



City of Jacksonville Beach

Regular Meeting Agenda

11 North Third Street
Jacksonville Beach, Florida

Board of Adjustment

Tuesday, March 18, 2025

6:00 PM

Council Chambers

MEMORANDUM TO:

Members of the City of Jacksonville Beach Board of Adjustment

The following Agenda of Business has been prepared for consideration and action at a Regular Meeting of the Board of Adjustment:

CALL TO ORDER

ROLL CALL

Owen Curley (Chairperson), Jeff Truhlar (Vice-Chairperson), Matt Metz, John Moreland, Jennifer Williams

Alternates: Douglas Dell, Laura Tierney

APPROVAL OF MINUTES

A. Minutes for February 4, 2025

CORRESPONDENCE

OLD BUSINESS

A. **Case Number(s): BOA#24-100073**

Applicant: Maria & James Doran

Agent: Alesch Contracting Inc.

Owner: Doran Family Trust

Property Address: 202 33rd Ave S

Parcel ID: 180626-0000

Legal Description: Lot 10, Block 19, *Atlantic shores Unit 1*

Current Zoning: RS-1

Motion to **Section(s):** 34-336(e)(1)(c)(2), for an easterly corner side yard setback of 5 feet in lieu of 10 feet minimum for the primary structure, and an easterly corner side yard of zero (0) feet in lieu of 10 feet minimum for the **patio only**, for construction of a

Consider: new single family home, located at **property addressed** 202 33rd Ave S, **RE#** 180626-0000, **legally described as** Lot 10, Block 19, *Atlantic shores Unit 1*

NEW BUSINESS

PLANNING DEPARTMENT REPORT

A. Review of Draft Bylaws

COURTESY OF THE FLOOR TO VISITORS

ADJOURNMENT

NOTICE

If you are a person with a disability who needs an accommodation to participate in a meeting, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator by phone 904-712-6297 or submit an [Accommodation Request](#) to the ADA Coordinator as far in advance of the meeting as possible; preferably 7 days but no less than 2 business days, before the meeting. If you are hearing or voice impaired, please call Florida Relay at 711 for assistance.

In accordance with Section 286.0114, Florida Statutes, any member of the public may attend a public hearing and can be heard on any matter presented before the Agency. Anyone who wishes to provide live public comment should complete a "Speaker Request Card" and submit it to the recording secretary prior to the beginning of the meeting. These forms are available at the entrance of the City Council Chambers for your convenience. Speakers will be called to address the Agency when specified items are under consideration and will be limited to a maximum of three minutes or less, at the discretion of the presiding officer.

Alternatively, written public comment may be submitted in advance and must include the following: (1) First Name; (2) Last Name; (3) Address; (4) Public Hearing Date; (5) Specific Agenda Item(s); and (6) Comments. Written public comments may be submitted by one of the following options: (1) Email to the Agency Administrator at planning@jaxbchfl.net; (2) Postal mail to Community Redevelopment Agency Administrator - Public Comment, 11 3rd Street North, Jacksonville Beach, FL 32250; or (3) Drop off in-person to Planning and Development at City Hall. Written comments that include all required information and are received 24 hours in advance of the meeting will be made part of the record. All comments received are public record.

In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person 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 to be based.

cc: City Manager; City Attorney

**Minutes of Board of Adjustment Meeting
held Tuesday, February 4, 2025, at 6:00 P.M.
in the Council Chambers, 11 North 3rd Street,
Jacksonville Beach, Florida**



CALL TO ORDER:

Chairperson Curley called the meeting to order at 6:01 P.M.

ROLL CALL:

Chairperson: Owen Curley
Vice-Chairperson: Jeff Truhlar (absent)
Board Members: John Moreland Jennifer Williams Matt Metz
Alternates: Laura Tierney (absent) Douglas Dell

Planner Danevsky Joseph and Operations Support Specialist II Lauren Loria were also present.

APPROVAL OF MINUTES:

Motion: It was moved by Ms. Williams, seconded by Mr. Metz, and passed unanimously to approve the following minutes:

- Minutes for December 17, 2024 Meeting
- Minutes for January 7, 2025 Meeting

CORRESPONDENCE: None

OLD BUSINESS:

A. Case Number: **BOA#24-100089**
Applicant/Owner: Salt Air Homes Inc
Agent: Oliver J Kraut
Property Address: 419 5th Ave N (Lot 10)
Parcel ID: 174203-0000

City of Jacksonville Beach Land Development Code Section(s): 34-338(e)(1)(f), for 43% lot coverage in lieu of 35% for construction of a single-family dwelling, located at property addressed 419 5th Ave N, RE# 174203-0000, legally described as Lot 10, Block 65, Pablo Beach North.

Ex-Parte Communication:

No Board members had ex-parte communication on this item.

Agent: Oliver Kraut, 226 Tallwood Road, Jacksonville Beach, stated the hardship was a non-conforming lot.

A discussion ensued about the lot size, lot width, and setbacks.

Public Hearing:

No one came forward to speak. Mr. Curley closed the public hearing.

Motion: It was moved by Ms. Williams, seconded by Mr. Moreland, to approve BOA#24-100089 based on the standards for a variance outlined in Section 34-286 of the Land Development Code.

Discussion: A discussion ensued about the lot coverage.

Roll Call Vote: Ayes – John Moreland, Jennifer Williams, Douglas Dell, and Owen Curley
Nays – Matt Metz

The motion passed 4-1.

B. Case Number: BOA#24-100090
Applicant/Owner: Salt Air Homes Inc
Agent: Oliver J Kraut
Property Address: 419 5th Ave N (Lot 9)
Parcel ID: 174203-0000

City of Jacksonville Beach Land Development Code Section(s): 34-338(e)(1)(f), for 43% lot coverage in lieu of 35% for construction of a single-family dwelling, located at property addressed 419 5th Ave N, RE# 174203-0000, legally described as Lot 9, Block 65, Pablo Beach North.

Ex-Parte Communication:

No Board members had ex-parte communication on this item.

Agent: Oliver Kraut, 226 Tallwood Road, Jacksonville Beach, stated the hardship was a non-conforming lot.

Public Hearing:

The following spoke about the variance:

- Bruce Wouters, 126 12th Avenue South, Jacksonville Beach

Mr. Curley closed the public hearing.

Motion: It was moved by Ms. Williams, seconded by Mr. Moreland, to approve BOA#24-100090 based on the standards for a variance outlined in Section 34-286 of the Land Development Code.

Discussion: A discussion ensued about the Land Development Code (LDC) criteria.

Roll Call Vote: Ayes – Jennifer Williams, John Moreland, Douglas Dell, and Owen Curley
Nays – Matt Metz

The motion passed 4-1.

NEW BUSINESS:

A. Case Number: BOA#24-100087
Applicant: Greg Barnett
Agent: Scott Rae
Owner: Nick Stam
Property Address: 27 32nd Ave S (Proposed Lot A)
Parcel ID: 181527-0000

City of Jacksonville Beach Land Development Code Section(s): 34-336(e)(1)(c)(1), for front yard setback of 20 feet in lieu of 25 feet minimum, 34-336(e)(1)(c)(3), for a rear yard setback of 20 feet in lieu of 30 feet minimum, 34-336(e)(1)(e) for 50% lot coverage in lieu of 35% maximum for construction of a single family dwelling, located at property addressed 27 32nd Ave S (Proposed Lot A), RE# 181527-0000, legally described as Lot 5,6, and Easterly 37.5 feet of Lot 7, Block 3, Atlantic Shores, Ocean Front Section-Division B.

Ex-Parte Communication:

No Board members had ex-parte communication on this item.

Applicant: Greg Barnett, 1280 Plantation Oaks Drive, Jacksonville Beach, stated the hardship was a non-conforming lot.

A discussion ensued about the lot coverage, pavers, flooding, and variance criteria.

Public Hearing:

The following spoke in opposition to the variance:

- Chuck Horn, 3115 1st Street South, Jacksonville Beach. Mr. Horn provided photos to the Board.
- Simon and Janette Rhodes, 28 31st Avenue South, Jacksonville Beach
- Kathleen Lewis, 24 31st Avenue South, Jacksonville Beach. Ms. Lewis provided a site plan to the Board.
- Ralph Badanowski, 3201 Ocean Drive South, Jacksonville Beach. Mr. Badanowski also read a letter from his neighbor in opposition to the variance.

The following submitted a speaker card in opposition to the variance but did not wish to speak:

- Carla Lewis, 3105 1st Street South, Jacksonville Beach
- Norma Badanowski 3201 Ocean Drive South, Jacksonville Beach
- Ken Lewis, 3105 1st Street South, Jacksonville Beach

Mr. Barnett addressed concerns expressed during the public hearing.

Mr. Curley closed the public hearing.

Motion: It was moved by Ms. Williams, seconded by Mr. Moreland, to approve BOA#24-100087 based on the standards for a variance outlined in Section 34-286 of the Land Development Code.

Discussion: A discussion ensued about the minimum lot coverage.

Roll Call Vote: Nays – Jennifer Williams, Matt Metz, John Moreland, Douglas Dell, and Owen Curley

The motion failed unanimously.

B. Case Number: **BOA#24-100088**
Applicant: Greg Barnett
Agent: Scott Rae
Owner: Nick Stam
Property Address: 27 32nd Ave S (Proposed Lot B)
Parcel ID: 181527-0000

City of Jacksonville Beach Land Development Code Section(s): 34-336(e)(1)(e), for 50% lot coverage in lieu of 35% maximum for construction of a single-family dwelling, located at property addressed 27 32nd Ave S (Proposed Lot B), RE# 181527-0000, legally described as Lot 5,6, and Easterly 37.5 feet of Lot 7, Block 3, Atlantic Shores, Ocean Front Section-Division B.

Case BOA#24-100088 was deferred.

PLANNING DEPARTMENT REPORT:

The February 19, 2025, meeting was canceled. An LDC workshop would be held on February 20, 2025. The first reading of the LDC would be held on March 3, 2025.

COURTESY OF THE FLOOR TO VISITORS: None

ADJOURNMENT:

There being no further business, the meeting adjourned at 6:51 P.M.

Submitted by: Lauren Loria
Operations Support Specialist II

These minutes were reviewed by Planning & Development.

Approval:

Chairperson

Date

BOARD OF ADJUSTMENT AGENDA ITEM	
TO:	Board of Adjustment Members
FROM:	Department of Planning & Development
DATE:	03/04/2025
SUBJECT:	BOA #24-100073 Staff Report

The following information is provided for your consideration for the following agenda item for the upcoming Tuesday, March 18, 2025 Board of Adjustment Meeting.

BOA #24-100073

ZONING: RS-1
 RE NO.: 180626-0000
 LEGAL: Lot 10, Block 19, *Atlantic shores Unit 1*
 ADDRESS: 202 33rd Ave S

REQUEST:

Section(s): 34-336(e)(1)(c)(2), for an easterly corner side yard setback of 5 feet in lieu of 10 feet minimum for the primary structure, and an easterly corner side yard of zero (0) feet in lieu of 10 feet minimum for the **patio only**, for construction of a new single family home, located at **property addressed** 202 33rd Ave S, **RE#** 180626-0000, **legally described as** Lot 10, Block 19, *Atlantic Shores Unit 1*.

