



City of Jacksonville Beach

Agenda

11 North Third Street
Jacksonville Beach, Florida

Planning Commission

Monday, February 23, 2026

6:00 PM

Council Chambers

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

ROLL CALL

ELECTION OF OFFICERS

- A. Elect Planning Commission Chair for a Term of One Year
- B. Elect Planning Commission Vice-Chair for a Term of One Year

APPROVAL OF MINUTES

OLD BUSINESS

NEW BUSINESS

- A. Consider Proposed Amendments to the Planning Commission Bylaws.

PLANNING DEPARTMENT REPORT

- A. The Scheduled Planning Commission Meeting for March 9, 2026 is canceled. No Business Scheduled.
- B. The City Attorney will present information related to tobacco regulations at the Regularly Scheduled Commission Meeting on March 23, 2026.

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 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; (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.



PLANNING COMMISSION AGENDA ITEM	
TO:	Planning Commission Members
FROM:	Planning and Development & City Clerk's Office
DATE:	02/12/2026
SUBJECT:	Proposed Ammendments to the Adopted Bylaws of the Planning Commission Staff Report

The following information is provided for your consideration for the following agenda item for the upcoming Monday, February 23, 2026 Planning Commission Meeting.

Proposed Ammendments to the Adopted Bylaws of the Planning Commission

OWNER: Planning Commission

APPLICANT: Planning and Development & City Clerk's Office

AGENT: Christian Popoli, Senior Planner

LOCATION: N/A

REQUEST: Consider and vote to adopt proposed amendments to the bylaws

COMMENTS: After nearly a year of operating under the April 2025 bylaws, the Planning and Development Department and the City Clerk's office have identified opportunities to better align Commission procedures with City Council standards. These proposed updates aim to resolve scheduling inconsistencies and improve administrative efficiency:

1. Commissioner Appointment and Orientation

- Swearing-in: New members shall be administered the Oath of Office at the first regularly scheduled Planning Commission meeting following their appointment.
- Attendance Requirements: Appointees are expected to attend this initial meeting. Any scheduling conflicts must be coordinated with the City Clerk's Office during the appointment phase.

This process mirrors the City Council process for Oaths of Office.

2. Annual Organizational Meeting and Leadership Terms:

- Fixed schedule: The Organizational Meeting will occur annually during the first regularly scheduled Planning Commission meeting in February.

AGENDA ITEM:	A.
MEETING DATE:	February 23, 2026



- Officer Terms: The Chair and Vice-Chair shall serve from the date of the election until the following year's Organizational Meeting.

The fixed date provides a predictable window for leadership nominations and proposed bylaw amendments.

3. Agenda Standardization:

- Public Consistency: Provides a uniform information source for residents.
- Operational Efficiency: Eliminates minor formatting discrepancies that currently cause administrative oversights.

These recommended changes are proposed to the Commission as amendments to the adopted bylaws, which are attached with a ~~striketrough~~underlined format for easy review.

Staff recommends the Commission adopt these changes.

ATTACHMENTS:

1. PC Proposed Amendments, Feb 2026

In accordance with Sec. 286.0105, Fla. Stat., any person who desires to appeal any decision made by the commission at this meeting will need a record of the proceedings. For such purpose, he or she 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.

JACKSONVILLE BEACH PLANNING COMMISSION (AKA “COMMISSION”)

BYLAWS AND RULES OF PROCEDURES FOR THE COMMISSION OF THE CITY OF JACKSONVILLE BEACH

ARTICLE I – ORDINANCE AUTHORITY

The Jacksonville Beach Planning Commission (“Commission”) is created by City Code, Chapter 34, Article V., Division 3, Sections 34-71 through 34-79 (as amended 2025).

ARTICLE II – POWERS AND DUTIES

A. Advisory Body.

- 1) The Commission is an advisory body to the Jacksonville Beach City Council and serves as a quasi-judicial body under specific circumstances outlined in the Powers and Duties Section below (B). They are a seven member body consisting of 5 full voting members and two alternates, appointed by the City Council.

