areas subject to inundation and high groundwater levels up to a 100-year flood classification, and establishing a base flood elevation for all proposed lots within the subdivision.
13. A tree survey showing protected trees, proposed replacement trees, if required, and landscaping and buffering.

The applicant has complied with the subdivision requirements of the Land Development Code. The Final Plat has been reviewed for technical completeness and has been approved by the Technical Review Committee. A biological survey has been provided and is included in the back-up materials for this application. The engineer completed a traffic study in September 2015 as part of their TRC site planning process. This study was provided as part of the backup materials for the preliminary plat application.

**CONCLUSION:**

The requested Final Plat is consistent with the City's Comprehensive Plan and the Land Development Code. Based on the findings of the Technical Review Committee and planning staff's review of the application, staff recommends approval of the Final Plat.

Following the recommendation of the Planning Advisory Board (PAB), the Plat will move forward to the City Commission for approval or denial.

**MOTION TO CONSIDER:**

I move to recommend (approval or denial) of PAB case number 2016-04 to the City Commission requesting that a Final Plat creating the Shell Cove subdivision be approved and that PAB case 2016-04, as presented, (is or is not) sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

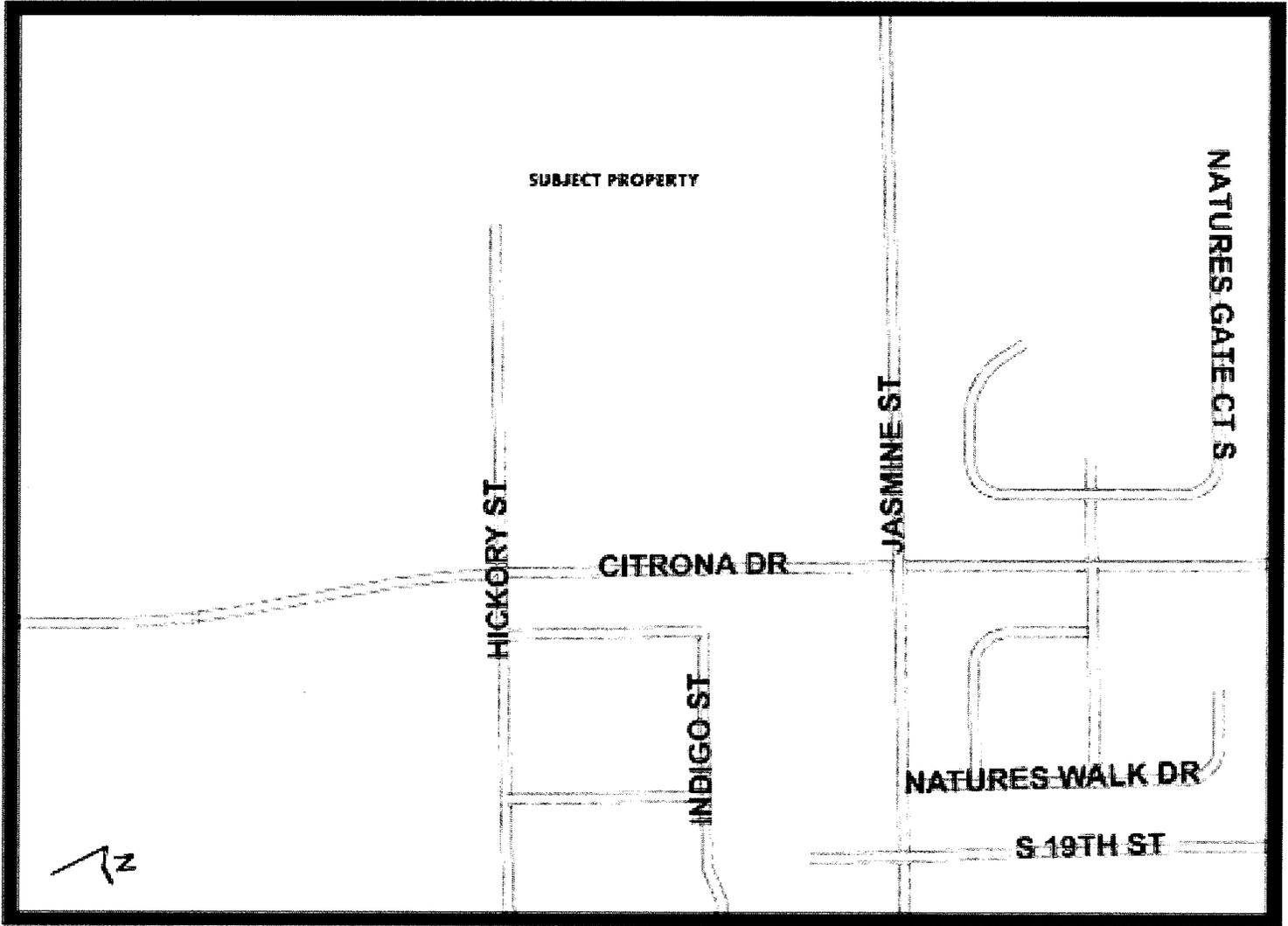
Submitted by:

A handwritten signature in cursive script that reads "Kelly N. Gibson".

Kelly N. Gibson, AICP  
Senior Planner



**STAFF REPORT**  
**PAB 2016-04 (Final Plat)**  
**Planning Advisory Board Hearing**  
**February 10, 2016**



OFFICE USE ONLY

REC'D: 1/11/16 BY: 8 RG  
PAYMENT: \$ 850 - TYPE: OK 1893  
APPLICATION #: 2016-000040  
CASE #: 2016-04  
BOARD MEETING DATE: Feb 19



PLANNING ADVISORY BOARD APPLICATION

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

APPLICANT INFORMATION

Owner Name: Robinson Creek 35, LLC  
 Mailing Address: P.O. Box 706 Fernandina Beach, FL 32034  
 Telephone: 904-261-8822 Fax: N/A  
 Email: jay@jaymock.com  
 Agent Name: Gillette Associates Inc. / Nick Gillette  
 Mailing Address: 20 South 4th St. Fernandina Beach FL 32034  
 Telephone: 904-261-8819 Fax: N/A  
 Email: NICK@gilletteassociates.com

PROPERTY INFORMATION

Street Address: Citrona Drive (SE corner of Citrona Dr/Hickory St)  
 Parcel Identification Number(s): 00-00-31-1180-0020-0000  
 Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_ Subdivision: Shell Cove  
 Section: 15 Township: 3N Range: 27

**PROJECT INFORMATION**

Total Number of Lots/Parcels: 48 single family residences

Less than One (1) acre Sq. Footage: \_\_\_\_\_ One (1) Acre or Greater: 7.41

Existing Zoning Classification: PUD

Existing Future Land Use Classification: MDR

Previous Planning/Zoning Approvals: 2015-23 and 2015-22

**Description of Request:**

48 unit single family homes  
Shell Cove PUD

**SIGNATURE/NOTARY**

The undersigned states the above information is true and correct as (s)he is informed and believes.

1-7-16  
Date

[Signature]  
Signature of Applicant

STATE OF FLORIDA }  
COUNTY OF NASSAU }  
ss }

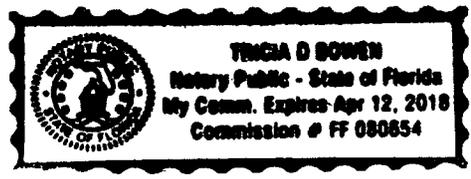
Subscribed and sworn to before me this 7 day of January, 2016.

[Signature]  
Notary Public: Signature

Tricia D Bowen  
Printed Name

04/12/18  
My Commission Expires

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





**OWNER'S AUTHORIZATION  
FOR AGENT REPRESENTATION**

I/WE William J Mock  
(print name of property owner(s))

hereby authorize: Gillette Associates, Inc  
(print name of agent)

to represent me/us in processing an application for: Preliminary / Final Plat  
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

\_\_\_\_\_  
(Signature of owner)

\_\_\_\_\_  
(Print name of owner)

[Signature]  
(Signature of owner)

William J. Mock  
(Print name of owner)

STATE OF FLORIDA }  
COUNTY OF NASSAU }  
ss }

Subscribed and sworn to before me this 29 day of June, 2015.

[Signature]  
Notary Public: Signature

Tricia D. Bowen  
Printed Name

9/12/18  
My Commission Expires

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





# PLANNING PAB

**USE THIS FORM TO:** Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).

**FEES:** See below. Fees are payable upon application.

**IMPORTANT NOTES:** 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.

**KEY CONTACTS:** The Planning Department will guide your application from start to finish, engaging other City departments or agencies as needed.

**PLANNING ADVISORY BOARD APPLICATION FOR:**

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

## 2015 Planning Advisory Board Meeting Schedule

|                               |             |             |             |            |             |             |            |             |             |             |             |            |             |             |             |
|-------------------------------|-------------|-------------|-------------|------------|-------------|-------------|------------|-------------|-------------|-------------|-------------|------------|-------------|-------------|-------------|
| Application Deadline (4:30pm) | Dec 15 2014 | Jan 12 2015 | Feb 9 2015  | Mar 9 2015 | Apr 13 2015 | May 11 2015 | Jun 8 2015 | Jul 13 2015 | Aug 10 2015 | Sep 14 2015 | Oct 12 2015 | Nov 2 2015 | Dec 14 2015 | Jan 13 2016 | Feb 10 2016 |
| Meeting Date                  | Jan 14 2015 | Feb 11 2015 | Mar 11 2015 | Apr 8 2015 | May 13 2015 | Jun 10 2015 | Jul 8 2015 | Aug 12 2015 | Sep 9 2015  | Oct 14 2015 | Nov 11 2015 | Dec 9 2015 | Jan 13 2016 | Feb 9 2016  | Mar 9 2016  |

# APPLICATION REQUIREMENTS PLANNING ADVISORY BOARD

## APPLICATION CHECKLIST:

Submit all of the following information for a complete application, as applicable:

- A notarized application filed at least thirty (30) days before the date of the Planning Advisory Board's public hearing;
- A current survey of the property (no older than two years);
- A completed owner's authorization for agent form, if applicable;
- A detailed letter of intent stating the following:
  - The consistency of the proposed amendment(s) or action(s) with the City's Comprehensive Plan.
  - A justification for the proposed amendment(s) or action(s).
- A map of the area indicating the proposed zoning district designation for the subject property. The map shall show the current zoning district designations and land use categories from the Future Land Use Map in the comprehensive plan for the subject property and all adjacent properties.

## IMPORTANT NOTES AND REQUIREMENTS:

Please see additional Land Development Code (LDC) requirements for specific application types:

- LDC Text Amendment** – see LDC Section 11.01.08.
- Preliminary Subdivision Plat** – see LDC Section 11.01.05.
- Final Subdivision Plat** – see LDC Section 11.01.05.
- Zoning Map Changes** – see LDC section 11.01.07.

**You will receive a staff report one week before your meeting.**

## STAFF CONTACT:

Kelly Gibson  
Senior Planner  
kgibson@fbfl.org  
904.310.3135



Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

January 11, 2016

Mr. Marshall McCrary  
Deputy City Manager  
204 Ash Street  
Fernandina Beach, Fl 32034

**Re: Letter of Intent – Shell Cove**

Dear Mr. McCrary:

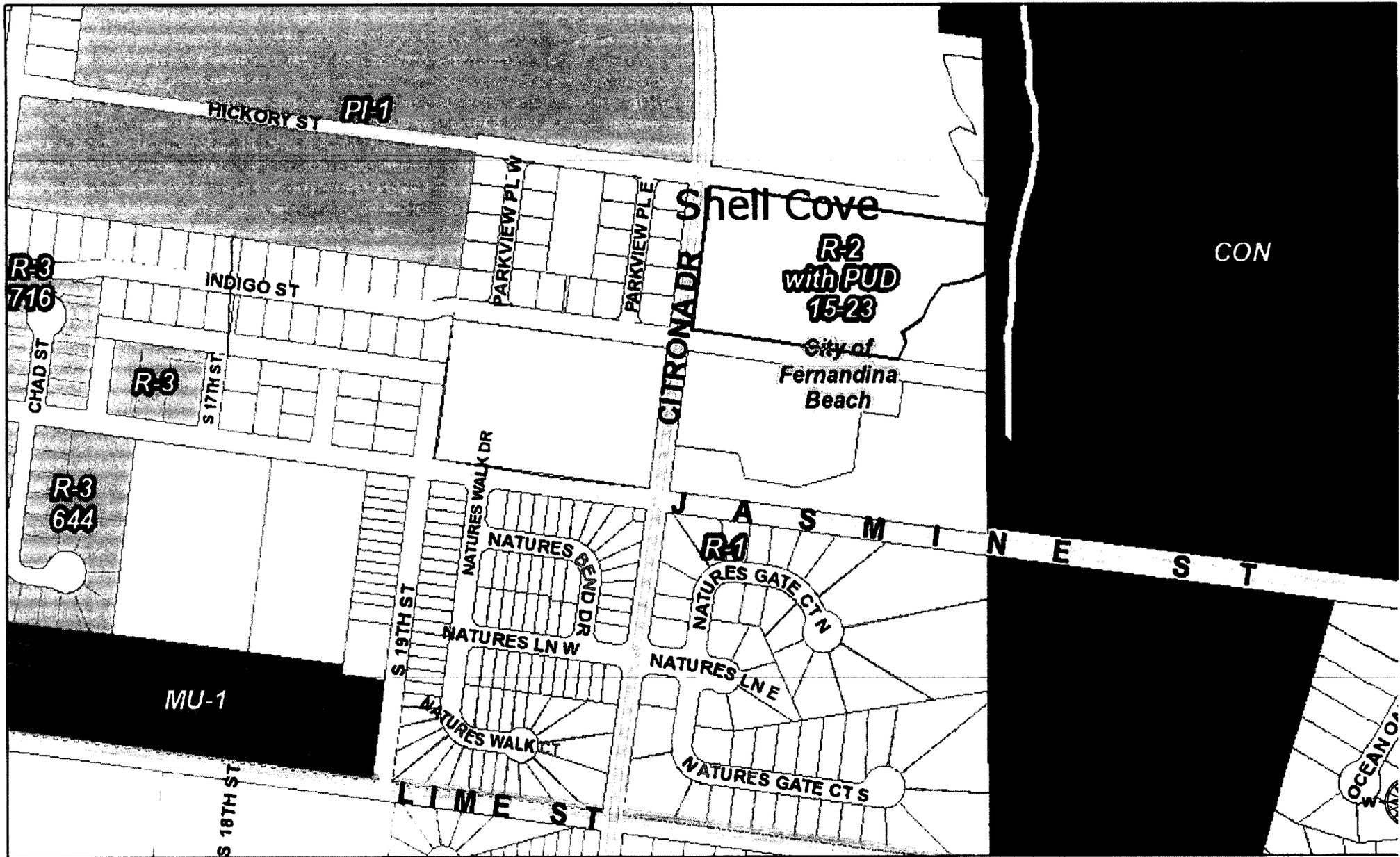
Gillette & Associates, Inc., is pleased to submit this Letter of Intent and associated application for final plat for the Shell Cove subdivision. Upon approval of the application, a cost estimate for the site work that is remaining to be completed will be submitted to your office for review/approval. Upon acceptance, a surety instrument for 125% of the remaining costs will be provided prior to recording.

Thank you for your time and consideration on this application and please feel free to contact me with any questions that you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nick Gillette', is written over a light blue horizontal line.

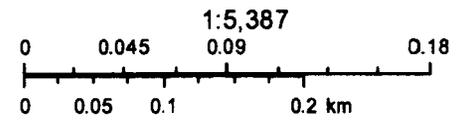
Nick Gillette, P.E.  
Principal/Engineer



January 11, 2016

City of F.B. Zoning

|  |     |  |      |  |     |  |      |  |     |  |      |  |    |  |     |  |      |  |      |  |     |  |     |
|--|-----|--|------|--|-----|--|------|--|-----|--|------|--|----|--|-----|--|------|--|------|--|-----|--|-----|
|  | C-1 |  | MU-1 |  | R-1 |  | R-2  |  | R-3 |  | OT-1 |  | IW |  | RLM |  | RE   |  | OT-2 |  | I-1 |  | CON |
|  | C-2 |  | R-1  |  | R-3 |  | OT-1 |  | IW  |  | PI-1 |  | IA |  | REC |  | R-1G |  | W-1  |  | LA  |  | REC |



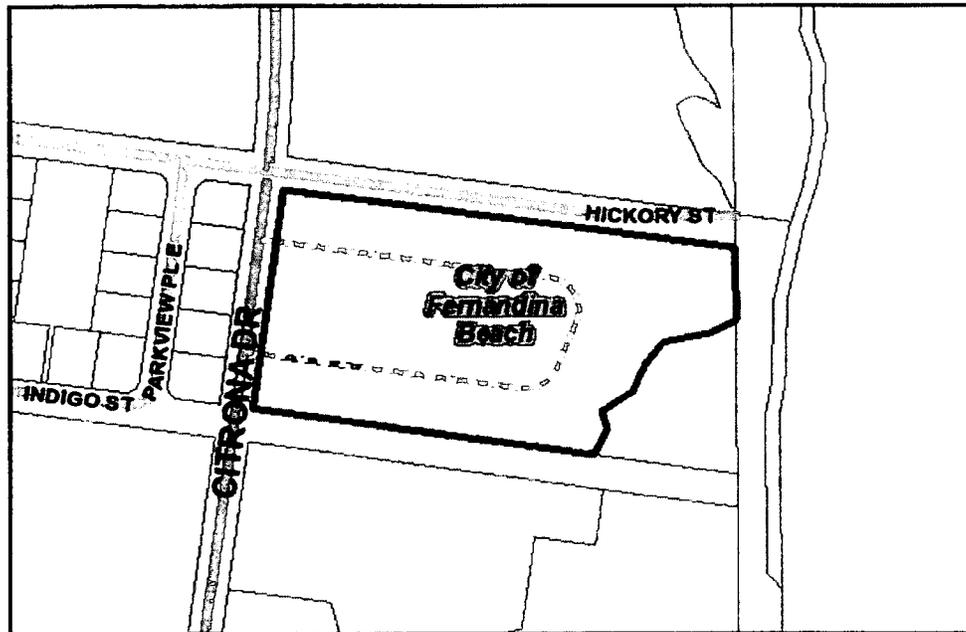
Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), Map OpenStreetMap contributors, and the GIS User Community

904-491-7300



www.NassauFLPA.com

**A. Michael Hickox**  
Nassau County Property Appraiser



|  |                                     |
|--|-------------------------------------|
| <b>Parcel Report</b>                             | <b>Results</b>                      |
| <b>Parcel ID</b>                                 | 00-00-31-1180-0020-0000             |
| <b>Owner Information</b>                         | ROBINSON CREEK 34 LLC<br>PO BOX 706 |
| <b>Mailing Address</b>                           | FERNANDINA BEACH, FL 32035          |
| <b>Site Address</b>                              |                                     |
| <b>Previous Site Address (if Changed by 911)</b> |                                     |
| <b>Deed Acre</b>                                 | 0.00                                |
| <b>Approximate Acres (GIS Calculated)</b>        | 6.81                                |
| <b>Property Use Code</b>                         | 000000                              |
| <b>Municipality</b>                              | City of Fernandina Beach            |
| <b>Census Tract</b>                              |                                     |
| <b>MLS Zone</b>                                  | 2 - Island                          |
| <b>Subdivision</b>                               | CITRONA SUB                         |

Nassau County provides the data within this email as a public resource of general information for use "as is." Nassau County GIS (Geographic Information System) provides this information with the understanding that it is not guaranteed to be accurate, correct or complete and any conclusions drawn from such information are the sole responsibility of the user. Further, Nassau County GIS makes no warranty, representation or guaranty as to the content, sequence, accuracy, timeliness or completeness of any of the spatial or database information provided herein. While every effort has been made to ensure the content, sequence, accuracy, timeliness or completeness of materials presented within these pages, Nassau County GIS assumes no responsibility for errors or omissions, and explicitly disclaims any representations and warranties, including, without limitation, the implied warranties of merchantability and fitness for a particular purpose. Nassau County GIS shall assume no liability for:

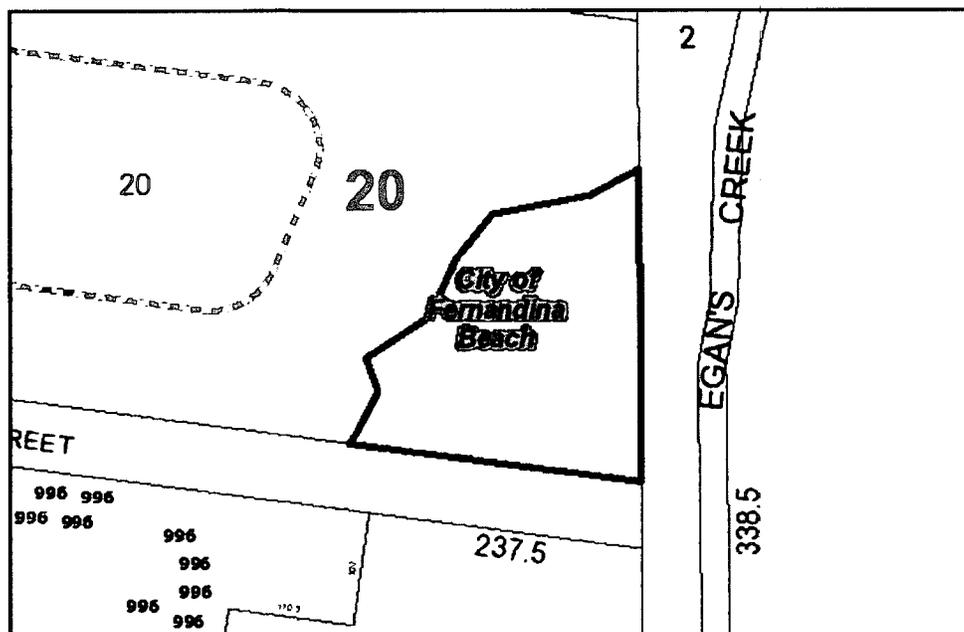
1. Any errors, omissions, or inaccuracies in the information provided, regardless of how caused; or

904-491-7300

www.NassauFLPA.com



**A. Michael Hickox**  
Nassau County Property Appraiser



|  |                                     |
|--|-------------------------------------|
| <b>Parcel Report</b>                             | <b>Results</b>                      |
| <b>Parcel ID</b>                                 | 00-00-31-1180-0020-0000             |
| <b>Owner Information</b>                         | ROBINSON CREEK 34 LLC<br>PO BOX 706 |
| <b>Mailing Address</b>                           | FERNANDINA BEACH, FL 32035          |
| <b>Site Address</b>                              |                                     |
| <b>Previous Site Address (if Changed by 911)</b> |                                     |
| <b>Deed Acre</b>                                 | 0.00                                |
| <b>Approximate Acres (GIS Calculated)</b>        | 1.09                                |
| <b>Property Use Code</b>                         | 000000                              |
| <b>Municipality</b>                              | City of Fernandina Beach            |
| <b>Census Tract</b>                              |                                     |
| <b>MLS Zone</b>                                  | 2 - Island                          |
| <b>Subdivision</b>                               | CITRONA SUB                         |

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1. Any errors, omissions, or inaccuracies in the information provided, regardless of how caused; or

PREPARED BY AND RETURN TO:  
Christopher J. McCranie, Esquire  
Nelson Mullins Riley & Scarborough, LLP  
50 N. Laura Street, Suite 2850  
Jacksonville, Florida 32202

**SPECIAL WARRANTY DEED**

KNOW ALL PERSONS BY THESE PRESENTS, that **RAYONIER PERFORMANCE FIBERS, LLC**, a Delaware limited liability company ("Grantor"), whose address is 4474 Savannah Highway, Jesup, Georgia 31545, for and in consideration of Ten and 00/100 Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, to Grantor paid by **ROBINSON CREEK 34, LLC**, a Florida limited liability company ("Grantee"), whose address is P.O. Box 706, Fernandina Beach, FL 32035, does hereby grant, bargain, sell, remise, and release to Grantee, its successors and assigns forever, all the right, title, interest, claim or demand which Grantor has or may have had in and to all that tract of land described as follows:

The land referred to herein below is situated in the County of Nassau, State of Florida, and is described as follows:

Lots 20 and 21 of "Citrona" as shown on the "Map of the North End of Amelia Island" filed October 1, 1901 in the office of the Clerk of Court and being more particularly described in a Deed to Rayonier Incorporated by Hinton J. Baker et.al. dated April 8, 1938, recorded May 6, 1948 in Deed Book 99, Page 520, aforesaid records (the "Property")

together with all the rights, easements, privileges, tenements, hereditaments and appurtenances thereto belonging or in any way appertaining, subject to the following: (a) all liens for ad valorem, real property and personal property taxes, all general and special private and public assessments, all other property taxes and all similar obligations relating to the property conveyed hereby, which are not yet due and payable; (b) easements, restrictions, covenants and other encumbrances of record in the Official Public Records of Nassau County, Florida (without any intent of re-imposing the same); (c) any state of facts that would be disclosed by an independent inspection or survey of the property conveyed hereby; and (d) all applicable building and zoning ordinances, regulations and restrictions and all other laws, regulations and ordinances as may pertain to the property conveyed hereby or the operation thereof, including, without limitation, all federal, state and local laws, moratoria, initiatives, referenda, ordinances, rules, regulations, standards, orders and other governmental requirements, including, without limitation, those relating to the environment, health, safety and disabled or handicapped persons, and to the leasing or licensing of the property conveyed hereby.

TO HAVE AND TO HOLD the Property and all rights, easements, privileges, tenements, hereditaments and appurtenances thereto in fee simple.

And Grantor will warrant and forever defend the right and title to the above-described property unto Grantees against the lawful claims of all persons claiming by, under or through Grantor, but not otherwise.

IN WITNESS WHEREOF, Grantor has caused these presents to be executed in its name, by its proper officer thereunto duly authorized, this 1<sup>st</sup> day of June, 2015.

Signed, Sealed and Delivered in the presence of:

RAYONIER PERFORMANCE FIBERS, LLC, a Delaware limited liability company

Windi Kapugia  
Witness  
Print Name: Windi Kapugia

By: [Signature]  
Paul Boynton, President

Jane E Borick  
Witness  
Print Name: Jane Borick

STATE OF Florida  
COUNTY OF Duval

The foregoing instrument was acknowledged, sworn to and subscribed to before me this 24<sup>th</sup> day of May, 2015, by Paul Boynton, as President of Rayonier Performance Fibers, LLC, a Delaware limited liability company, on behalf of the company, who  is personally known to me or  has produced as identification, and who did/did not take an oath.

Shellie Simmons  
NOTARY PUBLIC, State at Large  
My Commission Expires March 03, 2018  
Notarial Seal





# "SHELL COVE"

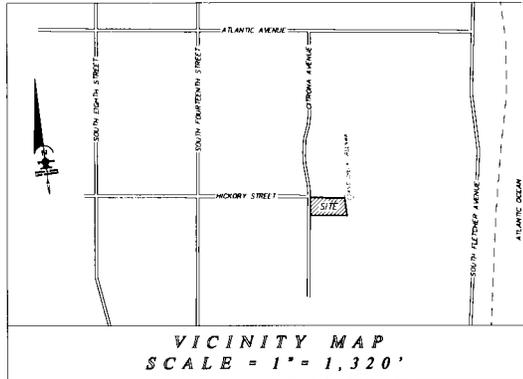
A PORTION OF SECTIONS 15 & 27, TOWNSHIP 3 NORTH, RANGE 28 EAST, CITY OF FERNANDINA BEACH, NASSAU COUNTY, FLORIDA.

**LEGAL DESCRIPTION (CAPTIONED LAND)**

A PORTION OF SECTIONS 15 & 27, TOWNSHIP 3 NORTH, RANGE 28 EAST, CITY OF FERNANDINA BEACH, NASSAU COUNTY, FLORIDA ALSO KNOWN AS LOTS 20 AND 21 OF "CITRONA" AS SHOWN ON THE MAP OF THE NORTH END OF AMELIA ISLAND FILED OCTOBER 1, 1901 IN THE OFFICE OF THE CLERK OF COURT AND BEING MORE PARTICULARLY DESCRIBED IN A DEED TO RAYMOND INCORPORATED BY HINTON J. BAKER ET AL DATED APRIL 8, 1938, RECORDED MAY 6, 1948 IN DEED BOOK 99, PAGE 520, AFORESAID RECORDS OF NASSAU COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE INTERSECTION OF THE NORTHERLY RIGHT-OF-WAY LINE OF INDIGO STREET (A 80-FOOT RIGHT-OF-WAY) WITH THE EASTERLY RIGHT-OF-WAY LINE OF CITRONA DRIVE (A 90-FOOT RIGHT-OF-WAY BY USAGE) (FORMERLY KNOWN AS SHELL AVENUE) (BEING ALSO THE SOUTHWEST CORNER OF LOT 21 OF "CITRONA", AFOREMENTIONED), THENCE NORTH D74317' EAST, ALONG THE EASTERLY RIGHT-OF-WAY LINE OF SAID CITRONA DRIVE, A DISTANCE OF 400 FEET TO INTERSECT THE SOUTHERLY RIGHT-OF-WAY LINE OF HICKORY STREET (A 80-FOOT RIGHT-OF-WAY), THENCE SOUTH 87°16'43" EAST, ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID HICKORY STREET, A DISTANCE OF 778.59 FEET TO A POINT ON THE EASTERLY LINE OF SECTION 15, TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA, THENCE SOUTH 02°02'45" EAST, ALONG THE EASTERLY LINE OF SAID SECTION 15, A DISTANCE OF 404.03 FEET TO THE NORTHERLY RIGHT-OF-WAY LINE OF SAID INDIGO STREET, THENCE NORTH 87°16'43" WEST, ALONG SAID NORTHERLY RIGHT-OF-WAY LINE, A DISTANCE OF 835.52 FEET TO THE POINT OF BEGINNING.

CONTAINING 7.41 ACRES, MORE OR LESS



**ADOPTION AND DEDICATION**

THIS IS TO CERTIFY THAT THE UNDERSIGNED SHELL COVE LLC IS THE LEGAL OWNER OF THE LAND DESCRIBED IN THE CAPTION HEREON WHICH SHALL HEREAFTER BE KNOWN AS "SHELL COVE" AND THAT THEY HAVE CAUSED THE MAP TO BE SURVEYED AND THE BOUNDARIES AND INTERESTS THEREON TO BE CORRECTLY PLATED AND RECORDED AS THE TRUE AND CORRECT PLAT OF SAID LAND.

IN WITNESS WHEREOF, DEVELOPER HAS CAUSED THIS PLAT AND DEDICATION TO BE EXECUTED BY ITS DULY ELECTED OFFICERS ACTING BY AND WITH THE AUTHORITY OF THE BOARD OF DIRECTORS:

THE ROAD RIGHT-OF-WAY DESCRIBED BY THE PLAT AS "SHELL COVE DRIVE, HICKORY STREET, INDIGO STREET, AND CITRONA DRIVE" SHALL BE OPEN TO THE PUBLIC AND SHALL BE MAINTAINED BY THE PROPERTY OWNER FOR ITS PRIVATE USE AND FOR THE USE OF ITS LEGAL SUCCESSORS IN INTEREST GRANTEES AND ASSIGNS, INCLUDING BUT NOT LIMITED TO A RESPONSIBLE PROPERTY OWNERS ASSOCIATION AS SUCH INTERESTS MAY BE GRANTED, CONVEYED OR OTHERWISE ESTABLISHED AND SHOWN BY SEPARATE INSTRUMENT RECORDED IN THE PUBLIC RECORDS OF NASSAU COUNTY, FOR MAINTENANCE OF THE RIGHTS-OF-WAY, ACCESS AND DRAINAGE, WHICH ARE NOW OR HEREAFTER CONSTRUCTED THEREON.

TRACTS "A" "T" (BUFFER TRACTS) ARE HEREBY DEDICATED TO AND SHALL BE A PERPETUAL MAINTENANCE OBLIGATION OF "SHELL COVE HOMEOWNERS ASSOCIATION, INC."

TRACT "P" (POND, PANK & OPEN SPACE TRACT) IS HEREBY DEDICATED TO AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF "SHELL COVE HOMEOWNERS ASSOCIATION, INC."