EXISTING CONDITIONS:

The subject property is a platted lot of record, (circa 1930) located in the Low Density Residential future land use category. The property is currently zoned Residential, single-family: RS-1. The subject parcel is approximately 50 feet in width and 125 feet in depth with a total area of 6,250 square feet. The subject parcel is currently occupied by a two-story single-family dwelling, concrete driveway/walkway, a paver porch, paver stepping stones, and pavers. The subject parcel's single-family structure was constructed in 1979 and the applicant is proposing demolishing the current structure and building a new structure.

The property has many current non-conformities and the developer plans on resolving some with the new proposed dwelling. The front yard setback is currently non-conforming at 20 feet in lieu of the 25 feet minimum, the rear yard set back is currently 23 feet in lieu of the 30 feet minimum, the side yard setbacks are also non-conforming, and the lot coverage is currently at 40.24% in lieu of the 35% maximum. During our December 17th meeting, the applicant requested a variance for 55% lot coverage in lieu of 35% maximum, for a front yard setback of 20 feet in lieu of 25 feet minimum, for a westerly side yard setback of 5 feet in lieu of 10 feet minimum, and for a rear yard setback of 23 feet in lieu of 30 feet minimum. The Board amended and approved the request based on the applicant's ability to provide sufficient evidence to meet all the standards as follows, for 48% lot coverage in lieu of 35% maximum, for a front yard setback of 20 feet in lieu of 25 feet minimum, for a westerly side yard setback of 10 & easterly side yard setback of 5 feet in lieu of 10 feet minimum, for a rear yard setback of 23 feet in lieu of 30 feet minimum. The board members did not have the power to change

the original request. The board switched the two side setbacks which resulted in the proposed new dwelling being on an existing easement on which they can not construct on.

The subject property is non-conforming in width and total lot area. In the RS-1 zoning district, the minimum dimensional requirement is 90 feet in width and a total lot area of 10,000 square feet. The applicant is asking for a variance for an easterly corner side yard setback of 5 feet in lieu of 10 feet minimum for the primary structure, and an easterly corner side yard of zero (0) feet in lieu of 10 feet minimum for the patio only, for construction of a new single-family home. The new home will be consistent with the current footprint of the home. Other properties in this area have been granted similar variances to increase lot coverage and encroach on setbacks to accommodate new construction. There is a hardship justified by having a nonconforming lot in width and area. Staff would recommend that the application be approved, as this is the minimum variance that will make possible the reasonable use of the parcel of land, building and structure.

No active code cases.

STAFF ANALYSIS:

The subject property was developed in 1979 as a two-story single-family dwelling, which will be demolished. The applicant plans on constructing a 2,870 square foot home. The subject property is substandard in width and total lot area. It measures 50 feet in width rather than the 90 feet minimum requirement in the RS-1 zoning district, and is also non-conforming in size at only 6,250 square feet. Due to the substandard size of the lot, developing the new single-family dwelling will increase lot coverage. The subject property was platted in 1930 which predates the existing LDC. The nonconforming lot is not the fault of the applicant and not allowing more lot coverage and encroachment on setbacks would deprive the applicant of rights and privileges, as most of the lots in this neighborhood are undersized and have been granted similar a variance. There is a hardship justified by the lot of record being a non-conforming lot in total lot area and width. Staff would recommend that the application be approved, as all current setbacks will now meet standard regulations and the lot coverage will be reduced.

MINIMUM DIMENSIONAL STANDARDS:

- Minimum lot area: Ten thousand (10,000) square feet.
- Minimum lot width: Ninety (90) feet at the building line and a minimum of thirty-five (35) feet at the street.
- Minimum yards:
 - o Front yard: Twenty-five (25) feet.
 - o Side yard: Ten (10) feet on each side except when the lot is a corner lot. For a corner lot, the side yard on the corner shall be twenty (20) percent of the lot width or ten (10) feet, whichever is greater, except the side yard is never required to exceed twenty (20) feet.
 - o Rear yard: Thirty (30) feet.
- Floor area: A single family dwelling unit shall contain a minimum of one thousand six hundred (1,600) square feet of conditioned living area and a one (1) car garage. The garage shall not be included as part of the single family dwelling unit's minimum square footage.
- Maximum lot coverage: Thirty-five (35) percent.
- Accessory structures: All accessory structures shall be located a minimum of five (5) feet from any property line or principal or accessory structures.

REVIEW OF CRITERIA:

1. Special conditions and circumstances exist which are peculiar to the parcel of land, building, or structure which are not applicable to other parcels of land, structures, or buildings in the same zoning district.

Staff **does** find that there are circumstances unique to the subject parcel of land. The subject property is substandard in total lot area and width. The RS-1 requirement is 90 feet in width and a total lot area of 10,000 square feet. This property has a total lot area of 6,250 square feet.

2. Special circumstances and conditions do not result from the actions of the applicant.

Staff **does not** find that circumstances are a result of the applicant. The property was platted in 1930, and was never designed to accommodate the modern LDC requirements. The applicant purchased the property in its current state.

3. Granting the variance will not confer upon the applicant any special privilege denied by the comprehensive plan and this Code to other parcels of land, buildings, or structures in the same zoning district.

Staff **finds** that the proposed variance will not confer special privileges. Throughout this neighborhood, there are many nonconforming properties and many have been granted similar variances.

4. Literal interpretation and enforcement of the terms and provisions of this Code would deprive the applicant of rights commonly enjoyed by other parcels of land in the same zoning district, and would cause an unnecessary and undue hardship.

Staff **does** find that literal interpretation of the code would deprive the applicant of rights and privileges. Without relief from the LDC requirements, the applicant cannot develop the property within the dimensional standards without exceeding the 35% maximum lot coverage and encroaching on setbacks. Due to the undersized lot, relief is needed to build the proposed single-family home.

5. Grant of variance is the minimum variance that will make possible the reasonable use of the parcel of land, building, or structure.

Staff **does** find that the requested variances are the minimum variance needed to accommodate a new single-family home. The variance requested is for an easterly corner side yard setback of 5 feet in lieu of 10 feet minimum for the primary structure, and an easterly corner side yard of zero (0) feet in lieu of 10 feet minimum for the patio only.

6. Grant of variance will be generally consistent with the purposes, goals, objectives, and policies of the comprehensive plan and this Code and will not adversely affect adjacent land.

Staff **does** find that the request is consistent with the comprehensive plan. The applicant is not requesting any deviations from the established future land use designation policies, and it is consistent with the Visions, Intents, and Strategies of the adopted 2050 Comprehensive Plan.

STAFF RECOMMENDATION:

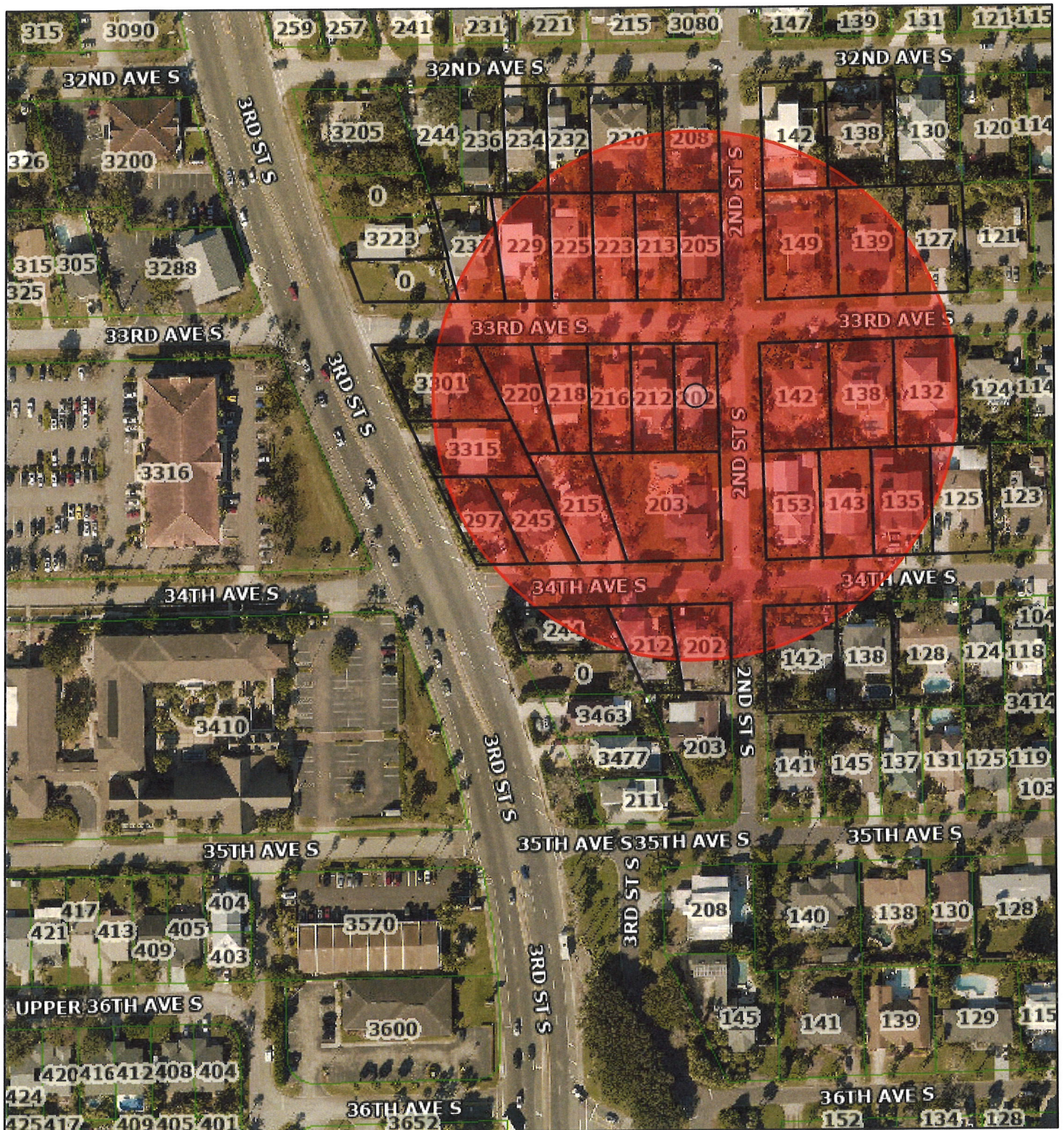
Per Section 34-282 of the Land Development Code; based on the provided application and analysis stated in this report, The Planning and Development Department recommends **Approval of BOA#24-100073**

ATTACHMENTS:



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

1. 24-100073pics
2. 24-100073

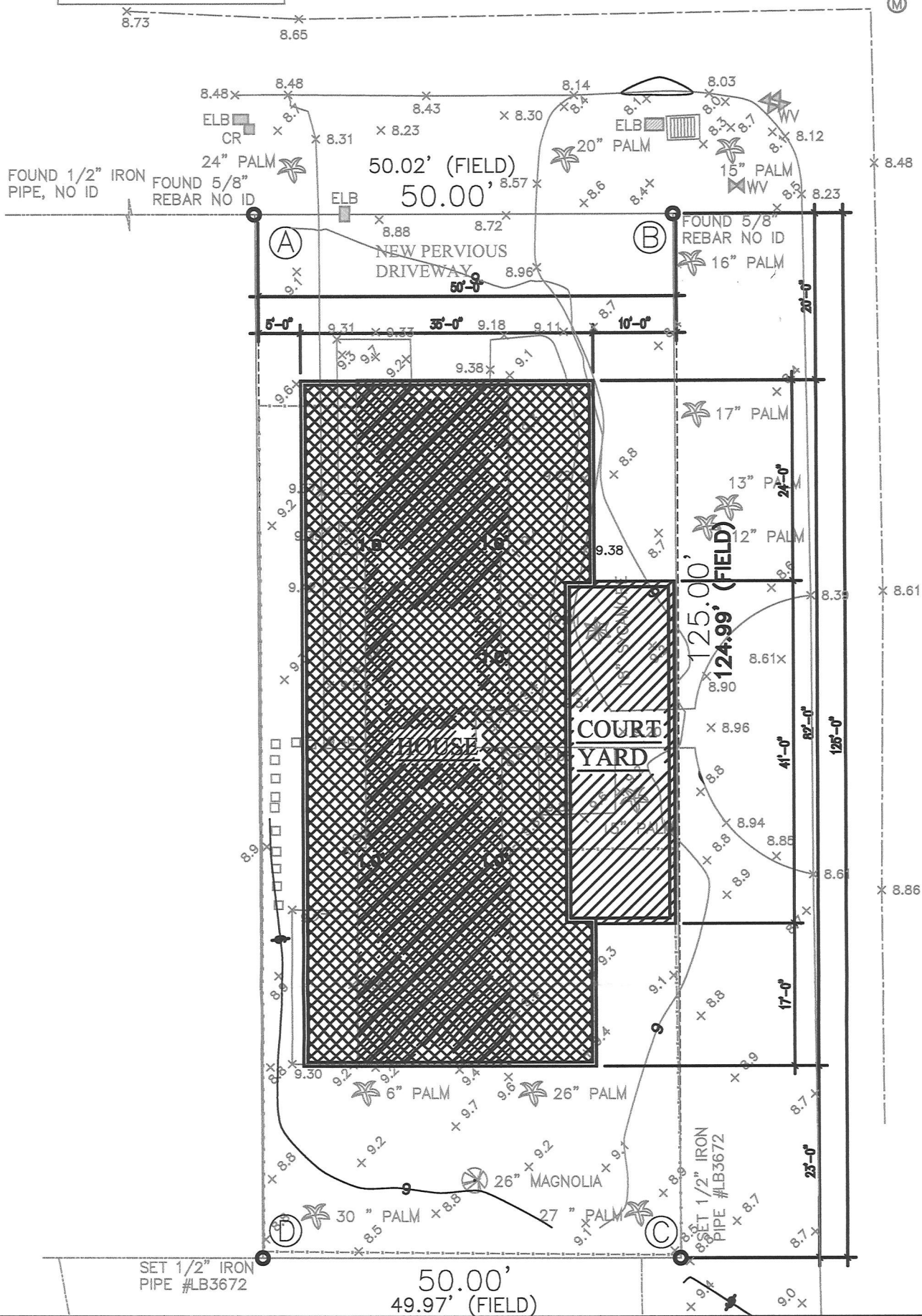


October 30, 2024

 Parcels

1:2,257

BENCH MARK: SET MAG
NAIL & DISK, LB3672
IN EDGE OF PAVEMENT
ELEVATION = 8.52'
(NAVD 1988 DATUM)



(EXISTING RESIDENCE TO BE
DEMOLISHED)

PROPOSED FOOTPRINT
EXISTING FOOTPRINT
DARKENED UNDERNEATH
 PROPOSED COURTYARD

LOT COVERAGE: EXISTING

LOT COVERAGE: PROPOSED

TOTAL LOT AREA	=	6,250 Sq.ft.	NO CHANGE
RESIDENCE	=	1,420 Sq.ft.	2750 SF
CONCRETE DRIVE	=	434 Sq.ft.	0 SF
CONCRETE WALK	=	424 Sq.ft.	0 SF
PAVERS	=	72 Sq.ft.	0 SF
PAVER PORCH	=	144 Sq.ft.	240 SF
PAVER STEP STONES	=	12 Sq.ft.	0 SF
A/C PAD	=	9 Sq.ft.	10 SF
TOTAL IMPERVIOUS AREA	=	2,515 Sq.ft.	3000 SF
TOTAL LOT COVERAGE	=	40.24%	48%

ZONING

SET BACKS

RS- 1	EXISTING	REQUIRED	PROPOSED
FRONT YARD	20'	25'	20' (MAINTAIN EXISTING)- APPROVED 12.17.24
SIDE YARD (EAST)	19'-10"	20'	10'
SIDE YARD (WEST)	11'-6"	10'	5'
REAR YARD	23'	30'	23' (MAINTAIN EXISTING)- APPROVED 12.17.24

THE DORAN RESIDENCE

202 33rd Avenue South

Jax Beach, FL 32250 LOT 10, Block 19 Atlantic Shores Unit 1

POC: Ted Alesch 904.613.6517

ALESCH CONTRACTING, INC



GCG1516238

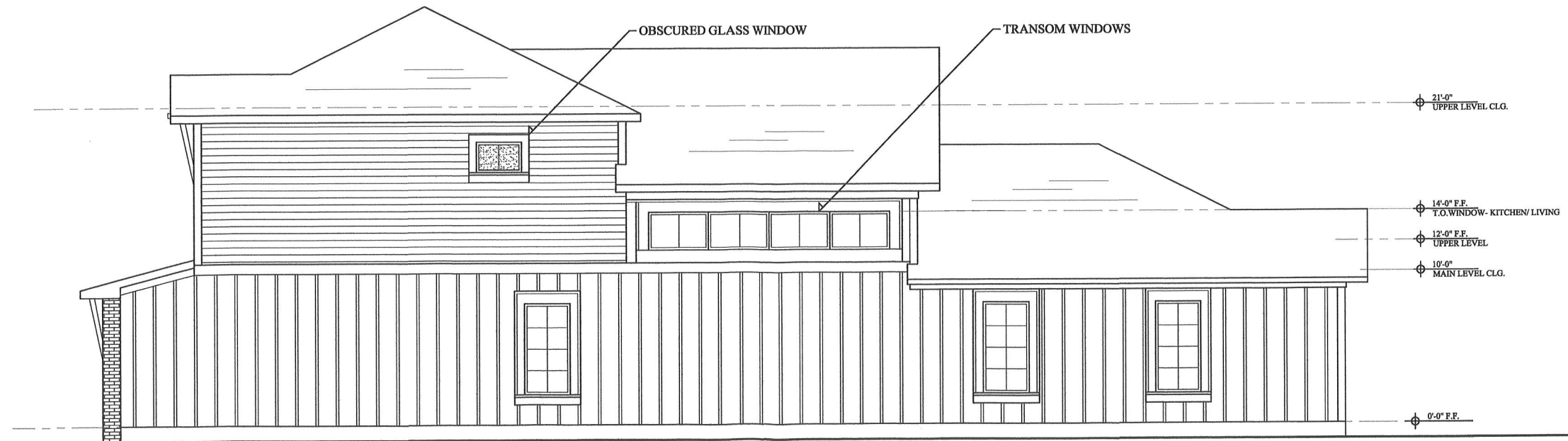
1946 BEACHSIDE COURT
ATLANTIC BEACH, FLORIDA 32233
T: (904) 613 6517
E: TED @ALESCH.COM

DATE: 01/07/2024

SCALE: 1/16" = 1'-0"

DRAWN BY: SD

CHECKED BY: TA



WEST ELEVATION

DORAN RESIDENCE

202 33RD AVENUE SOUTH, JAX BEACH

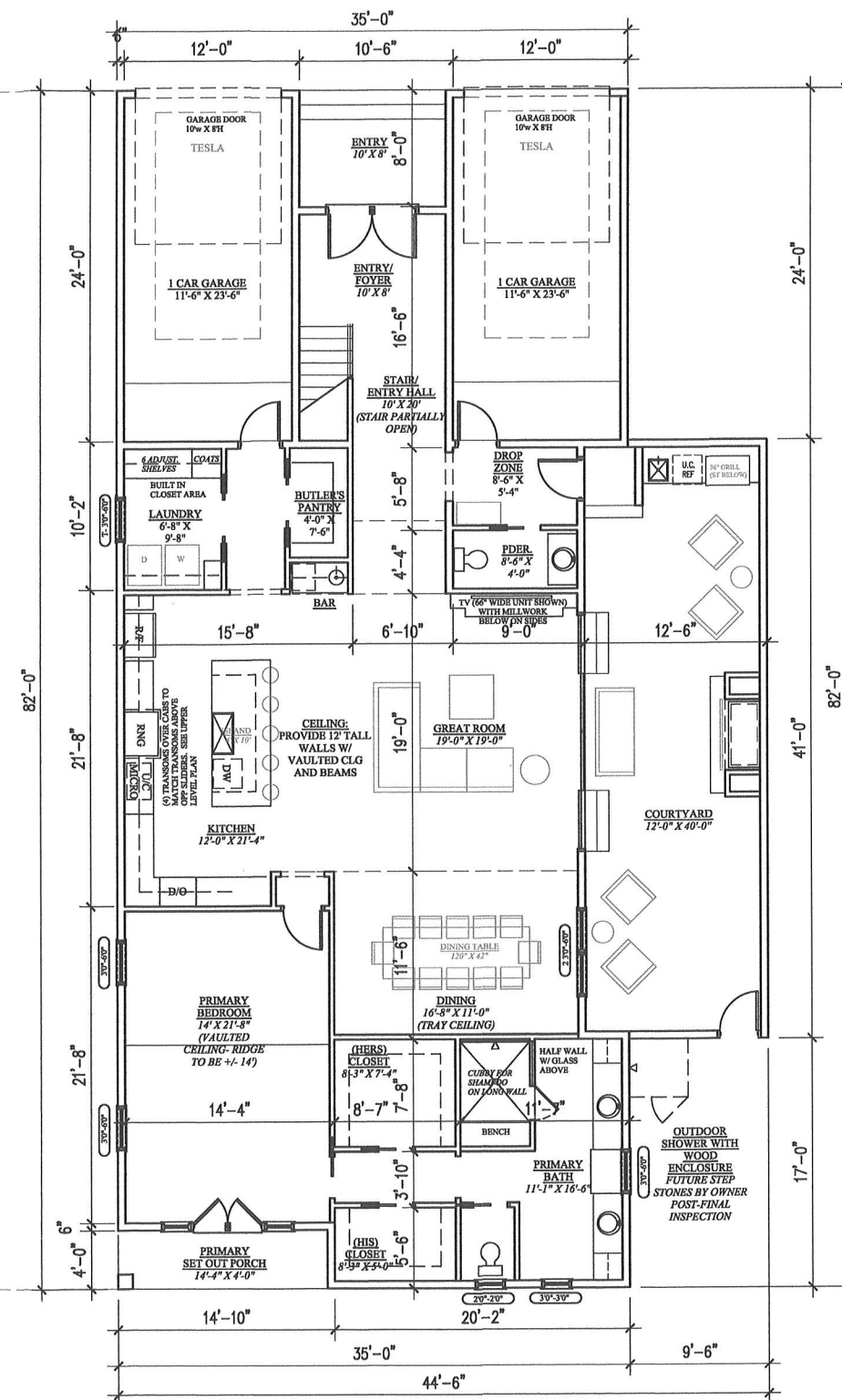
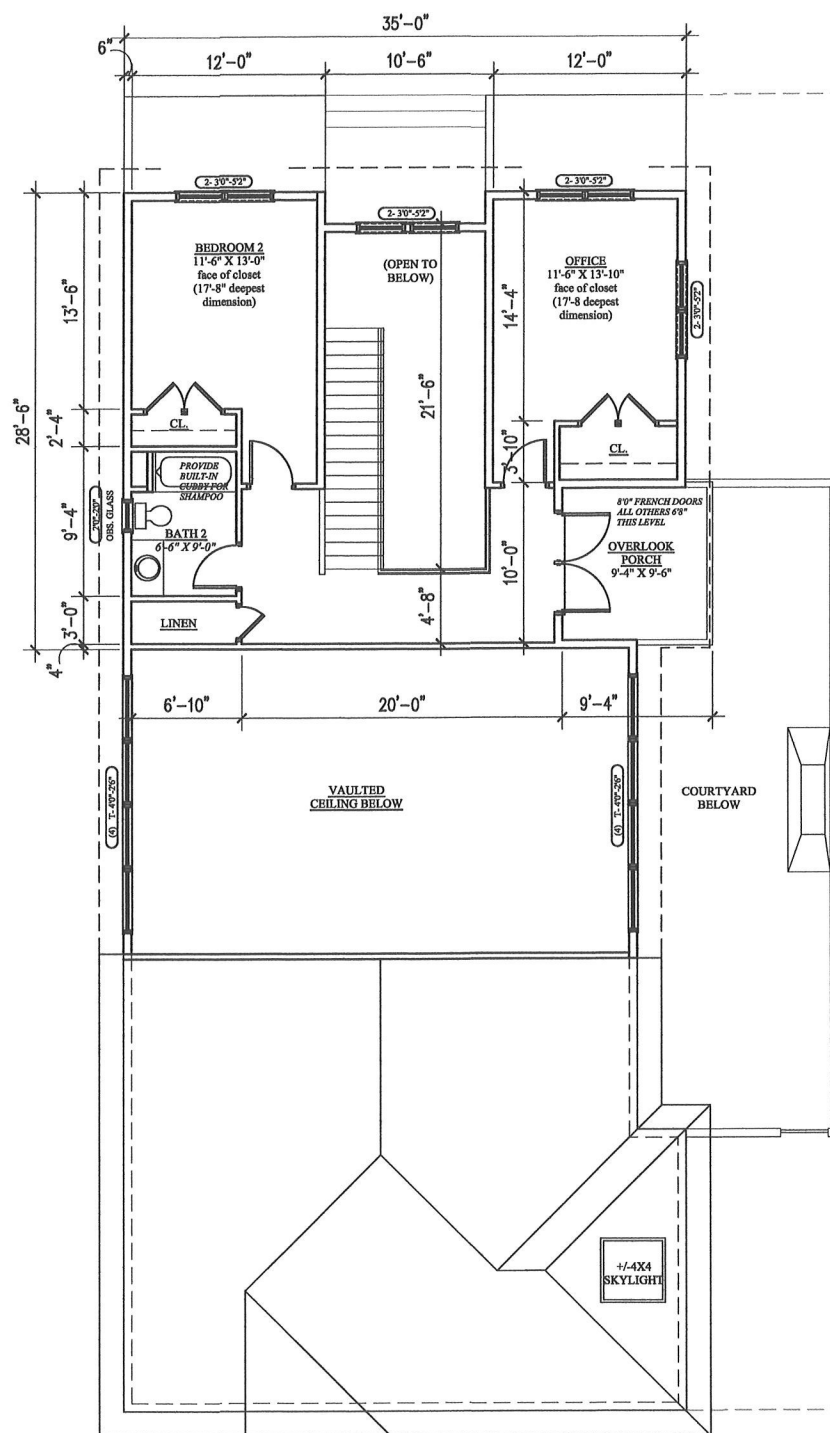
PROPOSED ELEVATIONS
 scale: 1/4" = 1'-0" date: 01.07.2025

