



# City of Jacksonville Beach

## Regular Meeting Agenda

11 North Third Street  
Jacksonville Beach, Florida

### Board of Adjustment

Tuesday, October 21, 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

- A. Owen Curley (Chairperson), Jeff Truhlar (Vice-Chairperson), Matt Metz, John Moreland,  
Alternates: Douglas Dell, Laura Tierney

#### ROLL CALL

#### APPROVAL OF MINUTES

- A. Board of Adjustment Meeting held on October 07, 2025

#### CORRESPONDENCE

#### OLD BUSINESS

#### NEW BUSINESS

- A. **Case Number(s):** **BOA#25-100080**  
Applicant: Laurie Dugan  
Agent: N/A  
Owner: Laurie Dugan  
Property Address: 608 15th Ave S  
Parcel ID: 176934-0100  
Legal Description: Lot 1, Block 157 Oceanside Park  
Current Zoning: RS-2  
Motion to Consider: **Section(s):** 34-612(e)(1)(c)(3), for a rear yard setback of 20 feet in lieu of 30 feet, to extend the rear of the dwelling in order to construct a master bedroom at an existing single-family home, located at **property addressed** 608 15th Ave S **RE#** 176934-0100, **legally described as** Lot 1, Block 157 Oceanside Park
- B. **Case Number(s):** **BOA#25-100081**  
Applicant: Trevor Moody  
Agent: N/A  
Owner: 2974 Shelby Dr LLC  
Property Address: 620 S Lower 8th Ave  
Parcel ID: 176499-0010  
Legal Description: Lot 7, Block 9, Oceanside Park  
Current Zoning: RS-2  
Motion to Consider: **Section(s):** 34-612(e)(1)(c)(3), for a rear yard setback of 28.9 feet in lieu of 30 feet minimum, 34-612(e)(1)(c)(3), for rear yard covered lanai setback of 19.6 feet in lieu of 20 feet minimum, 34-612(e)(1)(e), for 40.4% primary structure

and required driveway lot coverage in lieu of 35% maximum, to demolish current garage and construct a new single-family dwelling at **property addressed** 620 S Lower 8th Ave, **RE#** 176499-0010, **legally described as** Lot 7, Block 9, Oceanside Park

## **PLANNING DEPARTMENT REPORT**

### **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](mailto: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, October 7, 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 6:03 P.M.

**ROLL CALL:**

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

Planner Danevsky Joseph and Operations Support Specialists Michaela O'Banion and Monica McDaniel were also present.

**APPROVAL OF MINUTES:**

**Motion:** It was moved by Mr. Moreland, seconded by Ms. Tierney, and passed unanimously to approve the following minutes:

- Minutes for August 5, 2025 Meeting

**CORRESPONDENCE:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Case Number:** **BOA#25-100065**  
Applicant/Owner: Micheal Rupe  
Agent: N/A  
Property Address: 4086 E Seaside Dr  
Parcel ID: 181403-0740

**City of Jacksonville Beach Land Development Code Section(s):** Deviation from Ordinance No. 2013-8013, Project Narrative Section II.3.a., Accessory Uses and Structures, for an accessory structure setback of 3 feet in lieu of 5 feet, to accommodate a pool, for property addressed 4086 E Seaside Dr RE# 181403-0740, legally described as Lot 45, Ocean Terrace South Beach.

**Ex-Parte Communication:**

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

**Applicant:** Michael Rupe and Amy Devitio, 4086 E Seaside Dr., Jacksonville Beach, stated the hardship was lot size.

**Discussion:** A brief discussion ensued about lot size, PUD, pool, setback, building restriction line, hardship, and deferral.

**Motion:** It was moved by Ms. Tierney, seconded by Mr. Moreland, to defer approval of BOA#25-100065.

**Discussion:** None.

**Roll Call Vote:** Ayes – John Moreland, Matt Metz, Laura Tierney, and Owen Curley.

The motion to defer passed unanimously.

**B. Case Number:** **BOA#25-100066**  
**Applicant/Owner:** Sunday Ero, MD  
**Agent:** Stratum Construction (Matt McCord)  
**Property Address:** 214/218 S 7th Ave  
**Parcel ID:** 176065 0010/176065-0000

**City of Jacksonville Beach Land Development Code Section(s):** 34-706.1(e)(1)(h), for a reduction of on-site parking from 6 spaces required to two spaces maximum, 34-615(e)(3)(c)(1), for a front yard setback of 7.5 in lieu of 20 feet minimum, 34-615(e)(3)(c)(2), for a westerly side yard of 6.7 feet in lieu of 10 feet minimum for the existing front structure, 34-615(e)(3)(c)(2), for a westerly side yard of 1.0 foot in lieu of 10 feet minimum for the rear structure, 34-615(e)(3)(c)(3), for a rear yard setback of 4.8 feet in lieu of 20 feet minimum for the rear structure, 34-702(d), for a parking setback of 1 foot in lieu of 5 feet minimum for renovation of an existing multifamily property, contained in two nonconforming structures, located at property addressed 214/218 S 7th Ave RE# 176065 0010/176065-0000, legally described as Lot 3, Block 73, Pablo Beach South.

**Ex-Parte Communication:**

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

**Agent:** Matthew McCord, 1025 4<sup>th</sup> Avenue North, Jacksonville Beach, stated the hardship was a nonconforming lot.

**Discussion:** A brief discussion ensued about the renovation, alley access, parking, conditional use, and variance request.

**Public Hearing:**

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

**Motion:** It was moved by Mr. Metz, seconded by Mr. Moreland, to approve BOA#25-100066 based on the standards for a variance outlined in Section 34-572 of the Land Development Code.

**Motion to Amend:** It was moved by Mr. Metz, seconded by Mr. Moreland, to amend the motion to be contingent on the existing property structures.

**Discussion:** A brief discussion ensued about the amendment.

**Motion to Amend Roll Call Vote:** Ayes – Matt Metz, John Moreland, Laura Tierney, and Owen Curley.

**Discussion:** A brief discussion ensued about the conditional use.

**Amended Motion Roll Call Vote:** Ayes – Matt Metz, John Moreland, Laura Tierney, and Owen Curley.

The amended motion passed unanimously.

**C. Case Number:** **BOA#25-100067**  
Applicant/Owner: Peter Rowell Jr. & Kristen Wolf Rowell  
Agent: Ian Brown  
Property Address: 1240 N 5th Ave  
Parcel ID: 177751-0010

**City of Jacksonville Beach Land Development Code Section(s):** 34-611(e)(1)(c)(1), for a front yard setback of 18.9 feet in lieu of 25 feet, 34-611(e)(1)(c)(2), for an easterly side yard setback of 5.4 feet in lieu of 10 feet, 34-611(e)(1)(c)(2), for a westerly side yard setback of 5.6 feet in lieu of 10 feet, for various dwelling additions and a swimming pool addition, to an existing single-family property, addressed 1240 N. 5th Avenue, RE# 177751- 0010, legally described as Lot 9, Block 3, Pine Grove Unit 2.

**Ex-Parte Communication:**

Mr. Metz disclosed he received a voicemail from the applicant but did not have a discussion.

Chairperson Curley disclosed he received a voicemail from the applicant's agent but did not have a discussion.

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

**Agent:** Ian Brown, 245 Riverside Avenue, Jacksonville, stated the hardship was due to a substandard lot.

**Discussion:** A brief discussion ensued about the detached accessory structure.

**Public Hearing:**

The following spoke in support of the variance:

- Peter Rowell, 1240 N 5th Avenue, Jacksonville Beach
- Bill Pugh, 567 Palm Tree Road, Jacksonville Beach

Mr. Curley closed the public hearing.

**Motion:** It was moved by Mr. Metz, seconded by Mr. Moreland, to approve BOA#25-100067 based on the standards for a variance outlined in Section 34-572 of the Land Development Code.

**Discussion:** A brief discussion ensued about lot size and accessory structure.

**Roll Call Vote:** Ayes – Matt Metz, John Moreland, Laura Tierney, and Owen Curley.

The motion passed unanimously.

**D. Case Number:** **BOA#25-100068**  
Applicant: Elevate On Track, LLC  
Agent: Mike Sittner  
Owner: Kathy Jaroll  
Property Address: 2007 S 1st St  
Parcel ID: 179381-0000

**City of Jacksonville Beach Land Development Code Section(s):** 34-615(e)(1)(c)(3), for a front yard setback of 8 feet in lieu of 20 feet, 34-615(e)(1)(c)(1), for a rear yard setback of 12 feet in lieu of 20 feet, 34- 615(e)(1)(c)(e), for 51.8% and 55.1% primary structure and required driveway lot coverage in lieu of 45% maximum, for two new urban single family dwellings, located on two nonconforming lots or record property addressed 2007 S 1st St RE# 179381-0000, legally described as Lot 5&6, Block L, Permenter's R/P Atlantic Camp.

