

Council Briefing Notice

Monday, April 12, 2021

5:30 PM

Via

Video Conference

City of

Jacksonville Beach

City Hall

11 North Third Street

Jacksonville Beach

FL 32250

Phone: 904.247.6268

www.jacksonvillebeach.org

City Manager Mike Staffopoulos will conduct a **Council Briefing** to update the City Council about ongoing items in the City. The briefing will include, but not be limited to the following topics:

1. Future Briefing Topics
2. Committee Assignment Report
3. Orange Crush Update
4. Board Appointment Process Review
5. Charter Review Phase II Proposed Schedule
6. Florida League of Cities Policy Committees

Pursuant to the Governor's and the City's continued Declarations of a State of Emergency due to the COVID-19 pandemic, and current restrictions and limitations for social distancing and gatherings, the April 12, 2021, City of Jacksonville Beach, City Council Briefing will be conducted using video technology. The City is providing numerous options for public attendance at the briefing as listed on page 2 of this notice. The public is not invited to speak or present on any matter or topic at the briefing.

Council Members in attendance at the virtual briefing may include:

Mayor: Christine Hoffman

Council Members:	Georgette Dumont	Sandy Golding	Dan Janson
	Fernando Meza	Cory Nichols	Chet Stokes

Please note: Council members in attendance at any briefing may vary, according to their schedules.



INSTRUCTIONS FOR VIEWING

The following CMT options are available to view and listen to the April 12, 2021, City Council Briefing:

1. View the meeting using the Zoom Platform:

Use this link to view the meeting starting at 5:30 P.M. on Monday, April 12, 2021: <https://us02web.zoom.us/j/83535137872>. When you click on the link, you will be prompted to download software for whatever platform or device you are using. To download the software in advance, visit this web site: <https://zoom.us/download>.

2. Listen to the meeting via phone:

You may listen to the live meeting audio from your phone by dialing 1-301-715-8592. When the meeting ID is requested, enter 835-3513-7872 and then press the # key. There is no participant ID number. If you are asked for this, press #. When dialing in by phone, your line will be automatically muted for the duration of the meeting.

3. Hearing or speech impaired access:

Contact the agency using the Florida Relay Service, 1-800-955-8771 (TDD) or 1-800-955-8770 (Voice).

4. View and listen to a video of the meeting online:

Access the meeting by visiting the City of Jacksonville Beach YouTube Channel: [YouTube Channel for the City of Jacksonville Beach](#).

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (904) 247-6299, no later than one business day before the meeting or by sending an email to CityClerk@jaxbchfl.net.



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL BRIEFING ITEM	
TO:	Mayor and City Council
FROM:	Mike Staffopoulos, City Manager
DATE:	April 8, 2021
SUBJECT:	Orange Crush Festival Update

BACKGROUND

Over the last two months, staff has become aware of the Orange Crush Festival advertising its relocation from Tybee Island, Georgia to Jacksonville Beach. This event is not permitted through the City of Jacksonville Beach, nor have there been any special event applications for use of public space.

Police Chief Gene Paul Smith and his staff will make a presentation to the City Council so there is a clear understanding of the possible impact of this event, and the steps we are taking to ensure public safety throughout that weekend.

FINANCIAL IMPACT

This event is being treated like a summer-time holiday weekend with regard to staffing and use of resources. There is no predetermined fiscal impact at this time.

FOR INFORMATION ONLY



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CITY COUNCIL BRIEFING ITEM	
TO:	Mayor and City Council
FROM:	Mike Staffopoulos, City Manager
DATE:	April 8, 2021
SUBJECT:	Board Appointment Process

BACKGROUND

The purpose of this memorandum is to seek direction from Council on changes to the board appointment process. Council noted in December (during board appointments) that there might be desired changes, specifically in the interview and appointment processes. The interview and appointment process is outlined within Procedures for Appointments to Boards, Agencies and Commissions, 3. *Vacancies, Applications and Interviews*, and 4. *Appointment (effective October 1, 2016)*.

A noted issue has been a limited attendance of Council at the interviews, typically held during the work day. The result is limited information upon which to base an appointment other than the application and notes/comments from other Councilors in attendance at the interviews. Council has also expressed having discussions regarding candidates at a briefing before formal consideration at a Council meeting. These may be two areas of focus for Council to discuss.

This memorandum contains several attachments for Council reference. Representatives from the City Clerk's Office (coordinators of the process) will be available to answer questions.

FINANCIAL IMPACT

Fiscal impact associated with changes to the board appointment process is likely minimal, as foreseeable changes would be associated with staff or Council time.

COUNCIL DIRECTION REQUESTED

- Does City Council wish to change the interview or appointment process?
- Are there any other board appointment processes the Council wishes to change?

ATTACHMENTS

- Brief Description of City Boards
- Application for Appointment to City Boards
- Resolution 1960-2016 establishing City Council policy regarding appointments to the Board of Adjustment, Community Redevelopment Agency and Planning Commission



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- Procedures for Appointments to Boards, Agencies and Commissions (October 1, 2016 eff.)
- Ordinance No. 2020-8133, Section 34-93, changing the appointment term for alternates on the Board of Adjustment from “two” to “four” years, consistent with other boards, and with terms for members
- Miscellaneous Types of Documents used in Board Selection Process

City of Jacksonville Beach

Brief Description of City Boards

Board of Adjustment (BOA)

- Meets 1st and 3rd Tuesday of each month at 7:00 P.M. in the Council Chambers at City Hall.
- The Board of Adjustment hears, reviews, approves, approves with conditions, or denies variances to the terms of the Land Development Code. Board of Adjustment members is appointed by the City Council. **Five members appointed by City Council serve four-year terms, while two alternates serve four-year terms.** Eligibility criteria: must be a qualified elector and have two-year residency for the appointment. Although no specific experience requirements shall be necessary as a pre-requisite to appointment, consideration shall be given to applicants who have experience in planning, the law, architecture, natural resource management, real estate, and related fields. No member of the city council or a city employee may serve on the Board of Adjustment.

Community Redevelopment Agency (CRA)

- Meets the 4th Monday of each month at 5:00 P.M. in the Council Chambers at City Hall.
- The Community Redevelopment Agency is a five-member board appointed by the City Council and oversees two designated Community Redevelopment Districts within the City.
 - *The South Beach Redevelopment District is composed of approximately 356 acres near the intersection of J. Turner Butler Boulevard and west of Third Street (SR A1A).*
 - *The Downtown Redevelopment District is composed of 185 acres from 13th Avenue South to 9th Avenue North, and east of Third Street (SR A1A).*
- The CRA is responsible for implementing the redevelopment plan for each district as adopted by the City Council. As part of the implementation process, the CRA is responsible for marketing the areas, identifying developers, issuing Requests for Development Proposals, selection of developers, contract approving, financing plans, and monitoring contract implementation. **Five members appointed by City Council serve four-year terms.** Eligibility criteria: Reside in or be engaged in business within the area of operation of the agency, coterminous with the area of the county or municipality. The CRA is responsible to the City Council.

