



City of Jacksonville Beach

Briefing Notice

11 North Third Street
Jacksonville Beach, Florida

City Council

Monday, February 9, 2026

5:30 PM

City Hall 1st Floor Conference Room

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

- A. Potential Mobility Projects
- B. Boardwalk Activation Update
- C. Asana Six-Month Update
- D. GovOS/Short-Term Vacation Rental Update
- E. Food Truck Rally Ordinance
- F. Appointment of 2nd Alternate to Board of Adjustment
- G. Committee Assignment Report
- H. Miscellaneous City Manager's Items
- I. Future Briefing Topics

Council Members in attendance may include:

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

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

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

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



CITY COUNCIL BRIEFING TOPIC	
TO:	Mike Staffopoulos, City Manager
FROM:	Heather Ireland, Planning and Development Director
DATE:	February 9, 2026
SUBJECT:	Potential Mobility Projects

BACKGROUND

The North Florida Transportation Planning Organization (TPO) is a central agency that facilitates the funding of transportation-related planning, design, and construction projects from a number of different sources in conjunction with the Florida Department of Transportation (FDOT) and other programs for various types of transportation infrastructure. Part of this role includes the collection, ranking, and potentially funding projects for counties and municipalities within their district. The City of Jacksonville Beach has the ability to submit projects for review, listing, and ranking. Some types of projects, such as planning studies and technology pilot programs, can be submitted individually by each city. Other types of projects that include construction of physical infrastructure, such as road improvements, sidewalks, bike paths, etc., are all included in the long-range plan by each county, or the City of Jacksonville (COJ) in our case. Projects are submitted and ranked by county, so funding for construction projects must be coordinated with the City of Jacksonville's Transportation Planning Section, as part of their Planning and Development Department. The current 2025 ranked projects for Duval County/COJ are attached as an example.

Jacksonville Beach has not, to our knowledge, submitted any projects to the TPO for consideration for construction-related projects. Though there have been several projects from this plan that have been funded and constructed within the City of Jacksonville Beach, such as the new Hawk signalized pedestrian crossings along 3rd Street, none of these were submitted by Jacksonville Beach through the TPO, but rather were FDOT priority projects. Any that we do submit going forward would need to be coordinated with the COJ as the County Government.

This past year, Jacksonville Beach was able to secure funding and administration for two planning studies. One for the 1st Street corridor, looking at bicycle and pedestrian safety; another, in conjunction with the other two beach communities, to examine the use of E-bikes, and come up with some best practices and model legislation to create more consistency throughout the beach as a whole. These projects are ongoing. Typically, planning studies are precursors for eventual construction and infrastructure projects.

In conjunction with Administration, Planning and Development will work to set up a briefing or workshop on the topic of developing a list of long-term projects to submit and discuss with the COJ some time later this year. This will be an opportunity for staff from various departments that have some connection to transportation to present ideas and discuss with Council what their priorities are. From there, staff will coordinate with the COJ on submission and ranking for the next plan update cycle.

There are two deadlines for submission of projects for potential listing and funding. The first was January 23, 2026. This deadline was for the City to submit any ideas for Planning Studies and

BRIEFING ITEM:	A.
BRIEFING DATE:	February 9, 2026



Technology Pilot programs. For a project to be formally listed and then ranked, it will require formal recommendation by the City Council. The list is preliminary, though the addition of more projects for planning studies and technology at this time would be difficult based on TPO's timing and process.

FINANCIAL IMPACT

None anticipated.

COUNCIL DIRECTION REQUESTED

Review the attached planning study proposals and technology pilot program ideas, in anticipation of formal action by council to recommend any or all of the proposals to the TPO by the end of March 2026.

