



# City of Jacksonville Beach

## Agenda

11 North Third Street  
Jacksonville Beach, Florida

### Planning Commission

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Monday, January 26, 2026

6:00 PM

Council Chambers

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#### MEMORANDUM TO:

Members of the Planning Commission  
City of Jacksonville Beach, Florida

The following Agenda of Business has been prepared for consideration and action at the Regular Meeting of the Planning Commission.

#### **CALL TO ORDER**

#### **ADMINISTER OATH OF OFFICE**

- A. Administer Oath of Office to Regular Member Dean Haddock
- B. Administer Oath of Office to Regular Member Matthew Filer
- C. Administer Oath of Office to 1st Alternate John Leynes

#### **ROLL CALL**

Nicholas Andrews (Chair), Justin Henderson (Vice-Chair), Dave Dahl  
Alternates: Matthew Filer, Dean Haddock

#### **APPROVAL OF MINUTES**

- A. Regular Planning Commission Meeting held on December 8, 2025

#### **OLD BUSINESS**

#### **NEW BUSINESS**

- A. Commission Vote to set the date for the annual organizational meeting and election of officers.
- B. Discussion on the Commission Meeting Calendar

#### **PLANNING DEPARTMENT REPORT**

#### **ADJOURNMENT**

#### **NOTICE**

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*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 Commission. 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 Commission 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) Case Number; and (6) Comments. Written public comments may be submitted by one of the following options: (1) Email to [planning@jaxbchfl.net](mailto:planning@jaxbchfl.net); (2) Postal mail to Planning and Development, Planning Commission - 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.***

**Minutes of Planning Commission Meeting  
held Monday, December 8, 2025, at 6:00 P.M.  
in the Council Chambers, 11 North 3<sup>rd</sup> Street,  
Jacksonville Beach, Florida**



**CALL TO ORDER:**

The meeting was called to order at 6:02 P.M. by Chair Nicholas Andrews.

**ROLL CALL:**

*Chairperson:* Nicholas Andrews  
*Vice-Chairperson:* Justin Henderson  
*Board Members:* Debbie Cole (absent)      David Dahl      Margo Moehring  
*Alternates:* Matthew Filer      Dean Haddock

Senior Planner Christian Popoli and Operations Support Specialist Monica McDaniel were also present.

**APPROVAL OF MINUTES:**

It was moved by Mr. Dahl, seconded by Mr. Haddock, and passed unanimously to approve the following minutes:

- Regular Planning Commission Meeting held on November 10, 2025

**CORRESPONDENCE:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

**(A)      PC# 21-25      Conditional Use Application**

**Owner:** Vicki J Larson Revocable Trust  
725 S 3rd Ave.  
Jacksonville Beach, FL 32250

**Applicant:** Vicki J Larson Revocable Trust  
725 S 3rd Ave.  
Jacksonville Beach, FL 32250

**Agent:** Jeremy Lafferty  
Florida Made Tiny Homes  
1375 SR 436 Casselberry, FL 32707

**Location:** 725 S 3rd Avenue

**Conditional Use Approval** to allow for construction of an accessory dwelling unit (ADU) located in the Residential multi-family: RM-1 zoning district, pursuant to Section 34-614(d)(18) of the Jacksonville Beach Land Development Code.

Staff Report:

Mr. Popoli summarized the following report for the record:

“The subject property is located in the Residential Medium Density future land use category, and is in the Residential Medium: RM-1 zoning district. The property is currently occupied by a single-family home, built in 1953, per the Duval County Property Appraiser. The current single-family home is roughly 1,070 square feet of heated and cooled space, and is roughly 1,099 square feet including the open porches. The subject property is a legal lot of record, created prior to the adoption of the Comprehensive Plan, and has existed at least since 1953, when the home was constructed. The lot is roughly 6,250 square feet, with a width of 50 feet and a depth of 125 feet.