Planning Commission (PC)

- Meets the 2nd and 4th Monday of each month at 7:00 P.M. in the Council Chambers at City Hall.
- The Planning Commission serves as the City's Local Planning Agency as required by Florida Statutes and primarily reviews and approves, approves with conditions, or disapproves Conditional Use Zoning applications. The Commission also hears requests for rezoning, text amendments, and comprehensive plan amendments, and makes recommendations to the City Council on their approvals. **Five members and two alternates appointed by City Council serve four-year terms.** Eligibility criteria: a qualified elector and two-year residency requirement for the appointment. Although no specific experience requirements shall be necessary as a prerequisite to an appointment, consideration shall be given to applicants who have experience or education in planning, law, architecture, natural resource management, real estate, and related fields. No member of the city council or a city employee may serve on the Planning Commission.

Pension Boards of Trustees

- Meets quarterly (*February, May, August, November*) or more frequently, if needed.
- The City has three Retirement Systems: Firefighters', General Employees', and Police Officers'. Each Board consists of **five trustees who serve two or four-year terms; two appointed by Council, two elected by employees, and one appointed by the other four members.** Trustees have a fiduciary responsibility and are responsible for administering the plans as adopted by City Council.

This information is published by the City Clerk's Office to better inform citizens about their City Government



Application for Appointment to City Boards

Personal Information *(Please print or type)*

Name: _____	Home Phone: _____
Home Address: _____	
E-Mail Address: _____	Cell Phone: _____
Occupation: _____	Business Phone: _____
Business Name: _____	
Business Address: _____	

Eligibility – Please Circle

Are you a resident of the City?	Yes	No	If yes, length of time: _____
Are you a registered voter?	Yes	No	If yes, what County: _____
Do you own property in the City?	Yes	No	If yes, address: _____
Do you hold a public office?	Yes	No	If yes, Office name: _____
Are you employed by the City?	Yes	No	If yes, position: _____
Are you currently serving on a Board?	Yes	No	If yes, Board Name: _____
Have you been convicted of a felony?	Yes	No	If yes, provide date: _____
Have your civil rights been restored?	Yes	No	If yes, provide date: _____
Have you filed bankruptcy?	Yes	No	If yes, provide date: _____

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 Jacksonville Beach? Yes No

If yes, please provide details: _____

City Boards *(Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)*

Board of Adjustment	Planning Commission
Community Redevelopment Agency	Pension Trustee

Please list the type of City meetings you have attended: _____

Qualifications *(Briefly describe specific expertise, abilities, or qualifications)*

Education: _____

Application for Appointment to City Boards (cont.)

State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

Race

- ☐ African-American
☐ Asian/Pacific Islander
☐ American Indian/Alaskan

- ☐ Caucasian
☐ Hispanic
☐ Not Known

Gender

- ☐ Female
☐ Male

Physically Disabled

- ☐ Yes
☐ No

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Clerk and are valid for two years from the date they are submitted. All applicants are interviewed following their application submittal. When vacancies occur, the City Council considers all eligible applicants and votes to make board appointments.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

Date

Applicant's Signature

Please do not write below – Staff use

Date application received: _____

Interviewed on: _____

Eligible for appointment **Yes** **No**

If not eligible for appointment

Explanation: _____

Appointed to: _____

Date: _____

Appointed to: _____

Date: _____

Appointed to: _____

Date: _____

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TO: Mayor Latham
City Council Members

FROM: George Forbes
City Manager

DATE: May 26, 2016

SUBJECT: Resolution 1960-2016 establishing City Council policy regarding appointments to the Board of Adjustment, Community Redevelopment Agency and Planning Commission

ACTION REQUESTED:

Adopt Resolution 1960-2016 regarding appointments to the Board of Adjustment, Community Redevelopment Agency and Planning Commission.

BACKGROUND:

The City's Board of Adjustment, Community Redevelopment Agency, and Planning Commission serve an important purpose, making decisions or recommendations to the City Council. City Council members have indicated that they would like to formalize the process for appointing citizens to serve on these bodies.

The attached resolution formalizes the appointment process by:

- Requiring citizens wishing to apply for a vacancy to complete an application
- Requiring current members of a board, agency or commission who wish to be considered for reappointment to complete a new application prior to the end of their current term
- Requiring all persons wishing to be considered for appointment or reappointment to be interviewed
- Requiring applicants to indicate a primary and secondary choice of board, agency or commission on which they are interested in serving



- Directing the City Clerk to retain applications for a period of two years

In addition, to make it easier to manage the application, interview and appointment process, the resolution specifies that terms expire on December 31.

RECOMMENDATION:

Adopt Resolution 1960-2016 establishing City Council policy regarding appointments to the Board of Adjustment, Community Redevelopment Agency and Planning Commission as described in a memo from the City Manager dated May 26, 2016.

Introduced by: Council Member Jeanell Wilson

Adopted: June 6, 2016

RESOLUTION NO. 1960-2016

A RESOLUTION ESTABLISHING CITY COUNCIL POLICY REGARDING APPOINTMENT OF PERSONS TO MEMBERSHIP ON THE BOARD OF ADJUSTMENT, COMMUNITY REDEVELOPMENT AGENCY, AND PLANNING COMMISSION; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City of Jacksonville Beach has boards, agencies and commissions that make decisions or provide recommendations to the City Council; and

WHEREAS, the City Council wishes to formalize the process and establish guidelines for the selections of persons to be members of City boards, agencies and commissions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, THAT:

SECTION 1. This resolution applies to the Community Redevelopment Agency, the Board of Adjustment, and the Planning Commission.

SECTION 2. The City Council directs the City Clerk to periodically publicize the existence of a vacancy on the Board of Adjustment, Community Redevelopment Agency and Planning Commission, thereby requesting that interested persons, apply for a vacancy.

SECTION 3. The City Council directs the City Clerk to contact incumbent members of the Board of Adjustment, Community Redevelopment Agency and Planning Commission, thereby requesting that those persons wishing to be reappointed complete a new application.

SECTION 4. All applicants will designate on their application, the applicant's primary and secondary choice of the board agency or commission for which they wish to be considered for appointment.

SECTION 5. All applications will be retained for two years.

SECTION 6. All applicants for appointment or reappointment to a board, agency or commission will be interviewed by a committee that may include members of the City Council, the City Manager, or other City staff.

SECTION 7. Applicant interviews shall comply with the State of Florida's Sunshine Laws.

SECTION 8. At a subsequent, regularly scheduled City Council meeting, the City Council shall appoint persons to a board, agency or commission whom they consider to be the best candidate for the appointment.

SECTION 9. When a person is appointed to fill the unexpired term of a departing member, the new appointee's term shall end on the date the departing members' term would have ended.

SECTION 10. All appointments shall be made in conformity with applicable laws or ordinances governing the board, agency or commission.

SECTION 11. The term of office for all appointments shall expire on December 31.

SECTION 12. This Resolution shall become effective immediately upon its adoption.

AUTHENTICATED this 6th day of June, 2016.



