City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Agenda

City Council

Monday, June 6, 2022	6:00 PM	Council Chambers

MEMORANDUM TO:

The Honorable Mayor and
Members of the City Council
City of Jacksonville Beach, Florida

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

OPENING CEREMONIES: INVOCATION, FOLLOWED BY SALUTE TO THE FLAG

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

A. Regular City Council Meeting held on May 16, 2022

B. Council Briefing held on May 23, 2022

ANNOUNCEMENTS

COURTESY OF THE FLOOR TO VISITORS

MAYOR AND CITY COUNCIL

A. Proclamation for National Gun Violence Awareness Day

CITY CLERK

CITY MANAGER

A. Approve/Disapprove the Scope of Services and Fees for Kimley-Horn and Associates, Inc. Professional Consultants for the Comprehensive Plan/Land Development Code Update Project the Amount of $317,088

RESOLUTIONS

ORDINANCES

ADJOURNMENT

NOTICE

In accordance with Section 286.0105, Florida Statutes, if any person decides to appeal any decision made by the council with respect to any matter considered at such meeting, he or she 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.

The public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the City Clerk or 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.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's Office at (904) 247-6299 no later than one business day before the meeting.

You may use this website http://www.jacksonvillebeach.org/publichearinginfo to find information concerning the hearing process. This information is also available in the City Hall first floor display case.

Minutes of Regular City Council Meeting
held Monday, May 16, 2022, at 6:00 P.M.
in the Council Chambers, 11 North 3rd Street,
Jacksonville Beach, Florida

JACKSONVILLE BEACH

OPENING CEREMONIES:
Council Member Janson provided the invocation, followed by the Pledge of Allegiance.

CALL TO ORDER:
Mayor Hoffman called the meeting to order at 6:00 P.M.

ROLL CALL:

Mayor:	Christine Hoffman		
Council Members:	Sandy Golding	Dan Janson	Fernando Meza
	Cory Nichols	Chet Stokes	Georgette Dumont

Also present were: City Manager Mike Staffopoulos, City Attorney Sandra Robinson, Chief Financial Officer Ashlie Gossett, Director of Beaches Energy Allen Putnam, Director of Public Works Dennis Barron, Director of Planning and Development Heather Ireland, Parks and Recreation Office Administrator Molly Alleger, City Clerk Sheri Gosselin, and Deputy City Clerk Jodilynn Byrd.

APPROVAL OF MINUTES:
Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, and passed unanimously to approve the following minutes:
- Regular City Council Meeting held on May 2, 2022

ANNOUNCEMENTS:
Council Member Golding announced Beaches Watch would hold a hurricane preparedness meeting on June 1, 2022, at the Beaches Branch Library.

Council Member Dumont noted the Jacksonville Beach Police Honor Guard was in Washington, D.C. to attend Peace Service Officers' Week, where Sargent Dan Watts' name was inscribed in the memorial wall. She said the first week of May was Public Service Recognition Week and she thanked and recognized the City Staff for their work.

Mayor Hoffman read a statement [on file] in response to the online activities related to the City and the VLSC (Volunteer Life Saving Corps).

COURTESY OF THE FLOOR TO VISITORS:
Mayor Hoffman extended Courtesy of the Floor to visitors.

- Jim Emery, 1764 Maritime Oak Drive, Atlantic Beach, spoke about the VLSC.
- Chuck McCue, 1908 3rd Street, Jacksonville Beach, spoke about the VLSC.

- Tony Davenport, 55 Tallwood Road, Jacksonville Beach, spoke about flooding on his property.

MAYOR AND CITY COUNCIL:

Item A Presentation by the North Florida Transportation Planning Organization (TPO) Staff on the Transportation Improvement Program (TIP)

Clark Letter, Director of Planning and Analytics of the North Florida Transportation Planning Organization (TPO), made a presentation on the Transportation Improvement Program (TIP) that was relevant to the Beaches community [on file]. Mr. Letter noted a virtual public meeting would be held on May 24, 2022.