During the passage of the new Land Development Code (LDC) in March 2025, the ability to add an accessory dwelling unit (ADU) was added to properties located in the RM-1 zoning district, provided the property was currently a single-family home, and the ADU would be one additional unit on a property that can support at least two multifamily units. As noted in the RM-1 standards for multifamily, a minimum of 5,000 square feet of lot area is required to have two multifamily units, and the same condition applies to the addition of an ADU with a single-family home. An ADU is defined in the LDC as:

Accessory dwelling unit shall mean a detached accessory building, or portion thereof, that is used as an ancillary residential unit and is located on the same lot as the principal single-family dwelling. It has a separate kitchen, bathroom, and sleeping area, and it is intended for use by a separate family of occupants.

The addition of an ADU requires compliance with the additional standards in the LDC for certain Conditional Uses. These specific minimum conditions are listed below. The applicant has committed to meeting all of these conditions, and the proposed site plan demonstrates compliance with these requirements. Additionally, staff will ensure these conditions, along with any others applied by the Planning Commission, are met at the time of permitting as part of the permit review process. Surrounding uses include: to the east and adjacent; a two-unit multifamily structure, to the west and adjacent; a vacant lot, to the north, across an alley; a single-family home, and to the south across 3rd Avenue South, a church.

Staff has reviewed the criteria for a Conditional Use for an ADU, and finds the following:

The conditional use is consistent with the visions, intents and strategies of the comprehensive plan, including standards for building and commercial intensities and densities, and intensities of use.

**Yes**, as noted in Intent FLU 1.4: *"The City shall identify and incentivize strategies for preserving residential neighborhood character."* Within this intent, Strategy FLU 1.4.1 states: *"On lots with a single-family residential home within a multifamily zoning designation, the City shall update the LDC to allow accessory dwelling units (ADUs). ADUs shall be subject to conditions specified in the LDC."*

The conditional use is compatible with existing permissible uses in the immediate vicinity of the land proposed for development, and designed so that it is consistent with the harmonious development of the zoning district in which it is proposed;

**Yes**, the subject site is located in the RM-1 zoning district, which notes ADUs as a conditional use. Additionally, the surrounding area is a mix of single-family, multi-family and institutional uses.

The design of the proposed conditional use minimizes adverse effects, including visual impact

such as massing, of the proposed use on adjacent properties, and provides adequate screening and buffering;

**Yes**, as noted above, the applicant has agreed to all the required conditions for an ADU in this zoning district, and these include elements to address massing, scale and subordination, to ensure the impacts are in scale with the home and other single-family uses.

The proposed conditional use will not have an adverse effect on the permitted uses of the zoning district where it is located;

**Yes**, the proposed ADU will not have any negative impact on the surrounding uses. The addition of a new unit is substantially similar to the existing two-unit multifamily structure that is immediately to the east, and will be designed in such a way as to be similar in size and height to any allowable accessory structure not used as a dwelling, so it should have no greater impact than a detached accessory use, and likely less impact than a new multifamily structure, which they are permitted to build.

The proposed conditional use will not have a demonstrated adverse effect on the value of adjacent property;

**Yes**, the proposed use is not likely to impact property values negatively. Though staff is not qualified to make a formal appraisal, the proposed additional unit would be consistent with the surrounding area uses and would not be more intense or generate more traffic than the other multifamily units in the surrounding area.

There are adequate public facilities and services pursuant to article IX, adequate public facility standards;

**Yes**, the area is fully served by city utilities and can handle the additional unit.

There is adequate ingress and egress to the proposed conditional use;

**Yes**, the applicant has an existing driveway on the property and the driveway will be extended to include the required additional parking space.

The proposed conditional use is consistent with the requirements of the LDC;

**Yes**, as noted above and in the proposed site plan, the ADU will comply with all dimensional standards and the additional conditions for an ADU in RM-1.

The applicant has guaranteed the provision of open space and other improvements, as may be required, associated with the proposed conditional use;

**Yes**, as previously noted, they have committed to, and have shown compliance with the requirements for an ADU.

The proposed conditional use complies with all additional standards imposed on it by the particular provision of the comprehensive plan authorizing such use and all other applicable requirements of the LDC including specific conditional uses below.

