

**Minutes of Planning Commission Meeting
held Monday, March 23, 2026, at 6:00 P.M.
in the Council Chambers, 11 North 3rd Street,
Jacksonville Beach, Florida**



CALL TO ORDER:

The meeting was called to order at 6:01 P.M. by Chair Nicholas Andrews.

ROLL CALL:

Chairperson: Nicholas Andrews
Vice-Chairperson: Justin Henderson
Board Members: David Dahl Dean Hadock Matthew Filer
Alternates: John Leynes Lindsay Haga

Senior Planner Christian Popoli, City Attorney David Migut, and Operations Support Specialist Monica McDaniel were also present.

APPROVAL OF MINUTES:

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

- Regular Planning Commission Meeting held on February 9, 2026
- Regular Planning Commission Meeting held on February 23, 2026

OLD BUSINESS: None

NEW BUSINESS:

(A) PC# 02-26 Conditional Use Application

Owner: Jeffrey & Grace Maxwell
504 2nd Street South
Jacksonville Beach, FL 32250

Applicant: Jeffrey & Grace Maxwell
504 2nd Street South
Jacksonville Beach, FL 32250

Agent: N/A

Location: 504 2nd Street South

Conditional Use Approval conversion of a nonconforming single-family structure into a multi-family dwelling, to allow for expansion and additions, located in the Commercial Limited: C-1 zoning district, pursuant to Section 34-617(d)14 (RM-1 Standards) of the Jacksonville Beach Land Development Code.

Staff Report:

Mr. Popoli summarized the following report for the record:

"The subject property is a single-family structure, built in 1934, per the Duval County Property Appraiser's information, but may be older. The property is located in the Commercial Future Land Use category, and in the Commercial Limited: C-1 zoning district. The property is classified as an "existing historic single-family" under the Land Development Code (LDC) list of uses for the C-1 zoning district. This is a new designation added to the revised 2025 LDC. The new designation allows for single-family uses in the C-1 zoning district to be renovated and remain as single-family uses. Under the previous LDC, there were no options for existing single-family. This new designation allows for the cap on renovation costs to be lifted for these uses, as the use is no longer nonconforming. The structure is considered to be a nonconforming structure, and therefore cannot be expanded in square footage or beyond its existing footprint.

Single-family and commercial are inherently incompatible uses, and therefore the LDC does not encourage the enlargement of these uses, as they could then potentially create additional conflicts.

As the applicant is requesting to add on to the property, replace the existing detached garage with an attached garage, expand the structure to include a replacement of an older addition which was deteriorated and unsafe, with additional square footage added, they would be expanding the nonconforming structure, and going beyond the historic single-family use. To address these issues, the applicant is proposing to convert the single-family home into a multifamily structure. As new single family is not an allowed use in C-1, the lowest intensity use allowed is new or converted multifamily. Therefore, the applicant has decided to seek approval for the conversion to a two-unit multifamily, which is the lowest number of units allowed, and the only reasonable use of the property under these circumstances.

There is also a companion variance scheduled for hearing with the Board of Adjustment to address the nonconformities with the required dimensional standards due to the historic nature of the home and its construction prior to the current LDC.

Surrounding uses include: Commercial office and residential mixed use to the north, across 5th Avenue South, Multifamily to the east, across 2nd Street South, townhouse dwellings to the south, and adjoining, and multifamily to the west and adjoining. The proposed use will not create any anticipated nuisance, as it will be more compatible with the surrounding mix of uses, a majority of which are other multifamily uses.

Staff does not find the proposed multifamily use to be contrary to the intent of the LDC, and further finds it meets the criteria outlined below:

Sec. 34-553. - Standards applicable to all conditional uses:

The conditional use is consistent with the vision, intents and strategies of the comprehensive plan, including standards for building and commercial intensities and densities, and intensities of use; Yes, the conversion to multifamily will ensure the furthering of the 2050 Comprehensive Plan by encouraging compatible uses in the Commercial Future Land Use designation, and will provide the lowest density allowed under C-1, ensuring they do not exceed the intensity of the surrounding uses.

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;

As noted above, the proposed multifamily use is both compatible with the surrounding uses, and the proposed designed additions will reflect the existing architecture, which predates the surrounding buildings.

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;

The proposed use will match the surrounding land uses. Therefore, buffering is not required. The continued use of the existing historic structure will be the least impactful on the surrounding area, and keeping the additions to less than three stories will also help ensure compatibility as well.

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

The proposed use will be more compatible with the surrounding uses, and will not have a negative impact on permitted uses in the surrounding C-1 properties.

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

Though staff cannot be certain of the impact on property values, reinvestment in existing properties can only benefit the surrounding properties.

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

Yes, the property is currently served by city services, and the addition of one more dwelling unit will not have a substantial impact.

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

Yes, there is currently an existing driveway, which will continue to be used as the primary access.

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

The proposed conditional use will be consistent with the LDC, and with the approval of the proposed variance, all further nonconformities will be addressed.

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

Not applicable.

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.

The proposed conditional use is consistent with the 2050 Comprehensive Plan, and furthers the intent related to neighborhood preservation and the focus on additional housing units.

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#02-26.**"

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

Applicant: Jeffrey and Grace Maxwell, 504 2nd Street South, Jacksonville Beach, were sworn in and provided additional background on the item.

A discussion ensued about the companion variance for the property and the staff report.

Public Hearing:

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

Motion: It was moved by Mr. Henderson, seconded by Mr. Dahl, to approve #PC 02-26.

Roll Call Vote: Ayes – David Dahl, Dean Haddock, Matthew Filer, Justin Henderson, and Nicholas Andrews.

The motion was unanimously approved.

(B) City Attorney Presentation on Tobacco Regulations.

Mr. Migut presented information regarding tobacco regulations and answered questions from the Commission.

A discussion ensued, and it was the consensus of the commission to request additional information from staff regarding commercial density and concentrations along A1A once staff has completed the current Land Development Code corrections bill.

PLANNING DEPARTMENT REPORT:

The next scheduled meeting will be held on April 13, 2026.

ADJOURNMENT:

There being no further business, the meeting adjourned at 6:36 P.M.

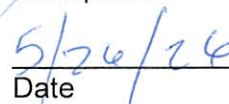
Submitted by: Monica McDaniel
Operations Support Specialist

Minutes reviewed by Planning & Development.

Approval:



Chairperson



Date