A brief discussion ensued about the projects and the Complete Streets initiative.

Item B Proclamation for National Safe Boating Week

Mayor Hoffman read and presented the proclamation for National Safe Boating Week to Elizabeth Filippelli, Heath Brockwell and Andy Koenig of the United States Coast Guard Auxiliary Flotilla 1404.

Item C Citizen Information Academy Graduation

Mayor Hoffman recognized the inaugural Citizen Information Academy program. City Clerk Sheri Gosselin announced the graduates and Deputy City Clerk Jodilynn Byrd presented each with a certificate of completion. Graduates in attendance were Alan Mosley, Angela Borasky, Angela Williams, Ann Moody, Mayor Christine Hoffman, Georgette Dumont, Gary Paetau, Jim Sorrell, Joan Byrd, John Moreland, Lauren Loria, Maira Miller, Margaret Warren, Margo Moehring, Sandy Golding, Sue Kyle, Travis Vargo.

CITY CLERK: *No items*

CITY MANAGER:

Item A Accept/Reject the Monthly Financial Reports for the month of April 2022

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to accept the Monthly Financial Reports for the month of April 2022.

Discussion: *None*

Roll Call Vote: Ayes – Dumont, Golding, Janson, Meza, Nichols, Stokes, Mayor Hoffman. The motion passed unanimously.

Item B Appoint Justin Lerman to fill the vacant unexpired Regular Member term on the Planning Commission, with a term expiring date of December 31, 2024; and

Appoint Emily Stouffer to fill the unexpired 1st Alternate term on the Planning Commission, with a term expiring date of December 31, 2024; and

Nominate and appoint a new 2nd Alternate to fill the unexpired term on the Planning Commission, with a term expiring date of December 31, 2023.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to appoint Justin Lerman to fill the vacant unexpired Regular Member term on the Planning Commission, with a term expiring date of December 31, 2024.

Discussion: *None*

Roll Call Vote: Ayes – Golding, Janson, Meza, Nichols, Stokes, Dumont, Mayor Hoffman. The motion passed unanimously.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to appoint Emily Stouffer to fill the unexpired 1st Alternate term on the Planning Commission, with a term expiring date of December 31, 2024.

Discussion: *None*

Roll Call Vote: Ayes – Janson, Meza, Nichols, Stokes, Dumont, Golding, Mayor Hoffman. The motion passed unanimously.

Mayor Hoffman noted they had 10 applications to consider for the 2nd Alternate position. She opened the floor for nominations.

Mr. Janson nominated Nicholas Andrews as 2nd Alternate. Ms. Golding stated she intended to nominate Mr. Andrews as well.

Mayor Hoffman stated a motion was not needed since there was only one nomination. City Attorney Sandra Robinson confirmed a motion was not needed.

Discussion: *None*

Roll Call Vote: Ayes – Meza, Nichols, Stokes, Dumont, Golding, Janson, Mayor Hoffman. The vote passed unanimously.

Mr. Andrews was appointed to fill the unexpired 2nd Alternate term on the Planning Commission with a term expiring date of December 31, 2023.

Item C **Approve/Disapprove the advanced purchase of two vehicles budgeted in FY2023 of current Capital Improvement Plan for Beaches Energy Services**

Director of Beaches Energy Allen Putnam explained the reason for the request to approve the vehicles so far in advance was supply issues and long lead times.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to approve the advanced purchase of two vehicles budgeted in FY2023 of current Capital Improvement Plan for Beaches Energy Services.

Discussion: *None*

Roll Call Vote: Ayes – Nichols, Stokes, Dumont, Golding, Janson, Meza, Mayor Hoffman. The motion passed unanimously.

Item D **Approve/Disapprove the Purchase of Natural Gas Supply from Florida Gas Utility and Declare Florida Gas Utility the Sole Source Supplier for the City's Natural Gas Utility**

Mr. Putnam explained details of the item.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to approve the Purchase of Natural Gas Supply from Florida Gas Utility and Declare Florida Gas Utility the Sole Source Supplier for the City's Natural Gas Utility.