William C. Latham, MAYOR



Laurie Scott, CITY CLERK

City of

Jacksonville Beach

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PROCEDURES FOR APPOINTMENTS TO BOARDS, AGENCIES AND COMMISSIONS

Issued: ~~May 5, 2016~~

Effective: ~~October 1, 2016~~

From: ~~George D. Forbes, City Manager~~

1. PURPOSE:

To provide uniform policies and procedures for appointments to the Board of Adjustment, Community Redevelopment Agency, and the Planning Commission.

2. COMPOSITION OF THE BOARD, ELIGIBILITY CRITERIA, and MEETING DATES:

This policy shall apply to the following boards and agencies of the City of Jacksonville Beach:

Board of Adjustment:

Composition of the Board: Five members appointed by the City Council; Chairman and Vice-Chairman elected by board members for a 1-year term; two alternate members appointed by the City Council, who vote in the absence of regular members.

Eligibility Criteria: Qualified elector; 2-year residency requirement.

Term of Office: Terms of members are four years; terms of alternates are ~~two-years~~ four years. ¹

Meeting Dates: 1st and 3rd Tuesday of the month at 7:00 P.M.; may be called by the chairman or at the request of 3 members.

Quorum: Three or more members.

Voting: Majority of the quorum present.

¹ Revised March 3, 2020. Ordinance No. 2020-8133

Community Redevelopment Agency (CRA):

Composition of the Board: Five members appointed by the City Council; Chair and Vice-Chair appointed by the City Council.

Eligibility Criteria: Resides in or is engaged in business within the agency's area of operation, coterminous with the area of the county or municipality.

Term of Office: Four years.

Meeting Dates: 3rd Monday of the month at 5:00 P.M.

Quorum: Three or more members.

Voting: Majority of the quorum present.

Planning Commission:

Composition of the Board: Five members appointed by the City Council; Chairman and Vice-Chairman elected by board members for a 1-year term; 2 alternate members appointed by the City Council, who vote in the absence of regular members.

Eligibility Criteria: Qualified elector; 2-year residency requirement.

Term of Office: Terms of members are four years; terms of alternates are four years.

Meeting Dates: 2nd and 4th Monday of the month at 7:00 P.M.; may be called by the chairman or at the request of 3 members.

Quorum: Three or more members.

Voting: Majority of the quorum present.

3. VACANCIES, APPLICATIONS, AND INTERVIEWS:

- a. The City Clerk will notify the City Manager of the expiration of a term on any of the City's boards or agencies at least sixty days before its expiration. Notification will also be made to the City Manager when the City Clerk receives notice or becomes aware that a member of a board or agency is no longer able or eligible to serve on the board or agency.
- b. The City Clerk shall post the vacancy on the City's website, social media sites, local newspapers, and other locations.
- c. The City Clerk shall then seek written applications from persons willing and able to serve on a board or agency or willing and able to be reappointed.
- d. All citizens seeking appointment or reappointment will complete an application, resume, and interview. Applicants seeking appointment or reappointment will note their first and second preference for board appointment on their application. The City Clerk's office will retain applications for two years; after that time, a new application will need to be submitted, and an interview will need to be scheduled.
- e. Current board and agency members seeking reappointment shall complete an application and an interview to be considered for reappointment.
- f. After receiving applications for appointment or reappointment to a vacancy on a board or agency, members of the City Council, City Manager, or other staff, as requested, will interview all applicants for appointment or reappointment. Such interviews shall be held in an open session as part of a duly noticed public meeting.
- g. The City Clerk's office will retain applications for two years; after that time, a new application will need to be submitted.

4. APPOINTMENT:

- a. After completing all interviews, at a subsequent regularly scheduled City Council meeting, the City Council shall appoint persons to boards or agencies they consider to be the best candidate for appointment.
- b. All appointments shall be made in conformity with applicable laws or ordinances governing the board or agency.
- c. Each term of office will begin on January 1 and end on December 31, regardless of the appointment date. For individuals currently appointed to boards as of June 16, 2016, their current term's expiration date shall be extended to December 31 of the year their current term expires.
- d. When a person is appointed to fill out the unexpired term of a departing member, the new appointee's term shall end at the time the departing member's term would have ended. If the remaining length of the term to be filled is greater than or equal to one year in the case of a two-year term or two years in the case of a four-year term, the term shall count as one full term.

5. REMOVAL:

An appointed member of a board or agency may be considered for removal from office, primarily if the member is no longer a qualified elector of the City of Jacksonville Beach, failure to attend meetings, and for other reasons. See the specific requirements for each board.

6. RESPONSIBILITIES OF THE CITY CLERK:

- a. Maintain a file of all current board members, containing their name, voting address, mailing address (if different), telephone numbers, and term expiration date.

- b. Maintain a file of all current applications for appointments to boards and agency.
- c. Provide the City Manager with a list of appointment vacancies to be filled at least *60 days* before the expiration of any term of appointment.
- d. Seek candidates periodically throughout the year for appointments to the City's boards and agencies and obtain completed applications.
- e. Notify incumbents, and request from the new applications and statements of availability regarding reappointment.
- f. The City Clerk shall post the vacancy on the City's website and their social media sites, local newspapers, and other locations.
- g. Coordinate and schedule meetings to interview prospective appointees and reappointees. Ensure that those interviews are conducted in duly noticed public meetings.
- h. Following the appointees' selection at a regularly scheduled City Council meeting, notify all persons who submitted applications for the City Council's selection.
- i. Notify Planning and Development (P & D) staff, and legal office of appointments by City Council. They will schedule orientations and training for the appointees.
- j. The City Clerk will administer an oath of office as required.

7. ORIENTATION:

- a. P & D staff and legal office will schedule orientations and training for the new appointees.

8. REFERENCES:

- a. Florida Statutes:
 - i. 112.311 through 112.3261 Code of Ethics for Public Officers and Employees
 - ii. 112.501 Public Officers and Employees
 - iii. 119 Public Records (All boards and agencies)
 - iv. 163.3174 (Planning Commission)
 - v. 163.356, Florida Statutes (Community Redevelopment Agency)
 - vi. 286.011 Public meeting and records (All boards and agencies)
- b. City of Jacksonville Beach Code of Ordinances:
 - i. 34-71 through 34-90 (Planning Commission)
 - ii. 34-91 through 34-115 (Board of Adjustment)



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MEMORANDUM

TO: Mike Staffopoulos, City Manager

FROM: Bill Mann, Planning and Development Director

SUBJECT: Ordinance No. 2020-8133, AS AMENDED, amending the text of Chapter 34. Land Development Code, Article II, Article IV, Article V, Article VI, Article VII, Article VIII, and Article IX.

DATE: February 20, 2020

BACKGROUND

Periodically, the text of the Land Development Code must be reviewed and amended to address needed updates and improvements. In 2001, the Land Development Code was amended in this same manner via Ordinance No. 2001-7810.

In the time since 2001, staff has again developed a list of primarily custodial amendments for consideration. These amendments are proposed to text found in Articles II, IV, V, VI, VII, VIII, and IX of Chapter 34 of the City of Jacksonville Beach Code of Ordinances. Changes are provided in underline addition/~~strike-thru~~ deletion format in the attached ordinance. The proposed amendments are summarized below:

- **Typographical errors** are being corrected in Sections 34-177, 34-179, 34-346(d)(3), and 34-503(4) and (5). (Various Articles)

Article II

- **Section 34-21(e)(1)** – Clarification that appeals of interpretations by the Planning and Development Director may be submitted by an applicant with standing, and that appeals are made to the "Circuit Court of Duval County" versus the "Board of Adjustment," thereby taking an unreasonable burden off of that lay board.