**Ex-Parte Communication:**

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

**Agent:** Cyndy Trimmer, 1 Independent Drive, Suite 1200, Jacksonville, stated the hardships were nonconformities.

**Discussion:** None.

**Public Hearing:**

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

**Motion:** It was moved by Mr. Metz, seconded by Mr. Moreland, to approve BOA#25-100068 based on the standards for a variance outlined in Section 34-572 of the Land Development Code.

**Discussion:** A brief discussion ensued about the hardship.

**Roll Call Vote:** Ayes – Matt Metz, John Moreland, Laura Tierney, and Owen Curley.

The motion passed unanimously.

|           |                     |                      |
|-----------|---------------------|----------------------|
| <b>E.</b> | <b>Case Number:</b> | <b>BOA#25-100069</b> |
|           | Applicant/Agent:    | Hunter Buchanan      |
|           | Owner:              | Preeya Mistry        |
|           | Property Address:   | 124 S 11th Ave C     |
|           | Parcel ID:          | 176211-1008          |

**City of Jacksonville Beach Land Development Code Section(s):** 34-615(e)(3)(c)(1), for a front yard setback of 10 feet in lieu of 20 feet, for construction of a second story wood deck extension, to a multi-family dwelling property addressed 124 S 11th Ave Unit C RE# 176211-1008, legally described as Lot 4, Block 112, Pablo Beach.

**Ex-Parte Communication:**

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

**Applicant:** Hunter Buchanan, 124 S 11th Ave C, Jacksonville Beach, stated the hardship was the substandard lot size.

**Discussion:** None.

**Public Hearing:**

The following spoke in support of the variance:

- Stephanie Drog, 124 11<sup>th</sup> Avenue S, Apt. B, Jacksonville Beach

Mr. Curley closed the public hearing.

**Motion:** It was moved by Mr. Metz, seconded by Mr. Moreland, to approve BOA#25-100069 based on the standards for a variance outlined in Section 34-572 of the Land Development Code.

**Discussion:** A brief discussion ensued about the variance and condition.

**Motion to Amend:** It was moved by Mr. Metz, seconded by Mr. Moreland, to amend the motion with the condition the approval be contingent upon deck plans.

**Motion to Amend Roll Call Vote:** Ayes – John Moreland, Matt Metz, Laura Tierney, and Owen Curley.

**Discussion:** None.

**Amended Motion Roll Call Vote:** Ayes – John Moreland, Matt Metz, Laura Tierney, and Owen Curley.

The amended motion passed unanimously.

|           |                     |                      |
|-----------|---------------------|----------------------|
| <b>F.</b> | <b>Case Number:</b> | <b>BOA#25-100070</b> |
|           | Applicant/Owner:    | Katy Corbo           |
|           | Agent:              | N/A                  |
|           | Property Address:   | 964 N 21st St        |
|           | Parcel ID:          | 179218-0200          |

**City of Jacksonville Beach Land Development Code Section(s):** 34-612(e)(1)(c)(2), for an northerly side yard setback of 5 feet in lieu of 7.5 feet and 12.5 feet total in lieu of 15 feet total, for construction of a one-car garage addition, to an existing single-family dwelling for property addressed 964 N 21st St RE# 179218-0200, legally described as Lot 6 and the south ½ of Lot 5, Block 96, SEC "A" Jacksonville Beach.

**Ex-Parte Communication:**

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

**Applicant:** Katy Corbo and Michael Gray, 964 N 21<sup>st</sup> Street, Jacksonville Beach, stated the hardship was due to current nonconformities.

**Discussion:** A brief discussion ensued about the hardship.

**Public Hearing:**

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

**Motion:** It was moved by Mr. Metz, seconded by Mr. Moreland, to approve BOA#25-100070 based on the standards for a variance outlined in Section 34-572 of the Land Development Code.

**Discussion:** A brief discussion ensued about the hardship.

**Roll Call Vote:** Ayes – John Moreland, Laura Tierney, and Owen Curley.  
Nays – Matt Metz

The motion passed 3-1.

**PLANNING DEPARTMENT REPORT:**

The next scheduled meeting will be held on Tuesday, October 21, 2025 at 6:00 P.M. There are three scheduled cases.

**COURTESY OF THE FLOOR TO VISITORS:** None

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:17 P.M.

Submitted by: Michaela O'Banion  
Operations Support Specialist I

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:                           | 10/09/2025                           |
| SUBJECT:                        | BOA #25-100080 Staff Report          |

The following information is provided for your consideration for the following agenda item for the upcoming Tuesday, October 21, 2025 Board of Adjustment Meeting.

**BOA #25-100080**

ZONING: RS-2  
RE NO.: 176934-0100  
LEGAL: Lot 1, Block 157 Oceanside Park  
ADDRESS: 608 15th Ave S

**REQUEST:**

**Section(s):** 34-612(e)(1)(c)(3), for a rear yard setback of 20 feet in lieu of 30 feet, to extend the rear of the dwelling in order to construct a master bedroom at an existing single-family home, located at **property addressed** 608 15th Ave S **RE#** 176934-0100, **legally described as** Lot 1, Block 157 Oceanside Park

**EXISTING CONDITIONS:**

The subject property is located in the Low Density Residential future land use category, and is in the Residential Single Family: RS-2 zoning district. The subject site consists of a single lot of record, circa 1922. The property measures 50 feet in width and 125 feet in depth, with an overall lot area of 6,250 square feet. The property is currently occupied by a single family home, built in 1985. The dwelling is conforming in size and setbacks, and has an overall lot coverage of 33.7% for the house and driveway, and a total impervious surface ratio (ISR) of 40.7%. The reminder of the ISR comprises AC pads, a walkway, and a large wooden deck in the rear of the property. As the deck was built prior to the current code and has not been inspected, it is calculated at 100% impervious. The subject lot is on the southwest corner of 15th Avenue South and 6th Street South, making it a corner lot, requiring a corner lot setback of 10 feet. The house is currently consistent with this requirement as well.

The current owners purchased the property in 2018, in it's current condition. As noted above, at the time of the purchase, and with the addition of the existing rear deck, the property would have exceeded the previous LDC's maximum required total lot coverage of 35% (as would be interpreted now as total ISR), which would have rendered the house nonconforming in lot coverage. Under the new dimensional standards of the current LDC, the lot is now conforming, due to the change to lot coverage and ISR, with a total ISR of 50%.

There are no variances on file.

There are no recorded code enforcement actions on file.

### STAFF ANALYSIS:

As noted previously, the subject site is on an existing lot of record. Under the previous code, this lot would have been nonconforming and undersized for the RS-2 standards, but with the revisions to the LDC in 2025, the minimum lot size for a single family dwelling in RS-2 was reduced from 7,500 square feet minimum, to 6,000 square feet minimum, thus making this lot a conforming lot. Additionally, as noted prior, the house was built in 1985, and therefore was constructed under the previous maximum 35% lot coverage / ISR. Under the current code, the house and driveway are granted up to 35% lot coverage on their own, with an additional ISR of 15% alsoes allowed. Under this new system, the house could have been built with an additional 188 square feet of area, achieving the maximum 35% with the driveway.

The home currently has a 349 square foot wooden deck along the rear of the structure. With this deck, assuming a 100% impervious design, would bring the total lot coverage to 33.7% for the house and driveway, and a total ISR to 40.7%. The applicant is requesting to construct a rear addition of roughly 552 square feet, and a small outside patio adjacent to the addition at 165 square feet. When calculated on the current LDC standards, this would give the property a lot coverage of 45%, with a total ISR of 46.5%. Given the age of the structure, and the fact that it was constructed in 1985, and considering it was built under the limitations of the previous LDC, the applicant would be limited in their ability to add any living space onto the house, mostly due to the design, and how the builder chose to maximize the home side with a single story. The rear deck appears to have been added at least 14 years ago, based on the limited information available on the home. Based on the lack of permits, and the condition of the deck in the 2011 images available, the deck was likely built much earlier than 2011. This may explain why there is no record of a permit for the deck. With the addition of the deck, the home would have been nonconforming up until the passage of the new LDC.

Although the applicant purchased the home in its current condition, they were likely unaware of the nonconforming status of the house at the time, as the city has no records of the deck's construction, which predates their purchase, and therefore they would not have known they would have needed to rectify the issue.