ATTACHMENTS

1. 2025 COJ Priority List
2. COJB Proposed Project Planning List

City of DRAFT Jacksonville 2025 List of Priority Projects

Priority	Project	From	To	Improvements	Council District	Mobility Zone	Jurisdiction
ROADWAY CAPACITY IMPROVEMENTS							
	Atlantic Blvd. (SR 10)	Siversmith Creek Bridge		Milling and resurfacing with new railing and sidewalk construction on bridge	1, 4	8	FDOT
	Main Street (US 17)	New Berlin Road	Airport Center Drive	Widen from 2 lanes to 5 lanes with multiuse path on the east side	8	4	FDOT
	Mayport Road (SR A1A)	Atlantic Blvd (SR 10)	Dutton Island Road	Sidewalk improvements, bike lanes, cross walks, mid block crossing	13	2	FDOT
	US1 @ Racetrack Road	Intersection		Intersection Improvements at US 1 and Racktrack Road and Nocatee Parkway	11	1	FDOT/COJ
	I-295 @ SR 13	Intersection		Interchange Improvements at I-295 and San Jose Blvd. (SR 13)	6	1	FDOT
	Beaver Street	Intersection	at Chaffee Road	Bicycle, Pedestrian and Truck intersection upgrades	9	10	FDOT
1	Normandy Blvd (SR 228)	Equestrian Center	US 301	2-4 Lane Widening, buffered bike lanes, sidewalks	12	6	FDOT
2	Main Street (US 17)	Airport Center Drive	Pecan Park Road	Widen from 2 lanes to 5 lanes with multiuse path on the east side	8	4	FDOT
3	<i>Roosevelt Blvd (US-17)</i>	<i>Intersection</i>	<i>US 17 & Park Street</i>	<i>Construct northbound right turn lane from US 17 to Park Street - 439307-3</i>	7	7	FDOT
4	Lem Turner Road (SR 115)	I-295	Duval County Line	Safety Improvements, 2-4 lane widening plus intersection improvements	8	4	FDOT
5	Moncrief Road	13th St	US 1 Kings Road	Context Sensitive Improvements: Safety, Bicycle, Pedestrian and intersection upgrades	10	9	COJ
6	Arlington Expressway	North Liberty Street	<i>Southside Connector</i>	<i>Drainage Improvements and Context Sensitive Upgrades</i>	7	10	FDOT
7	<i>Emergency Signal for JFRD Station #32</i>	<i>Dunn Ave at Ross Blvd</i>	<i>Lem Turner at Duave Avenue</i>	<i>Emergency signals for JFRD Fire and Rescue Station #34 Garden City at 11248 Ross Road</i>	8	4	COJ/FDOT
8	Southside Blvd	Old Baymeadows Road	Beach Blvd.	Intersection Improvements and Multiuse Trail addition	3, 4	1, 2, 8	COJ/FDOT
9	Beaver Street (SR 10)	I-95	Liberty Street	Context Sensitive Improvements: Safety, Bicycle, Pedestrian and intersection upgrades	7	10	FDOT/COJ
10	Atlantic Blvd./Third Street (SR A1A)	Mayport Road (SR A1A)	St Johns County Line	Context Sensitive Improvements: Bicycle, Pedestrian and intersection upgrades	13	N/A	FDOT
11	Dunn Avenue (SR 104)	New Kings Road	I-295	Widening and Intersection Improvements	8	9	FDOT
12	<i>Five-way Roundabout</i>	<i>Intersection</i>	<i>Seminole and Plaza</i>	<i>Safety improvements at intersection of Sherry, Seminole, and Plaza</i>	13	N/A	COAB
13	Philips Highway (US 1)	Greenland Road	Southside Blvd	Safety project, add sidewalks, bike lanes and add 3rd lane, Northbound	11	1	FDOT
14	Philips Highway (US 1)	SR 9B	Nocatee Parkway	4-6 Lane Widening and intersection improvements	11	1	FDOT
15	Atlantic Blvd. (SR 10)	Mayfair Road	Gay Avenue	Sidewalk improvement project, right of way acquisition, construct retaining wall	5	8	FDOT
TIE IN TO RESURFACING PROJECTS							
1	Normandy Blvd (SR 228)	I-295	Cassatt Ave	Protected bike lane; pedestrian safety improvements (resurfacing required)	9	7	FDOT
2	Lem Turner Road (SR 115)/Norwood Ave.	Golfair Blvd	I-295	Provide bike lanes, construct sidewalk improvements, create buffer areas, urban curb and gutter, transit improvements, safety measures. (resurfacing required)	8, 10	4, 9	FDOT
3	Beach Blvd. (SR 212)	Parental Home Road	I-295	Bicycle, Pedestrian and intersection upgrades (as part of resurfacing)	4	2	FDOT
SUN TRAILS PROJECT PRIORITIES							
1	SUN Trails Urban Network Project Segments: Trailway IDs: 72931003, 72931004, 72931005 (including S-Line Pedestrian Bridge)	Imeson Rd/Baldwin Trail; Myrtle Ave and Forest; Main Street and S-Line at Winona Dr.; S-Line Trail east of N Liberty St and Winona Dr. N Sterling St and Main St	McCoys Cr Emerald Trail at Leland/McCoys Blvd; Myrtle Ave and S-Line trailhead (south) Zoo Pkwy and Haydon Rd, in front of Jax Zoo S-Line Trail east of N Liberty St and Winona Dr. Broward Rd and Main St.	12'-14" paved shared-use path (trail) Bike-ped boardwalk bridge across segment connecting S-line to itself Bike-ped bridge adjacent to Main St Bridge	2, 7, 8, 9, 10, 13	3, 4, 5, 9, 11	COJ/FDOT
2	Timucuan Trail/ East Coast Greenway	Huguenot Park	Fort George River	12' paved multi-use path, bridge with amenities	2	3	COJ
3	Timucuan Trail/ East Coast Greenway	Mayport Ferry Landing	Hanna Park	12' paved multi-use path, bridge with amenities	2	2	COJ
4	East Coast Greenway	Hanna Park	St Johns County Line	12' paved multi-use path, bridge with amenities	13	2	COJ