Article IV

- **Section 34-41** –Definitions are being amended or added for the following terms:
 - Artwork – remove size limitations for murals.



- Carport – make consistent with Florida Building Code. (...enclosed on at least two sides, versus current three sides.)
- Driveway – new definition for clarification.
- Lot of record – new definition for clarification.
- Shopping Center – change from “two” to “three” separate stores.
- Walkway – new definition for clarification.

Article V

- **Section 34-93(b)** – Change the appointment term for alternates on the Board of Adjustment from “two” years to “four” years, consistent with other boards, and with terms for members.

Article VI

- **Section 34-155(c)(2)b.** – Change “recommendation” to “report”.
- **Section 34-203** – Change Section to reflect that only the Planning Director, Planning Commission, and City Council can initiate changes or amendments to the text of the LDC. (City Mgr request)
- **Section 34-207** – Change “recommendation” to “report”, and adjust the time in which a staff report is to be provided to an applicant. Add that a staff report may contain suggestions for conditions of approval as applicable.
- **Section 34-211(b)** – Change to clarify that the City Council hears the Planning Director's report, and the Planning Commission's recommendation on zoning amendment applications.
- **Section 34-222** – Change “recommendation” to “report”.
- **Section 34-283** – Add that a variance may not be requested for relief from maximum building height, residential density, or minimum lot area requirements. (Re-stating current regulations in an appropriate location.)

Article VII

- **Sections 34-336, 34-337, 34-338, 34-339, and 34-340** – Move “Essential public services,” as currently defined in the LDC, from the list of conditional uses to the list of permitted uses in all residential zoning districts. (former City Mgr request, supported by new City Mgr)
- **Sections 34-339, 34-340** - Add single-family dwellings, constructed per RS-3 standards, to the list of permitted uses in RM-1 and RM-2 multi-family zoning districts.

Section 34-345(b)(19) – Technical correction for multi-family dwelling developments in *Central Business District: CBD* zoning, correctly referencing the CBD's Site Design and Lot Layout Standards as being applicable to multifamily development in the CBD, in addition to the maximum 40 units per acre density standard.

Article VIII

- **Section 34-373(a)(5) and (a)(6)** – Add a dimensional standard for wheel strips when used for required parking spaces or access to required parking spaces, and add a standard for bicycle parking areas in off-street parking lots containing 10 or more spaces.
- **Section 34-373(f)** – Add language to clarify that vehicular access to required parking must also be paved.
- **Section 34-392(a)(1)** – Add a standard that air conditioning compressors can only be located in side yards that are at least seven and a half feet wide, for safety and access reasons.
- **Section 34-392(4)(a)4.** – Change reference to the "Standard Swimming Pool Code" to the "Florida Building Code".
- **Section 34-395** – Change "street lines" to "right-of-way lines" to clarify the definition of corner sight visibility triangles.
- **Section 34-399(e)(5)** – Add "internet websites" and "social media" to the list of prohibited locations where home occupations can advertise their home addresses, reflective of current technologies.
- ~~**Section 34-444(25)** – Add that signs on fences or perimeter walls are prohibited (in addition to signs on trees and other vegetation).~~

Article IX

- **Section 34-504** – Change "development order for a development plan" to "application for development plan" for clarification.
- **Section 34-505** – Require five copies of a final plat application to be submitted instead of 10 copies, to reflect actual need.

The Planning Commission conducted their required public hearing and discussed the proposed amendments at their January 27, 2020 meeting. The Planning Commission voted unanimously to recommend approval of the proposed amendments by the City Council.

Memorandum
Ordinance No. 2020-8133
February 20, 2020

Page 4

The City Council subsequently considered Ordinance No. 2020-8133 at its first reading and public hearing held on February 17, 2020. At that meeting, the City Council voted unanimously to approve the ordinance with the following two amendments.

1. Delete/remove the proposed amendment to LDC Article VIII, Division 4, Section 34-444(25), that would have added signs on fences or perimeter walls to the list of prohibited signs.
2. Add a proposed amendment to LDC Article IX, Division 2, Section 34-503(4) to delete reference to a recommendation as being part of the staff report prepared for concept plat applications, and to correct a typographical error referencing Section 34-503(6).

The attached version of Ordinance No. 2020-8133 includes these two additional amendments approved at its first reading/public hearing.

REQUESTED ACTION

Adopt/Deny Ordinance No. 2020-8133, AS AMENDED, amending the text of Articles II, IV, V, VI, VII, VIII, and IX of Chapter 34. Land Development Code of the Jacksonville Beach Code of Ordinances.

AS AMENDED

Introduced by: Council Member Christine Hoffman

1st Reading: February 17, 2020

2nd Reading: March 2, 2020

ORDINANCE NO. 2020-8133

AN ORDINANCE TO AMEND VARIOUS ARTICLES, DIVISIONS AND SECTIONS OF THE CITY OF JACKSONVILLE BEACH, CODE OF ORDINANCES CHAPTER 34 LAND DEVELOPMENT CODE; TO PROVIDE CLARIFICATIONS, REVISIONS, UPDATES, AND REORGANIZATION; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the City of Jacksonville Beach has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida; and Chapters 163 and 166, Florida Statutes; and

WHEREAS, the City of Jacksonville Beach Code of Ordinances, Chapter 34 Land Development Code (LDC) exists to establish comprehensive and consistent standards, regulations, and procedures for the review and approval of all proposed development of land in the City, and to implement the goals of the Comprehensive Plan; and

WHEREAS, the City of Jacksonville Beach finds it necessary to periodically review and make amendments and revisions to the LDC to provide clarifications, address new issues pertaining to regulations and procedures, make updates, enact new portions and reorganize parts; and

WHEREAS, the City of Jacksonville Beach Planning Commission, after notice and public hearing, has considered the ordinance and the proposed amendments, clarifications, revisions, updates and reorganization to the articles, divisions and sections of the LDC, it has considered staff recommendations, information provided and public testimony given at the public hearings and has presented its recommendation to the City Council; and

WHEREAS, the City Council hereby finds that this Ordinance serves legitimate government purposes and is in the best interests of the public health, safety, and welfare of the citizens of the City of Jacksonville Beach.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF JACKSONVILLE BEACH, FLORIDA:

SECTION 1. RECITALS. The above recitals are ratified and confirmed as being true and correct and are made a part of this Ordinance.

SECTION 2. AMENDMENTS TO THE CITY LDC.¹ That Article II. Section 34-21 - Interpretations., of the LDC is hereby amended as follows:

Sec. 34-21. - Interpretations.

(e) Appeal

- (1) Within thirty (30) days after issuance of a written interpretation by the planning and development director, ~~the an~~ applicant with standing may appeal the interpretation to the ~~board of adjustment~~ Circuit Court of Duval County, Florida.