TRACT "V" (VEGETATIVE NATURAL BUFFER TRACT) IS HEREBY DEDICATED TO AND SHALL BE A PERPETUAL MAINTENANCE OBLIGATION OF "SHELL COVE HOMEOWNERS ASSOCIATION, INC."

TRACT "W" (SUBSTANTIAL WETLAND TRACT) IS HEREBY DEDICATED TO AND SHALL BE A PERPETUAL MAINTENANCE OBLIGATION OF "SHELL COVE HOMEOWNERS ASSOCIATION, INC."

TRACT "X" (OPEN SPACE TRACT) IS HEREBY DEDICATED TO AND SHALL BE A PERPETUAL MAINTENANCE OBLIGATION OF "SHELL COVE HOMEOWNERS ASSOCIATION, INC."

TRACT "Y" (POND TRACT) IS HEREBY DEDICATED TO AND SHALL BE A PERPETUAL MAINTENANCE OBLIGATION OF "SHELL COVE HOMEOWNERS ASSOCIATION, INC."

**LEGEND**

- DE = DRAINAGE EASEMENT
- URBDE = UTILITY & DRAINAGE EASEMENT
- SF = SQUARE FEET
- AC = ACRES
- OPR = OPERATIONAL RECORDS BOOK
- P.R.M. = PERMANENT REFERENCE MONUMENT
- P.A.M. = PARTIAL IDENTIFICATION NUMBER

**SURVEYOR'S NOTES**

- 1) [ ] DENOTES PERMANENT REFERENCE MONUMENT (P.R.M.) (4"x4" CONCRETE MONUMENT) SET WITH IDENTIFICATION NUMBER "OP 1020"
- 2) [ ] DENOTES PERMANENT CONTROL POINT (P.C.P.) SET WITH IDENTIFICATION "LB 7020"
- 3) BEARINGS SHOWN HEREON ARE BASED ON THE STATE PLANE COORDINATE SYSTEM, EAST ZONE, STATE OF FLORIDA, NORTH AMERICAN DATUM OF 1983/1993 (N.A.D. 83/93)
- 4) THE PROPERTY SHOWN HEREON LIES WITHIN FLOOD ZONE "X-B-B-B-B-B" AS PER FLOOD INSURANCE RATE MAP, PANEL 12000-0202E, DATED 12/22/2004. FLOOD ZONE INFORMATION LISTED ABOVE AND SHOWN ON THIS SURVEY IS PROVIDED AS A COURTESY AND IS APPROXIMATE AT BEST. ALL DATA SHOULD BE VERIFIED BY NASSAU COUNTY BEACONING DEPARTMENT FOR ACCURACY. WE ASSUME NO LIABILITY FOR ITS ACCURACY. FLOOD ZONE INFORMATION IS NOT COVERED BY THE CERTIFICATION HEREON AND IS NOT REQUIRED TO BE SHOWN PER CHAPTER 172, FLORIDA STATUTES. THE FLOOD ZONE INFORMATION NOTED HEREON MAY BE SUPERSEDED AND/OR REDEFINED FROM TIME TO TIME BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) OR BY THE APPROPRIATE LOCAL GOVERNMENTAL BODY.
- 5) THERE MAY BE ADDITIONAL RESTRICTIONS NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.
- 6) NOTICE: THIS PLAT, AS RECORDED IN ITS ORIGINAL FORM, IS THE OFFICIAL DECLARATION OF THE SURVEYED LANDS DESCRIBED HEREON AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER COPIES OR DIGITAL FORMS OF THE PLAT.
- 7) THE CURRENT ZONING FOR THE LANDS SHOWN ON THIS PLAT AS OF THE DATE OF RECORDING IS: R-10 (THE SE TRACTS ARE AS FOLLOWS:  
FRONT - 0 FEET (MINIMUM); 15 FEET (MAXIMUM)  
REAR - 0 FEET  
SIDE - 0 FEET  
CORNER NO CORNER UNLESS SHOWN OTHERWISE.)
- 8) ALL LOT LINES INTERSECTING CURVES ARE NON-RADIAL UNLESS OTHERWISE NOTED.
- 9) ALL RELATED UTILITY EASEMENTS SHALL ALSO BE EASEMENTS FOR THE CONSTRUCTION AND INSTALLATION, MAINTENANCE AND OPERATION OF CABLE TELEVISION SERVICES, PROVIDED HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE AND OPERATION OF CABLE TELEVISION SERVICES SHALL INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS OR OTHER PUBLIC UTILITY.
- 10) THE JURISDICTIONAL WETLANDS AS SHOWN HEREON WERE FLAGGED AND IDENTIFIED BY BROWN BEACONING (JULY 2008/2009), SOLUTIONS, INC. AND WERE REPORTED BY THE ST. JOHN'S RIVER WATER MANAGEMENT DISTRICT (STJRWMD) FILE NUMBER 124222-1.
- 11) A FEW ADDITIONAL INFORMATION REGARDING THESE WETLAND JURISDICTIONAL AREAS AND THE METHODOLOGY USED TO DETERMINE THESE WETLAND AREAS, THE FOLLOWING AGENCIES MAY BE CONTACTED: US ARMY CORP OF ENGINEERS, STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION AND THE ST. JOHN'S RIVER WATER MANAGEMENT DISTRICT.
- 12) CURRENTLY, LAWS THAT PROHIBIT CONSTRUCTION, INCLUDING REMOVAL OF EARTH, CUTTING OF TREES OR OTHER PLANTS SHALL TAKE PRECEDENCE OVER ANY OF THE JURISDICTIONAL WETLAND AREAS IDENTIFIED HEREON UNLESS THE WETLAND COUNTY OWNER PROVIDES WRITTEN NOTICE TO THE COUNTY OF NASSAU COUNTY WHICH ACTS WITHIN THE RESPONSIBILITY OF THE LOT OWNER HIS AGENT AND THE PARTY PERFORMING ANY ACTS WITHIN THE WETLAND AREAS. THE NECESSARY WRITTEN APPROVAL FROM THE BEGINNING OF ANY WORK, THESE WETLAND JURISDICTIONAL LINES MAY BE SUPERSEDED AND REDEFINED FROM TIME TO TIME BY THE APPROPRIATE COUNTY GOVERNMENTAL BODY.
- 13) NO FURTHER SUBDIVISION OF LOTS IS ALLOWED UNLESS SUCH SUBDIVISION CONFORMS TO NASSAU COUNTY SUBDIVISION REGULATIONS AND IS APPROVED BY THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS.
- 14) THE LANDS SHOWN HEREON ARE LOCATED WITHIN STORM SURGE CATEGORY 2, AS SCALED FROM STORM SURGE ATLAS VOLUME 1, PLATE 1, NASSAU COUNTY, FLORIDA, AS PER 5.C.1.5.H (SEA, LAKE AND OVERLAND SURGES FROM HURRICANES).
- 15) VEGETATIVE NATURAL BUFFER AREAS SHALL BE MAINTAINED IN THEIR NATURAL VEGETATED CONDITION AND NOT BE DESTROYED OR REMOVED UNLESS THE OWNER HAS OBTAINED WRITTEN APPROVAL FROM THE NASSAU COUNTY COMMISSIONERS PLAN DEPARTMENT. THIS AREA SHALL BE RESTORED WITH COMPARABLE NATURAL VEGETATION. THE NECESSARY WRITTEN APPROVAL FROM THE BEGINNING OF ANY WORK, THESE WETLAND JURISDICTIONAL LINES MAY BE SUPERSEDED AND REDEFINED FROM TIME TO TIME BY THE APPROPRIATE COUNTY GOVERNMENTAL BODY.

**CLERK'S CERTIFICATE**  
I HEREBY CERTIFY THAT THIS PLAT HAS BEEN EXAMINED AND THAT IT CONFORMS IN FORM WITH FLORIDA STATUTE 177.001 AND IS FILED FOR RECORD AND RECORDED IN PLAT BOOK PAGE(S) \_\_\_\_\_ OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2015.

**APPROVED FOR THE RECORD**  
THIS IS TO CERTIFY THAT THIS PLAT HAS BEEN APPROVED BY THE CITY MANAGER BY THE CITY OF FERNANDINA BEACH, NASSAU COUNTY, FLORIDA, IN WITNESS WHEREOF, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2015.

**MAYOR CERTIFICATE**  
THIS PLAT HAS BEEN EXAMINED AND IS HEREBY ACCEPTED AND APPROVED BY THE CITY COMMISSION OF FERNANDINA BEACH, NASSAU COUNTY, FLORIDA, PURSUANT TO A RESOLUTION OF SAID COMMISSION ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2015.

**TAX COLLECTOR**  
TAX IDENTIFICATION NUMBER - 00-00-31-1180-0000-0000  
I, THE UNDERSIGNED, DO HEREBY AFFIRM THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THERE ARE NO UNPAID REAL PROPERTY TAXES APPLICABLE TO THE LANDS SUBJECT TO THIS PLAT.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2015.  
TAX COLLECTION  
NASSAU COUNTY, FLORIDA

**DIRECTOR OF EMERGENCY SERVICES CERTIFICATE**  
THIS IS TO CERTIFY THAT THE ABOVE PLAT HAS BEEN APPROVED BY THE DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF FERNANDINA BEACH, FLORIDA.

**CERTIFICATE OF REVIEW BY CITY EMPLOYED/ CONTRACTED SURVEYOR/MAPPER**  
I HEREBY CERTIFY THAT I HAVE REVIEWED THIS PLAT FOR CONFORMANCE TO CHAPTER 177, F.S. AND THAT I AM EMPLOYED BY OR UNDER CONTRACT TO THE APPROPRIATE LOCAL GOVERNING BODY AND ACTING HEREIN AS AN AGENT THEREOF. THIS LIMITED CERTIFICATION AS TO FORMAL CONFORMANCE WITH THE REQUIREMENTS OF CHAPTER 177 IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS A CERTIFICATION OF THE ACCURACY OR QUALITY OF THE SURVEYING/ MAPPING REFLECTED ON THIS PLAT.

**SURVEYOR CERTIFICATE**  
THIS IS TO CERTIFY THAT THIS PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE LANDS SURVEYED, PLATED AND DESCRIBED IN THE CAPTION, THAT THE SURVEY WAS MADE UNDER MY PERSONAL DIRECTION AND SUPERVISION, THAT THE SURVEY DATA COMPLES WITH ALL THE REQUIREMENTS OF CHAPTER 177, FLORIDA STATUTES, THAT THE SURVEY AND LEGAL DESCRIPTION ARE ACCURATE, THAT PERMANENT REFERENCE MONUMENTS (P.R.M.) HAVE BEEN SET ACCORDING TO CHAPTER 177.001 (7), AND THAT PERMANENT CONTROL POINTS (P.C.P.) WILL BE SET ACCORDING TO CHAPTER 177.001 (8), ALL ACCORDING TO THE LAWS OF THE STATE OF FLORIDA AND NASSAU COUNTY.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2015.  
MICHAEL A. MANZIE, P.L.S.  
FLORIDA CERTIFICATE NO. 8089

**SHELL COVE LLC**  
I HEREBY CERTIFY THAT ON THIS DAY PERSONALLY APPEARED BEFORE ME, AN OFFICER DULY AUTHORIZED TO ADMINISTER OATHS AND TAKE ACKNOWLEDGMENTS, AND WHO FURNISHED THE FOLLOWING SIGNATURE AND DESIGNATION AND WHO ADMONISHED BEFORE ME THAT THEY EXECUTED THE SAME FREELY AND VOLUNTARILY FOR THE USE AND PURPOSES THEREIN EXPRESSED.

WITNESSES BY SIGNATURE AND OFFICIAL SEAL AT THE CITY OF \_\_\_\_\_ IN THE COUNTY OF \_\_\_\_\_ AND THE STATE OF \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2015.

NOTARY PUBLIC \_\_\_\_\_ BY COMMISSION EXPIRES \_\_\_\_\_ STATE OF \_\_\_\_\_

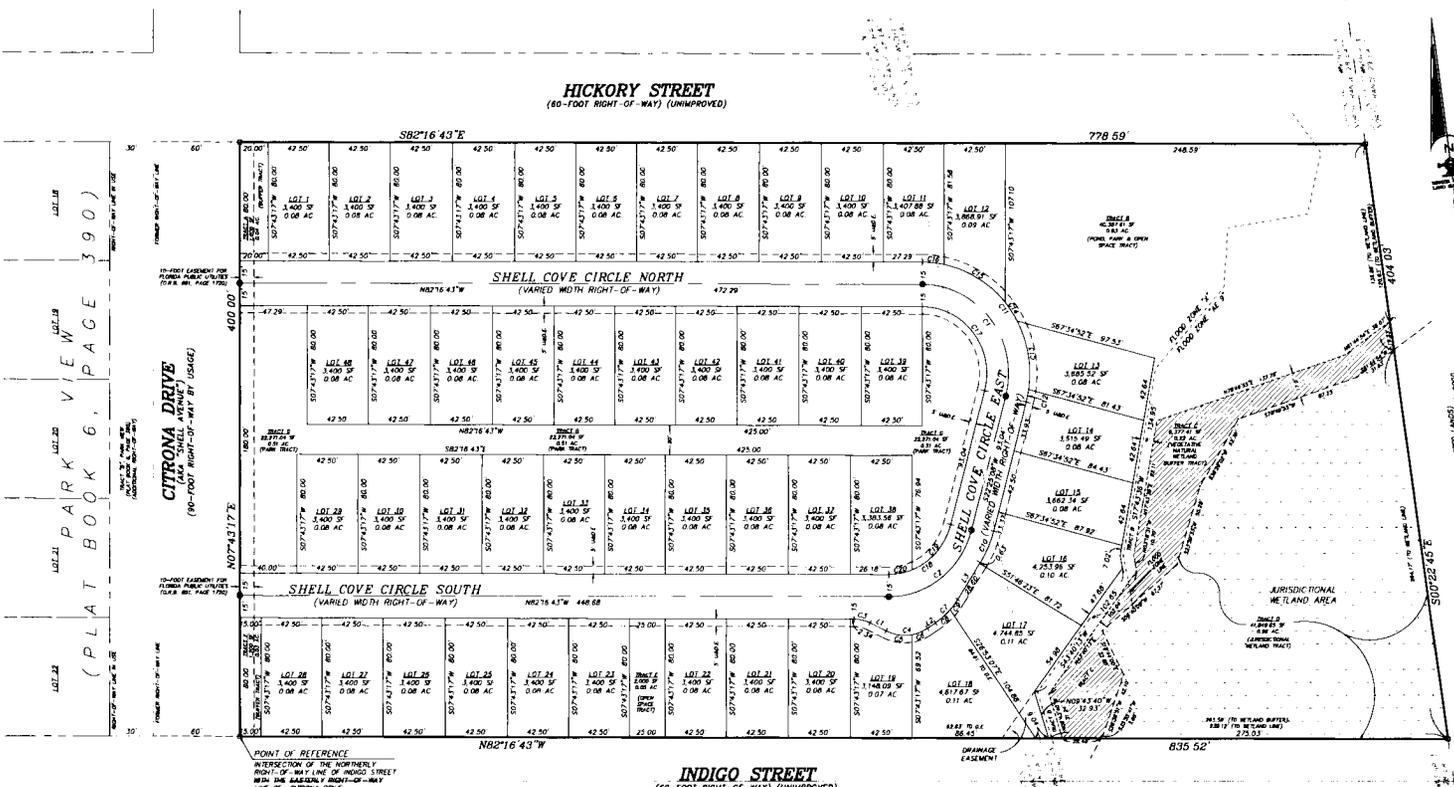
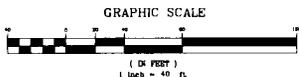
**ZONING CERTIFICATION**  
I HEREBY CERTIFY THAT THIS PLAT HAS BEEN EXAMINED BY ME AND IS IN CONFORMANCE WITH THE ZONING RULES AND REGULATIONS OF THE CITY OF FERNANDINA BEACH, NASSAU COUNTY, FLORIDA, CURRENTLY IN EFFECT.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.  
DIRECTOR OF PLANNING

**MANZIE & DRAKE LAND SURVEYING**  
117 SOUTH NINTH STREET, FERNANDINA BEACH, FL 32034  
(904) 491-5700 FAX (904) 491-5777  
CERTIFICATE OF AUTHORIZATION NUMBER LB 7030  
"OUR RIGHTS ARE ON THE FUTURE, SET YOUR SITES ON US."

# "SHELL COVE"

A PORTION OF SECTIONS 15 & 27, TOWNSHIP 3 NORTH, RANGE 28 EAST, CITY OF FERNANDINA BEACH, NASSAU COUNTY, FLORIDA.



CITRONA DRIVE  
 (60-FOOT RIGHT-OF-WAY BY USAGE)  
 (PLAT BOOK 6, PAGE 390)

| CURVE | LENGTH | RADIUS | DELTA      | CHORD BEARING | CHORD DISTANCE |
|-------|--------|--------|------------|---------------|----------------|
| C1    | 109.44 | 60.00  | 104.41 52' | N29°55'48"W   | 85.01'         |
| C2    | 78.85  | 60.00  | 75.18 09'  | N80°54'12"E   | 73.30'         |
| C3    | 11.37  | 25.00  | 28.03 42'  | N88°4'30"W    | 11.27'         |
| C4    | 30.43  | 29.50  | 59.08 36'  | S85°48'19"E   | 29.10'         |
| C5    | 18.63  | 29.50  | 38.71 08'  | S74°18'34"E   | 18.32'         |
| C6    | 11.80  | 29.50  | 22.95 30'  | N78°08'38"E   | 11.72'         |
| C7    | 22.27  | 59.00  | 24.32 22'  | N52°24'12"E   | 22.10'         |
| C8    | 13.55  | 59.00  | 14.93 45'  | N37°12'31"E   | 13.51'         |
| C9    | 8.72   | 59.00  | 9.38 36'   | N44°36'20"E   | 8.71'          |
| C10   | 23.19  | 75.00  | 17.42 53'  | N31°18'35"E   | 23.10'         |
| C11   | 132.05 | 75.00  | 104.41 51' | N29°55'48"W   | 118.78'        |
| C12   | 8.59   | 75.00  | 6.33 46'   | N19°08'15"E   | 8.59'          |
| C13   | 47.59  | 75.00  | 38.91 21'  | N21°18'19"W   | 48.80'         |
| C14   | 15.61  | 75.00  | 11.28 01'  | N26°4'00"W    | 14.99'         |
| C15   | 50.54  | 75.00  | 38.38 24'  | N51°16'12"W   | 49.59'         |
| C16   | 15.32  | 75.00  | 11.42 14'  | N78°25'36"W   | 15.29'         |
| C17   | 82.21  | 45.00  | 104.41 52' | N29°55'47"W   | 71.26'         |
| C18   | 58.14  | 45.00  | 75.78 09'  | N80°54'12"E   | 54.80'         |
| C19   | 42.44  | 45.00  | 54.92 10'  | N49°28'13"E   | 40.88'         |
| C20   | 16.70  | 45.00  | 21.75 59'  | N87°53'17"E   | 16.61'         |

| LINE | BEARING     | LENGTH |
|------|-------------|--------|
| L1   | N56°13'01"W | 12.08' |
| L2   | S54°40'37"W | 6.81'  |
| L3   | S40°58'51"W | 29.23' |

**LEGEND**  
 DE = DRAINAGE EASEMENT  
 UE = UTILITY & DRAINAGE EASEMENT  
 SF = SQUARE FEET  
 AC = ACRES  
 DRB = SPECIAL RECORDS BOOK  
 P.R.M. = PERMANENT REFERENCE MONUMENT  
 P.I.N. = PARCEL IDENTIFICATION NUMBER

**MANZIE & DRAKE LAND SURVEYING**  
 117 SOUTH NORTH STREET, FERNANDINA BEACH, FL 32014  
 (904) 491-5200 FAX (904) 491-5772  
 CERTIFICATE OF AUTHORIZATION NUMBER 18 7039  
 "OUR SURVEYS ARE ON THE FUTURE,  
 SET YOUR SITES ON US."

COMPILED BY DSD BY MANZIE & DRAKE LAND SURVEYING

1:Manziedrake.com 20 Projects 11/18/2014 10:40:28 AM 2/1/2015-PLAT.dwg

1. **Call to Order** - The meeting was called to order at 5:00 pm.

2. **Roll Call/Determination of Quorum**

**Board Members Present**

Judith Lane, Chair

Jon Lasserre

Chip Ross

David Beal

Jamie Morrill (alternate)

Mark Bennett, Vice-Chair

Charles Rogers

Chris Occhuizzo

Eric Lawrence (alternate)

**Others Present**

Kelly Gibson, City Planner

Tammi Bach, City Attorney

Sylvie McCann, Recording Secretary

2.1 **Review and Approve January 13, 2016 Regular Meeting Minutes – A motion was made by Member Ross, seconded by Member Occhuizzo, to approve the Minutes. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

3. **New Business**

3.1. **PAB 2016-04: Final Plat Shell Cove Subdivision** - Ms. Gibson reminded the board that they saw the Planned Unit Development (PUD) and zoning change request for the new subdivision called Shell Cove, which is a 48 unit single-family residential development. She stated at this point the applicant was ready to proceed with final plat, and provided all documentation required. Member Lasserre inquired if there was a requirement to have a statement that they can't subdivide the lots any further. He pointed out there was a statement on the documentation, but it refers to Nassau County regulations. Ms. Gibson replied that can be updated in their final plat document to reflect City of Fernandina Beach. Chair Lane inquired if anything changed since the initial plat. Ms. Gibson replied no.

Mr. Nick Gillette, 20 South 4<sup>th</sup> Street, commented the subdivision would be a combination a spec homes and custom homes. Chair Lane inquired if trees would be cleared other than when they go to build. Mr. Gillette stated they were done clearing now, and the only other clearing would be at the building permit phase for each lot. The estimated time to have building out there was in April. Member Lasserre inquired if they worked together with the Tree Conservancy. Mr. Gillette replied yes and commented the conservancy did a good job reaching out. He stated they took nearly all the recommendations and some of them made it into the PUD.

The public hearing was opened at this time and there being no comments from the floor the public hearing was closed. **A motion was made by Member Lasserre, seconded by Member Bennett, to recommend approval of PAB 2016-04 to the City Commission requesting that a final plat creating the Shell Cove Subdivision be approved; and that PAB 2016-04 as presented is sufficiently compliant with the Comprehensive Plan and the Land Development Code to be approved at this time. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

3.2. **PAB 2016-05: Final Plat/Replat S. 13th Street Properties between Fir and Gum Streets from 5 lots to 8 lots - This request was withdrawn from consideration.**

**3.3. PAB 2016-02: 8 Flags Shopping Center Rezoning from C-1 to C-2 (1018 and 1010 S. 14th Street)** – Ms. Gibson briefly explained the property owner was requesting a change from C-1 zoning to C-2 zoning in order to make consistent a number of non-conformities that exist on the property as a result of changes to the code in 2006. She clarified it was where the City took away permitted uses and conditional uses. She stated a number of uses that were previously allowed under C-1 zoning actually got dropped when the City went to the table of land uses, and it has created several non-conforming situations for this site. She pointed out it has also prevented some tenants that have wanted to locate to this property. She explained the request of C-2 zoning was consistent with the underlying land use of General Commercial, and that the uses and the location of the property are suitable for the C-2 zoning district. She pointed out surrounding the property is mixed-use zoning and land use. Member Rogers inquired if the doctor's building separate from this. Ms. Gibson replied that was on the other corner on and not part of this property. Member Morrill inquired if Corbin's Auto Repair was a non-conforming use. Ms. Gibson replied it is under C-1 zoning. There was a brief discussion about the parcel that was not included in this rezoning that the City allows seasonal sales on.

Member Beal referred to the property across Lime Street and inquired if that should also be considered for change as well as the corner parcel. He questioned why leave isolated areas of C-1. Ms. Gibson replied the request was for the property that the applicant owns, and the City would not be bringing forward anyone else's property without them requesting the change. There was some discussion about the businesses that have been located at this property.

Mr. Harrison Poole, Poole & Poole on behalf of the applicant, stated the movie theater is a non-conforming use and their client was in discussions to bring in a new operator. He commented to do that they have to expend \$400,000 to \$500,000 on new equipment, screens, concessions stands, but they are not willing to do that if it is a non-conforming use. He explained their client purchased this property in 2005 and received a zoning letter from the City of what was allowed in C-1 and it was all these historical uses (grocery stores, restaurants, car service, theaters, etc.) He noted the code was rewritten in 2006 which changed that, but their client was unaware of that change until recently with another potential tenant that wanted to put in an office associated with banking. He explained this application was filed because they became aware of the drastic changes that occurred back in 2006. He stated it is a rezoning application, but they are really just asking to be restored to the uses that were allowed when they purchased it before the zoning was rewritten.

The public hearing was opened at this time and there being no comments from the floor the public hearing was closed. **A motion was made by Member Ross, seconded by Member Lasserre, to recommend approval of PAB 2016-02 to the City Commission requesting that a zoning change from C-1, Community Commercial to C-2, General Commercial is ascribed; and that PAB 2016-02 as presented is sufficiently compliant with the applicable Florida Statutes, Comprehensive Plan, and the Land Development Code to be approved at this time. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

Chair Lane commented this is not the only place in the City that was rapidly changing. She inquired if the City has to take a look at all the zoning sites that have commercial right now. Ms. Gibson replied we should, especially 14<sup>th</sup> Street. She stated staff has noticed there are a number of non-conforming situations further south and as you get closer to Sadler Road. She explained there are a number of banking institutions that are non-conforming as a result of the changes today. She commented another unintended consequence of the changes in 2006 actually occurred with respect to the Island Walk Shopping Center where the grocery store became a non-conforming use there (Publix). She stated in April/May 2007 that property came in to rezone to C-2, but there still was a small piece at the end that

remains C-1. She explained maybe this area along 14<sup>th</sup> Street may need to look at either Mixed Use or C-2 zoning. There was a brief discussion about this.

**3.4. PAB 2016-03: LDC Text Amendments C-1 Zoning to Allow Trades and Repair Services Subject to Supplemental Standards** – Ms. Gibson explained the applicant was the current owner of Coastal Current Electric (electrical contracting company) and found that a change to the LDC was necessary in order to make trades and repair services permissible uses on C-1 zoned property. She stated she didn't know why this particular use was excluded from C-1 zoning when the change occurred. She pointed out the requested change to the table of land uses to allow for trades and repair services within C-1; and provided some additional supplemental standards in 6.02.28 specific to C-1 zoned properties that serve to temper the use from any negative impacts to adjoining residential areas. She referred to the map and stated for the most part C-1 zoned properties are located on major corridors in established commercial areas. She commented the exception is a series of properties located on Beech Street where it is immediately adjacent to an established neighborhood. She recommended approval of this case. Member Ross questioned the process of this application and whether the City Attorney reviewed it. Ms. Gibson replied yes and explained they talked about it and it was sufficient to move forward. Member Lasserre questioned whether trades would be allowed in MU-1. Ms. Gibson replied they are not.

Mr. Trey Palmer, 2148 Cashenwood, owner of Coastal Current Electric, explained he felt it was a good fit. He commented he didn't understand the reasoning why trades were excluded from the areas listed as C-1, and noted that it may have been overlooked. Member Lasserre inquired how many trucks Coastal Current Electric has. Mr. Palmer replied two commercial vehicles.

The public hearing was opened at this time and there being no comments from the floor the public hearing was closed. **A motion was made by Member Ross, seconded by Member Bennett, to recommend approval of PAB 2016-03 to the City Commission requesting that an amendment to LDC Section 2.03.02 and 6.02.28 as described; and that PAB 2016-03 as presented is sufficiently compliant with the applicable Comprehensive Plan and the Land Development Code to be approved at this time.** Member Lasserre expressed his support of this change, and questioned why there would be no more than 5 overnight parked service vehicles. He inquired if that was an appropriate number. Mr. Palmer explained that he looked at the size of that particular property and thought of how much could it hold, which was how he came up with 5 vehicles. He commented it is a double lot that vehicles could be squeezed in there, but if you are operating that many trucks you might need to begin to look for a larger building. Member Occhuizzo questioned the size of the structure for the storage of materials. Mr. Palmer replied the building on the property was the building he would use. City Attorney Bach noted the question was whether the size of the lot was being considered in the supplemental standards. Ms. Gibson replied the size of the lot would not, and stated it would have to be a C-1 zoned or C-2 zoned piece of property for these standards to be applicable. It was noted there was no outside storage. There was further discussion to clarify the request before the board.

City Attorney Bach referred to sufficiency and legal review and reported that process was considered for this application. She stated she reviewed this preliminarily, and she did not think it was inconsistent with the Comprehensive Plan. She explained if approved this would be put in Ordinance format for the City Commission review and there will be a form to accompany it. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

#### **4. Board Business**

**4.1. Follow-up Discussion on Industrial Property Exemption in Tree/Landscaping Ordinance LDC Section 4.05.00** – Chair Lane reported she met with members of the two mills and with Mr. O’Conner after the City Commission meeting as well as a member of the Tree Conservancy. She suggested the formation of a subcommittee to include the mills and the Tree Conservancy to fact find and problem solve. She reminded the board of the approval of the exemption, which was to put off further discussion to a later time. She proposed having two subcommittee meetings to discuss this to have some sort of long-term solution to this problem, because there are two active mills and one other industrial zoned parcel that are quite different. She stated this needs to be looked at rationally to come up with a way to handle these parcels. Member Ross agreed and pointed out there are other industrial properties. He questioned if the way it was currently written was unconstitutional because specific businesses are being called out. City Attorney Bach explained she didn’t like to exempt specific businesses and property owners. She reminded the board she suggested that it should apply to all industrial properties, and she still felt that was the fairest way to do it. She stated she had a lengthy discussion with the Planning staff and it was their feeling when you have specific site conditions and history that you do have to take that into consideration. She pointed out it was not unconstitutional to do that. She explained you don’t use the business name, because those change but those developed sites the City could make an argument that they could be exempt because of their history. She commented staff had some discussion about why other industrial property shouldn’t be included as exemptions. Ms. Gibson stated there isn’t a reason why at this point a vacant undeveloped piece of industrial property could not comply with our landscape buffer requirements that are in place today. She pointed these sites were previously developed and historically operated in an industrial manner and to apply these requirements retroactively to them when they redevelop would be very difficult for them. She commented the currently vacant properties should be able to comply with the code, and if they cannot they could seek a variance. There was some discussion about this and whether there should be some method of exemption for industrials uses. The idea of an overlay was suggested, and the tentative members for the subcommittee would be: Chair Lane, Member Ross, Member Lasserre, members from both mills, a representative for the O’Conner property, and a representative of the Tree Conservancy.

City Attorney Bach questioned if there were enough industrial properties that an overlay regarding the tree ordinance would be appropriate. Member Lasserre clarified his idea was to draw a map to show these properties are affected in a different way by this Ordinance. Chair Lane noted that staff would be at the subcommittee meeting and it could be discussed at that point as an option.

Member Beal left the meeting at this time.

Mr. Shannon O’Conner, 2440 Lynndale Road, suggested inviting someone from the Airport Advisory Commission because there is a great deal of property there that would be affected by this. Chair Lane agreed.

Member Ross inquired about the Port Master Plan. City Attorney Bach stated she spoke with Port Attorney Clyde Davis and he does not agree that the Port withdrew their application. Chair Lane commented the board denied it. City Attorney Bach pointed out the only issue was the wetlands. Chair Lane stated it was also the Airport. City Attorney Bach explained subsequent to the denial the Ocean Highway and Port Authority (OPHA) board passed a Resolution and agreed that they weren’t going to be filling wetlands. She stated the entire strategic plan that they did really needs to be pared down into something smaller. She commented if the Port Attorney doesn’t react and say they were going to do something then the only other thing to do is notify the OHPA board in a letter of the City’s position. Member Ross stated the board denied their strategic plan, but the board never got into the changes to the

Comprehensive Plan that they proposed. Ms. Gibson explained what was originally requested for approval was a series of Comprehensive Plan amendments that incorporated by reference the adoption of their strategic plan. She stated the recommendation from the PAB to the City Commission was to deny because the strategic plan included direction for filling of wetlands, which would be inconsistent with the Comprehensive Plan. She commented her impression and understanding through conversations with the Port was that they had withdrawn their application to proceed to the City Commission level and that was why it never took that next step. There was some discussion about how to proceed and it was noted that staff would like to see something from the Port saying they are requesting the City move forward with a formal review as it has been presented.

