



City of Jacksonville Beach

Briefing Notice

11 North Third Street
Jacksonville Beach, Florida

City Council

Monday, July 14, 2025

5:30 PM

City Hall 1st Floor Conference Room

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:

- A. Food Truck Pilot Program
- B. Local State of Emergency
- C. Miscellaneous City Manager's Items
- D. Committee Assignment Report
- E. Future Briefing Topics

Council Members in attendance may include:

Mayor:	Christine Hoffman		
Council Members:	Sandy Golding	Bill Horn	Dan Janson
	Bruce Wouters	Greg Sutton	John Wagner

Please note: Council Members in attendance may vary according to their schedules.

No public comments are taken at the City Manager's Council Briefing.

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.

CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Heather Ireland, Planning and Development Department
DATE:	July 14, 2025
SUBJECT:	Food Truck Pilot Program Discussion

BACKGROUND

At a City Council briefing held on May 27, 2025, Councilor Wagner handed out a document outlining details aimed at guiding a discussion regarding expanding the existing mobile food dispensing vehicles ordinance to potentially allow private food truck events to take place within the Central Business District (handout revised by Councilor Wagner on July 7, 2025, attached). The handout provides background, goal, design concepts, desired outcomes, implementation requirements, unknown factors, and next steps.

Staff recommend that City Council take the following items into consideration when discussing a potential pilot food truck event program within the Downtown District:

1. Security of site
2. Waste management
3. Seating
4. Lighting
5. Fire suppression
6. Inspection of food trucks
7. Licensing of food trucks
8. Separation from traffic
9. Parking
10. Bathrooms
11. Generators and noise
12. Pedestrian queuing in the street
13. Safety / Insurance
14. Brick and mortar restaurants considerations/concerns

FINANCIAL IMPACT

COUNCIL DIRECTION REQUESTED

For Council discussion.

ATTACHMENTS

1. Councilor Wagner Handout - Revised July 7, 2025
2. City Code Sec. 12-33. - Mobile food dispensing vehicles

Background:

A request was made by local business owners to be able to test a concept within the denser restaurant / entertainment area of the CBD to understand the potential business impact of a foodtruck event as part of other activities to increase the activation of the CBD in a family friendly manner.

Goal:

To collect actionable data on how events like this increase/impact foot traffic, local business revenue, and create a platform for meaningful community engagement—ultimately presenting a clear proof of concept for future council evaluation.

Proposed Initial Design Concepts:

- Concept for a single to multiple day pilot (1 to 2 days) in case the pilot corresponds with an event
- Empty lot or area within CBD to stage the foodtrucks to compliment other event or activity
- Current view is that 5-6 foodtrucks would be an attractive target of diverse offerings
- Include seating and family friendly music / environment
- No selling of alcohol
- All marketing, set-up, coordination and cleanup professionally handled by organizer
- Minimal burden to city / city staff
- Adherence to all food truck operations ordinances / requirements
- Promote a philanthropic focus where a portion of the proceeds benefit a local cause, charity or 501c3

Desired Outcomes:

- Understand the impact to the business district of integrating another attraction that is family centric
- Leverage support and metrics from Hoptingers, Lucky's, Mango's, Surfer and solicit other businesses to measure impact to local businesses
- Qualitative understanding from participants / residents on the overall satisfaction of the experience
- Revenue increase for local brick-and-mortar store during food truck events

Implementation Requirements:

- Current foodtruck requirements are within Code of Ordinance and would require a single use / pilot ordinance and associated vote by council to allow. Current oversight is within Municode Codification - Code of Ordinance is with Chapter 12 – FOOD AND FOOD PRODUCTS – Sec. 12-33. - Mobile food dispensing vehicles.
- One time approval would have to address requirements within the current ordinance which would have to be required within the one-time exemption, e.g., (2) Location and separation requirements – maximum number of food trucks, separate structure, etc.
- Event organizers would be required to have experience with management of permits / events process, insurance, cleanup, vendor coordination, and all logistics, ensuring minimal city staff involvement

Facts Unknown:

- If other business owners in the community would also be interested and capable of managing such an event. Would need to explore design concepts which limit participations
- Timeline to approve and obtain alignment with/without a corresponding event. View is that a corresponding event (e.g., pop-up) would be a good complementary experience, helps to increase activation and would contribute to increase data collection.