With the proposed addition and rear patio, coupled with the removal of the wood deck, the overall ISR remains below the 50% maximum, but the request does require the lot coverage percentage to be increased, while still staying within the 50% maximum ISR. Additionally, as the house is built to every required setback, any enclosed addition will encroach into some setback. The new LDC does provide the ability to add covered patios and screen rooms onto the rear of a single family structure, and these unenclosed additions may encroach up to 10 feet into the rear yard setback of 30 feet, creating a new 20-foot rear yard setback for these unenclosed spaces. As the applicant cannot increase the home into enclosed, conditioned living space without encroachment, the request to encroach into the 30-foot rear yard by 10 feet mirrors the ability that is currently vested for unenclosed additions, but would allow for more living space, without having to increase the height of the structure, which is the only other option for more conditioned space.

As the majority of the single-family homes in the immediate vicinity are all single story, this becomes a question of which direction would have the greater impact on the surrounding neighborhood charter. As the rear addition is allowed under the new code, if it were unenclosed, and the fact that the surrounding homes are all one story, it is the opinion of staff that the encroachment of enclosed

space into the 30-foot rear yard setback is of a lessor impact to the community, and reflects the difficulty in owning a home built under the previous LDC.

It is staff's opinion that the proposed addition is justified based on the age and design of the home, and the limitations under which it was built, as well as the lack of records for the owner to knowingly acquire the home with the deck as a nonconformity.

#### **MINIMUM DIMENSIONAL STANDARDS:**

##### **RS-2**

- Minimum lot area: 6,000 square feet.
- Minimum lot width: 50 feet at the building line and a minimum of 35 feet at the street.
- Minimum yard setbacks:
  - Front yard: 20 feet.
  - Side yard: 15 feet in total for both side yards provided that no side yards are less than 5 feet, except when the lot is a corner lot. For a corner lot, the side yard on the corner shall be 20 percent of the lot width or 10 feet, whichever is greater, except the side yard is never required to exceed 20 feet.
  - Rear Yard: 30 feet for primary structure and 20 feet for unenclosed covered patios and enclosed screen rooms.
- Minimum floor area: A single-family dwelling unit shall contain a minimum of 1,200 square feet of conditioned living area and a 1-car garage. The garage shall not be included as part of the single-family dwelling unit's minimum square footage.
- Maximum lot coverage for primary structure and required driveway: 35 percent.
- Maximum Impervious Surface: 50 percent.
- Maximum height: 35 feet.
- Accessory structures and structures pursuant to Section 34-716. All accessory structures shall only be located in a side or rear yard (not forward of the dwelling along a street frontage) and set back a minimum of 5 feet from any property line or principal or accessory structures.

#### **REVIEW OF CRITERIA:**

**1. There are conditions or circumstances that exist which prevent compliance with site design and development standards, or which are unique to the parcel of land, building or structure.**

Staff finds there **are** conditions that prevent compliance with site design and development standards or are unique to the parcel of land, building, or structure. As previously noted, the home was built to nearly the total allowable lot coverage in 1985, but in a single story that matched the residential design that dominates the surrounding neighborhood. Without relief, the applicant would be forced to add living space in a second story, which would be out of character for the surrounding neighborhood, and which would be in conflict with the overarching goal of neighborhood character preservation that was the driving force behind many of the changes to the new LDC.

**2. The conditions or circumstances do not result from actions of the application and would not be considered a self-imposed hardship.**

Staff finds that circumstances **are not** a result of actions of the applicant. Although the applicants did buy the house in its current condition, there are no records that show the rear deck was built outside the limits of the previous LDC. There would be no way for them to acquire that information,

even if they were to request all available permits for the home. Additionally, as the house was built in 1985, under previous LDCs, the request to add livable space to the home would result in the need to go vertical, into a second story, again, a condition not created by the applicant.

**3. There would be no special privileges afforded to the applicant by granting a variance that is not available to other parcels of land, building, or structures with similar conditions or circumstances.**

Staff finds that special privileges **will not** be afforded to the applicant by granting a variance. As noted previously, the applicant is within their rights under the new LDC to add a rear, unenclosed patio or screen room, which may be covered under roof. The request to add enclosed space is something the applicant could do by adding a second story, but the addition of more vertical height would be out of character for the surrounding homes. The applicant may expand their home, but with the approval of this variance, they will do so in a way as to not impact the surrounding homes. Therefore, no special privilege is conveyed, but rather flexibility in design to aid in the preservation of the dominant design of homes in this area.

**4. Strict interpretation and enforcement of the code would deprive the applicant of rights commonly enjoyed by other parcels of land and would provide an unnecessary and undue hardship.**

Staff finds that strict interpretation and enforcement of the code **would not** deprive the applicant of rights enjoyed by other parcels of land. Although the choice to add onto the rear of the home is the option that encourages the most compliance with the prevailing idea of neighborhood preservation, the approval of this request would not add to or remove the owner's ability to add living space, but would simply allow for a difference in design, but not a change in rights.

**5. The variance(s) requested, if granted, will make possible a reasonable use of the parcel of land, building, or structure.**

Staff finds that the variance(s) requested **are** necessary to make a reasonable use of the parcel of land, building, or structure. Without the approved relief, the house could still be expanded, but would do so in a way that may have adverse effects to the surrounding homes, by adding a potential second story, which would be the only option available to them. Reasonable use of the property would be better achieved through the exception to the rear setback and total lot coverage, by aiding to preserve the neighborhood design language of one-story homes. Without it, this prominent corner lot would be the only home on the north half of this block to have a second story.

**6. The variance(s) request, if granted, will not result in the creation of a public nuisance.**

Staff finds that the variance(s) **will not** result in the creation of a public nuisance. As previously stated, the proposed design will not exceed the total ISR allowed for single-family homes in the RS-2 zoning district, as the total ISR will be below 50%, the reallocation of ISR to lot coverage for the new rear addition will not generate any nuisance, as it is still within the limits established in the new LDC for the RS-2 district. Additionally, the applicant may add an unenclosed rear addition or screen enclosure up to 20 feet from the rear property line. The request to simply make this enclosed space will not cause any potential nuisance to surrounding properties, and to the contrary, not approving the request may cause adverse effects to the surrounding property if the applicant chooses to add a second story, which they could do with a simple building permit, as they remain within the 35-foot height limit.

**STAFF RECOMMENDATION:**



Pursuant **Section 34-572** of the Land Development Code, and based on the provided application and analysis stated in this report, the Planning and Development Department recommends **Approval** of BOA#25-100080.

**ATTACHMENTS:**

- 1. BOA#25-100080 Application



# VARIANCE APPLICATION

BOA No. 25-100080  
HEARING DATE 10/21

This form is intended to be submitted along with all required documents for all requests for variances from the requirements of the City of Jacksonville Beach Land Development Code. Planning and Development Department staff will evaluate an application for a variance for sufficiency within ten (10) days of receipt. If the application is found to be complete and sufficient, 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:  | <u>Laurie Dugan</u>                                                      | Telephone: | <u>(904) 228-6464</u>              |
| Mailing Address: | <u>608 15<sup>th</sup> Ave S.</u><br><u>Jacksonville Beach, FL 32250</u> | E-Mail:    | <u>lauriecarterdugan@gmail.com</u> |
| Agent Name:      | _____                                                                    | Telephone: | _____                              |
| Mailing Address: | _____                                                                    | E-Mail:    | _____                              |
| Landowner Name:  | <u>same</u>                                                              | Telephone: | _____                              |
| Mailing Address: | _____                                                                    | E-Mail:    | _____                              |

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: 608 15<sup>th</sup> Ave S., Jacksonville Beach, FL  
Legal description of property (Attach copy of deed): Block 157, Ocean Park,  
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).  
Coverage of 47% in lieu of 35%.  
Beach Setback of 20 feet in lieu of 30 feet.

RS-2



# VARIANCE APPLICATION AFFIDAVIT

BOA No. \_\_\_\_\_

## AFFIDAVIT

I, \_\_\_\_\_, 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.

Laurie Dugan

APPLICANT SIGNATURE

Laurie Dugan

PRINT APPLICANT NAME

9/05/2025

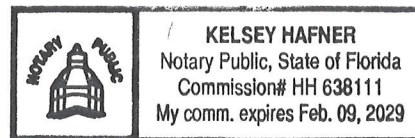
DATE

### STATE OF FLORIDA, COUNTY OF DUVAL:

This instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 5<sup>TH</sup> day of SEPTEMBER, 20 25, by Laurie Dugan, who is personally known to me or produced FLORIDA DRIVER LICENSE as identification.