City Attorney Bach pointed out there is a Port element in the Comprehensive Plan, and the way the statutory language reads it is more a suggestion that you update it. Member Ross stated there is no intermodal transportation component in the Comprehensive Plan, and that does not meet the statutory requirements.

**5. Staff Report** – Ms. Gibson reported there was a successful walking tour of 8<sup>th</sup> Street on Saturday, and there were about 30 people that came out. She commented there were many new faces and there was great input. She explained there was another event at the Golf Course on Monday that had about 10 people and there were great ideas to improve the corridor. She stated yesterday at the Peck Center they had about 15 people and there was good energy surrounding the 8<sup>th</sup> Street policy changes. She pointed out the last meeting would be at Atlantic Recreation Center on Friday at 5:00 pm. She explained she would be doing the data entry from these events so that the board can look at this together and forward that to the City Commission. Member Ross commented when he was at the museum he came across an article from the 1970's and it sounds like *deja vu*. Ms. Gibson would distribute the article to the rest of the board.

Ms. Gibson reminded the board of the joint meeting with the City Commission on Tuesday, February 23<sup>rd</sup> at 5:00 pm. She stated her hope was to go through some of the 8<sup>th</sup> Street changes and address any questions they might have.

Member Lasserre commented staff did a great job getting word out about 8<sup>th</sup> Street, and inquired if there were any stakeholders there. Ms. Gibson replied very few, and pointed out she sent out almost 600 postcards. She stated there were only about 5 stakeholders (property owners or within 350 feet of the properties affected by the rezoning). She explained she has received phone calls for more information, and they seem excited about the change. City Attorney Bach inquired about the gas station on 8<sup>th</sup> Street that had covers over the pumps. Ms. Gibson replied they are under new ownership and they are making some changes. She stated it would be reopened as a gas station according to the new owner. She pointed out they bought the lot adjoining it, and staff had a lengthy discussion with them about not cutting down the trees.

**6. Comments by the public** – Mr. Bill Vail, 4800 Amelia Island Parkway, employee at Rayonier Advance Materials, extended an invitation to the board to attend the open house scheduled for Friday between 3:00 pm to 6:30 pm. He commented it was an opportunity to have an inside look at the mill, and to meet the people from Borregaard that they were talking to about the potential joint venture.

Chair Lane commented the mills and Mr. O'Conner have suggested the subcommittee members take tours of their property.

**Draft**

Planning Advisory Board Minutes  
Regular Meeting  
February 10, 2016  
Page 6 of 6

7. **Adjournment** - There being no further business to come before the Planning Advisory Board, the meeting was adjourned 6:16 pm.

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**Secretary**

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**Judith Lane, Chair**

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



**SUBJECT:** **Resolution 2016-36**  
 Grant Application Submittal Approval - Urban and Community Forestry Grant

**ITEM TYPE:**                       Ordinance                       Resolution                       Other  
     Proclamation                       Presentation

**REQUESTED ACTION:**      **Approve Resolution 2016-36**

**SYNOPSIS:** The City wishes to apply for a State matching grant in order to receive funding to complete the following activities: complete and update its existing tree survey and inventory, update its urban forestry master plan from 2009 and in-house training for City staff, and tree planting along the City's front entrance located at Lime Street and S. 8<sup>th</sup> Street. The estimated cost for these project tasks is \$60,000. The City is requesting a grant of \$30,000 (50%) with a \$30,000 (50%) match.

In 2009, the City successfully completed an Urban and Community Forestry Grant. The goal was to inventory up to 7,000 City maintained trees. The City was able to accomplish the 7,000 tree goal, but an estimated 43% of the City trees are excluded from the inventory. The existing inventory ends near Sadler Road. The purpose of this grant is to complete the inventory for City rights-of-way and public spaces that remain. It will also provide an opportunity to update the 2009 Urban Forestry Master Plan, provide staff with in-house training of best management practices, and complete a tree planting at the City's front entrance properties located at Lime Street and S. 8<sup>th</sup> Street.

**FISCAL IMPACT:** The total amount of the project is \$60,000 with the City requesting \$30,000 from the State of Florida. The City will fulfill its 50% match by providing \$20,000 in cash and \$10,000 with in-kind services. The project is scheduled to begin in FY 2016/2017 and be completed in FY 2017/2018.

**2015 STRATEGIC PRIORITIES:**

|   |  |
|---|--|
| <input type="checkbox"/> Waterfront Funding (Priority 1)                | <input type="checkbox"/> Fire Department (Priority 1)                            |
| <input checked="" type="checkbox"/> 8 <sup>th</sup> Street (Priority 1) | <input type="checkbox"/> Department Goals (Priority 1)                           |
| <input type="checkbox"/> Trolley System (Priority 2)                    | <input type="checkbox"/> Beach Renourishment (Priority 2)                        |
| <input type="checkbox"/> 4 Year Terms (Priority 2)                      | <input checked="" type="checkbox"/> 8 <sup>th</sup> Street Entrance (Priority 2) |
| <input type="checkbox"/> Waterfront Park- Lot B (Priority 3)            |  |

**CITY ATTORNEY COMMENTS:** No additional comments.

**CITY MANAGER RECOMMENDATION(S):** I recommend that the City Commission adopt proposed Resolution 2016-36. *DM*

|                            |  |                |
|----------------------------|--|----------------|
| <b>DEPARTMENT DIRECTOR</b> | Submitted by: Adrienne Burke <i>AB</i><br>CDD Director | Date: 3/4/2016 |
| <b>CONTROLLER</b>          | Approved as to Budget Compliance <i>ATC</i>            | Date: 3/8/16   |
| <b>CITY ATTORNEY</b>       | Approved as to Form and Legality <i>TEB</i>            | Date: 3/8/16   |
| <b>CITY MANAGER</b>        | Approved Agenda Item for 03/15/2016 <i>DM</i>          | Date: 3/4/2016 |

**COMMISSION ACTION:**

|   |  |
|---|--|
| <input type="checkbox"/> Approved As Recommended    | <input type="checkbox"/> Disapproved               |
| <input type="checkbox"/> Approved With Modification | <input type="checkbox"/> Postponed to Time Certain |
| <input type="checkbox"/> Other                      | <input type="checkbox"/> Tabled                    |

RESOLUTION 2016-36

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE SUBMITTAL OF ONE URBAN AND COMMUNITY FORESTRY GRANT APPLICATION AND TO ENTER INTO AN URBAN AND COMMUNITY FORESTRY GRANT MEMORANDUM OF AGREEMENT WITH THE STATE OF FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, DIVISION OF FORESTRY; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach recognizes the importance of trees as part of the City's infrastructure; and

WHEREAS, the City of Fernandina Beach recognizes that well-managed trees are a vital part of the urban environment and that maintaining, preserving, and sustaining the urban forest enhances the quality of life for its citizens; and

WHEREAS, the City of Fernandina Beach wishes to apply for an Urban and Community Forestry matching grant in order to provide funding for the following activities to develop an urban forestry program: the development of a tree survey and inventory, the development of an urban Forestry Master Plan, in-house training for City staff, and a tree planting at the City's entry on City-owned lots at Lime Street and S. 8<sup>th</sup> Street; and

WHEREAS, if the grant is awarded, the City of Fernandina Beach wishes to enter into an Urban and Community Forestry Grant Memorandum of Agreement between the City of Fernandina Beach, Florida and the Florida Department of Agriculture and Consumer Services.

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

SECTION 1. The City Commission of the City of Fernandina Beach confirms its desire to submit one Urban and Community Forestry Grant application for the purposes of completing and updating its tree survey and inventory, updating its 2009 urban forestry management plan, providing in-house training to City staff and a tree planting at the City's entry on City-owned lots at Lime Street and S. 8<sup>th</sup> Street.

SECTION 2. The City Commission of the City of Fernandina Beach hereby authorizes the City Manager and City Clerk to execute the Urban and Community Forestry Grant Memorandum of Agreement between the City of Fernandina Beach, Florida and the Florida Department of Agriculture and Consumer Services, upon review and approval of the City Attorney.

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

ADOPTED this 15<sup>th</sup> day of March, 2016.

CITY OF FERNANDINA BEACH

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

APPROVED AS TO FORM AND LEGALITY:



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

ATTEST:

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

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



**SUBJECT: Resolution 2016-37**  
 Authorization to File a Lawsuit Against Alvin's Island

ITEM TYPE:                     Ordinance                     Resolution                     Other  
     Proclamation                     Presentation

**REQUESTED ACTION: Approve Resolution 2016-37**

**SYNOPSIS:** Section 31 of the City Charter requires that the City Commission, by Resolution, authorize the City Attorney to prosecute a complaint for injunctive relief and damages against Marco Destin, Inc. (Alvin's Island) for failure to comply with City sign code and failure to obtain a business tax receipt. Alvin's Island retail store located at 1575 Sadler Road has been in violation of the City's sign code and failed to obtain a business tax receipt (formerly known as occupational license) since the Code Enforcement Board ruled in February 2014. City staff has had contact with representatives of Alvin's Island who pulled a demolition permit for the unlawful sign on the property but failed to remove the sign. Alvin's Island does not have a business tax receipt because they are in violation of the City's sign code so should not be operating a business in the City. Representatives of Alvin's Island had contacted the City in November 2015 to find out what had to be done to comply with the City Code. Removal of the extra-large sign in front of the Alvin's Island store is all that is required to come into compliance and obtain the business tax receipt for doing business in the City. At this point, it does not appear that more time will cause compliance, so the City has no choice but to compel compliance through the Court or allow the sign violation to continue.

**FISCAL IMPACT:** Filing fees, attorneys' fees and cost are available in the Legal Department's Collection/Litigation Account 001-1400-514.4930.

**2015 STRATEGIC PRIORITIES:**

|  |   |
|--|---|
| <input type="checkbox"/> Waterfront Funding (Priority 1)     | <input type="checkbox"/> Fire Department (Priority 1)                 |
| <input type="checkbox"/> 8 <sup>th</sup> Street (Priority 1) | <input type="checkbox"/> Department Goals (Priority 1)                |
| <input type="checkbox"/> Trolley System (Priority 2)         | <input type="checkbox"/> Beach Renourishment (Priority 2)             |
| <input type="checkbox"/> 4 Year Terms (Priority 2)           | <input type="checkbox"/> 8 <sup>th</sup> Street Entrance (Priority 2) |
| <input type="checkbox"/> Waterfront Park- Lot B (Priority 3) |   |

**CITY ATTORNEY COMMENTS:** See Synopsis.

**CITY MANAGER RECOMMENDATION(S):** I recommend approval of Resolution 2016-37 .

|                            |   |                |
|----------------------------|---|----------------|
| <b>DEPARTMENT DIRECTOR</b> | Submitted by: Tammi E. Bach,<br>City Attorney | Date: 03/07/16 |
| <b>CONTROLLER</b>          | Approved as to Budget Compliance              | Date: 03/07/16 |
| <b>CITY ATTORNEY</b>       | Approved as to Form and Legality              | Date: 03/07/16 |
| <b>CITY MANAGER</b>        | Approved Agenda Item for 03/15/16             | Date: 03/07/16 |

**COMMISSION ACTION:**

|   |  |
|---|--|
| <input type="checkbox"/> Approved As Recommended    | <input type="checkbox"/> Disapproved               |
| <input type="checkbox"/> Approved With Modification | <input type="checkbox"/> Postponed to Time Certain |
| <input type="checkbox"/> Other                      | <input type="checkbox"/> Tabled                    |

RESOLUTION 2016-37

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE CITY ATTORNEY TO PROCEED WITH A COMPLAINT FOR INJUNCTIVE RELIEF AND DAMAGES AGAINST MARCO DESTIN, INC. (ALVIN'S ISLAND) FOR FAILURE TO COMPLY WITH THE CITY SIGN CODE AND FAILURE TO OBTAIN A BUSINESS TAX RECEIPT UNDER STATE LAW; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 31 of the City Charter requires that the City Commission, by Resolution, authorize the City Attorney to prosecute a complaint for injunctive relief and damages against Marco Destin, Inc. (Alvin's Island) for failure to comply with City sign code and failure to obtain a business tax receipt; and

WHEREAS, Alvin's Island retail store located at 1575 Sadler Road has been in violation of the City's sign code and failed to obtain a business tax receipt (formerly known as occupational license) since the Code Enforcement and Appeals Board ruled in February 2014; and

WHEREAS, City staff has had contact with representatives of Alvin's Island who pulled a demolition permit for the unlawful sign on the property but failed to remove the sign; and

WHEREAS, filing fees, attorneys' fees, and costs are available in the Legal Department's Collection/Litigation account #001-1400-514.4930.

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

SECTION 1. The City Commission hereby authorizes the City Attorney to serve the Summons to proceed with the Complaint for Injunctive Relief and Damages against Marco Destin, Inc.

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

ADOPTED this 15<sup>th</sup> day of March, 2016.

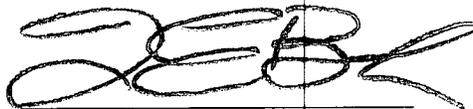
ATTEST:

CITY OF FERNANDINA BEACH

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

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

APPROVED AS TO FORM AND LEGALITY:



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

# AFFIDAVIT OF SERVICE

State of Florida  
County of Nassau

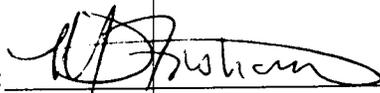
Code Enforcement Case Number: 13-00098

I, Michelle D. Forstrom, being first duly sworn, depose and state as follows:

1. That I am an employee of the City of Fernandina Beach, Code Enforcement;
2. That part of my duties include posting Notice of Violation/Notice of Hearing letters, and other correspondence; and
3. That on the 7<sup>th</sup> day of February, 2014, at 11:30 A.M., I delivered the Findings of Fact, Conclusions of Law and Order Enforcement letter for **Case 13-00098, Marco Destin, Inc., Alvin's Island, 1575 Sadler Road Fernandina Beach, Florida 32014** to Jaime Casanova, Manager on duty, at Alvin's Island, 1575 Sadler Road, Fernandina Beach, Florida 32014.

FURTHER AFFIANT SAYETH NAUGHT.

Signature: \_\_\_\_\_



Michelle D. Forstrom

(Printed name of Code Compliance Officer)

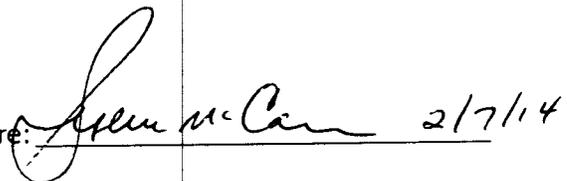
Subscribed and sworn to before me, a notary public in and for the State of Florida, this 7<sup>th</sup> day of February, 2014.

(SEAL)



**SYLVIE McCANN**  
Notary Public, State of Florida  
My Comm. Expires Nov. 12, 2016  
Commission No. EE 850673

Signature: \_\_\_\_\_



Sylvie McCann

(Printed name of Notary)



# City of Fernandina Beach

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

Date: February 7, 2014

Case Number: 13-00098

IN THE MATTER OF: Respondent Name: Marco Destin, Inc., Alvin's Island

Respondent Address: 11400 NW 34<sup>th</sup> Street, Doral, FL 33178

This case having come before the Code Enforcement & Appeals Board of the City of Fernandina Beach on February 6, 2014, a violation hearing having been held, and the Board having heard testimony, does hereby make the following finding of facts, and conclusions of law therefore imposing the following order and penalty:

### SECTION 1 - FINDINGS OF FACT

1. The Respondent was properly served notice of these proceedings as required by law on December 31, 2013 and the Respondent was not present at the hearing.
2. The real property on which the continued violations are occurring at 1575 Sadler Road, Fernandina Beach, FL and a brief legal description being **LOT 15 PT LOTS 16 & 17(S-1) IN OR 1167/529 LARCHMONT UNIT 1 PB 3/13, Fernandina Beach, FL 32034.**
3. The Respondent is the owner of record of the aforementioned real property.
4. The Respondent violated sections of the Fernandina Beach Code of Ordinances: **Sections 74-62 thru 74-66; 74-72 thru 74-75, Local Business Tax Receipts; and Chapter 5.03.03 Sign Permits Required** of the City of Fernandina Beach Land Development Code.

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

1. Based on the foregoing findings of fact, the Board voted to find the respondent in violation of Sections 74-62 thru 74-66; 74-72 thru 74-75, Local Business Tax Receipts; and Chapter 5.03.03; and if not brought into compliance by February 10, 2014 then assess \$100 per day until brought into compliance and collect administrative fees.
2. The City of Fernandina Beach shall record a certified copy of this order in the public records and this Order shall constitute a lien against the real property on which the violations exist and upon any other real or personal property owned by the Respondent if fines are not paid within thirty (30) days.
3. If the lien remains unpaid for a period of three (3) months from the date of the filing of the lien, the City of Fernandina Beach may foreclose on the lien or sue to recover a money judgment for the amount of the lien plus accrued interest.

### SECTION 3 - CERTIFICATION OF VOTE

Done and ordered February 6, 2014 at the City of Fernandina Beach, Nassau County, Florida Code Enforcement & Appeals Board Hearing

By:   
Chair Adam Kaufman

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

**Fines and Fees Incurred**  
**Marco Destin, Inc. d/b/a Alvin's Island**  
**1575 Sadler Road, Fernandina Beach, 32034**  
**Code Case: 14-00098**

| <b>DATES</b>                 | <b># OF DAYS</b> | <b>FINE PER DAY</b> | <b>TOTAL</b>       |
|------------------------------|------------------|---------------------|--------------------|
| FEBRUARY 11 THROUGH 28, 2014 | 18               | \$100.00            | \$1,800.00         |
| March-2014                   | 31               | \$100.00            | \$3,100.00         |
| April-2014                   | 30               | \$100.00            | \$3,000.00         |
| May-2014                     | 31               | \$100.00            | \$3,100.00         |
| June-2014                    | 30               | \$100.00            | \$3,000.00         |
| July-2014                    | 31               | \$100.00            | \$3,100.00         |
| August-2014                  | 31               | \$100.00            | \$3,100.00         |
| September-2014               | 30               | \$100.00            | \$3,000.00         |
| October-2014                 | 31               | \$100.00            | \$3,100.00         |
| November-2014                | 30               | \$100.00            | \$3,000.00         |
| December-2014                | 31               | \$100.00            | \$3,100.00         |
| January-2015                 | 31               | \$100.00            | \$3,100.00         |
| February-2015                | 28               | \$100.00            | \$2,800.00         |
| March-2015                   | 31               | \$100.00            | \$3,100.00         |
| April-2015                   | 30               | \$100.00            | \$3,000.00         |
| May-2015                     | 31               | \$100.00            | \$3,100.00         |
| June-2015                    | 30               | \$100.00            | \$3,000.00         |
| July-2015                    | 31               | \$100.00            | \$3,100.00         |
| August-2015                  | 31               | \$100.00            | \$3,100.00         |
| September-2015               | 30               | \$100.00            | \$3,000.00         |
| October-2015                 | 31               | \$100.00            | \$3,100.00         |
| November-2015                | 30               | \$100.00            | \$3,000.00         |
| December-2015                | 31               | \$100.00            | \$3,100.00         |
| January-2016                 | 31               | \$100.00            | \$3,100.00         |
| February-2016                | 29               | \$100.00            | \$2,900.00         |
| March-2016                   | 31               | \$100.00            | \$3,100.00         |
| <b>TOTAL FINES</b>           |                  |                     | <b>\$78,000.00</b> |
| <b>TOTAL FEES</b>            |                  |                     | <b>\$1,204.09</b>  |
| <b>March 31, 2016</b>        |                  |                     | <b>\$79,204.09</b> |

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



**SUBJECT: Ordinance 2016-05**  
 LDC Text Amendment to allow Trade Services in C-1 zoned districts as subject to supplemental standards.

**ITEM TYPE:**                       Ordinance                       Resolution                       Other  
     Proclamation                       Presentation

**REQUESTED ACTION: Approve Ordinance 2016-05 at First Reading.**

**SYNOPSIS:** The applicant is the owner of Coastal Current Electric, an electrical contracting company seeking to relocate the business to a C-1 zoned property located at 206 S. 11<sup>th</sup> Street. A Trades and Repair Service business is not a permissible use within the C-1 zoning category.

The applicant wishes to modify LDC Section 2.03.02, Table of Land Uses, to make Trades and Repair Services permissible as subject to supplemental standards (S) and requests to modify LDC Section 6.02.28 to provide enhanced supplemental standards specific to C-1 zoned properties conducting business under this use. The additional supplemental standards for C-1 zoned properties are proposed to include a limitation on the number of parked vehicles overnight; disallowance of outside storage for heavy equipment vehicles, machinery, or parts; a limitation on the size of dumpsters; and a provision to restrict the size of delivery trucks.

Staff recommends approval of the applicants' request and finds no inconsistencies with the Comprehensive Plan or Land Development Code. The PAB unanimously recommended approval of the applicants' requested changes at its Regular Meeting on February 10, 2016.

**FISCAL IMPACT:** None.

**2015 STRATEGIC PRIORITIES:**

|  |   |
|--|---|
| <input type="checkbox"/> Waterfront Funding (Priority 1)     | <input type="checkbox"/> Fire Department (Priority 1)                 |
| <input type="checkbox"/> 8 <sup>th</sup> Street (Priority 1) | <input type="checkbox"/> Department Goals (Priority 1)                |
| <input type="checkbox"/> Trolley System (Priority 2)         | <input type="checkbox"/> Beach Renourishment (Priority 2)             |
| <input type="checkbox"/> 4 Year Terms (Priority 2)           | <input type="checkbox"/> 8 <sup>th</sup> Street Entrance (Priority 2) |
| <input type="checkbox"/> Waterfront Park- Lot B (Priority 3) |   |

**CITY ATTORNEY COMMENTS:** No additional comments.

**CITY MANAGER RECOMMENDATION(S):** I recommend that the City Commission accept the First Reading of Ordinance 2016-05 . *DM*

|                            |   |               |
|----------------------------|---|---------------|
| <b>DEPARTMENT DIRECTOR</b> | Submitted by: Adrienne Burke, <i>AB</i><br>CDD Director | Date: 2/26/16 |
| <b>CONTROLLER</b>          | Approved as to Budget Compliance <i>DK</i>              | Date: 3/2/16  |
| <b>CITY ATTORNEY</b>       | Approved as to Form and Legality <i>TEB</i>             | Date: 3/4/16  |
| <b>CITY MANAGER</b>        | Approved Agenda Item for 03/15/2016 <i>DM</i>           | Date: 2/29/16 |

**COMMISSION ACTION:**

|   |  |
|---|--|
| <input type="checkbox"/> Approved As Recommended    | <input type="checkbox"/> Disapproved               |
| <input type="checkbox"/> Approved With Modification | <input type="checkbox"/> Postponed to Time Certain |
| <input type="checkbox"/> Other                      | <input type="checkbox"/> Tabled                    |

ORDINANCE 2016-05

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE SPECIFIC TO THE TABLE OF LAND USES CHAPTER 2, SECTION 2.03.02 TO ALLOW TRADE AND REPAIR SERVICES WITHIN THE C-1 ZONING DISTRICT AND ADDING SUPPLEMENTAL STANDARDS TO CHAPTER 6, SECTION 6.02.28 SPECIFIC TO C-1 ZONED PROPERTIES, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the City's adopted 2030 Comprehensive Plan directs changes to the Land Development Code for consistency with State Laws and current planning methods for growth and economic development; and

WHEREAS, the applicant, Coastal Current Electric, has requested the City to allow "Trade and Repair Services" a permissible use as subject to supplemental standards within the C-1 zoning district; and

WHEREAS, the Planning Advisory Board has reviewed the suggested amendments in an advertised public meeting held on February 10, 2016, and has issued a recommendation of approval; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on January 27, 2016.

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

SECTION 1. The City Commission hereby approves and adopts modifications to the Land Development Code of the City of Fernandina Beach, attached hereto as Exhibit "A".

SECTION 2. SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

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

ADOPTED this 19<sup>th</sup> day of April, 2016.

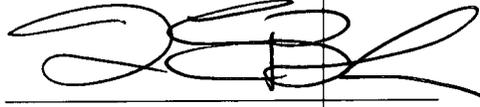
CITY OF FERNANDINA BEACH

---

JOHN A. MILLER  
Mayor - Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



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CAROLINE BEST  
City Clerk

---

TAMMI E. BACH  
City Attorney

**ORDINANCE 2016-05  
EXHIBIT "A"**

**6.02.28 Trades and Repair Services**

- A. Establishments for trades and repair services are permissible in the C-1 and C-2 zoning district, subject to the standards for the district and the supplemental standards set forth in this section.
- B. Design standards for trades and repair services are set forth in Table 6.02.28(C).

**Table 6.02.28(C). Standards for Trades and Repair Services in C-1 and C-2**

| <b>Development Feature</b>  | <b>Standard</b>   |
|---|---|
| <b>Commercial vehicles associated with the trades or repair service establishment</b> | <p>Overnight parking shall be located in the rear yard only</p> <p><u>C-1 zoned properties are limited to no more than 5 overnight parked service vehicles and may not store heavy equipment such as forklifts, bobcats, tractors, or any class 4 – 8 sized vehicles on the premises.</u></p> |
| <b>Buffer</b>   | As set forth in Section 4.05.05, but not less than a buffer "C"   |
| <b>Lighting</b>   | Directed and shielded to avoid direct illumination of a lot zoned or used for residential uses  |
| <b>Loudspeakers or paging systems</b>   | Designed, installed, and used such that they are not heard at the property line of adjacent properties  |
| <b>Outside storage and loading areas</b>  | <p>Screened from view from adjacent properties and from the public right-of-way</p> <p>Located in the rear yard only</p> <p><u>Outside storage of equipment, machinery, or parts is disallowed in the C-1 zoning district.</u></p>  |
| <b>Refuse and solid waste containers</b>  | <p>Screened from view from adjacent properties and from the public right-of-way</p> <p><u>C-1 zoned properties are limited to either residential roll out carts or a single container equaling no greater than 3 cubic yards.</u></p>   |
| <b><u>Delivery Services</u></b>   | <u>Routine delivery of materials, equipment or parts from trucks sized larger than a class 3 are disallowed in C-1 zoned properties.</u>  |

2.03.02 Table of Land Uses

Table 2.03.02. Table of Land Uses

|   | Zoning Districts |      |     |     |     |     |      |      |      |     |     |     |     |     |     |     |      |     |     |
|---|------------------|------|-----|-----|-----|-----|------|------|------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|
|   | R-E              | R1-G | R-1 | RLM | R-2 | R-3 | OT-1 | OT-2 | MU-1 | C-1 | C-2 | C-3 | I-1 | I-A | I-W | W-1 | PI-1 | CON | REC |
| <b>P – Permissible</b>  |                  |      |     |     |     |     |      |      |      |     |     |     |     |     |     |     |      |     |     |
| <b>S – Permissible Subject to Supplemental Standards</b>  |                  |      |     |     |     |     |      |      |      |     |     |     |     |     |     |     |      |     |     |
| <b>Blank-Prohibited</b>   |                  |      |     |     |     |     |      |      |      |     |     |     |     |     |     |     |      |     |     |
| <b>Land Uses:</b>   |                  |      |     |     |     |     |      |      |      |     |     |     |     |     |     |     |      |     |     |
| Trades and Repair Services such as Electrical, Heating, and Air, Mechanical, Painting, and Plumbing |                  |      |     |     |     |     |      |      |      | S   | S   |     | P   | P   |     |     |      |     |     |



**APPLICATION FOR TEXT AMENDMENT TO CHANGE THE LAND DEVELOPMENT CODE**

**APPLICATION & SURROUNDING AREA INFORMATION:**

|                          |   |
|--------------------------|---|
| <b>OWNER/APPLICANT:</b>  | Joseph Palmer, Coastal Current Electric   |
| <b>AGENT:</b>            | Self  |
| <b>REQUESTED ACTION:</b> | Land Development Code Text Amendment specifically amending LDC Sections 2.03.02 and 6.02.28 to allow Trades and Repair Services within the C-1 zoning district as subject to supplemental standards |

\*\*\* All required application materials have been received. All fees have been paid. All required notices have been made. All copies of required materials are part of the official record and have been made available on the City's website, the City Clerk's Office and at the Community Development Department Office. \*\*\*

**SUMMARY OF REQUEST:**

The applicant is the owner of Coastal Current Electric, an electrical contracting company seeking to relocate their business to a C-1 zoned property located at 206 S. 11<sup>th</sup> Street. A Trades and Repair Service business is not a permissible use within the C-1 zoning category. The applicant wishes to modify LDC Section 2.03.02, Table of Land Uses, to make Trades and Repair Services permissible as subject to supplemental standards (S) and requests to modify LDC Section 6.02.28 to provide enhanced supplemental standards specific to C-1 zoned properties conducting business under this use. The additional supplemental standards for C-1 zoned properties are proposed to include a limitation on the number of parked vehicles overnight, disallowance outside storage of heavy equipment vehicles, machinery or parts, a limitation on the size of dumpsters, and a provision to restrict the size of delivery trucks.

**CONSISTENCY WITH THE COMPREHENSIVE PLAN:**

**1.07.08 General Commercial Land Use**

The C-1 (Community Commercial) zoning district carries a General Commercial Future Land Use category. This category is intended to serve the commercial needs of the City and disallows manufacturing, production, or assembly uses as well as residential uses. The category allows for up to 1.50 floor area ratio (FAR) in order to facilitate energy efficient and compact quality commercial development.

The requested change is consistent with provisions of the underlying Future Land Use category of General Commercial (GC).

**CONSISTENCY WITH THE LAND DEVELOPMENT CODE (LDC):**

The requested action is to make Trades and Repair Services a permissible use as subject to supplemental standards within the C-1 zoning district. The Community Commercial C-1 zoning category is intended to provide for uses that are complementary to low and medium-density residential areas and to accommodate services in close proximity to residential neighborhoods. In review of the intended description of the C-1 zoning category, it is reasonable to allow Trades and Repair Services as subject to supplemental standards. The nature of this use is not high intensity. The use does not generate a lot of traffic and does not allow for any type of manufacturing on the site of their business. Typical operations include having office staff available to answer calls or emails during normal business hours and dispatching vehicles to locations throughout the City.

Further, the applicant understands the community aspects of this zoning district and has proposed additional supplemental standards specific to C-1 zoned properties which serve to protect adjoining residential properties from any negative aspects of such a use which may locate next to a residence. The existing supplemental standards require a buffer from the adjoining residential property of at least 15 feet with a minimum of two (2) canopy trees four (4) understory trees per 100 linear feet of property line and a continuous hedge in a double-staggered row. Lighting is required to be shielded and directed to avoid illumination of a lot zoned or used for residential purposes. Waste is required to be screened from



**STAFF REPORT**  
**PAB 2016-03**  
**Planning Advisory Board Hearing**  
**February 10, 2016**

adjacent properties. Any loading areas are required to be in the rear yard only. Outside storage is proposed to be disallowed within the C-1 zoning and restricts the number of overnight vehicles to no more than five (5).

The location of C-1 zoned properties is highlighted in Exhibit A. The C-1 zoning category is generally found along the City's major arterial roads (Amelia Island Parkway, Atlantic Avenue, S. Fletcher Avenue, Sadler Road, and North and South 14<sup>th</sup> Street). Additionally, there are C-1 zoned properties located on Beech Street, which may be classified as a collector road. These C-1 zoned properties on Beech Street are just south of the Central Park Baseball fields and east of properties zoned C-2 and MU-1.

**CONCLUSION:**

The proposed additions to existing supplemental standards serve to protect adjoining residential properties from detrimental impacts of the use operating within a C-1 zoned property. Given the location of the C-1 zoned properties throughout the City it is reasonable to allow a Trades and Repair Services to operate within the C-1 zoned category. Staff recommends approval of the requested LDC amendments.