**Yes**, see below.

Specific Standards for ADU Conditional Approval:

- *Accessory dwelling units are only permissible by conditional use and if located within RM-1 and RM-2 zoning districts.*
- *Parcel: The subject parcel shall only contain one (1) single-family dwelling unit at the time of application.*

- *Minimum lot size: Five thousand (5,000) square feet.*
- *Minimum square footage: The ADU size shall be limited to three hundred fifty (350)—five hundred (500) square feet.*
- *Minimum parking required: one (1) space for the ADU and two (2) spaces for existing single-family dwelling unit (garage not included).*
- *Compatibility: The ADU must be compatible in design and materials as the primary structure.*
- *Height: Shall not exceed fifteen (15) feet in height.*
- *Permanency: The structure shall be secured to the ground per Florida Building Code (as amended).*
- *Ownership: The existing single-family residence must be owner occupied and file a notarized affidavit to that effect.*
- *Utilities: There shall only be one (1) electrical meter and water meter for both the single-family residence and the ADU.*

Based on the application and information included as well as the reasons outlined in the staff memo, the Planning and Development Department recommends **Approval of PC#21-25 for one Accessory Dwelling Unit (ADU) with the required additional conditions specific to an ADU as noted in the staff memo.**”

**Ex-Parte Communication:** No Board member had ex-parte communication.

**Agent:** Jeremy Lafferty, 5043 Monroe Forest Drive, Jacksonville, was sworn in and provided additional background on the item.

A brief discussion ensued about parking, driveway, and an existing accessory structure.

**Public Hearing:**

No one came forth to speak. Chair Andrews closed the public hearing.

**Motion:** It was moved by Mr. Henderson, seconded by Mr. Haddock, to approve #PC 21-25.

**Discussion:** None.

**Roll Call Vote:** Ayes – David Dahl, Margo Moehring, Justin Henderson, Dean Haddock, and Nicholas Andrews.

The motion was unanimously approved.

(B) **PC# 22-25** **Land Development Code Text Amendment to add new Section 34-377, "Requests for accommodations".**

**Owner:** N/A

**Applicant:** Planning and Development Department

**Agent:** Staff

**Location:** N/A

**Land Development Code Amendment Approval** to add new Section 34-733, "Requests for accommodations", to maintain compliance with Senate Bill 954 (2025).

Staff Report:

Mr. Popoli summarized the following report for the record:

"In 2015, the State Legislature adopted House Bill 21 establishing a voluntary certification program for recovery residences that establishes operational and ethical safeguards for disabled persons. In 2025, via Senate Bill 954 that pertains to "Certified Recovery Residences", the City is now required to enact by ordinance, procedures for handling and processing requests for accommodation from the City's Land Development Code. "Reasonable accommodations" is a statutorily established method by which an individual who is disabled and/or handicapped, or a provider of services to the disabled qualified for reasonable accommodations under State Statutes, can request a modification or alteration in the application of a specific code provision, rule, policy, or practice. This applies to requests made under the Americans with Disabilities Act and the Fair Housing Amendments Act.

After review of the State Statute pertaining to reasonable accommodations, the Planning and Development Department and the City Attorney have prepared this draft ordinance in order to comply with Senate Bill 954. Following careful consideration, the recommendation is to place this newly required portion of code within the Land Development Code's Supplemental Standards Section as new Section 34-733. Following review, consideration, and decision by the City's Planning Commission, the ordinance will be presented and considered by the City Council at two separate public hearings immediately to follow.

Staff and legal counsel recommend approval of this item in order to maintain compliance with Florida Statutes."

**Ex-Parte Communication:** N/A

**Applicant:** N/A

**Public Hearing:** N/A

**Motion:** It was moved by Mr. Henderson, seconded by Mr. Dahl, to approve #PC 22-25.

**Discussion:** A discussion ensued about statutory mandate, the item's review timeline, an appeal process, and a proposed amendment to the motion.

**Motion to Amend:** It was moved by Mr. Andrews, seconded by Mr. Haddock, to amend the motion to recommend requesting removal of the "designee" language so the City Manager would be the sole decision-maker, and to request a briefing by the City Attorney during the first quarter of 2026 to review the ordinance, including the appeal process.

**Discussion:** None.

**Motion to Amend Roll Call Vote:** Ayes – Justin Henderson, David Dahl, Margo Moehring,  
and Nicholas Andrews.  
Nays – Dean Haddock

The motion to amend was approved 4-1.