City of DRAFT Jacksonville 2025 List of Priority Projects

	Project	From	To	Improvements	Council District	Mobility Zone	Jurisdiction
FDOT/TAP PROJECT PRIORITIES							
	UNF Dr / Alumni Dr	I-295	Kernan Blvd	12" concrete shared-use path	3	2	COJ
1	Kernan Blvd	Alumni Dr	Glen Kernan Pkwy North	12" concrete shared-use path	3	2	COJ
2	Merrill Rd	University Rd	Jane St	12" concrete shared-use path	1	8	COJ
3	<i>Seminole</i>	<i>Seminole Rd</i>	<i>17th to Ocean Forest Dr. N.</i>	<i>8-12 concrete shared-use path</i>	<i>13</i>	<i>N/A</i>	<i>COAB</i>
4	<i>Hawkins Trail Roosevelt Blvd.</i>	<i>Collins Rd</i>	<i>Yorktown Gate</i>	<i>Pervious 8' wide path for bikes and pedestrians</i>	<i>14</i>	<i>7</i>	<i>FDOT</i>
1	Jacksonville Heights Elementary	TBD routes - 2-4-mile walkshed around school		Conduct walk audit to identify infrastructure needs/improvements for nonmotorized school commuters, coordinate stakeholders (includes parents, COJ, other transportation agencies, students, school board, etc.), solicit buy-in from appropriate stakeholders, and perform 2-4-mile walkshed analysis, based on survey of students' commute patterns (and infrastructure need), to develop a Safe Routes to Schools application, requesting funding for infrastructure planning, design, and construction funding.	14	9	COJ
2	Hyde Grove Elementary	TBD routes - 2-4-mile walkshed around school		Conduct walk audit to identify infrastructure needs/improvements for nonmotorized school commuters, coordinate stakeholders (includes parents, COJ, other transportation agencies, students, school board, etc.), solicit buy-in from appropriate stakeholders, and perform 2-4-mile walkshed analysis, based on survey of students' commute patterns (and infrastructure need), to develop a Safe Routes to Schools application, requesting funding for infrastructure planning, design, and construction funding.	9	7	COJ

COJ = City of Jacksonville
 FDOT = Florida Department of Transportation
 Funded
 NEW 2025

Jacksonville Beach 2026 Transportation Planning Study Priority Projects



1. Update to the mobility plan from 2010.
 - *Completed August 2010. Update to address changes in technology, urban trails, new growth patterns, and the new comp plan.*
2. Sidewalk Inventory
 - *Survey conditions of all sidewalks, identify missing connections to our network and connections to Neptune Beach and St. Johns County, identify conditions of existing sidewalks for long term maintenance plan.*
3. Feasibility of a beaches wide micro-bus service.
 - *A small-scale bus system to move residents and tourists from Atlantic Blvd / Beaches Town Center to JTB / Marsh Landing Shopping areas and stops in-between. Based on the City of St. Augustine Star Circulator program.*

Jacksonville Beach 2026 Smart Growth North Florida Pilot Program Projects



1. Sidewalk Inventory

- *Request potential technology pilot for automated sidewalk inventory.*

2. Flood Sensors / Flood Control.

- *Deploy automated flood sensors and remote notification / automated flood control device to address known flood issues on specific roadways.*



CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Taylor Mobbs, CRA Coordinator
DATE:	February 9, 2026
SUBJECT:	Boardwalk Activation Update

BACKGROUND

Following prior discussions and feedback received from both the Community Redevelopment Agency and the City Council, staff has prepared a draft boardwalk activation pilot program framework, which is attached for review. This draft reflects the direction provided to date. At this stage, staff is seeking confirmation that the Council is generally comfortable with the direction and structure of the pilot program. If the Council is comfortable, staff will return with the formal resolution for consideration.

Because Ordinance No. 4512 was not codified, attached is a draft Ordinance Holding Ordinance No. 4512 in Abeyance in its Entirety; Authorizing the Establishment of a Pilot Program to Allow Activation and Events on the Boardwalk from Beach Boulevard to 6th Avenue North; Providing for Duration and Expiration; etc., which will effectively put Ordinance No. 4512 on hold while the two-year pilot program is in place. Because the Ordinance will require two readings, it is recommended that the resolution adopting the boardwalk activation pilot program be considered at the same time as the second reading of the Ordinance. The resolution will be drafted in accordance with input and direction from City Council on this briefing topic.

FINANCIAL IMPACT

COUNCIL DIRECTION REQUESTED

Provide feedback related to the attached pilot program and ordinance.

ATTACHMENTS

1. Boardwalk Activation Pilot Program Draft
2. Boardwalk Ordinance Draft

BRIEFING ITEM:	B.
BRIEFING DATE:	February 9, 2026

Pilot Test Boardwalk Activation Uses

During the Pilot test, the focus is on introducing low-cost, temporary activations and allowing businesses to utilize adjacent boardwalk spaces in a structured manner. Below is a list of potential uses and associated rules to ensure safety, accessibility, and a positive user experience.

1. Temporary & Pop-Up Activations

These short-term activities help test engagement levels and gather community feedback.

Allowed Uses:

- **Pop-Up Retail & Vendors** – Rotating artisan markets, craft fairs, and small business showcases.
- **Mobile Food Vendors** – Designated areas for mobile food vendors. (NO Alcohol vendors)
- **Community Art Installations** – Temporary murals, sculptures, or interactive art pieces.
- **Seasonal & Thematic Events** – Farmers’ markets, holiday-themed pop-ups, or cultural festivals.