SECTION 3. That Article IV. Definitions. Section 34-41. – General., of the LDC is hereby amended as follows:

Sec. 34-41. - General

Artwork means a two- or three-dimensional representation of a creative idea that is expressed in an art form but does not convey the name of the business or a commercial message. ~~If displayed as a two-dimensional representation on a flat surface, the same shall not exceed one-quarter (1/4) of the total surface area; however, if displayed on a flat surface oriented to a federal-aid primary highway, the same shall not exceed one-half (1/2) of the total surface area.~~ All outdoor artwork shall conform to the maximum height restrictions in any particular zone in which it is located. All outdoor artwork shall also conform to any applicable building code and safety standards.

Carport means a roofed structure providing space for parking or storage of motor vehicles enclosed on not more than ~~three (3)~~ two (2) sides.

Driveway means a short private road that leads to a house or garage and maintained by an individual or group.

Lot of record means a lot that is part of a subdivision, the map or plat of which has been recorded in the office of the Duval County Clerk of Circuit Court, or a lot or parcel of land, the deed of which has been recorded in the office of the Duval County Clerk of Circuit Court.

Shopping Center means a group of three or more retail stores, service establishments or any other business not necessarily owned by one (1) person nor by a single land ownership that is adjacent to and utilizing a common off-street parking area.

Walkway means any hard surfaced passage for walking and providing pedestrian access, often to a building or dwelling unit entrance, public sidewalk or driveway.

¹ The revisions to the Codes set forth herein are indicated with ~~strikethrough~~ text to indicate deletions and underline text to indicate additions.

SECTION 4. That Article V. - Decision Making and Administrative Bodies, Division 4. - Board of Adjustment, Section 34-93. Board Membership., of the LDC is hereby amended as follows:

Sec. 34-93. – Board Membership.

(b) *Appointment.* The board of adjustment shall be composed of five (5) members appointed by the city council. The city council shall also appoint two (2) alternate members, a first alternate and a second alternate. **The alternates shall serve a two (2) four (4) year term.** The alternate members shall vote only in the absence of regular members. The first alternate shall have priority to replace the first regular member who is absent.

SECTION 5. That Article VI. - Development Review Procedures of the LDC is hereby amended as follows:

DIVISION 1. – GENERAL APPLICABILITY

Sec. 34-155. - Hearing procedures for applications for development permit.

(c) Conduct of hearing.

(2) *Due order of proceedings.* The body conducting the hearings may exclude testimony or evidence that it finds to be irrelevant, immaterial or unduly repetitious. The order of the proceedings shall be as follows:

a. The planning and development director shall present a narrative and graphic description of the application for development permit.

b. The planning and development director shall present a written and oral recommendation report, including ~~the report of the planning and development director, if relevant~~ information concerning consistency with the Land Development Code and Comprehensive Plan, as applicable. This ~~recommendation report~~ shall address each factor required to be considered by the LDC prior to consideration of the application for development permit. The report of the planning and development director shall be made available to the applicant at least three (3) working days prior to the public hearing.

c. The applicant shall present any information the applicant deems appropriate.

d. Public testimony shall be heard, first in favor of the proposal, then in opposition to it.

e. The planning and development director and city attorney may respond to any statement made by the applicant or any public comment.

f. The applicant may respond to any testimony or evidence presented by the city staff or public.

DIVISION 2. SITE SPECIFIC COMPREHENSIVE PLAN AMENDMENTS

Sec. 34-177. - Determination of sufficiency.

By the first Monday in April, the planning and development director shall determine if the application is sufficient. For a small scale development amendment accepted pursuant to Section 34-176~~(b)(2)~~, a sufficiency determination will be made within ten (10) working days of its submittal.

Sec. 34-179. - Public hearings.

Amendments to the future land use map that qualify as small scale developments adopted pursuant to section 34-176~~(b)(2)~~ require only one public hearing before the local planning agency, followed by one public hearing before the Jacksonville Beach city council, which shall be an adoption hearing as provided in F.S. § 163.318 7(2), and as described in F.S. §163.3184(11)(b)2., and are not subject to the requirements of F.S. § 163.3184(2)-(6), unless the city council elects to have them subject to those requirements.

DIVISION 3. ZONING ATLAS AND CODE AMENDMENTS

Sec. 34-203. – Initiation.

Amendments to the text of the Land Development Code may be proposed by the city council, the planning commission, and the planning and development director, ~~or the owner or another person having a contractual interest in property affected by a proposed amendment or their agent.~~ Amendments to the official zoning atlas may be proposed by the city council, the planning commission, the planning and development director or the owner or another person having a contractual interest in property affected by a proposed zoning atlas amendment or their agent.

Sec. 34-207. Review, and report. ~~and recommendation.~~

Within ten (10) working days after the application is determined to be sufficient, the planning and development director shall review the application, and prepare a staff report ~~recommending approval, approval with conditions, or disapproval~~ based on the standards in Section 34-211(c). The report may also contain staff suggestions for conditions of approval, as may be applicable. The planning and development director shall mail a copy of the staff report ~~and recommendation~~ to the applicant along with written notification of the time and place the application will be considered by the planning commission. The public hearing on the application shall be scheduled for the first available regularly scheduled planning commission meeting by which time the public notice requirements can be satisfied, or such time as is mutually agreed upon between the applicant and the planning and development director.

Sec. 34-211. – Action by City Council following public hearing.

(b) The city council shall consider the application, all relevant supporting materials, the staff report ~~and recommendation of the planning and development director~~, the recommendation of the planning commission, and the testimony given at the public hearing

Sec. 34-222. Authority.

The planning commission, in accordance with the procedures, standards and limitations of this section, shall approve, approve with conditions, or deny an application for a development permit for a conditional use after ~~recommendation by~~ consideration of the report from the planning and development director.

Sec. 34-283. Authorized variances.

Variances shall only be granted from the dimensional standards of Article VII, the off-street parking or landscape standards of Article VIII, and the subdivision standards of the LDC, except that a height variance shall not be permitted in any zoning district. Variances shall not be granted to permit a use not generally allowed in the zoning district in which it is located. Variances may not be requested for relief from maximum building height, residential density or minimum lot area requirements.

SECTION 6. That Article VII. Zoning Districts, of the LDC is hereby amended as follows:

DIVISION 2. - ZONING DISTRICTS, PERMITTED USES, ACCESSORY USES, CONDITIONAL USES, DIMENSIONAL STANDARDS, OFF-STREET PARKING AND LOADING STANDARDS, SUPPLEMENTAL STANDARDS, LANDSCAPING STANDARDS, SIGN STANDARDS, AND ENVIRONMENTAL STANDARDS

Sec. 34-336. Residential, single-family: RS-1.

(b) *Permitted uses.*

(4) Essential public services.

(d) *Conditional uses.*

~~(4) Essential public services.~~

~~(5)~~ (4) Cemeteries

~~(6)~~ (5) Government uses, excluding correctional institutions.

~~(7)~~ (6) Golf courses. (Regulation golf courses only).

- ~~(8)~~ (7) Public and private parks, playgrounds and recreational facilities. Private parks, playgrounds and recreational facilities shall be for the sole use of residents living in the area where such facilities are located, and shall not be used for commercial purposes.