B. Powers and Duties.

- 1) The Commission shall have the following powers and duties under the provisions of the Land Development Code (“LDC”):
 - (a) To serve as the Local Planning Agency (“LPA”), as required by F.S. § 163.3174;
 - (b) To initiate the preparation of or cause to be prepared the Comprehensive Plan, or any element or portion thereof;
 - (c) To prepare or cause to be prepared the LDC;
 - (d) To initiate, review, hear, consider, and make recommendations to the City Council to approve, approve with conditions, or deny applications for development permits to amend the text of the Comprehensive Plan;
 - (e) To initiate, review, hear, consider, and make recommendations to the City Council to approve, approve with conditions, or deny applications to amend the Future Land Use Map of the Comprehensive Plan;
 - (f) To initiate, review, hear, consider, and make recommendations to the City Council to approve, approve with conditions, or deny applications to amend the text of the LDC;

- (g) To initiate, review, hear, consider, and make recommendations to the City Council on applications for development permits to approve, approve with conditions, or deny amendments to the official Zoning Map of the LDC;
- (h) To hear, consider, and make recommendations to approve, approve with conditions, or deny applications for development permits for a planned unit development or redevelopment district;
- (i) To hear, consider, and approve, approve with conditions, or deny applications for development permits for conditional uses;
- (j) To make its special knowledge and expertise available upon written request and authorization of the City Council to any official, department, board, commission, or agency of the City, state, or federal governments;
- (k) To adopt or amended Bylaws to establish meeting procedures not inconsistent with this Section to govern the Planning Commission's proceedings; and
- (l) To make and initiate studies of the resources, possibilities, and needs of the City and to report its findings and recommendations, with reference thereto, from time to time, to the City Council.

ARTICLE III – MEMBERSHIP AND OFFICERS

A. Qualifications.

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

B. Appointment.

- 1) The Commission shall be composed of five (5) members to be appointed by the City Council. The City Council shall also appoint two (2) alternate members, a first alternate and a second alternate. The alternate members shall vote only in the absence of regular members. The first alternate member shall have priority to vote in the absence of the first regular member's absence. When any of the two (2) alternate members are in attendance they may participate throughout the meeting, however they are only allowed to vote during an absence of a regular member.
- 2) Newly Appointed Commission Members shall be given the Oath of Office and sworn into their new positions by the City Clerk's office at the next

scheduled meeting of the Planning Commission. Newly appointed members are expected to attend the first meeting after their appointment to be sworn in.

D. Term of Office.

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

E. Removal From Office.

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

F. Vacancy.

- 1) Whenever a vacancy occurs on the Commission, the full time member's position shall be served by an alternate member until a permanent member can be

appointed by the City Council. The City Council shall appoint the new member within thirty (30) days of the vacancy or may appoint an alternate to the position of full member.

G. Officers; Quorum.

- 1) *Chair and vice-chair.* At ~~the February~~ annual organizational meeting, ~~which is set by the Commission Bylaws, all~~ 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 and will end the following year at the next organizational meeting. 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.
- 2) *Chair Pro tem.* In the absence of the Chair and Vice Chair, the Planning staff will call the meeting to order, and act as facilitator of Commission members and voting alternate members to elect a Chair Pro tem to preside over the meeting for that specific and singular agenda. At the completion of that meeting, the Chair Pro tem's term will expire.
- 3) *Staff.* The Planning and Development Department shall be the professional staff of the Commission.
- 4) *Quorum and voting.* The presence of three (3) or more members of the Commission shall constitute a quorum of the Commission necessary to take action and transact business. All actions shall require a simple majority of the quorum present.