Discussion: *None*

Roll Call Vote: Ayes – Stokes, Dumont, Golding, Janson, Meza, Nichols, Mayor Hoffman. The motion passed unanimously.

Item E **Approve/Disapprove the Emergency Sanitary Sewer Repair to be Completed by G&H Underground for an amount not to exceed $37,664**

Director of Public Works Dennis Barron explained details of the project.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to approve the Emergency Sanitary Sewer Repair to be completed by G&H Underground for an amount not to exceed $37,664.

Discussion:
Mr. Barron explained what caused the damage.

Roll Call Vote: Ayes – Dumont, Golding, Janson, Meza, Nichols, Stokes, Mayor Hoffman. The motion passed unanimously.

Item F **Approve/Disapprove the emergency purchase of two Sequential Batch Processors Mixers for the Pollution Control Plant from Carter & VerPlanck in the amount of $57,334 and declare Carter & VerPlanck as a Sole Source Provider for future purchases**

Mr. Barron explained details of the item.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to approve the emergency purchase of two Sequential Batch Processors Mixers for the Pollution Control Plant from Carter & VerPlanck in the amount of $57,334 and declare Carter & VerPlanck as a Sole Source Provider for future purchases.

Discussion: *None*

Roll Call Vote: Ayes –Golding, Janson, Meza, Nichols, Stokes, Dumont, Mayor Hoffman. The motion passed unanimously.

RESOLUTIONS

Item A Adopt/Deny Resolution No. 2111-2022 approving applications for Honorary Street Name Designations

Mayor Hoffman requested the City Clerk read Resolution No. 2111-2022 by title only, whereupon Ms. Gosselin read the following:

> **"A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, APPROVING APPLICATIONS AND HONORARY STREET NAME DESIGNATION SIGN LOCATIONS FOR FALLEN WARTIME MILITARY VETERANS UNDER THE HONORARY STREET NAME DESIGNATION POLICY; AUTHORIZING SIGN INSTALLATION; PROVIDING FOR ADOPTION OF RECITALS, REPEAL OF PRIOR INCONSISTENT RESOLUTIONS AND COUNCIL DECISIONS, SEVERABILITY, AND AN EFFECTIVE DATE."**

Parks and Recreation Office Administrator Molly Alleger noted there were three applications to consider for approval. The applications were for Richmond "Ricky" Luce, Asbury R. Kelly, and William "Ray" Gast. If approved, she confirmed the signage could be completed by Memorial Day (May 30, 2022).

Public Hearing:
Mayor Hoffman opened the public hearing on Resolution No. 2111-2022.

The following spoke in support of the Resolution:
- Kelsey McClanahan, 9809 Tiffany Avenue, Jacksonville
- Lenny Jevic, 239 Seminole Road, Atlantic Beach

Mayor Hoffman closed the public hearing.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to adopt Resolution No. 2111-2022, approving applications for Honorary Street Name Designations.

Discussion: *None*

Roll Call Vote: Ayes –Janson, Meza, Nichols, Stokes, Dumont, Golding, Mayor Hoffman. The motion passed unanimously.

Item B **Adopt/Deny Resolution No. 2112-2022 for future consideration of the abandonment of the City of Jacksonville Beach right-of-way**

Mayor Hoffman requested the City Clerk read Resolution No. 2112-2022 by title only, whereupon Ms. Gosselin read the following:

> **"A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, TO CLOSE A PORTION OF A CERTAIN DESCRIBED CITY RIGHT-OF-WAY; PROVIDING ADOPTION OF RECITALS AND LEGISLATIVE FINDINGS AND INTENT, NOTICE OF PUBLIC HEARING TO CONSIDER RIGHT-OF-WAY VACATION, IMPLEMENTATION OF ADMINISTRATIVE ACTIONS, SAVINGS CLAUSE, SCRIVENER'S ERRORS, REPEAL OF PRIOR INCONSISTENT RESOLUTIONS, SEVERABILITY, AND AN EFFECTIVE DATE.**

Director of Planning and Development Heather Ireland presented an overview of the application and staff comments. She noted both Beaches Energy and Public Works recommended disapproval of the application.