Sec. 34-337. Residential, single-family: RS-2.

(b) *Permitted uses.*

(4) Essential public services.

(d) *Conditional uses.*

~~(5) Essential public services.~~

~~(6)~~ (5) Cemeteries.

~~(7)~~ (6) Government uses, excluding correctional institutions.

~~(8)~~ (7) Golf courses. (Regulation golf courses only).

~~(9)~~ (8) Child day care services, including kindergartens when operated on the same site as and in conjunction with a religious organization.

~~(10)~~ (9) Public and private parks, playgrounds and recreational facilities. Private parks, playgrounds and recreational facilities shall be for the sole use of residents living in the area where such facilities are located, and shall not be used for commercial purposes.

Sec. 34-338. Residential, single-family: RS-3.

(b) *Permitted uses.*

(6) Essential public services.

(d) *Conditional uses.*

~~(5) Essential public services.~~

~~(6)~~ (5) Cemeteries.

~~(7)~~ (6) Government uses, excluding correctional institutions.

~~(8)~~ (7) Golf courses. (Regulation golf courses only).

~~(9)~~ (8) Child day care services, including kindergartens when operated on the same site as and in conjunction with a religious organization.

~~(10)~~ (9) Elderly-oriented group homes, group homes for the developmentally- or physically-disabled, or foster homes with more than six (6) and less than thirteen (13) residents.

~~(11)~~ (10) Hospitals.

~~(12)~~ (11) Nursing and personal care facilities.

~~(13)~~ (12) Civic, social and fraternal organizations.

~~(14)~~ (13) Public and private parks, playgrounds, and recreational facilities.

Sec. 34-339. - Residential, multiple-family: RM-1.

(b) *Permitted uses.*

(8) Essential public services.

(9) Single-family dwellings constructed in accordance with requirements set forth in section 34-338, residential, single family: RS-3.

(d) *Conditional uses.*

~~(10) Essential public services.~~

~~(11)~~ (10) Governmental uses, excluding correctional institutions.

~~(12) Single family dwellings constructed in accordance with requirements set forth in section 34-338, residential, single family: RS-3.~~

~~(13)~~ (11) Hospitals.

~~(14)~~ (12) Business and professional offices as follows: Landscape architects, doctors, dentists, miscellaneous health offices and clinics; legal services; and engineering, architecture, accounting, research, management, and related services. Uses listed herein shall not exceed fifty thousand (50,000) square feet in gross floor area. Listed uses exceeding fifty thousand (50,000) square feet in gross area shall only be approved pursuant to section 34-348 planned unit development: PUD district standards and procedures.

~~(15)~~ (13) Financial institutions, insurance and real estate offices.

~~(16)~~ (14) Rooming and boarding houses.

~~(17)~~ (15) Nursing and personal care facilities.

~~(18)~~ (16) Child day care services.

~~(19)~~ (17) Adult day care services.

~~(20)~~ (18) Civic, social and fraternal organizations

~~(21)~~ (19) Community centers.

~~(22)~~ (20) Public parks, playgrounds and recreational facilities.

Sec. 34-340. Residential, multiple-family: RM-2.

(b) *Permitted uses.*

(8) Essential public services.

(9) Single-family dwellings constructed in accordance with requirements set forth in section 34-338, residential, single family: RS-3.

(d) *Conditional uses.*

~~(10) Essential public services.~~

(11) (10) Governmental uses, excluding correctional institutions.

~~(12) Single-family dwellings constructed in accordance with requirements set forth in section 34-338, residential, single family: RS-3.~~

~~(13)~~ (11) Hospitals.

(14) (12) Business and professional offices as follows: Landscape architects, doctors, dentists, miscellaneous health offices and clinics; legal services; and engineering, architecture, accounting, research, management, and related services. Uses listed herein shall not exceed fifty thousand (50,000) square feet in gross floor area. Listed uses exceeding fifty thousand (50,000) square feet in gross floor area shall only be approved pursuant to section 34-348 planned unit development: PUD district standards and procedures.

~~(15)~~ (13) Financial institutions, insurance and real estate offices.

~~(16)~~ (14) Rooming and boarding houses.

(17) (15) Nursing and personal care facilities.

(18) (16) Child day care services.

(19) (17) Adult day care services.

(20) (18) Hotels and motels.

(21) (19) Restaurants, excluding drive-ins.

(22) (20) Private membership sports clubs and recreational facilities.

(23) (21) Civic, social and fraternal organizations.

(24) (22) Outdoor restaurants.

(25) (23) Community centers.

(26) (24) Public and private parks, playgrounds and recreational facilities.

Sec. 34-345. Central business district: CBD.

(b) *Permitted uses.*

(19) Multiple family dwellings and townhouses, subject to Section 34-340345(e) Site Design and Lot Layout Standards and also subject to a maximum density of 40 units per acre ~~residential multi-family, RM-2.~~

Sec. 34-346. Industrial district: I-1.

(d) *Conditional uses.*

(3) Processing and wholesale trade of scrap and waste materials, including junkyards, subject to section ~~34-4-4-25~~(d).

SECTION 7. That Article VIII. Site Development Standards, of the LDC is hereby amended as follows:

DIVISION 1. - PARKING AND LOADING STANDARDS

Sec. 34-373. Design standards.

(a) *Spaces.*

(5) Wheel Strips: Seven (7) foot overall width, as measured from outside edge to

outside edge of each strip, with each strip measuring at least eighteen (18) inches wide.

(6) Bicycle Parking: For off-street parking lots containing 10 or more spaces, one parking space may be converted to a bicycle parking area.

- (f) *Construction standards.* Off-street parking and loading areas and the vehicular access way thereto shall be paved, striped and landscaped. All landscaping shall be in accordance with section 34-425. The requirements provided herein for striping and landscaping are not applicable to driveways for single-family residences, two-family dwellings, and townhouses.

DIVISION 2. - SUPPLEMENTAL STANDARDS

Sec. 34-392. - Accessory uses and structures.

- (4) *Pools.* Private swimming pools, as regulated herein, shall be any pool, lake or open tank located either above or below the existing finished grade of the site, not located within a completely enclosed building, and exceeding one hundred fifty (150) square feet in surface area and two (2) feet in depth, designed, used or intended to be used for swimming or bathing purposes.

a. General. A private swimming pool shall be allowed in any residential zoning district as an accessory use only if it fully complies with the following standards:

4. The pool shall be constructed and enclosed in compliance with the requirements set forth in the ~~Standard Swimming Pool~~ Florida Building Code as adopted or amended by the City.

Sec. 34-395. Corner visibility.

On a corner lot in all zoning districts, no fence, wall, hedge, planting, or structure shall be erected, placed, planted, or allowed to grow in such a manner as to obstruct vision between a height of two and one-half (2 1/2) feet and eight (8) feet above the centerline grades of the intersecting streets in the area bounded by the ~~street~~ right-of-way lines of such corner lots and a line joining points along said ~~street~~ right-of-way lines twenty (20) feet from the point of intersection. In addition to these requirements, landscaping within sight visibility triangles shall be governed by the standards of section 34-425(h).

Sec. 34-399. Home occupations.