ALESCH CONTRACTING, INC



GCG1516238

368 OSCEOLA AVE.
 JAX BEACH, FLORIDA 32250
 T: (904) 613 6517
 E: TED @ALESCH.COM



SF. CALCULATIONS	
MAIN LEVEL CONDITIONED:	2015 SF
MAIN LEVEL ENTRY:	80 SF
GARAGES	600 SF
MAIN LEVEL BACK PORCH	55 SF
UPPER LEVEL:	700 SF
UPPER LEVEL PORCH:	100 SF
TOTAL UNDER ROOF:	3550 SF.

COURTYARD: 480 SF.
(STAIR AND DOUBLE HEIGHT SPACES COUNTED
ON MAIN LEVEL ONLY)

DORAN RESIDENCE

202 33RD AVENUE SOUTH, JAX BEACH

PROPOSED FLOOR PLANS- OPTION 4 (DIMS)- REV 1
scale: 3/16" = 1'-0" date:01.07.2025

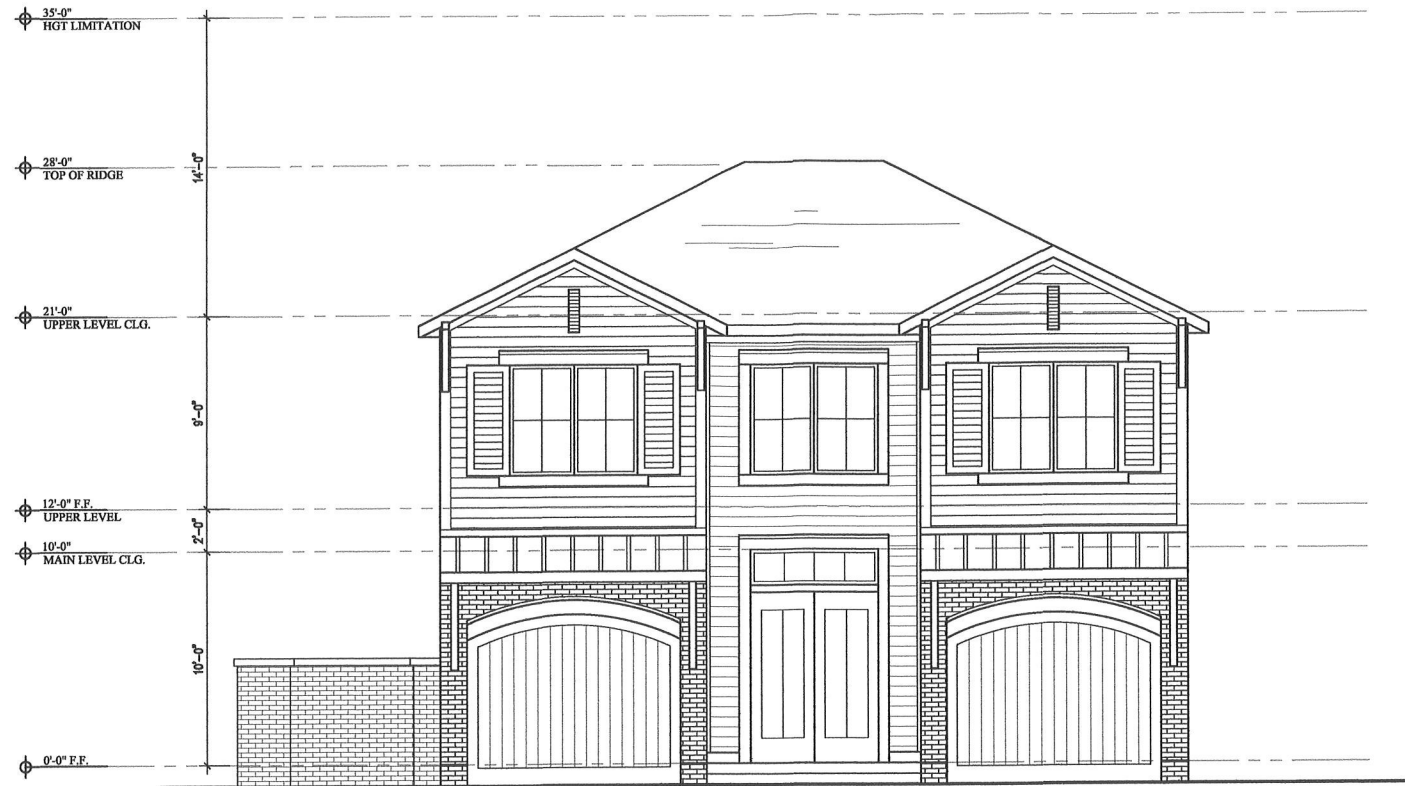
scale: $3/16" = 1'-0"$ date: 01.07.2025

ALESCH CONTRACTING, INC

GCG1516238



368 OSCEOLA AVE.
JAX BEACH, FLORIDA 32250
T: (904) 813 8517
E: TED@ALESCH.COM



NORTH ELEVATION



EAST ELEVATION

DORAN RESIDENCE

202 33RD AVENUE SOUTH, JAX BEACH

PROPOSED ELEVATIONS
scale: 1/4" = 1'-0" date: 01.07.2025

ALESCH CONTRACTING, INC



GCG1516238

368 OSCEOLA AVE.
JAX BEACH, FLORIDA 32250
T: (904) 613 6517
E: TED @ALESCH.COM



APPLICATION FOR VARIANCE

BOA NO. _____

HEARING DATE _____

This form is intended for submittal, along with the required documents, for all requests for variances from the requirements of the City of Jacksonville Beach Land Development Code, Article 6, Section 6.6 Variances. The Planning and Development Director will evaluate an application for a variance for sufficiency within five (5) days of receipt. If the application is found to be complete, the Jacksonville Beach Board of Adjustment at their earliest meeting following appropriate public notice of the request will schedule it for review, public hearing and a decision.

REQUIRED DOCUMENTATION

1. Accurate, to-scale boundary survey prepared by a registered land surveyor that shows the location of all existing improvements.
2. Survey, plat or new site plan showing all proposed additions and/or improvements added to the drawing, to scale (on 11" x 17" paper or smaller).
3. Proof of ownership (copy of deed or current property tax notification).
4. Copy of any previous variance and/or conditional use approval letters.
5. If applicant is not owner, notarized written authorization from owner is required.
6. Non-refundable processing fee of \$500.00 (due at the time of application submittal).
7. Completed application.

APPLICANT INFORMATION

Applicant Name:	Maria & James Doran	Telephone:	561-568-0991
Mailing Address:	1063 SW 132RD ST NEWBERRY, FL 32669	E-Mail:	doran.chris84@gmail.com
Agent Name:	Alesch Contracting, Inc.	Telephone:	904-569-8924
Mailing Address:	368 Osceola Ave Jacksonville Beach, FL 32250	E-Mail:	ted@alesch.com
Landowner Name:	Doran Family Trust	Telephone:	561-568-0991
Mailing Address:	1063 SW 132RD ST NEWBERRY, FL 32669	E-Mail:	doran.chris84@gmail.com

Please provide the name, address and telephone number for any other land use, environmental, engineering architectural, economic or other professionals assisting in the application on a separate sheet of paper.

VARIANCE DATA

Street address of property and Real Estate Number: 202 33rd Ave S Jacksonville Beach, FL 32250. RE # 180626-0000

Legal description of property (Attach copy of deed): L 10 B 19 ATLANTIC SHORES U 1 PLAT BOOK 14 PLAT PAGE 40

Description of requested variance (example: front yard setback of 17ft in lieu of 20ft, lot coverage, reduce required off-street parking spaces, etc.) (Attach a separate sheet if necessary).

See variance site plan submitted

AFFIDAVIT

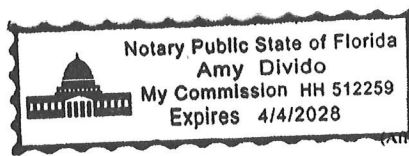
I, James Christopher Doran, being first duly sworn, attest that I am applying for a variance pursuant to Article 6, Section 6.6 of the Jacksonville Beach Land Development Code for the property described above; that all answers to questions in this application, the submitted boundary survey and other supplementary documents attached to and made part of this application are true and accurate to the best of my knowledge and belief. Furthermore, I understand that failure to submit accurate information as requested above may be grounds for denial of my request and/or subsequent building permit applications.