Rules & Guidelines:

- Vendors and performers must obtain a boardwalk event permit.
- Designated vendor zones will be established by the City to prevent overcrowding.
- Sound levels must be managed to avoid disturbances to businesses and residents, and in accordance with all City ordinances.
- Setup and teardown must occur within designated hours.
- Events must provide their own waste management plan.

2. Semi-Permanent Business Use of Adjacent Boardwalk Spaces

Allows businesses to activate spaces directly in front of their establishments with defined guidelines.

Allowed Uses:

- **Outdoor Dining Areas** – Restaurants and cafés may extend seating onto the boardwalk.
- **Retail Displays & Merchandise Stands** – Shops may showcase products outdoors within a defined footprint.
- **Branded Activation Zones** – Businesses can host promotional pop-ups, tasting stations, or interactive experiences.
- **Entertainment & Live Music (Within Guidelines)** – Bars or restaurants may feature small acoustic performances.

Rules & Guidelines:

- Businesses must apply for a boardwalk event permit.
- Outdoor spaces must not obstruct pedestrian pathways or emergency access routes.
- Furniture and displays must be easily removable and comply with aesthetic standards, as spelled out in the outdoor dining program application.
- Hours of operation for outdoor spaces will be regulated.
- Businesses must maintain cleanliness and adhere to waste disposal policies.

3. Public Amenities & Enhancements

Temporary enhancements that improve the user experience and encourage engagement.

Allowed Uses:

- **Public Seating Areas** – Movable chairs, tables, and benches to encourage social gathering.
- **Shade & Cooling Stations** – Temporary umbrellas or shaded structures.
- **Wayfinding & Informational Signage** – Maps, historical markers, and event notifications.
- **Temporary Lighting Enhancements** – String lights or lanterns to improve ambiance and safety in accordance with any local and state sea turtle protection ordinance(s).

- **Bike & Scooter Parking Zones** – Designated areas to reduce clutter and enhance accessibility in endzone intersections.

Rules & Guidelines:

- Seating and shade structures must be maintained by designated parties.
- All enhancements must comply with accessibility standards.
- Temporary lighting should not create excessive glare for businesses or residents and **MUST** be in compliance with and local and state turtle lighting ordinance(s)/laws.
- Bike and scooter parking must be placed in designated end zones to prevent obstructions.

DRAFT

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

ORDINANCE NO. 2026-xxxx

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, HOLDING ORDINANCE NO. 4512 (1946) IN ABEYANCE IN ITS ENTIRETY; AUTHORIZING THE ESTABLISHMENT OF A PILOT PROGRAM TO ALLOW ACTIVATION AND EVENTS ON THE BOARDWALK FROM BEACH BOULEVARD TO 6TH AVENUE NORTH; PROVIDING FOR DURATION AND EXPIRATION; PROVIDING FOR SEVERABILITY, SCRIVENER'S ERRORS, AND AN EFFECTIVE DATE.

WHEREAS the City of Jacksonville Beach ("City") seeks to enhance the vibrancy and economic activity of the Jacksonville Beach Boardwalk by permitting activation and events within a structured framework; and

WHEREAS, maintaining emergency access and public safety is a priority for any activation or event occurring on the boardwalk; and

WHEREAS, the City Council desires to implement a two-year pilot program to assess the feasibility and impact of such activities before considering permanent adoption; and

WHEREAS, Ordinance No. 4512, adopted in 1946, is outdated and no longer aligns with the current needs and vision for the boardwalk area; and

WHEREAS, the City Council finds it necessary to hold Ordinance No. 4512 in abeyance in its entirety and establish a pilot program to allow for a structured, modern approach to boardwalk activations and events; and

WHEREAS, if this pilot program is discontinued or expires, all uses and regulations governing the boardwalk shall automatically revert to those set forth in Ordinance No. 4512, as amended.

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

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

SECTION 2. ABEYANCE OF ORDINANCE NO. 4512 AND OTHER CONFLICTING ORDINANCES. Ordinance No. 4512 is hereby held in abeyance in its entirety. Furthermore, all ordinances and resolutions previously adopted by the City in conflict with this Ordinance, or parts thereof, are held in abeyance to the extent inconsistent herewith.

SECTION 3. PILOT PROGRAM. A pilot program for the activation and use of the Jacksonville Beach Boardwalk (from Beach Boulevard to 6th Avenue North) for events, performances, markets, and other community activities is hereby authorized. The pilot program shall be established by subsequent resolution of city council, and shall, at a minimum, ensure continued access for emergency vehicles and the general public.

SECTION 4. DURATION AND EXPIRATION. The resolution establishing the pilot program shall take effect immediately upon adoption and remain in effect for two (2) years from the effective date. Prior to the expiration of the pilot program, the City Council shall conduct a review based on feedback from event organizers, public safety officials, local businesses, and the public. The City Council may choose to extend, modify, or discontinue the program based on the evaluation.

SECTION 5. TERMINATION OF PILOT PROGRAM. If this pilot program is discontinued or expires, all uses and regulations governing the boardwalk shall automatically revert to those set forth in Ordinance No. 4512, as amended.