**MOTION(S) TO CONSIDER:**

I move to recommend (approval or denial) of PAB case number 2016-03 to the City Commission requesting an amendment to LDC Sections 2.03.02 and 6.02.28, as described and that PAB case 2016-03, as presented, (is or is not) sufficiently compliant with applicable Comprehensive Plan and Land Development Code to be approved at this time.

Submitted by:

Kelly N. Gibson, AICP  
Senior Planner



**STAFF REPORT**  
**PAB 2016-03**  
**Planning Advisory Board Hearing**  
**February 10, 2016**

**EXHIBIT A**



OFFICE USE ONLY

REC'D: 1/11/16 BY: KG  
PAYMENT: \$ 850 TYPE: # 1210  
APPLICATION #: 2016-0000039  
CASE #: 2016-03  
BOARD MEETING DATE: Feb 10, 2016



PLANNING ADVISORY BOARD APPLICATION

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

APPLICANT INFORMATION

Owner Name: Joseph Palmer  
Mailing Address: 2439 Bonnie Oaks Dr  
Telephone: 904 651-4808 Fax: \_\_\_\_\_  
Email: Trey@coastalcurrentelectricfl.com

Agent Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

PROPERTY INFORMATION

Street Address: 206 South 11th St.  
Parcel Identification Number(s): 00-00-31-1800-0216-01A0  
Lot Number: Sub A lot 1 Block Number: 216 <sup>Sub A</sup> <sub>lots</sub> Subdivision: \_\_\_\_\_  
Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

**PROJECT INFORMATION**

Total Number of Lots/Parcels: 1

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

Existing Zoning Classification: C-1

Existing Future Land Use Classification: \_\_\_\_\_

Previous Planning/Zoning Approvals: \_\_\_\_\_

Description of Request:  
wording change for allowable uses of C-1  
modify section 2.03.02 to allow trades subject  
to supplemental standards in a C-1 zoning category and  
modify section 6.02.28 adding standards

**SIGNATURE/NOTARY**

The undersigned states the above information is true and correct as (s)he is informed and believes.

1-11-16  
Date

[Signature]  
Signature of Applicant

STATE OF FLORIDA }  
COUNTY OF NASSAU } ss



BRADFORD W. FRANKLIN  
Notary Public, State of Florida  
My Comm. Expires Dec. 18, 2017  
Commission No. FF 78042

Subscribed and sworn to before me this 11 day of January, 2016.

[Signature]  
Notary Public: Signature

Bradford W. Franklin  
Printed Name

12/18/17  
My Commission Expires

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



January 11, 2016

Ms. Kelly N. Gibson  
Senior Planner  
City of Fernandina Beach  
204 Ash Street  
Fernandina Beach, FL 32034

Dear Ms. Gibson:

This letter is to ask your consideration regarding a wording change for commercial properties with the C-1 designation within the City of Fernandina Beach. It is my understanding that some of the current restrictions/regulations have conflicting information that may or may not allow my company to conduct business from within the City.

I started my company, Coastal Current Electric, LLC in December 2012. Coastal Current Electric is a licensed and insured electrical contracting company specializing in residential remodels and service calls along with commercial needs. Nassau County is quickly growing, and with the increase demand for business, we grew from only a single employee in 2012 to six in 2016 all but one are Nassau County residents that live on the island. Coastal Current Electric had over \$400,000 in total sales in 2015 and has a projected growth of 12% for 2016. The building we are hoping to occupy (206 S. 11<sup>th</sup> Street) is currently zoned C-1. We intend to use this location primarily as our office with some storage of job related materials and provide overnight parking for two company vehicles.

On December 20<sup>th</sup>, 2015, my company rented the property from the current owner, Nick Isabella. We both believed that my business would be a good fit for the area. It is located directly across from the back side of the Atlantic Avenue Baseball fields (also the line- up area for attendees in all parades through downtown) and next to the former Fernandina Little Theater. The building was unoccupied for an extended period of time and previously housed a produce/quick service food restaurant. The grass and lawn were overgrown and the building vacant. Within a few days, my employees mowed the lawn, removed unsafe debris and a dead tree. We installed C-1 compliant exterior LED lighting, deadbolts on the doors and turned on power, water, internet, and phone.

On December 28<sup>th</sup>, we received a call from the Zoning Office stating that the nature of our business may not be qualified within the C-1 designation and, in fact, may not be able to occupy that lot due to wording in table 2.03.02 of the land use development code. In researching the city codes, I would like to reference the following:

COASTAL CURRENT ELECTRIC, LLC  
1417 Sadler Road, 276  
Fernandina Beach, FL 32034  
904.651.4808  
trey@coastalcurrentelectric.fl.com  
ER#13014830



2.01.10 – Community Commercial. The C-1 District is intended for the development of land uses to accommodate commercial businesses and offices providing goods and services to more than a few neighborhoods, and land uses that are complimentary to low and medium density residential areas. The CCD recognizes the desire for convenience goods and services in close proximity to residential neighborhoods, provided that such uses are limited in intensity as set forth in the design standards in this LDC.

I believe that my business already qualifies as C-1. Coastal Current Electric is limited in intensity and will primarily be used as office space for the purpose of receiving phone calls, invoicing customers, and ordering supplies. It should also be noted that there is no industrial work performed on premises. In fact, there are no repairs, machinery, or construction on site. All of our trade based services are performed on other properties in the city and county. It is also my belief that this property is in a low-medium residential area as defined in 2.01.10 and viewed in the City of Fernandina's zoning map for Beech Street.

While researching the restrictions, it appears there is a discrepancy in 02.01.10 with the Zoning Districts of Table 2.03.02. Currently, the "Trades and Repair Services such as Electrical, Heating and Air, Mechanical Painting and Plumbing" prohibition is not clear. Are these restrictions meant to eliminate noises, traffic, and outdoor storage of large dumpsters and construction related debris? Or, does table 2.03.02 disallow offices and light duty use for all trade type services?

I would also like to propose further restrictions on C-1 classifications. I believe this will help to define the allowable properties and encourage more trades like mine to do business within the city limits.

- Limiting the number of overnight commercial vehicles to no more than 5.
- Storage of all materials within closed locked structure, no materials to be stored outside.
- Prohibiting heavy equipment such as tractors, forklifts, and dump trucks on premises.
- Limiting the size of dumpsters.
- Not allowing delivery trucks larger than class 3 that are 10-14,000 pounds (this would include a truck as large as a UPS sized city delivery truck).

Thank you for considering this request. Should you have any additional questions, please do not hesitate to contact me. I can be reached any time at 904-651-4808.

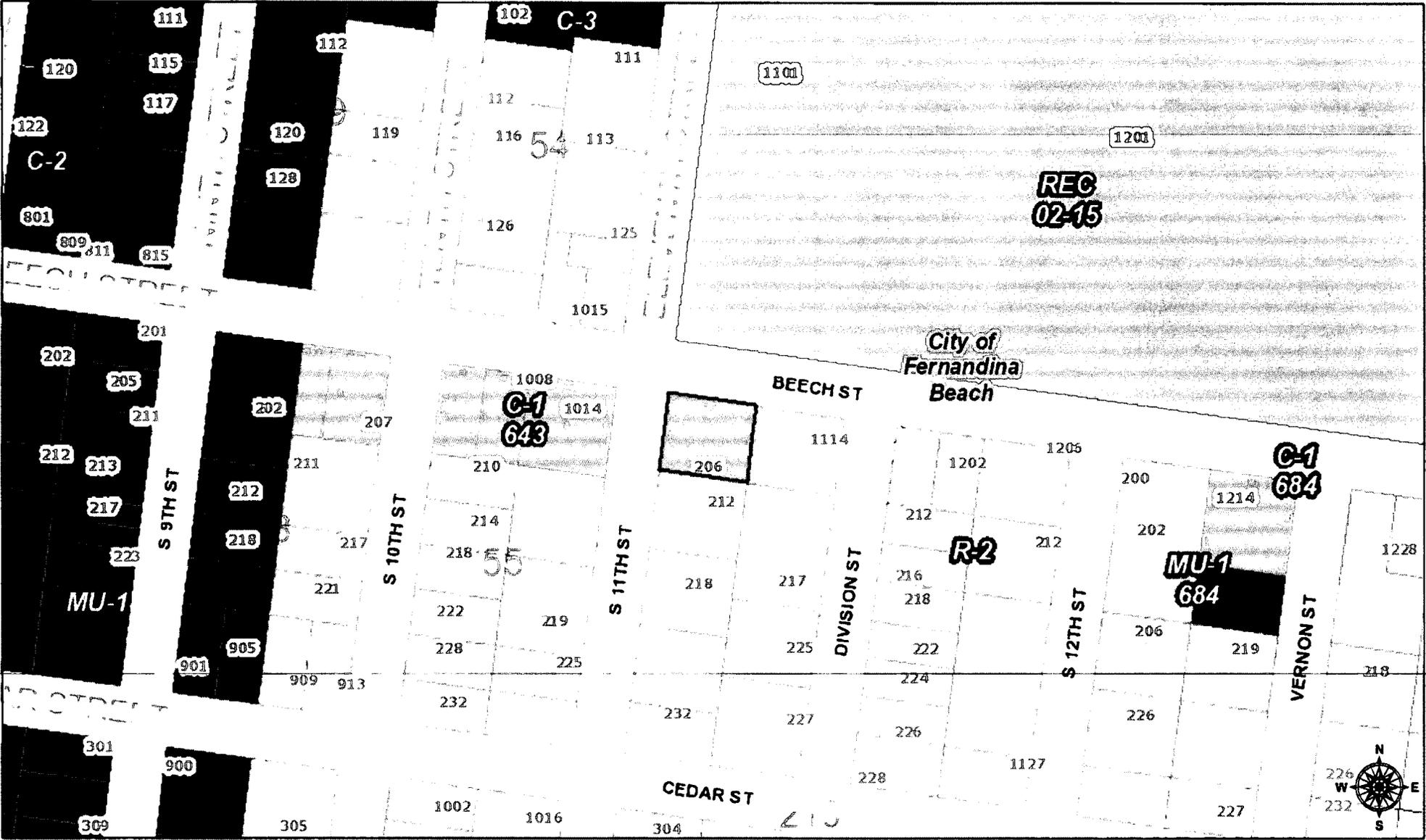
Respectfully,

Joseph S. Palmer, III

A handwritten signature in black ink, appearing to read "J. Palmer", with a stylized flourish at the end.

COASTAL CURRENT ELECTRIC, LLC  
1417 Sadler Road, 276  
Fernandina Beach, FL 32034  
904.651.4808  
trey@coastalcurrentelectric.fl.com  
ER#13014830

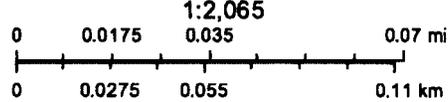
# GoMaps



January 11, 2016

911 Address Labels

 Land Parcels



Sources: Esri, HERE, DeLorme, USGS, Intermap, Increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

**2.01.07 Old Town Historic District One (OT-1)**

The OT-1 District is intended to protect the unique historic features and uses in the single-family residential area of the Old Town Historic District. The OT-1 District is intended for the development and maintenance of single-family residential dwellings, along with their customary accessory uses on the same lot.

**2.01.08 Old Town Historic District Two (OT-2)**

The OT-2 District is intended to protect the unique historic features and uses in the mixed-use area of the Old Town Historic District. The OT-2 District is intended for the development and maintenance of single-family residential dwellings, along with their customary accessory uses on the same lot. Limited neighborhood commercial may be permissible.

**2.01.09 Mixed Use (MU-1)**

The MU-1 District is intended for the development of a combination of residential, office, and limited neighborhood commercial uses. The Mixed Use District encourages well-planned development and redevelopment of areas that feature compatible, interrelated uses including single-family and multi-family residential units; medical, business, and professional offices; personal service establishments with limited inventory of goods; and limited neighborhood commercial uses.

**2.01.10 Community Commercial (C-1)**

The C-1 District is intended for the development of land uses to accommodate commercial businesses and offices providing goods and services to more than a few neighborhoods, and land uses that are complimentary to low- and medium-density residential areas. The Community Commercial District recognizes the desire for convenience goods and services in close proximity to residential neighborhoods, provided that such uses are limited in intensity as set forth in the design standards in this LDC.

**2.01.11 General Commercial (C-2)**

The C-2 District is intended for the development of land uses to accommodate offices; commercial retail; personal services establishments; restaurants; transient accommodations; uses that provide sales and services for several neighborhoods; repair shops; retail sales and services; and other similar commercial uses. The General Commercial District recognizes existing development with locations that have access to arterial roads.

**2.01.12 Central Business District (C-3)**

The C-3 District is intended for the development of land uses within the central business district as the City's center for residential, financial, commercial, governmental, professional, and cultural activities. The Central Business District category is designed to accommodate single-family or duplex residential uses, either freestanding or in mixed residential and business use structures; offices; commercial retail; personal services establishments; restaurants; transient accommodations; commercial parking facilities; civic uses; and cultural uses.

Table 2.03.02

|   | Zoning Districts |      |     |     |     |     |      |      |      |     |     |     |     |     |     |     |      |     |     |
|---|------------------|------|-----|-----|-----|-----|------|------|------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|
|   | R-E              | R1-G | R-1 | RLM | R-2 | R-3 | OT-1 | OT-2 | MU-1 | C-1 | C-2 | C-3 | I-1 | I-A | I-W | W-1 | PL-1 | CON | REC |
| - Permissible   |                  |      |     |     |     |     |      |      |      |     |     |     |     |     |     |     |      |     |     |
| - Permissible Subject to Supplemental Standards   |                  |      |     |     |     |     |      |      |      |     |     |     |     |     |     |     |      |     |     |
| Bank-Prohibited   |                  |      |     |     |     |     |      |      |      |     |     |     |     |     |     |     |      |     |     |
| Ethnic Grocers  |                  |      |     |     |     |     |      |      |      |     |     |     |     |     |     |     |      |     |     |
| Specialty and Gift Shops such as Art, Antique, or Jewelry Shops, Books, or Stationers               |                  |      |     |     |     |     |      |      | P    | P   | P   | P   | P   | P   |     | P   |      |     |     |
| Terminals for Freight or Passengers, By Trip  |                  |      |     |     |     |     |      |      |      |     |     |     | P   |     | P   | P   |      |     |     |
| Theaters, Movie or Performing Arts  |                  |      |     |     |     |     |      |      | P    |     | P   | P   | P   | P   |     | P   |      |     |     |
| Trades and Repair Services such as Electrical, Heating, and Air, Mechanical, Painting, and Plumbing |                  |      |     |     |     |     |      |      |      |     |     |     |     | P   | P   |     |      |     |     |
| Utility Facilities, such as Electric Substations, Water and Wastewater Treatment Plants             |                  |      |     |     |     |     |      |      |      |     |     | P   | P   | P   | P   | P   | P    |     |     |
| Warehouse, not Including Mini-Storage   |                  |      |     |     |     |     |      |      |      |     |     |     |     | P   | P   | P   |      |     |     |
| Welding or Sheet Metal Works  |                  |      |     |     |     |     |      |      |      |     |     |     |     | P   | P   |     |      |     |     |
| Wholesale Establishments  |                  |      |     |     |     |     |      |      |      |     |     |     |     | P   | P   |     |      |     |     |

IS

Notes:

1. Resort rentals in R-1 or R-2 zoning districts that existed prior to the effective date of Ordinance 2000-28 (October 3, 2000) may continue a legal non-conforming status as long as the resort rental permit has not expired for a period of greater than 180 days.
2. Properties that have obtained the WMU Future Land Use category are subject to the permitted uses in the W-1 column. Residential units are permitted above non-residential uses. Stand alone residential uses are prohibited.
3. Group Residential uses in existence prior to the adoption of Ordinance 2007-22 may continue a legal non-conforming status as long as a Group Residential Permit is applied for and maintained in accordance with the terms of the Ordinance. Existing uses shall not be subject to the Supplemental Standards in Section 6.02.24.
4. Seasonal Sales are subject to the provisions of LDC Section 5.02.02 and a temporary use permit is required according to the procedures set forth in Chapter 11.

**6.02.28 Trades and Repair Services**

- A. Establishments for trades and repair services are permissible in the C-1 and C-2 zoning district, subject to the standards for the district and the supplemental standards set forth in this section.
- B. Design standards for trades and repair services are set forth in Table 6.02.28(C).

**Table 6.02.28(C). Standards for Trades and Repair Services in C-1 and C-2**

| Development Feature  | Standard  |
|--|---|
| Commercial vehicles associated with the trades or repair service establishment | <p>Overnight parking shall be located in the rear yard only</p> <p><u>C-1 zoned properties are limited to no more than 5 overnight parked service vehicles and may not store heavy equipment such as forklifts, bobcats, tractors, or any class 4 – 8 sized vehicles on the premises.</u></p> |
| Buffer   | As set forth in Section 4.05.05, but not less than a buffer “C”   |
| Lighting   | Directed and shielded to avoid direct illumination of a lot zoned or used for residential uses  |
| Loudspeakers or paging systems   | Designed, installed, and used such that they are not heard at the property line of adjacent properties  |
| Outside storage and loading areas  | <p>Screened from view from adjacent properties and from the public right-of-way</p> <p>Located in the rear yard only</p> <p><u>Outside storage of equipment, machinery, or parts is disallowed in the C-1 zoning district.</u></p>  |
| Refuse and solid waste containers  | <p>Screened from view from adjacent properties and from the public right-of-way</p> <p><u>C-1 zoned properties are limited to either residential roll out carts or a single container equaling no greater than 3 cubic yards.</u></p>   |
| <u>Delivery Services</u>   | <u>Routine delivery of materials, equipment or parts from trucks sized larger than a class 3 are disallowed in C-1 zoned properties.</u>  |

1. **Call to Order** - The meeting was called to order at 5:00 pm.

2. **Roll Call/Determination of Quorum**

**Board Members Present**

Judith Lane, Chair

Jon Lasserre

Chip Ross

David Beal

Jamie Morrill (alternate)

Mark Bennett, Vice-Chair

Charles Rogers

Chris Occhuizzo

Eric Lawrence (alternate)

**Others Present**

Kelly Gibson, City Planner

Tammi Bach, City Attorney

Sylvie McCann, Recording Secretary

2.1 **Review and Approve January 13, 2016 Regular Meeting Minutes – A motion was made by Member Ross, seconded by Member Occhuizzo, to approve the Minutes. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

3. **New Business**

3.1. **PAB 2016-04: Final Plat Shell Cove Subdivision** - Ms. Gibson reminded the board that they saw the Planned Unit Development (PUD) and zoning change request for the new subdivision called Shell Cove, which is a 48 unit single-family residential development. She stated at this point the applicant was ready to proceed with final plat, and provided all documentation required. Member Lasserre inquired if there was a requirement to have a statement that they can't subdivide the lots any further. He pointed out there was a statement on the documentation, but it refers to Nassau County regulations. Ms. Gibson replied that can be updated in their final plat document to reflect City of Fernandina Beach. Chair Lane inquired if anything changed since the initial plat. Ms. Gibson replied no.

Mr. Nick Gillette, 20 South 4<sup>th</sup> Street, commented the subdivision would be a combination a spec homes and custom homes. Chair Lane inquired if trees would be cleared other than when they go to build. Mr. Gillette stated they were done clearing now, and the only other clearing would be at the building permit phase for each lot. The estimated time to have building out there was in April. Member Lasserre inquired if they worked together with the Tree Conservancy. Mr. Gillette replied yes and commented the conservancy did a good job reaching out. He stated they took nearly all the recommendations and some of them made it into the PUD.

The public hearing was opened at this time and there being no comments from the floor the public hearing was closed. **A motion was made by Member Lasserre, seconded by Member Bennett, to recommend approval of PAB 2016-04 to the City Commission requesting that a final plat creating the Shell Cove Subdivision be approved; and that PAB 2016-04 as presented is sufficiently compliant with the Comprehensive Plan and the Land Development Code to be approved at this time. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

3.2. **PAB 2016-05: Final Plat/Replat S. 13th Street Properties between Fir and Gum Streets from 5 lots to 8 lots** - *This request was withdrawn from consideration.*

**3.3. PAB 2016-02: 8 Flags Shopping Center Rezoning from C-1 to C-2 (1018 and 1010 S. 14th Street)** – Ms. Gibson briefly explained the property owner was requesting a change from C-1 zoning to C-2 zoning in order to make consistent a number of non-conformities that exist on the property as a result of changes to the code in 2006. She clarified it was where the City took away permitted uses and conditional uses. She stated a number of uses that were previously allowed under C-1 zoning actually got dropped when the City went to the table of land uses, and it has created several non-conforming situations for this site. She pointed out it has also prevented some tenants that have wanted to locate to this property. She explained the request of C-2 zoning was consistent with the underlying land use of General Commercial, and that the uses and the location of the property are suitable for the C-2 zoning district. She pointed out surrounding the property is mixed-use zoning and land use. Member Rogers inquired if the doctor's building separate from this. Ms. Gibson replied that was on the other corner on and not part of this property. Member Morrill inquired if Corbin's Auto Repair was a non-conforming use. Ms. Gibson replied it is under C-1 zoning. There was a brief discussion about the parcel that was not included in this rezoning that the City allows seasonal sales on.

Member Beal referred to the property across Lime Street and inquired if that should also be considered for change as well as the corner parcel. He questioned why leave isolated areas of C-1. Ms. Gibson replied the request was for the property that the applicant owns, and the City would not be bringing forward anyone else's property without them requesting the change. There was some discussion about the businesses that have been located at this property.

Mr. Harrison Poole, Poole & Poole on behalf of the applicant, stated the movie theater is a non-conforming use and their client was in discussions to bring in a new operator. He commented to do that they have to expend \$400,000 to \$500,000 on new equipment, screens, concessions stands, but they are not willing to do that if it is a non-conforming use. He explained their client purchased this property in 2005 and received a zoning letter from the City of what was allowed in C-1 and it was all these historical uses (grocery stores, restaurants, car service, theaters, etc.) He noted the code was rewritten in 2006 which changed that, but their client was unaware of that change until recently with another potential tenant that wanted to put in an office associated with banking. He explained this application was filed because they became aware of the drastic changes that occurred back in 2006. He stated it is a rezoning application, but they are really just asking to be restored to the uses that were allowed when they purchased it before the zoning was rewritten.

The public hearing was opened at this time and there being no comments from the floor the public hearing was closed. **A motion was made by Member Ross, seconded by Member Lasserre, to recommend approval of PAB 2016-02 to the City Commission requesting that a zoning change from C-1, Community Commercial to C-2, General Commercial is ascribed; and that PAB 2016-02 as presented is sufficiently compliant with the applicable Florida Statutes, Comprehensive Plan, and the Land Development Code to be approved at this time. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

Chair Lane commented this is not the only place in the City that was rapidly changing. She inquired if the City has to take a look at all the zoning sites that have commercial right now. Ms. Gibson replied we should, especially 14<sup>th</sup> Street. She stated staff has noticed there are a number of non-conforming situations further south and as you get closer to Sadler Road. She explained there are a number of banking institutions that are non-conforming as a result of the changes today. She commented another unintended consequence of the changes in 2006 actually occurred with respect to the Island Walk Shopping Center where the grocery store became a non-conforming use there (Publix). She stated in April/May 2007 that property came in to rezone to C-2, but there still was a small piece at the end that

remains C-1. She explained maybe this area along 14<sup>th</sup> Street may need to look at either Mixed Use or C-2 zoning. There was a brief discussion about this.

**3.4. PAB 2016-03: LDC Text Amendments C-1 Zoning to Allow Trades and Repair Services Subject to Supplemental Standards** – Ms. Gibson explained the applicant was the current owner of Coastal Current Electric (electrical contracting company) and found that a change to the LDC was necessary in order to make trades and repair services permissible uses on C-1 zoned property. She stated she didn't know why this particular use was excluded from C-1 zoning when the change occurred. She pointed out the requested change to the table of land uses to allow for trades and repair services within C-1; and provided some additional supplemental standards in 6.02.28 specific to C-1 zoned properties that serve to temper the use from any negative impacts to adjoining residential areas. She referred to the map and stated for the most part C-1 zoned properties are located on major corridors in established commercial areas. She commented the exception is a series of properties located on Beech Street where it is immediately adjacent to an established neighborhood. She recommended approval of this case. Member Ross questioned the process of this application and whether the City Attorney reviewed it. Ms. Gibson replied yes and explained they talked about it and it was sufficient to move forward. Member Lasserre questioned whether trades would be allowed in MU-1. Ms. Gibson replied they are not.

Mr. Trey Palmer, 2148 Cashenwood, owner of Coastal Current Electric, explained he felt it was a good fit. He commented he didn't understand the reasoning why trades were excluded from the areas listed as C-1, and noted that it may have been overlooked. Member Lasserre inquired how many trucks Coastal Current Electric has. Mr. Palmer replied two commercial vehicles.

The public hearing was opened at this time and there being no comments from the floor the public hearing was closed. **A motion was made by Member Ross, seconded by Member Bennett, to recommend approval of PAB 2016-03 to the City Commission requesting that an amendment to LDC Section 2.03.02 and 6.02.28 as described; and that PAB 2016-03 as presented is sufficiently compliant with the applicable Comprehensive Plan and the Land Development Code to be approved at this time.** Member Lasserre expressed his support of this change, and questioned why there would be no more than 5 overnight parked service vehicles. He inquired if that was an appropriate number. Mr. Palmer explained that he looked at the size of that particular property and thought of how much could it hold, which was how he came up with 5 vehicles. He commented it is a double lot that vehicles could be squeezed in there, but if you are operating that many trucks you might need to begin to look for a larger building. Member Occhuizzo questioned the size of the structure for the storage of materials. Mr. Palmer replied the building on the property was the building he would use. City Attorney Bach noted the question was whether the size of the lot was being considered in the supplemental standards. Ms. Gibson replied the size of the lot would not, and stated it would have to be a C-1 zoned or C-2 zoned piece of property for these standards to be applicable. It was noted there was no outside storage. There was further discussion to clarify the request before the board.

City Attorney Bach referred to sufficiency and legal review and reported that process was considered for this application. She stated she reviewed this preliminarily, and she did not think it was inconsistent with the Comprehensive Plan. She explained if approved this would be put in Ordinance format for the City Commission review and there will be a form to accompany it. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

#### **4. Board Business**

**4.1. Follow-up Discussion on Industrial Property Exemption in Tree/Landscaping Ordinance LDC Section 4.05.00** – Chair Lane reported she met with members of the two mills and with Mr. O’Conner after the City Commission meeting as well as a member of the Tree Conservancy. She suggested the formation of a subcommittee to include the mills and the Tree Conservancy to fact find and problem solve. She reminded the board of the approval of the exemption, which was to put off further discussion to a later time. She proposed having two subcommittee meetings to discuss this to have some sort of long-term solution to this problem, because there are two active mills and one other industrial zoned parcel that are quite different. She stated this needs to be looked at rationally to come up with a way to handle these parcels. Member Ross agreed and pointed out there are other industrial properties. He questioned if the way it was currently written was unconstitutional because specific businesses are being called out. City Attorney Bach explained she didn’t like to exempt specific businesses and property owners. She reminded the board she suggested that it should apply to all industrial properties, and she still felt that was the fairest way to do it. She stated she had a lengthy discussion with the Planning staff and it was their feeling when you have specific site conditions and history that you do have to take that into consideration. She pointed out it was not unconstitutional to do that. She explained you don’t use the business name, because those change but those developed sites the City could make an argument that they could be exempt because of their history. She commented staff had some discussion about why other industrial property shouldn’t be included as exemptions. Ms. Gibson stated there isn’t a reason why at this point a vacant undeveloped piece of industrial property could not comply with our landscape buffer requirements that are in place today. She pointed these sites were previously developed and historically operated in an industrial manner and to apply these requirements retroactively to them when they redevelop would be very difficult for them. She commented the currently vacant properties should be able to comply with the code, and if they cannot they could seek a variance. There was some discussion about this and whether there should be some method of exemption for industrials uses. The idea of an overlay was suggested, and the tentative members for the subcommittee would be: Chair Lane, Member Ross, Member Lasserre, members from both mills, a representative for the O’Conner property, and a representative of the Tree Conservancy.

City Attorney Bach questioned if there were enough industrial properties that an overlay regarding the tree ordinance would be appropriate. Member Lasserre clarified his idea was to draw a map to show these properties are affected in a different way by this Ordinance. Chair Lane noted that staff would be at the subcommittee meeting and it could be discussed at that point as an option.

Member Beal left the meeting at this time.

Mr. Shannon O’Conner, 2440 Lynndale Road, suggested inviting someone from the Airport Advisory Commission because there is a great deal of property there that would be affected by this. Chair Lane agreed.

Member Ross inquired about the Port Master Plan. City Attorney Bach stated she spoke with Port Attorney Clyde Davis and he does not agree that the Port withdrew their application. Chair Lane commented the board denied it. City Attorney Bach pointed out the only issue was the wetlands. Chair Lane stated it was also the Airport. City Attorney Bach explained subsequent to the denial the Ocean Highway and Port Authority (OPHA) board passed a Resolution and agreed that they weren’t going to be filling wetlands. She stated the entire strategic plan that they did really needs to be pared down into something smaller. She commented if the Port Attorney doesn’t react and say they were going to do something then the only other thing to do is notify the OHPA board in a letter of the City’s position. Member Ross stated the board denied their strategic plan, but the board never got into the changes to the

Comprehensive Plan that they proposed. Ms. Gibson explained what was originally requested for approval was a series of Comprehensive Plan amendments that incorporated by reference the adoption of their strategic plan. She stated the recommendation from the PAB to the City Commission was to deny because the strategic plan included direction for filling of wetlands, which would be inconsistent with the Comprehensive Plan. She commented her impression and understanding through conversations with the Port was that they had withdrawn their application to proceed to the City Commission level and that was why it never took that next step. There was some discussion about how to proceed and it was noted that staff would like to see something from the Port saying they are requesting the City move forward with a formal review as it has been presented.

City Attorney Bach pointed out there is a Port element in the Comprehensive Plan, and the way the statutory language reads it is more a suggestion that you update it. Member Ross stated there is no intermodal transportation component in the Comprehensive Plan, and that does not meet the statutory requirements.

**5. Staff Report** – Ms. Gibson reported there was a successful walking tour of 8<sup>th</sup> Street on Saturday, and there were about 30 people that came out. She commented there were many new faces and there was great input. She explained there was another event at the Golf Course on Monday that had about 10 people and there were great ideas to improve the corridor. She stated yesterday at the Peck Center they had about 15 people and there was good energy surrounding the 8<sup>th</sup> Street policy changes. She pointed out the last meeting would be at Atlantic Recreation Center on Friday at 5:00 pm. She explained she would be doing the data entry from these events so that the board can look at this together and forward that to the City Commission. Member Ross commented when he was at the museum he came across an article from the 1970's and it sounds like *deja vu*. Ms. Gibson would distribute the article to the rest of the board.

Ms. Gibson reminded the board of the joint meeting with the City Commission on Tuesday, February 23<sup>rd</sup> at 5:00 pm. She stated her hope was to go through some of the 8<sup>th</sup> Street changes and address any questions they might have.

Member Lasserre commented staff did a great job getting word out about 8<sup>th</sup> Street, and inquired if there were any stakeholders there. Ms. Gibson replied very few, and pointed out she sent out almost 600 postcards. She stated there were only about 5 stakeholders (property owners or within 350 feet of the properties affected by the rezoning). She explained she has received phone calls for more information, and they seem excited about the change. City Attorney Bach inquired about the gas station on 8<sup>th</sup> Street that had covers over the pumps. Ms. Gibson replied they are under new ownership and they are making some changes. She stated it would be reopened as a gas station according to the new owner. She pointed out they bought the lot adjoining it, and staff had a lengthy discussion with them about not cutting down the trees.

**6. Comments by the public** – Mr. Bill Vail, 4800 Amelia Island Parkway, employee at Rayonier Advance Materials, extended an invitation to the board to attend the open house scheduled for Friday between 3:00 pm to 6:30 pm. He commented it was an opportunity to have an inside look at the mill, and to meet the people from Borregaard that they were talking to about the potential joint venture.

Chair Lane commented the mills and Mr. O'Conner have suggested the subcommittee members take tours of their property.