James Christopher Doran JAMES CHRISTOPHER DORAN 1/7/25
APPLICANT SIGNATURE PRINT APPLICANT NAME DATE

STATE OF FLORIDA, COUNTY OF DUVAL:

This instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 7th day of January, 2025, by James Doran, who is personally known to me or produced _____ as identification.

Amy Divido
NOTARY PUBLIC SIGNATURE
Amy Divido
PRINT NOTARY NAME



(Affix Notary Seal Above)

THIS BOX FOR OFFICE USE ONLY, GO TO NEXT PAGE

CURRENT ZONING CLASSIFICATION: _____ FLOOD ZONE: _____

CODE SECTION (S): _____

VARIANCE APPLICATION STANDARDS AND CONDITIONS

BOA No. _____

Section 34-281 Purpose. Variances are deviations from the terms of the LDC, which would not be contrary to the public interest when owing to special circumstances or conditions; the literal enforcement of the provisions of the LDC would result in undue and unnecessary hardship.

Section 34-286. Standards applicable to all variances. In order to authorize any variance from the terms of this code, the Board of Adjustment must find that the following criteria have been met. To assist the Board in making this finding, please complete the blanks on the form below.

Standard	Applies? Yes/No	Circumstances/ Explanation
Special conditions and circumstances exist which are peculiar to the parcel of land building or structure, which are not applicable to other parcels of land, structures or buildings in the same zoning district.	Yes	The lot is zoned RS-1 which requires 10,000 sf while the existing lot is only 6,250 sf.
Special circumstances and conditions do not result from the actions of the applicant.	Yes	The previously proposed lot coverage of 48% has been approved per 12.17.24 meeting.
Granting the variance will not confer upon the applicant any special privileges denied by the comprehensive plan and this code to other parcels of land, buildings, or structures, in the same zoning district.	Yes	Granting this variance will not impact other parcels, buildings or structures in the same zoning district.
Literal interpretation and enforcement of the terms and provisions of this code would deprive the applicant of rights commonly enjoyed by other parcels of land in the same zoning district, and would work an unnecessary hardship.	Yes	The set backs and lot coverage on this smaller lot produce a footprint that does not allow for a reasonable design.
Grant of variance is the minimum variance that will make possible the reasonable use of the parcel of land, building or structure.	Yes	The proposed variance is the minimum that would allow for a reasonable design.
Grant of variance will be generally consistent with the purposes, goals, objectives, and policies of the comprehensive plan and this Code and will not adversely affect adjacent land.	Yes	This variance is generally consistent with the comprehensive plans and will not adversely affect adjacent land.

THIS INSTRUMENT PREPARED BY AND RETURN TO:

A. Scott Toney, Esquire
925 NW 56th Terrace, Suite B
Gainesville, Florida 32605
Property Appraisers Parcel Identification (Folio) Number 180626-0000

SPACE ABOVE THIS LINE FOR RECORDING DATA

WARRANTY DEED

THIS WARRANTY DEED, executed this 13th day of February, 2023, **JAMES CHRISTOPHER DORAN**, and **MARIA DEL PILAR DORAN**, husband and wife, Grantor, to **JAMES CHRISTOPHER DORAN**, and **MARIA DEL PILAR DORAN**, as Trustees of the **DORAN FAMILY TRUST** under Agreement dated April 19, 2010 with full power and authority to protect, conserve and to sell, or to lease or to encumber, or otherwise to manage and dispose of the real property described herein, and whose post office address is 1063 SW 132nd Street, Newberry, FL 32669, Grantee,

WITNESSETH, That the Grantor(s) for and in consideration of the sum of TEN AND NO/100 (\$10.00) DOLLARS and other valuable consideration, receipt whereof is hereby acknowledged, hereby grant, bargain, sell, alien, remise, release, convey and confirm unto the Grantee(s), all that certain land situate, lying and being in the County of Duval, State of Florida, to-wit:

Lot 10, Block 19, Atlantic Shores Unit 1, according to the plat thereof, recorded in Plat Book 14, Page 40, of the current Public Records of Duval County, Florida,

NOTE TO PROPERTY APPRAISER:

The land described herein is not the homestead of the Grantor, and neither the Grantor nor the Grantor's spouse, nor anyone for whose support the Grantor is responsible, resides on or adjacent to said land.

SUBJECT TO: Taxes and assessments for the current year and all subsequent years.

SUBJECT TO: Conditions, restrictions, limitations, easements and utility agreements of record, if any.

TOGETHER with all tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD the same in fee simple forever.

Title to the lands described herein has not been examined by A. Scott Toney, P.A. and no warranty or other representation is made as to the marketability or condition of the title. This instrument was prepared and based solely upon information provided by the Grantor(s).

AND the Grantor(s) hereby covenant with said Grantee(s) that the Grantor(s) are lawfully seized of said land in fee simple; that the Grantor(s) have good right and lawful authority to sell and convey said land; and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing in the current year.

IN WITNESS WHEREOF, the said Grantor(s) have signed and sealed these presents the day and year first above written.

Signed, Sealed and Delivered in the presence of:

WITNESS #1 [signature]

A. Scott Toney

WITNESS #1 [print name]

WITNESS #2 [signature]

Loriann Hunter

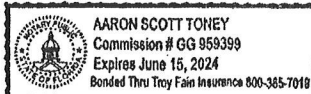
WITNESS #2 [print name]

State of Florida
County of Alachua

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, appeared **JAMES CHRISTOPHER DORAN** and **MARIA DEL PILAR DORAN**, [X] by means of physical presence or ☐ online notarization, who are ☐ personally known to me or [X] who have produced a driver's license as identification and who did not take an oath.

WITNESS my hand and official seal in the County and State last aforesaid, this 13th day of February, 2023.

My commission expires:



NOTARY PUBLIC

STATE OF FLORIDA,

S.S.

COUNTY OF DUVAL,

Before the undersigned authority personally appeared Nichol Stringer, who on oath says that she is the Publisher's Representative of the JACKSONVILLE DAILY RECORD, a weekly newspaper published at Jacksonville, in Duval County, Florida; that the attached copy of advertisement, being a Public Notice

in the matter of BOA#24-100073

in the Court, was published in said newspaper by print in the issues of 2/27/25.

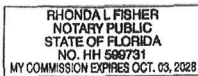
Affiant further says that the JACKSONVILLE DAILY RECORD complies with all legal requirements for publication in Chapter 50, Florida Statutes.

*This notice was published on both
jaxdailyrecord.com and floridapublicnotices.com.



Nichol Stringer

Sworn to and subscribed before me this 27th day of February, 2025 by Nichol Stringer who is personally known to me.



Seal

Notary Public, State of Florida

PUBLIC NOTICE

The **Board of Adjustment** for the City of Jacksonville Beach, Florida will meet and hold a public hearing on **Tuesday, March 18, 2025, at 6:00 p.m.** in the **City Council Chambers**, located at **11 North 3rd Street**, Jacksonville Beach, Florida to consider the following development permit applications for a variance from the requirements of the Land Development Code

BOA#24-100073 Section(s): 34-336(e)(1)(c)(2), for an easterly corner side yard setback of 5 feet in lieu of 10 feet minimum for the primary structure, and an easterly corner side yard of zero (0) feet in lieu of 10 feet minimum for the **patio only**, for construction of a new single family home, located at **property addressed 202 33rd Ave S, RE# 180626-0000, legally described as Lot 10, Block 19, Atlantic shores Unit 1**

These applications are on file with the Planning and Development Department, City Hall, 11 North 3rd Street, and are open to public review during regular business hours.

Board of Adjustment
City of Jacksonville Beach

NOTICE

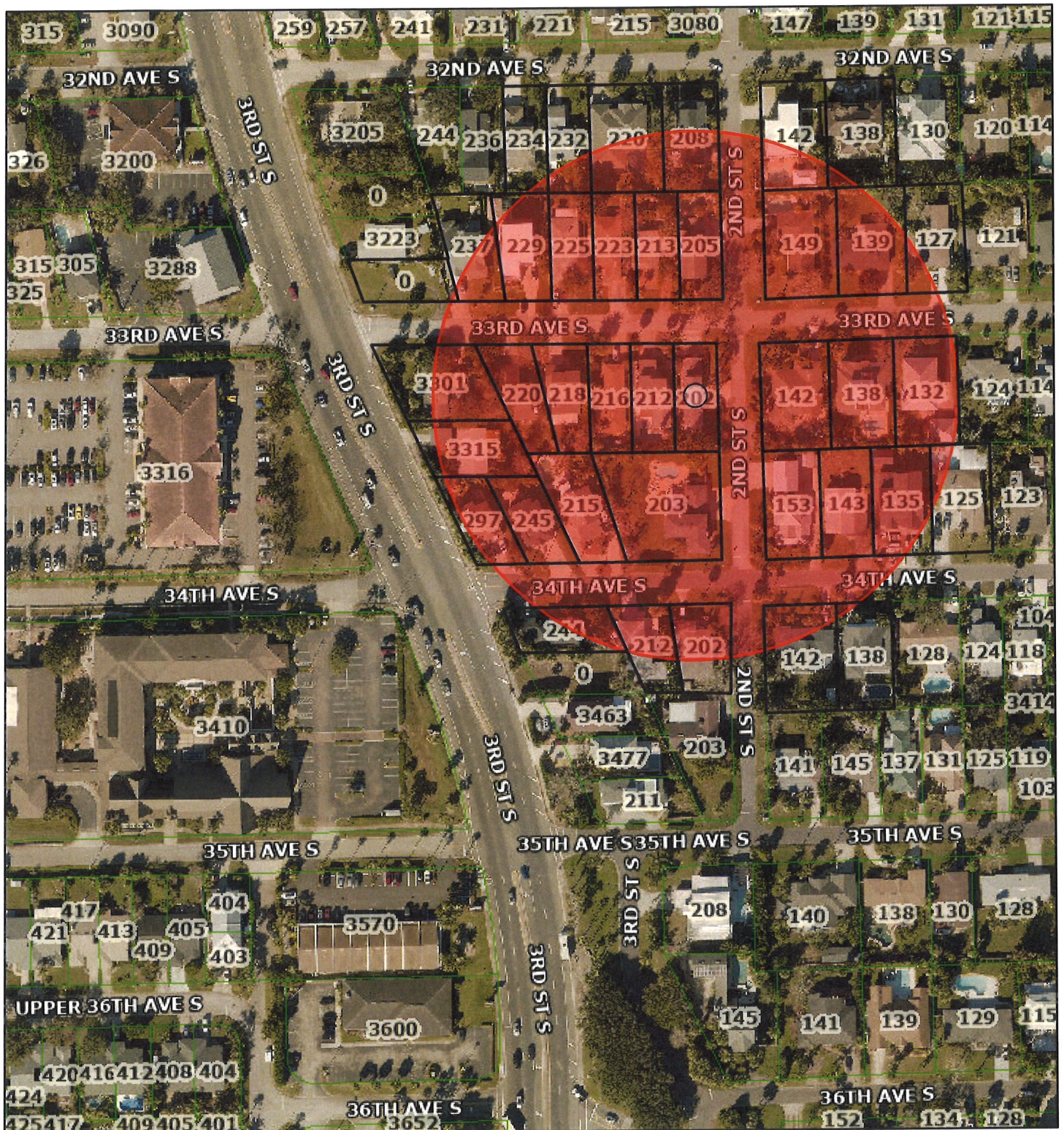
If you are a person with a disability who needs an accommodation to participate in a meeting, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator by phone 904-712-6297 or submit an Accommodation Request to the ADA Coordinator as far in advance of the meeting as possible; preferably 7 days but no less than 2 business days, before the meeting. If you are hearing or voice impaired, please call Florida Relay at 711 for assistance.