SECTION 6. SEVERABILITY. If any section, subsection, clause, or provision of this ordinance is deemed invalid or unconstitutional by a court of competent jurisdiction, such portion will become a separate provision and will not affect the remaining provisions of this ordinance.

SECTION 7. SCRIVENER'S ERRORS. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected with the endorsement of the City Manager without the need for a public hearing or further action by the City Council.

SECTION 8. EFFECTIVE DATE. This ordinance shall take effect and be enforceable in all aspects immediately upon final reading and approval by the City Council for the City of Jacksonville Beach as authenticated herein.

AUTHENTICATED THIS _____ DAY OF _____, A.D., 2026.

Christine H. Hoffman, Mayor

Molly Alleger, City Clerk

Approved as to form and legal sufficiency:

David Migut, City Attorney



CITY COUNCIL BRIEFING TOPIC	
TO:	Mike Staffopoulos, City Manager
FROM:	Joel Taylor, Chief Information Officer
DATE:	February 9, 2026
SUBJECT:	Asana Project Management Software Six-Month Update

BACKGROUND

In July 2025, City Council approved the purchase of Asana following a multiphase evaluation conducted by a cross-departmental project management committee. This work also supports the Strategic Plan Priority Updates resulting from the March 2025 Council retreat, including the Additional Priority to implement a project management training program for all City staff, which this implementation fulfills in part. Asana is being configured to provide a consistent platform that supports project visibility, training, and standardized project management practices across the organization.

The purpose of this update is to provide the City Council with an overview of progress to date, clarify the current phase of work, and outline next steps. Since approval, the City has focused on implementation planning and system setup to ensure the platform is configured to support consistent use, reliable reporting, and long-term adoption. This update provides transparency into the work completed since approval and outlines how the City is preparing for a controlled pilot phase prior to broader rollout.

FINANCIAL IMPACT

None.

COUNCIL DIRECTION REQUESTED

None; for informational purposes only.

ATTACHMENTS




Project Management Software (Asana) Update

City of Jacksonville Beach | February 9, 2026

Project Management Software (Asana): Implementation Status Update



- City Council approved the purchase of Asana in **July**, following a multi-phase evaluation and project management committee review.
 - Asana was selected based on usability, public-sector fit, scalability, and support.
 - Today's update focuses on **implementation progress, current phase, and next steps.**
- 
- A decorative teal line graphic consisting of a long, thin, slightly curved line that tapers at both ends, positioned at the bottom of the slide.

Alignment with the City's Strategic Plan



Supports the **March 2025 Strategic Plan Priority Updates**, including the Additional Priority to implement a project management training program for City staff.

- Asana supports the execution of the City's Strategic Plan by improving:
 - Visibility into strategic initiatives and priorities
 - Accountability for project delivery
 - Cross-department coordination and communication
- The platform enables leadership to:
 - Track progress on strategic and capital projects
 - Identify risks and dependencies earlier
 - Make informed decisions using consistent reporting.
- The pilot approach ensures alignment with strategic goals **before broader rollout.**

Key Milestones to Date



- **July 2025:** City Council approved the purchase of Asana.
- **August 2025:** Software was purchased and licensing finalized.
- **September 2025:** Pilot Project Management kickoff and alignment meetings held.
- **October 2025:** Focused on defining the City's project management framework.
- **November 2025:** Asana training conducted for pilot users.
- **December 2025:** Began building out workflows with Asana.

Workflow Build & Pilot Preparation (Current Status)



- From **December 2025 through February 2026**, the City has been working with Asana through a structured **Boost** engagement to build core project management workflows.
- This phase is focused on configuring standardized workflows to support **consistent project tracking, reporting, and accountability** across departments.
- This work represents **preparation for Phase 1: Pilot**, not full implementation.
- **Phase 1: Pilot** will be used to validate workflows, documentation, and processes in live project scenarios and make refinements as needed.
- **Phase 2: Full Implementation** will follow completion of the pilot and incorporation of lessons learned.

Why the Setup Phase Matters



- Asana is a **powerful tool**
- Experience across organizations shows that **project management tools often fail due to low adoption**, not technology.
- To be successfully adopted and used efficiently, it must be:
 - Set up correctly
 - Governed consistently
 - Rolled out thoughtfully
- Key takeaway:
 - Proper setup protects the City's investment
 - Skipping this step would lead to inconsistent use and unreliable reporting

Pilot Scope, Timing, and Next Steps



- **Phase 1:** Pilot will include a limited group of **15 licensed users**.
- **March** will focus on finalizing documentation, procedures, and pilot readiness.
- The pilot is expected to begin the week of **March 16**, starting with a kickoff meeting for pilot participants.
- Over approximately **three months**, pilot users will test workflows, reporting, and processes, with adjustments made as needed.
- Following the pilot, discussions will occur regarding **next steps, including potential license expansion**.



CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Heather Ireland, Director of Planning and Development
DATE:	February 9, 2026
SUBJECT:	GovOS/Short-Term Vacation Rental Update

BACKGROUND

In the fall of 2019, City Council adopted Ordinance 2019-8118, which provided regulations for the management of short-term vacation rentals (STVRs). Shortly following the adoption of this ordinance, City staff contracted with an STVR management and compliance software company. This company identified active STVRs and sent out compliance letters on behalf of the City. It was a paper-based application system and required a significant amount of manual work for both city staff and applicants. Staff believes this may have contributed to a less than ideal compliance percentage.

In 2025, City Council adopted a new Land Development Code (LDC) which included changes to the regulations for STVRs. The most notable changes in the new LDC pertaining to STVRs are; a decrease in the maximum occupancy from 16 to 12 persons (over the age of 2), registration requirement for multiple-family properties (previously exempt), and proof of compliance with State and Duval County requirements and regulations via notarized affidavit. In an ongoing effort to increase compliance and minimize the amount of work for staff and applicants, the Planning and Development Department, in coordination with the Clerk's Office and the Fire Marshal, selected a new vendor for compliance management of STVRs.

The new STVR compliance management vendor, GovOS, is a cloud-based software. Applicants and staff will no longer handle paper applications for STVRs to be registered with the City. Applicants will apply online and staff will be able to approve applications in the system. The new software will also allow applicants to print out their compliance certificate, saving them time in getting properties registered and operational. The new system will also provide applicants with access to the Fire Marshal's inspection criteria and a link to schedule an inspection, and the City Clerk's Local Business Tax application and required documentation.

In order to set up the new system, staff has been working closely with the vendor to validate and verify STVR properties and the application, compliance, and approval process. The "go-live" date is scheduled for February 9, 2026. All STVR owners and managers will be required to utilize the new system following the go-live date for new registrations and renewals. Staff will provide a walk-through of the new system at the February 9th Briefing.

FINANCIAL IMPACT

Better compliance will result in increased application fees and local taxes collected. Staff recommends considering increasing the annual fee from \$150.00 to better cover the costs of program administration, inspections, staff time, and software costs. The average nightly rate has increased from \$180/night to \$490/night.



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COUNCIL DIRECTION REQUESTED

Does the Council want to consider increasing the annual fee?

ATTACHMENTS



CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	David Migut, City Attorney
DATE:	February 9, 2026
SUBJECT:	Food Truck Rally Ordinance

BACKGROUND

The City Council discussed a “Food Truck Rally” pilot program at two separate briefings in 2025. Based on direction from the City Council, the following ordinance is proposed for consideration and discussion.

A few highlights of the proposed ordinance are:

1. A Food Truck Rally event would be allowed only in the Central Business District, up to once per calendar quarter, with a proposed expiration date of January 1, 2029.
2. A Tent/Special Event permit would need to be obtained from Planning and Development.
3. A Food Truck Rally is subject to the Special Event Policy, with 3 exceptions listed on page 2 of the ordinance, in Section 12-34(d)(1). In summary, the 'no event on holidays or weekends adjacent to holidays', the 'no application less than 90 days prior to the event', and the 'no event at the same time and place as another applicant' all do not apply.
4. A Food Truck Rally is subject to the current food truck section of the code (12-33), except: Max 3 food trucks (instead of 1) allowed on lots containing 6,000 to 43,559 square feet; Max 6 food trucks (instead of 2) on lots bigger than 43,559 square feet; and the restriction on food trucks within 100 feet of an eating establishment does not apply to a Food Truck Rally.
5. A Food Truck Rally may take place at the same time as a Special Event, but not at the same time as a Festival.
6. No Local Business Tax Receipt is required for a Food Truck at a Rally.
7. The Fire Marshal Safety Inspection is still required.
8. The event organizer is responsible for all waste removal, and must provide tables and chairs for at least 50 patrons.

In addition to the proposed ordinance, the existing code section regulating food trucks, section 12-33, is attached for easy reference.

FINANCIAL IMPACT

To be determined.

COUNCIL DIRECTION REQUESTED

For discussion.

ATTACHMENTS

1. Draft Food Truck Rally Ordinance

BRIEFING ITEM:	E.
BRIEFING DATE:	February 9, 2026



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2. Sec. 12-33 Jacksonville Beach, FL Code of Ordinances

ORDINANCE NO. 2026-

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING CHAPTER 12 - STREETS, FOOD AND FOOD PRODUCTS, BY CREATING SECTION 12-34 ESTABLISHING A FOOD TRUCK RALLY PILOT PROGRAM IN THE CENTRAL BUSINESS DISTRICT; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the City of Jacksonville Beach ("City") has the authority to adopt this ordinance pursuant to Article VIII of the Constitution of the State of Florida and Chapter 166, Florida Statutes; and

WHEREAS, the City desires to understand the impact of integrating additional attractions that are family-centric to the City's Central Business District; and

WHEREAS, local business owners have requested to test a concept of a food truck event within the denser restaurant and entertainment area of the Central Business District, and see how it can have a positive impact on both businesses and families and other City residents and guests; and

WHEREAS, the City Council hereby finds that this ordinance serves a legitimate government purpose, it is a permissible exercise of the City's powers and authority, and benefits the public health, safety, and welfare of the citizens, residents, and guests of the City of Jacksonville Beach.