Public Hearing:
Mayor Hoffman opened the public hearing on Resolution No. 2122-2022.

The following spoke in support of the Resolution:
- Alex Sifakis, 7563 Philips Highway, Jacksonville
- Zach Miller, 3203 Old Barn Court, Ponte Vedra Beach, [submitted handout - on file]
- Chuck Kennedy, 12375 Shore Acres Drive, Jacksonville, [submitted handout - on file]

The following spoke in opposition to the Resolution:
- Mary Phillips, 934 10th Street North, Jacksonville Beach
- Tony Komarek, 533 11th Avenue South, Jacksonville Beach
- Robin Smith, 2706 Colonies Drive, Jacksonville Beach

The following did not speak, but were opposed to the Resolution:
- Roger Whiting, 1103 2nd Avenue North, Jacksonville Beach
- Trey Phillips, 934 10th Street North, Jacksonville Beach

Ms. Ireland clarified the application request was to vacate a portion of the right-of-way. She confirmed the road would remain open.

Mayor Hoffman closed the public hearing.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to adopt Resolution No. 2112-2022 for future consideration of the abandonment of the City of Jacksonville Beach right-of-way.

Discussion:
A discussion ensued about utilities, right-of-ways, HOAs, density, parking, and concern about the use of City property for private development. Mr. Kennedy and Mr. Miller responded to questions from Council Members related to handouts submitted.

Mr. Barron reviewed the two criteria relating to applications for vacating easements.

Motion: It was moved by Mr. Meza to postpone indefinitely.
The motion failed due to the lack of a second.

A discussion ensued about the process timeline. Ms. Ireland reviewed the next steps for the application if the Resolution was approved. She clarified it would need to be approved via Ordinance.

Roll Call Vote: Ayes – Meza, Nichols, Stokes, Janson
Nays – Dumont, Golding, Mayor Hoffman
The motion passed 4-3.

ORDINANCES: *No items*

ADJOURNMENT:
There being no further business, the meeting adjourned at 7:58 P.M.

Submitted by: Sheri Gosselin
City Clerk

Approval:

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Christine H. Hoffman, MAYOR

Date: __________________________

Minutes of City Council Briefing
Monday, May 23, 2022 – 5:30 P.M.
Via Video Conference

The Council Briefing began at 5:30 P.M. The meeting was held via video conference using the Zoom platform.

The following City Council Members were in attendance:

Mayor: Christine Hoffman (late)

Council Members: Georgette Dumont, Sandy Golding, Dan Janson, Fernando Meza, Cory Nichols, Chet Stokes (absent)

Also present were City Manager Mike Staffopoulos, Chief Financial Officer Ashlie Gossett, Senior Planner Christian Popoli, Director of Planning and Development Heather Ireland, and CRA Coordinator Taylor Mobbs.

Purpose of Briefing

The purpose of the Briefing was to update the Council members about ongoing items in the City.

City Manager

Assumption for FY2023 Budget Preparation

Chief Financial Officer Ashlie Gossett reviewed the assumptions made in the preparation of the FY2023 Budget. Conversation ensued regarding some of the budget challenges.

FY2023 Budget Workshop Schedule

Ms. Gossett reviewed the proposed FY2023 Budget Meeting Calendar and tentative dates for budget adoption. It was the consensus of the Council to move forward with the proposed dates.

J-Bill/4-COP Special Restaurant Licenses

Senior Planner Christian Popoli spoke about the background of the J-Bill and how it could help future commercial establishments and encourage smaller restaurants will full bars. Conversation ensued regarding proposed details to better fit the City's specific needs. It was the consensus of the Council for staff to research more information and prepare a resolution for formal consideration at an upcoming Council meeting.