In accordance with Section 286.0114, Florida Statutes, any member of the public may attend

a public hearing and can be heard on any matter presented before the Agency. Anyone who wishes to provide live public comment should complete a "Speaker Request Card" and submit it to the recording secretary prior to the beginning of the meeting. These forms are available at the entrance of the City Council Chambers for your convenience. Speakers will be called to address the Agency when specified items are under consideration and will be limited to a maximum of three minutes or less, at the discretion of the presiding officer.

Alternatively, written public comment may be submitted in advance and must include the following: (1) First Name; (2) Last Name; (3) Address; (4) Public Hearing Date; (5) Specific Agenda Item(s); and (6) Comments. Written public comments may be submitted by one of the following options: (1) Email to the Agency Administrator at planning@jaxbeachfl.net; (2) Postal mail to Community Redevelopment Agency Administrator - Public Comment, 11 3rd Street North, Jacksonville Beach, FL 32250; or (3) Drop off in-person to Planning and Development at City Hall. Written comments that include all required information and are received 24 hours in advance of the meeting will be made part of the record. All comments received are public record.

In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person 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 to be based.
Feb. 27 00 (25-01083D)



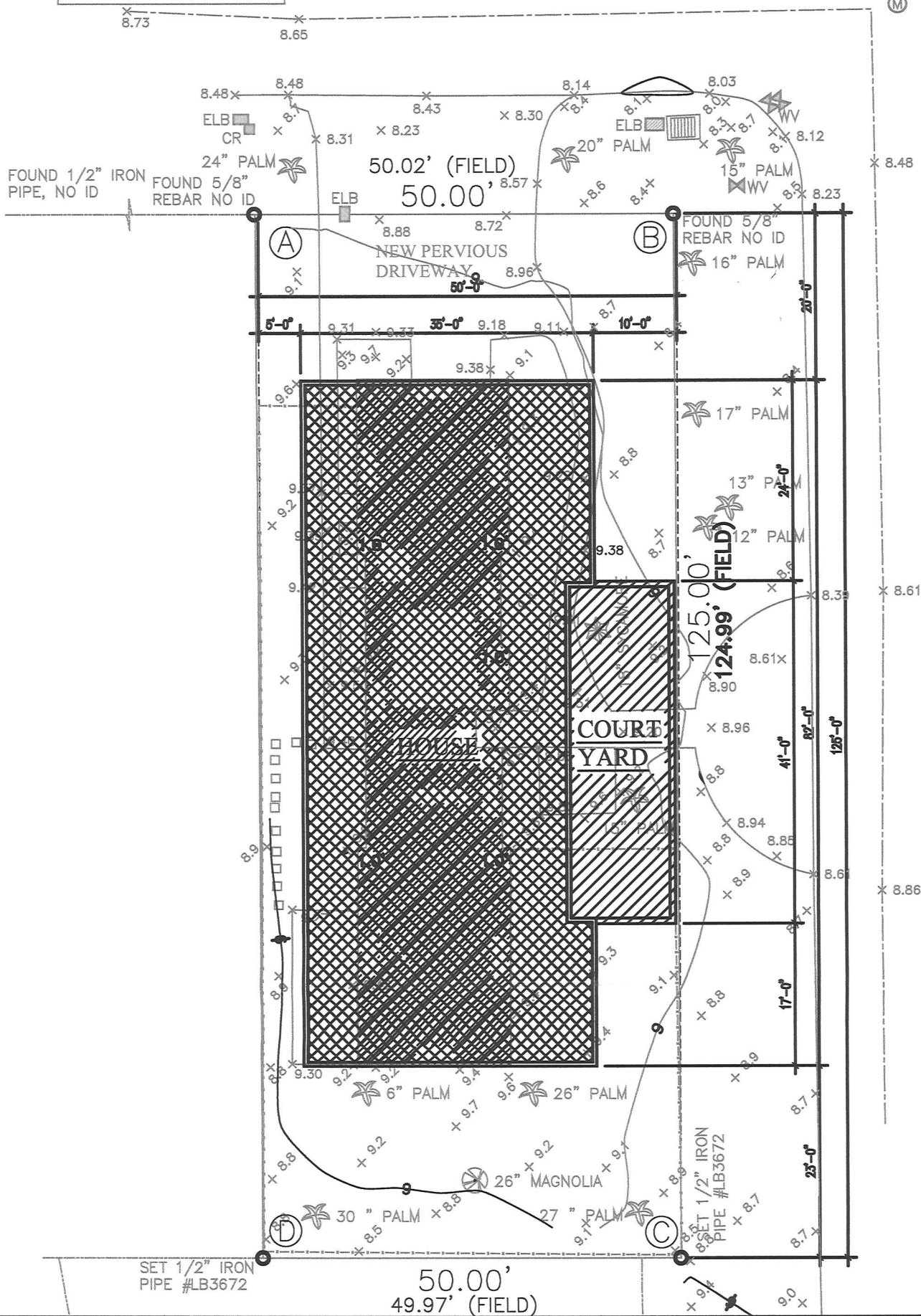
October 30, 2024

 Parcels

1:2,257

A number line illustrating the conversion of miles to kilometers. The top scale is labeled in miles (mi) with major tick marks at 0, 0.01, 0.03, and 0.06. The bottom scale is labeled in kilometers (km) with major tick marks at 0, 0.03, 0.05, and 0.1. The line shows that 0.06 miles is equivalent to 0.1 kilometers.

BENCH MARK: SET MAG
NAIL & DISK, LB3672
IN EDGE OF PAVEMENT
ELEVATION = 8.52'
(NAVD 1988 DATUM)



(EXISTING RESIDENCE TO BE
DEMOLISHED)

- PROPOSED FOOTPRINT
- EXISTING FOOTPRINT
- DARKENED UNDERNEATH
- PROPOSED COURTYARD

LOT COVERAGE: EXISTING

LOT COVERAGE: PROPOSED

TOTAL LOT AREA	=	6,250 Sq.ft.	NO CHANGE
RESIDENCE	=	1,420 Sq.ft.	2750 SF
CONCRETE DRIVE	=	434 Sq.ft.	0 SF
CONCRETE WALK	=	424 Sq.ft.	0 SF
PAVERS	=	72 Sq.ft.	0 SF
PAVER PORCH	=	144 Sq.ft.	240 SF
PAVER STEP STONES	=	12 Sq.ft.	0 SF
A/C PAD	=	9 Sq.ft.	10 SF
TOTAL IMPERVIOUS AREA	=	2,515 Sq.ft.	3000 SF
TOTAL LOT COVERAGE	=	40.24%	48%

ZONING

SET BACKS

RS- 1		EXISTING	REQUIRED	PROPOSED
	FRONT YARD	20'	25'	20' (MAINTAIN EXISTING)- APPROVED 12.17.24
	SIDE YARD (EAST)	19'-10"	20'	10'
	SIDE YARD (WEST)	11'-6"	10'	5'
	REAR YARD	23'	30'	23' (MAINTAIN EXISTING)- APPROVED 12.17.24

THE DORAN RESIDENCE

202 33rd Avenue South

Jax Beach, FL 32250 LOT 10, Block 19 Atlantic Shores Unit 1

POC: Ted Alesch 904.613.6517

ALESCH CONTRACTING, INC



GCG1516238

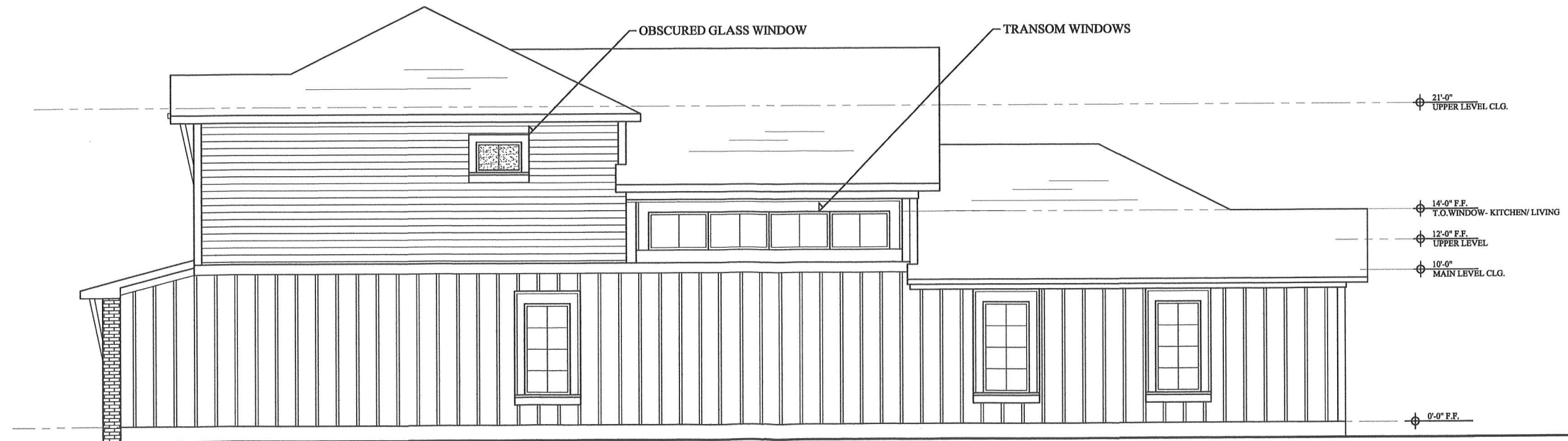
1946 BEACHSIDE COURT
ATLANTIC BEACH, FLORIDA 32233
T: (904) 613 6517
E: TED @ALESCH.COM

DATE: 01/07/2024

SCALE: 1/16" = 1'-0"