Next Steps (not all inclusive):

- Develop an understanding and obtain alignment for a one-time pilot to assess the hypothesis that this concept could have a positive impact to the CBD business and participant experience
- Obtain alignment to advance the activities associated with conducting the pilot by the City Council

- Council to request that City Staff develop required artifact(s) to facilitate voting on the pilot
- Agree to required design elements – dates, etc.
- Conduct the pilot, obtain data and experiential data, and report the outcomes back to City Council

Sec. 12-33. - Mobile food dispensing vehicles.

Where allowed under the permitted use provisions in certain zoning districts as set forth in Division 2 of Article VII of Chapter 34 of the Jacksonville Beach Code of Ordinances, mobile food vendors shall conform to the following conditions:

(1) *Definitions.*

- a. *Commissary* means an approved facility that provides support services for specific required functions of a mobile food vendor. Any food establishment permitted or licensed by a regulatory agency, such as a catering operation, restaurant, grocery store, or similar establishment, or any other approved facility where food, containers, or supplies are kept, handled, prepared, packaged, or stored can be considered for approval as a commissary. A private residence may not be used as a commissary.
- b. *Mobile food dispensing vehicle* means any vehicle that is a public food service establishment and that is self-propelled or otherwise moveable from place to place and includes self-contained utilities, including, but not limited to, gas, water, electricity, or liquid waste disposal.
- c. *Mobile food vendor* means any person or business selling food from a mobile food dispensing vehicle from which food items are sold to the general public.
- d. *Operator* means the owner, licensee, proprietor, lessee, manager, assistant manager, or appointed agent of a public lodging establishment or public food service establishment.
- e. *Public food service establishment* means any building, vehicle, place, or structure, or any room or division in a building, vehicle, place, or structure where food is prepared, served, or sold for immediate consumption on or in the vicinity of the premises; called for or taken out by customers; or prepared prior to being delivered to another location for consumption. The term includes a culinary education program, as defined in F.S. § 381.0072(2), which offers, prepares, serves, or sells food to the general public, regardless of whether it is inspected by another state agency for compliance with sanitation standards.

(2) *Location and separation requirements.*

- a. Mobile food dispensing vehicles may be located on a lot in a Commercial Limited: C-1, Commercial General: C-2, Commercial Service: CS, Central Business District: CBD, I-1: Industrial, and certain commercial Planned Unit Development: PUD and Redevelopment District: RD zoning districts, as determined by the city planning and development department, having six thousand (6,000) square feet or more of area, and containing a principal building or use. The maximum number of mobile food dispensing vehicles per lot is limited as follows:

1. Maximum of one (1) mobile food vendor on lots containing six thousand (6,000) to forty-three thousand five hundred fifty-nine (43,559) square feet of area;
 2. Maximum of two (2) mobile food vendors on lots containing forty-three thousand five hundred fifty-nine (43,559) or more square feet of area.
- b. Approved state licenses and permits must be attached to the mobile food dispensing vehicle where they are readily visible.
 - c. Mobile food dispensing vehicles must be located at least one hundred (100) feet from the main entrance to any eating establishment or similar food service business and one hundred (100) feet from any outdoor dining area.

This separation requirement shall apply only during the normal hours of operation of the eating establishment or similar food service business or outdoor dining area.

- d. Mobile food dispensing vehicles:
 1. Must be located outside of a required sight visibility triangle at the intersection of a driveway, alleyway, or public street with another public street as set forth in Chapter 34 of this Code of Ordinances;
 2. Shall be located no closer than five (5) feet of a public sidewalk, utility box or vault, handicapped ramp, building entrance or exit, or emergency access/exit way;
 3. Must not impede, endanger, or interfere with pedestrian or vehicular traffic. Mobile food dispensing vehicles must be located a minimum distance of fifteen (15) feet in all directions away from a fire hydrant; and
 4. May not occupy or prevent access to any handicap accessible parking space.