H. Establishing a Regular Meeting Schedule.

- 1) *General.* Meetings of the Commission shall be held twice a month to dispense of matters properly before the Commission. If there is no new business on the agenda, the meeting will be cancelled, and a notice posted at City Hall along with social media outlets and the City's Website. Additionally, meetings may be called by the chair or at the request of three (3) members of the Commission in writing. The location of all Commission meetings shall be in the City of Jacksonville Beach in a place accessible to the public.
- 2) *Days and Frequency of Meetings.* Meetings will be generally held on the second and fourth weeks of each month, but never on Fridays unless required by holiday, weather, or other even related circumstances.
- 3) *Meeting Times.* Meetings will always be held after 5:30 pm on the day of the advertised meeting, times will be set by the Commission and will be publishing on the annual calendar.
- 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.

- 5) *Special Meetings and Workshops*. At the request of the City Council or Planning Staff, the Commission may be required to hold special meetings or workshops for review and discussion of specific topics, such as amendments to the Comprehensive Plan or the LDC.
- 6) *Organizational Meeting*. The Commission shall ~~set the date and time for their annual organizational meeting~~hold their annual organizational meeting on the first regular meeting date in February of every year, where elections for chair and vicechair will be held, as well as any changes or amendments to the Commission Bylaws or rules and procedures.
- 7) *Annual Training*. Annually City staff will conduct a training on topics related to the proper operation and procedures for the member under Florida law, as well as City ethics and procedures.

I. Interactions with Staff.

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

J. Compensation.

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

ARTICLE IV – MEETINGS

A. Open Meetings.

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

B. Procedure Not Contained in Bylaws or Addendums.

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

C. Meeting Procedures, General.

- 1) The chair shall:
 - a. preside over the meeting,
 - b. call the meeting to order,
 - c. request the disclosure of ex-parte communication from each Commission member for each item individually,
 - d. open and close the public hearing for each item,
 - e. invite the applicant to the podium for their presentation
 - f. invite members of the public, who wish to speak, to the podium, and call for a motion or vote on all motions or amendment to motions.
- 2) Vice-chair shall:
 - a. preside over the meeting *in absence of the chair*,
 - b. generally, *in the absence of any motions* made by Commission members, make a motion for discussion so the Commission may discuss the items before them,
 - c. collect and call the names of speakers who have turned in speaker cards for each item.
- 3) Chair Pro tem shall:
 - a. preside over the meeting in absence of the chair and vice-chair.

D. Voting and Conflicts.

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

E. Agenda Items.

- 1) Normal business of the Commission will be set on an agenda by staff, based on application deadlines and sufficiency, or items requested for review by the City Council or staff. The Commission may request items be placed on the agenda, the date of the item will be determined by staff, especially if legal notice and posting ~~would be~~ required, to ensure the item is properly noticed. The agenda format will be amended to reflect the style and format of the agenda of City Council, to ensure consistency within the city.

F. Virtual Participation in Meetings.

- 1) Telephonic participation may be permitted where, in the opinion of the chair, members can participate fully in the discussion and any actions. Attendance through alternate means shall be subject to the Rules and Procedures of the City Council.

ARTICLE V – MISCELLANEOUS

A. Conflicts of Interest.

- 1) All conflicts of interest shall be defined or governed by Chapter 112.3143 F.S.

B. Enacting and Amending Bylaws.

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

C. Addendum.

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

Addendum

To the Planning Commission Bylaws

April 14, 2025

City of Jacksonville Beach Planning Commission
Sec. 34-553 - Standards Applicable to all
Conditional Uses

When considering an application for development permit for a conditional use, the Planning Commission shall consider whether and the extent to which:

- (a) 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;**
 - (b) 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;**
 - (c) 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;**
 - (d) The proposed conditional use will not have an adverse effect on the permitted uses of the Zoning District where it is located;**
-

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

(f) There are adequate public facilities and services pursuant to Article IX, Adequate Public Facility Standards;

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

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

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

(j) 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.

Chair Script / General Procedures

Opening of the meeting.

❖ [to the public]

It is now 6:00 PM, (date of meeting) and I call this meeting of Planning Commission to Order

[use gavel]

❖ [to the city clerk]

May I please have a Roll Call?