DRAWN BY: SD

CHECKED BY: TA



WEST ELEVATION

DORAN RESIDENCE

202 33RD AVENUE SOUTH, JAX BEACH

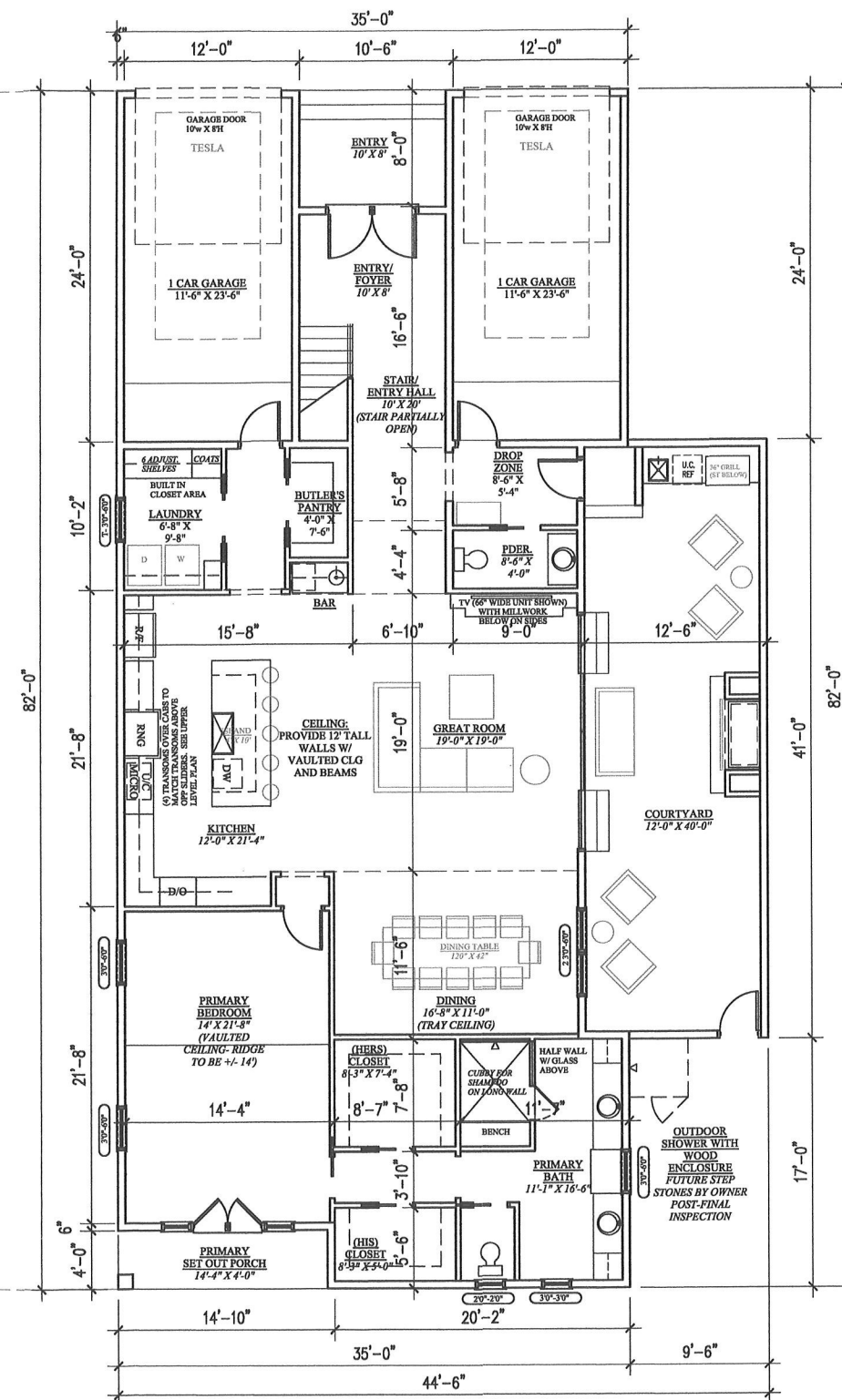
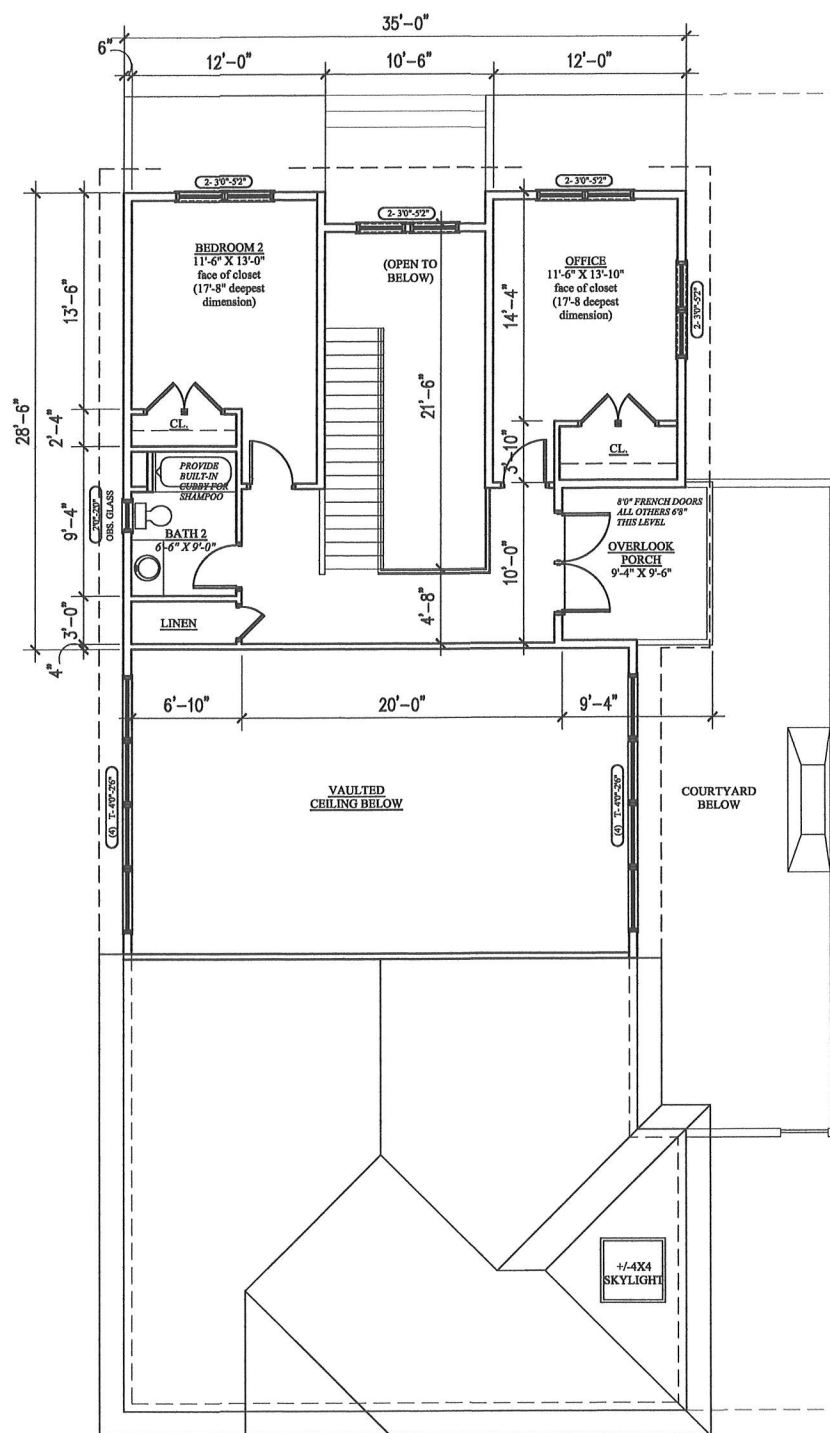
PROPOSED ELEVATIONS
 scale: 1/4" = 1'-0" date: 01.07.2025

ALESCH CONTRACTING, INC



GCG1516238

368 OSCEOLA AVE.
 JAX BEACH, FLORIDA 32250
 T: (904) 613 6517
 E: TED @ALESCH.COM



SF. CALCULATIONS	
MAIN LEVEL CONDITIONED:	2015 SF
MAIN LEVEL ENTRY:	80 SF
GARAGES	600 SF
MAIN LEVEL BACK PORCH	55 SF
UPPER LEVEL:	700 SF
UPPER LEVEL PORCH:	100 SF
TOTAL UNDER ROOF:	3550 SF.

COURTYARD: 480 SF.
(STAIR AND DOUBLE HEIGHT SPACES COUNTED
ON MAIN LEVEL ONLY)

DORAN RESIDENCE

202 33RD AVENUE SOUTH, JAX BEACH

PROPOSED FLOOR PLANS- OPTION 4 (DIMS)- REV 1
scale: 3/16" = 1'-0" date:01.07.2025

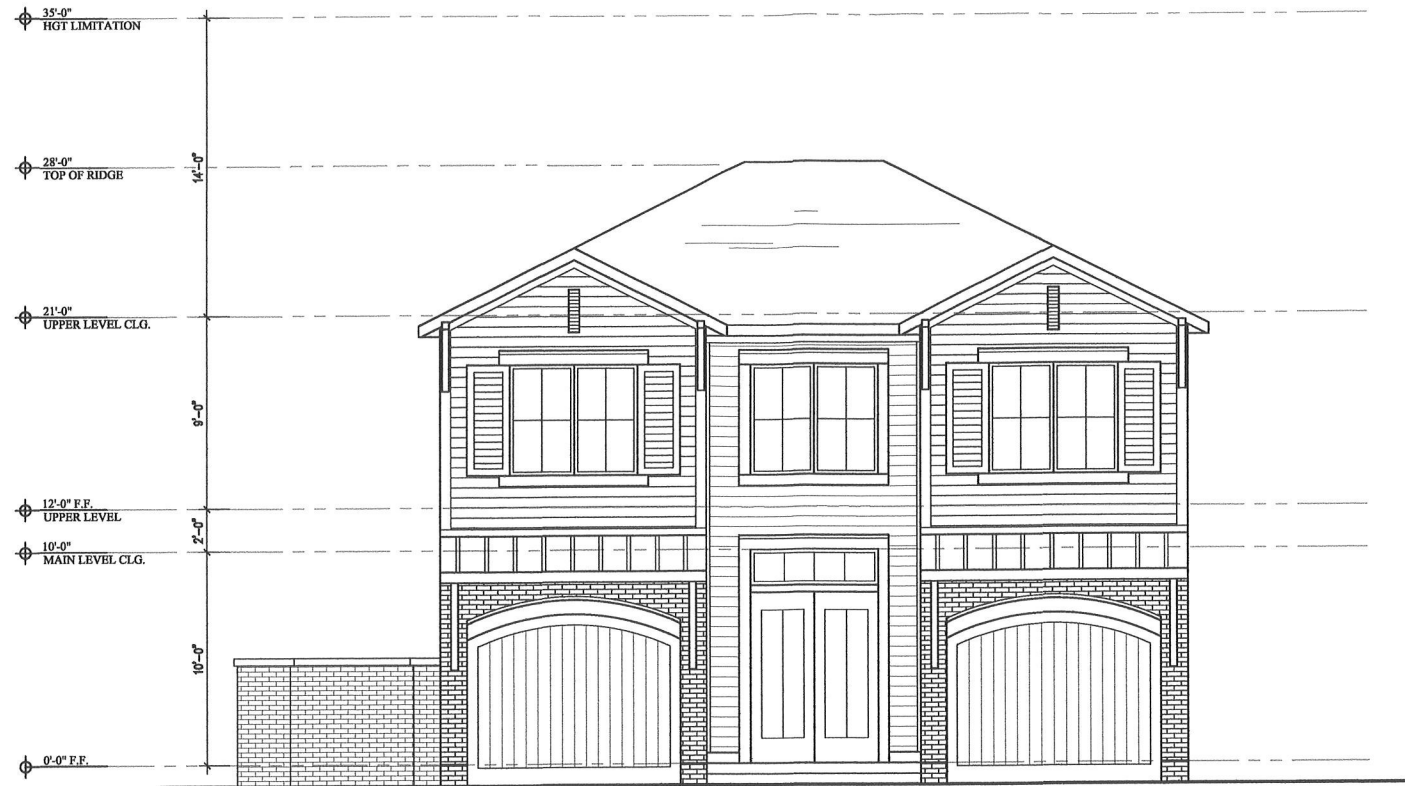
scale: $3/16" = 1'-0"$ date: 01.07.2025

ALESCH CONTRACTING, INC

GCG1516238



368 OSCEOLA AVE.
JAX BEACH, FLORIDA 32250
T: (904) 813 8517
E: TED@ALESCH.COM



NORTH ELEVATION



EAST ELEVATION

DORAN RESIDENCE

202 33RD AVENUE SOUTH, JAX BEACH

PROPOSED ELEVATIONS
scale: 1/4" = 1'-0" date: 01.07.2025

ALESCH CONTRACTING, INC



GCG1516238

368 OSCEOLA AVE.
JAX BEACH, FLORIDA 32250
T: (904) 613 6517
E: TED @ALESCH.COM

JACKSONVILLE BEACH BOARD OF ADJUSTMENT (AKA "BOARD")

BYLAWS AND RULES OF PROCEDURES FOR THE BOARD OF ADJUSTMENT FO THE CITY OF JACKSONVILLE BEACH.