(3) *Hours of operation, signage and noise.*

- a. The mobile food vendor or designee must be present at all times during operation of the mobile food dispensing vehicle. Hours of operation are limited to the hours between 7:00 a.m. and 3:00 a.m. unless the designated location on the lot accommodating the mobile food dispensing vehicle is located within one hundred fifty (150) feet of the property line of a dwelling unit in a residential zoning district, in which case the hours of operation are limited to the hours between 7:00 a.m. and 10:00 p.m.
- b. One (1) freestanding sandwich board or A-frame type sign is permitted on private property for each mobile food dispensing vehicle. The total size of the sign may not exceed forty-two (42) inches in height or thirty-six (36) inches in width.
- c. No audio amplification is authorized as part of a mobile food dispensing vehicle operation.
- d.

The mobile food dispensing vehicle, signage and any associated outdoor seating must be removed from its approved locations during impermissible hours of operation; and must not be stored, parked, or left overnight on any public street or sidewalk.

(4) *Waste management.*

- a. The mobile food vendor is responsible for the proper disposal of waste and trash associated with the permitted mobile food dispensing vehicle operation. City trash receptacles shall not be used for this purpose. At a minimum, mobile food vendors must remove all waste and trash from their approved location at the end of each day or as needed to maintain the health and safety of the public. Mobile food vendors must keep all areas within twenty-five (25) feet of the vehicles and any associated seating areas clean of grease, trash, paper, cups, or cans associated with the mobile food dispensing operation.
- b. Liquid waste or grease shall be disposed of at an approved location (for example, an approved commissary) and shall not be placed in tree pits, storm drains, or onto any sidewalk, street, or any other public space. Under no circumstances shall grease be released or disposed of in the city's sanitary or storm sewer systems. If at any time evidence of the improper disposal of liquid waste or grease is discovered, the responsible mobile food vendor will be required to cease operation immediately, clean up the improperly disposed material to the satisfaction of the city, and shall not resume operation of the mobile food dispensing vehicle until an alternate method of disposal has been approved by the city public works department.
- c. If the proposed commissary is located within the City of Jacksonville Beach, written approval for its use from the public works department is required.
- d. With the exception of allowable outdoor seating areas, all equipment required for the operation must be contained within, attached to, or within three (3) feet of the mobile food dispensing vehicle; and all food preparation, storage, and sales/distribution shall be in compliance with all applicable sanitary regulations.

(5) *Annual local business tax receipt required.*

- a. In accordance with F.S. § 509.102, a separate local license and/or permit is not required to operate a mobile food dispensing vehicle within the City of Jacksonville Beach.
- b. For each vending location, a City of Jacksonville Beach annual local business tax receipt shall be applied for, paid for and issued before engaging in any business or commercial activity. A copy of a valid local business tax receipt must be clearly displayed on the mobile food dispensing vehicle and shall be renewed annually.
- c. To obtain a mobile food dispensing vehicle local business tax receipt, the mobile food vendor must provide the city clerk with a City of Jacksonville Beach mobile food dispensing vehicle application packet and evidence of possessing all applicable zoning approvals,

State of Florida licenses and permits, including, but not limited to, the following:

1. Department of Business and Professional Regulations (MFDV License);
2. Florida Department of Health (License);
3. Department of Highway Safety and Motor Vehicles (Drivers License(s) for the applicant/legal business owner and all authorized mobile food dispensing vehicle drivers); and
4. City of Jacksonville Beach Fire Marshal fire safety inspection report showing vehicle is code compliant with NFPA 1- 50.7, NFPA 96.

(6) *Application submittal requirements.* Applications for the operation of a mobile food dispensing vehicle must include the following information:

- a. Name, address, telephone number, and email address of the applicant and vehicle owner, where applicable.
- b. Description of the types of food and/or beverages to be sold, proposed hours of operation, and mobile food establishment business name.
- c. Color photograph of the mobile food dispensing vehicle depicting its current condition.
- d. Vending location and property owner information, including the legal property/site address(es), parcel identification number(s), name, address, emergency telephone number, email address, and existing principal business name.
- e. Vending location site plan drawn to scale, depicting the following information:
 1. Total lot area of the property;
 2. Location and square footage of existing principal and accessory use(s) and associated parking spaces, where applicable;
 3. Proposed location for the mobile food dispensing vehicle; and
 4. Location of ingress/egress to the site.
- f. Street address where the mobile food dispensing vehicle is stored when not in use.
- g. Copies of all permits and business licenses required by the State of Florida.
- h. Fully executed commissary agreement verifying the mobile food vendor is operating in conjunction with a licensed commissary in accordance with Florida Statutes, where applicable.
- i. Completed and notarized property owner affidavit indicating the applicant has permission to vend on his/her property and acknowledging the following responsibilities:
 1. The property owner shall comply with all ordinances regarding solid waste disposal, and shall provide the mobile food vendor access to solid waste collection on the subject property;