Kelsey Hafner

NOTARY PUBLIC SIGNATURE



Kelsey Hafner

PRINT NOTARY NAME

(Affix Notary Seal Above)

# SUMMARY

LOT 50' X 125' 6,250 SF

EXISTING

COVERAGE

2,541

40.7%

ADDITION

23' X 24' = 552 SF

+ NEW PATIO 11' X 15' = 165 SF

SUBTOTAL

717 SF

MINUS OLD WOOD DECK

29.1' X 12' (349 SF)

NET ADDITIONAL COVERAGE

368 SF

+ 14.5%

TOTAL NEW COVERAGE

CURRENT COVERAGE

2,541 SF

+ NEW

368

2,909 SF

46.5%

PLANNED ADDITION

# MAP SHOWING SURVEY OF

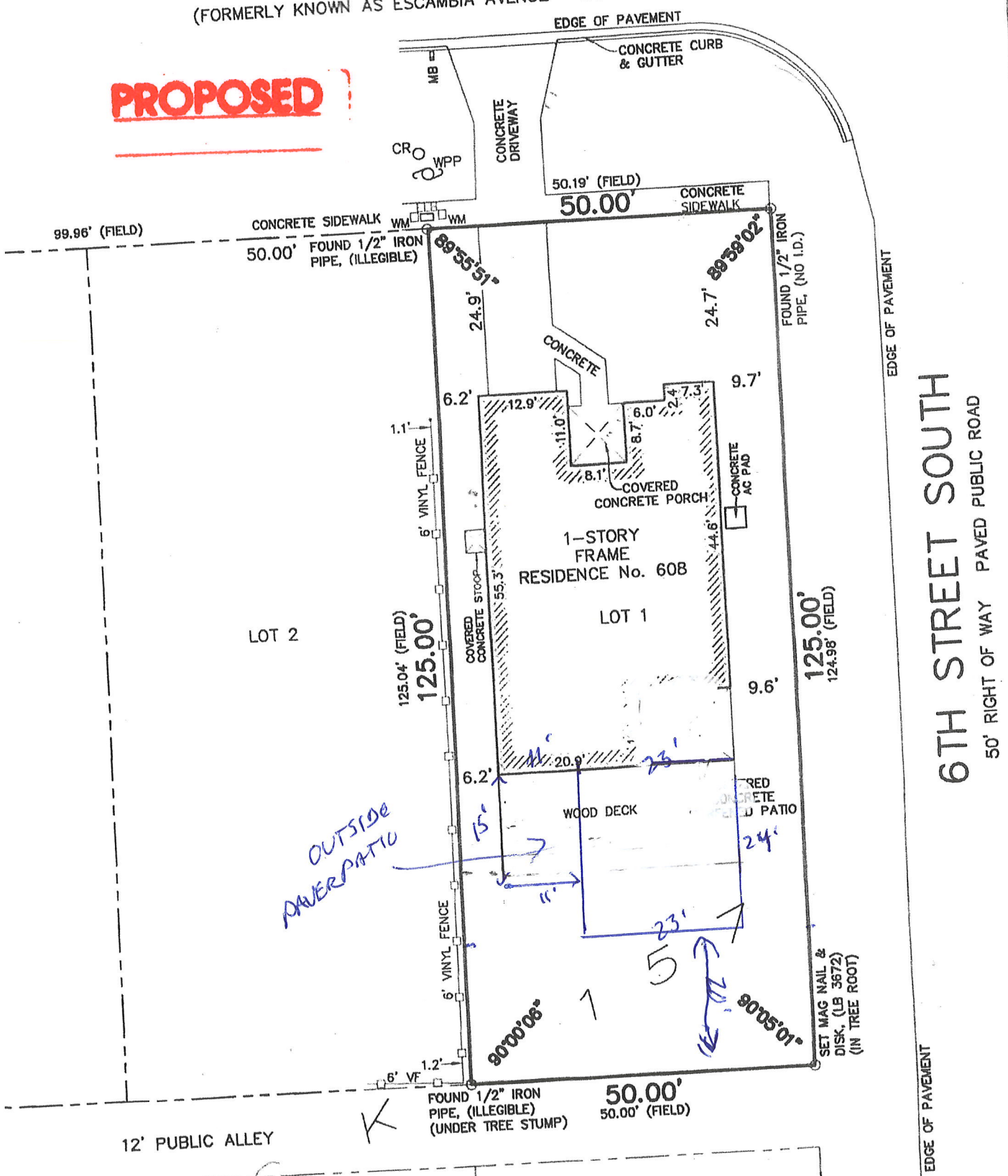
BLOCK 157, OCEANSIDE PARK, ACCORDING TO THE MAP OR PLAT THEREOF, AS RECORDED IN PLAT BOOK 8, PAGE 13 OF THE PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA.

## SOUTH 15th AVENUE

80' RIGHT OF WAY PAVED PUBLIC ROAD  
(FORMERLY KNOWN AS ESCAMBIA AVENUE - BY PLAT)



**PROPOSED**



COVERABLE

EXISTING

# MAP SHOWING SURVEY OF

LOT 1, BLOCK 157, OCEANSIDE PARK, ACCORDING TO THE MAP OR PLAT THEREOF, AS RECORDED IN PLAT BOOK 8, PAGE 13 OF THE PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA.

## SOUTH 15th AVENUE

80' RIGHT OF WAY PAVED PUBLIC ROAD  
(FORMERLY KNOWN AS ESCAMBIA AVENUE - BY PLAT)



LOT  
50' x 125' = 6,250 SF

FOUND 1/2" IRON  
PIPE, (LB 6715)

99.96' (FIELD)

CONCRETE SIDEWALK  
50.00' FOUND 1/2" IRON  
PIPE, (ILLEGIBLE)

EDGE OF PAVEMENT

CONCRETE CURB  
& GUTTER

CONCRETE  
DRIVEWAY

50.19' (FIELD)

50.00'

CONCRETE  
SIDEWALK

FOUND 1/2" IRON  
PIPE, (NO I.D.)

EDGE OF PAVEMENT

6TH STREET SOUTH

50' RIGHT OF WAY PAVED PUBLIC ROAD

EDGE OF PAVEMENT

CURRENT COVERAGE

HOUSE PAD 34' x 55' = 1,870 SF  
WOOD DECK 29.1' x 12' 349  
DRIVEWAY 24' x 10' 240  
WALKWAY 4' x 16' 64  
2 PADS 3' x 3' 18  
TOTAL 2,541 SF  
CURRENT COVERAGE 40.7%

LOT 3

LOT 2

LOT 1

125.00' (FIELD)

12' PUBLIC ALLEY

FOUND 1/2" IRON  
PIPE, (ILLEGIBLE)  
(UNDER TREE STUMP)  
50.00' (FIELD)

LOT 10

LOT 11

LOT 12

### SYMBOL LEGEND

- FIRE HYDRANT
- LIGHT POLE
- GV GAS VALVE
- WV WATER VALVE
- CLEAN OUT
- UTILITY POLE
- GUY ANCHOR
- BOLLARD
- WM WATER METER
- GR GAS RISER
- CR CABLE RISER
- ELB ELECTRIC BOX
- SIGN
- TRANSFORMER
- MANHOLE

### ABBREVIATION LEGEND

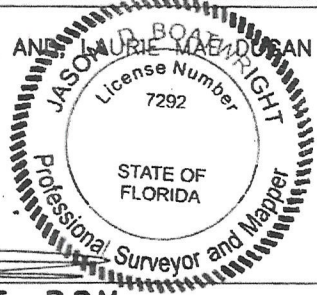
- BFP BACK-FLOW PREVENTER
- (C) CALCULATED
- (FIELD) FIELD MEASUREMENT
- WF WOOD FENCE
- CLF CHAIN LINK FENCE
- VF VINYL FENCE
- CONC. CONCRETE
- R/W RIGHT-OF-WAY
- PB PLAT BOOK
- ORB OFFICIAL RECORDS BOOK
- PG PAGE
- MES MITERED END SECTION
- CMP CORRUGATED METAL PIPE
- PVC POLYVINYL CHLORIDE PIPE
- RCP REINFORCED CONCRETE PIPE
- EL ELEVATION
- FPE FINISHED FLOOR ELEVATION
- INV INVERT ELEVATION
- PC POINT OF CURVATURE
- PT POINT OF TANGENCY OF CURVE
- PCC POINT OF COMPOUND CURVE
- PRC POINT OF REVERSE CURVE

### GENERAL SURVEY NOTES

- THIS IS A BOUNDARY SURVEY.
- NORTH PROTRACTED FROM PLAT.
- INTERIOR ANGLES, SHOWN HEREON, AS PER FIELD SURVEY.
- THIS SURVEY WAS PREPARED WITHOUT AN ABSTRACT OF TITLE; THEREFORE THE UNDERSIGNED MAKES NO GUARANTEES OR REPRESENTATIONS REGARDING INFORMATION SHOWN HEREON PERTAINING TO EASEMENTS, RIGHT OF WAYS, SETBACK LINES, AGREEMENTS, RESERVATIONS, OR OTHER SIMILAR MATTERS.
- NO UNDERGROUND INSTALLATIONS, IMPROVEMENTS OR ENCROACHMENTS HAVE BEEN LOCATED EXCEPT THOSE SHOWN HEREON.
- NO BUILDING RESTRICTION LINES, AS PER PLAT.
- THE PROPERTY DESCRIBED HEREON LIES IN FLOOD ZONE "X" (SHADED, AREA OF 0.2% ANNUAL CHANCE FLOOD HAZARD), AS WELL AS CAN BE DETERMINED FROM THE FLOOD INSURANCE RATE MAP No. 12031C0419J, EFFECTIVE NOVEMBER 2, 2018 FOR DUVAL COUNTY, FLORIDA.