(e) Standards.

- (5) *Advertising.* All newspaper, radio, TV, internet websites, social media, or telephone directory advertising of the home occupation cannot include the specific address of the home occupation use. Post office boxes are acceptable.

SECTION 8. That Article IX. Subdivision Standards, of the LDC is hereby amended as follows:

Sec. 34-503. Concept plan for plat.

(4) *Review and report by planning and development director.* Within ten (10) working days after the application is determined sufficient, the planning and development director shall review the application, and prepare a staff report ~~recommending approval, approval with conditions, or denial~~ based on the standards in ~~Section 34-403~~ 34-503(6). The planning and development director shall mail a copy of the staff report to the applicant by mail on the day the staff report is completed, along with written notification of the time and place the application will be considered by the planning commission at a hearing.

(5) *Decision by planning commission.* After receipt of the staff report on the application for concept plan for plat, the application shall be considered at the next available public hearing. At the public hearing the planning commission shall consider the application, staff report, and public testimony. After the close of the public hearing the planning commission shall approve, approve with conditions, or deny the concept plan for plat based on the standards in ~~Section 34-403(f)~~ 34-503(6).

Sec 34-504. - Development plan for plat.

Within one (1) year of receipt of a concept plan for plat, ~~a development order for a development plan~~ an application for development plan for plat shall be submitted pursuant to the procedures and standards of Section 34-251 et seq., or the concept plan for plat shall become null and void.

Sec. 34-505. - Final plat.

(b) *Contents of application.* ~~Ten (10)~~ Five (5) copies of the application shall be submitted in a form established by the planning and development director and made available to the public that contains the following information:

SECTION 9. CONFLICTING ORDINANCES. That all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 10. SEVERABILITY. It is the intention of the City Council that if any section, subsection, clause or provision of this ordinance is deemed invalid or unconstitutional by a court of competent jurisdiction, such portion will become a separate provision and will not affect the remaining provisions of this ordinance.

SECTION 11. CODIFICATION. The City Council intends that this ordinance will be made a part of the City of Jacksonville Beach Code of Ordinances.

SECTION 12. EFFECTIVE DATE. This ordinance will immediately take effect upon its adoption by City Council.

AUTHENTICATED THIS 2nd **DAY OF** March, A.D., 2020.



William C. Latham, Mayor



Laurie Scott, City Clerk

Miscellaneous Types of Documents used in Board Selection Process

The goal was to consolidate and prepare an electronic procedures for the City Boards. The process begins with advertising vacancies, creating memorandums to City Council for approval of candidate(s) to Boards and ends with the Oath of Office given to the new board member.

Each title reflects an individual folder containing information, formal documents, and samples on that particular subject title.

- BOARD INTERVIEWS
- ADVERTISING ANNOUNCEMENT – “ARE YOU INTERESTED IN SERVING ON A BOARD?”
- MEDIA RECRUITING TRACKING SHEET 2019 – EXCEL
- DESCRIPTION OF THE BOARD AND QUALIFIED ELECTORATE INFORMATION
- BOARD APPLICATION
- THANK YOU CARD *FOR YOUR INTEREST IN APPLYING*
- BOARD OF ADJUSTMENT – CODE OF ORDINANCES
- CRA – COMMUNITY REDEVELOPMENT AGENCY – CODE OF ORDINANCES AND STATUTES
- PENSION BOARD – CODE OF ORDINANCES
- PLANNING COMMISSION – CODE OF ORDINANCES
- APPLICATION TRACKING SHEET – EXCEL
- PUBLIC NOTICE SAMPLE – INTERVIEWS BY COUNCIL
- INTERVIEW SHEETS AND BOARD MINUTES
- MEMOS TO COUNCIL
- CONGRATULATION ON YOUR APPOINTMENT
- RENEW YOUR APPLICATION – SAMPLE LETTER
- BOARD MEMBER LISTING – FOR PUBLIC
- FORM LETTER WHEN LEAVING THE BOARD – STATE FORM 1F
- TERM TRACKER – APPLICANT AND BOARD MEMBER TRACKING SYSTEM
- BOARD PROCEDURES REVISIONS 2016
- ALL BOARD MEMBER APPLICATIONS (OLD AND CURRENT)
- APPLICATIONS FOR APPOINTMENTS TO CITY BOARD PROCESSING INSTRUCTIONS
- DOCS FOR NOVEMBER 22, 2019, BOARD INTERVIEWS
- DOCS FOR JANUARY 10, 2020, BOARD INTERVIEWS
- COUNCIL APPOINTMENT DOCS (EACH MEETING INSIDE THE FOLDER)
- PROCEDURES FOR NEW APPOINTMENTS AND DOC INFORMATION
- OATH OF OFFICE FORM
- ZOOM VIRTUAL INTERVIEWS

******This is only a sample listing – no documents are attached.**



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL BRIEFING ITEM	
TO:	Mayor and City Council
FROM:	Mike Staffopoulos, City Manager
DATE:	April 8, 2021
SUBJECT:	Phase II Charter Review – Proposed Schedule

BACKGROUND

One of the City Council's primary initiatives is to revise and amend the City Charter. The City Council approved Ordinance No. 2020-8141 making four amendments to the City Charter as Phase I of the initiative. All four Phase I Charter amendments were approved by the electorate on November 3, 2020. The City is now beginning work on Phase II, which will consist of a full Charter review.

The format for a full Charter review was discussed at the February 22, 2021 Council briefing. City Council direction at that briefing was to accept the recommendations of the City's legal consultant on charter issues, Cliff Shepard, Esq. (see attached). Since that briefing, staff has been working with Mr. Shepard to create a schedule of dates and breakout of Charter sections to complete the review before the end of the calendar year. This would allow for a four-month buffer before providing final ballot language to the Supervisor of Elections for incorporation onto the November 2022 ballot.

FINANCIAL IMPACT

The financial impact of this phase of the charter revision process cannot be determined at this time due to the indeterminate amount of time the City's outside legal consultant may spend working on this. The funds will be spent from the following account: 001-01-0102-514-31-531002, and the budget will be amended as part of the mid-year or year-end budget adjustment.

COUNCIL DIRECTION REQUESTED

- Does Council concur with the schedule developed by staff to conduct the review?
- Does Council concur with holding these Charter review meetings virtually?

ATTACHMENTS

- Synopsis of recommended Charter review procedure from the City's outside legal consultant, Cliff Shepard, Esq.
- Proposed Dates for Charter Review Meetings



Memo

To: Jax Beach Mayor and Council Members

From: Cliff Shepard

CC: Chris Ambrosio, Esq.

Re: Charter Review Process – Recommended Procedure

Date: February 2, 2021

I was asked my recommendation of how best to conduct a comprehensive, efficient, and effective review of the Jacksonville Beach charter. Based on having participated in numerous charter reviews as legal counsel, my strong recommendation is as follows:

-)] Keep the charter review process with the members of the City Council (as opposed to forming a separate citizen committee).
-)] Schedule a series of special public meetings limited to the charter review itself (rather than as an add-on to a regular meeting agenda).
-)] Make the agenda for each charter review meeting specific to certain sections of the charter, starting at the beginning, and moving through to the end of the document. That way, every section of the document gets reviewed and both the members and the public know what to expect.
-)] Conduct the meetings like regular meetings by allowing a public comment period at the beginning, before getting into the actual discussion of the charter sections on the agenda for that specific meeting. Once the working portion of the meeting begins (council discussion of the various sections), make sure the discussion stays with the council and does not become an open forum.
-)] Set a time limit for the meetings (2 hours for example) and stick to it.