**Discussion:** A brief discussion ensued about the amended motion and conditions.

**Amended Motion Roll Call Vote:** Ayes – Margo Moehring, David Dahl, and Nicholas  
Andrews.  
Nays – Justin Henderson and Dean Haddock

The amended motion was approved 3-2.

**PLANNING DEPARTMENT REPORT:**

There were no additional meetings scheduled in 2025.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 6:47 P.M.

Submitted by: Monica McDaniel  
Operations Support Specialist

Minutes reviewed by Planning & Development.

Approval:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

<b>MEMORANDUM</b>	
TO:	Planning Commission
FROM:	Planning and Development Department
DATE:	January 26, 2026
SUBJECT:	Organizational Meeting Date

Commissioners,

Per the adopted bylaws, the Commission is required to hold one organizational meeting a year. The meeting is required for the election of the Chair and Vice Chair, as well as any other changes to the bylaws as needed.

The bylaws also state the Commission will vote to set the day and time for their organizational meeting. The vote for the meeting day and time will be held and include all full Commission members and Alternates in attendance. Nothing in the bylaws require the organizational meeting to be a special meeting, therefore the designation of an existing meeting on the annual calendar as the Organizational Meeting is acceptable and encouraged. Please see the following Bylaws citations for reference.

G. Officers; Quorum.

- 1) *Chair and vice-chair.* At an annual organizational meeting, which is set by the Commission Bylaws, the members of the Commission shall elect a chair and vice-chair from among its members. The chair and vice-chair's term shall be for one (1) year. No member shall serve as chair for more than two (2) consecutive terms. The chair shall be in charge of all proceedings before the Commission and shall take such action as shall be necessary to preserve order and the integrity of all proceedings before the Commission. In the absence of the chair, the vice-chair shall act as chair.

H. Establishing a Regular Meeting Schedule.

- 4) *Changes to Meeting Days, Times, and Frequency.* If the Commission chooses to amend their calendar, frequency, or time of meetings, it shall be done by a roll call vote and a majority of the Commission members and alternate members in attendance.
- 6) *Organizational Meeting.* The Commission shall set the date and time for their annual organizational meeting, where elections for chair and vicechair will be held, as well as any changes or amendments to the Commission Bylaws or rules and procedures.



<b>MEMORANDUM</b>	
TO:	Planning Commission
FROM:	Planning and Development Department
DATE:	January 26, 2026
SUBJECT:	Organizational Meeting Date

Commissioners,

At the November 10, 2025, meeting, Staff requested the Commission discuss the proposed 2026 meeting date calendar and specifically decide if they plan to hold meetings that fall close to the Thanksgiving and Christmas Holidays.

The Commission discussed the possibility of moving the meeting dates, and staff agreed to explore the possibilities of this option. Predominantly based on a review of all scheduled meetings set for Council Chambers, but also considering staff availability with the Planning Department and the City Clerk's office, it has been determined that there are not any available dates in proximity to these meetings that afford the opportunity to move the meeting.

If the Commission decides to hold these meetings, no action is needed currently.

If the Commission decides to cancel these meetings, staff requests that the Commission take a vote on the matter. Per the Bylaws, the vote would include all regular and alternate Commission members.

The proposed calendar is included for reference.



PLANNING COMMISSION
MEETING DATE
Monday, January 12, 2026
Monday, January 26, 2026
Monday, February 9, 2026
Monday, February 23, 2026
Monday, March 9, 2026
Monday, March 23, 2026
Monday, April 13, 2026
Monday, April 27, 2026
Monday, May 11, 2026
Tuesday, May 26, 2026
Monday, June 8, 2026
Monday, June 22, 2026
Monday, July 13, 2026
Monday, July 27, 2026
Monday, August 10, 2026
Monday, August 24, 2026
Monday, September 14, 2026
Monday, September 28, 2026
Monday, October 12, 2026
Monday, October 26, 2026
Thursday, November 9, 2023
Monday, November 23, 2026
Monday, December 14, 2026
Monday, December 28, 2026