### CERTIFIED TO:

- BUCHANAN M. DUGAN AND JASON D. BOATWRIGHT



JASON D. BOATWRIGHT, P.S.M.  
FLORIDA LICENSED SURVEYOR and MAPPER No. LS 7292  
FLORIDA LICENSED SURVEYING & MAPPING BUSINESS No. LB 3672  
"NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER."

FILE: 2025-0483  
DRAWN BY: ADT  
SCALE: 1" = 20'

BOATWRIGHT LAND SURVEYORS, INC.

1500 ROBERTS DRIVE, JACKSONVILLE BEACH, FLORIDA 32250 (PH) 904-241-8550

DATE:  
MAY 6, 2025  
SHEET 1 OF 1

| BOARD OF ADJUSTMENT AGENDA ITEM |                                      |
|---------------------------------|--------------------------------------|
| TO:                             | Board of Adjustment Members          |
| FROM:                           | Department of Planning & Development |
| DATE:                           | 10/09/2025                           |
| SUBJECT:                        | BOA #BOA#25-100081 Staff Report      |

The following information is provided for your consideration for the following agenda item for the upcoming Tuesday, October 21, 2025 Board of Adjustment Meeting.

**BOA #BOA#25-100081**

620 S Lower 8th Avenue (Currently zero (0) S Lower 8th)  
RE# 176499-0010

**REQUEST:**

A variance for a rear yard setback of 28.9 feet in lieu of 30 feet minimum, 34-612(e)(1)(c)(3), for rear yard covered lanai setback of 19.6 feet in lieu of 20 feet minimum, 34-612(e)(1)(e), for 40.4% primary structure and required driveway lot coverage in lieu of 35% maximum, to demolish current garage and construct a new single-family dwelling.

**EXISTING CONDITIONS:**

The subject property is located in the Low Density Residential future land use category and in the Residential Single Family: RS-2 zoning district. The property is a legally platted lot of record, circa 1922. The subject property is a nonconforming lot in area. The lot is 50 feet in width and 100 feet in depth, with a total area of 5,000 square feet. The minimum dimensions for a single family lot in RS-2 is 50 feet in width, and 6,000 square feet in area. The property is currently occupied with a stand-alone, detached two-car garage. The garage is roughly 30 feet by 30 feet in size, and was originally associated with the home located at 628 S Lower 8th Avenue, the property that is immediately adjacent to the west. The subject lot was split from the adjacent lot, as the home and garage appear to have been built at the same time, based on the style of construction and matching materials to the primary home on 628 S Lower 8th Avenue. As the home was constructed on one lot of record, and the garage on a second, the lots were legally split from one another, and the garage was left as an accessory structure with no primary structure.

The applicant is requesting to demolish the existing garage, and replace it with a new single-family home. This appears to be the only case of a double lot with a detached garage on this block, and is an uncommon condition throughout the City. This makes the situation unique, as the garage, as an orphaned accessory use, is technically nonconforming under the current LDC, as you cannot have an accessory use without a primary use, nor can a detached garage be located forward of the primary structure or within the front yard setback. The demolition of the detached garage will bring the property into complete conformity with the LDC, though the construction of the single-family home is a separate process. The applicant is now requesting relief for the construction of the new single-family home, with regard to setbacks and lot coverage.

There are no previous variances on this parcel or the parent parcel at 628 S Lower 8th Avenue, nor are there any known code enforcement issues.

#### **STAFF ANALYSIS:**

As previously noted, the lot is unique given its history as half of a pair of lots that were under a single ownership at the time of the construction of the home and garage. The lots are both legal lots of record, platted in 1922, but are nonconforming in area, as they are only 100 feet deep, and 50 feet in width. While the minimum width of 50 feet conforms to the RS-2 standards, the total lot area is 1,000 square feet smaller than the required minimum. The maximum lot coverage allocated to the house and driveway under the new LDC is 35% of the total lot area. For a conforming lot, in RS-2, at 6,000 square feet in area, this would be roughly 2,100 square feet maximum.

As the property is 1,000 square feet smaller, the applicant is requesting to have the driveway and primary structure account for 40.5% lot coverage. If this square footage (2,021 square feet) were applied to a conforming lot of 6,000 square feet, the requested structure and driveway would only account for 33.6% lot coverage. This is a proportional request for an increase in lot coverage that does not exceed the maximum for a conforming lot, as compared to the existing hardship for the undersized lot, at 5,000 square feet.

Additionally, for a lot to be code compliant with an area of 50 feet in width, the lot would need to be at least 120 feet in depth. The subject property is 100 feet in depth, thus theoretically depriving the applicant of 20 feet worth of lot depth. Additionally, under the new code, a single-family home's front yard setback may be adjusted, at the discretion of the Planning Director, to match the prevailing front yard setback of other residential structures on the same block. As noted on the site plan, the front yard setback for the homes within the block is less than 20 feet required. Although the front yard setback could be reduced administratively, the applicant is requesting to meet the front yard setback of 20 feet, but to request minimum relief for both the primary structure rear yard setback and the rear yard setback for unenclosed patios and screen rooms. The code requires a 30-foot rear yard setback for the primary structure, and the applicant is requesting 28.9 feet. The minimum rear yard setback for unenclosed patios and screen rooms is 20 feet minimum, and the applicant is requesting 19.6 feet.

As the lot is substandard in area, the request for increased lot coverage to 40.5% is justified, and is proportional to the amount of lot area below the required minimum, which would result in a lot coverage of 33.6% for a full 6,000 square foot conforming lot. Therefore, the request is based on a real hardship, and is reasonable to make the applicant whole, with regards to potential lot coverage square footage lost due to the undersized nature of the lot.

Additionally, as the lot is conforming in width, the depth is the only dimension that makes the lot nonconforming in area, as it would need to be 20 feet larger in depth to account for the missing 1,000 square feet in area. This is also a hardship with regards to front and rear setbacks, as the missing depth impacts the overall length of the structure within the required front and rear yards. Additionally, as the block has historically diverse and nonconforming front yard setbacks, the applicant is requesting a minimal amount of relief for the rear setback for the primary structure and the unenclosed patio, each totaling less than three feet, with the patio setback reduction request of only six inches.

Based on these factors, staff supports the requests for additional lot coverage while remaining below

the 50% impervious surface ratio (ISR), and the reduction in both rear yard setbacks, due to the nonconforming nature of the lot.

#### **MINIMUM DIMENSIONAL STANDARDS:**

- Minimum lot area: 6,000 square feet.
- Minimum lot width: 50 feet at the building line and a minimum of 35 feet at the street.
- Minimum yard setbacks:
  - Front yard: 20 feet.
  - Side yard: 15 feet in total for both side yards provided that no side yards are less than 5 feet, except when the lot is a corner lot. For a corner lot, the side yard on the corner shall be 20 percent of the lot width or 10 feet, whichever is greater, except the side yard is never required to exceed 20 feet.
  - Rear Yard: 30 feet for primary structure and 20 feet for unenclosed covered patios and enclosed screen rooms.
- Minimum floor area: A single-family dwelling unit shall contain a minimum of 1,200 square feet of conditioned living area and a 1-car garage. The garage shall not be included as part of the single-family dwelling unit's minimum square footage.
- Maximum lot coverage for primary structure and required driveway: 35 percent.
- Maximum Impervious Surface: 50 percent.
- Maximum height: 35 feet.
- Accessory structures and structures pursuant to Section 34-716. All accessory structures shall only be located in a side or rear yard (not forward of the dwelling along a street frontage) and set back a minimum of five feet from any property line or principal or accessory structures.

#### **REVIEW OF CRITERIA:**

**1. There are conditions or circumstances that exist which prevent compliance with site design and development standards, or which are unique to the parcel of land, building or structure.**

Staff finds there **are** conditions that prevent compliance with site design and development standards or are unique to the parcel of land, building or structure. As noted above, the lot is nonconforming in area, and thus also shallower than needed for a lot of 50 feet in width. The nature of the historically platted lot of record is the reason for the request and is a true hardship to compliance with the code.