**Draft**

Planning Advisory Board Minutes  
Regular Meeting  
February 10, 2016  
Page 6 of 6

7. **Adjournment** - There being no further business to come before the Planning Advisory Board, the meeting was adjourned 6:16 pm.

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**Secretary**

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**Judith Lane, Chair**

CITY COMMISSION AGENDA ITEM  
City of Fernandina Beach



SUBJECT: **Ordinance 2016-06**  
Zoning Map Change - 8 Flags Shopping Center

ITEM TYPE:  Ordinance  Resolution  Other  
 Proclamation  Presentation

REQUESTED ACTION: **Approve Ordinance 2016-06 at First Reading.**

SYNOPSIS: The owner of 8 Flags Shopping Center has been the same for approximately eleven years. Prior to purchasing the property, the owner received a zoning confirmation from City Planning staff which outlined the permissible uses and conditional uses under the C-1 zoning designation. The letter confirmed the existing uses of the site were allowed at this location.

In October 2006, the City adopted a new Land Development Code which removed the conditional use process and incorporated a Table of Land Uses whereby uses are either permissible (P), permissible subject to supplemental standards (S), or prohibited (blank). In making this change, several previously permissible uses within the C-1 zone were dropped and those allowed under the conditional use process were eliminated from the zoning district.

The applicant's letter of justification underlines several of these uses that both currently or previously occupied space at the 8 Flags Shopping Center and are no longer allowed under C-1. In some cases these are existing grandfathered uses. Examples of previous uses no longer permissible in the C-1 zoning district include: movie theaters, self-service laundry, financial institutions, auto repair, or health clubs. As a result of the 2006 code changes, the property owner is seeking a zoning change to C-2 in order to remove concerns relating to several non-conforming uses within the shopping center and to accommodate anticipated future redevelopment of the site.

Staff recommends approval of the applicant's request. The Planning Advisory Board unanimously recommended approval of the request at its Regular Meeting on February 10, 2016.

FISCAL IMPACT: None.

2015 STRATEGIC PRIORITIES:  Waterfront Funding (Priority 1)  Fire Department (Priority 1)  
 8<sup>th</sup> Street (Priority 1)  Department Goals (Priority 1)  
 Trolley System (Priority 2)  Beach Renourishment (Priority 2)  
 4 Year Terms (Priority 2)  8<sup>th</sup> Street Entrance (Priority 2)  
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission accept the First Reading of Ordinance 2016-06. *DEM*

DEPARTMENT DIRECTOR Submitted by: Adrienne Burke, *AB* Date: 2/26/2016  
CDD Director  
CONTROLLER Approved as to Budget Compliance Date:  
CITY ATTORNEY Approved as to Form and Legality *TEB* Date: 3/7/16  
CITY MANAGER Approved Agenda Item for 03/15/2016 *DEM* Date: 3/1/2016

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



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COMMISSION ACTION:

- Approved As Recommended
- Approved With Modification
- Other

- Disapproved
  - Postponed to Time Certain
  - Tabled
-

ORDINANCE 2016-06

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, CHANGING THE CITY'S ZONING MAP TO ASSIGN A ZONING CATEGORY OF GENERAL COMMERCIAL (C-2) FOR PARCELS TOTALING 9.49 ACRES OF LAND LOCATED ON S. 14<sup>TH</sup> STREET BETWEEN LIME AND JASMINE STREETS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning Advisory Board reviewed the Zoning Map Amendment application numbered PAB 2016-02 at its February 10, 2016 meeting and by a unanimous vote recommended the change to General Commercial (C-2) zoning; and

WHEREAS, notice of public hearing on such application was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on January 27, 2016.

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

SECTION 1. PROPERTY INVOLVED. The properties identified for this change of the Zoning Map are located on S. 14<sup>th</sup> Street between Jasmine Street and Lime Street and identified as Parcel ID numbers 00-00-31-1800-0265-0011 AND 00-00-31-1800-0265-0012, totaling approximately 9.49 acres, and as shown on the map attached hereto as Exhibit "A".

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

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

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

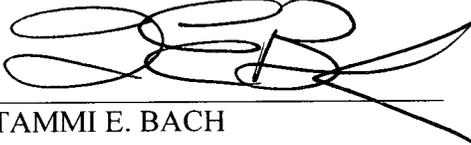
ADOPTED this 19th day of April, 2016.

CITY OF FERNANDINA BEACH

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

ATTEST:

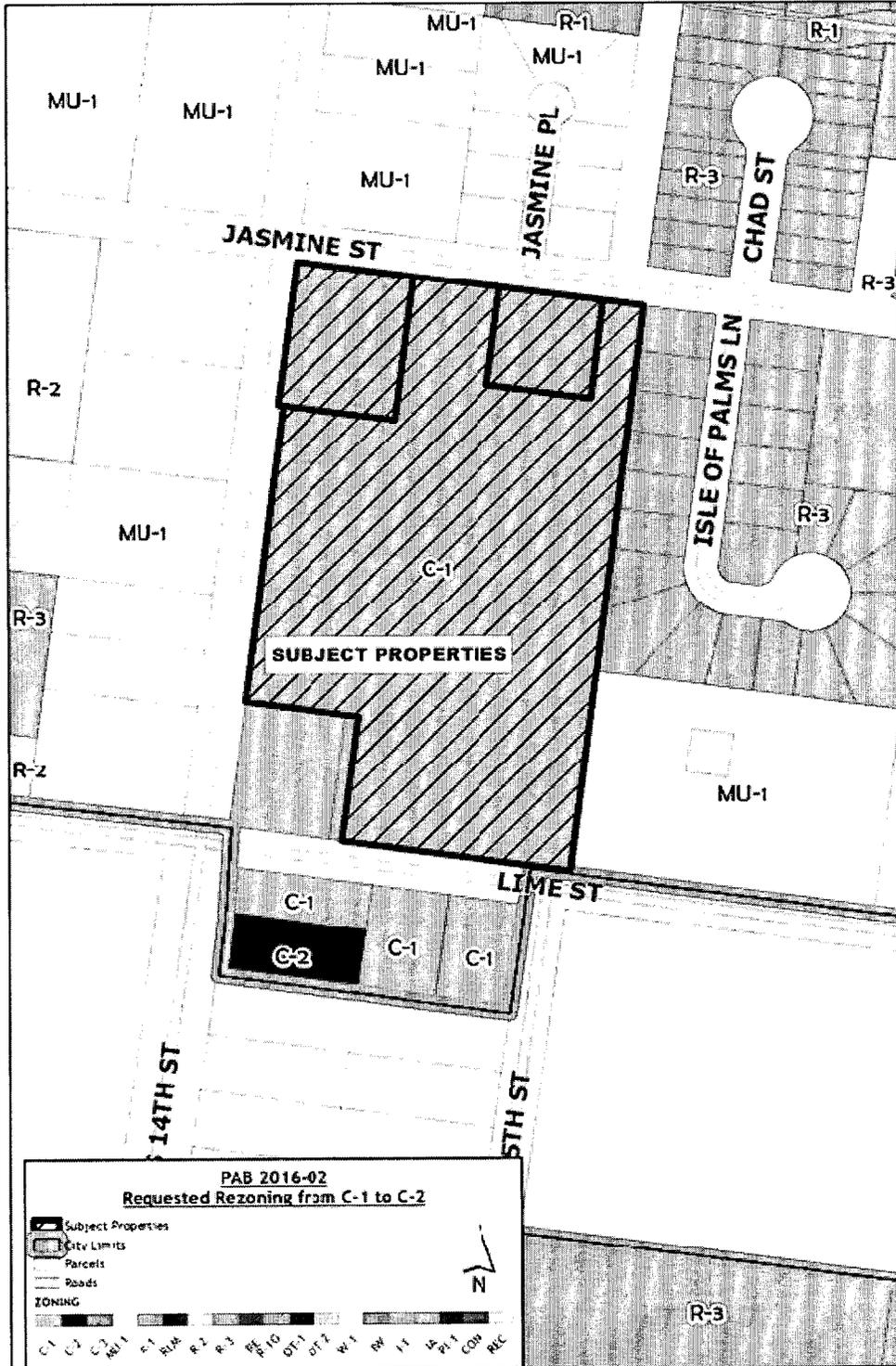
APPROVED AS TO FORM AND LEGALITY:

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

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

**ORDINANCE 2016-06  
EXHIBIT A**

REQUEST FOR A ZONING CHANGE FOR 9.49 ACRES OF LAND FROM COMMUNITY COMMERCIAL/ C-1 TO GENERAL COMMERCIAL/ C-2 FOR PROPERTIES LOCATED AT 1018 AND 1010 S. 14<sup>TH</sup> STREET "8 FLAGS SHOPPING CENTER AND NORTHEAST OUTPARCEL" (PARCEL ID# 00-00-31-1800-0265-0011 AND 00-00-31-1800-0265-0012) TO REMOVE EXISTING NONCONFORMING USES UNDER THE C-1 ZONING DESIGNATION THAT ARE ALLOWABLE UNDER C-2 ZONING





**APPLICATION FOR ZONING CHANGE REQUEST**  
**8 FLAGS SHOPPING CENTER (C-1 TO C-2)**

**APPLICATION & SURROUNDING AREA INFORMATION:**

|                               |  |   |                   |               |                          |
|-------------------------------|--|---|-------------------|---------------|--------------------------|
| <b>OWNER/APPLICANT:</b>       | DBTW AT FBFL, LLC AND DBTW AT FBOP, LLC                                  |   |                   |               |                          |
| <b>AGENT:</b>                 | Harrison Poole   |   |                   |               |                          |
| <b>REQUESTED ACTION:</b>      | Zoning Change from C-1 to C-2  |   |                   |               |                          |
| <b>LOCATION:</b>              | 1018 and 1010 S. 14 <sup>th</sup> Street                                 |   |                   |               |                          |
| <b>CURRENT LAND USE +</b>     | General Commercial land use/ C-1 (Community Commercial) zoning           |   |                   |               |                          |
| <b>ZONING:</b>                |  |   |                   |               |                          |
| <b>PROPOSED LAND USE +</b>    | General Commercial land use (no change)/ C-2 (General Commercial) zoning |   |                   |               |                          |
| <b>ZONING:</b>                |  |   |                   |               |                          |
| <b>EXISTING USES ON SITE:</b> | 8 Flags Shopping Center  |   |                   |               |                          |
| <b>PROPERTY SIZE:</b>         | 9.49 acres combined  |   |                   |               |                          |
| <b>ADJACENT PROPERTIES:</b>   | <u>Direction</u>   | <u>Existing Use(s)</u>                      | <u>Year Built</u> | <u>Zoning</u> | <u>FLUM</u>              |
|                               | North  | Retail and Apartments                       | 2000's            | MU-1          | Mixed Use                |
|                               | South  | Offices                                     | Misc              | C-1           | Community Commercial     |
|                               | East   | Apartments                                  | 2000's            | R-3           | High Density Residential |
|                               | West   | Gas Station, Church, Mason's Lodge, SF Home | Misc              | MU-1          | Mixed Use                |

\*\*\* All required application materials have been received. All fees have been paid. All required notices have been made. All copies of required materials are part of the official record and have been made available on the City's website and at the Community Development Department Office. \*\*\*

**SUMMARY OF REQUEST AND BACKGROUND INFORMATION:**

The 8 Flags Shopping Center has been held under the same ownership for roughly 11 years. Prior to purchasing the property, the owner received a zoning confirmation from City Planning Staff which outlined the permissible uses and conditional uses under the C-1 zoning designation. The letter confirmed the existing uses of the site were allowed at that location.

In October 2006, the City adopted a new Land Development Code which removed the conditional use process and incorporated a Table of Land Uses whereby uses are either permissible (P), permissible subject to supplemental standards (S), or prohibited (blank). In making this change, several previously permissible uses within the C-1 zone were dropped and those allowed under the conditional use process were eliminated from the zoning district. The applicant's letter of justification underlines several of these uses that both currently or previously occupied space at the 8 Flags shopping center and are no longer allowed under C-1. In some cases these are existing grandfathered uses. Examples of previous uses no longer permissible in the C-1 zoning district include: movie theaters, self-service laundry, financial institutions, auto repair, or health clubs. As a result of the 2006 code changes, the property owner is seeking a zoning change to C-2 in order to remove concerns over having several of non-conforming uses within the shopping center and to accommodate anticipated future redevelopment of the site.



**STAFF REPORT  
PAB (CZ) 2016-02  
Planning Advisory Board Hearing  
February 10, 2016**

**CONSISTENCY WITH THE COMPREHENSIVE PLAN (PLAN):**

The property contains a Future Land Use Designation of General Commercial (GC). The requested change to C-2 zoning is consistent with the underlying future land use designation assigned (*Reference Plan Policy 1.07.08*). Further, the request is consistent with Plan policy 1.04.03 directing that the City promote redevelopment of general commercial activities, which fulfill market demands of the City's residents for retail sales and services. The property's location is within a concentrated area of commercial development along a major arterial and its placement is consistent with Plan policy 1.08.02. Lastly, the property is located within one of the City's Job Opportunity areas described in Plan policy 12.05.02 which states that the City shall prioritize retention of land within those areas to support conscious investments which promote job creation.

**CONSISTENCY WITH THE LAND DEVELOPMENT CODE:**

Section 2.01.11 of the Land Development Code states the intent of C-2 General Commercial, zoning classification.

**CONSISTENCY WITH THE LAND DEVELOPMENT CODE:**

**Section 2.01.11 of the Land Development Code states the intention of the General Commercial (C-2) zoning district as follows:**

The C-2 District is intended for the development of land uses to accommodate offices; commercial retail; personal services establishments; restaurants; transient accommodations; uses that provide sales and services for several neighborhoods; repair shops; retail sales and services; and other similar commercial uses. The General Commercial District recognizes existing development with locations that have access to arterial roads.

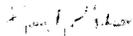
**CONCLUSION:**

The Plan also directs compact and energy efficient development schemes to serve pedestrian activity. Plan policy 1.08.04 directs the conversion of conventional suburban style shopping centers into more traditional livable "destination activity centers" through redevelopment. If in the future, the property owner wishes to seek a Future Land Use map amendment and zoning change to Mixed Use/ MU-1, the Plan provides sufficient guidance to allow for such a change.

Given the diverse and high-intensity nature of existing uses within the immediate vicinity, its position on one of the City's major commercial corridors and the history of uses at the site the requested change is reasonable. The requested zoning change is sufficiently compliant with the Comprehensive Plan, Land Development Code. Staff recommends approval of the applicant's request.

**MOTION(S) TO CONSIDER**

I move to recommend (**approval or denial**) of PAB case number 2016-02 to the City Commission requesting that a zoning change from C-1 (Community Commercial) to C-2 (General Commercial), as described and that PAB case 2016-02 as presented, (**is or is not**) sufficiently compliant with applicable Florida Statutes, Comprehensive Plan and Land Development Code to be approved at this time.

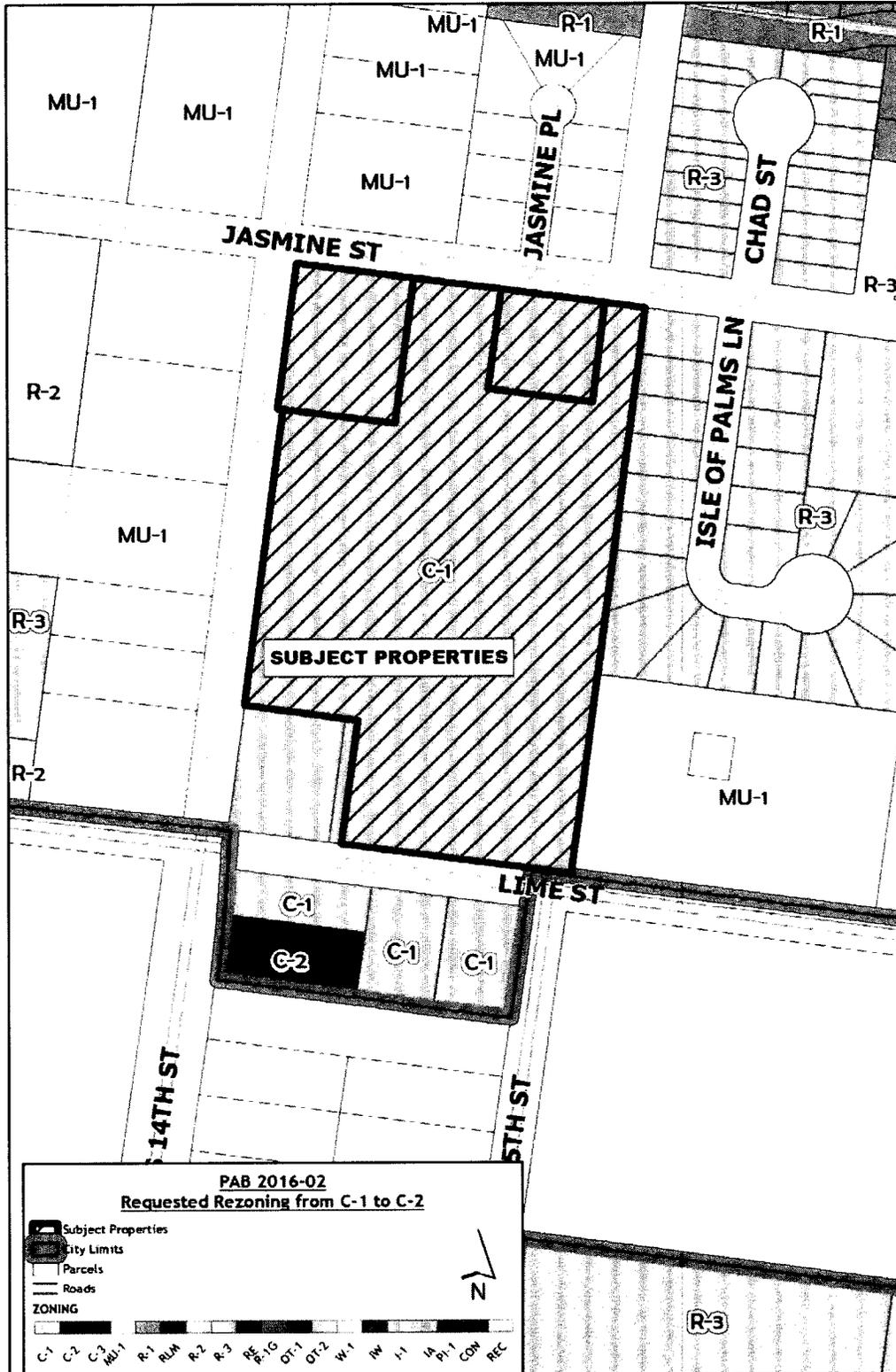
Submitted by: 

Kelly N. Gibson, AICP  
Senior Planner



**STAFF REPORT**  
**PAB (CZ) 2016-02**  
**Planning Advisory Board Hearing**  
**February 10, 2016**

**EXHIBIT A**



CD: KB BY: 1/7/16  
 PAYMENT: \$ 850 TYPE: CR 2348  
 APPLICATION #: 2016-0000032  
 CASE #: 2016-02  
 BOARD MEETING DATE: \_\_\_\_\_



**PLANNING ADVISORY BOARD APPLICATION**

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

**APPLICANT INFORMATION**

Owner Name: DBTW & FBFL, LLC and PBTW & FBOP, LLC.

Mailing Address: 1960 Satellite Boulevard, Suite 1300  
Dunwoody, Georgia 30097

Telephone: (704) 285-3257 Fax: (770) 497-8811

Email: tomsped 410@gmail.com

Agent Name: HARRIS POOLE of POOLE & POOLE

Mailing Address: 303 Central Street, Suite 200

Telephone: (904) 261-0742 Fax: (904) 261-0745

Email: harrispoole@pooleandpoole.com

**PROPERTY INFORMATION**

Street Address: 1018 AND 1010 South 14TH Street

Parcel Identification Number(s): 00-00-31-1800-0265-0011  
00-00-31-1800-0265-0012

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

Section: \_\_\_\_\_ Township: BOTH Range: 5 surveys & legal description

*Attached*

**PROJECT INFORMATION**

Total Number of Lots/Parcels: \_\_\_\_\_

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

Existing Zoning Classification: \_\_\_\_\_

Existing Future Land Use Classification: \_\_\_\_\_

Previous Planning/Zoning Approvals: \_\_\_\_\_

Description of Request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE/NOTARY**

The undersigned states the above information is true and correct as (s)he is informed and believes.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

STATE OF FLORIDA }  
                                  ss }  
COUNTY OF NASSAU }

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
My Commission Expires

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

PROJECT INFORMATION

Total Number of Lots/Parcels: Two

Less than One (1) acre Sq. Footage: 36,740 S.F. One (1) Acre or Greater: 373,309 S.F.  
: 84/ACRE : 8.57 ACRES

Existing Zoning Classification: C-1 Community Commercial

Existing Future Land Use Classification: C-2 General Commercial

Previous Planning/Zoning Approvals: Zoning Letter dated 8-11-2005  
ATTACHED

Description of Request:

The property, consisting of 9.4 acres, was developed and operated for at least 35 years under zoning similar to the current C-2 zoning but some time

after August 2005, the allowed uses in C-1 were substantially 'limited' without a formal zoning. Uses not allowed in C-1 are & therefore are to  
serve everyday, health club, outside sale displays  
SIGNATURE/NOTARY Repair shop (Corbins), AN Credit Union, S&S, S&S (S&S).

The undersigned states the above information is true and correct as (s)he is informed and believes.

\_\_\_\_\_  
Date Signature of Applicant

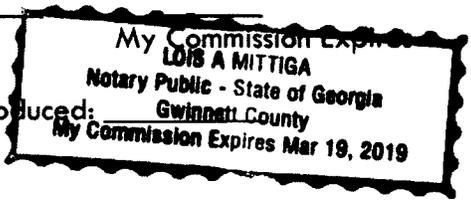
STATE OF ~~FLORIDA~~ <sup>Georgia</sup>  
COUNTY OF ~~WASCO~~ <sup>GWINNETT</sup> }  
SS

Subscribed and sworn to before me this 5 day of January, 2016.

Lois A Mittiga  
Notary Public: Signature

Lois A Mittiga  
Printed Name

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



**OFFICE USE ONLY**

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

PAYMENT: \$ \_\_\_\_\_ TYPE: \_\_\_\_\_

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

CASE #: \_\_\_\_\_

BOARD MEETING DATE: \_\_\_\_\_



**PLANNING ADVISORY BOARD APPLICATION**

- ZONING MAP AMENDMENT  
(≤ 10 acres \$850 / > 10 acres \$1,600)
- LAND USE MAP AMENDMENT  
(≤ 10 acres \$850 / > 10 acres \$1,600)
- LDC TEXT AMENDMENT (\$850)
- COMP PLAN AMENDMENT (\$850)

- SUBDIVISION PLAT – PRELIM (\$750)
- SUBDIVISION PLAT – FINAL (\$850)
- VACATION OF R.O.W. (\$850)
- VOLUNTARY ANNEXATION (\$1050)

**APPLICANT INFORMATION**

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

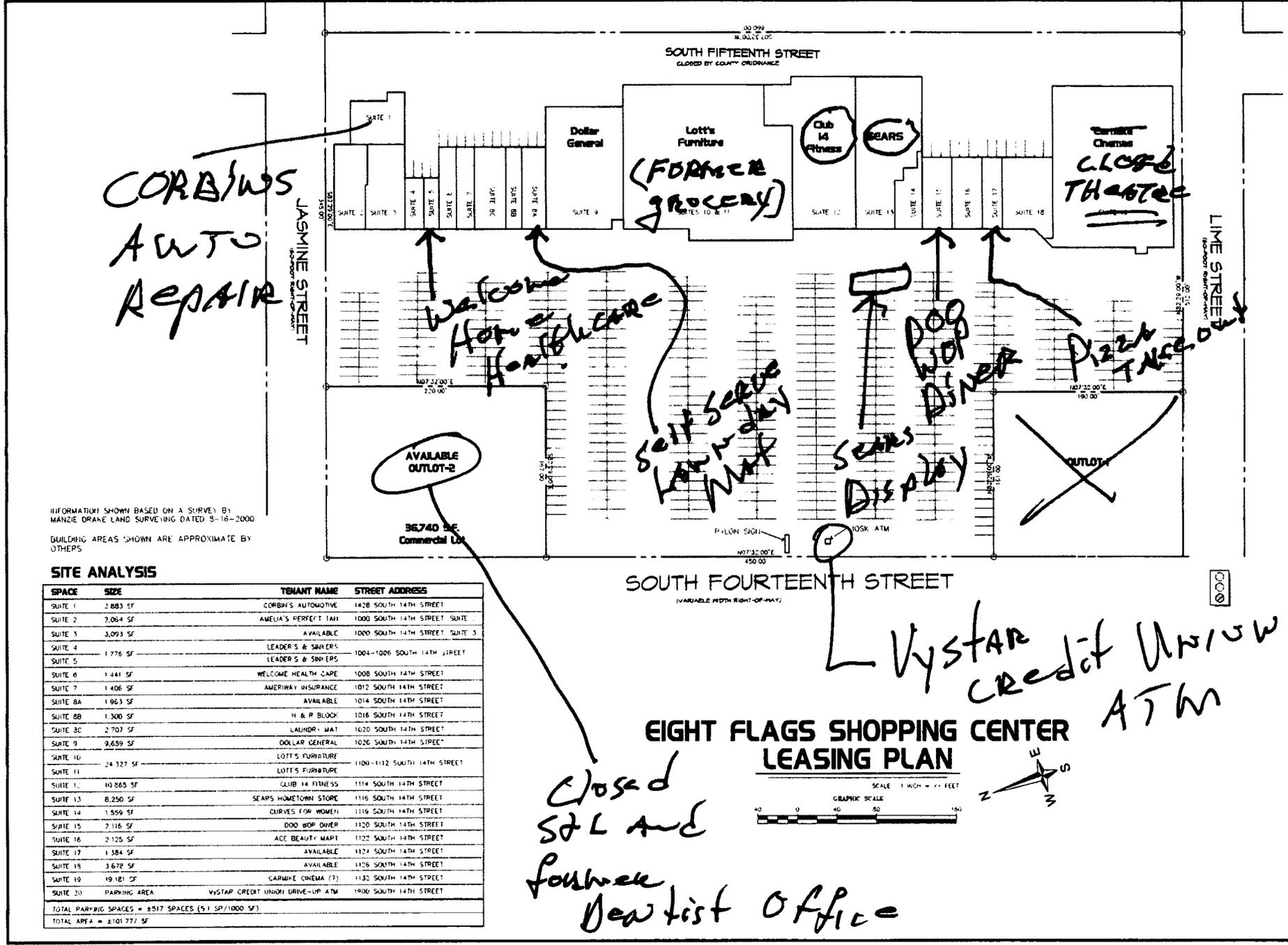
**PROPERTY INFORMATION**

Street Address: \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

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

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



INFORMATION SHOWN BASED ON A SURVEY BY  
MANZIE DRANE LAND SURVEYING DATED 3-16-2000  
BUILDING AREAS SHOWN ARE APPROXIMATE BY  
OTHERS

**SITE ANALYSIS**

| SPACE  | SIZE         | TENANT NAME                      | STREET ADDRESS                 |
|--|--------------|----------------------------------|--------------------------------|
| SUITE 1  | 2,683 SF     | CORBINS AUTOMOTIVE               | 1428 SOUTH 14TH STREET         |
| SUITE 2  | 2,064 SF     | AMELIA'S PERFECT IAH             | 1000 SOUTH 14TH STREET SUITE 2 |
| SUITE 3  | 3,093 SF     | AVAILABLE                        | 1000 SOUTH 14TH STREET SUITE 3 |
| SUITE 4  | 1,776 SF     | LEADER'S & SWIVERS               | 1004-1006 SOUTH 14TH STREET    |
| SUITE 5  |              | LEADER'S & SWIVERS               |                                |
| SUITE 6  | 1,441 SF     | WELCOME HEALTH CAPE              | 1008 SOUTH 14TH STREET         |
| SUITE 7  | 1,406 SF     | AMERIWAY INSURANCE               | 1012 SOUTH 14TH STREET         |
| SUITE 8A   | 1,963 SF     | AVAILABLE                        | 1014 SOUTH 14TH STREET         |
| SUITE 8B   | 1,300 SF     | H & P BLOCK                      | 1016 SOUTH 14TH STREET         |
| SUITE 8C   | 2,707 SF     | LAUNDRY MAT                      | 1020 SOUTH 14TH STREET         |
| SUITE 9  | 9,659 SF     | DOLLAR GENERAL                   | 1026 SOUTH 14TH STREET         |
| SUITE 10   |              | LOTT'S FURNITURE                 |                                |
| SUITE 11   | 24,327 SF    | LOTT'S FURNITURE                 | 1100-1112 SOUTH 14TH STREET    |
| SUITE 12   | 10,865 SF    | CLUB 14 FITNESS                  | 1114 SOUTH 14TH STREET         |
| SUITE 13   | 8,250 SF     | SEARS HOMETOWN STORE             | 1116 SOUTH 14TH STREET         |
| SUITE 14   | 1,559 SF     | CURVES FOR WOMEN                 | 1118 SOUTH 14TH STREET         |
| SUITE 15   | 7,116 SF     | DOG WOP DINER                    | 1120 SOUTH 14TH STREET         |
| SUITE 16   | 2,125 SF     | ACE BEAUTY MART                  | 1122 SOUTH 14TH STREET         |
| SUITE 17   | 1,384 SF     | AVAILABLE                        | 1124 SOUTH 14TH STREET         |
| SUITE 18   | 3,678 SF     | AVAILABLE                        | 1126 SOUTH 14TH STREET         |
| SUITE 19   | 19,181 SF    | CARMAKIE CINEMA (7)              | 1132 SOUTH 14TH STREET         |
| SUITE 20   | PARKING AREA | VYSTAR CREDIT UNION DRIVE-UP ATM | 1900 SOUTH 14TH STREET         |
| TOTAL PARKING SPACES = 8517 SPACES (51 SP/1000 SF) |              |                                  |                                |
| TOTAL AREA = 2101777 SF                            |              |                                  |                                |

**EIGHT FLAGS SHOPPING CENTER  
LEASING PLAN**



Closed  
STL and  
Furniture  
Dentist Office

Lystar  
Credit Union  
ATM

CORBINS  
AUTO  
REPAIR

JASMINE STREET

SOUTH FIFTEENTH STREET  
CLOSED BY COUNTY ORDINANCE

LINE STREET

SOUTH FOURTEENTH STREET  
(VARIABLE WIDTH RIGHT-OF-WAY)

AVAILABLE  
OUTLOT-2  
36,740 SF  
Commercial Use

OUTLOT

EIGHT FLAGS SHOPPING CENTER  
LEASING PLAN



**OWNER'S AUTHORIZATION  
FOR AGENT REPRESENTATION**

I/WE DBTWATFBFL, LLC and DBTWATFBOP, LLC  
(print name of property owner(s))

hereby authorize: HARRISON POOLE of POOLE & POOLE  
(print name of agent)

to represent me/us in processing an application for: ZONING and Land Use Maps  
(type of application) Amendments

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

Thomas W. Wheeler  
(Signature of owner) Sole Manager

Thomas W. Wheeler, Jr.  
(Print name of owner)

Thomas W. Wheeler  
(Signature of owner) Sole Manager

Thomas W. Wheeler, Jr.  
(Print name of owner)

Georgia  
STATE OF ~~FLORIDA~~  
COUNTY OF ~~NASSAU~~ }  
GWINNETT ss

Subscribed and sworn to before me this 5 day of January, 2016.