CRA Art Advisory Committee Update

Community Redevelopment Agency (CRA) Coordinator Taylor Mobbs reviewed details regarding the CRA Art Advisory Committee and its functions.

Kimley Horn Project Scope

Director of Planning and Development Heather Ireland spoke about the Comprehensive Plan and Land Development Code update scope of services. Ms. Ireland reviewed the critical issues to be addressed, a proposed project schedule, and detailed phase/task information.

It was the consensus of the Council for staff to continue with the scope of service offered with the proposed level of community involvement. Staff would prepare an item for consideration for formal approval for the next available City Council meeting.

Miscellaneous City Manager Items

Mr. Staffopoulos proposed holding additional Community Open Houses regarding the possible charter amendment regarding building height limits. Council's consensus was to hold the Open Houses on the proposed dates of July 11 or July 25th, replacing the scheduled Council Briefings.

Committee Assignment Report

None

Future Briefing Topics

None

The Briefing adjourned at 6:14 P.M.

Submitted by: Jodilynn Byrd
Deputy City Clerk

Approved:

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Christine H. Hoffman, MAYOR

Date: _______________________________

City of Jacksonville Beach ● 11 North Third Street ●Jacksonville Beach FL 32250

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Heather Ireland, Director of Planning and Development Department
DATE:	05/03/2022
SUBJECT:	RFQ No. 04-2122 Consulting Services for Comprehensive Plan and Land Development Code Update

BACKGROUND

On April 18, 2022, the City Council approved staff to proceed with negotiations for contract scope and fees with Kimley-Horn and Associates, Inc. Professional Consultants (Consultant) for the Comprehensive Plan and Land Development Code update project. Staff worked out the details of the scope and project schedule with the project management team for Consultant.

Initial work will include review of the existing adopted Comprehensive Plan, Land Development Code, the Strategic Plan, recent amendments to existing plans, and the results of the community conversations. Work will also be done to develop a detailed plan/schedule for public participation and outreach. The scope of services includes several initial public meetings and project progress workshops, including adoption workshops, and public hearings at the end of the project.

The scope of services includes addressing critical issues identified in the strategic plan including:

- Preservation of the integrity and aesthetics of single-family neighborhoods;
- Incentives to encourage workforce housing;
- Opportunities and standards for Complete Streets;
- Incentives for local business retention, growth, and expansion; and
- Development of CBD height incentives (if applicable).

The scope of services also includes multiple public meetings/workshops at different phases of the project, including:

- Workshops with the public;
- Workshops with businesses;
- Workshops with City Council;
- Workshops with City Boards; and
- Workshops with staff.

It is anticipated that additional meetings/briefings/workshops will likely be held with the Council and staff on specific topics as needed with or without participation from Consultant. The updated detailed Proposed Project Schedule and detailed Phase/Task information is provided as an attachment to this memo. Additional details on Consultant's Project Approach and Understanding can be found under Tab 2 starting on Page 47 of Consultant's response to RFQ 04-2122 that has previously been made accessible to the City Council.

FINANCIAL IMPACT

The total cost for delivery of the final updated Comprehensive Plan and Land Development Code is $317,088: $275,729 for the project deliverable, and a 15% contingency of $41,359. The funds will be spent from the following account: 001-04-0401-515-31-531000, and the budget will be amended as part of the year-end budget adjustment.

REQUESTED ACTION

Approve/Disapprove the Scope of Services and Fees for Kimley-Horn and Associates, Inc. Professional Consultants for the Comprehensive Plan/Land Development Code Update Project the Amount of $317,088