2. The property owner shall require that mobile food vendors meet all applicable federal, state and local statutes, regulations, laws, ordinances, rules and codes; including, but not limited to, permitting requirements regarding his/her specific business;
 3. The property owner understands the regulations governing the mobile food dispensing vehicle and shall be held responsible, along with the mobile food vendor, for any zoning code violations; and
 4. The property owner shall ensure the property is continuously maintained in a neat, clean, and orderly manner.
- j. Proof of business insurance, issued by an insurance company that is licensed to do business in the State of Florida, and which insures the applicant against all claims for damages to property and bodily injury, including death, which may arise from operations under or in connection with the mobile food dispensing vehicle.
 - k. Copy of Jacksonville Beach Fire Marshal Fire Safety Inspection Report showing vehicle is code compliant with NFPA 1-50.7, NFPA 96.
 - l. Completed mobile food dispensing vehicle local business tax receipt form.

(7) *Enforcement procedure.*

- a. Inspections may be conducted by code enforcement inspectors, building code inspectors, fire marshal or designee, or police officers on each mobile food dispensing vehicle at any time and at any frequency deemed appropriate by the city.
- b. If at any time, the State of Florida revokes or suspends the issued mobile food dispensing vehicle permit, the City of Jacksonville Beach local business tax receipt will be simultaneously revoked or suspended. A mobile food dispensing vehicle that has its state license or permit declared null and void or revoked for any of the reasons set forth in this section shall not be allowed to reapply for a mobile food dispensing vehicle authorization or a local business tax receipt for a period of ninety (90) days after the effective date of such action.
- c. If at any time evidence is provided that a mobile food dispensing vehicle is being operated in a way that does not comply with these guidelines, a notice of violation shall be issued to the lot owner and mobile food vendor and the violation shall be referred to the special magistrate for a hearing and disposition in accordance with the provisions of Article VI Code Enforcement of Chapter 2 Administration of this Code of Ordinances.

- (8) *Non-transferability.* All mobile food dispensing vehicle operation locations approved by the City are non-transferable upon the sale or transfer of ownership of the mobile food dispensing vehicle. All local business tax receipts issued by the City are non-transferrable

upon the sale or transfer of ownership of the mobile food dispensing vehicle. Each location application for operation of a mobile food dispensing vehicle requires separate zoning approval and a separate local business tax receipt.

(Ord. No. 2014-8041, § 1, 2-3-14; Ord. No. 2014-8061, § 1, 12-15-14; Ord. No. 2020-8145, § 2, 9-21-20)



CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	David Migut, City Attorney
DATE:	July 14, 2025
SUBJECT:	Local State of Emergency

BACKGROUND

At the April 14, 2025 Council Briefing, as part of the Emergency Management agenda item, the City Attorney sought and received consensus from City Council to bring back a proposed ordinance amending the City's procedures for declaring and extending a state of emergency.

The proposed ordinance is attached. The ordinance clarifies language regarding mayoral powers during the first 72 hours of an emergency to completely align with the language in the Charter regarding such event. Additionally, the ordinance adds language that provides specific guidance on extending a state of emergency, as needed, to both comply with state law and give the city maximum flexibility during challenging periods and circumstances.