2300 Maitland Center Parkway, Suite 100, Maitland, FL 32751

T: (407) 622-1772 W: WWW.SHEPARDFIRM.COM

-) Include legal counsel at all meetings (in person or by Zoom) so any suggestions for changes that may be headed down an illegal path can be redirected before they gain traction. In other words, before the community and council members get invested in a change that doesn't pass legal muster.

I have sound reasoning for all these recommendations based on actual experiences which I am happy to discuss but wanted to keep this memo short and to the point. I hope it helps provide some direction.

PROPOSED DATES FOR CHARTER REVIEW MEETINGS

ALL MEETING TIMES ARE AT 5:30 P.M., UNLESS NOTED OTHERWISE

SECTIONS	DAY	DATE	
1 – 3	Thursday	April 22, 2021	
4 – 7	Thursday	May 27, 2021	
8 – 14	Thursday	June 24, 2021	
15 – 18	Thursday	July 22, 2021	
19 – 25	Monday*	July 26, 2021	
26 – 37	Monday*	August 23, 2021	
38 – 45	Thursday	August 26, 2021	
46 – 51	Thursday	September 23, 2021	
52 – 53	Monday*	September 27, 2021	
54 – 59	Monday*	October 25, 2021	
60 – 66	Thursday	October 28, 2021	
Presentation of final ballot, titles, summaries and amendments via ordinance (1 st Reading)	Monday	November 15, 2021	6:00 p.m.
Presentation of final ballot, titles, summaries and amendments via ordinance (2 nd Reading)	Monday	December 5, 2021	6:00 p.m.

*NOTE: Mondays take the place of a normal scheduled council briefing



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL BRIEFING ITEM	
TO:	Mayor and City Council
FROM:	Mike Staffopoulos, City Manager
DATE:	April 2, 2021
SUBJECT:	Florida League of Cities (FLC) Legislative Policy Committee Sign-ups

BACKGROUND

This briefing memo is to see if Councilors have a desire to participate on the FLC Legislative Policy Committees. The FLC has five Committees that set the legislative agenda for the FLC and Florida's 411 municipalities on an annual basis, such as reviewed by Council at the February 22, 2021 Briefing. The Committees are:

- Finance, Taxation & Personnel
- Land Use & Economic Development
- Municipal Administration
- Transportation & Intergovernmental Relations
- Utilities, Natural Resources & Public Works

Each committee is staffed by local elected and appointed officials, and FLC staff. This past year, Councilor Golding and City Manager Staffopoulos served on the Municipal Administration Policy Committee. FLC priorities developed this year were reviewed at the February 23, 2021 Briefing.

An email from the FLC was sent April 1, 2021 requesting signup for Committee participation by May 7, 2021. The email contains committee descriptions and meeting schedules. Councilor Golding expressed interest to continue participation on the Municipal Administration Committee; it is the City Manager's intention to continue on that Committee as well.

FINANCIAL IMPACT

There is no cost to participate on a Committee. Costs incurred would consist of travel costs to and from the meetings, which are held in Orlando.

COUNCIL DIRECTION REQUESTED

- Does Council wish to participate on policy committees?

ATTACHMENTS

- Florida League of Cities Email, April 1, 2021

Mike Staffopoulos

From: Mary Edenfield <medenfield@flcities.com>
Sent: Thursday, April 1, 2021 1:51 PM
Subject: FLC Legislative Policy Committee Sign-Up

The Florida League of Cities' legislative policy committees set the legislative agenda for the League and Florida's 411 municipalities. If you would like to serve on a legislative policy committee for 2021-2022, please click [HERE](#) to sign-up. You will need to have your FLC username and password to register. This is the same information you use to register for a FLC event such as Annual Conference. If you need assistance signing up, please let me know.

If you served on a policy committee this past year, you still need to sign-up again for 2021-2022. **Please complete sign-up by May 7** (*members can only serve on one committee at a time*). Appointment letters will be mailed in mid-May.

Legislative policy committee meetings will be held in the summer due to the 2022 Legislative Session convening on January 11.

Meeting schedule:

- June 11, 2021, from 10:00 a.m. to 3:00 p.m. at the Hyatt Regency Orlando Airport, 9300 Fuqua Blvd, Orlando, FL 32827. If you need a hotel room, please click on the following link to reserve your room under the FLC room block: <https://www.hyatt.com/en-US/group-booking/ORLAN/G-FLCE>. The hotel room block cut-off date is May 20.
- July 16, 2021, from 10:00 a.m. to 3:00 p.m. at the Hyatt Regency Orlando Airport, 9300 Fuqua Blvd, Orlando, FL 32827. If you need a hotel room, please click on the following link to reserve your room under the FLC room block: <https://www.hyatt.com/en-US/group-booking/ORLAN/G-FLCJ>. The hotel room block cut-off date is June 24.
- August 12, 2021 during FLC Annual Conference. The Conference will be held at the Orlando World Center Marriott, 8701 World Center Dr, Orlando, FL 32821.
- Policy committees will meet during FLC Legislative Conference on November 3-5, 2021 at the Embassy Suites Lake Buena Vista South, 4955 Kyns Heath Road, Kissimmee, FL 34746.

Committee descriptions:

Below are the five legislative policy committees and their subject areas. Please keep in mind that due to state sunshine laws, multiple elected officials from the same city cannot serve on the same policy committee.

- Finance, Taxation & Personnel Committee: general finance and tax issues, Home Rule revenues, infrastructure funding, insurance, local option revenues, pension issues, personnel and collective bargaining issues, revenue sharing, tax and budget reform, telecommunications and workers' compensation (contact [Amber Hughes](#) for additional information on this committee)
- Land Use & Economic Development Committee: community redevelopment, economic development, growth management and land use planning issues, annexation, eminent domain, tort liability and property rights (contact [David Cruz](#) for additional information on this committee)
- Municipal Administration Committee: building and fire safety codes, code enforcement, elections, emergency management, gaming, homeland security, public meetings, public property management, public records, public safety, and procurement, as well as charter counties and special districts (contact [Tara Taggart](#) for additional information on this committee)
- Transportation & Intergovernmental Relations Committee: transportation and highway safety, as well as aviation, affordable housing (and homelessness), billboards, building codes, charter schools, rights-of-way and veterans affairs (contact [Jeff Branch](#) for additional information on this committee)
- Utilities, Natural Resources & Public Works Committee: coastal management, energy, environmental and wetlands permitting, hazardous and toxic wastes, recycling, solid waste collection and disposal, stormwater, wastewater treatment and reuse, water management, water quality and quantity (contact [Rebecca O'Hara](#) for additional information on this committee)

If you have any questions regarding policy committee sign-up, please let me know.

Mary Edenfield

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