ATTACHMENTS

1. Comprensive Plan-LDC Update Tasks and Proposed Schedule

City of Jacksonville Beach CP/LDC Update

Phase 1 1.1	Kick-Off Meeting LDR Review Comp Plan Review City Charter Review CP Statutory Review South End Redev Plan Review Community Redev Plan Review Strategic Plan Review Zoning Atlas Review Other Document Review Develop Matrix Summary	Phase 2 2.1A	Develop CP Update Approaches Additions/Deletions of Elements Update Data and Analysis GIS/Map Coordination/Updates Update Matrix Summary	Phase 3 3.1A	**CP Workshop** **(BOA and PC)** **CP Workshop** **(City Council)** Amend CP Recommendations Website Update/Coordination
1.2	**Workshop (Citizens)** **Workshop (City Staff)** **Workshop (BOA and PC)** **Workshop (City Council)** **Workshop (Business Owners)** **Workshop (CRA)** Update Matrix Summary	2.1B	Develop LDC Update Approaches Zoning Districts Review GIS Coordination/Updates Exhibit Creation/Revisions Update Matrix Summary	3.2A	**CP Hearing (PC)** **CP Hearings (City Council)** Create FINAL CP Updates
1.3	Website Update/Coordination Coordinate COJB Tour COJB Tour Update Matrix Summary Staff Coordination/Progress Meetings	2.2	**Workshop (Citizens)** **Workshop (City Staff)** **Workshop (BOA and PC)** **Workshop (City Council)** **Workshop (Business Owners)** **Workshop (CRA)** Update Matrix Summary Website Update/Coordination Staff Coordination/Progress Meetings	3.3B	**LDC Workshop (BOA and PC)** **LDC Workshop (City Council)** Amend LDC Recommendations Website Update/Coordination
Total Project Cost: $317,088 **(includes 15% contingency)**		2.3A	Develop Final CP Recommendations Rewrite CP in Strike/Underline	3.4B	**LDC Hearing (PC)** **LDC Hearings (City Council)** Create Final LDC Revisions
		2.3B	Develop Final LDC Recommendations Rewrite LDC's in Strike/Underline	3.5	Final CP Clean Copy Final LDC Clean Copy

4. PROPOSED PROJECT SCHEDULE

Schedule control is inherently tied to people. Their experiences, vision, management styles, and philosophies all affect significant components of a project approach and its execution. One of the important schedule control mechanisms for this project will be our team's previous experiences and lessons learned, as well as their application to this project. Identifying realistic goals, developing a focused action plan that addresses only those items necessary to accomplish the goals, anticipating the implications of decisions made in early phases to future phases, and preparing a mechanism for addressing unexpected challenges are important in establishing schedule control. They build the framework for completing a successful project on schedule.

INNOVATION AND COST SAVINGS

Kimley-Horn has a long history of providing successful, innovative, and cost-efficient solutions and takes pride in thinking beyond preconceived notions to develop innovative solutions that exceed the expectations of our clients. We always look for better and more creative ways to do our jobs. Our staff is continually looking for better ways to solve problems—we don't necessarily follow the crowd and use every new technique simply because it's the "in thing" to do. The following schedule denotes a few innovative and cost savings benefits:

- Simultaneous completion of both the Comprehensive Plan and Land Development Code review, data and analysis. With a deep bench of planners to call upon, Kimley-Horn has the staff available to complete these concurrently
- Public participation is also shown concurrently with an ability to offer a focused outreach plan with efficiency for community participants
- The drafting and adoption of the Comprehensive Plan and Land Development Code one after the other will ensure a focused process leading to approvals and adoption

TASK	JUNE 2022	JULY 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MARCH 2023	APRIL 2023	MAY 2023	JUNE 2023	JULY 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023
COMPREHENSIVE PLAN																		
Task 1– Review Of Existing Documents, Ordinances, And Initiatives (Including Data And Analysis)																		
Task 2 – Public Participation																		
Task 3 – Draft Comprehensive Plan																		contingency
Task 4 – Final Revised Comprehensive Plan / Adoption																		
LAND DEVELOPMENT CODE																		
Task 1– Review Of Existing Documents, Ordinances, And Initiatives (Including Data And Analysis)																		
Task 2 – Public Participation																		
Task 3 – Draft Land Development Code																		contingency
Task 4 – Final Revised Land Development Code / Adoption																		