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

SECTION 1. RECITALS. The above recitals are ratified, correct, and made part of this ordinance.

SECTION 2. CHAPTER 12, SECTION 12-34, OF THE CODE OF ORDINANCES OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, IS HEREBY CREATED TO READ AS FOLLOWS:

Sec. 12-34. – Food Truck Rally Pilot Program.

(a) *Purpose.* The purpose of this section is to provide for a food truck rally pilot program, which will allow a food truck rally event up to once per calendar quarter in the Central Business District zoning district ("CBD"), and to more fully promote the public interest by contributing to a viable and attractive commercial and pedestrian environment. In recognition thereof, reasonable regulation of such an event is necessary to protect the public health, safety, and welfare.

(b) Pilot Program Authorized. Subject to the conditions listed herein, a food truck rally pilot program is hereby authorized.

(c) Permits required. A food truck rally permit is hereby created, and such shall be required to hold a food truck rally within City of Jacksonville Beach. A food truck rally may occur no more than once per calendar quarter, and only in the CBD.

(d) Permit application and requirements. Application for a food truck rally permit shall be made to the city's planning and development department via submittal of a Tent/Special Event Permit application. An application may be submitted as early as ninety (90) days before the first day of the calendar quarter during which the event will take place, and no later than forty-five (45) days prior to the event. Subject to the exceptions listed below, the application must comply with all requirements of the City's special event policy, and the food trucks must comply with all requirements of section 12-33 of this code.

(1) Exceptions to the special event policy. The following requirements of the special event policy shall not apply to an application for a food truck rally permit:

- i. Section 1.02 which prohibits a special event on a city-recognized holiday, or on a weekend adjacent to a city-recognized holiday.
- ii. Section 2.01 A. which requires a special event permit be received by the city no later than 90 days prior to the date of the event.
- iii. Section 3. L. which allows rejection of an application that is for the same time and place as one submitted by a prior applicant.

(2) Exceptions to section 12-33. The following requirements of section 12-33 of this code shall not apply to an application for a food truck rally permit:

- i. Section 12-33 (2) a. shall not apply. Instead, a permitted food truck rally shall be allowed only on an improved, ADA accessible lot having six thousand (6,000) square feet or more of area, and shall be limited to a maximum of three (3) mobile food vendors on lots containing six thousand (6,000) to forty-three thousand five hundred fifty-nine (43,559) square feet of area, and a maximum of six (6) mobile food vendors on lots containing forty-three thousand five hundred sixty (43,560) or more square feet of area.
- ii. Section 12-33 (2)c. shall not apply.

(3) Other permit conditions. In addition to the requirements of the special event policy, the following shall apply to operations under a food truck rally permit:

i. A food truck rally may take place simultaneously with a Special Event, however, no food truck rally shall be permitted or occur on the same day as a Festival. For purposes of this section, Special Event and Festival shall have the definitions given to them in the special event policy.

ii. A local business tax receipt shall not be required for any food truck at a permitted food truck rally.

iii. Any food truck at a permitted food truck rally must meet the definition of mobile food dispensing vehicle in section 12-33, must have an MFDV license from the Florida Department of Business and Professional Regulation, and must have any license required by the Florida Department of Health for operation of a food truck.

iv. Any food truck at a permitted food truck rally must have a City of Jacksonville Beach fire marshal safety inspection report showing the food truck is code compliant with NFPA 1-50. and NFPA 96.

v. No audio amplification is authorized for any food truck rally, or any individual food truck at a food truck rally.

vi. Permittee must provide tables and chairs for at least fifty (50) patrons. Tables, seating, and other furniture or fixtures may not be attached, chained, or in any other manner affixed to any public improvement. All tables, seating, and other removable furniture must be of a design, material, and specification suitable for outside dining.

vii. Nothing may be placed within five (5) feet of a fire hydrant, pedestrian crosswalk, or curb cut.

viii. All waste management requirements listed in section 12-33 that are applicable to mobile food vendors shall also apply to the permittee of a food truck rally. Additionally, the permittee shall provide at least two portable toilets on site, at least one of which must be ADA compliant. Portable toilets and all waste and trash must be removed within 24 hours of the conclusion of the food truck rally. Any fees incurred in complying with this section are the responsibility of the permittee.

ix. Food truck rally hours may only be permitted within the following windows of time: Fridays: 5:00PM until 10:00PM, Saturdays: 12:00PM until 10:00PM and Sundays: 12:00PM until 8:00PM.

(e) *Americans with disabilities access.* Any person receiving a food truck rally permit hereunder agrees to fully comply with all requirements of the Americans with Disabilities Act as currently existing or as may be hereafter amended.

(f) *Sale and distribution of alcoholic beverages.* No alcohol is allowed to be sold or distributed, even if any operator or permittee holds an alcoholic beverage license from the State of Florida or the City of Jacksonville Beach.

(g) *Emergency closure.* If a weather emergency or state of emergency has been issued for the City of Jacksonville Beach, the permittee shall close the food truck rally area and store all furniture used for the food truck rally area so that it is not a danger to the public. The city manager, chief of police, fire marshal, or building official may order the closure of the food truck rally area where a condition that threatens the safety of the public exists.