FINANCIAL IMPACT

COUNCIL DIRECTION REQUESTED

ATTACHMENTS

1. Ordinance No. 2025-XXXX

Introduced by: _____
1st Reading: _____
2nd Reading: _____

ORDINANCE NO. 2025-XXXX

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING CHAPTER 2 “ADMINISTRATION”, ARTICLE VII “CIVIL EMERGENCIES”, SECTION 2-193 “AUTHORITY TO DECLARE AND EXTEND A STATE OF EMERGENCY; ACTIVATION OF DISASTER PLANS.” TO UPDATE AND CLARIFY PROCEDURES FOR DECLARING OR EXTENDING A STATE OF EMERGENCY; PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, SCRIVENER’S ERRORS, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Jacksonville Beach, Florida, (the “City”) desires to ensure that the City will be able to properly function and provide essential services to the residents of the City in the event of a natural, technological, or civil emergency; and

WHEREAS, the City Council desires to update and clarify procedures for declaring or extending a state of emergency in the City to best protect the health, safety, and welfare of the City and its residents.

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

SECTION 1. RECITALS AND LEGISLATIVE FINDINGS. The above recitals and legislative findings are ratified and made a part of this Ordinance.

SECTION 2. CHAPTER 2 “ADMINISTRATION”, ARTICLE VII “CIVIL EMERGENCIES”, SECTION 2-193 “AUTHORITY TO DECLARE AND EXTEND A STATE OF EMERGENCY; ACTIVATION OF DISASTER PLANS.” IS HEREBY AMENDED AS FOLLOWS¹:

Sec. 2-193. – Authority to declare and extend a state of emergency; activation of disaster plans.

- (1) When it is determined that any human-made or natural disaster or emergency has occurred or that the occurrence or threat of one is imminent and requires immediate and expeditious action to protect the lives and property of the citizens and to provide for the continued operation of essential services, the mayor, or in the mayor’s absence, the mayor pro-tem, is authorized to declare a state of emergency. A declaration of a state of emergency shall activate the disaster emergency plans applicable to the city and shall be

¹ ~~Strikethrough~~ text indicates deletions, underline text indicates additions.

the authority and guidelines for emergency measures as well as to authorize the use or distribution of any supplies, equipment, materials, or facilities assembled or arranged to be made available pursuant to such plans.

- (4) (2) Pursuant to Section 4 of the City Charter, in time of public danger or emergency, the mayor may on his or her own authority, by proclamation take command of ~~the police~~ and govern the city for a period not to exceed seventy-two (72) hours. If the public danger or emergency ~~should require that the command of the police by the mayor and his government of the city by proclamation should be extended,~~ requires that governance of the city by the mayor should be extended, this may be authorized for a period not ~~in excess of~~ to exceed five (5) days by the affirmative vote of at least five (5) city council members.
- (2) (3) The city council by a majority vote may declare or extend a state of emergency until such disaster or emergency no longer exists.
- (3) (4) In the absence of either the mayor, mayor pro-tem or city council, the city manager may declare a state of emergency.
- (5) A state of emergency may be extended as necessary in 7-day increments either (1) by the city council at a regularly scheduled or special meeting, or (2) by the mayor, or in the absence of the mayor, the mayor pro-tem. In the absence of either the mayor, mayor pro-tem, or city council, the city manager, or his or her designee, may extend the state of emergency. The state of emergency shall be terminated upon failure to extend the state of emergency as provided above, or by the affirmative vote of a majority of city council. If conditions giving rise to the state of emergency no longer exist, a state of emergency may be extended to enable the city to receive state or federal assistance or aid, including meeting any requirements necessary for future reimbursement of city-spent funds potentially eligible for reimbursement.

SECTION 3. CONFLICTING ORDINANCES. That all ordinances, resolutions previously adopted by the City in conflict with this Ordinance, or parts thereof, are repealed to the extent inconsistent herewith.

SECTION 4. SEVERABILITY. 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 5. SCRIVENER'S ERRORS. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected with the endorsement of the City Manager without the need for a public hearing or further action by the City Council.

SECTION 6. CODIFICATION. The City Council intends that this Ordinance will be made a part of the City of Jacksonville Beach Code of Ordinances.

SECTION 7. EFFECTIVE DATE. This ordinance shall take effect and be enforceable in all aspects immediately upon final reading and approval by the City Council for the City of Jacksonville Beach as authenticated herein.

AUTHENTICATED THIS _____ DAY OF _____, A.D., 2025.

Christine H. Hoffman, Mayor

Molly Alleger, City Clerk

Approved as to form and legal sufficiency:

David Migut, City Attorney