Lois A. Mittiga  
Notary Public: Signature

Lois A. Mittiga  
Printed Name

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

My Commission Expires  
**LOIS A MITTIGA**  
Notary Public - State of Georgia  
Gwinnett County  
My Commission Expires Mar 19, 2019

Thomas W. Wheeler, Jr., Vice Chairman  
Wheeler/Brand Management Company  
1960 Satellite Boulevard, Suite 1300  
Duluth, Georgia 30097  
(404) 285-3257

Ms. Adrienne Burke, Esq., MASA, LEED AP+  
Community Development Director  
City of Fernandina Beach,  
204 Ash Street  
Fernandina Beach, Florida 32034

Re: Letter of Intent, Requests for Zoning And Land Use Map  
Amendments

I have owned 8 Flags Shopping Center on 14th Street since September, 2005. I have attached a letter dated 8/11/2005 indicating the property was zoned C-1. However, it's obvious many of the allowed uses in C-1 in 2005 have now become PROHIBITED. For instance, under the current version of C-1, prohibited uses directly concerning former or present uses and Tenants at 8 Flags are a Theatre, a Auto Repair Shop(Corbin's), a Health Club(Club 14), a self serve laundry mat, any type financial institution, a grocery store, and outside sales displays like at Sears and the Humane Society Thrift Shop.

This situation, especially at the theatre, is a hardship to

making progress to keep improving 8 Flags Shopping Center. Please be aware that by 2005 the property had substantially deteriorated due to excessive vacancies (Over 60%) and deferred maintenance. I believe everyone can agree we have made substantial progress with 8 Flags under our ownership and with the support of the City. It has become once again a successful community shopping center. But it is not a "neighborhood only" shopping center as the altered C-1 zoning now suggests. And the valuation has increased along with appearances and adding many viable businesses and their local employees. In November, 2015 my taxes were over \$91,000, up from less than \$50,000 in 2005.

I think the basic issue is the property was permitted and developed over 35 years ago under a zoning classification much like the current C-2 zoning category. Reviewing my attached 8/2005 zoning letter from the City, it's very clear much has changed as to allowed uses in the C-1 category. And by far, my property due to its size, and its historic and current uses is the most effected and it's very negative. All these substantial allowed USE changes were made without even a phone call to me. I am aware of the current policy on grandfathered uses but I fear that policy also can quickly change without a notice to the Owner of most effected

property, being 8 Flags Shopping Center.

8 Flags SC obviously fails the current definition of a C-1 property in that it's located on a major road, it's large at 100,000 SF, the lot size is over 9 acres and it serves many neighborhoods, not just one or two. I have been unable to find a similar property (size, prohibition of major current and former Uses) that is now designated C-1 on the current map that was so negatively effected as 8 Flags.

Please be advised we strongly feel in order to keep this property viable which includes the challenge to bring in a new theatre operator (to show first run movies) we must invest in new projection equipment, new seating, a new concession area, and the screens. Our budget is about \$500,000 and I can report we have agreed to general terms with a new operator. I, however need the comfort of knowing the theatre Use is a firm and lasting allowed USE and can not be taken away without a fair, open legal process.....rather than what has happen to so many of our allowed and historic Uses since 9/2005. I am just as concerned about long time tenants/historic Uses like Corbin's Auto Repair, Club 14

Fitness, the closed former S&L, the former right to develop a convenience store with fuel, and to bring in another grocery

store...should Lotts not exercise their term option.

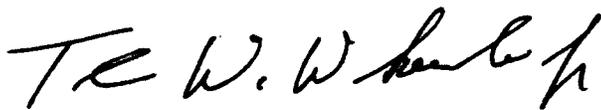
In summary, there are are many allowed uses in the current version of C-2 that I do not want at the property and I am happy to work out a list that will be legally prohibited in the future.

Thank you for your consideration.

Kindest regards,

Very Truly Yours.

DBTW at FBFL, LLC and  
DBTW at FBOP, LLC

A handwritten signature in black ink that reads "T. W. Wheeler, Jr." with a stylized flourish at the end.

Thomas W Wheeler, Jr  
Sole Manager

cc: Harrison Poole  
Poole and Poole

# APPLICATION REQUIREMENTS PLANNING ADVISORY BOARD

## APPLICATION CHECKLIST:

Submit all of the following information for a complete application, as applicable:

- A notarized application filed at least thirty (30) days before the date of the Planning Advisory Board's public hearing;
- A current survey of the property (no older than two years);
- A completed owner's authorization for agent form, if applicable;
- 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).
- A map of the area indicating the proposed zoning district designation for the subject property. The map shall show the current zoning district designations and land use categories from the Future Land Use Map in the comprehensive plan for the subject property and all adjacent properties.

*Kelly - Please supply*

## IMPORTANT NOTES AND REQUIREMENTS:

Please see additional Land Development Code (LDC) requirements for specific application types:

- LDC Text Amendment – see LDC Section 11.01.08.
- Preliminary Subdivision Plat – see LDC Section 11.01.05.
- Final Subdivision Plat – see LDC Section 11.01.05. *Surveys + legal Descriptions ATTACHED*
- Zoning Map Changes – see LDC section 11.01.07.

**You will receive a staff report one week before your meeting.**

## STAFF CONTACT:

Kelly Gibson  
Senior Planner  
kgibson@fbfl.org  
904.310.3135



fw  
F  
ZONING  
& PLANS

# City of Fernandina Beach

PLANNING DEPARTMENT

August 11, 2005

Ms. Lois Mittiga  
Wheeler/Kolb Management Company  
3525 Mall Boulevard  
Suite 5AA  
Duluth, Georgia 30096

Re: Zoning Confirmation for 1114 South 14<sup>th</sup> Street

Dear Ms. Mittiga;

This letter serves as an Official Zoning Confirmation per City of Fernandina Beach Ordinance 2004-148.

As of the date of this letter, the property located at 1114 South 14<sup>th</sup> Street, Fernandina Beach Florida, located at the corner of Lime and 14<sup>th</sup> Streets and identified in the attached 'Exhibit A' is currently zoned C-1, Community Commercial, by the City of Fernandina Beach, Florida. As you requested, the zoning regulations for this district are as follows:

**Sec. 126-221. Intent and application of division.**

(a) *Intent.*

(1) The C-1 district is intended to provide retail sales and services for more than one neighborhood. Its location should be primarily oriented to intersections of arteries or major collector streets as designated in the comprehensive plan. This district is not intended to be suitable for outdoor sales activities or to encourage extension of strip commercial areas. New districts should be adequately separated from existing or projected single-family residential districts by adequate depth of lower intensity zoning or by a suitable buffer. *Isle of Palms subdivided AFTER shopping*

(2) The following criteria shall be considered in evaluating designation of this district: *Center*

a. Convenient and direct access at minor/major arterial intersections or collector/arterial intersections if minimal access is necessary on the collector street. *BWLT-*

- b. Accessibility to or the ability to provide essential public services consistent with chapter 106.
  - c. Pattern of development, considering accessibility, compatibility and clustering, with priority at locations exhibiting proximity to other types of nonresidential uses, including employment centers and marketing centers.
  - d. Compatibility between commercial and surrounding land uses, including traffic circulation, pedestrian access, hours of operation, visual impacts and landscape design.
- (b) *Application.* The provisions of this division shall apply to all C-1 community commercial districts.

**Sec. 126-222. Permitted uses.**

- (a) This section shall apply to all C-1 community commercial districts.
- (b) Within any C-1 commercial district, no building, structure, land or water shall be used except for one or more of the following uses:
  - (1) Art, antique, gift, china, jewelry and luggage shops.
  - (2) Bakeries, retail.
  - (3) Beauty shops and barbershops.
  - (4) Book and stationery stores, and newsstands.
  - (5) Business offices such as real estate broker, insurance agent, stockbroker and manufacturer's agent offices, and similar uses.
  - (6) Commercial amusements conducted within a building, including theaters, but no drive-in theaters, billiard parlors, game rooms, skating rinks or bowling alleys.
  - (7) Drugstores and confectionery, sundries and tobacco shops.
  - (8) Grocery, vegetable, fruit and meat markets, and delicatessens. (restaurant)
  - (9) Laundry and dry cleaning pickup stations, where no work is done on the premises, and self-service laundries.
  - (10) Music, art or dancing schools, music and record shops, and preschools and day care centers.
  - (11) Photographic supplies and studios, and artists' supplies.
  - (12) Private clubs and lodges, including those operating on a semi-commercial basis, but no living quarters (permanent or transient) are allowed.
  - (13) Professional offices such as accountant, architect, attorney, engineer, land surveyor, optometrist, medical, chiropractic and dental offices (but not a clinic, massage parlor or hospital), and similar uses.
  - (14) Retail stores for the servicing of the surrounding neighborhood with convenience items, such as dry goods, household items, electrical appliances and home furnishings; variety stores; shoe stores; hardware, paint and garden stores; jewelry sales and jewelry repair stores; and apparel stores.
  - (15) Shoe repair, hat cleaning, and dressmaking and tailor shops.
- (c) All sales, services and commercial activities enumerated in subsection (b) of this section must be conducted within a structure, and no outdoor display of merchandise or products will be permitted in connection with any of such uses.

**Sec. 126-223. Conditional uses.**

- (a) This section shall apply to all C-1 community commercial districts.
- (b) When, after review of an application and plans appurtenant thereto and a hearing thereon, the planning advisory board finds as a fact that the proposed uses are consistent with the comprehensive plan and are in the public interest, the following uses may be recommended to the city commission for approval:
  - (1) Outdoor commercial amusements, such as miniature golf or fishing piers, but not including amusement parks and drive-in theaters.
  - (2) Liquor stores and barrooms.
  - (3) Automobile service stations.
  - (4) Hotels and motels.
  - (5) Churches.
  - (6) Schools.
  - (7) Skating rinks, billiard parlors, bowling alleys and game rooms.
  - (8) Restaurants.
  - (9) Medical or dental clinics, hospitals, sanitariums and churches.
  - (10) Medical or dental laboratories, and manufacture of prosthetic appliances, dentures, eyeglasses, hearing aids and similar products.
  - (11) Credit unions.

**Sec. 126-224. Building height and site area regulations.**

- (a) This section shall apply to all C-1 community commercial districts.
- (b) No building or structure shall exceed 45 feet in height.
- (c) No building or structure within 800 feet of the high-water mark of the Atlantic Ocean shall exceed 35 feet in height.
- (d) Building site area regulations: No commercial building may occupy more than 80,000 square feet.

**Sec. 126-225. Minimum yard requirements.**

- (a) *Applicability.* This section shall apply to all C-1 community commercial districts.
- (b) *Front yard.* The minimum front yard shall be 25 feet.
- (c) *Side yards.* None are required, except, where rear access is not available from a public street or alley, a side yard of not less than ten feet will be provided on one side.
- (d) *Rear yard.* The minimum rear yard shall be 20 feet, except, where the rear of the property is bounded by a public alley or street, the rear yard may be decreased by one-half the width of that alley or street up to ten feet.

**Sec. 126-226. Lot coverage.**

- (a) This section shall apply to all C-1 community commercial districts.
- (b) The maximum that may be covered by buildings shall be 50 percent of the lot.

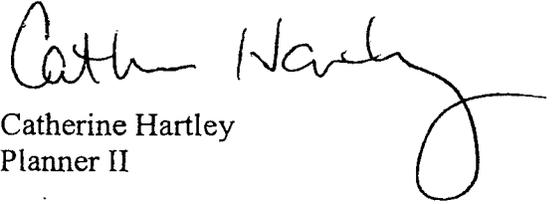
**Sec. 126-227. Use regulations and exceptions.**

- (a) This section shall apply to all C-1 community commercial districts.
- (b) See article V, "Supplementary District Regulations," sections 126-411 through 126-428 and sections 126-451 through 126-458 for use regulations and exceptions.

A complete version of the City's Land Development Code can be viewed online at [www.municode.com](http://www.municode.com). Please note that this zone is also governed by the City's Comprehensive Plan, which limits the Floor Area Ratio to 0.5.

If you have any additional questions, please feel free to contact the Planning Department at 904-277-7325.

Sincerely,

A handwritten signature in black ink that reads "Cath Hartley". The signature is fluid and cursive, with a large loop at the end of the last name.

Catherine Hartley  
Planner II

# Official Future Land Use Confirmation



Subject Properties

GENERAL COMMERCIAL

OFFICE & RESIDENTIAL MIXED



8 Flags Shopping Center



0 135 270 540 Feet

1 inch equals 0.055298 miles

# Official Zoning Confirmation



Subject Properties

8 Flags Shopping Center



0 135 270 540 Feet

1 inch equals 0.055298 miles



1. **Call to Order** - The meeting was called to order at 5:00 pm.

2. **Roll Call/Determination of Quorum**

**Board Members Present**

Judith Lane, Chair

Jon Lasserre

Chip Ross

David Beal

Jamie Morrill (alternate)

Mark Bennett, Vice-Chair

Charles Rogers

Chris Occhuizzo

Eric Lawrence (alternate)

**Others Present**

Kelly Gibson, City Planner

Tammi Bach, City Attorney

Sylvie McCann, Recording Secretary

2.1 **Review and Approve January 13, 2016 Regular Meeting Minutes – A motion was made by Member Ross, seconded by Member Occhuizzo, to approve the Minutes. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

3. **New Business**

3.1. **PAB 2016-04: Final Plat Shell Cove Subdivision** - Ms. Gibson reminded the board that they saw the Planned Unit Development (PUD) and zoning change request for the new subdivision called Shell Cove, which is a 48 unit single-family residential development. She stated at this point the applicant was ready to proceed with final plat, and provided all documentation required. Member Lasserre inquired if there was a requirement to have a statement that they can't subdivide the lots any further. He pointed out there was a statement on the documentation, but it refers to Nassau County regulations. Ms. Gibson replied that can be updated in their final plat document to reflect City of Fernandina Beach. Chair Lane inquired if anything changed since the initial plat. Ms. Gibson replied no.

Mr. Nick Gillette, 20 South 4<sup>th</sup> Street, commented the subdivision would be a combination a spec homes and custom homes. Chair Lane inquired if trees would be cleared other than when they go to build. Mr. Gillette stated they were done clearing now, and the only other clearing would be at the building permit phase for each lot. The estimated time to have building out there was in April. Member Lasserre inquired if they worked together with the Tree Conservancy. Mr. Gillette replied yes and commented the conservancy did a good job reaching out. He stated they took nearly all the recommendations and some of them made it into the PUD.

The public hearing was opened at this time and there being no comments from the floor the public hearing was closed. **A motion was made by Member Lasserre, seconded by Member Bennett, to recommend approval of PAB 2016-04 to the City Commission requesting that a final plat creating the Shell Cove Subdivision be approved; and that PAB 2016-04 as presented is sufficiently compliant with the Comprehensive Plan and the Land Development Code to be approved at this time. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

3.2. **PAB 2016-05: Final Plat/Replat S. 13th Street Properties between Fir and Gum Streets from 5 lots to 8 lots** - *This request was withdrawn from consideration.*

**3.3. PAB 2016-02: 8 Flags Shopping Center Rezoning from C-1 to C-2 (1018 and 1010 S. 14th Street)** – Ms. Gibson briefly explained the property owner was requesting a change from C-1 zoning to C-2 zoning in order to make consistent a number of non-conformities that exist on the property as a result of changes to the code in 2006. She clarified it was where the City took away permitted uses and conditional uses. She stated a number of uses that were previously allowed under C-1 zoning actually got dropped when the City went to the table of land uses, and it has created several non-conforming situations for this site. She pointed out it has also prevented some tenants that have wanted to locate to this property. She explained the request of C-2 zoning was consistent with the underlying land use of General Commercial, and that the uses and the location of the property are suitable for the C-2 zoning district. She pointed out surrounding the property is mixed-use zoning and land use. Member Rogers inquired if the doctor's building separate from this. Ms. Gibson replied that was on the other corner on and not part of this property. Member Morrill inquired if Corbin's Auto Repair was a non-conforming use. Ms. Gibson replied it is under C-1 zoning. There was a brief discussion about the parcel that was not included in this rezoning that the City allows seasonal sales on.

Member Beal referred to the property across Lime Street and inquired if that should also be considered for change as well as the corner parcel. He questioned why leave isolated areas of C-1. Ms. Gibson replied the request was for the property that the applicant owns, and the City would not be bringing forward anyone else's property without them requesting the change. There was some discussion about the businesses that have been located at this property.

Mr. Harrison Poole, Poole & Poole on behalf of the applicant, stated the movie theater is a non-conforming use and their client was in discussions to bring in a new operator. He commented to do that they have to expend \$400,000 to \$500,000 on new equipment, screens, concessions stands, but they are not willing to do that if it is a non-conforming use. He explained their client purchased this property in 2005 and received a zoning letter from the City of what was allowed in C-1 and it was all these historical uses (grocery stores, restaurants, car service, theaters, etc.) He noted the code was rewritten in 2006 which changed that, but their client was unaware of that change until recently with another potential tenant that wanted to put in an office associated with banking. He explained this application was filed because they became aware of the drastic changes that occurred back in 2006. He stated it is a rezoning application, but they are really just asking to be restored to the uses that were allowed when they purchased it before the zoning was rewritten.

The public hearing was opened at this time and there being no comments from the floor the public hearing was closed. **A motion was made by Member Ross, seconded by Member Lasserre, to recommend approval of PAB 2016-02 to the City Commission requesting that a zoning change from C-1, Community Commercial to C-2, General Commercial is ascribed; and that PAB 2016-02 as presented is sufficiently compliant with the applicable Florida Statutes, Comprehensive Plan, and the Land Development Code to be approved at this time. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

Chair Lane commented this is not the only place in the City that was rapidly changing. She inquired if the City has to take a look at all the zoning sites that have commercial right now. Ms. Gibson replied we should, especially 14<sup>th</sup> Street. She stated staff has noticed there are a number of non-conforming situations further south and as you get closer to Sadler Road. She explained there are a number of banking institutions that are non-conforming as a result of the changes today. She commented another unintended consequence of the changes in 2006 actually occurred with respect to the Island Walk Shopping Center where the grocery store became a non-conforming use there (Publix). She stated in April/May 2007 that property came in to rezone to C-2, but there still was a small piece at the end that

remains C-1. She explained maybe this area along 14<sup>th</sup> Street may need to look at either Mixed Use or C-2 zoning. There was a brief discussion about this.

**3.4. PAB 2016-03: LDC Text Amendments C-1 Zoning to Allow Trades and Repair Services Subject to Supplemental Standards** – Ms. Gibson explained the applicant was the current owner of Coastal Current Electric (electrical contracting company) and found that a change to the LDC was necessary in order to make trades and repair services permissible uses on C-1 zoned property. She stated she didn't know why this particular use was excluded from C-1 zoning when the change occurred. She pointed out the requested change to the table of land uses to allow for trades and repair services within C-1; and provided some additional supplemental standards in 6.02.28 specific to C-1 zoned properties that serve to temper the use from any negative impacts to adjoining residential areas. She referred to the map and stated for the most part C-1 zoned properties are located on major corridors in established commercial areas. She commented the exception is a series of properties located on Beech Street where it is immediately adjacent to an established neighborhood. She recommended approval of this case. Member Ross questioned the process of this application and whether the City Attorney reviewed it. Ms. Gibson replied yes and explained they talked about it and it was sufficient to move forward. Member Lasserre questioned whether trades would be allowed in MU-1. Ms. Gibson replied they are not.

Mr. Trey Palmer, 2148 Cashenwood, owner of Coastal Current Electric, explained he felt it was a good fit. He commented he didn't understand the reasoning why trades were excluded from the areas listed as C-1, and noted that it may have been overlooked. Member Lasserre inquired how many trucks Coastal Current Electric has. Mr. Palmer replied two commercial vehicles.

The public hearing was opened at this time and there being no comments from the floor the public hearing was closed. **A motion was made by Member Ross, seconded by Member Bennett, to recommend approval of PAB 2016-03 to the City Commission requesting that an amendment to LDC Section 2.03.02 and 6.02.28 as described; and that PAB 2016-03 as presented is sufficiently compliant with the applicable Comprehensive Plan and the Land Development Code to be approved at this time.** Member Lasserre expressed his support of this change, and questioned why there would be no more than 5 overnight parked service vehicles. He inquired if that was an appropriate number. Mr. Palmer explained that he looked at the size of that particular property and thought of how much could it hold, which was how he came up with 5 vehicles. He commented it is a double lot that vehicles could be squeezed in there, but if you are operating that many trucks you might need to begin to look for a larger building. Member Occhuizzo questioned the size of the structure for the storage of materials. Mr. Palmer replied the building on the property was the building he would use. City Attorney Bach noted the question was whether the size of the lot was being considered in the supplemental standards. Ms. Gibson replied the size of the lot would not, and stated it would have to be a C-1 zoned or C-2 zoned piece of property for these standards to be applicable. It was noted there was no outside storage. There was further discussion to clarify the request before the board.

City Attorney Bach referred to sufficiency and legal review and reported that process was considered for this application. She stated she reviewed this preliminarily, and she did not think it was inconsistent with the Comprehensive Plan. She explained if approved this would be put in Ordinance format for the City Commission review and there will be a form to accompany it. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

#### **4. Board Business**

**4.1. Follow-up Discussion on Industrial Property Exemption in Tree/Landscaping Ordinance LDC Section 4.05.00** – Chair Lane reported she met with members of the two mills and with Mr. O’Conner after the City Commission meeting as well as a member of the Tree Conservancy. She suggested the formation of a subcommittee to include the mills and the Tree Conservancy to fact find and problem solve. She reminded the board of the approval of the exemption, which was to put off further discussion to a later time. She proposed having two subcommittee meetings to discuss this to have some sort of long-term solution to this problem, because there are two active mills and one other industrial zoned parcel that are quite different. She stated this needs to be looked at rationally to come up with a way to handle these parcels. Member Ross agreed and pointed out there are other industrial properties. He questioned if the way it was currently written was unconstitutional because specific businesses are being called out. City Attorney Bach explained she didn’t like to exempt specific businesses and property owners. She reminded the board she suggested that it should apply to all industrial properties, and she still felt that was the fairest way to do it. She stated she had a lengthy discussion with the Planning staff and it was their feeling when you have specific site conditions and history that you do have to take that into consideration. She pointed out it was not unconstitutional to do that. She explained you don’t use the business name, because those change but those developed sites the City could make an argument that they could be exempt because of their history. She commented staff had some discussion about why other industrial property shouldn’t be included as exemptions. Ms. Gibson stated there isn’t a reason why at this point a vacant undeveloped piece of industrial property could not comply with our landscape buffer requirements that are in place today. She pointed these sites were previously developed and historically operated in an industrial manner and to apply these requirements retroactively to them when they redevelop would be very difficult for them. She commented the currently vacant properties should be able to comply with the code, and if they cannot they could seek a variance. There was some discussion about this and whether there should be some method of exemption for industrials uses. The idea of an overlay was suggested, and the tentative members for the subcommittee would be: Chair Lane, Member Ross, Member Lasserre, members from both mills, a representative for the O’Conner property, and a representative of the Tree Conservancy.

City Attorney Bach questioned if there were enough industrial properties that an overlay regarding the tree ordinance would be appropriate. Member Lasserre clarified his idea was to draw a map to show these properties are affected in a different way by this Ordinance. Chair Lane noted that staff would be at the subcommittee meeting and it could be discussed at that point as an option.

Member Beal left the meeting at this time.

Mr. Shannon O’Conner, 2440 Lynndale Road, suggested inviting someone from the Airport Advisory Commission because there is a great deal of property there that would be affected by this. Chair Lane agreed.

Member Ross inquired about the Port Master Plan. City Attorney Bach stated she spoke with Port Attorney Clyde Davis and he does not agree that the Port withdrew their application. Chair Lane commented the board denied it. City Attorney Bach pointed out the only issue was the wetlands. Chair Lane stated it was also the Airport. City Attorney Bach explained subsequent to the denial the Ocean Highway and Port Authority (OPHA) board passed a Resolution and agreed that they weren’t going to be filling wetlands. She stated the entire strategic plan that they did really needs to be pared down into something smaller. She commented if the Port Attorney doesn’t react and say they were going to do something then the only other thing to do is notify the OHPA board in a letter of the City’s position. Member Ross stated the board denied their strategic plan, but the board never got into the changes to the

Comprehensive Plan that they proposed. Ms. Gibson explained what was originally requested for approval was a series of Comprehensive Plan amendments that incorporated by reference the adoption of their strategic plan. She stated the recommendation from the PAB to the City Commission was to deny because the strategic plan included direction for filling of wetlands, which would be inconsistent with the Comprehensive Plan. She commented her impression and understanding through conversations with the Port was that they had withdrawn their application to proceed to the City Commission level and that was why it never took that next step. There was some discussion about how to proceed and it was noted that staff would like to see something from the Port saying they are requesting the City move forward with a formal review as it has been presented.

City Attorney Bach pointed out there is a Port element in the Comprehensive Plan, and the way the statutory language reads it is more a suggestion that you update it. Member Ross stated there is no intermodal transportation component in the Comprehensive Plan, and that does not meet the statutory requirements.

**5. Staff Report** – Ms. Gibson reported there was a successful walking tour of 8<sup>th</sup> Street on Saturday, and there were about 30 people that came out. She commented there were many new faces and there was great input. She explained there was another event at the Golf Course on Monday that had about 10 people and there were great ideas to improve the corridor. She stated yesterday at the Peck Center they had about 15 people and there was good energy surrounding the 8<sup>th</sup> Street policy changes. She pointed out the last meeting would be at Atlantic Recreation Center on Friday at 5:00 pm. She explained she would be doing the data entry from these events so that the board can look at this together and forward that to the City Commission. Member Ross commented when he was at the museum he came across an article from the 1970's and it sounds like *deja vu*. Ms. Gibson would distribute the article to the rest of the board.

Ms. Gibson reminded the board of the joint meeting with the City Commission on Tuesday, February 23<sup>rd</sup> at 5:00 pm. She stated her hope was to go through some of the 8<sup>th</sup> Street changes and address any questions they might have.

Member Lasserre commented staff did a great job getting word out about 8<sup>th</sup> Street, and inquired if there were any stakeholders there. Ms. Gibson replied very few, and pointed out she sent out almost 600 postcards. She stated there were only about 5 stakeholders (property owners or within 350 feet of the properties affected by the rezoning). She explained she has received phone calls for more information, and they seem excited about the change. City Attorney Bach inquired about the gas station on 8<sup>th</sup> Street that had covers over the pumps. Ms. Gibson replied they are under new ownership and they are making some changes. She stated it would be reopened as a gas station according to the new owner. She pointed out they bought the lot adjoining it, and staff had a lengthy discussion with them about not cutting down the trees.

**6. Comments by the public** – Mr. Bill Vail, 4800 Amelia Island Parkway, employee at Rayonier Advance Materials, extended an invitation to the board to attend the open house scheduled for Friday between 3:00 pm to 6:30 pm. He commented it was an opportunity to have an inside look at the mill, and to meet the people from Borregaard that they were talking to about the potential joint venture.

Chair Lane commented the mills and Mr. O'Conner have suggested the subcommittee members take tours of their property.

**Draft**

Planning Advisory Board Minutes  
Regular Meeting  
February 10, 2016  
Page 6 of 6

7. **Adjournment** - There being no further business to come before the Planning Advisory Board, the meeting was adjourned 6:16 pm.

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**Secretary**

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**Judith Lane, Chair**

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



**SUBJECT: Ordinance 2016-03**  
 Land Development Code (LDC) Amendments - Definitions 1.00.07 and  
 Table of Land Uses 2.03.02

**ITEM TYPE:**                       Ordinance                       Resolution                       Other  
     Proclamation                       Presentation

**REQUESTED ACTION:      Approve Ordinance 2016-03 at Second Reading.**

**SYNOPSIS:** The Planning Advisory Board (PAB) recommends Land Development Code (LDC) changes for purposes of providing greater clarification of certain land uses. The PAB created a subcommittee in August, 2015, to identify and examine where certain uses within Section 2.03.02 (Table of Land Uses) were not defined in the code.

The subcommittee invited interested industrial property stakeholders to participate in the drafting of definitions. The result of the subcommittee's effort was to recommend changes to LDC Section 1.00.07 – Definitions and a modification of Table 2.03.02 – Table of Land Uses to clarify certain uses.

Planning Staff endorsed the proposed revisions and recommended approval, and the PAB subsequently concurred with that recommendation at its Regular Meeting on January 15, 2016. The City Commission approved this Ordinance at first reading on February 16, 2016.

**FISCAL IMPACT:** None

**2015 STRATEGIC PRIORITIES:**

|  |   |
|--|---|
| <input type="checkbox"/> Waterfront Funding (Priority 1)     | <input type="checkbox"/> Fire Department (Priority 1)                 |
| <input type="checkbox"/> 8 <sup>th</sup> Street (Priority 1) | <input type="checkbox"/> Department Goals (Priority 1)                |
| <input type="checkbox"/> Trolley System (Priority 2)         | <input type="checkbox"/> Beach Renourishment (Priority 2)             |
| <input type="checkbox"/> 4 Year Terms (Priority 2)           | <input type="checkbox"/> 8 <sup>th</sup> Street Entrance (Priority 2) |
| <input type="checkbox"/> Waterfront Park- Lot B (Priority 3) |   |

**CITY ATTORNEY COMMENTS:** No additional comments.

**CITY MANAGER RECOMMENDATION(S):** I recommend that the City Commission accept the Second Reading of Ordinance 2016-03. *DM*

|                            |   |                          |
|----------------------------|---|--------------------------|
| <b>DEPARTMENT DIRECTOR</b> | Submitted by: Adrienne Burke, <i>AB</i><br>CDD Director | Date: 2/18/16            |
| <b>CONTROLLER</b>          | Approved as to Budget Compliance <i>[Signature]</i>     | Date: <i>[Signature]</i> |
| <b>CITY ATTORNEY</b>       | Approved as to Form and Legality <i>TEB</i>             | Date: 2/25/16            |
| <b>CITY MANAGER</b>        | Approved Agenda Item for 3/15/2016 <i>DM</i>            | Date: 2/18/16            |

**COMMISSION ACTION:**

|   |  |
|---|--|
| <input type="checkbox"/> Approved As Recommended    | <input type="checkbox"/> Disapproved               |
| <input type="checkbox"/> Approved With Modification | <input type="checkbox"/> Postponed to Time Certain |
| <input type="checkbox"/> Other                      | <input type="checkbox"/> Tabled                    |

ORDINANCE 2016-03

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AMENDING THE LAND DEVELOPMENT CODE SPECIFIC TO LAND USE DEFINITIONS AS CONTAINED IN CHAPTER 1, SECTION 1.07.00, AND CHAPTER 2, SECTION 2.03.02; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the City's adopted 2030 Comprehensive Plan directs changes to the Land Development Code for consistency with State Laws and current planning methods for growth and economic development; and

WHEREAS, the Planning Advisory Board formed a subcommittee to review the table of land uses seeking to find where clarification and definitions were needed; and

WHEREAS, the Planning Advisory Board subcommittee met with industrial property owners and stakeholders to analyze proposed definitions specific to manufacturing and industrial related uses; and

WHEREAS, the Planning Advisory Board subcommittee met in open meetings on September 2, 2015, October 13, 2015, and October 29, 2015, where they researched, reviewed, drafted, and discussed all proposed revisions specific to new definitions and uses to be added in LDC Sections 1.07.00 and Table 2.03.02; and

WHEREAS, the full Planning Advisory Board met to consider the proposed changed from the subcommittee and receive input from interested stakeholder during the Regular Meeting on December 9, 2015; and

WHEREAS, the Planning Advisory Board has reviewed the suggested amendments in advertised public meetings held on January 13, 2016, and has issued a recommendation of approval subject to identified modifications proposed at the meeting; 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 December 29, 2015.

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

SECTION 1. The City Commission hereby approves and adopts modifications to the Land Development Code of the City of Fernandina Beach, attached hereto as Exhibit "A".

SECTION 2. SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

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

ADOPTED this 15<sup>th</sup> day of March, 2016.

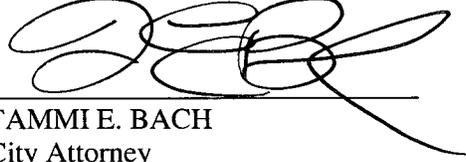
CITY OF FERNANDINA BEACH

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John A. Miller  
Mayor - Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



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CAROLINE BEST  
City Clerk

TAMMI E. BACH  
City Attorney

**ORDINANCE 2016-03**  
**EXHIBIT "A"**

**Bulk Storage Yard – Solids** means the principal use of a portion or entire parcel or lot for the external storage of un-contained or open solid material stored for the purpose of distribution. No bulk storage yard for solids shall be located in the special flood hazard area.