**2. The conditions or circumstances do not result from actions of the application and would not be considered a self-imposed hardship.**

Staff finds that circumstances **are not** a result of actions of the applicant. The subject lot, although split from the adjoining lot to the west, was always a legally platted lot of record, although nonconforming in size and area. The applicant did not cause the lot to be platted in a nonconforming manner, and did go through proper diligence to determine if the lot was buildable prior to purchase, by meeting with planning staff. The applicant's request to build a single family home is not the cause of the hardship, but rather the overall size of the lot. The hardship is not self-imposed.

**3. There would be no special privileges afforded to the applicant by granting a variance that is not available to other parcels of land, building or structures with similar conditions or circumstances.**

Staff finds that special privileges **will not** be afforded to the applicant by granting a variance. The applicant is requesting to construct a single family dwelling on a single family zoned lot. This is the most reasonable use of the property within the RS-2 zoning district. Additionally, the request simply allows the applicant to build a reasonably sized home, within what would have been the code limits for lot coverage and setbacks, had the lot been platted to a conforming size and depth.

**4. Strict interpretation and enforcement of the code would deprive the applicant of rights commonly enjoyed by other parcels of land and would provide an unnecessary and undue hardship.**

Staff finds that strict interpretation and enforcement of the code **would** deprive the applicant of rights enjoyed by other parcels of land. Without relief from the lot coverage limitations and setbacks, the applicant would not have been able to meet the other required elements of a single-family home in the RS-2 district, such as a minimum 1,200 square feet of conditioned living space and a required garage, without making the house noncompliant in other areas, potentially with setbacks, parking or other elements given the limitations on the lot size and depth. All required dimensional standards are designed to be applied to a lot of the required minimum size, so any defecate in that size will have an impact on the overall design of the structure and potential compliance with all other standards.

**5. The variance(s) requested, if granted, will make possible a reasonable use of the parcel of land, building, or structure.**

Staff finds that the variance(s) requested **are** necessary to make possible a reasonable use of the parcel of land, building, or structure. As noted previously, to meet all the requirements for a single-family home in the RS-2 district, the lot is anticipated to be conforming in size, thus allowing ample room for lot coverage and setback limits outlined in the LDC. with a substandard lot, the applicant would have substantial constraints on the design that would be additional hurdles not required for others in the RS-2 zoning district.

**6. The variance(s) request, if granted, will not result in the creation of a public nuisance.**

Staff finds that the variance(s) **will not** result in the creation of a public nuisance. on the contrary, allowing the increase in lot coverage allocation and rear yard setback encroachments, the new home will meet the remainder fo the required elements for a single-family home in RS-2 as well as allow the house to blend in with it's neighbors, and minimize the impact the new construction can have on the surrounding property. Additionally, the request is not an overreach of the applicant, as the requested deviations are the minimum needed to accomplish the goals of the RS-2 standards, while accounting for the substandard nature fo the lot.

**STAFF RECOMMENDATION:**

**Pursuant Section 34-572** of the Land Development Code, and based on the provided application and analysis stated in this report, the Planning and Development Department recommends **Approval** of BOA#25-100081.

**ATTACHMENTS:**

1. BOA#25-100081 Application



# APPLICATION FOR VARIANCE

BOA No. 25 100081

HEARING DATE 10/21

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:** Trevor Moody MGR 2974 Shelby Dr LLC **Telephone:** (904) 625-2185  
**Mailing Address:** 1634 Bentin Dr S, Jax Beach 32250 **E-Mail:** moodycapital1@gmail.com

**Agent Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Landowner Name:** 2974 Shelby Dr LLC **Telephone:** (904) 625-2185  
**Mailing Address:** 1634 Bentin Dr S, Jax Beach 32250 **E-Mail:** moodycapital1@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: 620 S lower 8th Ave 176499-0010  
 Legal description of property (Attach copy of deed): Lot 7 BLK 9  
 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).  
~~-Rear yard setback of 28.9' in lieu of 30' of principal home~~  
~~-Rear yard setback of 19.6' in lieu of 20' for covered lanai~~  
~~-Lot coverage of 40.4% in lieu of 35% for house and driveway~~

## AFFIDAVIT

I, Trevor Moody MGR 2974 Shelby Dr LLC, 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.

Trevor Moody  
 APPLICANT SIGNATURE

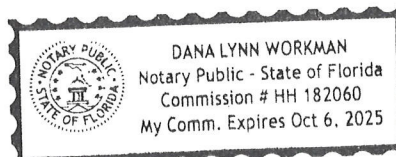
Trevor Moody  
 PRINT APPLICANT NAME

9-25-25  
 DATE

## STATE OF FLORIDA, COUNTY OF DUVAL:

This instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 25th day of September, 2025, by Trevor Moody, who is personally known to me or produced valid Florida Driver License as identification.

Dana Lynn Workman  
 NOTARY PUBLIC SIGNATURE  
Dana Lynn Workman  
 PRINT NOTARY NAME



(Affix Notary Seal Above)

THIS BOX FOR OFFICE USE ONLY, GO TO NEXT PAGE

CURRENT ZONING CLASSIFICATION: RS-2 FLOOD ZONE: \_\_\_\_\_

CODE SECTION (s): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# VARIANCE APPLICATION AFFIDAVIT

BOA No. \_\_\_\_\_

## AFFIDAVIT

I, Trevor Moody MGR 2974 Shelby Dr LLC, 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.

APPLICANT SIGNATURE

Trevor Moody

PRINT APPLICANT NAME

Sept 25 2025

DATE

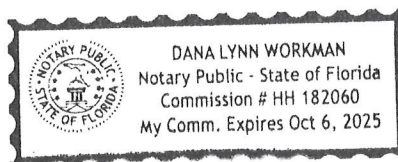
### STATE OF FLORIDA, COUNTY OF DUVAL:

This instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 25<sup>th</sup> day of September, 20 25, by Trevor Moody, who is personally known to me or produced Valid Florida Driver License as identification.

NOTARY PUBLIC SIGNATURE

DANA LYNN WORKMAN

PRINT NOTARY NAME



(Affix Notary Seal Above)

**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?<br>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                | lot is platted and substandard at 5,000 sq ft vs 7500 sq ft required in RS-2 and 50ft wide vs 75ft wideft vs required |
| Special circumstances and conditions do not result from the actions of the applicant.                                                                                                                                                | yes                | lot is platted and substandard at 5,000 sq ft vs 7500 sq ft required in RS-2 and 50ft wide vs 75ft wideft vs required |
| 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                | lot is platted and substandard at 5,000 sq ft vs 7500 sq ft required in RS-2 and 50ft wide vs 75ft wideft vs required |
| 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                | lot is platted and substandard at 5,000 sq ft vs 7500 sq ft required in RS-2 and 50ft wide vs 75ft wideft vs required |
| Grant of variance is the minimum variance that will make possible the reasonable use of the parcel of land, building or structure.                                                                                                   | yes                | lot is platted and substandard at 5,000 sq ft vs 7500 sq ft required in RS-2 and 50ft wide vs 75ft wideft vs required |
| 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                | lot is platted and substandard at 5,000 sq ft vs 7500 sq ft required in RS-2 and 50ft wide vs 75ft wideft vs required |

**Prepared By and Return To:**

Johnni Nicole Causey  
Landmark Title, LLC  
7220 Financial Way  
Jacksonville, FL 32256

**General Warranty Deed**

Made effective the 10th day of July, 2025, by Edith A. Singleton, a widow, whose address is 628 Lower 8th Avenue South, Jacksonville Beach, FL 32250 hereinafter called the Grantor, to 2974 SHELBY DR LLC, a Florida Limited Liability Company, whose address is 1634 Bentin Drive South, Jacksonville Beach, FL 32250, hereinafter called the Grantee:

(Whenever used herein the term "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

**Witnesseth**, that the Grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable consideration, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, alienates, remises, releases, conveys and confirms unto the Grantee, all that certain land situate in Duval County, Florida, more particularly described as follows:

Lot 7 Block 9, Oceanside Park, as recorded in Plat Book 8, Page 13 of the Current Records of Duval County, Florida

Parcel ID Number: Portion of 176499-0000

**Subject to** taxes accruing subsequent to December 31, 2024.

**Subject to** covenants, restrictions and easements of record, if any; however, this reference thereto shall not operate to reimpose same.

**Together** with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

**To Have and to Hold**, the same in fee simple forever.

**And** the Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land; that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances.

In Witness Whereof, the Grantor has signed and sealed these presents the day and year written below.