ARTICLE I – ORDINANCE AUTHORITY

The Jacksonville Beach Board of Adjustment (Board) is created by City Code, Chapter 34, Article IV., Division 4, Sections 34-441 through 34-446 (as amended 2025)

ARTICLE II – POWERS AND DUTIES

A. Advisory Body.

- 1) The Jacksonville Beach Board of Adjustment is an advisory body to the Jacksonville Beach City Council and serves as a quasi-judicial body under specific circumstances outlined in the Powers and Duties Section below (B). They are a seven-member body consisting of five full voting members and two alternates, appointed by the City Council.

B. Powers and Duties.

- 1) The Board of Adjustment shall have the following powers and duties under the provisions of the LDC:
 - a. To hear, review, consider and approve, approve with conditions, or deny variances to the terms of Site Development Standards of Article VII of the LDC. Variances shall only be granted from the dimensional standards of Article VI and the off-street parking or landscape standards of Article VII, except that a height variance or density 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.
 - b. To make its special knowledge and expertise available upon written request and authorization of the City Council to any official, department, board, or Board of the City; and
 - c. To adopt or amended Bylaws to establish meeting procedures not inconsistent with this Section to govern the Board of Adjustment's proceedings.

ARTICLE III – MEMBERSHIP AND OFFICERS

A. Qualifications.

- 1) Members of the Board of Adjustment shall be a resident of the city for two (2) years prior to appointment, and a qualified elector. No member of the city council or a city employee shall serve on the Board of Adjustment. Although no specific experience requirements shall be necessary as a prerequisite to appointment, consideration shall be given to applicants who have experience or education in planning, law, architecture, natural resource management, real estate, and related fields.

B. Appointment.

- 1) The Board of Adjustment shall be composed of five (5) members, to be appointed by the city council. The city council shall also appoint two (2) alternate members, a first alternate and a second alternate. The alternate members shall vote only in the absence of regular members. The first alternate member shall have priority to vote in the absence of the first regular member's absence. When any of the two (2) alternate members are in attendance they may participate throughout the meeting, however they are only allowed to vote during an absence of a regular member.

D. Term of Office.

- 1) *Member.* All members serving on the Board of Adjustment on the effective date of the LDC shall complete their terms according to their prior appointments. The term of office of each member appointed under the LDC shall be for four (4) years. When a person is appointed to fill out the term of a departing member, that person's term shall end at the time the departing member's term would have ended.
- 2) *Alternate member.* The term of an alternate member of the Board of Adjustment shall be for four (4) years. When a person is appointed to fill out the term of a departing alternate member, that person's term shall end at the time the departing member's term would have ended. Alternate members may participate in discussions by the Board on items of business but may only vote in the even they will be filling in for an absent regular Board member.

E. Removal From Office.

- 1) In the event that any member is no longer a qualified elector or is convicted of a felony offense involving moral turpitude, the city council shall terminate the appointment of such person as a member of the Board of Adjustment and appoint a new member.
- 2) If any member fails to attend three (3) regular Board of Adjustment meetings in a row, without the prior approval of the Chair or acting Chair of the Board, specifically for absences that do not constitute an emergency or unforeseen circumstances, the City Clerk's Office shall notify the City Council of the absences, and Council may appoint a new member, or promote an alternate member, to assume the absent member's seat, which would be declared vacant by the actions of Council.
- 3) Any member who plans to be absent shall notify the Board Staff, via email or in writing, and Board Staff will relay that notification to the Chair or Acting Chair and the Clerk's Office. Notification should occur in advance of the meeting date when possible.

F. Vacancy.

- 1) Whenever a vacancy occurs on the Board of Adjustment, the full-time member's position shall be served by an alternate member until a permanent member can be appointed by the City Council. The City Council shall appoint the new member within thirty (30) days of the vacancy or may appoint an alternate to the position of full member.

G. Officers; Quorum.

- 1) *Chair and vice-chair. At an annual organizational meeting, which is set by the Board of Adjustment Bylaws, the members of the Board of Adjustment shall elect a chair and vice-chair from among its members. The chair and vice-chair's term shall be for one (1) year. No member shall serve as chair for more than two (2) consecutive terms. The Chair shall be in charge of all proceedings before the Board of Adjustment and shall take such action as shall be necessary to preserve order and the integrity of all proceedings before the Board of Adjustment. In the absence of the chair, the vice-chair shall act as chair.*
- 2) *Chair Pro tem: in the absence of the Chair and Vice Chair, the Planning staff will call the meeting to order, and act as facilitator of board members and voting alternate members to elect a Chair Pro tem to preside over the meeting for that specific and singular agenda. At the completion of that meeting, the Chair pro tem's term will expire.*
- 3) *Staff. The Planning and Development Department shall be the professional staff of the Board of Adjustment.*

- 4) *Quorum and voting.* The presence of three (3) or more members of the Board of Adjustment shall constitute a quorum of the Board of Adjustment necessary to take action and transact business. All actions shall require a simple majority of the quorum present.

H. Establishing a Regular Meeting Schedule.

- 1) *General.* Meetings of the Board of Adjustment shall be held twice a month to dispense of matters properly before the Board of Adjustment. If there is no new business on the agenda, the meeting will be cancelled, and a notice posted at City Hall along with social media outlets and the City's Website. Additionally, meetings may be called by the chair or at the request of three (3) members of the Board of Adjustment in writing. The location of all Board of Adjustment meetings shall be in the City of Jacksonville Beach in a place accessible to the public. Days and Frequency of Meetings. Meetings will be generally held on the second and fourth weeks of each month, but never on Fridays unless required by holiday, weather or other even related circumstances.
- 2) *Meeting Times.* Meetings will always be held after 5:30 pm on the day of the advertised meeting, times will be set by the Board will be publishing on the annual calendar.
- 3) *Changes to Meeting Days, Times and Frequency.* If the Board chooses to amend their calendar, frequency or time of meetings, it shall be done by a roll call vote and a majority of the Boarders and Alternates in Attendance.
- 4) *Special Meetings and Workshops.* At the request of City Council or Planning Staff, the Board may be required to hold Special meetings or Workshops for review and discussion of specific topics, such as amendments to the Comprehensive Plan or the LDC.
- 5) *organizational meeting.* The Board of Adjustment shall set the date and time for their annual organizational meeting, where elections for Chair and Vice-Chair will be held, as well as any changes or amendments to the Board of Adjustment Bylaws or rules and procedures.

I. Interactions with Staff.

- 1) *Agenda review:* the Chair or Acting Chair may, at their choosing, ask for a meeting with staff prior to the Board Meeting, to review the agenda and staff reports, to familiarize the Chair with the items to be considered at the next meeting.
- 2) *Requests and Directions:* The Board as a whole may request, through consensus, that staff investigate or provide additional information on any agenda item or question of fact, but final determination of Staff's priorities will be determined by the City Manager and Administration.

J. Compensation.

- 1) The membership of the Board of Adjustment as well as its officers serve in a voluntary capacity and are not compensated for their time. Reimbursement for expenses related to training and travel may be reimbursed, based on a decision by the City Council or existing City Policy.

ARTICLE IV – MEETINGS

A. Open Meetings.

- 1) The Board will hold all meetings and conduct all business in accordance with City Policy and the State of Florida Statutes for Government in the Sunshine and therefore will be open to the public. The public will be given the opportunity to speak on any item of business before the Board and will be given a specified time limit for speaking. All items provided to the Board in the form of physical materials, will be retained to maintain the public record of the events of the meeting.

B. Procedure Not Contained in Bylaws or addendums.

- 1) All meetings of the Board will be, to the extent not in conflict with these bylaws, conducted according to the generally established process of City Council, or in absence of such, the latest edition of Roberts Rule of Order, with the exception that the Chairperson will be permitted to vote on any motion. Any procedural question not contained in the bylaws may also be decided by the rules and procedures of the City Council, in absence of any established procedure by the Board.

C. Meeting Procedures, General.

- 1) The Chair Shall:
 - a. Preside over the meeting,
 - b. Call the meeting to order,
 - c. Request the disclosure of Ex-Parte Communication from each Boarder for each item individually
 - d. open and close the public hearing for each item,
 - e. invite the applicant to the podium for their presentation
 - f. invite members of the public, who wish to speak, to the podium, and call for a motion or vote on all motions or amendment to motions.
- 2) Vice Chair Shall:
 - a. Preside over the meeting *in absence of the Chair*
 - b. Generally, *in the absence of any motions* made by Boarders, make a motion for discussion, so the board may discuss the items before them
 - c. Collect and call the names of speakers who have turned in speaker cards for each item.
- 3) Chair Pro Tem
 - a. Preside over the meeting in the Absence of the Chair and Vice Chair, following all Chair procedures listed in C(a)(i-vi)).
 - b. Act as vice chair in the absence of the Vice-Chair, following all procedures listed in C((b)(i-iii)

4) Voting and Conflicts.

- 1) *Voting required:* All members of the Board are required to vote on all items of business before the Board, unless a conflict of interest is present. All conflicts will be recorded on the proper form of the City or State of Florida, and any questions or evaluations of potential conflicts will be reviewed, and advice will be given by the City Attorney.
- 2) *Votes Recorded:*
 - a. All procedural votes of the Board, including items such as the approval or minutes, or other normal business of the Board may be voted on by voice vote, or roll call vote, at the discretion of the Chair.
 - b. All items of Business, either quasi-judicial or advisory in nature, shall be decided by roll-call vote of all members present, and alternates, should they fill a vacancy of a regular Board member, in their absence.

E. Agenda Items.

- 1) Normal business of the Board will be set on an agenda by staff, based on application deadlines and sufficiency, or items requested for review by the City Council or staff. The Board may request items be placed on the

agenda, the date of the item will be determined by staff, especially if legal notice and posting would be required, to ensure the item is properly noticed.

F. Virtual Participation in Meetings.

- 1) Telephonic participation may be permitted where, in the opinion of the Chairperson, members can participate fully in the discussion and any actions. Subject to the Rules and Procedures of the City Council meeting procedures.

Commented [CP1]: Match Council Language

Commented [DM2R1]: City Council's Remote Participation Policy

ARTICLE VI – MISCELLANEOUS

A. Enacting and Amending Bylaws.

- 1) The Board of Adjustment shall, by a majority vote of the entire membership (full Board Members and Alternates), adopt rules of procedure for the transaction of business through the use of bylaws. These Bylaws shall include all the rules and procedures necessary to allow for the orderly transaction of business before the Board. These Bylaws will be available to the public for review, to better understand the function and action of the Board.
- 2). Amendments or changes to the bylaws will be noticed through the publishing of the agenda, no less than 48 hours prior to the meeting.

B. Addendum.

- 1) The addendum will contain ancillary documents that may assist in the execution of the meeting by providing scripts, example motions, and additional materials such as code excerpts.