**Bulk Storage Yard – Liquids** means the principal use of a portion or entire parcel or lot for the external storage of flammable or combustible liquids stored for the purpose of distributing the liquids solely by tank truck. No bulk storage yard – liquids shall be located in the special flood hazard area.

**Health Club** means a building or portion of a building designed and equipped for the conduct of sports or exercise activities operated for profit or not-for-profit, and that can be open only to bona fide members and guests of the organization or open to the public for a fee.

**Manufacturing and/or Assembly – Heavy** means uses involving intensive manufacturing and industrial operations, including the manufacturing, assembly, fabrication, compounding, processing and /or treatment of extracted or raw materials or other industrial products; packaging and freight loading/unloading activities; utilization, handling and bulk storage of materials including raw materials, chemicals and hazardous materials associated with manufacturing processes; and all other associated or ancillary activities. Such use does not include heavy metal fabrication, batch plants, salvage yards, chemical or petroleum manufacturing or refining, rubber or plastics manufacturing, or other uses generating potentially harmful environmental or nuisance impacts.

**Manufacturing and/or assembly – Light** means the indoor or sheltered production, manufacturing and assembly, processing, cleaning, testing and distribution of materials, goods, foodstuffs and/or products that, by the nature of the materials, equipment and process utilized, is to a considerable measure clean, quiet, and free of any nuisance impacts or hazardous element.

**Manufacturing and/or assembly – Marine-related** means a facility designed for the construction or repair of waterborne vessels and ancillary items for commercial purposes or processing or for packaging of seafood.

**Manufacturing and/or assembly – Artisan** means the shared or individual use of hand-tools, mechanical tools, and electronic tools for the manufacture of finished products or parts, including design, processing, fabrication, assembly, treatment, and packaging of products, as well as the incidental storage, sales and distribution of such products. Typical artisan manufacturing includes, but is not limited to, food and bakery products; printmaking; leather products; jewelry and clothing/apparel; metal work; furniture; cabinet making; glass or ceramic production. Such uses shall not produce noise, vibration, air pollution, fire hazard, or noxious emissions that will disturb or endanger neighboring properties.

**Research and development facility** means an establishment that conducts research and/or development and/or creates prototypes of high-technology electronic, industrial, or scientific

products. It may include laboratories conducting educational or medical research or testing. Such uses shall not produce noise, vibration, air pollution, fire hazard, or noxious emissions that will disturb or endanger neighboring properties.

**Salvage Yard/ Junkyard** means a facility or area for storing, keeping, selling, dismantling, shredding, compressing, or salvaging scrap or discarded material or equipment. Scrap or discarded material includes, but is not limited to, metal, paper, rags, tires, bottles, motor vehicle parts, machinery, structural steel, equipment, and appliances.

**Warehouse** means the principal use of an entire parcel or lot for a structure used for the storage of goods and commodities prior to their use, distribution, or sale. A warehouse use specifically excludes bulk storage of materials generating potentially harmful environmental or nuisance impacts. Hazardous materials or hazardous waste shall not be stored within a special flood hazard area.

**Wholesale Establishment** means an establishment or place of business primarily engaged in selling and/or distributing merchandise to retailers, to industrial, commercial, institutional, or professional business users, or to others acting as wholesalers or acting as agents or brokers and buying merchandise for, or selling merchandise to, such individuals or companies.

2.03.02 Table of Land Uses  
**Table 2.03.02. Table of Land Uses**

| <b>P – Permissible</b><br><br><b>S – Permissible Subject to Supplemental Standards</b><br><br><b>Blank-Prohibited</b> | <b>Zoning Districts</b> |             |            |            |            |            |             |             |             |            |            |            |            |            |            |            |             |            |            |
|---|-------------------------|-------------|------------|------------|------------|------------|-------------|-------------|-------------|------------|------------|------------|------------|------------|------------|------------|-------------|------------|------------|
|   | <b>R-E</b>              | <b>R1-G</b> | <b>R-1</b> | <b>RLM</b> | <b>R-2</b> | <b>R-3</b> | <b>OT-1</b> | <b>OT-2</b> | <b>MU-1</b> | <b>C-1</b> | <b>C-2</b> | <b>C-3</b> | <b>I-1</b> | <b>I-A</b> | <b>I-W</b> | <b>W-1</b> | <b>PI-1</b> | <b>CON</b> | <b>REC</b> |
| <b>Land Uses:</b>   |                         |             |            |            |            |            |             |             |             |            |            |            |            |            |            |            |             |            |            |
| <u>Bulk Storage Yards – Solids</u>  |                         |             |            |            |            |            |             |             |             |            |            |            | P          | P          | P          |            |             |            |            |
| <u>Bulk Storage Yards- Liquid</u>   |                         |             |            |            |            |            |             |             |             |            |            |            | P          | P          |            |            |             |            |            |
| <u>Health Clubs and Gyms</u>  |                         |             |            |            |            |            |             |             |             |            | P          | P          | P          | P          |            |            |             |            |            |
| <u>Junk and Salvage Yards</u>   |                         |             |            |            |            |            |             |             |             |            |            |            |            |            |            |            |             |            |            |
| <u>Manufacturing and/or Assembly- Heavy Industry</u>  |                         |             |            |            |            |            |             |             |             |            |            |            | P          | P          |            |            |             |            |            |
| <u>Manufacturing and/or Assembly- Light</u>   |                         |             |            |            |            |            |             |             |             |            |            |            | P          | P          |            |            |             |            |            |
| <u>Manufacturing and/or Assembly- Water Related</u>   |                         |             |            |            |            |            |             |             |             |            |            |            | P          | P          | P          | P          |             |            |            |
| <u>Manufacturing and/or Assembly- Artisan</u>   |                         |             |            |            |            |            |             | P           | P           | P          | P          | P          | P          | P          | P          |            |             |            |            |
| <u>Research and Experimental Development Laboratories Facilities</u>  |                         |             |            |            |            |            |             |             |             |            |            |            | P          | P          | P          |            |             |            |            |
| <u>Warehouse, not Including Mini-Storage</u>  |                         |             |            |            |            |            |             |             |             |            |            |            | P          | P          | P          |            |             |            |            |
| <u>Wholesale Establishments</u>   |                         |             |            |            |            |            |             |             |             |            |            |            | P          | P          |            |            |             |            |            |

1. **Call to Order** - The meeting was called to order at 5:00 pm.

2. **Roll Call/Determination of Quorum**

**Board Members Present**

Judith Lane, Chair  
Jon Lasserre  
Chip Ross  
David Beal

Mark Bennett, Vice-Chair  
Charles Rogers  
Chris Occhuzzo  
Eric Lawrence (alternate)

**Board Members Absent**

Jamie Morrill (alternate)

**Others Present**

Kelly Gibson, City Planner  
Tammi Bach, City Attorney  
Sylvie McCann, Recording Secretary

Chair Lane briefly spoke with regard to civility during the meeting.

2. **Approval of Meeting Minutes**

2.1 **Review and Approve December 9, 2015 Regular Meeting Minutes – *There being no additions or corrections to the Minutes they were approved as presented.***

3. **New Business**

3.1. **2016-01: LDC TEXT AMENDMENTS SECTION 1.00.07 and 2.03.02 - CITY OF FERNANDINA BEACH (PAB CASE 2016-01), LDC TEXT AMENDMENTS UPDATING CHAPTER 1, SECTION 1.07.00 ACRONYMS AND DEFINITIONS AND UPDATING CHAPTER 2, SECTION 2.03.02 TABLE OF LAND USES TO PROVIDE FOR ADDITIONAL DEFINITIONS AND CATEGORIES FOR BULK STORAGE YARDS, HEALTH CLUBS, MANUFACTURING ACTIVITIES, RESEARCH AND DEVELOPMENT FACILITIES, SALVAGE YARDS, WAREHOUSES, AND WHOLESALE ESTABLISHMENTS.**

Ms. Gibson provided an overview of this item including the fact that this has been discussed at the subcommittee level since August/September 2015. She stated they worked with some of the industrial property owners to come up with definitions that everyone felt comfortable with. She reminded the board this was a discussion item in December, and that it includes several definitions that would be added to the Land Development Code (LDC) through Chapter 1 as well as some new uses defined in table 2.003.02 to better articulate the various types of uses. She recommended approval of the changes. Chair Lane inquired if this included the change about exterior and interior. Ms. Gibson clarified the change was to differentiate between bulk storage solid and liquids and that of a warehouse for purposes of external storage. She stated a warehouse could have bulk storage tied to it in an interior capacity, but where bulk storage outside is what she thought the board was trying to get at for principal use purposes. There was a review and discussion about this language to clarify the definition.

Member Beal questioned where industry could store things. Ms. Gibson explained they can store them, but it cannot be the principal of that lot. Member Beal commented it read to him as if you cannot store things. Ms. Gibson stated it can be an accessory use to large manufacturing. Member Beal questioned the distinction of what makes it heavy metal fabrication. Member Ross commented those words were directly from the Comprehensive Plan. There was some discussion about bulk storage and principle use.

Chair Lane corrected the chart to read “research and development facilities” not “laboratories”. Member Lasserre recommended including a specific definition for heavy metal fabrication so there is no ambiguity. After a brief discussion, Mr. Lynn Williams, 1899 South Fletcher, stated having been 40 years in the heavy manufacturing business normally the term is “heavy (metal) manufacturing” as to define from heavy wood manufacturing or heavy stone manufacturing. He commented it may be better to say heavy manufacturing and leave out metal. He provided additional comments to clarify this. Ms. Gibson explained she didn’t think in practice that there would be difficulty with implementing it as written to say heavy metal fabrication. She stated she didn’t think this was something that needed an additional definition specific to the City of Fernandina Beach. There was further discussion about this.

**A motion was made by Member Ross, seconded by Member Occhuizzo, to accept this as written with the addition of that one sentence at the end to change “laboratories” to “research and development facilities” on the chart, and including the table of land uses. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

#### **4. Board Business**

**4.1. Member Reappointment Request – J. Lane: A motion was made by Member Ross, seconded by Member Rogers, to approve the reappointment of Ms. Lane. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried (Ms. Lane recused herself from voting on this item).**

**4.2. PAB Chair/Vice-Chair Elections - Consideration of Board Chair and Vice Chair in accordance with PAB Bylaws Article II.A.: Member Bennett commented that the Chair typically serves two terms, but in this case Ms. Lane hasn’t been reappointed to the board by the City Commission. Ms. Gibson explained this was on the agenda now based on the board’s bylaws which call for the board elections to follow the reorganization of the City Commission. After a brief discussion about how to proceed, a motion was made by Member Ross, seconded by Member Lasserre, to nominate Ms. Judith Lane to serve as Chair and Mr. Mark Bennett as Vice-Chair. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

**Board Business** – Member Ross referred to 8<sup>th</sup> Street and commented the first thing he hears from people is what is going to be done about the trucks. He noted that the Florida Department of Transportation (FDOT) is going to be repaving the street. He stated people were also asking that trucks leaving the mill or the Port could be rerouted to streets other than 8<sup>th</sup> Street. He pointed out he provided staff an article on traffic calming devices. He commented there was a movement afoot to barge chips/logs to the mills and eliminating log trucks. He inquired about reconvening the subcommittee and inviting the FDOT to see what can be done. Member Bennett pointed out there is a concern about scale on areas north of Fir Street and west of 8<sup>th</sup> Street (backs up to the current housing that is there). He stated having a 45 foot building with a residential neighborhood behind it has become a concern. Ms. Gibson reported that is the current height limit. She commented streetscaping, diverting trucks off of 8<sup>th</sup> Street, etc. was not tied directly to the Comprehensive Plan changes and the LDC changes that staff was looking at. She stated that is an independent process that could continue as a subcommittee through the streetscape group or another mechanism to handle that issue. She reminded the PAB that 8<sup>th</sup> Street is a State roadway and the City has to work with FDOT. There was some discussion about 8<sup>th</sup> Street and traffic calming measures.

Member Ross presented a handout with regard to the Port and commented it shows the tonnage and a seaport mission plan questionnaire. He stated for cargo terminals they were projecting almost \$2.5

million dollars and for other structures \$11 million dollars, which doesn't coincide with the master plan that was produced. He pointed out the Port was projecting a 10 fold increase in their imports and a doubling of their exports over the next five years. He referred to the Minutes of the Ocean Highway Port Authority and stated it says the Port thinks they have submitted their master plan to the City. He provided further clarification of the information presented to the board including the seaport has to submit a 5, 10, and 20 year horizon plan to the Seaport Committee and they also have to do a 5 year plan that basically has a number elements that are outlined in Section K.

City Attorney Bach reported she spoke to Mr. Clyde Davis (attorney for the Port Authority) and it was their understanding what they submitted was brought to the PAB. She stated City staff has been operating as if the Port Authority withdrew what they submitted. Ms. Gibson explained the City Manager signed a formal application bringing this forward on their behalf. City Attorney Bach stated that was never formally withdrawn. She noted the plan the Port brought forward was rejected by the PAB, because the wetland issue was inconsistent with the City's Comprehensive Plan. After was some discussion about this, the board had some discussion about policies that needed to be reviewed. It was noted that City staff would work together on this.

**5. Staff Report** – This was deferred until after comments from the public.

**6. Comments by the public** – Mr. Tray Palmer, 2439 Bonnie Oaks Drive, briefly spoke regarding restrictive zoning regulation limiting tradesman and their business, Chapter 2, Section 2. He stated he submitted an application with some restrictions that he thought would help, and requested feedback from the board. Member Bennett commented it sounded like Mr. Palmer wanted an office and an office is a permitted use in C-1. He explained if Mr. Palmer wanted to open a retail business selling electrical parts then retail is also a permitted use in C-1. He stated his question to Mr. Palmer was he didn't understand why he couldn't open his office. Ms. Gibson explained Mr. Palmer's business as an electrical contractor is disallowed in that particular zoning category. Member Bennett commented in some sense Mr. Palmer could be considered a professional office, because he has to have a license. He questioned the difference between a real estate license, an appraisal license, and a contractor's license for electrical. Ms. Gibson replied is it defined separately within the code, and clarified there is a different defined use tied to trade within the code. There was further discussion about the City having a list of defined categories of what uses are allowable and where.

City Attorney Bach inquired if the consensus was to have this as a discussion. She pointed out it has been ten years since the Land Development Code (LDC) was adopted. She commented she believed the City didn't allow trades in C-1 not just because of storage, but in some cases the vans or trucks that they use with all their commercial stuff is not acceptable in C-1. She stated it is a principal place of business that Coastal Current has registered with the State, which for some businesses that is where workers come in the morning and there are commercial vehicles that might not be appropriate. She explained she believed that was why trades were limited in C-1, because often C-1 abuts residential. There was some discussion about this, and it was noted that Mr. Palmer had suggested to take all the restrictions from C-2 and apply some more for C-1 including limiting the number of commercial vehicles.

Chair Lane commented the City is changing and suggested it was time to look at things. Ms. Gibson stated whether or not C-1 is an appropriate use for that particular area there is some direction within the Comprehensive Plan to look at commercial zoning districts going to more of a mixed-use, but that doesn't allow for trades either. She commented with the supplemental standards calming it in a way and tempering that type of use she thought it could be appropriate within the current C-1 category. Chair

Lane explained the City has to be able to give small businesses some help with this sort of thing. Ms. Gibson reported she has been working with Mr. Palmer to help create supplemental standards and also work through the process of bringing it before the board. There was further discussion about this and the proposed 8<sup>th</sup> Street zoning district. It was noted there was an application in for the proposed changes, but it has not gone through the sufficiency review process yet.

Chair Lane referred to 2.01.10 of the LDC community commercial and read “the C-1 district is intended for the development of land uses to accommodate commercial businesses and offices providing goods and services to more than a few neighborhoods.....” The board reviewed the table of uses. City Attorney Bach explained that Ms. Gibson and she would review the application. She noted the board was open to hearing Mr. Palmer’s suggestions.

**Staff Report** - Ms. Gibson referred to 8<sup>th</sup> Street and reported there were upcoming events that were outlined in her emails to the board. She stated there was an outreach opportunity with the Farmers Market at their front booth on January 23<sup>rd</sup>. She explained there would be a postcard mail out for property owners that are tied to the zoning changes and the 300 feet surrounding those changes. She pointed out there would be mailed notice of the different opportunities to provide us with input and where you can find information about 8<sup>th</sup> Street efforts. She commented she needed help with renderings. Chair Lane inquired about Mr. Eric Bartelt. Ms. Gibson replied he has street style plans, but she needed artistic renderings of what 8<sup>th</sup> Street could look like. It was noted that Ms. Dion had done some work for the City in the past.

7. **Adjournment** - There being no further business to come before the Planning Advisory Board, the meeting was adjourned 6:13 pm.

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Secretary

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Judith Lane, Chair

1. **Call to Order** - The meeting was called to order at 5:00 pm.

2. **Roll Call/Determination of Quorum**

**Board Members Present**

Judith Lane, Chair

Jon Lasserre

Chip Ross

Jamie Morrill (alternate)

Mark Bennett

Charles Rogers

Chris Occhuizzo

Eric Lawrence (alternate)

**Board Members Absent**

David Beal

**Others Present**

Adrienne Burke, Community Development Department Director

Kelly Gibson, City Planner

Tammi Bach, City Attorney

Karen Austin, Recording Secretary

Chair Lane welcomed the City Manager and briefly spoke with regard to civility during the meetings.

2. **Approval of Meeting Minutes**

2.1 **Review and Approve November 12, 2015 Regular Meeting Minutes** – Member Ross corrected the Minutes to reflect that he was not present. **A motion was made by Member Morrill, seconded by Member Bennett, to approve the Minutes as corrected. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

3. **Old Business**

3.1 **Discuss Definitions Subcommittee Progress** - Review proposed LDC Definitions

Ms. Gibson provided a brief update including the committee had met several times over the past few months. She stated the definitions were limited to eight, but they had to be divided up a little further to clarify the types of manufacturing that might exist throughout the City. She pointed out the definitions were reviewed by the subcommittee as well as by members from both mill sites and the large industrial property owner by the Airport. She explained she wanted to discuss these definitions as a board prior to formally bringing them before the board. She commented that Chair Lane reached out earlier today to suggest including airport related manufacturing and assembly. She pointed out she drafted a definition for the board to review, but otherwise the definitions were in keeping with what the group discussed in September.

Member Occhuizzo referred to the green-colored section and questioned what it means if it is included in the definition. Ms. Gibson stated there was not a clear decision on whether to move forward with the language that is highlighted in green with the heavy manufacturing and assembly definition. She explained if the language was included it would prevent heavy metal fabrication, batch plants, salvage yards, chemical or petroleum manufacturing or refining, rubber or plastic manufacturing, or other generating potentially harmful environmental or nuisance impacts. After some discussion about this, Member Ross expressed his opinion this language makes it clearer. He explained the Comprehensive Plan says what is prohibited in manufacturing and/or heavy assembly. He pointed out this was taking the Comprehensive Plan language and putting it in the definitions so you don't have to look in two places.

Mr. Colin Campbell, 600 North 8<sup>th</sup> Street, WestRock, commented they were simply cutting and pasting from the one to add to the other. Member Occhuizzo questioned if Mr. Campbell agreed with this language since it already exists in the Land Development Code (LDC). Mr. Campbell explained at the mill they try to reduce that as much as possible, because later on when you make a change you have to look for where you duplicated it. He suggested keeping it out to keep it simple, but he didn't have a strong objection to having it in the definitions. **A motion was made by Member Morrill, seconded by Member Ross, that since language already exists in the Land Development Code that we simply extract it and insert it in the existing definitions for manufacturing and heavy assembly. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

Member Lasserre referred to bulk storage yard solids and liquids and corrected the spelling of principal. He also offered a change of wording related to special flood hazard area. He commented the definition of health club is broad, and he didn't see the need for that definition. Ms. Gibson explained there were a couple of instances where new clubs/gyms opened recently in the City and staff didn't have a definition to categorize it. There was some discussion about the proposed definition.

Member Ross expressed his concern with bulk storage yard, because it allows for the storage of things like coal. Chair Lane pointed out that bulk storage at the Airport could be a fuel farm. Member Morrill briefly related an example of the mill using a small portion of their property for storage of coal for its own use as part of their business. Member Ross commented that a coal transfer station would be a principal use as would a bulk storage yard. He stated the mills wood chip piles that are part of their production facility so that is not a principal use, but rather an ancillary use. There was some discussion about the proposed definitions of bulk storage yard solids and liquids.

Member Ross referred to the table of land uses for bulk storage yard solids in IW and expressed his opinion that shouldn't be there. He stated he had the same concern about bulk storage yards and liquid in IW, and suggested that be removed. **A motion was made by Member Ross, seconded by Member Morrill, to remove bulk storage yards solids and liquids from IW. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

There was a brief discussion about the mills being zoned I-1 and that the board was voting on language they want to see in the Ordinance that would come back before the board prior to being sent forward to the City Commission for two readings.

Chair Lane referred to use of the Airport, and commented reading this it was more focused on downtown. She reminded the board that there is industrial around the Airport, and pointed out that Mr. Sam Lane was here to represent the interests of the Airport Advisory Commission (AAC). She pointed out the AAC was concluding their guiding principles, and suggested asking the AAC what they specifically need in the definitions. She explained she discussed with Ms. Gibson that the board may want to take up a separate zoning district for the Airport, because it is unique. She stated I-A is the property that surrounds the Airport. Ms. Gibson pointed out the Airport is zoned I-1. There was a brief discussion about the Airport.

Mr. Sam Lane, 2408 Los Robles, Vice-Chair AAC, explained the Airport recently completed an update to the Airport Master Plan. He stated the Airport is on land that was granted to the City by the Federal Aviation Administration (FAA) as long as it stays as an Airport and its principal use is in support of aviation. He pointed out there are eight parcels of land surrounding the runways on Airport land, which have been evaluated for usefulness for development of aviation related or non-aviation related activities. He stated the Airport is an enterprise fund, which means money derived at the Airport stays in the Airport

account. He explained the Airport was actively looking for people to develop both aviation related and non-aviation related activities at the Airport, because that generates revenue to support maintaining the Airport. He commented the AAC's concern is to make sure a definition doesn't restrict activities at the Airport that would not otherwise be restricted. There was a review of the proposed definitions and if there would be an impact on the Airport. Mr. Lane suggested having the AAC review the next draft of the definitions. There were no objections to sending the draft to the AAC for their review.

Member Bennett commented the Boca Raton Airport has developed with a multitude of retail development, and questioned if that was what the City's Airport was looking to do. Mr. Lane replied not specifically, because the Airport doesn't have that kind of available land. He pointed out the Airport has land that was set aside for recreation or left as is along the marsh. Ms. Gibson explained staff can revisit with the AAC additional changes to the LDC or definitions that might be needed to clarify uses that could exist there in the future. *The consensus of the board was to not include anything specific for the Airport right now, but to make sure that other definitions capture what could be done at the Airport.*

There was a review and discussion about the light manufacturing definition. **A motion was made by Member Ross, seconded Member Lasserre, to add the words "manufacturing and assembly" to the definition of light manufacturing. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

Member Lasserre inquired if the Economic Development Board were included at the meetings. Ms. Gibson replied they were not included on emails, and they were not involved in the definitions. Chair Lane pointed out they were noticed like everyone else was. There was a brief discussion about reaching out to the Nassau County Economic Development Board.

Chair Lane referred to warehouse and inquired if this was trying to address a warehouse that is the entire parcel. She commented there are a lot of small warehouses on the island. Ms. Gibson replied yes. Chair Lane referred to research and development facility and pointed out they usually don't do controlled production. She stated they tend to do prototyping, and apply for patents. There was some discussion about how to modify the proposed definition for research and development facility. It was suggested to remove commodities for sale. **A motion was made by Member Ross, seconded by Lasserre, to take out control production and commodities for sale. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

Chair Lane requested staff to review the definitions to correct spelling and grammatical errors.

**3.2 Discuss 8th Street Subcommittee Progress** - For more information and a full history of meetings please visit: [www.fbfl.us/LDCED](http://www.fbfl.us/LDCED).

Ms. Gibson provided an overview of the progress and explained they were at a point to talk about the proposed Comprehensive Plan changes, a proposed Future Land Use Map (FLUM) category, LDC provisions tied a new zoning category, design standards for the proposed zoning, and the allowable uses within the zoning category. She stated Ms. Burke has prepared a small area plan to capture the history and background to this point. She pointed out she wanted feedback from the board on language, and also to talk about moving forward with public outreach. She stated that staff's goal was to do public outreach starting in January, and back to the PAB for formal consideration by April so it can go to the City Commission in May and to the State in June. She commented this involves a Comprehensive Plan change and involves large zoning and land use changes.

Member Bennett stated he wanted to ensure language was included that limited the proposed land use and zoning to this specific area so that it couldn't be used elsewhere in the City.

Chair Lane referred to the design criteria and asked about fencing. Member Bennett commented you have to keep in mind what is there now is not what they envision with these changes. Chair Lane pointed out one of the businesses put in a nice blockage fence that hides what is behind the fence. She questioned how to account for something like that. It was noted there were the issues of durability and aesthetics. There was a brief discussion about how the committee arrived at their fencing recommendations.

Member Bennett pointed out the board needed to keep in mind this was "Centre Street-like" with the vision of having a walkable area that would work in conjunction with what is already here. He commented Mr. Eric Bartelt did a lot of designs and things that could visually improve the street.

Member Lasserre commented he understood splitting the block from Fir Street north to Ash Street. He questioned why split the blocks from Beech Street down to Lime on the 9<sup>th</sup> Street side. The board reviewed the map and had some discussion about why the blocks were split as they were. Ms. Gibson explained they were including what you would allow for this 8<sup>th</sup> Street area onto the existing mixed use. Member Bennett commented there is mixed use and some commercial uses already on the east side of 9<sup>th</sup> Street, and there was concern about moving over to 10<sup>th</sup> Street due to residential development on the west side of 10<sup>th</sup> Street. He stated the way it was set up was like a buffer with the mixed use and the commercial that is already there. Ms. Gibson noted the buffering requirements needed to be looked at. There was some discussion about this area and that some R-2 zoned properties were proposed to move to mixed use.

Ms. Gibson mentioned that there are properties in the historic district that are currently C-2 and were being proposed to be moved to C-3. She pointed out on the map the location of these properties. Chair Lane expressed her concern with how this would be rolled out to the public. She explained she worked with Ms. Burke and Ms. Gibson on a communication plan several years ago. She commented they looked at the problems with communication, and for the most part the workshops were held downtown. She expressed her opinion that this needs to move out to the people, and recommended having several town hall meetings in different parts of the City. She also suggested having a media campaign about this. Member Rogers inquired if property owners for these properties have been notified of this. Member Bennett stated some residents have come to various meetings. He commented the area of concern was the area between Ash and Fir on the west side of the road. Ms. Gibson reminded the board a survey had been sent out in 2013 to all 8<sup>th</sup> Street business owners and property owners, and a general survey was provided online. She stated property owners would be noticed again of these efforts as well as being given different opportunities to provide input. Member Morrill pointed out that community members may have great ideas not discussed yet, but also when talking about it we need to make an effort to be positive and talk about what we want to see. There was some discussion about the importance of reaching out to all different segments of the community and getting them engaged in the process.

Ms. Gibson reviewed the draft proposal for the outreach plan, which included a survey and a handout of responses to frequently asked questions. She stated there should be consideration of a walking tour with the property owners, business owners, all the surrounding property owners, City Commissioners, board members, and those interested in seeing how 8<sup>th</sup> Street looks now with the mindset of how the proposed changes will affect that area. Chair Lane inquired if the walking tour could be filmed so it could be shared at different meetings and locations. She commented anything visual really helps. Ms. Gibson explained the plan included a postcard invitation to the property owners and business owners where the zoning changes will occur. She stated a flyer can also be put in the utility bills. There was an extensive

discussion about the outreach plan and Chair Lane offered to work with staff on a communication strategy to reach the most number of people.

Member Ross suggested having a meeting in early January with everyone from the 8<sup>th</sup> Street group. It was noted that the documentation was available on the City's website, and requests were made to have the direct link available on the City's homepage. There was some discussion of having a meeting the week of January 4<sup>th</sup> with the 8<sup>th</sup> Street group.

**4. Board Business**

Member Ross questioned what happened to the Port Master Plan because it went back to them and they approved another plan. Chair Lane replied the City hasn't gotten it back. Member Ross would contact the City Attorney to look into this.

Member Ross noted the board needed to look at the Comprehensive Plan. He pointed out Policy 5.03.03 says hazardous materials shall not be stored within the floodplain, and the LDC shall be updated to reflect that policy. He inquired how to move forward to fix that. Ms. Gibson stated some of the changes in the definition are implementing that Policy to state that the City was not allowing the storage of hazardous materials within floodplains. She commented it could be included in the LDC updates in Chapter 3, which was being worked on this year. Member Ross inquired if there was a list of things that needed to be done. Ms. Gibson replied yes she has a list of plans, studies, and things the Comprehensive Plan directs to be done. Chair Lane requested this information be shared with the board by email.

Ms. Burke pointed out the Planning staff established a set of goals for 2015/2016 and one is 8<sup>th</sup> Street and another is Chapter 3. She explained that staff was cognizant that there was a lot in the Comprehensive Plan that has to be done. She commented the work would be limited by staff time and how much could be handled at once.

Chair Lane noted that board elections would be held at the next meeting, January 13<sup>th</sup>.

**5. Staff Report** – Ms. Gibson wished everyone happy holidays.

**6. Comments by the public** – There were no comments from the public at this time.

**7. Adjournment** - There being no further business to come before the Planning Advisory Board, the meeting was adjourned 7:09 pm.

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**Secretary**

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**Judith Lane, Chair**

NOTICE OF PUBLIC HEARING  
CITY COMMISSION  
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, March 15, 2016, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

**ORDINANCE 2016-03**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AMENDING THE LAND DEVELOPMENT CODE SPECIFIC TO LAND USE DEFINITIONS AS CONTAINED IN CHAPTER 1, SECTION 1.07.00, AND CHAPTER 2, SECTION 2.03.02; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

For information, please contact the Staff of the City Clerk's Office, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday, (904) 310-3115.

*Note:*

***Please run as a DISPLAY in the March 2, 2016 edition of the News Leader.***

***Please send proof of publication to:***

*City Clerk's Office  
City Hall, 204 Ash Street  
Fernandina Beach, FL 32034  
904-310-3115*

March 2, 2016  
Newsleader Edition

CANNED  
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CITY COMMISSION AGENDA ITEM  
City of Fernandina Beach



SUBJECT: **Ordinance 2016-04**  
Code Amendment – Vehicles for Hire Regulations

ITEM TYPE:  Ordinance  Resolution  Other  
 Proclamation  Presentation

REQUESTED ACTION: **Approve Ordinance 2016-04 at Second Reading.**

SYNOPSIS: The proposed Ordinance makes several changes to the City's vehicles for hire regulations.

FISCAL IMPACT: None

2015 STRATEGIC PRIORITIES:  Waterfront Funding (Priority 1)  Fire Department (Priority 1)  
 8<sup>th</sup> Street (Priority 1)  Department Goals (Priority 1)  
 Trolley System (Priority 2)  Beach Renourishment (Priority 2)  
 4 Year Terms (Priority 2)  8<sup>th</sup> Street Entrance (Priority 2)  
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: See synopsis.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve Ordinance 2016-04 at Second Reading. *DLM*

|                     |   |               |
|---------------------|---|---------------|
| DEPARTMENT DIRECTOR | Submitted by: Tammi E. Bach,<br>City Attorney | Date: 2/22/16 |
| CONTROLLER          | Approved as to Budget Compliance              | Date:         |
| CITY ATTORNEY       | Approved as to Form and Legality              | Date: 2/22/16 |
| CITY MANAGER        | Approved Agenda Item for 03/15/16 <i>DLM</i>  | Date: 2/22/16 |

COMMISSION ACTION:  Approved As Recommended  Disapproved  
 Approved With Modification  Postponed to Time Certain  
 Other  Tabled

ORDINANCE 2016-04

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES CHAPTER 86, ARTICLE III, TITLED VEHICLES FOR HIRE; AMENDING SECTION 86-91, DEFINITIONS, BY DEFINING TYPES OF VEHICLES FOR HIRE; AMENDING SECTION 86-112 BY REMOVING AND AMENDING SIGN REQUIREMENTS; AMENDING SECTION 86-136 BY REQUIRING TAXICABS TO POST RATE SCHEDULES CONSPICUOUSLY IN VEHICLES; AMENDING SECTION 86-140 BY REMOVING THE REQUIREMENT FOR LEATHER, VINYL, OR SOME SIMILAR NONABSORBENT FABRIC UPHOLSTERY WHICH CAN BE EASILY CLEANED; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

NOW, THEREFORE, THE CITY OF FERNANDINA BEACH HEREBY ORDAINS:

SECTION 1. It is hereby proposed that Section 86-91 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

**Sec. 86-91. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Highway* means any of the streets, boulevards, avenues, drives, or alleys of the city.