*Signed, sealed and delivered in our presence:*

*Johnni Nicole Causey*  
Witness 1 Signature  
Johnni Nicole Causey

*Edith A. Singleton*  
Edith A. Singleton

Witness 1 Printed Name  
Witness 1 Address: 7220 Financial Way  
Jacksonville, FL 32256

*Francis B. Whibley*  
Witness 2 Signature  
FRANCIS B. WHIBLEY  
Witness 2 Printed Name

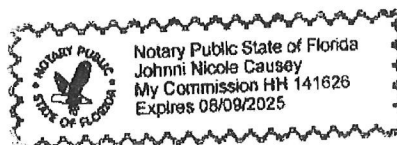
Witness 2 Address: 7220 Financial Way  
Jacksonville, FL 32256

STATE OF FLORIDA  
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me by means of (☒) physical presence or (☐) online notarization, this 9<sup>th</sup> day of July, 2025, by Edith A. Singleton, (☐) who is/are personally known to me or (☒) who has/have produced DL as identification.

*Johnni Nicole Causey*  
Signature of Notary Public

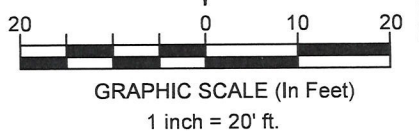
Print, Type/Stamp Name of Notary



## A map of downtown St. Paul, Minnesota, centered around the intersection of 6th Avenue South and 9th Avenue South. A red pin marks the location of the new police station at 800 6th Ave S. The map shows a grid of streets including 4th Ave S, 5th Ave S, 6th Ave S, 7th Ave S, 8th Ave S, 9th Ave S, 10th Ave S, 11th Ave S, 12th Ave S, 13th Ave S, 14th Ave S, 15th Ave S, 16th Ave S, 17th Ave S, 18th Ave S, 19th Ave S, 20th Ave S, 21st St, 22nd St, 23rd St, 24th St, 25th St, 26th St, 27th St, 28th St, 29th St, 30th St, 31st St, 32nd St, 33rd St, 34th St, 35th St, 36th St, 37th St, 38th St, 39th St, 40th St, 41st St, 42nd St, 43rd St, 44th St, 45th St, 46th St, 47th St, 48th St, 49th St, 50th St, 51st St, 52nd St, 53rd St, 54th St, 55th St, 56th St, 57th St, 58th St, 59th St, 60th St, 61st St, 62nd St, 63rd St, 64th St, 65th St, 66th St, 67th St, 68th St, 69th St, 70th St, 71st St, 72nd St, 73rd St, 74th St, 75th St, 76th St, 77th St, 78th St, 79th St, 80th St, 81st St, 82nd St, 83rd St, 84th St, 85th St, 86th St, 87th St, 88th St, 89th St, 90th St, 91st St, 92nd St, 93rd St, 94th St, 95th St, 96th St, 97th St, 98th St, 99th St, 100th St. Other landmarks include the Hennepin County Courthouse at 100 6th Ave S, the Minneapolis Police Station at 100 1st Ave N, and the St. Paul Police Station at 100 1st Ave N. The Mississippi River is visible on the right side of the map.

## EXISTING

## EXISTING



from date of signature. Hard copies will be furnished to said client or his/her agents for an Archival Fee after 60 days.

18. Symbols herein may differ in color from the Legend and Abbreviations/Symbols list herein for clarity.

19. Pursuant to F.S. 558.0035, no individual employee or Agent may be held personally liable for Negligence.

20. This drawing reflects information gathered, analyzed, presented and preserved solely by River City Surveying, LLC. Third Party references, Business Cards etc., attached do not infer or create liability in any form.

21. Fence Ownership is Not Determined.

22. Bearing of the Tallahassee Baseline (Florida PLSS)

basis of bearing in the survey notes (e.g., "Basis of bearing is the Tallahassee Baseline as defined by the PLSS, assumed N 90°00'00" E")

[1] Coordinates of the Prime Meridian Marker at Cascades Park

- Latitude -30°26'04.12" N
- Longitude -84°16'37.59" W

These coordinates correspond to the initial point of the Tallahassee Principal Meridian, a key reference in Florida's Public Land Survey System.

[15] Decimal Degrees Format

For applications requiring decimal degrees

- Latitude -30.434478°
- Longitude -84.277178°

These coordinates are useful for GIS applications, GPS devices, or mapping software when locating the Prime Meridian Marker within Cascades Park.

Control Along Meridian

NORTHING, EASTING Zone FL 903 US FT

527086.270000000019 2038743.9699999999972

521755.1599999999974 2038748.1399999999988

**RIVER CITY SURVEYING &  
MAPPING  
LB#8484  
904.675.9300  
7220 FINANCIAL WAY  
JACKSONVILLE, FL 32256**

 = SITE BENCHMARK  
 = SET 1/2" IRON ROD LB#8139  
 = FOUND 1/2" IRON ROD WITH NO IDENTIFICATION  
 = FOUND 1/2" IRON PIPE WITH NO IDENTIFICATION  
 = POWER POLE  
 = AMERICAN TELEPHONE AND TELEGRAPH BOX  
 = SANITARY SEWER MANHOLE  
 = 6' WOOD FENCE  
 = EXISTING ELEVATION  
 = PROPOSED ELEVATION  
 = EXISTING GROUND ELEVATIONS  
 = EXISTING DRAINAGE FLOW  
 = EXISTING TREE  
 = TREE TO BE REMOVED  
 = PROPOSED CONCRETE  
 = PROPOSED COVERED  
 = EXISTING CONCRETE

|        |   |                                            |
|--------|---|--------------------------------------------|
| A/C    | = | AIR CONDITIONER ON PAD                     |
| OHW    | = | OVER-HEAD WIRE /LINE                       |
| FFE    | = | FINISHED FLOOR ELEVATION                   |
| JEA    | = | JACKSONVILLE ELECTRIC AUTHORITY            |
| JEA-E  | = | JACKSONVILLE ELECTRIC AUTHORITY - ELECTRIC |
| JEA-EE | = | JEA ELECTRICAL EASEMENT                    |
| BRL    | = | BUILDING RESTRICTION LINE (SETBACK) LINE   |
| R/W    | = | RIGHT-OF-WAY LINE                          |
| BOC    | = | BACK OF CURB                               |
| EOP    | = | EDGE OF PAVEMENT                           |
| PSM    | = | PROFESSIONAL SURVEYOR AND MAPPER           |
| PKNS   | = | PARKER KALON NAIL SET                      |
| NDS    | = | NAIL AND DISK SET                          |
| LB     | = | LICENSED SURVEY BUSINESS                   |
| RBL    | = | REFERENCE BEARING LINE                     |
| (P)    | = | PLAT CALL                                  |
| (M)    | = | FELD MEASURED VALUE                        |

JRS-2 FROM PROPERTY APPRAISER'S WEBSITE

- FRONT 20'
- SIDE 7.5'
- REAR 30'

| LOT AREA TABLE, ft <sup>2</sup> |                     |
|---------------------------------|---------------------|
| LOT                             | 4990.66             |
| HOUSE                           | 1205 (24.1%)        |
| GARAGE                          | 450 (9.0%)          |
| DRIVEWAY TO PROP. LINE          | 366 (7.3%)          |
| IMPERVIOUS AREA:                | <b>2021 (40.5%)</b> |

|                       |                   |
|-----------------------|-------------------|
| PORCH                 | 99.8 (2.0%)       |
| LANI                  | 146.2 (2.9%)      |
| AC PADS               | 32 (0.6%)         |
| WALKWAY/SIDE DOOR PAD | 70 (1.4%)         |
| IMPERVIOUS AREA:      | <b>348 (7.0%)</b> |

|                        |                |
|------------------------|----------------|
| TOTAL IMPERVIOUS AREA: | 2,369 (47.47%) |
|------------------------|----------------|



GRAPHIC SCALE



( IN FEET )  
1 inch = 20 ft.