Review and vote on previous meeting's minutes.

❖ [to the Commission]

Are there any changes or corrections to the minutes dated [date of minutes] noted by any member?

If not, may I have a motion to approve the minutes?

(voice vote)

All those in favor please signify by saying "aye".

All those opposed please signify by saying "nay".

Motion to approve the minutes from [date of minutes] is approved. [make sure you count the yes and no votes, so you know if it passes or not]

Communications.

❖ [to the staff]

Is there any correspondence for any item on the agenda?

[if so, staff will typically have it on the dais for each member, but will state for the record what it is and what agenda item it is for]

Old Business (same procedure as new business).

New Business.

- [to the public]
The Planning Commission meetings are generally quasi-judicial in nature. All decisions of the Commission will be based on competent substantial evidence, including testimony provided in this meeting.
- [to the public]
Any person who is not an applicant or agent that wishes to speak will need to fill out a speaker's card located on the side table by the door and turn them into the City Clerk.
- [to the public]
Each member of the public will be given three (3) minutes to speak on each item.
- [to the public]
Please refrain from speaking from the audience and applause or cheering will not be allowed.
- [to the public]
Please silence you cell phones.
- [to the vice-chair]
Can you please read the Application by title?

Vice chair to call the application by application number and notice language.

- [to the Planning staff]
May we please have the staff presentation?

Planning staff will read report and recommendation.

After each Item is read by the vice-chair:

- [to the public]
As a reminder each member of the public will be given three minutes to speak when we open the public hearing.
- [To the Commission]

Does any Commission Member have any ex-parte communication to disclose?

(go member my member, and if they do, make sure they disclose the content of the communication in summary)

- [to the applicant]
Would the applicant please come forward to be sworn in and give any presentation?
- [remind the Commission]
Commission members, please refrain from interrupting the presentation and hold questions to the end.
(people get nervous speaking in public, interrupting them can be distracting)
- [To the Commission]
Do any Commission members have any questions for the applicant?
[after applicant concludes presentation]
- [to the public]
I will now open the public hearing.
[use gavel]
- [to the vice-chair]
Do we have any speakers' cards?

Vice-chair to read each card and call the speaker to the podium.

- [to the public, after all cards have been called]
Is there anyone in the audience who has not filled out a speaker's card that wishes to speak? If so, please fill out a speaker's card before you leave.
- [to the public]
I will now close the public hearing and bring the item back to the board for discussion.
[use gavel]
Discussion only after a motion.
- [to the Commission]
Is there a motion?
[Vice-chair should make an affirmative motion, can be "for discussion only"]

- [to the Commission]
Is there a second?
- [discussion can now take place; motions may be amended]
- [to the Commission]
Is there any further discussion?
- [to the city clerk]
May I have a roll call vote on the motion?
- ❖ [to staff]
May we have the Planning Department's report?
- ❖ [to the Commission at the end of all business]
May I have a motion to adjourn?

Model Motion for Planning Commission

Typically, the motion should be made in the affirmative, based on the staff report, not in the negative. This first motion is to have a motion on the table for discussion, even if you don't want to approve it. The Commission **must** have a motion on the table to discuss an item.

I make a motion to approve [application number] with the required standard conditions [add any additional condition here as well] based on the substantial competent evidence presented in the staff report and all relevant testimony presented at this hearing, and that the motion meets ALL the standards for a Conditional Use [or ordinance] as outlined in section 34-553 of the Jacksonville Beach Land Development Code.

[someone should second, or motion dies for lack of second]

I make a motion to deny [Conditional Use Number] based on the fact that the applicant failed to prove they met all the standards, but more specifically [list standard, such as standard "b"] as the conditional use is not compatible with the existing uses.

[Relate it to whatever standard they failed to meet. MOST important, state HOW it doesn't meet the standard, and what you based this on, such as WHY it isn't compatible.]