(h) *Indemnification.* The permittee of a food truck rally agrees to, and does by its operation of a food truck rally, indemnify, defend, save, and hold harmless the city, its officers and employees from any and all claims, liability, lawsuits, damages and causes of action which may arise out of the activity of the permittee or any food truck on the occupied premises. The permittee shall provide indemnification to the city in writing on a form provided by the city.

(i) *Insurance required.* It shall be unlawful to operate a food truck rally unless the permittee furnishes in a form acceptable to the city evidence of commercial general liability insurance, naming the city as an additionally insured party and insuring the city against any liability resulting from the uses permitted pursuant to this section. The coverage shall not be less than two million dollars (\$2,000,000.00) per occurrence. It shall not be lawful to operate a food truck rally area at any time the insurance required by this section is not maintained and evidence of its continuance filed with the city.

(j) *Violations and penalties.* Violation of any section of this section shall result in the revocation of the food truck rally permit. Violators may have their permit revoked by order of the city manager.

(k) *Expiration.* This section shall expire on January 1, 2029, unless the City Council of the City of Jacksonville Beach amends this section by extending the expiration or repealing this section in its entirety.

SECTION 3. CONFLICTING ORDINANCES. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION 4. SEVERABILITY. It is the intention of the City Council that if any section, subsection, clause or provision of this Ordinance is deemed invalid or unconstitutional by a court of competent jurisdiction, such portion will become a separate provision and will not affect the remaining provisions of this Ordinance.

SECTION 5. CODIFICATION. The City Council intends that this Ordinance will be made a part of the City of Jacksonville Beach Code of Ordinances.

SECTION 6. EFFECTIVE DATE. This Ordinance shall take effect upon final reading and approval by the City Council for the City of Jacksonville Beach.

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

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

(1) *Definitions.*

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

(2) *Location and separation requirements.*

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

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

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

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

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

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

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

(4) *Waste management.*

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

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

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

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

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

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

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

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

(7) *Enforcement procedure.*

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

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

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

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



CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Molly Alleger, City Clerk
DATE:	February 9, 2026
SUBJECT:	Appointment of 2nd Alternate to Board of Adjustment

BACKGROUND

At the December 1, 2025, City Council Meeting, the City Council appointed Alex Ertel as the 2nd Alternate for the Board of Adjustment (BOA). Following that meeting, Mr. Ertel declined the appointment due to time constraints.

In years past, the City Council has discussed applicants at a Council Briefing to narrow the list of potential candidates for formal appointment. Attached is the list of all applicants who confirmed they are still interested and available to serve on BOA. All applications and interview audio recordings were provided to the Council to assist in decision-making prior to this meeting for consideration.

FINANCIAL IMPACT

None.

COUNCIL DIRECTION REQUESTED

ATTACHMENTS

1. February 2026 Board of Adjustment Applicants

February 2026 Board of Adjustment Applicants

Applicant Name	Address	Board interest	Application date	Interview date	Comments
Anthony Recco	508 9th Ave N.	1 - BOA 2 - CRA	1/2/2025	8/9/2023	2/2/26 - Interested in BOA 2nd Alt.
Raymond Bragg	2002 Oceanfront S.	1 - CRA 2 - BOA	1/27/2025	8/9/2023	2/2/26 - No response to voicemail or email
Brent Knauff	514 Palm Tree Rd	1 - PC 2 - BOA	3/7/2024	6/21/2024	2/2/26 - Stated he was unsure but would respond to email at later date - no response
Michelle Gaudins	1741 1st Street N.	1 - BOA 2 - PC	3/11/2024	6/20/2024	2/2/26 - No response to email and phone number disconnected
Robert (Bobby) Knudsen	1655 The Greens Way #2511	1 - BOA 2 - CRA	3/11/2024	6/20/2024	2/2/26 - Interested in BOA 2nd Alt.
Mary Ostroska	2793 St. John's Blvd	1 - BOA 2 - CRA	3/18/2024	6/21/2024	2/2/26 - Interested in BOA 2nd Alt.
Margarete Vest *	615 4th Ave N.	1 - PC 2 - BOA	7/2/2024	7/25/2024	2/2/26 - Interested in BOA 2nd Alt.
David Weisblatt	116 19th Ave N. Apt. 501	1 - Pension 2 - BOA	7/2/2024	7/24/2024	2/2/26 - Interested in BOA 2nd Alt.
Erica Cassidy	1027 24th St. N	1 - PC 2 - BOA	7/15/2024	7/25/2024	2/2/26 - Interested in BOA 2nd Alt.
James Groark	113 3rd Ave S.	1 - CRA 2 - BOA	11/18/2024	10/10/2025	2/2/26 - Interested in BOA 2nd Alt.
Victor Melone	3544 Bay Island Circle	1 - CRA 2 - BOA	8/27/2025	10/10/2025	2/2/26 - Interested in BOA 2nd Alt.
Gregory Hicks	522 6th Ave S.	1 -BOA 1 - CRA	9/2/2025	Pending Interview	

* CIA participant