1. Legal Description has been furnished by client and/or his/her agents.
2. No Title Opinion or Abstract of Matters Affecting the Title or Boundary to the Subject Property has been provided. It is possible that there could exist Deeds of Record, Unrecorded Deeds, Easements (especially any easements/documents recorded AFTER Plat Recordation) or other instruments that could affect this property.)
3. Measurements hereon are in accordance with U.S. Standard Feet, data acquired with Theodolite and Steel Tape, or with Technologically Superior Equipment utilizing Redundant Techniques.
4. MEASURED BEARINGS HEREON ARE BASED ON A FLORIDA DEPARTMENT OF TRANSPORTATION BENCHMARK "BART" AND "KREG", WHICH WERE DERIVED FROM A GLOBAL POSITIONING SYSTEM (GPS) REAL-TIME KINEMATIC (RTK) SURVEY. A SOKKA GX3 GPS RECEIVER WAS USED AS A ROVER. RTK CORRECTIONS WERE OBTAINED FROM THE FLORIDA PERMANENT REFERENCE NETWORK (FPRN), COORDINATES OBTAINED FROM THE GPS SURVEY ARE REFERENCE TO NORTH-AMERICAN DATUM OF 1983 (NAD83)-(2011)-(EPOCH 2010.0000).
5. Contiguous lots lie in same block, unit, phase, section etc. unless noted.
6. Type of Survey: PLAT PLAN - SHOWING BOUNDARY TOPO AND TREE
7. Stated Legal Purpose of Survey: Acquisition, Sale, Mortgage, Permits, Planning.
8. No Flood Zone Determination has been made or requested for this property during the course of this Survey.
9. This Survey is not Intended to Locate any subsurface/underground objects, improvements, foundations or encroachments. Survey reflects above-ground features and improvements only.
10. This Survey Does NOT Reflect or Determine Ownership of land or fences.
11. This Survey is NOT Insured for Multiple uses. Fiduciary and all other obligations are limited to Certificates of Survey hereon utilizing Survey for purposes listed in item 7 Above. See Note Above Signature Block.
12. Construct Improvements to Iron Markers as Described On y. Wooden Stakes/Wire Flags are NOT Property Corners.
13. All Above-ground Evidences of Utilities lie Within their respective easements unless noted.
14. Proposed Building Dimensions and their ties to adjacent property or other lines are copied from provided plans.
15. Elevations if shown are based on the North American Vertical Datum of 1988.
16. Dimensions for the proposed residence shown hereon are from the provided foundation plan.
17. See house plans for additional details.
18. Plat hereon contains no angles or bearings for comparison to field measured values.
19. Current FEMA F.I.R. Maps show property in FLOOD ZONE "X" WITH 0.2% ANNUAL FLOOD CHANCE, according to flood insurance rate map panel: #12031C0419J, effective on 11/2/2018.

NOTICE OF LIABILITY: THIS SURVEY IS CERTIFIED "TO THOSE INDIVIDUALS SHOWN IN TITLE AND CERTIFICATION BLOCKS BELOW. ANY OTHER USE, BENEFIT OR RELIANCE BY ANY OTHER PARTY IS STRICTLY PROHIBITED AND RESTRICTED. SURVEYOR IS RESPONSIBLE ONLY TO THOSE CERTIFIED AND HEREBY DISCLAIMS ANY OTHER LIABILITY AND HEREBY RESTRICTS THE RIGHTS OF ANY OTHER INDIVIDUAL OR FIRM TO USE THIS SURVEY IN ANY MANNER WHATSOEVER, WITHOUT THE WRITTEN CONSENT OF THE SIGNING SURVEYOR. SEE SURVEYOR'S NOTE #1 HEREON.

Surveyor's Certification signed  
by a 1078e58-  
aa4f4-483b92a8-  
3572743ae4f7

REPRODUCTIONS OF THIS SET OF SURVEY ARE NOT VALID  
UNLESS SEALED WITH THE EMBOSSED SEAL OF THE FLORIDA  
SURVEYING BOARD

THE FLORIDA SURVEYING BOARD DEPOSED HIRSH AND PARTIS IN  
2009 FOR VIOLATING THE FLORIDA SURVEYING BOARD'S  
STANDARDS OF PRACTICE SET BY THE FLORIDA SURVEYING  
PROFESSIONAL SURVEYORS' BOARD IN ACCORDANCE WITH  
CHAPTER 473, F.S. 17.03(1)(b) FOR VIOLATING THE FLORIDA  
472.02(2), FLORIDA STATUTES, 61-11.01(1) AND 61-11.01(2)  
SURVEYING BOARD HAS DONE UNDER MY  
Signature of Brandon D. Shugart  
STATE OF  
Florida Professional Surveyor and Mapper  
License No. 7009

DATE: 2025.10.02

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Brandon D. Shugart, PLS, License No. 7009  
surveying@brdfl.com

11-1953 0400

**LOT 7 BLOCK 9, OCEANSIDE PARK, AS  
RECORDED IN PLAT BOOK 8, PAGE 13 OF THE  
CURRENT RECORDS OF DUVAL COUNTY, FLORIDA**

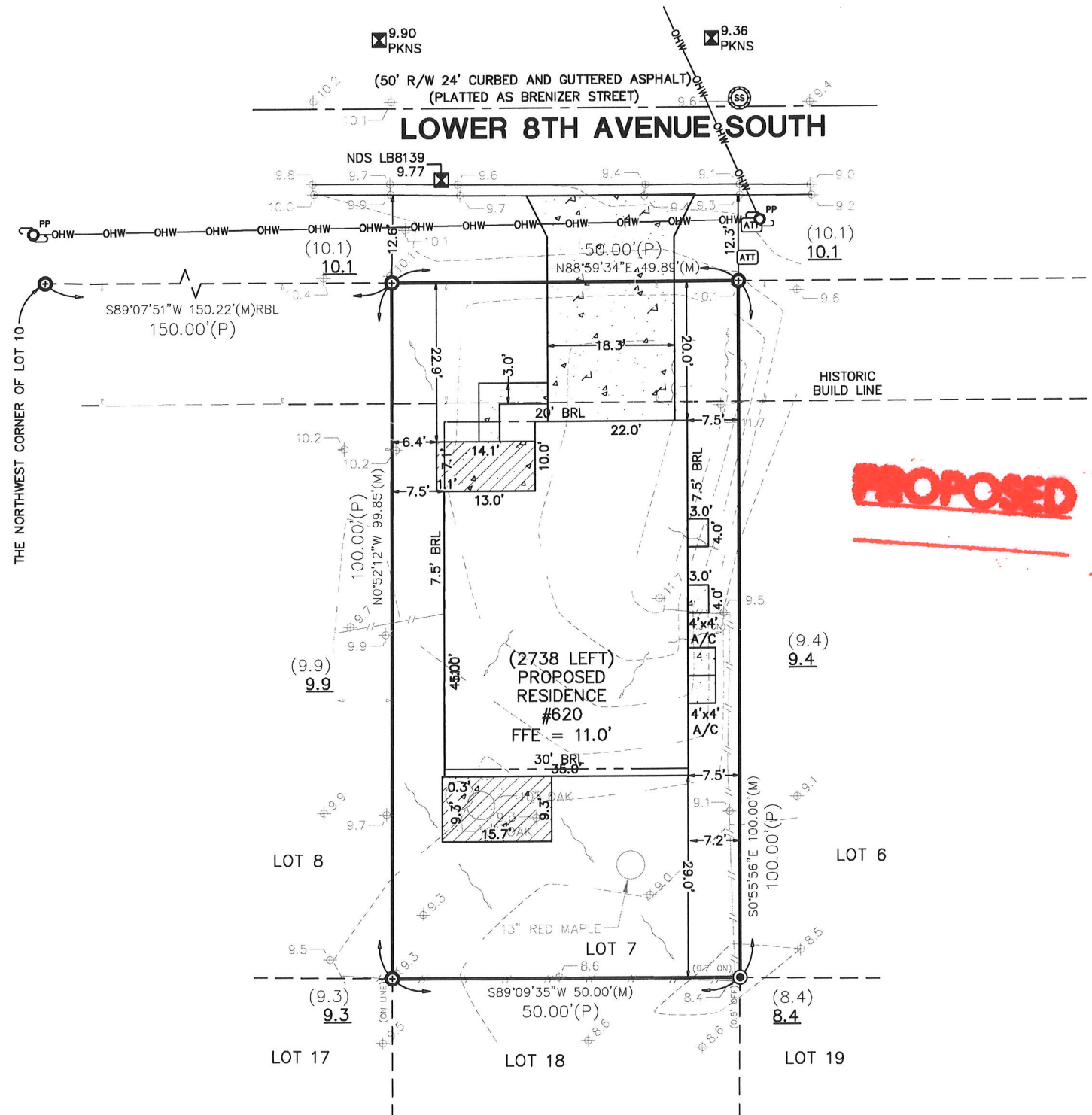
**PLOT PLAN SHOWING BOUNDARY SURVEY  
AND TOPOGRAPHIC AND TREE**

1870 COUNTY ROAD 214  
ST AUGUSTINE, FLORIDA 32084

WWW.IMECIVIL.COM  
904-429-7764

Licensed Survey Business #8139  
Certificate of Authorization #33025

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ADDRESS OF PROPERTY SHOWN HEREON:

FOR: **AMERICAN CLASSIC HOMES, LLC**

A T: 620 LOWER 8TH AVENUE SOUTH  
JACKSONVILLE BEACH, FL 32250

Drawn By: VG  
Field Survey Date: 08/26/2025  
FB/PG: 134-68

Scale 1" = 20 Feet  
Drawing/File #: 081225.9

Additional Information/Certifications:  
XXXXX