*Medallion* means the tangible symbol that a permit has been granted to operate the vehicle for hire to which it is physically attached.

*Permit* means the written authority granted by the city commission under this article to engage in the vehicle for hire business in the city.

*Vehicle For Hire* means any motor-driven vehicle for transportation of passengers for a fare, fee or other charge which operates in the corporate limits of the city, including but not necessarily limited to:

- i. *Digital Dispatch Service Vehicles* means an internet-based software application, website, platform, or interface that allows for the solicitation, arrangement, or provision of vehicle for hire services and the display of rates, calculation of fares, or acceptance of payment for vehicle for hire services;
- ii. *Pre-arranged Transportation Vehicles* means the transportation of passenger(s), whereby the operator of the vehicle knows the name(s) of the passenger(s) being picked up and/or the destination to which the passenger(s) are being transported;

and this knowledge is secured prior to the passenger(s) making contact with the driver of the vehicle;

- iii. Taxicabs or Taxi means a chauffeur-driven, metered, passenger vehicle engaged in transportation of persons not on regular schedules with the routes traveled or the destination determined by the passengers, and whose fare is based on the use of the vehicle without regard to the number of passengers carried;
- iv. Vehicle For Hire Business means an entity operating or providing one or more vehicles for hire through a digital dispatch system or by any other means, regardless of whether such business has employees or delivers its services through independent contractors, including a transportation network company;
- v. Vehicle For Hire Driver means a person who carries on the vocation of driving a vehicle for hire.

SECTION 2. It is hereby proposed that the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended by adding a section to be numbered 86-112 which section shall read as follows:

**Sec. 86-112. Advertising.**

- (a) No holder of a local business tax receipt and/or vehicle for hire permit to operate a vehicle for hire shall be permitted to advertise such business to the public under any other name or names than the specified name or names recited in the particular local business tax receipt and/or vehicle for hire permit under which such holder is authorized to engage in the business of the transportation of person(s) for compensation within the city.
- (b) The name of the company or firm operating a vehicle for hire shall be permanently displayed on the vehicle so that the name shall be plainly visible, with lettering at least two (2) inches in height, and made to be visible in the dark.

SECTION 3. It is hereby proposed that Section 86-136 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

**Sec. 86-136. Schedule of rates to be posted, filed with clerk.**

~~There shall be posted in every vehicle for which a permit is issued under this article, in full view of the passengers and in plain conspicuous letters, a schedule of rates, charges and fares, which schedule shall be binding upon the operator of the vehicle. Any collection of rates, fares or charges in excess of such schedule shall constitute a violation of this article.~~

(a) Rate schedules shall be posted in every taxicab vehicle for which a permit is issued under this article, in full view of the passengers and in plain conspicuous letters, a schedule of rates, charges and fares, which schedule shall be binding upon the operator of the vehicle. Any collection of rates, fares or charges in excess of such schedule shall constitute a violation of this article.

(b) All rate schedules required by this article shall be filed with the city clerk.

SECTION 4. It is hereby proposed that Section 86-140 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

**Sec. 86-140. - Required equipment; maintenance.**

- (a) Reserved.
- (b) All vehicles in service as vehicles for hire shall have the following equipment on each vehicle, and the equipment shall be maintained in good working condition:
  - (1) Front and rear lights meeting state standards.
  - (2) Adequate brakes on all wheels.
  - (3) Tires of a quality of original equipment as specified by the manufacturer, or better.
  - (4) A dashboard light that will indicate when any of the vehicle's doors is not securely closed.
  - (5) Speedometer in good working order.
  - ~~(6) Leather, vinyl, or some similar nonabsorbent fabric Upholstery which can be easily cleaned and~~ shall be free of tears and cuts.
  - (7) Adequate heater and air conditioner.
  - (8) Seatbelts for the driver and all passengers.
  - (9) An unexpired A, B, C type fire extinguisher (minimum size of 2.5 lbs.).
  - (10) All seats in a shuttle vehicle shall be factory installed only.
  - (11) Except for limousines, there shall be no shades, blinds or curtains between the rear seat or seats and the driver's seat, nor shall any shades, blinds or curtains shield the occupants or the for-hire driver from observation or obstruct the view through the rear window.
- (c) All vehicles for hire shall be maintained in a clean, well-painted manner, so as to provide a generally good appearance.
- (d) It shall be unlawful to operate any vehicle as a vehicle for hire which does not comply with the provisions of this section.

SECTION 5. If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses, or phrases under this Ordinance shall not be affected thereby.

SECTION 6. That this Ordinance shall become effective immediately upon its final adoption.

PASSED AND ADOPTED, this 15<sup>th</sup> day of March, 2016.

ATTEST:

CITY OF FERNANDINA BEACH

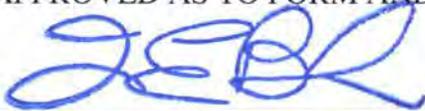
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Caroline Best  
City Clerk

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John A. Miller  
Commissioner – Mayor

APPROVED AS TO FORM AND LEGALITY:



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Tammi E. Bach  
City Attorney

CITY COMMISSION AGENDA ITEM  
City of Fernandina Beach



SUBJECT: **Board Appointment**  
Historic District Council

ITEM TYPE:  Ordinance  Resolution  Other  
 Proclamation  Presentation

REQUESTED ACTION: Approve Historic District Council Board Member Appointment.

SYNOPSIS: Presently, the Historic District Council has two board member vacancies: Alternate Member #1 and Alternate Member # 2. Both vacancies are for three-year terms.

Mr. Robert Erickson submitted an Advisory Board application and résumé to the Historic District Council for board appointment consideration. The Historic District Council reviewed Mr. Erickson’s application and résumé at its February 18, 2016, meeting, and found him to be a well-qualified applicant. In accordance with Ordinance 526, Section 2, when a vacancy occurs, a successor shall be appointed by the City Commission to fill the vacancy. Thus, the Historic District Council has forwarded their endorsement along with Mr. Erickson’s application and résumé to the City Commission for their honorable consideration.

Land Development Code (LDC) Section 8.02.01(B)(3) states “Where possible, members shall include, to the extent such individuals are available in the community and willing to serve, one (1) registered architect, and professionals from the disciplines of architecture, construction, design, history, architectural history, archaeology, or other historic-related fields such as urban planning, American studies, cultural geography or cultural anthropology. Persons who have demonstrated special interest, experience or knowledge in history, architecture or related disciplines such as law, real estate, land development, or construction shall make up the remainder of the HDC membership. Current résumés of HDC members shall be kept by the City as a public record.”

The applicant is a City resident as required by City Charter, Section 69.

FISCAL IMPACT: N/A

2015 STRATEGIC PRIORITIES:  Waterfront Funding (Priority 1)  Fire Department (Priority 1)  
 8<sup>th</sup> Street (Priority 1)  Department Goals (Priority 1)  
 Trolley System (Priority 2)  Beach Renourishment (Priority 2)  
 4 Year Terms (Priority 2)  8<sup>th</sup> Street Entrance (Priority 2)  
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission appoint Mr. Erickson to a three-year term to the Historic District Council. *DLM*

DEPARTMENT DIRECTOR Submitted by: Caroline Best *C Best* Date: 2/26/16  
City Clerk  
CONTROLLER Approved as to Budget Compliance Date:  
CITY ATTORNEY Approved as to Form and Legality Date:  
CITY MANAGER Approved Agenda Item for 03/15/16 *DLM* Date: 2/26/16

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



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COMMISSION ACTION:

- Approved As Recommended
- Approved With Modification
- Other

- Disapproved
  - Postponed to Time Certain
  - Tabled
-

# HISTORIC DISTRICT COUNCIL

## HISTORIC DISTRICT COUNCIL

Meeting: Third Thursday of every month, 5:00 p.m., City Commission Chambers

| Appointment<br>Date   | NAME   | ADDRESS                        | TELEPHONE                    | TERM          |
|---|--|--------------------------------|------------------------------|---------------|
| <i>09/11</i>  | **George Sheffield<br><a href="mailto:coachshef@att.net">coachshef@att.net</a>                     | 28 S. 7 <sup>th</sup> Street   | 261-2306 (H)                 | 3 yrs-09/2018 |
| <i>09/11</i>  | Jose Miranda<br><a href="mailto:jmiranda@mirandaarchitects.com">jmiranda@mirandaarchitects.com</a> | 109 S. 16 <sup>th</sup> Street | 277-8349 (H)                 | 3 yrs-09/2016 |
| <i>07/94</i>  | Jennifer King-Cascone<br><a href="mailto:kingcone@bellsouth.net">kingcone@bellsouth.net</a>        | 116 S. 4 <sup>th</sup> Street  | 261-8909 (H)<br>753-1436 (C) | 3 yrs-01/2017 |
| <i>10/13</i>  | *Michael R. Harrison<br><a href="mailto:mharrison@iee.org">mharrison@iee.org</a>                   | 820 Someruelos Street          | 491-1259                     | 3 yrs 11/2018 |
| <i>11/14</i>  | Ms. Shelly Rawls<br><a href="mailto:m.b.rawls@comcast.net">m.b.rawls@comcast.net</a>               | 216 Citrona Drive              | 753-3441 (C)<br>415-2700 (H) | 3 yrs-09/2018 |
|   | <i>Alternate #1<br/>VACANT</i>   |                                |                              | 3 yrs-        |
|   | <i>Alternate #2<br/>VACANT</i>   |                                |                              | 3 yrs-        |
| *Chair **Vice Chair   |  |                                |                              |               |
| Staff Coordinator: Adrienne Burke, CDD Director<br><b>FINANCIAL DISCLOSURE REQUIRED</b> |  |                                |                              |               |

**6.7. ROY CARTER C/O BEAN BUILDERS INC., 119 S. 5TH STREET (HDC SA 2016-07)** Install 6 FT tall cedar driveway gate. Gate will be painted white.

**6.8. ROBERT TOMASCIK, 112 S. 10TH STREET (HDC SA 2016-08)** For the following projects:

1. Build 110 SF rear deck with open air pergola, not visible from street;
2. Replace damaged concrete front walkway;
3. Replace dirt driveway with ribbon (concrete + shell);
4. Repair carport + roof + siding + install barn door style door. No expansion of carport footprint;
5. Build landscape gazebo.

**6.9. WRIGHT RUNWAY LLC C/O DOUGHERTY COMPANY, 311 CENTRE STREET (HDC SA 2016-09)** Install new Andersen A series 2/2 windows with 7/8" exterior muntins, at 2nd story front and rear windows. Existing are not original - do not fit window openings with arch.

**6.10. ROBERT + LORETTA ERICKSON, 205 BROOME STREET (HDC SA 2016-10)** For the following projects:

1. Remove non-historic shed (not structurally connected to building ) at southwest corner;
2. Remove non-historic siding enclosure at northwest corner + restore original porch;
3. Remove metal siding on north south gable ends + restore wood;
4. Remove non-historic front porch components (siding + window) and restore front porch;
5. Repair roof. New roof to return for later approval;
6. Install wood fence at north property line (8' tall) and east/west property lines (4' tall), paint/stain color TBD.

**6.11. KIM DAVIS, 310 N. 5TH STREET (HDC SA 2016-11)** Install 6 FT cedar fence on north side of property. Fence to be stained brown.

There were no questions or concerns about the staff approved Certificates of Approval.

## 7. Board Business

**7.1. Discussion of Window List** – Ms. Burke reminded the HDC of the packet of information she provided in December, which was a window list Member Miranda worked on with her. She pointed out options were approved for use on historic structures and approved for use on new construction projects only. She stated she would like the HDC to take action on this so it can be provided to applicants. There was some discussion about the proposed list, which would approve the brand and the series of windows. A statement was added to the list that the arrangement of light pattern was up to the applicant.

Ms. Burke requested if the HDC approves this to include that approval of the list would be as amended from time to time. **A motion was made by Member Miranda, seconded by Member Cascone, to adopt the Historic District Council Windows List.** Member Rawls pointed out the list under new construction does not list any vinyl clad wood. Member Miranda explained any of the product lines approved for use on historic structures can also be used for new construction. Ms. Burke stated this would include language that the list would be amended from time to time, the arrangement of the light pattern is up to the applicant, and under new construction any product line approved for use on historic structures can also be used on new construction. Member Cascone noted if a new product comes out they would have to come before the HDC. Member Miranda replied yes and Ms. Burke made a note that new products would be reviewed by the HDC. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

**7.2. Board Application - Douglas "Andy" Mock** – Ms. Burke reported that Mr. Mock had withdrawn his application from consideration.

**7.3. Board Application - Robert Erickson** – Ms. Burke stated Mr. Erickson was still interested and serving. She commented that Mr. Erickson was available if the HDC had questions. She reported that today another application was received, but it was too late to put in on the agenda. Member Miranda inquired if there were two vacancies to fill. It was noted there were two alternate vacancies on the HDC. Ms. Burke explained right now the HDC was just considering Mr. Erickson. Chair Harrison commented the length of time for which he was a City

resident was not filled out. It was noted that length of time as a City resident was part of the application. Chair Harrison requested to ask the City Clerk's office when processing applications to make sure that the forms are complete, but if it is not a requirement to take that box off. Member Miranda commented the HDC doesn't make a decision, but rather just forwards them to the City Commission. Ms. Burke replied it was up to the HDC.

Mr. Erickson briefly introduced himself and explained he has lived here for almost 2 years. He also briefly spoke about the efforts his wife and he have undertaken with restoring their home. He explained he would like to be on the board, because going through the experience would help in the Historic District. He commented not every house would have a picture like their home or have a relationship with someone that has original pictures. After a brief discussion, Chair Harrison suggested the HDC have a stronger role in outreach and encouraging the owners of historic properties. **A motion was made by Member Miranda, seconded by Member Rawls, to forward the application to the City Commission for action. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

Ms. Burke thanked the Erickson's for working closely with staff, and commented they are A+ preservation students. She stated they have done a phenomenal job on that house.

City Attorney Bach explained she looked it up in the Charter, the Land Development Code, and the Code of Ordinances and there is no twelve month minimum residency. Chair Harrison suggested requesting the City Clerk take that box out.

Mr. Lynn Williams explained he was here to support the awning for the welcome center, because there needs to be more shade at the waterfront. He commented with working with the Community Redevelopment Area (CRA) Advisory Board he was concerned with the definitions in the guidelines where it says "industrial vernacular". He noted the City wants a working waterfront, and stated it was changing with regard to the fishing industry. He suggested the idea of having an architectural review board with the HDC for development on the waterfront and not try to say what industrial vernacular is, because it runs much too wide. Member Miranda pointed out the CRA is under the purview of the HDC for review of architecture. Ms. Burke stated the HDC has been the architectural review board for the CRA and has been since 2008. There was some discussion about this noting that things that face Front Street should focus more towards the CRA look and projects that face 2<sup>nd</sup> Street would need to represent the Historic District Guidelines. Ms. Burke commented the guidelines are helpful in that they have a lot of visuals for what that look is supposed to be. There was further discussion about the definition of industrial vernacular noting that it was defined in the CRA Design Guidelines for Fernandina Beach, which was created through a public process.

The City Attorney left the meeting at this time.

**8. Board Reports** – Chair Harrison questioned whether the HDC could be more involved in outreach. Member Miranda stated he hesitates on that, because the HDC is supposed to be impartial. He commented the guidelines are pretty clear as to what criteria the HDC is supposed to use to approve projects. He suggested it be a role for a group with the capability for that, because City staff is already overstretched. Ms. Burke explained outreach is an important role for a City historic preservation program, and that is something that has been done over the years. She commented when she was a Planner she did newsletters and postcards during preservation month to thank people for their work on their houses and buildings. It was noted a preservation award program was created as well as brochures. Ms. Burke reminded the HDC the City received a grant to hold the preservation workshop, and stated the City has done outreach in the past but a lot of that she has had to let go. She commented thankfully the museum stepped in to help with the preservation awards. There was some discussion about this and it was noted that the Main Street Program might be able to help with the outreach component.

Chair Harrison extended his thanks for the work Ms. Burke has done for the Black History Month events. Ms. Burke announced that tomorrow morning at 11:30 am at the Peck Center would be the unveiling of the State Historic Marker. She stated tomorrow night at 6:00 pm at the Peck Center would be the museum's third on third and she would be doing a presentation on the preservation of Peck. She explained the last event of the month was



**City of Fernandina Beach  
Advisory Board/Committee Application**

This application is intended to provide information that will enable the City Commission to select the most qualified Board/Committee members. Please complete all applicable sections and return the form along with your current résumé to the City Clerk's Office.

City of Fernandina Beach  
204 Ash Street  
Fernandina Beach, FL 32034  
(904) 310-3115 or cbest@fbfl.org

**Nominee Information:** (Please type or print) Name Robert Erickson

Home Mailing Street Address 30 S. 3rd St

City Fernandina Beach Zip 32034

Primary Phone 479-270-0315 Secondary Phone 479-270-0316

**Please note that board materials are distributed electronically.**

Email to receive board materials rettaerickson@aol.com

Employer retired Position Title \_\_\_\_\_

Business Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

**Select the board(s) you are applying for:**

|  |                                    |
|--|------------------------------------|
| Airport Advisory Commission                                  | Arts and Culture Nassau            |
| Board of Adjustment  | Code Enforcement and Appeals Board |
| Community Development Block Grant Citizen Advisory Taskforce | General Employee Pension Board     |
| Greens and Oversight Committee                               | <u>Historic District Council</u>   |
| Housing Authority  | Parks and Recreation Advisory      |
| Peck Center Committee  | CRA Advisory Board                 |
| Planning Advisory Board                                      | Police/Fire Pension Board          |
| Waterfront Florida Partnership                               |                                    |

Other \_\_\_\_\_  
Why are you interested in serving on this Board? Please explain. I believe my

experience in restoring 30 S. 3rd St back to original will  
be valuable in maintaining the integrity of the Historic District

**Eligibility**

Are you a resident of the City?  Yes  No Length of time: 2 years

Do you hold a public office?  Yes  No Office name: \_\_\_\_\_

Are you employed by the City?  Yes  No Position: \_\_\_\_\_

Are you currently serving on a Board?  Yes  No Board Name: \_\_\_\_\_

**Potential Conflict of Interest:**

Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach?  Yes  No

If yes, please provide details: \_\_\_\_\_

**Major Affiliations:**

List community, professional, or other applicable policy-making Boards on which you have served.

Note the length of service and office held (if any): Walmart India 2007-2010  
Bella Vista Trail Assoc. At. on 2000-2002  
Finance Committee Peace Lutheran Church 88-89  
Rotary Club 82

**Qualifications:**

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended: Decision making Ability for large Multi

National Company to include operations and some construction

Organization or Commissioner sponsoring nomination (if applicable): \_\_\_\_\_

**Educational Background:** (Check all that apply)

High School  AA  BS/A  MS/A  Ph.D.  J.D.

Other UofA

Major areas of study: Engineering

Other experience or skills that may be valuable to the Board: restoration skills,

Carpentry skills, visionary and leadership skills

# Bob Erickson

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**Objective** To secure a senior operations position with the emerging markets / India team.

**Experience** 6/2007-2/2010 Wal-Mart Stores, Inc. Bentonville, AR  
COO Walmart India

- Responsible for areas including; store planning, IT, HR, Operations, Administration, Finance, and Strategy
- Involved in real estate site selection and construction
- Responsible for overseeing fixtures, layouts of new stores, training and development of store staff and managers and operation procedures
- Involved in replenishment and distribution of product for stores

7/1991 – 6/2007 Wal-Mart Stores, Inc. Bentonville, AR  
Regional General Manager Vice President

- Operated stores in 40 out of the 50 states in the US market.
- Current region did \$10.81 billion in sales and drove profit of \$591 million.
- One of 2 Regional General Managers in the original Supercenter Division. Played a key role in taking unit growth from 68 units to over 600 units.
- Opened over 300 stores during tenure as Regional General Manager.
- Conducted region and market research in developing 3 Year Strategic Business Plan and metrics.
- Developed merchandising initiatives in region that will have corporate impact. Region is responsible for the African American customer initiative in Division U.
- Managed first 25 pilot stores that converted to POS.
- Drives financial analysis and budget development in the region.

5/1987 – 7/1991 Wal-Mart Stores, Inc. Bentonville, AR  
District Manager

- Managed 2 districts in developing areas, Lafayette, Louisiana and Flagstaff, Arizona

5/1977 – 5/1987 Wal-Mart Stores, Inc. Bentonville, AR  
Store Manager

- Managed 3 Wal-Mart stores located in Aurora, Missouri, Arkadelphia, Arkansas and Claremore, Oklahoma.

5/1973 – 5/1977 Wal-Mart Stores, Inc. Bentonville, AR  
Assistant Manager

- Was an Assistant Manager in 5 Wal-Mart stores.

Training

- Walton Institute of Retailing 1987
- Walton Institute Phase 2 1992
- Walton Institute Coach 1992
- Covey Leadership 1993
- Dale Carnegie 1993

- Advanced Leadership 1996
- Inclusion Mindset 2004
- Investigative Protocol 2004
- Business Strategy, Duke University 2006

**Awards**

- District Manager of the Year 1987
- Regional Vice President of the Year 1999 and 2000
- Tom Coughlin Leadership Award 1999
- Sam M. Walton Hero Award 2000
- Division A Al Johnson "Buck at a Time" Award 2003

**References**

- Doug McMillion CEO Walmart Stores Inc.
- Rollin Ford Executive Vice President Administration Wal-Mart Stores
- Doug Degn Retired Executive Vice President Walmart Stores
- Pam Kohn Retired Senior Vice President Walmart Stores
- Mike Moore Executive Vice President Store Operations Walmart
- Leroy Schuetts Retired Senior Vice President Store Operations

CITY COMMISSION AGENDA ITEM  
City of Fernandina Beach



SUBJECT: **Board Appointment**  
Planning Advisory Board

ITEM TYPE:  Ordinance  Resolution  Other  
 Proclamation  Presentation

REQUESTED ACTION: Approve reappointment of Ms. Judith Lane for a three-year term ending March, 2019.

SYNOPSIS: Presently, Ms. Judith Lane is a Regular Member of the Planning Advisory Board (PAB) whose term will expire March 2016. Ms. Lane submitted a Regular Member reappointment request to the PAB at its Regular Meeting January 13, 2016. Planning Advisory Board Members unanimously recommended approval of the reappointment of Ms. Judith Lane for one additional three-year term ending March 2019. In accordance with Charter Section 9898-153(a) the City Commission shall appoint members to the PAB.

The applicant is a City resident as required by the City Charter, Section 69.

FISCAL IMPACT: N/A

2015 STRATEGIC PRIORITIES:  Waterfront Funding (Priority 1)  Fire Department (Priority 1)  
 8<sup>th</sup> Street (Priority 1)  Department Goals (Priority 1)  
 Trolley System (Priority 2)  Beach Renourishment (Priority 2)  
 4 Year Terms (Priority 2)  8<sup>th</sup> Street Entrance (Priority 2)  
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission appoint Ms. Lane to a three-year term to the Planning Advisory Board. *DLM*

|                     |   |               |
|---------------------|---|---------------|
| DEPARTMENT DIRECTOR | Submitted by: Caroline Best <i>C Best</i><br>City Clerk | Date: 2/26/16 |
| CONTROLLER          | Approved as to Budget Compliance                        | Date:         |
| CITY ATTORNEY       | Approved as to Form and Legality                        | Date:         |
| CITY MANAGER        | Approved Agenda Item for 03/15/16 <i>DLM</i>            | Date: 2/26/16 |

COMMISSION ACTION:  Approved As Recommended  Disapproved  
 Approved With Modification  Postponed to Time Certain  
 Other  Tabled

# PLANNING ADVISORY BOARD

| PLANNING ADVISORY BOARD   |   |                               |  |                |
|---|---|-------------------------------|--|----------------|
| Meeting: Second Wednesday of every month, 5:00 p.m., City Commission Chambers           |   |                               |  |                |
| Appointment<br>Date   | NAME  | ADDRESS                       | TELEPHONE  | TERM           |
| <b>12/14</b>  | Ronald (Chip) Ross<br><a href="mailto:Chip14758@hotmail.com">Chip14758@hotmail.com</a>  | 210 N. 3 <sup>rd</sup> Street | (410) 394-0220                                     | 3 yrs-12/2017  |
| <b>06/12</b>  | Charles W. Rogers<br><a href="mailto:lucykaufman@bellsouth.net">lucykaufman@bellsouth.net</a>   | 1521 Amelia Circle            | 277-4943   | 3 yrs-06/2017  |
| <b>06/11</b>  | *Judith Lane<br><a href="mailto:judithlane@aol.com">judithlane@aol.com</a>  | 2408 Los Robles Drive         | (904) 491-6345<br>(904) 624-0232 (C)               | 3 yrs-03/2016  |
| <b>04/13</b>  | Jon Lasserre<br><a href="mailto:jon@lasserre-law.com">jon@lasserre-law.com</a>  | 2851 S. Fletcher<br>Avenue    | 261-9292 (W)                                       | 3 yrs-03/2018  |
| <b>04/02</b>  | **Mark Bennett<br><a href="mailto:mark.bennett@wellsfargo.com">mark.bennett@wellsfargo.com</a>  | 815 S. Fletcher Avenue        | 491-4778 (H)<br>491-4912 (W)                       | 3 yrs-10/2016  |
| <b>05/04</b>  | David Beal<br><a href="mailto:david.beal@beal.com">david.beal@beal.com</a>  | 218 Lighthouse Circle         | 261-4188 (H)<br>491-1924 (W)<br>(404) 931-4410 (C) | 3 yrs-10/2016  |
| <b>12/14</b>  | Chris Occhuizzo<br><a href="mailto:Cocchuizzo25@comcast.net">Cocchuizzo25@comcast.net</a>   | 1585 Canopy Drive             | 432-7720   | 3 yrs-06/2018  |
| <b>12/14</b>  | <b>Alternate #1</b><br>Jamie Morrill<br><a href="mailto:Jpm04330@gmail.com">Jpm04330@gmail.com</a>  | 3030 Robert Oliver Ave.       | (207) 592-4221                                     | 3 yrs-12/2017  |
| <b>09/15</b>  | <b>Alternate #2</b><br>Eric Lawrence<br><a href="mailto:Ameliaisland.seawatch@gmail.com">Ameliaisland.seawatch@gmail.com</a>                        | 1650 N. Fletcher Ave.         | 430-3957 (C)                                       | 3 yrs- 09/2018 |
|   | Sharyl W. Wood<br>Nassau County School Board<br>Non-Voting Member<br><a href="mailto:Sharyl.wood@nassau.k12.fl.us">Sharyl.wood@nassau.k12.fl.us</a> | 1201 Atlantic Avenue          | 904-491-9905                                       |                |
| *Chair **Vice Chair   |   |                               |  |                |
| Staff Coordinator: Kelly Gibson, Senior Planner<br><b>FINANCIAL DISCLOSURE REQUIRED</b> |   |                               |  |                |

Chair Lane corrected the chart to read “research and development facilities” not “laboratories”. Member Lasserre recommended including a specific definition for heavy metal fabrication so there is no ambiguity. After a brief discussion, Mr. Lynn Williams, 1899 South Fletcher, stated having been 40 years in the heavy manufacturing business normally the term is “heavy (metal) manufacturing” as to define from heavy wood manufacturing or heavy stone manufacturing. He commented it may be better to say heavy manufacturing and leave out metal. He provided additional comments to clarify this. Ms. Gibson explained she didn’t think in practice that there would be difficulty with implementing it as written to say heavy metal fabrication. She stated she didn’t think this was something that needed an additional definition specific to the City of Fernandina Beach. There was further discussion about this.

**A motion was made by Member Ross, seconded by Member Occhuizzo, to accept this as written with the addition of that one sentence at the end to change “laboratories” to “research and development facilities” on the chart, and including the table of land uses. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

**4. Board Business**

**4.1. Member Reappointment Request – J. Lane: A motion was made by Member Ross, seconded by Member Rogers, to approve the reappointment of Ms. Lane. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried (Ms. Lane recused herself from voting on this item).**

**4.2. PAB Chair/Vice-Chair Elections - Consideration of Board Chair and Vice Chair in accordance with PAB Bylaws Article II.A.: Member Bennett commented that the Chair typically serves two terms, but in this case Ms. Lane hasn’t been reappointed to the board by the City Commission. Ms. Gibson explained this was on the agenda now based on the board’s bylaws which call for the board elections to follow the reorganization of the City Commission. After a brief discussion about how to proceed, a motion was made by Member Ross, seconded by Member Lasserre, to nominate Ms. Judith Lane to serve as Chair and Mr. Mark Bennett as Vice-Chair. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

**Board Business** – Member Ross referred to 8<sup>th</sup> Street and commented the first thing he hears from people is what is going to be done about the trucks. He noted that the Florida Department of Transportation (FDOT) is going to be repaving the street. He stated people were also asking that trucks leaving the mill or the Port could be rerouted to streets other than 8<sup>th</sup> Street. He pointed out he provided staff an article on traffic calming devices. He commented there was a movement afoot to barge chips/logs to the mills and eliminating log trucks. He inquired about reconvening the subcommittee and inviting the FDOT to see what can be done. Member Bennett pointed out there is a concern about scale on areas north of Fir Street and west of 8<sup>th</sup> Street (backs up to the current housing that is there). He stated having a 45 foot building with a residential neighborhood behind it has become a concern. Ms. Gibson reported that is the current height limit. She commented streetscaping, diverting trucks off of 8<sup>th</sup> Street, etc. was not tied directly to the Comprehensive Plan changes and the LDC changes that staff was looking at. She stated that is an independent process that could continue as a subcommittee through the streetscape group or another mechanism to handle that issue. She reminded the PAB that 8<sup>th</sup> Street is a State roadway and the City has to work with FDOT. There was some discussion about 8<sup>th</sup> Street and traffic calming measures.

Member Ross presented a handout with regard to the Port and commented it shows the tonnage and a seaport mission plan questionnaire. He stated for cargo terminals they were projecting almost \$2.5

## Kim Briley

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**From:** Caroline Best  
**Sent:** Thursday, December 03, 2015 3:58 PM  
**To:** 'Judith Lane'; Kelly Gibson  
**Cc:** Kim Briley  
**Subject:** RE: Request for Reappointment to the PAB

Dear Mrs. Lane and Kelly,

This request for Planning Advisory Board (PAB) reappointment should be endorsed by the PAB prior to City Commission consideration. Please let Deputy City Clerk. Kim Briley know when the PAB approves Mrs. Lanes appointment, at that time the matter may be placed on the next soonest City Commission agenda.

Please let me know if there are any question.

Sincerely,

Caroline Best  
City Clerk  
204 Ash Street  
Fernandina Beach, Florida 32034  
Office (904) 310-3115

If this email is related to the Board, Committee or Commission that you serve on, please DO NOT REPLY TO ALL.

P Go Green: Please don't print this unless its really necessary

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-----Original Message-----

**From:** Judith Lane [<mailto:judithlane@aol.com>]  
**Sent:** Thursday, December 03, 2015 1:28 PM  
**To:** Kelly Gibson  
**Cc:** Caroline Best  
**Subject:** Request for Reappointment to the PAB

Kelly, please accept this email as my official request for reappointment to the PAB. My current term ends in March 2016.

Thank you!

Judith

Judith Lane  
2408 Los Robles Drive  
Fernandina Beach, FL 32034  
Mobile: (904) 624-0232

Home: (904) 491-6345